

## Peace Curling Association/Alberta Curling Federation



### Screening Application for Coaches

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The purpose of this application process is to protect:

- Juvenile and Junior athletes
- the Alberta Curling Federation (ACF) and Regional Associations
- coaches at Juvenile and Junior championships

Please complete the application and send it to the Peace Curling Association along with a copy of your completed police records check\*\* and copies of your birth certificate and valid drivers license. Applications must be received in our office by SEPTEMBER 30 (this gives us time to process, do reference checks prior to the beginning of the competitive curling season).

\*\*You are responsible for acquiring a police records check (you will need photo identification for this process – i.e. driver's license). Please take the attached Police Request Form with you.

**Elaine Muceniek**  
**President, Peace Curling Association**

Attachments: Screening for Coaches  
Police Request Form  
Personal Coach Application Form

## Screening Process for Coaches

As an organization, the law requires us to do all in our power to protect any individual who comes under the authority of our organization.

Therefore, we are instituting a screening process for all coaches who will be accompanying Juvenile and Junior Teams to Playdowns and Championships.

The coach will be required to participate in a screening process that includes an application form, reference check and a police records check.

The application form with a police records check attached, must be mailed to the Peace Curling Association no later than five (5) weeks before the Juvenile and Junior Championship begins. (This will be sufficient time for references to be checked.)

The police records check will be valid for a period of five (5) years from date of issue or as requested by the Alberta Curling Federation or respective Regional Association. The coach will be notified that a new screening process will be required.

Starting in the 2007-2008 curling season, this screening process will be mandatory for all coaches accompanying Juvenile and Junior teams to Regional Association Playdowns and Alberta Provincial Championships.

**This process will not be waived under any circumstances**

This screening procedure was put in place to protect our youth curlers. It is also for the protection of the Alberta Curling Federation, the three Regional Associations, the clubs and especially the coaches.

**“This information will be held in strict confidence”**

**DATE:** \_\_\_\_\_

**TO:** City/Municipality of \_\_\_\_\_ **Police Department/  
RCMP Detachment**

**FROM:** Peace Curling Association

**LEGAL NAME OF APPLICANT:** \_\_\_\_\_

As is required to be a Coach with Juvenile and Junior Teams, a Police Records Check must be done for the above named person.

At the time of application, identification containing name and date of birth will be presented.

As a volunteer for a not-for-profit organization, we are requesting that the service fee for this procedure be waived if possible. Thank you.

**Elaine Muceniek**  
**President, Peace Curling Association**

**Peace Curling Association**  
**Coach Application**

I am 21 years of age or over: Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Previous Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

REFERENCES (Please list three references with current telephone numbers)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

email: \_\_\_\_\_

I hereby authorize my references to be contacted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

THIS APPLICATION MUST BE RECEIVED IN THE OFFICE OF THE Peace Curling Association a **minimum of five (5) weeks** PRIOR TO THE FIRST LEVEL OF PLAYDOWNS.

*"The Federally enacted **Personal Information Protection and Electronic Documents Act**, and the corresponding Provincial enactment, the **Personal Information Protection Act**, requires that the Peace Curling Association/ACF seek your consent to collect, use, and disclose your personal information and the purpose thereof.*

*By signing this Application, you acknowledge that you have given the Peace Curling Association/ACF the consent to collect, use and disclose your personal information, for the purpose of all matters relating to this Coaching Application. If you have any questions about the collection and use of this information, please contact your Regional Association Office at 780-532-4782.*

Please mail your application and police records check marked **CONFIDENTIAL** to:

Peace Curling Association  
Box 265 Grande Prairie, AB T8V 3A4  
Phone: 780-532-4782 Fax 780-538-2485

