

## **Calgary West Little League Police Security Clearance Process (ePIC)**

**Completed electronic Police Information Checks (ePIC) for Calgary West Little League are free and valid for three (3) years.**

Once you have signed up to be a coach or on-field helper with Calgary West Little League, you must have a current local security clearance or Police Information Check (ePIC) completed with the Calgary Police Service. This is required for the safety of children under the care of all of our coaches and helpers.

**Goto:** <https://policeinformationcheck.calgarypolice.ca/>

Here you will be able to utilize the automated online system for submitting Police Information checks. Once submitted, you can monitor your application anytime through a secure personal account. The results will be sent directly to you and then you are able to share the results with multiple agencies including Calgary West Little League.

You will need the following to complete the submission:

- Knowledge of how long you have lived in Calgary
- Name of the organization you are volunteering for – Calgary West Little League
- a digital copy of some supporting documents such as
  - Driver license
  - Passport
  - Nexus card
  - Indian status card
  - Provincial Health Care card
  - Birth Certificate
  - Marriage Certificate
  - Citizenship card
  - Citizenship certificate
- A digital copy of the letter from the league with the VSPN – stated at the bottom of the letter.

The ePIC must be shared with CWLL in order to remain as a head coach, assistant coach or on-field helper.

A shared copy of a current ePIC certificate from another organization (schools, other sports teams etc.) will be accepted.

If you have lived in Calgary for less than 1 year, you must have a clearance completed with the police service at your former place of residence.

**The final Certificate will be on-line and you must share it ASAP with CWLL via the on-line system in order to coach or be an on-field helper.**

Should there be a criminal record or outstanding issues, the clearance of the individual will be determined by the CWLL safety officer, age group vice-president and president.

All clearances are good for 3 years from the date indicated on the document.

For further information, or to obtain an authorization letter, please contact the CWLL Safety Officer, Troy Cleland at [safetyofficer@cwll.org](mailto:safetyofficer@cwll.org)