



## MEDICINE HAT SOCCER ASSOCIATION

*THE GOVERNING BODY OF SOCCER IN MEDICINE HAT*

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Dear Coaches and Volunteers,

The Medicine Hat Soccer Association holds sacred the care of children placed in our trust. Beginning Indoor Season 2017, we are gradually phasing in the Canadian Police Information Check and Vulnerable Sector Search for all coaches working with minors. By Indoor Season 2018 we will have completed the task. This will be an ongoing process as police checks are valid for 3 years.

If you recently have completed both checks, the MHSA will recognize them for three years from the issue date. Simply provide the office with a copy to keep on file.

To make obtaining your Police Information Check easier for all our coaches, we have now collaborated with the Medicine Hat Police Department and have a program that will allow you to make the application for this check from your computer 24 hours a day, 7 days a week. This eliminates the need for you to go to the police station to make this application.

In the near future, you will be receiving an email with a link to a web site that will allow you to complete this registration. ***There is no cost to you to do this***, just click on the link and answer the questions. You will note that there will be 3 or 4 multiple-choice questions you will need to answer to validate your identity. The questions require your answer within a specific amount of time, so please start this process only when you have a few minutes to complete the application. When the application is completed, it will be automatically transferred to the police department who will then process the police information check.

It is important for you to know that the police department do not have access to the questions/answers asked in verifying your identity and the verification company does not have access to any information on your police record check. A completed police check will be mailed to the address you have listed on your application. **You will then need to drop off this document to the MHSA Office.**

Here is some additional information that will help you in completing this check:

- Please take care in providing the information requested. Accuracy is important.
- There is a criminal record self-declaration form on the application package. As the police department need to validate any record found with the applicant, completing this form (if it applies) will significantly lessen the need to attend the police station to verify any record found. If it does not apply, just bypass that form.
- If the system cannot verify your identity, you will get a notice advising you to attend the police station for this purpose. Again, ***there are no costs*** involved and in the vast majority of cases, your check will be completed while you wait.
- In less than 5% of the time, some of you may require fingerprints to be taken. If this is the case for you, the police will send you an email indicating this.

If the process reveals any convictions in your past, the District Review Committee will review the file in full confidence on a case by case basis.

Keeping the children entrusted in our care safe, while learning and enjoying soccer, is our first priority. With your help, we can take a few steps closer to keeping them safe.

Thanks for your understanding and participation.  
MHSA Board of Directors