



LUCAN MINOR HOCKEY ASSOCIATION

2024/25 SEASON

COACH RESOURCE PACKAGE



TEAM STAFF QUALIFICATION REQUIREMENTS 2024-2025

All qualifications listed are the **MINIMUM REQUIREMENT**

All Team Staff Must...

- Have Respect in Sport (RiS) - Activity Leaders.
- Anyone 18 and over must have a **satisfactory VSS/VSC processed via the Centralized Screening Portal**.
- Be registered with the OWHA, and complete Rowan's Law Resource Review & Acknowledgement.
- Be a minimum of two (2) years older than the oldest player in all divisions except for Senior division.
- Be a minimum of 16 years of age, this includes Trainers.
- Have at least ONE insured female staff
- Each team must have a minimum of 2 Dressing Room Monitors, and they must meet the minimum requirements.
- It is recommended that at least one (1) of the Dressing Room Monitors be female.
- All Dressing Room Monitors must be rostered with the Association
- All Third-Party Instructors must be insured and rostered with the Association
- A Head Coach cannot be assigned as the Head Trainer on the same team.

- ❖ Coach 1 - Intro to Coach (now known as Hockey Canada Coach 1)
- ❖ Coach 2 - Coach Level (now known as Hockey Canada Coach 2)

DIVISION	CATEGORY	HEAD COACH	ASSISTANT COACH (RECOMMENDED)	TRAINER
Fund, U7, U8 & U9	COACH & ASSISTANT COACHES in these divisions MUST have Coach 1 - Intro to Coach. No other qualifications will be accepted for these divisions.			HTCP Level 1
U11	House League / DS	Coach 2 -Coach Level	Coach 2 -Coach Level	HTCP Level 1
U11	Competitive	Development 1 Trained ³	Coach 2 -Coach Level	HTCP Level 1
U13	House League / DS	Coach 2 -Coach Level	Coach 2 -Coach Level	HTCP Level 1
U13	BB, B, C	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
U13	AA, A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U15	House League /DS	Coach 2 -Coach Level	Coach 2 -Coach Level	HTCP Level 1
U15	BB, B, C	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
U15	A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U15	AA	HP1 Certified ⁵	Development 1 Trained ³	HTCP Level 1
U18	House League / DS	Coach 2 -Coach Level	Coach 2 -Coach Level	HTCP Level 1
U18	BB, B, C	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
U18	A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U18	AA	HP1 Certified ⁵	Development 1 Trained ³	HTCP Level 1
U22	House League	Coach 2 -Coach Level	Coach 2 -Coach Level	HTCP Level 1
U22	A, B, C	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U22	AA	HP1 Certified ⁵	Development 1 Trained ³	HTCP Level 1
Senior	All	Recommended: If a Coach is assigned at this level, this individual MUST have Coach 2 - Coach Level. Respect In Sport for Activity Leaders not required.		HTCP Level 1

COACHING QUALIFICATION LEGEND:

1. Coaches of FUNdamentals, U7, U8 and U9 divisions **must** hold Coach 1-Intro to Coach qualification.
No other qualifications are accepted.
2. Coach 2-Coach Level or higher: Coach 2-Coach Level or Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified.'
3. Development 1 'Trained' or higher: Development 1 'Trained' or 'Certified' or High Performance 1 & 2 'Trained' or 'Certified.'
4. Development 1 'Certified' or higher: Development 1 'Certified' or High Performance 1 & 2 'Trained' or 'Certified.'
5. High Performance 1 'Certified' or higher: High Performance 1 & 2 'Certified.'



TEAM OFFICIAL QUALIFICATION REQUIREMENTS

2024-2025

- All qualifications listed are the **MINIMUM REQUIREMENT**
- All Team Officials (Coach, Trainer, & Manager) require Respect in Sport (RiS) - Activity Leader or Speak Out!
- All Team Officials (Coach, Trainer, & Manager) require Gender Identity & Expression Course
- All Team Officials must complete Rowan's Law Resource Review & Acknowledgement
- All qualifications must be registered in the Hockey Canada Registry (HCR)

DIVISION	CATEGORY	HEAD COACH	ASSISTANT COACH	TRAINER
U7 U8 U9	ALL	Coach 1- Intro to Coach ¹	Coach 1- Intro to Coach ¹	HTCP Level 1
U10 U11	Representative	Coach 2-Coach Level Certified ³	Coach 2-Coach Level Trained ²	HTCP Level 1
U10 - U21	House League (HL) Local League (LL) Minor Development (MD) Select	Coach 2-Coach Level Trained ²	Coach 2-Coach Level Trained ²	HTCP Level 1
U12 U13 U14 U15 U16 U18 U21	Representative (Below A)	Development 1 Certified ⁵	Development 1 Trained ⁴	HTCP Level 1
U12 U13 U21	AAA/AA/A	Development 1 Certified ⁵	Development 1 Trained ⁴	HTCP Level 1
U14 U15 U16 U18	AA/A	Development 1 Certified ⁵	Development 1 Trained ⁴	HTCP Level 1
U14 U15 U16 U18	AAA	High Performance 1 Certified ⁶	Development 1 Trained ⁴	HTCP Level 1

COACHING QUALIFICATION LEGEND:

1. Coaches in divisions **U9** and Below **must** hold Coach 1-Intro to Coach - **No other qualifications are accepted**
2. Coach 2-Coach Level 'Trained' or higher: Coach 2-Coach Level 'Trained' or 'Certified'; Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified'
3. Coach 2-Coach Level 'Certified' or higher: Coach 2-Coach Level 'Certified'; Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified'
4. Development 1 'Trained' or higher: Development 1 'Trained' or 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
5. Development 1 'Certified' or higher: Development 1 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
6. High Performance 1 'Certified' or higher: High Performance 2 'Certified'

ACTING IN THE ROLE OF HEAD COACH:

Should a team's Head Coach not be available, an Assistant Coach rostered to that team is eligible to act in the role of Head Coach for that game only. If the Head Coach resigns or is removed from the position and subsequently removed from the team's Roster, the Association is responsible to Roster a new individual as Head Coach holding the qualifications appropriate to the role.

HOUSE LEAGUE (HL):

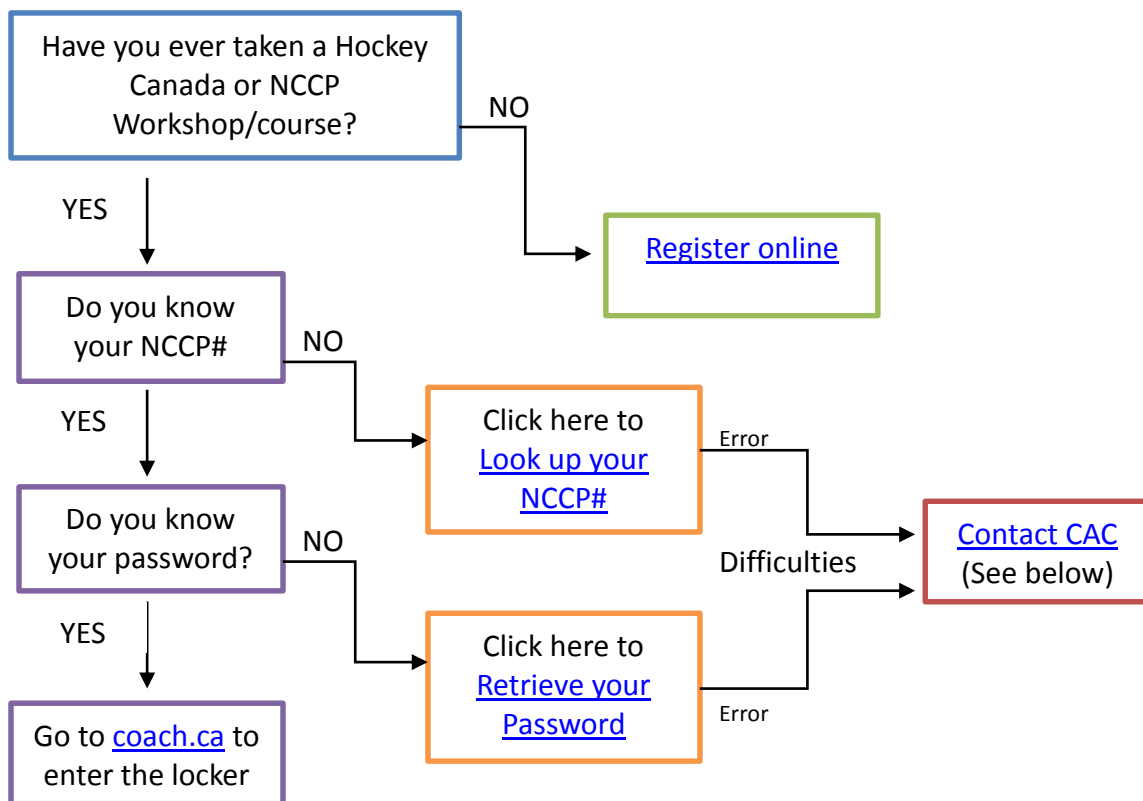
- Assistant Coaches at House League require Respect in Sport (RiS)-Activity Leader or Speak Out! and Gender Identity and Expression Course Only. However, they would require the appropriate qualification listed in chart above for participation with teams from outside their House League (i.e. exhibition and/or tournament play)
- In addition, if the Head Coach were not available to start a House League game, an appropriately NCCP qualified Coach would be required to act as the Head Coach.

