

# Thank you for Volunteering with Red Deer Pond Hockey.

To support the safety of RDPH players, **ALL Head Coaches, Assistant Coaches and Bench Parent Helpers** must submit a completed a Criminal Record Check - including Vulnerable Sector Check (CRC).

**ALL Head Coaches and Assistant Coaches** must also provide proof of completion of Respect in Sport (RIS) training to their appropriate **Division Coordinator**.

**If this information is not received by the pre-set deadline (sent to you by your Division Coordinator), individuals will not be able to act in a coaching capacity for RDPH.**

PLEASE refer to the information BELOW for completing these 2 items.

## Respect in Sport – Required for ALL Coaches/Bench Helpers

Red Deer Pond Hockey requires **all coaches and assistant coaches** to complete the **Respect in Sport Activity Leader/Coach/Official Program**.

The Respect in Sport Activity Leader/Coach Program assists coaches to create a safe, healthy and respectful environment by educating coaches to recognize, understand and respond to issues of bullying, abuse, harassment and discrimination.

**Recertification requirements:** Coaches/Activity Leaders for RDPH are required to re-certify their Respect in Sport **every 4 seasons**. **Hockey Alberta** uses a certificate **expiry date of April 30th of each year**.

Coaches who have completed the Respect in Sport Coach Program for other sports (i.e. baseball, soccer) are asked to register on the **Hockey Alberta Respect in Sport webpage** at <https://ha.respectgroupinc.com/>. The process of registration will transfer/import your existing certificate to the Hockey Alberta Respect in Sport platform and **confirm that your previous certificate is still valid** with Hockey Alberta. The registration process allows you to view your Program Status, Certificate # and expiry date.

***\*\*\* If the registration process with Hockey Alberta determines your certificate is NOT valid with Hockey Alberta, you will be required to complete the course again. \*\*\****

Registration and training can be accessed at <https://ha.respectgroupinc.com/> or on the RDPH website under the INFORMATION tab, then "Respect in Sport – Coaches".

**Deadline for completion:** Please provide proof of course completion to your Division Coordinator **by the assigned date**. An emailed copy of your certificate (with the completion date/certificate #) is required.

**What does it cost?** The **\$30 (approx) fee** will be reimbursed to all Coaches/Assistant Coaches following the verification of course completion by the Division Coordinator. PLEASE submit your RECEIPT along with a copy of your course completion certificate to your Division Coordinator.

**How long will it take to complete?** You can complete the program on-line and at your own pace and convenience in **approximately 120 – 150 minutes**.

## **Criminal Record Check (with a Vulnerable Sector) – Required for ALL Coaches/Bench Helpers**

Red Deer Pond Hockey is committed to providing a safe environment to all children and families who are part of the league.

As a part of our commitment to safety, RDPH requires **ALL Coaches, Assistant Coaches and Bench helpers** to complete and submit a Criminal Record Check (CRC), including Vulnerable Sector Check.

**All coaches/helpers are required to supply RDPH with a current CRC when they begin coaching in the league and an updated CRC every 3 years thereafter.**

The CRC must be verified by your Division Coordinator. Documentation should be emailed to your Division Coordinator for verification once completed. Any fees associated with completing a CRC will be reimbursed after verification, with proof of payment (i.e. receipt). **We @ RDPH understand that this process can take some time. PLEASE complete ASAP and send your Division Coordinator a confirmation that you have started the process (a copy of the receipt of payment with the date, so we know its in process).**

**For NEW coaches:** please provide a CRC that is dated no more than 6 months prior to submitting to a Division Coordinator.

**For RETURNING coaches:** If you are unsure, please confirm with your Division Coordinator if you have submitted your CRC in the past.

Coaches/Assistant Coaches may access a Criminal Record Check Letter which serves as proof that the police check is being requested on behalf of RDPH and the applicant is recognized as a volunteer. The use of this letter will help reduce the cost of completing the CRC. The letter can be found on our website under the INFORMATION tab, then the "Criminal Record Check Letter".

**Recertification requirements: Coaches/Activity Leaders are required to re-certify their CRC every 3 seasons.** RDPH considers the CRC valid for three seasons only **after it is submitted and verified by the Division Coordinator as valid (ie is dated within 6 months of the submission date).**

Please contact an RDPH Division Coordinator with any questions or concerns.