



Date: June 27, 2013

Re: Criminal Record Check Vulnerable Sector Applicants

All volunteers of the Parry Sound Hockey Club Inc. require a 'Criminal Record Check - Vulnerable Sector. The Club requires volunteers to complete checks prior to commencing their volunteer position, and every three (3) years thereafter. As well, all volunteers of the Parry Sound Hockey Club shall complete a Criminal Record Self Disclosure form on an annual basis. First time volunteers should commence this process ASAP.

All Hockey Club volunteers are required to submit an original copy (with embossed seal) of their completed police check and a signed self disclosure form before assuming their volunteer position.

****Vulnerable persons or individuals refers to a class of persons who, because of their age, a disability or other circumstances, whether temporary or permanent are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them (for example: children, disabled or elderly).***

Completed Police Checks and Self Disclosure forms shall be submitted to and retained by the Risk Management Officer.

1. If you intend to volunteer or have accepted a volunteer position with Minor Hockey, please contact the Risk Management Officer by email at Lisa@ParrySoundHockeyClub.com as soon as possible to provide your contact information and to obtain the Vulnerable Sector Screening Check Letter and Self Disclosure Form.
2. VSS letters will be emailed to you in PDF format. Please print the letter and take it along with the necessary ID to your local OPP Detachment. Applicants must present two (2) separate pieces of valid ID; at least one piece of ID must include a photograph of the applicant taken within the last 5 years. Some examples of acceptable identification are listed below.

3. Once you have received the stamped (embossed) and signed copy of the police check, please ensure that the original copy is placed in a sealed envelope marked "Confidential" and forward it along with the signed Self Disclosure form to the Risk Management Officer, Lisa Moore.

Acceptable forms of photo identification:

- Driver's License
- Passport
- Canadian Citizen Card
- Possession and Acquisition License (PAL card)
- Permanent Residency Card
- Certificate of Native Status
- CNIB Identification Card
- Canadian Military Employment Card

The following are acceptable forms of non-photo identification

- Birth Certificate
- Hunting License
- Outdoors Card
- Baptismal Certificate
- Canadian Blood Donor Card
- Immigration Papers

If you have any questions please don't hesitate to contact me at Lisa@ParrySoundHockeyClub.com.

Lisa Moore, CHRP
Risk Management Officer