How to log into the Locker

NCCP#, sometimes referred to as a **CC#**, a **Coach#**, a **coaching#**, a **Locker#**; is a unique identifier that is associated with a coach's Locker account. The NCCP# is 3-7 digits in length, and contains no letters.

NCCP# = Locker account

Please do not register in the Locker if you already have a NCCP#, see below to contact CAC

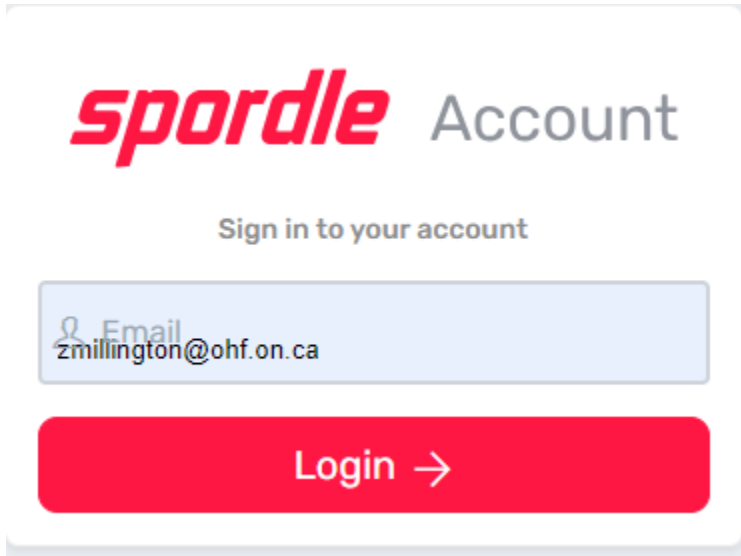


All new NCCP#s must be approved by the CAC. This means that the account is not instantly available after registration. Most accounts are confirmed in 1-2 business days.

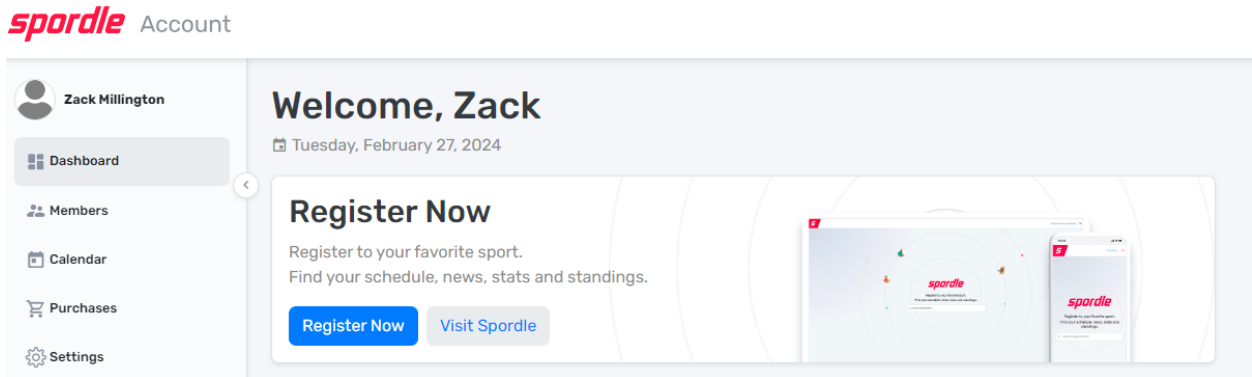
If you encounter any issues, difficulties or error messages, or if you have questions about NCCP#s or acquiring one please contact Coach & Partner Services at 613.235.5000 Ext. 1 or by email at coach@coach.ca.

How to Link your Spordle and HCR account

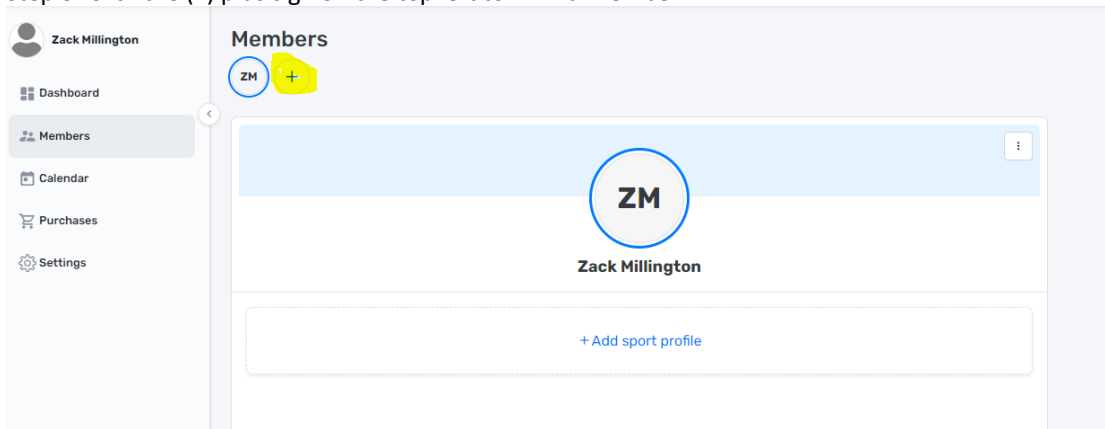
Step 1: Sign in with Spordle Account at <https://myaccount.spordle.com/dashboard>



Step 2: In your Spordle Account, click 'Members' on the left hand side of the page.



Step 3: Click the (+) plus sign on the top left to 'Link a Member'.



Step 4: Add your First Name, Last Name, Date of Birth, and select Myself to question “How is this participant related to you?”. This will search for your HCR profile to be linked. If you do not have an HCR profile, you will be required to create one.

✕

Let's link your profile.

First Name

Last Name

Date of Birth

How is this participant related to you?


[Link profile](#)


Step 5: This will search for your HCR profile to be linked. If your correct profile appears, click ‘Let’s Validate’ to link to your Spordle account. If you do not have an HCR profile, you will be required to create one.

✕

1 Sport Profile Result

Select one of the following sports profiles.



 ONTARIO HOCKEY FEDERATION
ZACK MILLINGTON (31 years old)
#1500000585600

[Search with participant #](#)

[Previous](#)[Let's validate](#)

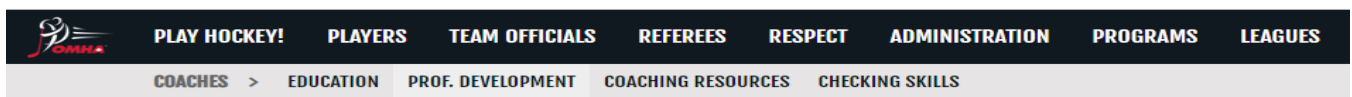


COACH PROFESSIONAL DEVELOPMENT:



Hockey Canada Registry

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



PROFESSIONAL DEVELOPMENT

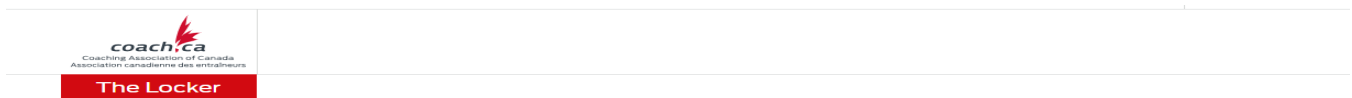
OMHA Professional Development

<https://www.omha.net/page/show/884931-coaches>



OWHA

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

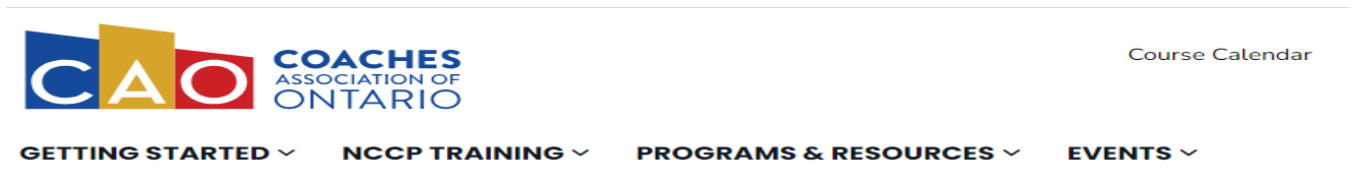


Login
NCCP# or email [Look up my NCCP#](#)
Password [Forgot password?](#)

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.

