



RAMP – Team Staff Registration

Each club is responsible for ensuring that all team staff, including head coaches, assistant coaches, trainers, and managers, are registered in the RAMP registration system.

- **IMPORTANT NOTE:** The Ramp app and the Ramp registration system are **NOT** the same. A coach listed in the Ramp app is not automatically registered in the Club’s Ramp registration system. The Club registration system can send information to the app, but the reverse is not true—the app CANNOT send information to the registration system.

Ensuring your club has all team staff registered in RAMP is extremely important.

IF THEY ARE NOT REGISTERED IN THE RAMP REGISTRATION SYSTEM, THEY ARE NOT INSURED AND SHOULD NOT BE ON THE FLOOR.

Team Staff Registration Process

1. Login to RAMP registrations and login as you would register a player

<http://strathmorelax.rampregistrations.com>

2. Click on Coach/Staff Registration. you will be required to enter your NCCP# (if you are a manager or a trainer enter #0000 for your NCCP#)



3. Choose Account Member to Register as a Coach/Staff. If the coach’s name is not listed in the drop-down, they need to click on “Add an Account Member”.
4. Choose the division. A drop-down will appear to choose the role you are interested in.
5. Sign the waivers and continue
6. **Vulnerable Sector Checks are required** *If you don’t have a valid form please click next and send to registrar@strathmorelacrosse.com when you receive one



Uploads

Vulnerable Sector Screening

Date Completed

VSS File

 No file chosen

7. Follow the prompts to complete the questionnaire portion of the registration.
8. Confirm details and submit registration

Once the individual is registered in the club registration system, they can be assigned a role as well as be assigned to a team. One person can be assigned multiple roles and can also be assigned to multiple teams.

- **FOR EXAMPLE:** John Doe can be a Head Coach on the U9-1 team as well as be an Assistant Coach on the U13 A team. All under the ONE profile.

The ALA bills according to how many individuals are listed under team staff. If an individual is listed twice the club will be billed twice for that individual.

Every team in Ramp must have a Head Coach assigned in the Ramp registration system. Voting at the ALA AGM is determined by the number of teams each member association had during the previous season. The Head Coach of each team carries that vote. If a team does not have a Head Coach listed in Ramp they lose the vote for that team.

- **FOR EXAMPLE:** If a club has 10 teams in the previous season but only 4 Head Coaches assigned to teams in the Club's Ramp Registration system. They will only have 4 votes at the ALA AGM.

Coaching Certification Requirements

(Required for Head and Assistant Coaches only)

To understand coaching requirements, follow this link:

<https://calgarylacrosse.com/content/coach-certification>

1. You will need to be registered in RAMP as a Coach.
2. A copy of your Vulnerable Sector Check. A Police Check letter can be found on our website.



3. A copy of your Respect in Sport Leadership Course certificate. If this is not done, you can follow steps below:
4. Your NCCP# and a screen shot of your current coaching status. If you do not have a NCCP number , please see below steps:

Trainer Certification Requirements

Trainers must have the appropriate certification. Appropriate certification is defined as one of the following:

- Any St. John Ambulance Emergency First Aid course of 8 hours (or more) or equivalent
- Canadian Red Cross Standard First Aid & First Responder
- Canadian Red Cross Sport First Responder and Sport Aid course
- Hockey Canada Safety Program (HCSP)
- An appropriate designation (examples: MD; RN; Physiotherapist, Police Officer; Firefighter, Chiropractor; Registered Massage Therapist)

From the above, please be clear that CPR (as a stand-alone certification) is not an equivalency.

