

### **CAL WEST LITTLE LEAGUE VOLUNTEER REQUIREMENTS**

### **Spring 2025**

Please ensure the following three steps (details follow under the steps for how to complete) have been completed by April 11, 2025. Until these steps have been completed, coaches will be unable to participate in on-field activities. Please complete these AS SOON AS POSSIBLE to ensure you are able to fully participate with your team this season.

**1. 2025 Little League Canada Volunteer Form -** please fill out and submit to [safetyofficer@cwll.org](mailto:safetyofficer@cwll.org) along with a picture of your Driver’s license.

**2. Initiate a Police Information Check**   
Instructions to obtain a PIC (Police Information Check) from the Calgary Police Service for Little League:

1. If you have not already received a PIC voucher by email for this season, please email safetyofficer@cwll.org to request a PIC voucher.
2. After being processed by the CWLL (Calgary West Little League) Safety Officer, you will receive an email with a link to use the voucher to complete a police check application. This voucher link is required to avoid paying a fee for the PIC. Using the link, you will be required to login to the CPS PIC system for Volunteer Agencies.
3. After logging in using the voucher link, you will have 1 hour before being automatically logged out. Be prepared to answer questions regarding your credit history within 2-3 minutes. If your credit history questions are verified, the process is faster, otherwise you will need to submit a photo with ID.
4. Enter in the reasons for requesting a PIC:
   * + Volunteer position: “Coach”
     + Organization: “Calgary West Little League”
     + Vulnerable Clientele Duties: “Coaching youth sport, ages 4 to 16”

After submission, the CPS usually takes 2-3 weeks to respond. This could be longer if ID verification is required. Note that an “Attend” letter is not a valid police check, this means you will need to attend a CPS location in person.

**3. Complete Child Abuse Awareness Certificate and submit to safetyofficer@cwll.org**

The online Child Abuse education course can be completed through either USA Baseball or through SafeSport Canada. ***Note that only one of the two Child Abuse courses is required to be completed.***

**Option A.** USA Baseball “Abuse Awareness for Adults” course. This online course is available at:[**https://www.littleleague.org/university/articles/abuse-awareness-training-course/**](https://www.littleleague.org/university/articles/abuse-awareness-training-course/)

* Click on the “Abuse Awareness for Adults” link. You will need to register with the USA Baseball mobile coach to have access to the course.
* Upon completing the course, a certificate will be available from your account.

**Option B**. Safesport Canada “Safe Sport Training” course. This online course is available at: <https://coach.ca/sport-safety/safe-sport-training>

* Create a login account through [**thelocker.coach.ca**](http://thelocker.coach.ca/)
* Choose the “Safe Sport Training” on the Coach.ca Locker page.
* Take a screenshot of the completed course acknowledgement in the Coach.ca locker “Certification” tab of the “Profile” page.