



MEMO

To: All AGF Member Clubs

Date: March 1/17

From: AGF Office

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RE: PRC and IRC Checks

Notes:

Police and Child Welfare Checks

With the competitive season underway, AGF would like to remind all coaches of AGF policy **21.0 Police Checks and Intervention Record Checks**. Any AGF member coach who may be in contention to act as an Alberta Team Coach for Westerns, Canadians and/or Western Canada Cup, must have submitted to the AGF office a document that proves that the coach has applied for a *current Police Record (PRC) and Intervention Record Checks (IRC) PRC and IRC by March 1st. The completed PRC and IRC must be received by the AGF office prior to the event/competition registration deadline.

To assist with obtaining your **PRC**, AGF has followed Gymnastics Canada and partnered with Sterling Talent Solutions. Please note that this is for your Police Record Check (PRC) **ONLY** and you must still submit an Intervention Record Check.

Please follow the below steps in order to complete your check for the subsidized fee of \$25 plus GST.

Step 1 - Go to (<http://www.sterlingtalentsolutions.ca/alberta-gymnastics-federation/>).

Step 2 – Click on 'Start My Check' and register.

Step 3 – Activate your account. You will receive an email with a link to log back in.

Step 4 – Log back in and go to your Inbox.

Step 5 – Select the Alberta Gymnastics Federation invitation.

Step 6 – Follow the link to submit payment.

Step 7 – Continue to complete you ePIC.

Step 8 – Wait for results (on average one day) and share them with AGF.

Please contact Cassie Crook at techadmin@abgym.ab.ca or 403.259.5500 should you possess any additional questions or require further assistance.

*** PRCs and IRC are valid for a period of 3 years from the date of the completed PRC and IRC.**

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