

Guidelines for Processing Coaching Applicants

Coach, assistant coach and manager applicants are currently charged a \$10 fee. This fee can be invoiced directly to the club upon request of the CLUB ONLY. Otherwise the applicant will be charged. Reimbursement policies are up to the individual organization. Only **ONE** record check letter is issued and it is up to the applicant whether the information is released to the organization or to them. All letters issued at a reduced fee will clearly state COACHING and cannot be used for employment purposes.

Organizations may choose to scrutineer the forms by completing the applications in their offices or at regular meetings. Use the regular application form available in the Criminal Record Check office or on-line at www.police.saskatoon.sk.ca. Coordinators should have the applicant complete the Saskatoon Police Service Criminal Record Check Form in their presence. If applicants will be working with children under 18, the disabled (mentally or physically) or the elderly, page 2 will need to be filled out COMPLETELY. In order for the fee to be reduced and/or invoiced our accounting department requires a letter on organization letterhead confirming the applicants name and volunteer status. The letter must be signed by the person in charge of the program or their designate. Alternately, a fax on organization letterhead listing names of applicants eligible to pay a reduced fee can be faxed to our office at 975-8046. Organizations may also choose to request invoicing in their letter. If so, a complete mailing address for the designate receiving the invoice MUST be provided.

To scrutineer the application within the Organization, it will be necessary to ensure the following guidelines are met:

1. Forms are completed in the presence of the person in charge of the Organization or responsible designate.
2. Ensure each line on the Criminal Record Check Form is completed (ie: MAIDEN NAME and/or ANY OTHER NAMES USED) - In the event there is no information to record, ensure n/a or does not apply is recorded in the space
3. Applications must be accompanied by a photocopy of two pieces of government issued ID of which one must be photo ID. Examples of acceptable identification are Driver's Licence, Health Card, Social Insurance Card, Birth Certificate, Passport, Firearms Certificate and/or Treaty Card. Originals do not need to be presented to the scrutineers. The scrutineer can visually confirm the photocopies provided all vital information and numbers are clearly legible.
4. Scrutineers sign off on the photocopies with their signature, position within the organization and a contact phone number. **IF A SCRUTINEER IS NOT AVAILABLE A NOTARY PUBLIC OR COMMISSIONER OF OATHS (employed by banks and insurance companies) CAN ALSO PROVIDE THIS SERVICE**
5. Saskatoon Police Service will process the application only if all the applicable areas of the form are completed and appropriate identification has been attached and initialed. Incomplete applications will be returned to the organization.
6. Some applications may require fingerprints to be verified prior to releasing any information. Those applicants will be contacted directly by the Criminal Record Check office to make arrangements for the fingerprinting to be completed.
7. Consent areas must be signed in the presence of person in charge. There are three different consent areas which gives the Saskatoon Police Service permission to access the applicant's personal

information. Scrutineers will be required to sign on page one in the space labeled "Police Representative". Applications without signed consents will be returned to the organization

- **STATEMENT OF CONSENT** (Page 1)
This consent **MUST** be signed by the applicant to allow Saskatoon Police Service to process the actual Criminal Record Check.
- **WAIVER FOR CONSENT OF RELEASE OF INFORMATION TO FIRM/ ORGANIZATION OR COMPANY** allows the Saskatoon Police Service to mail the record check directly to the organization. Complete the section listed under BELOW IS FOR POLICE USE ONLY
- **CONSENT FOR PERSONS APPLYING FOR POSITIONS WITHIN THE VULNERABLE SECTOR** (Page 2 of the application)

PLEASE NOTE: COACHES of players under 18 are also in a position of trust and authority and should be completing the vulnerable sector

If your company or organization is responsible for the well-being of one or more children/vulnerable persons and is a position of authority or trust relative to those children/vulnerable persons and to whom or to which an application is made for a paid or volunteer position, you should know that legislation allows for a search to be made to determine if the applicant has received a pardon for a sexual offence. To complete the search the signed Consent is necessary. If the consent is signed by the applicant, negative results will be contained in the letter verifying Criminal Record information. If the consent was not signed, again it is up to the Organization to request that the applicant complete the consent if necessary. If the consent was signed and the result of the search was positive, any release of information will be directly to the applicant (volunteer). Also, if a criminal record exists with the Saskatoon Police Service and is verified by thumbprint the information will only be released to the applicant.

Completed forms can be mailed in as a package to the Saskatoon Police Service, Criminal Record Checks, Box 1728, 130 4th Avenue North, Saskatoon SK S7K 3R6. You may also deliver these to the Criminal Record Office located on the Second Floor of Saskatoon Police Service, 130 4th Avenue North.

Please be advised that depending on current volume it may take up to 5 to 10 business days to process Criminal Record Checks when the forms are delivered to Saskatoon Police Service. Several Organizations, including the schools and sporting organizations begin in the fall or spring, so the number of Criminal Records to process greatly increases at certain times of the year. Please do not expect an immediate response. We will process these requests in the order they were received.