Coach.ca The Locker

<https://thelocker.coach.ca/account/login?ReturnUrl=%2f>



CAO – Coaches Association of Ontario

<https://www.coachesontario.ca/>



OMHA COACHES CLINICS

COURSES REQUIRED BY EVERY OMHA COACH

Every Coach no matter what level they are coaching is required to complete the Respect in Sport Activity Leader course and the Gender Identity and Expression Course

[OMHA NCCP Coaches Clinics](#)



LEADING THE WAY IN PLAYER SAFETY

By Ontario Minor Hockey Association, 07/22/19, 10:30AM EDT

Share

WHAT ROWAN'S LAW MEANS FOR SPORT AND CONCUSSION SAFETY IN CANADA

Rowans Law

[Leading the Way in Player Safety \(omha.net\)](http://omha.net)

OMHA

presents

RESPECT IN SPORT

For Hockey Canada Activity Leaders

Who This Program Is For

Respect in Sport – Activity Leader

[Respect in Sport for Hockey Canada Activity Leaders - Getting Started \(respectgroupinc.com\)](http://respectgroupinc.com)

Safe Sport

ONTARIO HOCKEY FEDERATION
Your Provincial Sport Organization

PLAYERS COACHES OFFICIALS EVENTS

Gender Identity Training

Gender Identity and Expression Training:

[Gender Identity Training | Ontario Hockey Federation \(ohf.on.ca\)](http://ohf.on.ca)

Discussing Anti-Discrimination Policies Related to Gender Identity and Gender Expression

Pre-Season Chat Checklist

Coaches, Assistant Coaches and training staff are responsible for making sure that players understand their rights and responsibilities in relation to Hockey Canada's Ontario Branch policies. This resource offers a checklist of information that should be communicated to players about the Ontario Branch anti-discrimination policies that pertain to gender identity and gender expression during their pre-season talks with their teams. Staff may shape these conversations in consideration of the age group, social dynamics, and prior knowledge of the team they are coaching. Conversations about discrimination should not end with the pre-season chat but should be reinforced as needed throughout the season.

Introductory Pronoun Check-Ins

- Pre-season chats are a great opportunity for everyone on your team, including coaches, assistant coaches and volunteers to share the name and gender pronoun by which they wish to be called.
- Explain to your team that referring to someone by the pronouns they've requested is a way to show someone that you respect who they are.
- Explain that it is important to ask for and share gender pronouns, just like names, because it is not something you can always tell just by looking at someone. Tell players that it is okay to make mistakes but that it is important to show that they are trying to remember by simply apologizing and correcting themselves if they do slip up.
- Start by introducing yourself and your gender pronouns to your team. You can say, "I'm [name] and I go by the pronouns [insert pronouns]."
- By including pronoun check-ins during introductions as a routine practice, regardless of whether there are trans or gender diverse people on your team that you are aware of, you will proactively create an inclusive and affirming environment that positively acknowledges the possibility of gender diversity.

Discuss Players' Rights/Responsibilities as per Hockey Canada's Ontario Branches Anti-Discrimination Policies Pertaining to Gender Identity/Gender Expression

- Explain that the standard of respect in Hockey means that it is everyone's right to be respected and treated equally and to enjoy an environment at hockey that is free from discrimination and harassment. Explain that rights and responsibilities go hand in hand and therefore it is also everyone's responsibility to do their part to help create a discrimination and harassment free environment. This means treating everyone with respect. You may wish to go over the general definitions of discrimination and harassment with your players. (see Glossary in Resource Downloads for this training for a refresher on these definitions.)
- State that this standard is outlined in Hockey Canada's Ontario Branches Policies *and* Ontario Human Rights Law and that it explicitly protects people from being discriminated against or harassed because of their *gender identity* and/or *gender expression*, in addition to numerous other "protected grounds" (For the definition and list of protected grounds, as well as the definitions of gender identity and expression, see Glossary, included in Resources Downloads for this training).
- Elaborate on the meaning of discrimination and harassment based on gender identity and/or gender expression. To do this you may wish to reference the pronoun check-in as an entry point into this conversation. Explain that it is everyone's right to define and express their gender without fear of being discriminated against or harassed. State that this means that everyone has the right to be referred to by the name and gender pronoun they request and the right to use the washroom or dressing room (or any other gender-specific space) where they feel most comfortable. Explain that failing to respect someone's gender pronouns repeatedly, bullying or making inappropriate comments about the way someone identifies or expresses gender, or doing anything to make gendered washrooms or dressing rooms unsafe, inaccessible spaces, are all examples of discrimination because of gender identity and/or expression. (for more specific examples, see Resource Downloads, "What Counts as Discrimination Based on Gender Identity and/or Gender Expression"). Stress that everyone is responsible for holding themselves and one another accountable to this standard of respect and that it works in all directions, which means staff and volunteers also have these rights and responsibilities.
- Review the process for reporting incidents of discrimination/harassment that players witness or experience first hand. Communicate that it is everyone's right

and responsibility to ask for support/ assistance from the MHA if they experience discrimination to the best of their ability.

Define “Accommodations” and Discuss Related Rights/ Responsibilities

- Explain to players, that despite positive efforts to make all aspects of hockey safe, equitable and accessible for everyone regardless of gender identity or expression or any of the protected grounds discussed earlier, sometimes people continue to face barriers to participating fully and equally in hockey.
- Convey to players that if they face any unresolved barriers to participating fully and equally in hockey because of one of those protected grounds mentioned earlier, that they have the right to be provided with a special arrangement that will help them participate more fully. Explain that these special arrangements are called “accommodations”. Give a few general and hockey-related examples of accommodations to help explain the concept. Being provided with a sign language interpreter is an example of an accommodation that may help a person who is deaf do a part of their job. In hockey, a person may have a need for extra privacy when changing before or after playing. This need may be related to gender identity or to other protected grounds such as disability or religion. The special arrangements that are made to resolve these needs are also called accommodations.
- Explain that the right to be accommodated also comes with responsibility. Communicate to players that if they experience an unresolved obstacle that prevents them from participating fully in hockey because of one of those protected grounds, that they have the responsibility to send a written accommodation request to the MHA and to work together with the MHA in coming up with an appropriate and reasonable accommodation that resolves their need.

Stress Importance of Respecting the Confidentiality of Others

- Make it clear to players that if someone has confided in them with personal or sensitive information about gender identity, whether they are seeking support about a struggle they are having or sharing their plans to come out, that it is important to make sure they know exactly what that person wants to keep private, to whom and what they do want others to know. Outing (sharing

information about someone's gender identity) without their consent is also an example of discrimination.

- Emphasize the importance of respecting confidentiality as an important part of honouring the standard of respect discussed earlier.



ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9, Cambridge, Ontario N1T 2H9
T: 226 533.9070 F: 519 620.7476
www.ohf.on.ca

Proud Branch Of



Ontario Hockey Federation Rowan's Law Acknowledgement Form

The Ontario Government has enacted *Rowan's Law (Concussion Safety), 2018*, S.O. 2018, c. 1 ("Act"). Ontario Regulation 161/19, the Act requires all sport organizations as defined in the Regulation ("Sports Organization"), which includes the Ontario Hockey Federation ("OHF"), to have a Concussion Code of Conduct. This Concussion Code of Conduct must require participants, as set out in the Act, to review the Ontario Government's issued Concussion Awareness Resources on an annual basis. A participant is subject to a Concussion Code of Conduct for each Sports Organization a participant registers with.

