



## COACH / STAFF REGISTRATION

If you are going on the ice this season you will need to register in RAMP for insurance purposes. This includes **Coaches, Trainers, Safety, Junior Coaches AND On-Ice Volunteers**. Team Managers and Board Members are also required to register through RAMP.

### What you need to register:

ALL Coaches, Trainers, Safety, Junior Coaches over the age of 18 and On-Ice Helpers are required to take their **Respect in Sport Activity Leader Certificate** which can be obtained from the following website: <https://ha.respectgroupinc.com/>

- You must complete the course and have the RIS Activity Leader certificate number in order to complete the Coach/Staff Registration. This course must be renewed every 4 years.

### Required but not needed to complete RAMP Registration:

These items are required by all team officials including but not necessarily limited to coaches, trainers, managers, board members and any others who may work directly with the players.

- **Criminal Record Check (CRC) or Vulnerable Sector Checks (VSC)** must be completed in order to coach. CRC/VSC is valid for 3 years. Authorization letters are only needed for Criminal Record Checks at our RCMP detachment and will be available for you at the detachment.
- **Intervention Check (Child Welfare Check)** must be completed each year in order to coach. A Child Welfare Check does not need an authorization letter and are all done digitally now. Email [CS-IRCrequest@gov.ab.ca](mailto:CS-IRCrequest@gov.ab.ca) to request a digital Intervention Record Check Form (CS2687). They will email you back instructions but you will be required to complete the form and send in copies of two (2) pieces of government issued ID (one must be a photo ID). Please allow ample time for these checks to be completed as the processing time can take up to 30 business days.

**These 2 documents MUST be uploaded into your RAMP profile by October 15<sup>th</sup>.**

### Here are the steps to register on RAMP:

1. Login to your Ramp family account.  
<http://HintonMinorHockey.rampregistrations.com>
2. Select Coach/Staff Registration
3. Choose a family member (this is you, not your child – add yourself as a member if you are not already listed). Make sure address & contact information is correct.
4. Enter a valid Respect in Sport Activity Leader Certificate number.

5. Choose which Division and Select a role (Coach, Assistant Coach, Manager, etc). Continue.
6. CRC/VSC/Intervention Check: You can continue past this step at this time if you do not have the completed check done at time of registration, **however, these MUST be completed AND uploaded into your RAMP profile by October 15<sup>th</sup>**. Failure to do so will result in your inability to be rostered and therefore you will no longer be able to coach. If you have a newly completed CRC, please enter the completed date and upload a copy of the form. If you have a valid CRC, the attachment should still be in your profile, if not, please enter the date completed and confirm that the Registrar has a copy on file. Intervention Check - please enter completion date and upload a copy.
7. Certifications: Please check off certifications you hold and dates courses were completed.
8. Indicate if you are interested in coaching any additional divisions
9. Confirm details and edit information if necessary. Submit registration.

If you have any questions regarding the online registration, please contact the registrar by email: [registrar@hintonminorhockey.com](mailto:registrar@hintonminorhockey.com)

Coaches, please continue to the next page for information on qualifications and instructions on signing up for coaching courses and clinics.

# COACHING COURSES

## COACH REQUIREMENTS ARE DUE BY NOVEMBER 15TH!

Please review the Coach Requirements webpage for the most up to date requirements from Hockey Alberta:

<https://www.hockeyalberta.ca/coaches/clinic-information/>

Other Coach Resources: <https://www.hockeyalberta.ca/coaches/>

To Register for Courses: HCR 3.0 <https://register.hockeycanada.ca/home>

### **NEW IN 2022-23:**

To our knowledge, Hockey Alberta will only be providing Coaching Courses in some particular 'Hub' locations. Unfortunately, this means we will not be hosting Coach Courses in Hinton and likely our closest Hub will be Whitecourt for the in-person courses.

HCR 3.0 is still where you will go to sign up for required online courses and clinics.  
(See link above)

Please see attached Hockey Alberta's Coaching Requirements table on the following page.

**Coach 1** is required to coach U7 and U9, as well as the online Safety Course. You'll note in the table for U7 and U9 Hockey AB states that 1 coach per 10 players MUST have the Coach 1 and Safety but HMHA is recommending it for all coaches. This way if someone is away, we are still meeting the requirements.

**Coach 2** and Checking Courses are required for U11 and above. You'll also see below the Hockey Alberta Coaching requirements.

Prior to attending the in-person Coaching Clinic, coaches must complete the HU-Online Coach 1/ Coach 2 course.

If you are a second year U9 coach and plan to coach again in U11 you are welcome to take the Coach 2 and Checking Course this year if you already have Coach 1. Just as an FYI, if you have Coach 2 but not Coach 1, you still require Coach 1 to coach U7 and U9 Levels as it covers information not included in the Coach 2 course.

Hinton Minor hockey will reimburse you for taking any of the required courses. Please contact [treasurer@hintonminorhockey.com](mailto:treasurer@hintonminorhockey.com) for details.

## Summary of what you'll need to ensure you have to Coach:

- Registered as a Coach in your RAMP profile
- Completed your Respect in Sport – Activity Leader
- Have a valid Criminal Record Check (good for 3 years)
- Have a valid Child Welfare Check (due every year)
- Uploaded the CRC & Intervention Check into your RAMP Profile
- Have Coaching Courses required for your division as per Hockey Alberta's Coaching Requirements OR Signed Up for Coaching Courses required

## HOCKEY ALBERTA COACHING REQUIREMENTS

**MUST BE COMPLETED BY NOVEMBER 15TH!**

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety
	U7	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	U9							
A, B, C, D (incl. female)	U11		Head Coach			Head Coach	All Team Officials	One Team Official
	U13							
	U15							
	U18							
Elite Female	U15*			Head Coach		Head Coach	All Team Officials	One Team Official
	U18*							
AA	U13			Head Coach		Head Coach	All Team Officials	One Team Official
	U15*							
	U18*							
AAA	U15				Head Coach	Head Coach	All Team Officials	One Team Official
	U16							
	U18 Female							
	U18							
Accredited Schools	All							
Junior	A				Head Coach		All Team Officials**	One Team Official
	B, C, Female							
Senior	Female						All Team Officials**	One Team Official
	Male							

\*For Bantam & Midget: AA, and Elite Female, where D1 is required, any HC that posses HP1 Certified will also be eligible.

\*\*Only required if a Minor aged athlete is registered and/or affiliated to the team.

IMPORTANT INFORMATION	
<b>Respect in Sport – Activity Leader</b>	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
<b>November 15<sup>th</sup></b>	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible to compete after this date if Coach requirements are not fulfilled.
<b>Assistant Coaches</b>	Highly recommended to obtain training of what is required for Head Coaches in applicable level
<b>Development 1 &amp; High Performance 1</b>	Coaches must be " <b>trained</b> " by November 15 <sup>th</sup> of current season, by following seasons November 15 <sup>th</sup> must be " <b>certified</b> " to remain eligible.
	<b>Trained</b> = attended classroom session <b>Certified</b> = passed all post task evaluations

If you have any questions regarding coaching, please contact your Coach Coordinator Matt Aspell at 780-817-0971.