

Police Records Check

Ontario Soccer requires that individuals with access to vulnerable people, such as young athletes, undergo a police records check. To ensure the safety of all our players, we require that a police records check be undertaken as follows:

For coaches of U9 to U12 players - every two years

For coaches of U13 to U18 players - every year

For coaches of U5 to U8, police record checks are not mandatory

Note: Any player 12yrs and under cannot simply be dropped off at the field. For these age groups, a parent should be at the field at all times.

Process

The Ottawa Police Service has introduced a new online records check service that will return your results in as little as 24 hours. Simply visit ottawapolice.ca/recordchecks and follow the online instructions. Even if you are required to attend the OPS's Queensview location (at 2670 Queensview Drive) [map](#) in person, completing the majority of your records check online will greatly speed up the process. The OPS's Queensview location is open from 7:30 a.m. to 5:30 p.m., Monday to Friday. It is closed on weekends, statutory and civic holidays, including Remembrance Day.

As a volunteer with our organization, you are required to get a **Level 3 Vulnerable Sector Check**.

If you want a hard copy of your results, please be sure to select "*mail my results*" during the process. If you want a soft copy of your results, be sure to select the "*email my results*" during the process. **In either case, you must send your results to info@dragonsoccer.ca, at your earliest possible convenience.**

To proceed to police check, click here ottawapolice.ca/recordchecks

Coaching FAQs

1. What type of identification do I need to provide for an online records check?

You will need a bank account and a credit history so that the system can verify your identity.

If you are requested to attend in person to verify your identity, you will need to bring at least one piece of government-issued photo identification, and another piece of government-issued identification. Both forms of identification must have your name and date of birth. For more information on specific identification that can be used, please visit the FAQ section ottawapolice.ca/recordcheck.

2. Is the records check free?

Records checks for people who are volunteering with us have a nominal fee if you have a letter from us. You will be prompted to attach the letter as you go through the process on the website. Once you have the receipt, please forward to us and we will reimburse you for the cost. If you don't have the letter, do not apply online until you get one from us - contact info@dragonsoccer.ca.

3. How long is a records check valid for?

Our organization requires that you get a records check done:

- every two years for coaching children 9 to 12
- every years for coaching children 13 to 18

Records checks are not required for coaching children 5 to 8 as their parents must be at the field

4. Why can't I print out my email results?

The digital signature, which is the electronic equivalent of the physical seal on a printed copy of a records check, cannot be printed for security reasons.

For more information about the OPS's online records check, please visit: ottawapolice.ca/recordchecks.