



Metro West Force Female Hockey Club

Coaching Certification Requirements

For volunteers (coaches, managers, & trainers)

Updated: 27-08-2021

INTRODUCTION

All volunteers who work with Metro West Force teams must complete their Criminal Records Check and Respect In Sport Volunteer Program as soon as possible. The former Child Abuse Registry Check is no longer a certification requirement for coaches/managers/volunteers within the association as per Hockey Nova Scotia (effective for the 2019-20 season onward). This check has been replaced by the Vulnerable Sector Check that is part of the Mybackcheck process. It can take four to six weeks to get these documents back so please start now. Checks are due by December 1 of the calendar year. Record checks are important to protect children from potentially abusive or dangerous situations. Getting these checks done is an important responsibility that Metro West Force Hockey Association takes very seriously.

Hockey Nova Scotia tracks all records checks and has staff in place to ensure that all documents submitted to them are recorded in the appropriate individual's record. Individuals must place the originals in the Metro West Force mailbox at the BMO Attn: Greg Saunders or send the results directly to Hockey Nova Scotia. **Please remember to make yourself a copy.**

As well, coaches and trainers must have the required coaching and safety training certificates. These records are carefully checked by Hockey Nova Scotia. If you are a new coach, trainer, or manager, please make sure you are registered with a team before you send in your record check results to Hockey Nova Scotia or request approval to take a certification clinic. This can be done through our administrator Matt Oxford (metrowestforce.registrar@gmail.com) or certification Coordinator, Greg Saunders (certifications@metrowestforce.com)

If you have any questions about certification requirements, please contact Greg Saunders, Certifications Coordinator at certifications@metrowestforce.com. We ask



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that contact be made with the certifications coordinator rather than Hockey Nova Scotia. The Metro West Force certifications coordinator liaises with Hockey Nova Scotia risk management personnel on specific issues and we want to maintain a Metro West Force central contact rather than many members directing questions to Hockey Nova Scotia.

DEFINITIONS

Coach (Head Coach or Assistant Coach) - Coach means a head coach or assistant coach and is defined as someone who is both on the bench during games and on the ice during practices.

Trainer - A trainer is a person who is on the bench during the games to attend to any injuries. A trainer is on the bench or in the rink during practices as well – but does not go on the ice to help with practices. Must be HU-Online Safety certified.

Manager - A manager is someone who volunteers to help out a team with booking ice time, submitting tournament applications, making travel plans, coordinating team budgets and fundraising events, and

other administrative tasks. This person does not go on the bench during games and does not go on the ice during practices.

Team Safety Rep - A Team Safety Rep is someone that meets with participants, parents/caregivers, coaches, and managers before the season begins to walk through the Rebound Plan and the COVID-19 guidelines of their local facilities. They will also ensure that the COVID-19 participant self-screening is conducted for each participant before each training (on and off-ice) session. They will also complete and store the screening registry.



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Certification Requirements

U7

Team Staff Limit: 9 Coaches + 1 Manager + 1 Team Safety Rep

- Coaches
 - Criminal Record Check with Vulnerable Sector Check (see process below)
 - Respect in Sport Leader (coach/volunteer)
 - HU-Online Coach 1/2
 - Intro Level Coach (minimum, coaches with NCCP-1 do not need this certification)
 - HU-Safety: head coach plus 1 assistant (2 coaches total)
 - Hockey Canada Planning a Safe Return to Hockey E-Learning Module
- Team Safety Rep
 - Completion of Safety Rep training· Completion of criminal record check (CRC) with vulnerable sector verification
 - Hockey Canada Planning a Safe Return to Hockey E-Learning Module
- Managers
 - Criminal Record Check with Vulnerable Sector Check (see process below)
 - Hockey Canada Planning a Safe Return to Hockey E-Learning Module
 - Respect in Sport (coach/volunteer)

U9

Team Staff Limit: 5 coaches(1 head + 4 assistant) + 1 manager + 1 Team Safety Rep

- Coaches
 - Criminal Record Check with Vulnerable Sector Check (see process below)
 - Respect in Sport leader (coach/volunteer)
 - HU-Online Coach 1/2
 - Intro Level Coach (minimum, coaches with NCCP-1 do not need this certification)
 - HU-Safety: head coach plus 1 assistant (2 coaches total)



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- Hockey Canada Planning a Safe Return to Hockey E-Learning Module
- Managers
 - Criminal Record Check with Vulnerable Sector Check (see process below)
 - Respect in Sport Leader (coach/volunteer)
 - Hockey Canada Planning a Safe Return to Hockey E-Learning Module
- Team Safety Rep
 - Completion of Safety Rep training· Completion of criminal record check (CRC) with vulnerable sector verification
 - Hockey Canada Planning a Safe Return to Hockey E-Learning Module

U11/U13/U15/U18 -- Recreation

Team Staff Limit: 4 coaches + 1 manager + 1 Team Safety Rep

- Coaches
 - Criminal Record Check with Vulnerable Sector Check (see process below)
 - Respect in Sport Leader (coach/volunteer)
 - HU-Online Coach 1/2
 - Intro Level Coach (minimum, coaches with NCCP-1 do not need this certification)
 - HU-Safety: head coach plus 1 assistant (2 coaches total)
 - Hockey Canada Planning a Safe Return to Hockey E-Learning Module
- Managers
 - Criminal Record Check with Vulnerable Sector Check (see process below)
 - Respect in Sport Leader (coach/volunteer)
 - Hockey Canada Planning a Safe Return to Hockey E-Learning Module
- Team Safety Rep
 - Completion of Safety Rep training· Completion of criminal record check (CRC) with vulnerable sector verification (VSC)
 - Hockey Canada Planning a Safe Return to Hockey E-Learning Module

