SECURITY CLEARANCE PROGRAM

ABOUT

CMSA requires all team officials listed on CMSA/ASA rosters for CMSA league play, ASA provincial competitions, tournaments, training, cultural exchange travel and CSA National Championships to have a **current and valid security clearance including a vulnerable sector search** to ensure the safest possible environment for minor soccer players.

Security clearances can be completed from the comfort of your own home using the online electronic police information check (e-PIC) system. Volunteers that complete the process can share the results with numerous volunteer organizations through the online system. Security clearances are valid for three years.

HOW TO APPLY – The Three Step Process

STEP 1 Request a Voucher

Team Officials listed on a current roster must request a volunteer voucher from CMSA before applying for a clearance. Email sdahamni@calgaryminorsoccer.com to receive your voucher.

STEP 2 Apply Online

After receiving your voucher, begin your application by clicking the link sent via email from Police Solutions and select 'Register for your Police Information Check.'

Note: You must complete the clearance process online as you cannot redeem the voucher in person.

STEP 3 Share your results with CMSA

Once you have received notification from CPS that your application has been processed and completed, you have **90 days** to download the results and must '**SHARE**' this information with CMSA. Email sdahamni@calgaryminorsoccer.com with a PDF copy of your results.

If sharing through CPS Police Information Checks – Online Results – Secure Access please include PIN Number, Postal Code, and Date of Birth.

Note: You are not eligible to coach until you have shared the results with CMSA and your Risk Management has been updated. Unless you are within your grace period.

SECURITY CLEARANCE PROGRAM

OUT OF DISTRICT VOLUNTEERS

Request a Letter

STEP 1

Team Officials listed on a current roster must request a volunteer letter from CMSA before applying for a clearance. Email sdahamni@calgaryminorsoccer.com to receive your letter.

Apply Online

STEP 2

After receiving your letter, begin your application. Bring your letter into your local RCMP station to Register your Police Information Check.

Note: you must apply within two weeks of receiving your letter.

Share your results with CMSA

STEP 3

Once you have received notification from RCMP that your application has been processed and completed, you must SHARE this information with CMSA. Email sdahamni@calgaryminorsoccer.com with a PDF copy of your results.

Note: You are not eligible to coach until you have shared the results with CMSA and your Risk Management has been updated. Unless you are within your grace period.

IMPORTANT

Volunteer security clearances are free of charge to our team officials through a program with Volunteer Alberta and government funding. Volunteer Alberta has been working hard to keep this program free for volunteers and has asked our assistance to ensure volunteers are following the process correctly and are not misusing the program. We have implemented the following changes to ensure the safety of our players and keep program costs down:

1. Team officials must be registered with a CMSA club and assigned to a current team roster to apply for a security clearance and receive a volunteer voucher from CMSA.
2. Every team official will only receive one voucher every three years.
3. CMSA will not provide additional vouchers to team officials who fail to complete the three-step process.
4. Team officials that do not complete the three-step process are ineligible and must be crossed off the game sheet. Volunteers will then be responsible for obtaining a clearance through Calgary/District Police Services at their own expense.