



Capilano – Mini/Youth Rugby Program

c/o 305 Klahanie Court, West Vancouver, BC V7P 3P5

November 2010

To: North Vancouver RCMP – 147 East 14th Street, North Vancouver
West Vancouver Police – 1330 Marine Drive, West Vancouver

Dear Madame / Sirs:

We wish to introduce to you _____, who is a volunteer at The Capilano Rugby Football Club located in Klahanie Park – 305 Klahanie Court in West Vancouver . They are seeking to have a Criminal Record Check done as we request this of all our Coaches, Managers, and support Volunteers. We kindly request that you wave the record check fee or offer them the reduced application fee as all of these positions are on a volunteer basis. We thank you for your help and assistance in this matter, and if you have any questions or concerns please do not hesitate to contact us.

Thanking you in advance,

Barry Allen – Child Welfare and Protection Committee member

barryjallen@gmail.com

On behalf of the Directors

Capilano Mini-Rugby

Note to Applicants:

Take this letter with you to one of the Police stations noted.

Introduce yourself at the front desk and tell them that you are there to apply for a Criminal Record Check.

Hours of operation are best Monday – Friday 9 to 5

North Vancouver – is free with this letter.

West Vancouver – has a reduced fee of \$ 22.

Please be sure to take with you:

2 pieces of I.D. – one being photo I.D.

Proof of Residency in Municipality –

Go to the Police Station that is in the city that you live in.

If you do not live on the North Shore, you will need to go to the Police detachment that is in your home area.

Thank you for your attention and the time you give to the club and the players!