



## **Collingwood Girls Hockey Association Mandatory Bench Staff/Volunteer Tasks**

Coach, Assistant Coach, Trainers, Managers, Den Mothers, and ALL Volunteer Staff MUST complete required tasks to be eligible to volunteer and be approved on any roster under COLGHA/OWHA.

### **TASKS TO COMPLETE:**

1. Register with COLGHA through RAMP registration.
2. Submit an up to date VSC through the Centralized Screening Portal.
3. Complete and submit your Respect in Sport for Activity Leaders.
4. Obtain all certifications required for your position.
5. Email [collingwoodgirlshockey@outlook.com](mailto:collingwoodgirlshockey@outlook.com) with your full name, team(s) you are helping with (ie. U9 Silver), position with the team (ie. Head Coach, Manager, Staff) and an up date on your completed TASKS!

Please read through the next section and complete all tasks.

### **TASK #1- REGISTER**

Use the link below to register yourself for your respective team this season. Create an account with RAMP OR log into your existing RAMP account.

### **[REGISTER HERE](#)**

Ensure you register using your legal first and last name. Once logged in:

\*Click on Register

\*Click on Coach/Staff Registration

\*Be sure to check off ALL your certifications and add the date and location completed where applicable. Please pay attention to any Coach/Development Certifications or Respect in Sport for Activity Leaders if you have completed these certifications.

## **Task #2- VULNERABLE SECTOR CHECK**

COLGHA is no longer responsible for accepting and housing Vulnerable Sector Checks. We are responsible for making sure ALL Lightning VOLUNTEERS, THIRD PARTY INSTRUCTORS & OFFICIALS have completed the new centralized process.

All team staff must have a valid VSC document on their Hockey Canada Registry (HCR) profile before they can be rostered to a (COLGHA) OWHA Team. Uploading your VSC document onto the Ramp Registration portal is NOT sufficient. All VSC documents MUST be submitted and validated through the Centralized Screening Portal before members can be rostered to a OWHA Team.

If you are unsure what year of your VSC you are in and think it may still be valid, please reach out to Rob Cranston, [colgha.ll@gmail.com](mailto:colgha.ll@gmail.com)

You can find further information and HOW TO PROCEED on our [COLGHA WEBSITE](#).

## **TASK #3- RESPECT IN SPORT for ACTIVITY LEADERS**

All volunteers MUST complete Respect in Sport (RIS) for Activity Leaders Certification Course. Please log into your existing account or create a new one.

### **RESPECT IN SPORT**

This program will take about 3 hours of your time and it is MANDATORY. The cost of this course is approx. \$30 and will be reimbursed by the COLGHA. Please email [collingwoodgirlshockey@outlook.com](mailto:collingwoodgirlshockey@outlook.com) with proof of payment and provide your first and last name and the team with which you are assisting.

COLGHA strongly recommends all Lightning staff complete [KEEPING GIRLS IN SPORT](#).

## **TASK #4 STAFF CERTIFICATIONS**

COLGHA will reimburse all volunteers. Please email [collingwoodgirlshockey@outlook.com](mailto:collingwoodgirlshockey@outlook.com) with proof of payments and provide your first and last name and the team with which you are assisting.

**TRAINERS-** All Trainers must have **at least a valid Trainer's Level 1 Qualification**. Typically it takes 5 hours for the full Level 1 Certification. You do not have to complete the entire course in one session, it can be completed at your own pace. You exit the course at any time and resume your lesson where you left off or review any previously completed lessons.

### **[ACCESS TRAINER COURSES HERE](#)**

Certification is valid for a period of three (3) hockey seasons from the date of completion, including the season in which it was completed. The universal expiration date for Level 1 and Level 1 Refresher certification is August 31. For example, if you completed the course in 2023 the date of expiration will be August 31, 2026.

Once certified and prior to the three-year expiration, the Level 1 Refresher Certification can be completed to maintain your qualification. **The Refresher certification typically takes 3 hours and should be completed prior to your HTCP expiry date.**

A digital copy of your valid Trainer's certification must be emailed to our Registrar at [collingwoodgirlshockey@outlook.com](mailto:collingwoodgirlshockey@outlook.com) so that your qualification can be verified in the RAMP system. If you have completed the course in the previous two seasons, you may use the link above and log into your existing Hockey Trainers Ontario account to download your certificate.

**COACH CERTS and RESOURCES-** COLGHA has many amazing volunteers that bring varying degrees of experience, expertise and qualifications while fulfilling a variety of roles within our association. Please find a number of links below which provide additional information related to Coaching Certifications and Resources for existing Coaches, as well as information pertaining to the Trainer's Certifications. If you are interested in pursuing additional certifications and/or qualifications, the following links will be helpful.

### **[OWHA - Important General Coaching Information](#)**

### **[OWHA - Coaches Clinics](#)**

### **[OWHA Coaching Qualifications Required for each Division](#)**

**The Locker**- The Coaching Association of Canada welcomes you to the Locker, the central location to easily access, manage, and maintain your coach training and records.

### **[Maintaining your Coaching Certification](#)**

**Hockey Canada Drill Hub**- Hockey Canada Drill Hub is a resource for players and coaches of all levels. It has a growing library of drill videos, diagrams and descriptions categorized by skills, age group and other criteria.

### **[Trainer's Certification Information](#)**

## **TASK #5- UPDATE COLGHA REGISTRAR**

Please send an email to our COLGHA REGISTRAR, [collingwoodgirlshockey@outlook.com](mailto:collingwoodgirlshockey@outlook.com) with all pertinent information in order to be considered, added or RE added to a Lightning roster.

\*Full name

\*Team

\*Position

\*RAMP Registration Update

\*VSC update

\*RIS update

\*Coach/Trainer Certs.

Volunteers missing items will not be approved on a team roster, OWHA will DENY an entire team roster if volunteers are missing items. NO ROSTER, NO HOCKEY.

**Thank you** for completing the Bench Staff/Volunteer Task List for the Collingwood GHA. Your dedication is having a lasting impact on girls in the Collingwood and Georgian Bay area; as well as helping to shape the development of female athletes, and tremendous human beings, through the sport of hockey.