



RAIDERS HOCKEY CLUB

POLICE INFORMATION CHECK PROCESS & INFORMATION

As a Coach you are required to obtain a Police Information Check (PIC) with Vulnerable Sector (VS) check. This is referred to as a PICVS or a PVSC. Hockey Canada requires a new PIC every 3 years.

Raiders Hockey Club participates in the Volunteer Screening Program Number (VSPN) administered by Volunteer Alberta (VA). This enables Raiders HC to provide **PVSC's to our Coaches free of charge *IF they apply through the VSPN Voucher link emailed to them by Raiders HC.*** This new voucher process also replaces the requirements of providing a letter.

Previous PIC: If you have a completed PVSC less than 3 years old this may be submitted to the Director of Safety, Conduct & Privacy for review of acceptance. Your PVSC must be from Calgary Police Service.

New PIC: If you need to apply for a new PVSC you need a Voucher Link emailed to you. Please email administrator1@raidershc.ca if you require a Voucher link.

Please note if you apply for a PVSC through any method other than a voucher link sent to you, you are responsible for all costs (\$61.25 w/out letter & \$21.25 w/letter). Raiders HC will not reimburse you. Should VS Fingerprinting be required to complete your PIC you are responsible for the \$25 fee and any subsequent fees.

STEP 1: Follow the *Voucher link emailed to you and register for an account/login, then apply for your PIC through that link.* (SEE Raiders VSPN Voucher Instructions sheet) DO NOT select 'start a new application'. You MUST apply through the link to receive the PIC free of charge.

STEP 2: *Watch your email* for completed PIC or any follow-up/further information required. Emails will come from Calgary@policesolutions.ca

STEP 3: *SHARE your PIC results with Raiders HC.* You will receive your completed PIC via .PDF. You can print, download, share and save the document for your future use. Please print the document/take a screenshot and scan/take a picture and email your results to administrator1@raidershc.ca & director-safetyconductprivacy@raidershc.ca. Police Checks will not be retained but require review.

If you have any questions regarding PIC's please email the Director of Safety, Conduct & Privacy at: director-safetyconductprivacy@raidershc.ca