Applicable age appropriate Concussion Awareness Resources are located at www.ontario.ca/concussions. The OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources must be reviewed before you can register/participate in the OHF.

- [10 and Under Concussion Awareness Resource](#)
- [11-14 Concussion Awareness Resource](#)
- [15 and Over Concussion Awareness Resource](#)

If you would like to have a record of your review of the concussion awareness resources, you can complete this form and keep it as a receipt to remind you of the date on which you reviewed it.

Acknowledgement of Review

I, _____ (first name) _____ (last name) _____ (birth date yyyy/mm/dd of athlete, Team Official or On-Ice Officials name) confirm that I have reviewed the OHF Concussion Code of Conduct (Appendix A) and the appropriate Concussion Awareness Resources and commit to operating within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF.

Signature

Date

If the participant above is under the age of the 18, then the parent of that participant must also sign the Acknowledgement set out below.

I, _____ (print name of parent if above signatory is under 18) confirm that I have reviewed the OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources and commit that the signatory above and I will operate within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF.

Signature

Date

Disclaimer: In order to register/participate in the OHF this signed form must be submitted to the Minor Hockey Association that you are registering with.

OHF Members





APPENDIX A

OHF Concussion Code of Conduct

I will help prevent concussions by my commitment to:

- Wearing the proper equipment for my sport and wearing it correctly;
- Respecting the rules of my sport or activity; and
- My commitment to fair play and respect for all* (respecting other athletes, coaches, team trainers and officials).

I will care for my and others health and safety by taking concussions seriously, and I understand that:

- A concussion is a brain injury that can have both short- and long-term effects;
- A blow to the head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion; and
- A person doesn't need to lose consciousness to have had a concussion.

I will commit to:

- report any possible concussion received during participation in the OHF to a designated person;
- recognizing a concussion or possible concussion and the reporting to a designated person when an individual suspects that another individual may have sustained a concussion;
- sharing any pertinent information regarding incidents of a removal from sport with the Player's school and other sport organization with which the player has registered;
- sharing any pertinent information regarding incidents of a concussion that have occurred outside of participation in the OHF to a designated person with your/individual's Team;
- Complete Injury Report Forms in a timely manner and ensure they are submitted to the Member;
- Give commitment to providing opportunities before and after each training, practice and competition to enable participants to discuss potential issues related to concussions; and
- Maintain an open dialogue with all athletes and participants (and parents/guardians in cases of minors) about their health and any signs and symptoms of concussion they may experience.

I will commit to respect the OHF Removal and Return to Play Protocol by:

- Understanding that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition;
- Understanding I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition;
- Respect the roles and responsibilities of all coaches and health care professionals in Return to Play protocol; and
- Respond appropriately with Return to Play protocols if a participant is experiencing concussion related symptoms or if you suspect any participant has sustained a concussion.



Ontario Provincial Police

Police Record Checks

Police record checks are required for a variety of purposes including employment, adoption, international travel, volunteer work, citizenship, name change, student placement or to obtain a record suspension (formerly pardon).

OPP record check applications are now online!

OPP record check applications — including payment and ID verification — are now online. Your identity will be verified using [Electronic Identity Verification \(EIV\)](#). The majority of applicants will not be required to attend an OPP detachment ([see exceptions](#)). The application process is quick, easy and secure.

Follow these three steps to prepare to apply.

Step 1: Confirm that you live in an OPP-policed community

To request an OPP Record Check, you must live in an OPP-policed community. Use the map below to find out who polices your community.

Find an [OPP detachment](#) in your area.

Attention: Applicants that live in Quinte West, please choose Brighton as your home Detachment during the application process.

Step 2: Identify which type of record check you need

During your online application, you will be required to select the type of police record check you need. The agency/organization requesting the check will communicate to you which type of check you need. The OPP cannot make this decision for you.

The OPP provides four types of [record checks](#), including:

- Criminal Record Check (CRC)
- Criminal Record and Judicial Matters Check (CRJMC)
- Vulnerable Sector Check (VSC)
- OPP Non-Parent Custody Check (LE213)

If your agency letter states that you require a Criminal Record Check with a Vulnerable Sector Check, you only need to request a Vulnerable Sector Check.

Step 3: Gather what you need

A few pieces of information will be required when you apply for a police record check. You will need:

- a letter from your Canadian agency/organization identifying the type(s) of checks you require.
- to be prepared to answer financial questions in order to verify your identification (as part of the EIV process).
- a credit card or pre-paid credit card available for payment
 - Record checks: \$41.00
 - Fingerprints: \$90.00
 - Volunteer checks: free

Questions and Contact Information

Need more information? Learn more about the release of private information, applicants under 16 years of age, and the reconsideration process. Or, check out our Frequently Asked Questions (FAQ). If your question is not addressed in the FAQs, contact 1-833-909-0057 for additional information or for support.



Vulnerable Sector Check (VSC) SUBMISSION

**HOW TO SUBMIT YOUR VULNERABLE SECTOR
SEARCH (VSC) DOCUMENT AND
DECLARATION VIA
THE SUBMISSION PORTAL**

**All VSC & Declaration document
MUST be submitted via this portal to be validated**



OWHA TEAM STAFF VSC SUBMISSION FOR 2024-2025 ROSTER APPROVAL

The process for Vulnerable Sector Checks will be centralized for all Team Staff for the 2024-2025 season to:

- ❖ Ensure all screening is being done.
- ❖ Reduce the number of screenings where individuals are changing and/or participating in multiple Associations.
- ❖ Provide a safe hockey environment.

Eligibility to Coach

It is imperative for all Team Staff to ensure that their Vulnerable Sector Check (VSC) is completed to be eligible as a Team Staff on an OWHA team, and to participate in programs both on and off the ice. This includes having a valid Vulnerable Sector Check and the Screening Declaration Form.

The following individuals who are associated with the OWHA must adhere to the OWHA Screening Policy:

- ❖ Team Staff including head coaches, assistant coaches, trainers, assistant trainers, managers, staff, skills coaches, dressing room monitors and third-party skills coaches.

ALL VSC DOCUMENTS MUST BE SUBMITTED AND VERIFIED THROUGH THE [SCREENING SUBMISSION PORTAL](#)

NOTE: Submission via the RAMP Registration Portal is not sufficient, you must submit your documents via the Screening Submission Portal for them to be validated.

- ❖ If the Team staff is deemed ineligible through review of their VSC document or Screening Declaration form, they will be notified.

Before entering the [Screening Submission Portal](#), please ensure you are ready with the necessary documentation and information:

You will need:

- ❖ Hockey Canada Registry (HCR) Number; AND
 - ❖ Vulnerable Sector Check (PDF); AND
 - ❖ Completed Screening Declaration Form (PDF);
- OR**
- ❖ A receipt from your local Police Station, showing your request for your Vulnerable Sector Check (VSC); AND
 - ❖ Completed Screening Declaration Form (PDF)

Please Note:

1. All documents must be in PDF format to be accepted. Pictures, images and other formats are not accepted.
2. For the 2024-2025 season, copied of a Vulnerable Sector Check from 2022/23 or 2023/24 AND a completed Screening Declaration Form (PDF) will be accepted. Both documents must be submitted through the [Screening Submission Portal](#).

If your VSC was validated as an on-ice official during the previous season, and you are in a Team Staff position for the upcoming season, please email screening@ohf.on.ca to have your VSC document validated as a team staff.

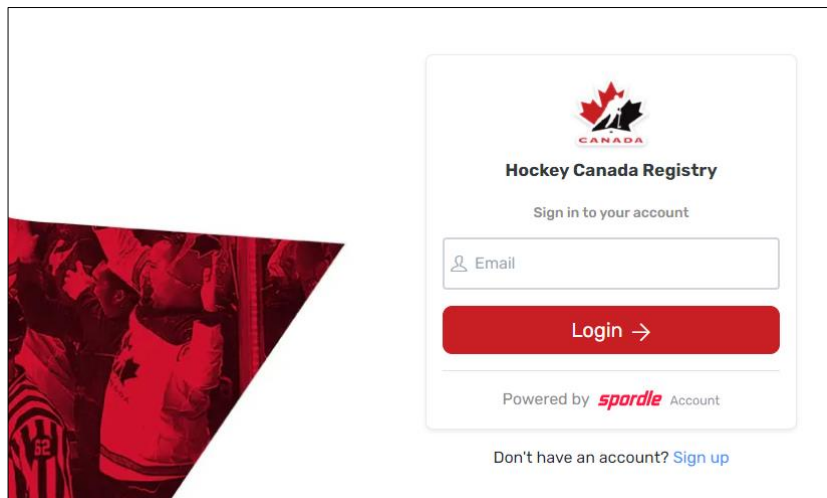


HOW TO CREATE & ACCESS YOUR HCR 3.0 PROFILE

Throughout this process, if you have any questions or issues with the portal, please email screening@ohf.on.ca

1. Go to: [Hockey Canada Registry](#)

Below is a screen capture of what you will see when you click the link above:



- This page allows you to sign in if you already have an account or create an account if you do not have one.

