



January 1, 2026

Re: Criminal Record Check for a Sports Association

To whom it may concern:

This letter confirms that _____ is volunteering to coach in our baseball or softball programs for the 2026 season.

The association requires that all volunteers coaching youth undergo a criminal record check.

Carnarvon Ball Club requests that you provide the criminal record check directly to the individual, as shown above. They, in turn, will submit it to the association.

We also understand there will be no cost for conducting this check to the association or individual.

If you have any questions, please contact me at the address below.

Sincerely,

Liberty Smart,
President Carnarvon Ball Club
carnarvonpresident@gmail.com
P.O. Box 5483 STN B,
Victoria, BC
V8R 6S4