

Beaumont Soccer Association (BSA) Policies, Programs & Procedures			File #	PPP-03-01	Page(s)	1		
	Title	Volunteer Application Procedure						
	Category	Volunteers	Sub-Category	Vulnerable Sector Check				
	Initial Release	July 17, 2017	Date Revised	May 26, 2025				

Date: \_\_\_\_\_

Please accept this letter as verification that \_\_\_\_\_ has registered to volunteer for the Beaumont Soccer Association (BSA). Our organization relies on dedicated volunteers to maintain and continue to develop our soccer programs, because all of our volunteers work closely with youth aged from 3-18, we require **Vulnerable Sector Check (VSC) clearances** for all volunteers. Some of the roles that exist within our organization include, but are not limited to: board members, staff members, coaches, assistant coaches, team managers and general volunteers.

Please reference below for applicant information:

#### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### INFORMATION FOR OUR VALUED VOLUNTEERS

Thank you for your interest in becoming a volunteer with the BSA. As part of the screening process for individuals working with youth (as per ASA, EMSA, MWSA & BSA requirements), all new and re-qualifying volunteers must undergo a VSC. This process is completed to protect all of the youth, volunteers and staff involved in our programs.

**Obtaining a VSC clearance letter:** Please take this letter, along with 2 pieces of government issued identification to your local RCMP or city police detachment. If you live **outside** the Beaumont city limits, you will need to go to the Leduc detachment.

You may be asked to submit your fingerprints to complete the record check. If this is the case, they will ask you to make an appointment on a Thursday. If we do not have a valid vulnerable sector clearance letter prior to the start of the season, for the safety of our participants, staff and volunteers, you will not be able to volunteer until the VSC is received by BSA.

**Validity of a peace officer issued VSC clearance letter:** VSC clearances will be considered valid for a maximum of 2 years; if your clearance is set to expire during the season, please ensure that a new one is submitted prior to the initial one expiring. Existing VSC clearances that fall within the 2-year timeline will be considered valid and accepted.

**Submission process:** Once you have obtained your VSC clearance, please submit a copy to BSA either via e-mail: [admin@beaumontsoccer.com](mailto:admin@beaumontsoccer.com), at the coach & manager's meeting, or by placing it in the BSA drop box at the Beaumont Sports & Recreation Centre (5001 Rue Eaglemont, Beaumont, AB T4X 0H9). Our drop box is located one the main level, just northeast of the fieldhouse.

**Cost & reimbursement:** Most police detachments do not charge volunteers for these services, if a charge is incurred, please submit your receipt for reimbursement to BSA via e-mail: [admin@beaumontsoccer.com](mailto:admin@beaumontsoccer.com)

Thank you for your cooperation and dedication to the community and BSA – our youth could not play without your commitment!



Nicole Davidson  
 Administrator  
 Beaumont Soccer Association