The ALA recognizes only one trainer per team on the bench to address those specific activities (activities that would not include coaching athletes)



Calgary District Lacrosse Association Respect in Sport for Activity Leaders

URL: <https://ala.respectgroupinc.com>

Program Access Instructions:

- If you have an existing Activity Leader Program certificate, select "Already Certified?" and follow the prompts.
- If you need to take the Activity Leader Program – please contact your member club for a PAYMENT code.
 - There should be no prompt for payment – if you are prompted for payment, please contact your member club
- If you have an existing profile in any other Respect Group program, select "New to this Program?" then "Look-Up". If this is your first time registering for a Respect Group Program, select "New to this Program?" followed by "Register".
- Complete registration.
- Select "Submit" at the bottom of the page. You will be requested to review and accept the Privacy policy.
- Once successfully logged in, you will default to the Home page. Select "Program Access" to view the modules. To re-access the program, return to the same URL indicated above and enter the username and password created during registration.

General Information:

- Respect Group programs are optimized to provide the best possible user experience for your device. This program will run on any modern web browser using a PC, Mac, Android or iOS devices such as the iPhone and iPad.
- The Respect in Sport for Activity Leaders Program is now available as an app for your Apple or Android mobile device. To utilize the mobile app, use the browser on the mobile device and register or sign in to this program at the URL provided in these instructions, then select "Program Access". A pop-up will be displayed with instructions for accessing the app.
- You do not need to use an app to access this program on your mobile device. If you prefer, you can simply use your device's browser.
- The mobile app has the advantage of allowing you to complete the program offline (without an internet connection) after you have successfully initialized it to your user profile.
- Numerous Customer Support tools are available for any questions you may have before login as well as within the program. Prior to logging in you will see buttons to retrieve usernames and passwords, and to look up your certificate number. Inside the program, the Help button is available to connect you with a Customer Support Representative.



CDLA Instructions for Coaching Clinics

1. Go to [Coaching Association of Canada](#)

coach.ca
Coaching Association of Canada
Association canadienne des entraîneurs

The Locker

Login

NCCP# or email [Look up my NCCP#](#)

Password [Forgot password?](#)

Remember me

[Don't have an NCCP#? Create one now!](#)

Login

Welcome to The Locker

The Coaching Association of Canada welcomes you to the Locker, the central location to easily access, manage, and maintain your coach training and records.

The Locker maintains the records of a growing community of over 2 million coaches in Canada of coach training offered through the National Coaches Certification Program(NCCP) and its partners.

The Locker is also where your affiliated sport organization will confirm your completed training and coaching certifications, offer sport - specific eLearning, schedule events, and generate reports.

How to get started:

1. Log in to the Locker
2. Update your profile and email preferences.
3. View your coaching qualifications transcript under the Certifications tab.
4. Find available training events for your sport.
5. Take online eLearning modules through the eLearning tab.

Additional coach training information, resources, and tips are available on www.coach.ca.

[Contact us](#) if you need help.

Thank you for your commitment to coaching in Canada!

2. Sign in, If you do not have an NCCP # click on **Don't have an NCCP#? Create one now** and follow the steps to create one

Login

NCCP# or email [Look up my NCCP#](#)

Password [Forgot password?](#)

Remember me

[Don't have an NCCP#? Create one now!](#)

Login



3. Once in select Calendar

coach.ca
Coaching Association of Canada
Association canadienne des entraîneurs

HOME EARNING CALENDAR PATHWAYS EVENTS PROFILE Q

Home

Latest

Welcome, Melinda!
You last logged in 8 days ago.

Activity

Professional development
5 all-time points

■ NCCP
 ■ Non-NCCP
 ■ Non-NCCP (MS)
 ■ Active
 ■ Self-directed

For more information relating to professional development, [click here](#).

Attention

There is some information missing from your account.
Please provide your primary phone number

Phone:

Submit **Skip**

Attending

Events you are registered to attend will show here.
[Browse the events calendar](#)

Involvement

In which sports are you currently involved?

Lacrosse - Box

Add a sport

4. Select the Month, Year, Province, Sport (Lacrosse)

Calendar

FILTER April 2024 Alberta

Lacrosse All context All audiences [Plan an event](#) ?

