

**Opening Gaits Therapeutic Riding Society of Calgary**  
**PO Box 76062, Millrise RPO.**  
**Calgary, Alberta, T2Y 2Z9**

August 1, 2017

Dear Volunteer,

We would like to thank all volunteers and let them know how much Opening Gaits values the time you spend at the arena, with our horses and riders.

Opening Gaits Therapeutic Riding Association of Calgary will be requiring all volunteers undergo a Police Information Check as well as a Vulnerable Sector check performed by an agency. If you have a current PIC/VSC please forward.

In order to show due diligence in this regard, we ask our volunteers to call their nearest detachment in their jurisdiction before arriving, as each jurisdiction has its own protocol to follow.

Please take this letter to your local detachment. Upon completion of the checks we ask you return the Police Information and Vulnerable Sector checks to me and **Opening Gaits will reimburse your fee.**

We request and encourage you to obtain these record checks as soon as possible, given this check can take up to three weeks to complete. I will have hard copies of this letter at the office, if you do not have access to a printer.

Thank you for your cooperation in this matter.

Lesley Ann Shire  
Administrator  
Opening Gaits Therapeutic Riding Society of Calgary

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