NOTE: If you have played/coached or worked with a hockey team in the past, it is likely that you already have an HCR Profile. The profile will be linked to the email address that you would have used at that time.

If you already have an account, please following the instructions below to access your account.

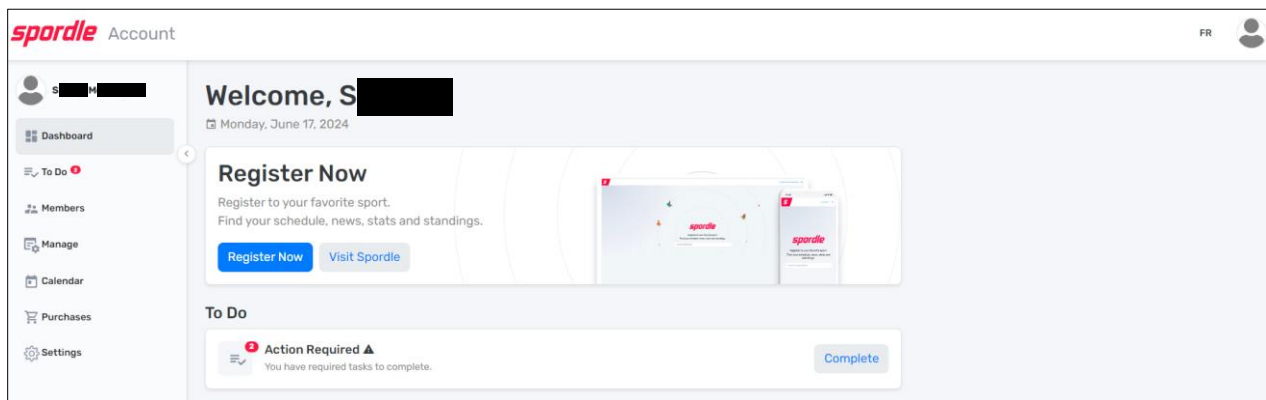
1. Enter the email address you wish to have affiliated with your profile in the box, and click on login.
2. If an account does not exist with that email, the system will notify you and will request that you “Sign Up”.
3. Please click on the “Sign Up” button and proceed to enter all the requested information.
4. You will be prompted to create a password, please ensure that you record this password as it will be needed each time you log into your account.
5. Click “Next”
6. You will then be prompted for your contact phone number and address. Please ensure that you enter your information accurately.
7. Click “Sign Up”

8. The system will require a 6-digit verification code. This code will be sent to the email address that you entered. If you do not see the email in your Inbox, please ensure that you check your Junk folder.
9. You will need to enter the 6-digit code you received via email to complete the set up of your HCR profile.
10. Once you have completed the set up, you can then log into your account by entering your email address and the password you created.

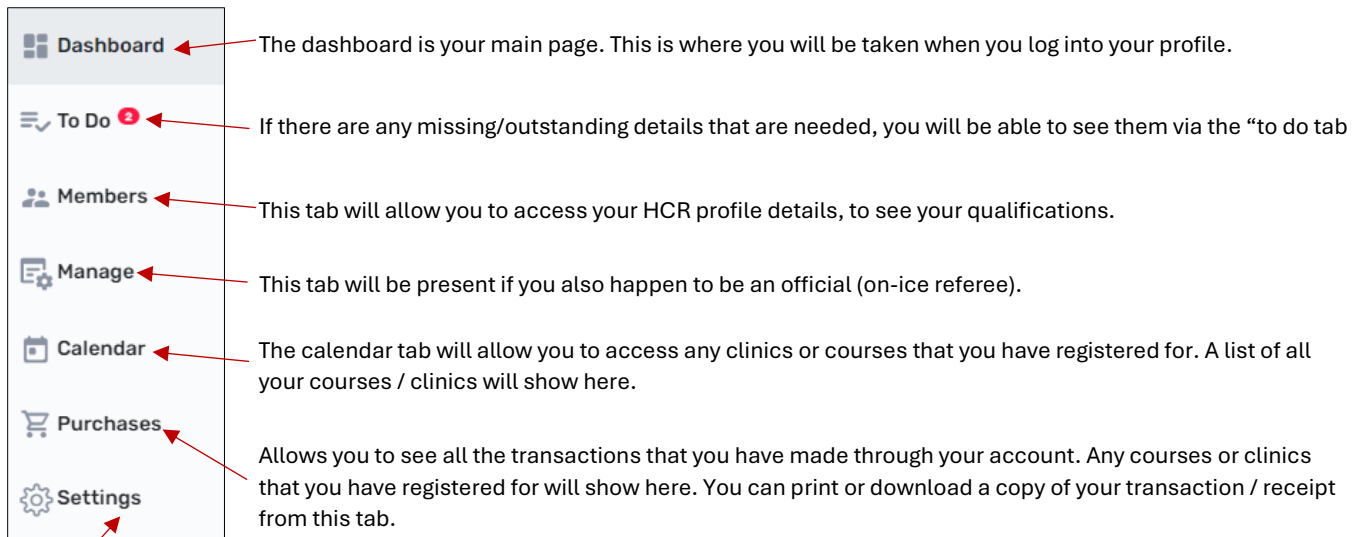
NOTE: Once you have created your account, you will be able to login to find your HCR number. **The instructions below will enable you to find your HCR number from your account.**

names and numbers are hidden for privacy purposes

1. When you log into your HCR profile, your screen will look like below:

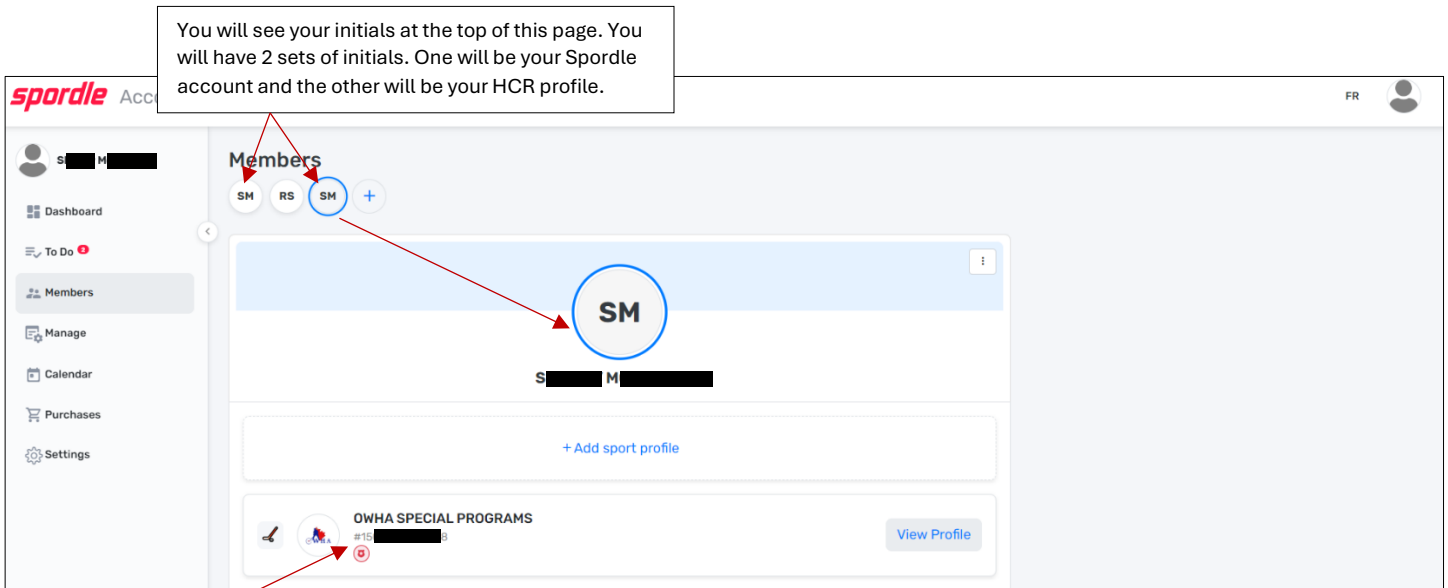


2. The left panel shows you the various tabs that you can access through your HCR profile.



This tab will allow you to see and edit your account details (contact email, date of birth, phone, address etc). We recommend that you always ensure that your information and details are updated if they change.

