

# Completing Safe Sport Screening in RAMP

February 2023

## TABLE OF CONTENTS

1	Introduction .....	3
2	Training .....	3
3	Screening.....	4
4	Adding NCCP Number to Account in RAMP .....	5

## 1 Introduction

Safe Sport is a screening process that applies to athletes, parents, coaches, volunteers, and officials. There are two components to Safe Sport: Screening and Training, as outlined on the CKC website, [here](#).

Screening refers to a background check of police records. There are two levels of screening that can be uploaded to RAMP:

- ⇒ Criminal Record Check (CRC) – this is the general criminal record check
- ⇒ Vulnerable Sector Screening (VSS) – this is an enhanced background check; it includes the CRC but delves deeper; if you have done a VSS you do not also need to do a CRC

The second part of Safe Sport refers to a training module which is available through the [Coaching Association of Canada](#).

The current Safe Sport Screening Matrix is found at CKC as “Screening Requirements Matrix” on [this page](#). This screening matrix will indicate the level of screening required depending on the position (i.e., a Criminal Record Check or a Vulnerable Sector Screen) as well as the level of Safe Sport Training that is either recommended (Level 1) or required (Levels 2 and 3).

Generally, roles are divided into four levels:

- ⇒ No risk
- ⇒ Low risk (Level 1)
- ⇒ Medium risk (Level 2)
- ⇒ High risk (Level 3)

The specific role of the coach, volunteer or official will determine their risk level which in turn determines the forms that need to be completed in RAMP. You will only be able to access these forms once you have registered in the appropriate role in RAMP.

Participants are responsible for completing their own Safe Sport Training and Screening and completing the appropriate forms in RAMP.

## 2 Training

Safe Sport training is recommended for Level 1 and required for Level 2 and 3. If you have not completed Safe Sport Training prior to 2023, you will need to create an account at [The Locker](#).

When you create an account here you will be provided with an NCCP number. You will need to add this number to your Level 2 or 3 Screening Form (completed in the next section) as well as in your account information in RAMP. Note that you do not need to be associated with a role that requires Level 2 or 3 training to complete this training. Anyone can complete the training and add their NCCP number to their account.

To access the training in The Locker:

- ⇒ Create an account or log in.
- ⇒ Click ELEARNING from the menu across the top.
- ⇒ Select Multi Sport from the left menu and then scroll down to Safe Sport Training.
- ⇒ Select SPORT, then Canoe Kayak Canada, and then indicate the role(s) you play in the sport.
- ⇒ Click CONTINUE

The screenshot shows the coach.ca website interface. At the top, there is a navigation bar with 'HOME', 'ELEARNING', 'CALENDAR', 'PATHWAYS', and 'PROFILE'. Below this is a 'Home' button. On the left side, there is a sidebar menu with 'Elearning' selected, and a sub-menu with 'Multi-sport', 'Alpine Ski', 'Athletics', 'Cross Country Skiing', 'Field Hockey', and 'Football'. An arrow points to 'Multi-sport'. The main content area shows a list of courses under 'HOI'. 'Safe Sport Training' is highlighted with a red box. To the right, a form asks 'Are you involved with a sport, or do you work for a multi-sport organization?' with 'SPORT' selected. Below this, a dropdown menu shows 'Canoe Kayak' selected. Further down, there is a section for 'PLEASE SELECT ALL INVOLVEMENT TYPES THAT DEFINE YOUR ROLE' with several checkboxes for roles like Executive, Athlete involved staff, Coach, etc.

Complete the training!

Once you have completed the training it will show up as Completed in your The Locker account.

### 3 Screening

Once you have registered in RAMP click on My Registrations in the left panel:

Scroll to the registration you wish to complete the screening information for and click on Permits.

16936BIF	Permits	02/11/2023	Alison Darmon	Club Exec/Volunteer	Collingwood Paddling Club	2023 Season - NEW	\$0.00	\$0.00	Manage Receipt
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On the next page you should see the screening forms listed:

Season	Permit Name	Status	Balance	End Date	
2023 Season - NEW	Level 2 and 3 - CKC Screening Application and Disclosure Forms	Pending (Not Submitted)			<a href="#">Manage</a> <a href="#">Add Response</a>
2023 Season - NEW	CKC Screening Renewal Form - 2023	Pending (Submitted)	\$0.00		<a href="#">Manage</a>
2023 Season - NEW	Level 1 - CKC Screening Application and Disclosure Forms	Pending (Not Submitted)	\$0.00		<a href="#">Manage</a>

There are three screening forms available:

- ⇒ Level 1 – CKC Screening Application and Disclosure Forms
- ⇒ Level 2 and 3 – CKC Screening Application and Disclosure Forms
- ⇒ CKC Screening Renewal Form – 2023

If this is the first time you have completed Safe Sport Screening, click the appropriate level form:

For the Level 1 screening click Manage next to Level 1.

For Level 2 and 3 screening, click the Add Response button next to the Level 2 and 3 screening form.

If you completed Safe Sport training in a previous year, click Manage next to CKC Screening Renewal Form – 2023

Complete the form. You will have an opportunity to add a CRC or VSS here (required for Level 2 and 3, respectively) if you didn't add one during registration.

Once the form has been submitted the Status will change from Pending (Not Submitted) to Pending (Submitted). A third-party screener will assess your information and there will be an alert placed here if anything is missing. Be sure to check back to make sure the status changes to Approved.

## 4 Adding NCCP Number to Account in RAMP

Your NCCP number is visible in the PROFILE section of your Locker account, underneath your name.

RAMP uses your NCCP number to check your Safe Sport screening level.

If you have completed the training before registration in the RAMP system, you can include the NCCP number as part of the registration process.

If you have already completed RAMP registration you will need to edit the information on your profile to include your NCCP number.

In RAMP, click on My Family Members → My Family Members from the left side menu, then choose to Edit your profile. Enter your NCCP number in the NCCP slot.

NOTE: you also have the option to upload your CRC, VSS or Respect in Sport certificate here also.