



## 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 This check has been replaced by the Vulnerable Sector Check that is part of the myBackCheck process.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. 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 Coach, Trainer, Safety Rep or Manager, please make sure you are registered with a team and have both an HCR 3.0 account and Hockey Canada ID. Instructions for both are below, in the "IMPORTANT" section of this document. Official team rosters can be submitted to our administrator Matt Oxford ([registrar@metrowestforce.com](mailto:registrar@metrowestforce.com)). Once the aforementioned accounts have been created, and Official Team Roster submitted, our Certification Coordinator, Greg Saunders ([certifications@metrowestforce.com](mailto:certifications@metrowestforce.com)) can assist teams with identifying the courses and clinics needed to satisfy certification requirements for the role/season.

If you have any questions about certification requirements, please contact Greg Saunders, Certifications Coordinator at [certifications@metrowestforce.com](mailto:certifications@metrowestforce.com). We ask 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.

## IMPORTANT

Beginning with the 2021-2022 season, all courses, and clinics (with the exception of Respect in Sport) need to be registered for and taken within the HCR 3.0 platform. HCR 3.0 is the new replacement for the eHockey system. If you have not created an HCR 3.0 profile, this is the first step to registering for courses/clinics or checking existing certifications. If you previously had an eHockey account, you can link that account to your new HCR 3.0 account and all previously existing certifications will carry over accordingly. For instructions on creating an HCR account and linking a previous eHockey account, please click [HERE](#). For assistance with signing up for an existing course/clinic, please see the instructions located [HERE](#).



To successfully register for courses/clinics, you will also require a Hockey Canada ID. All certifications are tied to your ID and then uploaded into your HCR 3.0 profile. If you do not have a Hockey Canada ID, you can register for one by going to the following link: [Hockey Canada ID Creation](#)

Choose the option that best suits your position (Coach or Volunteer) and proceed to go through the entire process. Once finished, you will have a Hockey Canada ID. This, in addition to your HCR profile will now allow you to register for courses/clinics.

## 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: 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.

### **Additional Volunteers (Dressing Room Monitor, On-Ice Helper)**

A Dressing Room Monitor is someone (Female only) that is present in the Dressing Room when players are either putting on or removing their hockey equipment – as part of Hockey Canada's "two-deep rule". Dressing Room Monitors ensure that the players are conducting themselves appropriately while also ensuring that males do not enter the room until such time that all players are dressed in their hockey equipment. An On-Ice Helper is someone who assists the team during practices but is not permitted on the bench with the team.



## Certification Requirements

### U7

Team Staff Limit: 9 Coaches + 1 Manager + 1 Team Safety Rep + Up to 10 volunteers

### Coaches

- Criminal Record Check with Vulnerable Sector Check (see process below)
- Respect in Sport Activity Leader
- HU-Online Coach 1/2
- Intro Level Coach (Minimum, Coaches with NCCP Dev 1 do not need this certification)
- HU: Safety (One approved Team Staff member must have HU: Safety)
- HU: Planning a Safe Return to Hockey E-Learning Module

### Managers

- Criminal Record Check with Vulnerable Sector Check (see process below)
- HU: Planning a Safe Return to Hockey E-Learning Module
- Respect in Sport Activity Leader

### Team Safety Rep

- Completion of Safety Rep training
- Criminal Record Check with Vulnerable Sector Check (see process below)
- HU: Planning a Safe Return to Hockey E-Learning Module

### Additional Volunteers

Metro West Force will certify up to 10 additional volunteers. These volunteers can be Dressing Room Monitors (to support the Hockey Canada two-deep rule), On-Ice Helpers or a combination of the two.

### Dressing Room Monitors

- Criminal Record Check with Vulnerable Sector Check (see process below)
- Respect in Sport Activity Leader

### On-Ice Helpers

- Require all of the same certifications that are listed for Coaches above



## U9

Team Staff Limit: 5 coaches (1 Head Coach + 4 Assistant Coaches) + 1 Manager + 1 Team Safety Rep + Up to 10 volunteers

## Coaches

- Criminal Record Check with Vulnerable Sector Check (see process below)
- Respect in Sport Activity Leader
- HU-Online Coach 1/2
- Intro Level Coach (Minimum, Coaches with NCCP Dev 1 do not need this certification)
- HU: Safety (One approved Team Staff member must have HU: Safety)
- HU: Planning a Safe Return to Hockey E-Learning Module

## Managers

- Criminal Record Check with Vulnerable Sector Check (see process below)
- HU: Planning a Safe Return to Hockey E-Learning Module
- Respect in Sport Activity Leader

## Team Safety Rep

- Completion of Safety Rep training
- Criminal Record Check with Vulnerable Sector Check (see process below)
- HU: Planning a Safe Return to Hockey E-Learning Module

## Additional Volunteers

Metro West Force will certify up to 10 additional volunteers. These volunteers can be Dressing Room Monitors (to support the Hockey Canada two-deep rule), On-Ice Helpers or a combination of the two.

