As soon as you have been assigned to a team in any volunteer role you MUST immediately….

Go into RAMP and add do a coach/staff registration.

All required certifications must be entered into your file.

A current (within 3 years) CRC/VSS (Police check) must be uploaded.

How to get into RAMP:

<http://GreaterKingstonGHA.rampregistrations.com>

Click Coach/Staff Registration

Click the appropriate box

Choose role under the drop-down menu

If you are a manager but won’t be involved on ice or the bench please choose uninsured manager.

EVERY VOLUNTEER MUST HAVE THE FOLLOWING REGARDLESS OF YOUR ROLE

**Planning a Safe Return to Hockey (this you will find by following the steps below)**

**Respect in Sport Activity Leader -** [**https://owha.respectgroupinc.com/**](https://owha.respectgroupinc.com/)

**VSS – Kingston Police** [**https://www.kingstonpolice.ca/en/services-and-reporting/background-check.aspx**](https://www.kingstonpolice.ca/en/services-and-reporting/background-check.aspx)

***The Gender Identity course is recommended for all new bench staff but the course isn’t available yet on the website.***

**How to find Coaching Clinics and Safe Return to Hockey Clinics - Please note Hockey Canada switched to a new platform and it is causing delays and issues with clinic’s so please check often to see if new courses are available**

To find clinics please begin at this link….

<https://www.owha.on.ca/content/coaching-clinics>

To register for a clinic you must have an account with Spordle. You will then have to link your HCR 2.0/e-Hockey profile to this account because Hockey Canada locker Room is no longer accessible.

## **Please click here for instructions on creating your account:**[HOW TO CREATE A SPORDLE ACCOUNT](https://cloud.rampinteractive.com/whaontario/files/Coaches/Create%20a%20Spordle%20Account%20%28Aug%205%29.pdf)

Once you have your Spordle account you will be able to register for clinics at the following link….

<https://register.hockeycanada.ca/clinics>

**From the dropdown menu on the left choose Ontario Hockey Federation**

**From the dropdown menu on the right choose Ontario Women’s Hockey Association**

You will then see a list of clinics – more are being added so check back regularly if the one you need isn’t listed. Once you receive a certification you will need to go in and add it to your RAMP profile. Also please make sure you put your NCCP number in your RAMP profile. The more details that are in your profile the easier it is to get rosters approved by OWHA.

NCCP - If you can’t remember or find your NCCP # - Log onto Coach.ca – click on the red button The Locker in the top right corner. Login using your NCCP number and you will see your certifications. If you don’t remember your NCCP number login using forgot number and if you have an email attached to your profile they will send you your number.