

APPENDIX B: CRIMINAL RECORD CHECK LETTER



Lower Island Women's Soccer Association

PO Box 5489 LCD9

Victoria, British Columbia V8R 6S4

www.liwsa.com

Central Saanich Police Department
North Saanich / Sidney RCMP
Oak Bay Police Department
Saanich Police Department
Sooke RCMP
Victoria Police Department
Westshore RCMP
Shawnigan Lake RCMP
Duncan (Cowichan)
RCMP Ladysmith
RCMP Nanaimo RCMP
Saltspring RCMP

Re: Criminal Record Checks for volunteers with the LIWSA

Dear Sir or Madam,

The Lower Island Women's Soccer Association (LIWSA) is a non-profit organization that promotes, organizes, and represents women's soccer of all levels on southern Vancouver Island and Saltspring Island for players ages 17 and up. We have approximately 1,400 members in our Association. In addition, our rules allow teams to call up youth players from the Lower Island Soccer Association to play in the LIWSA.

Because we have youth playing in our league, we require our volunteer board and all coaching and management staff and referees to provide the league with a current a criminal record check every 36 months. Our season runs from September to April each year.

Your assistance in processing the criminal record checks for our volunteers is greatly appreciated. Our volunteers understand that they are to bring two pieces of identification with them, one of these being picture I.D. If you have any questions or concerns, please feel free to contact me at riskmanagement@liwsa.com

Yours sincerely,

Heather Todd
Risk Management Officer
Lower Island Women's Soccer Association