## Dressing Room Monitors

- Criminal Record Check with Vulnerable Sector Check (see process below)
- Respect in Sport Activity Leader

## On-Ice Helpers

- Require all of the same certifications that are listed for Coaches above



## U11/U13/U15/U18 -- Recreation

Team Staff Limit: 4 Coaches + 1 Manager + 1 Team Safety Rep + Up to 10 volunteers

### Coaches

- Criminal Record Check with Vulnerable Sector Check (see process below)
- Respect in Sport Activity Leader
- HU-Online Coach 1/2
- Intro Level Coach (Minimum, Coaches with NCCP Dev 1 do not need this certification)
- HU: Safety (One approved Team Staff member must have HU: Safety)
- HU: Planning a Safe Return to Hockey E-Learning Module

### Managers

- Criminal Record Check with Vulnerable Sector Check (see process below)
- HU: Planning a Safe Return to Hockey E-Learning Module
- Respect in Sport Activity Leader

### Team Safety Rep

- Completion of Safety Rep training
- Criminal Record Check with Vulnerable Sector Check (see process below)
- HU: Planning a Safe Return to Hockey E-Learning Module

### Additional Volunteers

Metro West Force will certify up to 10 additional volunteers. These volunteers can be Dressing Room Monitors (to support the Hockey Canada two-deep rule), On-Ice Helpers or a combination of the two.

### Dressing Room Monitors

- Criminal Record Check with Vulnerable Sector Check (see process below)
- Respect in Sport Activity Leader

### On-Ice Helpers

- Require all of the same certifications that are listed for Coaches above



## U11/U13/U15/U18 -- Competitive

Team Staff Limit: 4 Coaches + 1 Manager + 1 Team Safety Rep + Up to 10 volunteers

### Coaches

- Criminal Record Check with Vulnerable Sector Check (see process below)
- Respect in Sport Activity Leader
- NCCP Development 1
- HU: Safety (ALL Coaches are required to have this certification)
- HU: Planning a Safe Return to Hockey E-Learning Module

### Managers

- Criminal Record Check with Vulnerable Sector Check (see process below)
- HU: Planning a Safe Return to Hockey E-Learning Module
- Respect in Sport Activity Leader

### Team Safety Rep

- Completion of Safety Rep training
- Criminal Record Check with Vulnerable Sector Check (see process below)
- HU: Planning a Safe Return to Hockey E-Learning Module

### Additional Volunteers

Metro West Force will certify up to 10 additional volunteers. These volunteers can be Dressing Room Monitors (to support the Hockey Canada two-deep rule), On-Ice Helpers or a combination of the two.

### Dressing Room Monitors

- Criminal Record Check with Vulnerable Sector Check (see process below)
- Respect in Sport Activity Leader

### On-Ice Helpers

- Require all of the same certifications that are listed for Coaches above



## 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 Sector check (CRC/VS)
- 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.
- Coaches who are required to take the NCCP 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 NCCP Development 1 Clinic. Coaches must register in the clinic appropriate to the division in which they are coaching.
- The HU: Safety certification must be renewed every three years.
- All medically trained professionals must take the HU: 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 (but not required) 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 NCCP 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.





- Criminal Record Checks (CRC/VS) must be completed every three years. All Coaches, Trainers, Managers, Safety Reps, On-Ice Helpers and Parent Helpers (Dressing Room Monitors) must complete this check. If you are not working with children under 18 the check does not have to be completed.

## PROCESS

### Respect in Sport Activity Leader

The Respect in Sport Program is offered online through the Hockey Nova Scotia website ([HERE](#)). As a volunteer in Metro West Force, once you are assigned to a team roster, Metro West Force will send you instructions including a pre-paid code for completing this program

## CLINICS

- Registration for all courses/clinics is now done online using your HCR 3.0 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 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/VS is as follows:

- Individuals who are part of a team roster and require the CRC/VS will need a link sent to them from myBackCheck. This can be obtained by sending a request to [certifications@metrowestforce.com](mailto:certifications@metrowestforce.com). These requests should come via the Team Manager or Head





Coach, preferably in one email containing all Team Staff and Volunteers. Please include the name of your team, the individual's position on the team and the age division when sending an email.

- 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. Alternatively, you can share your results with Metro West Force from within myBackCheck.
- 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 their CRC/VS 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**