3. To see your HCR number, you need to click on the “Member” tab.



If you click on one of the initials, you will only see your full name. The 2nd initials will show you the association that you are with and what your HCR # is. This is the number that you need to provide when you submit your VSC document via the Screening Submission Portal.

4. You will see your initials at the top of the page. As per the image below, there will be 2 sets of your initials.
 - a. One is your Spordle profile (*the platform that you need to log into in order to access your HCR profile and see your HCR number and qualifications*)
 - b. The other is your HCR Profile, and as outlined in the image above, you will see the association that you were with when your profile was first created, and just below that, you will see your HCR profile number. This number is a long series of numbers ranging from 4 to 15 or more numbers.
5. This is the number you need to have when you log into the Screening Submission Portal to upload your VSC document.



WHERE TO FIND THE DECLARATION FORM

1. Coaches/ Volunteers must use this link ([Vulnerable Sector Checks](#)) to access a copy of the Declaration form.
2. Download a copy of the Declaration Form and complete it in full as you will need to submit this document through the Screen Portal along with your VSS document.
3. If you need a letter to request your Vulnerable Sector Check, you can find this document via the same link above. Download, complete and provide to your local police station to get the process started. Be sure to get a receipt if you are starting the process as a receipt can also be submitted via the Screening Submission Portal.



HOW TO SUBMIT YOUR VSC DOCUMENT VIA THE SCREENING SUBMISSION PORTAL

1. Click this link to access the [Screening Submission Portal](#).
Once there following the instructions. There is no charge to submit your documents.

Items	Item info	Price
	Screening Policy Please use this to begin the process to submit your Vulnerable Sector Check (VSC) and/or declaration. You will retrieve your HCR number and link to submit your documents after registration. Rostering will be restricted to ONLY those that have completed their appropriate screening.	Free

2. Once you have clicked “Register Now” you will be prompted to log into your HCR Account. Use your email and password to log into your HCR account. Once logged in, you will be prompted to select your HCR account. See image below.

Click “REGISTER NOW” tab beside your name

3. On the next window, you will be prompted to move forward by clicking on the “Next” tab.

Click “NEXT” tab

4. On the next window, please ensure that you click on the “Skip the registration selection” tab. See below.

Click on Skip the Registration selection tab. This will enable the round button to show “blue”

Once you have chosen the tab above, click on “Next”

5. On the next window, you must use the (+) symbol to toggle to (1). The Selection Items, must show (1). This will enable you to move forward with your registration / submission.

Use the (+) tab to toggle to (1)

Once you have chosen the tab above, click on “Next”

6. The system will then prompt you to ask if you wish to register another participant. It is unlikely that you will have another participant to register, but if you do, you can certainly register another. If not, please click on “Proceed to check out”.

If you have another participant to register, you can do so by clicking on this tab.

If you are ready to proceed to check out, click here.

7. On the next window, you will be provided with a Registration Summary / Order Summary. You can proceed by clicking “Next”

Registration summary

Order summary

Registration for S M
[Edit this member's registration](#) | [Remove this member](#)

Other items

Screening Policy	\$0.00
Remove	

Total price \$0.00

[Register another participant](#) [Next](#)

Problem with your registration? [Contact us](#)

Click here to move forward with Registration.

8. You will now need to ensure that you Read and Accept the terms and conditions of payment. Ensure that you read the disclaimer and check the box before proceeding.

Payment Terms and Conditions

Payment Terms and Conditions

The Ontario Hockey Federation is committed to respecting and protecting the privacy of our Member Partners, their Associations, individual members, their families and our employees. The information collected on this form will be used for the sole purpose of administering the Rules, Regulations and By Laws of the OHF and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.

I have read and accept the terms and conditions *

[Previous](#) [Next](#)

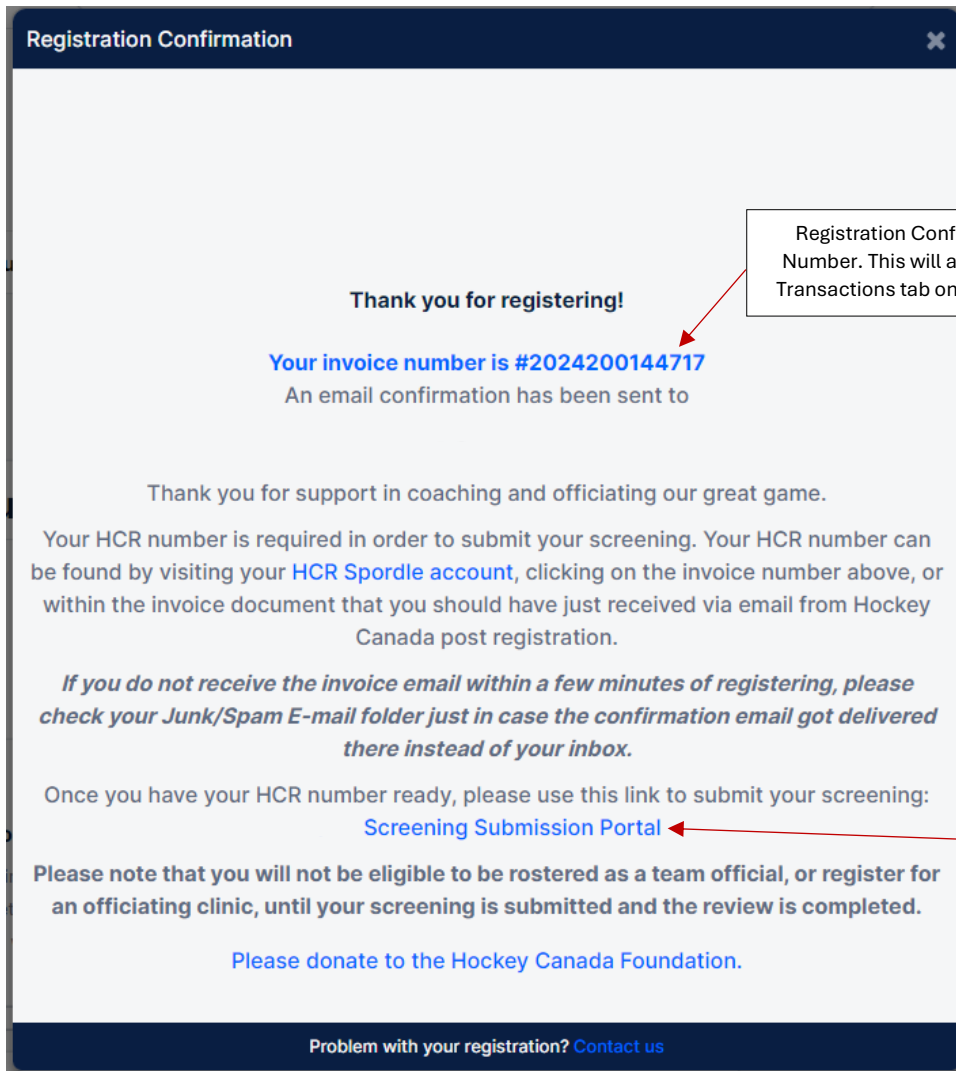
Problem with your registration? [Contact us](#)

Ensure you have read and checked this box before moving forward

Click here to move forward

9. You will then be provided with a Registration Confirmation window. This window will provide you with your invoice number and will also provide you with the link you need to submit your documents on the Submission Screening Portal.

