



## RECORD CHECK REQUIREMENTS FOR SMHA COACHES AND OTHER CARDED TEAM STAFF

**Strathcona Minor Hockey** is accountable to its membership, and as the program grows, so does the accountability. The hockey programs that SMHA are mandated to provide are specifically youth oriented. The accountability to its membership, therefore, becomes high priority due to the potential vulnerability of its participants.

SMHA requires that all volunteer team officials complete background searches and provide the results as part of the ratification and approval process. This must be completed prior to becoming an approved official on an assigned team

The first is a **Child Social Services Intervention Check**, obtained through Child and Family Services, required from all Discovery and U-7 team staff, and the second, a **Criminal Record Clearance Check and a Vulnerable Sector Check**, obtained through the RCMP.

***Discovery and U-7 staff are required to obtain both the Intervention Check and the CRC/VSC while U-9 to U-18 team staff are only required to obtain the CRC/VSC.***

Please note that this clearance may take time to complete and we ask that you begin the process as soon as possible.

Both of these services are required by **Dec 1** of the current hockey season otherwise the official may be suspended from assisting with the team.

### Intervention Check

Nothing is required from SMHA to get this check done. Simply visit the office below with your identification and request a **Child Social Services Intervention Check**. You will be required to fill out a form and the search results shall be mailed to you. Upon receipt you need to drop those results off at the SMHA office at Ardrossan Recreation Complex or scan and email the results to [registrar.smha@gmail.com](mailto:registrar.smha@gmail.com)

**Please note that this search can take a month or longer to receive. Upon applying you will receive a receipt from Child and Family Services. If the search results are not received by the Dec 1 deadline provide the receipt until the search is received.**

Child and Family Services  
121 Crimson Drive  
2<sup>nd</sup> Floor, Trillium Centre  
Sherwood Park, Alberta  
T8A 2T5  
Phone: 780-467-5195

### Criminal Record Check (CRC) and Vulnerable Sector Check

To complete this check, please take the CRC letter to the Sherwood Park RCMP detachment. The CRC will be issued free of charge with this letter. Once you receive your check, please drop those results off at the SMHA office at Ardrossan Recreation Complex.