**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.

1. 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 R**egister as a Coach** button to register yourself for the role you’ll be filling.  Be sure to enter your NCCP #.
2. You can check the requirements for each position on what they call a pathways document at <https://ringetteontario.com/content/team-staff-qualification-pathways>.
3. If you open the trainer document: <https://cloud.rampinteractive.com/ringetteontario/files/Trainer%20Position%20Requirements.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. Making Headway and Respect in Sport are online at your own pace.
5. 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.
6. Proof of your first aid training is required.
7. For Making Headway, pick the multi sport one, as there isn’t one just for ringette.
8. The bench staff code of conduct is signed off when you register as a coach
9. The volunteer screening info will be sent separately to the Head Coaches and they’ll pass it on.
10. 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