

## New Trainer Instructions

- 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](http://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 for each position on what they call a pathways document at <https://ringetteontario.com/the-people/coaches/coaching-pathways/>.
- 4) If you open the trainer <https://ringetteontario.com/wp-content/uploads/2021/09/Trainer-Position-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.
- 5) Making Headway and Respect in Sport are online at your own pace.
- 6) For the Respect in Sport course, remember to enter your NCCP # and click on "allow" to transfer your completion of the course to your NCCP locker transcript.
- 7) Send me proof of your first aid training to [coaching@forestringette.com](mailto:coaching@forestringette.com).
- 8) For Making Headway, pick the multi sport one, as there isn't 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 both 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](mailto:coaching@forestringette.com)