



# Mount Douglas Secondary School

3970 Gordon Head Road, Victoria, B.C. V8N 3X3

Phone 250-477-6977 Fax 250-477-0277

To: Central Saanich Police Department  
North Saanich / Sidney RCMP  
Oak Bay Police Department  
Saanich Police Department  
Sooke RCMP  
Victoria Police Department  
Westshore RCMP

RE: Criminal Record Checks

Mount Douglas Secondary has a long tradition of working with community coaches to meet our needs in Athletics. We have approximately 29 teams involving over 500 participants in a school year. We have three seasons of play that run from September to December, December to March, and March to June, meaning that we work all year long with community coaches.

We require all our volunteer community coaching staff to provide a criminal record check from their local police department prior to the start of each season. Our volunteers understand that they are to bring two pieces of identification with them, one of these being picture I.D.

Your assistance in processing the criminal record check for pick up by the volunteer is greatly appreciated. If you have any questions or concerns, please feel free to contact me at 250-479-6977 or at [tmeldrum@sd61.bc.ca](mailto:tmeldrum@sd61.bc.ca).

Yours truly,

Ted Meldrum  
Mount Douglas Athletic Director