

**SMITHS FALLS MINOR HOCKEY ASSOCIATION**

**BOX 693  
SMITHS FALLS, ON. K7A 4T6**



**Volunteer Confirmation Letter**

*INSERT DATE HERE*

To Whom It May Concern,

The Smiths Falls Minor Hockey Association is supported by volunteers as board of directors, coaches, assistants, on ice helpers, trainers and managers as part of its minor hockey programs. HEO(Hockey Eastern Ontario), the governing body of SFMHA requires that all bench Staff(*coaches, assistants, on ice helpers, trainers and managers*) have a Vulnerable Sector Record

<https://www.hockeyeasternontario.ca/bench-staff/coaches/certification-qualification-requirements/?division=U7&level=House%20League&position=Manager>

**This letter is to confirm that *INSERT NAME HERE* has volunteered within the Smiths Falls Minor Hockey Association (SFMHA). The position is one of trust and authority towards vulnerable persons aged 4 through 17. Based on the position above, the individual could be in direct contact as with vulnerable persons during games and practices. We appreciate you proceeding with the Vulnerable Sector Screening Check accordingly**

If you live in the Town of Smiths Falls please visit the Smiths Falls Police Service or their website here [https://www.sfps.ca/?page\\_id=297](https://www.sfps.ca/?page_id=297)

If you live outside the town of Smiths Falls (Montague / Rideau Lakes / Elizabethtown Kitley) please visit your local OPP station or their website here <https://www.opp.ca/index.php?id=147>

Sincerely,

***Allison Staples***

Allison Staples  
Director of Risk and Safety  
[astaples29@gmail.com](mailto:astaples29@gmail.com)

On behalf of SFMHA