

# Lower Island Women's Soccer Association

Victoria | BC | Canada

PO Box 5489 LCD9 | Victoria, BC V8R 6S4 | [www.liwsa.com](http://www.liwsa.com)



Central Saanich Police Dept (North)	Duncan (Cowichan) RCMP	Shawnigan Lake RCMP
Oak Bay Police Department	Ladysmith RCMP	Sooke RCMP
Saanich Police Department	Nanaimo RCMP	Westshore RCMP
Victoria Police Department	Saanich/Sidney RCMP	
Courtenay/Comox RCMP	Salt Spring Island RCMP	

## Re: Criminal Record & Vulnerable Sector Checks for volunteers with the LIWSA

To Whom It May Concern,

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 Vancouver Island and Salt Spring Island for players ages 17 and up. We have approximately 1,250 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. The Association also actively assigns youth game officials for sanctioned league games.

Because we have youth either playing or assigned as game officials (Assistant Referees) in our league, we require our volunteer board members and all team officials (Coach, Assistant Coach, Manager, & Gender Rep) to provide the league with a current a criminal record and/or vulnerable sector check every 36 months. Our season runs from September 1 to March 31 each year and includes participation in BC Soccer Provincial tournament from April to June annually.

Your assistance in processing the criminal record and/or vulnerable sector checks for our volunteers is greatly appreciated. Our volunteers understand that they may require 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](mailto:riskmanagement@liwsa.com).

Yours sincerely,

**Heather Todd**

LIWSA Risk Management

[riskmanagement@liwsa.com](mailto:riskmanagement@liwsa.com)

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