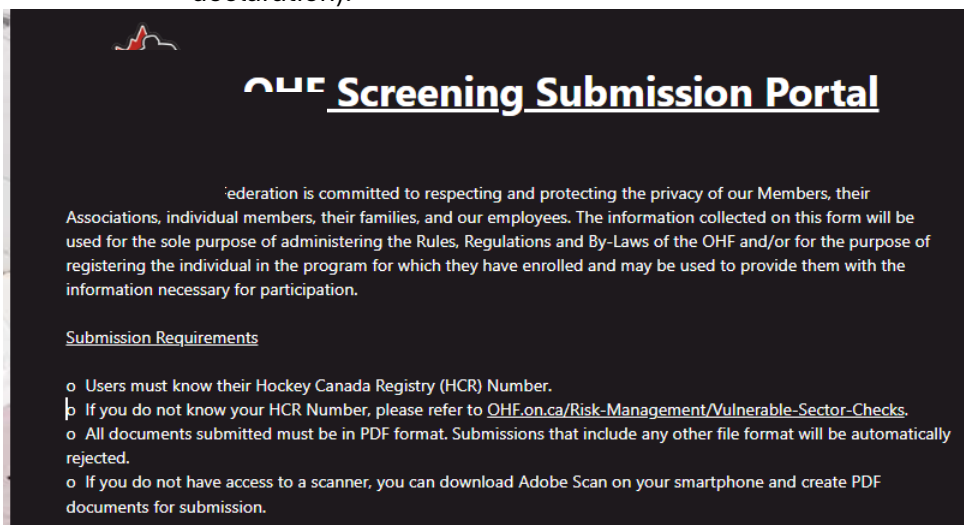
DO NOT CLOSE THIS WINDOW
It contains the link you need to use to submit your documents
(VSC and Declaration) for verification



Registration Confirmation – Invoice Number. This will also show under the Transactions tab on your HCR account.

*****IMPORTANT*****
This is the link to access the Screening Submission Portal where you will have to now use to submit your VSC and Declaration document.

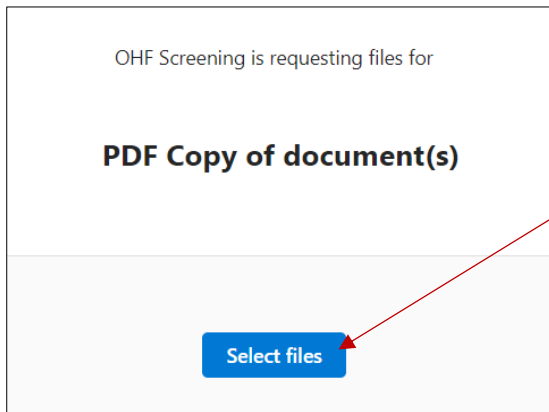
10. The image below is what you will see when you click on the Screening Submission Portal. Here is where you must follow the instructions to submit your documents (both VSS and declaration).



*****IMPORTANT*****
You will need to scroll down, to answer and complete the required questions.
#5 is where you will need to enter your HCR account number.

Once you have answered question #6, the system will then provide you with the link to upload your PDF documents. Please ensure that you read the information carefully and follow the instructions.

11. When you click on the link, you will be taken to another window, this window will request that you select the appropriate files from your computer to upload.

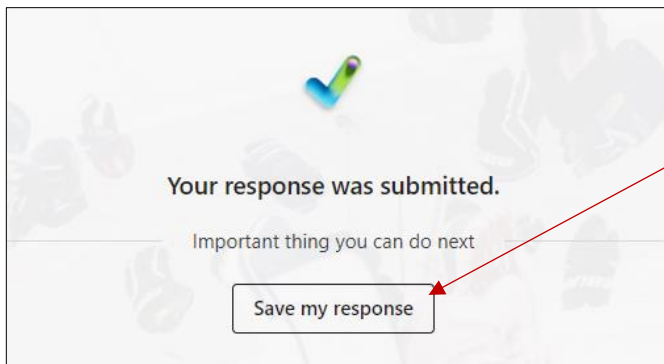


When you click on "Select Files" you will be prompted to choose the files from your computer that you wish to upload.
Ensure that you select the correct files.

12. Once you have uploaded your documents (VSS and Declaration form) you will then be taken back to question #7 so that you can identify which files you did upload.

13. Once you have made your choice, you can then select "Submit"

14. You will then see a confirmation that Your response has been submitted.



This marks the end of your VSS and Declaration Submission.
You have the option to "Save my Response" if you wish to save a copy that your responses were submitted.



**ONTARIO
HOCKEY
FEDERATION**
Your Provincial Sport Organization

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[PLAYERS](#) [COACHES](#) [OFFICIALS](#) [EVENTS](#) **[RISK MANAGEMENT](#)** [RULES AND REGULATIONS](#)



Vulnerable Sector Checks

**START THE
SCREENING PROCESS**

[Vulnerable Sector Checks | Ontario Hockey Federation \(ohf.on.ca\)](https://ohf.on.ca)



ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9, Cambridge, Ontario N1T 2H9
T: 226 533.9070 F: 519 620.7476
www.ohf.on.ca

Proud Branch Of



Team Official / Volunteering Season 2024-25

Date _____

Please consider this letter as our confirmation to engage the following person as a Volunteer within the Ontario Hockey Federation.

The OHF operates within a structure that is comprised of seven member partners: Alliance Hockey, Greater Toronto Hockey League, Northern Ontario Hockey Association, Ontario Minor Hockey Association, and the Ontario Women’s Hockey Association.

Full name _____

Date of Birth _____

Member _____

Association/Club _____

Age Group and Level (ex. U14 AA) _____

Team Official/Volunteer Position _____

The position is one of trust and authority towards vulnerable persons aged 4 through 17. Based on the position above, the individual could be in direct contact as with vulnerable persons during games and practices.

We appreciate you proceeding with the Vulnerable Sector Screening Check accordingly.

Sincerely,

Zack Millington

Zack Millington

Manager, Risk, Registration and Insurance
ONTARIO HOCKEY FEDERATION | www.ohf.on.ca
400 Sheldon Drive, Unit 9 | Cambridge, ON | N1T 2H9
T: (226) 533-9073

OHF Members





Code of Conduct Contract

Coaches/Bench Staff

1. We will foster a team environment consisting of fairness, integrity, mutual respect, and safety
2. We will comply to the ideals, policies, code of conduct and rules determined by OMHA, OHF, Hockey Canada, and LMH

Coaches will endeavour to make hockey enjoyable and safe for all players, coaches, officials, volunteers and parents:

- Strive to enhance the safety of all hockey participants at all times.
 - Always err on the side of caution and never practice any behaviour that may ultimately harm a participant or worsen an injury.
 - Strive to achieve the highest level of competence and continue to educate yourself to update and improve your skills.
 - Strive to promote the values of Fair Play, integrity and friendship in hockey, and never condone, encourage, engage in or defend unsportsmanlike conduct, including the use of performance enhancing substances.
 - Always put the player's best interest first and ensure that all players are treated with respect and integrity; free from any form of physical and/or emotional maltreatment.
3. We will come prepared for practices and games
 4. We understand that we are a representation of the team, Lucan Minor Hockey, and our family and we will carry ourselves with respect and dignity
 5. We will seek to build our players up and encourage them to be the best player they can be through constructive feedback and positive reinforcement
 6. I will adhere to all of the above when considering posting anything on my social media accounts.
 7. I will not use any electronic devices (cell phones, iPads, iPods, Apple Watch, etc.) in the dressing room (except for administrative purposes or emergencies).
 8. We will adhere to the code of conduct enforcing said code with integrity
 9. Have fun.

Print Name: _____

Signature: _____

Player Code of Conduct

1. I understand that it is a privilege to play hockey and not a right, therefore I will acknowledge that I must treat my time at the rink as a special time to enjoy and cherish
2. I will compete to the very best of my ability during every drill, practice, and game – no excuses
3. I will treat all teammates, coaches, parents, and referees with dignity and respect
4. I understand that I am a representation of my team, Lucan Minor Hockey, and my family and I will carry myself with honour and respect
5. I will encourage my teammates and remain positive in my interactions understanding that this will help my team
6. I will take responsibility for my behaviour and seek to positively impact the behaviour of my team
7. I will be prepared for practices and games adhering to the guidelines set out by my coaches (45 minutes before games – pregame chalk talk - practices be ready before Zamboni is off ice – adhere to dress code)
8. I understand I can 100% control my compete level and will strive to compete to the best of my ability each time I am on the ice.
9. I will work diligently to build my teammates up and I will stand up for my teammates.
10. I will not use any electronic devices (cell phones, iPads, iPods, Apple Watch, etc.) in the dressing room. (except for administrative purposes approved by bench staff or emergencies).
11. I will adhere to all of the above when considering posting anything on my social media accounts.
12. Have fun.

