**New Coach Instructions On Ice Assistant**

1. The first step is to create an account on the NCCP website to get an NCCP # at <https://thelocker.coach.ca/account/login?ReturnUrl=%2f>

* Click on the Don’t have an NCCP#?  link and fill all that out to get an NCCP #.  You can go back to this spot later and check your transcript to make sure your getting credit for your courses.

1. Once you have an NCCP #, log into the account that your parents used to register you under the Registration tab on forestringette.com and click on the register as a coach button to register as a **Volunteer - On-Ice Assistant** for the team you’ll be helping. Be sure to enter your NCCP #.
2. You can check the requirements on what they call a pathways document for all positions at <https://ringetteontario.com/content/team-staff-qualification-pathways>.
3. If you open the On Ice Assistant one at <https://cloud.rampinteractive.com/ringetteontariogames/files/Coaches/On-Ice-Assistant-Requirements.pdf> and click on the name of the course, it will take you to the sign-up page for each course. You will need your NCCP# for all of these.
4. Coach Initiation in Sport is a good one to do first.
5. For Making Headway, pick the multi sport one, as there isn’t one just for ringette.
6. Keep your receipts for all the courses. Once you’ve got them all done email this form with the receipts attached to [treasurer@forestringette.com](mailto:treasurer@forestringette.com) & [coaching@forestringette.com](mailto:coaching@forestringette.com)

<http://cloud.rampinteractive.com/forestringette/files/Ringette%20Expense%20Template.xlsx>

THANK YOU!!!

If you have questions or run into trouble, please let me know at coaching@forestringette.com