

## New Coach Instructions U14/16/19

- 1) The first step is get an NCCP # **IF YOU DON'T ALREADY HAVE ONE**. To create an account on the NCCP website to get an NCCP # go to <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.
- 2) Once you have an NCCP # **(or if you already have one)**, log into the account that you used to register your kids under the Registration tab on forestringette.com and click on the **Register as a Coach** button to register yourself for the role you'll be filling. Be sure to enter your NCCP #.
- 3) You can check the requirements on what they call a pathways document for all positions at <https://ringetteontario.com/the-people/coaches/coaching-pathways/>. If you open the U14, U16 or U19 coach document 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) The Make Ethical Decisions (MED) and Competition Introduction (CI) courses are scheduled "zoom" sessions, the Coach Initiation in Sport, Making Headway and Respect in Sport for Activity Leaders are on your own.
- 5) Coach Initiation in Sport must be done before the CI course...so do that one first. **You'll also need to do some pre work for the CI course which takes about 5 hours apparently...Sorry.**
- 6) When you register for Making Ethical Decisions make sure you are registering for the clinic and not to do the evaluation. That evaluation gets completed after the clinic.
- 7) For the Respect in Sport for Activity Leaders course, remember to enter your NCCP # and click on "allow" to transfer your completion of the course to your NCCP locker transcript. This course is separate from the Respect in Sport for Parents course.
- 8) For Making Headway, pick the multi-sport one, as there is not one just for ringette.
- 9) The bench staff code of conduct is signed off when you register as a coach.
- 10) The volunteer screening info will be sent separately to the Head Coaches, and they'll pass it on.
- 11) Keep your receipts for all the courses. Once you have 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](mailto:coaching@forestringette.com)