U11/U13/U15/U18 -- Competitive

Team Staff Limit: 4 coaches + 1 manager + 1 Team Safety Rep

- Coaches
 - Criminal Record Check with Vulnerable Sector Check (see process below)



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- Respect in Sport Leader (coach/volunteer)
- NCCP-1 (Coach Development Level 1)
- HU-Safety: ALL Coaches are required to have this certification (different from IP/Novice/Recreation requirement)
- Hockey Canada Planning a Safe Return to Hockey E-Learning Module
- Managers
 - Criminal Record Check with Vulnerable Sector Check (see process below)
 - Respect in Sport Leader (coach/volunteer)
 - Hockey Canada Planning a Safe Return to Hockey E-Learning Module
- Team Safety Rep
 - Completion of Safety Rep training· Completion of criminal record check (CRC) with vulnerable sector verification (VSC)
 - Hockey Canada Planning a Safe Return to Hockey E-Learning Module

ADDITIONAL INFORMATION

Where the requirement is listed under Team, it means at least one Coach or Assistant Coach must have the prescribed certification. All Trainers must be HU-Safety certified.

- You must be at least 16 years old to take a coaching course with Hockey Nova Scotia.
- Individuals who are 16 or 17 years of age and wishing to volunteer must complete the required certifications except for the Criminal Records Check with the included vulnerable section check “CRC(VSC)” .
- Anyone under the age of 16 wishing to volunteer must be on a hockey team registered with Hockey Nova Scotia. These individuals must wear full gear and complete the Respect in Sport Program. All other requirements are waived for these individuals.



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- Coaches who are required to take the Coach Development 1 Clinic will not be permitted to take the HU-Online Coach 1/2 / Coach 1 – Intro to coach course. Also, Coaches at the U7/U9 Program will not be permitted to take the Coach Development 1 Clinic. Coaches must register in the clinic appropriate to the division in which they are coaching.
- The HU-Online Safety certification must be renewed every three years.
- All medically trained professionals must take the HU-Online Safety course. It deals with rink safety, hockey equipment fitting, and various other non-first aid topics that are specific to hockey.
- It is recommended that all teams at the "AAA", "AA", and "A" levels have at least one Coach or Trainer with the Hockey Canada Safety Program Level II certification. Hockey Canada Safety Program Level II is available to individuals who hold a valid First Aid certificate and CPR Level "C" from a recognized agency. Hockey Canada Safety Program Level II certification is granted once an individual provides proof of qualification. There is no clinic training required for this certification. This certification must be renewed every five years. Individuals interested in obtaining this certification may do so by providing proof of the required qualifications to Hockey Nova Scotia.
- Coaches who require the Coach Development 1 clinic but already hold the NCCP Coach or NCCP Intermediate certification are not required to take the new Coach Development 1 clinic. The NCCP Coach or NCCP Intermediate certification is sufficient to meet the requirement.
- Individuals who require the Respect in Sport Program but already hold the SpeakOut certification are not required to take the new Respect in Sport Program. The SpeakOut certification is sufficient to meet the requirement.



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- Criminal Record Checks “CRC(VSC)” must be completed every three years. If you are not working with children under 18 the check does not have to be completed, all Coaches, Trainers, and Managers must complete this check.
- Hockey Canada Planning a Safe Return to Hockey E-Learning Module -- Is HNS newly created online learning module that takes under 30 mins to complete to ensure all volunteers are aware of the covid screening process.

PROCESS

RESPECT IN SPORT Leader

- The Respect in Sport Program is offered online through the Hockey Nova Scotia website (click [HERE](#)) - As a volunteer in Metro West Force and once assigned to a team roster, Metro West Force will send a pre-paid code.

CLINICS

- Registration for all courses is now done online using your eHockey account. Complete information regarding the registration process and course schedules can be found [HERE](#). Hockey Nova Scotia will invoice Metro West Force for all courses. Metro West Force will pay only invoices for courses that were required to be taken and charge individuals who are not assigned to teams for courses taken. Consequently, it is important that you register and take courses that are required. Extra Costs paid by Metro West Force for clinics taken by staff of competitive teams (AAA, AA, A, B, and C) will be invoiced to the teams. Individuals are encouraged to sign up for their desired clinics as soon as possible as clinics fill up quickly.
- It is very important that individuals commit fully to the courses in which they are registered. The association pays for clinic registrations whether or not the



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individual participates. Should an individual not participate in a course in which he/she is registered, the costs will be charged to the individual, not the team.

- All certification courses are scheduled and administered by Hockey Nova Scotia. Hockey Nova Scotia books the facilities, obtains the necessary resources, assigns the Course Facilitator and administers the registration process.

CRIMINAL RECORD CHECK / Vulnerable Sector Check

- The process for obtaining the CRC(VSC) is as follows:
 - Individuals requesting the CRC will require a link to the MyBackCheck account. This can be obtained by request to certifications@metrowestforce.com
 - You must request that a “vulnerable sector check” be completed and fill in all related sections on the Criminal Record Check form. Failure to do so will void the form, you may have to pay again to obtain another Criminal Records Check, and you may be suspended until Hockey Nova Scotia receives this information.
 - You must print off the completed results ensuring all three areas are a pass (green check box) and place a copy in the Metro West Force mailbox located at the BMO center next to the front desk.
- It is the responsibility of the individual to notify Hockey Nova Scotia of any change in their Criminal Record Check
- Any volunteer who does not have his/her Criminal Record Check completed and received by Hockey Nova Scotia by December 1st of the current hockey season will be suspended immediately
- **Metro West Force requires coaches to have this completed by December 1st**