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5 (1) Box Lacrosse Competition Introduction Clinic (no MED)	6 (1) Box Lacrosse Competition Introduction Clinic (no MED)
7 (1) Box Lacrosse Competition Introduction Clinic (no MED)	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

April 2024

5-Apr-2024 - 7-Apr-2024
[Box Lacrosse Competition Introduction Clinic \(no MED\)](#)
Okotoks, AB



5. Click on the course you wish to attend
 - i. Community Development for U7-U13 or 1st year coaches
 - ii. Competition Introduction for U15 and up
 - i. MED and MHW are required for COMP INTRODUCTION
6. Click on Register for this event

Box Lacrosse Competition Introduction Clinic (no MED)

April 5 - April 7, 2024 | Okotoks, AB

Event # 5650593
 Sport Lacrosse
 Context Lacrosse Competition Introduction
 For Coach
 Organization Alberta Lacrosse Association
 (780) 422-0030
www.albertalacrosse.com

Time & place
 Date April 5 - April 7, 2024
 Host RMLL
 Location Okotoks Rec Centre
 99 Okotoks Drive Okotoks, Alberta
 T1S1H3 Canada
 Language English

Modules
 Box Lacrosse Competition Introduction
 (No MED)

Registration
 Register yourself for this event. note that you will need to contact the organization listed on the left in order to confirm payment for registration.

Register for this event

7. Once registration is complete you will see this page. If you change your mind and need another course you can click not attending and select an alternate course

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Registration
 Remove yourself from the attendance list for this event.

Not attending



8. Back on your home page you will be able to see which courses you are registered for

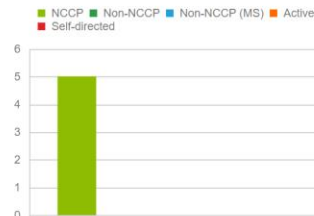
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Activity

Professional development

5 all-time points



For more information relating to professional development, [click here](#).

Attention

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Please provide your primary phone number

Phone

Submit

Skip

Attending

Box Lacrosse Competition Introduction Clinic (no [View](#) MED)
APRIL 5 - APRIL 7, 2024

[Browse the events calendar](#)

Involvement

In which sports are you currently involved?

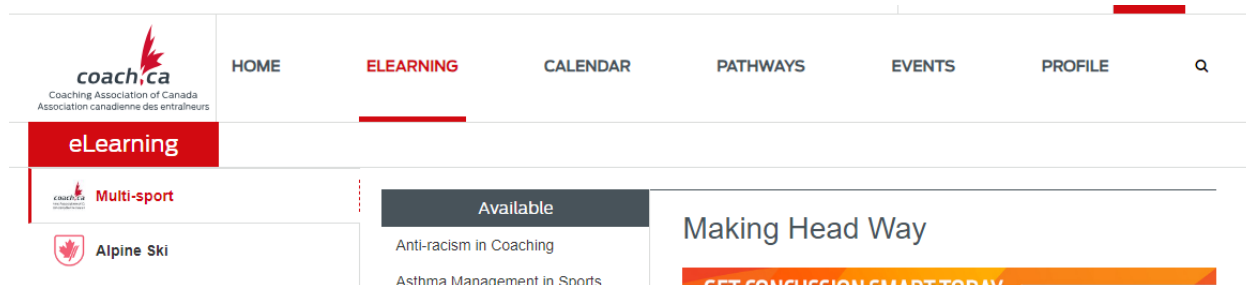
Lacrosse - Box

Add a sport



Instructions for Make Ethical Decisions (MED)online and NCCP Making Head Way

1. Log into your locker, you will need your sign in information. [Coaching Association of Canada](#).
2. Select Elearning at the top



3. Select the course you are going to complete in Multisport

- NCCP Make Ethical Decisions (MED) Online Evaluation
- NCCP Managing Conflict Online Evaluation
- NCCP Sport Nutrition
- Raising Next Gen Men
- SIRC - Air quality and outdoor sport safety
- Skilled Interaction for Officials
- Understanding Teen Dating Violence
- Understanding the Rule of Two
- NCCP Making Head Way**

4. Complete the course online – Make Ethical decisions has a charge of \$85 (Check with your local club on reimbursement for the course as it is not provided by CDLA), Making Head Way is free of charge.