Print Name: _____ Signature: _____

Parent/Gaurdian Code of Conduct

I will/We will:

1. Do my best to be a good sport at all times. I will not condone, defend, permit, or engage in actions, on or off the ice, that are not consistent with good sportsmanship.
2. Respect and adhere to the ideals, policies, and rules determined by OMHA, OHF, Hockey Canada, and LMH and my child's team.
3. Maintain self-control at all times
4. Be inclusive with other parents and help build a positive playing/watching environment for all
5. Adhere to the "24-hour" rule when approaching the team staff with comments/concerns
6. Avoid confusing my child by coaching at home or stands anything that is counter to the coach's direction.
7. Adhere to all of the above when considering posting anything on my social media accounts.
8. Refrain from approaching the bench during games unless asked by the bench staff
9. Have fun!

Disciplinary Action:

- Disciplinary actions for non-compliance or unacceptable behavior will be as follows:

Step 1 – coaching staff will discuss concerns with the individual involved (offering opportunity to correct their actions).

Step 2 – if action is not corrected, player may be asked to leave the ice (practice), or miss shifts, period, game. As an example: if a player is in non-compliance (doesn't show up for practice with no notice to coaches) then the action could be to miss the first period of play – second infraction is to miss 2 periods and third is miss a game.

Step 3 – if this doesn't correct action, coach and manager will discuss their concern with the player's parent or guardian and formulate a game plan.

Step 4 – if continued non-compliance occurs, LMH officials will be approached to assist in further disciplinary action.

Print Name: _____ Signature: _____



****Guidelines for the new iPad Game Sheet App.****

Coaches

- 1) Upon arrival at the arena it is your responsibility to collect the iPad from the coaches room and set up the game sheet on the iPad for your game only. If the WIFI is not connected please connect through the settings on the iPad. If the arena Wi-Fi is not working a hotspot from a cellular device will work to set up the game. Upon Completion of the game let your League Representative know so they can upload the game if that is required.
- 2) **Setting up the game:** Remember to check any coaches or players away for that game. If the Head Coach is away, add one of the Assistant Coaches to the Head Coach position. Please be sure to check and list any suspensions of your team on the game sheet.
- 3) Once the game sheet has been completed and the home teams coaches have signed in, take the iPad to the opposing teams dressing room so that their coaches can sign in. **Please do not leave the iPad with the opposing coach.** If the Opposing team does not have all the bench staff present, let the referee know prior to the start of the game so the coaches can be added.
- 4) Hand the Game sheet to the time/scorekeeper once you enter the ice surface.
- 5) After the game you are still required to upload your score to the LMHA page (for now, integration is coming soon)

Time/Scorekeepers

- 1) Upon receiving the iPad from the home team coach, please enter your name and number under the game detail sections and complete the game sheet as directed by the on-ice officiating crew.
- 2) After the completion of the game and the referee has locked the game, press the word '**Games**' in the top left corner of the screen. This will allow you to see the game on the home screen. Please upload the game by tapping the 'cloud with an arrow' on the right side of the screen.



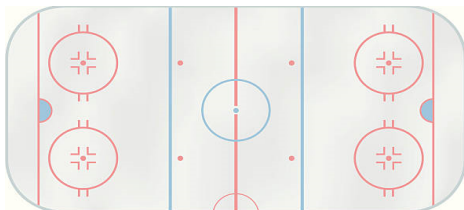
- 3) If the game is the first of multiple games that day, please take the iPad back to the coaches room so that the next team can set up their upcoming games.
- 4) If you are scoring the last game of the day please return the iPad to the wood box in the coach's room, lock the wood box, and close the door to the coach's room shut.

PRE-GAME PREPARATION

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

GOALS:

	1	2	3	O/T	Total
Irish					
Opponent					



LUCAN IRISH

GAME NOTES



GAME REPORT

Vs: _____

Date: _____ **Location:** _____

- Pre-season
- Regular Season
- Playoffs
- Tournament

LINE-UP

Goaltenders

starting goaltender	

Forwards

starting forwards		

Defence

starting defence	

PRE-GAME PREPARATION

Game plan:

1. : _____

2. : _____

3. : _____

4. : _____

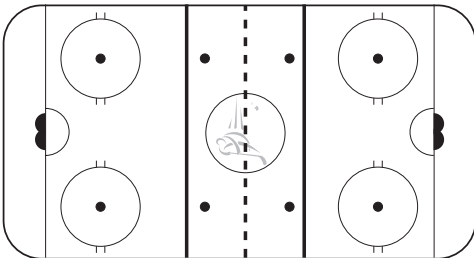
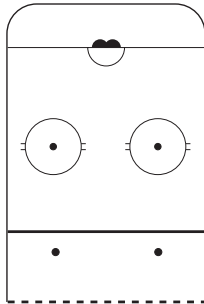
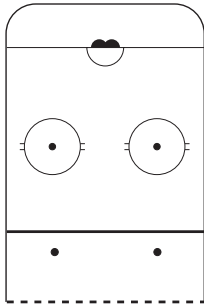
Individual preparation: _____

Team motivation: _____

STRATEGIES/FACE-OFFS

Defensive zone

Offensive zone



GAME NOTES:

GF: _____

GA: _____

GAME SUMMARY

1st Period/Score

2nd Period/Score

3rd Period/Score

Comments

Final Score	Our Team:	Opponent:
-------------	-----------	-----------

PIMS	Players	Face-offs			
		D ZONE		O ZONE	
		W	L	W	L
1 _____	vs.				
2 _____	vs.				
3 _____	vs.				
4 _____	vs.				
5 _____	vs.				
6 _____	vs.				
7 _____	vs.				
8 _____	vs.				
9 _____	vs.				
10 _____	vs.				
11 _____	vs.				
12 _____	vs.				
13 _____	vs.				





Lucan Irish

Date: _____ Practice Time: _____

LEGEND:

© - Coach

F - Forwards

D - Defense

G - Goalie

---> Passing

~> Stickhandling

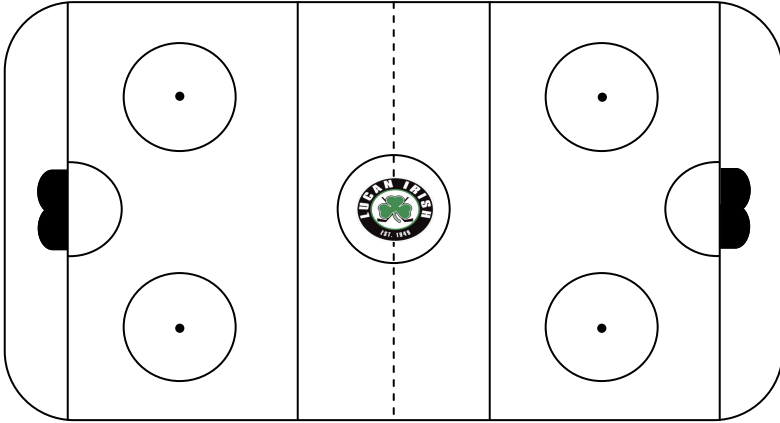
||||| Cross-overs

→ Forward Skating

~> Backward Skating

—|| Stopping

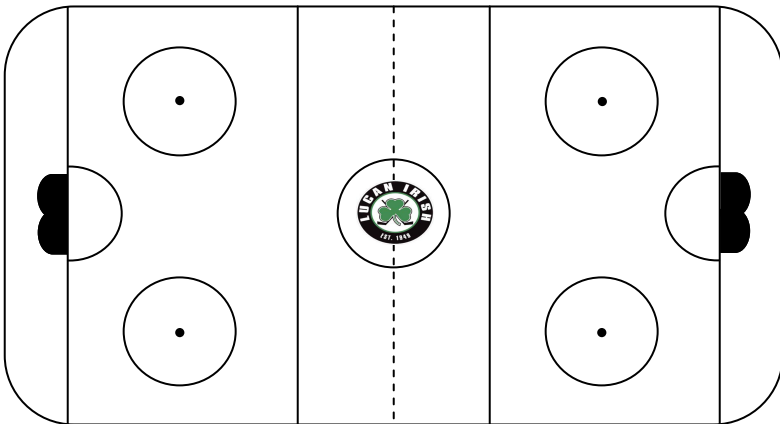
⇒ Shooting



Drill: _____ Time: _____

Description: _____

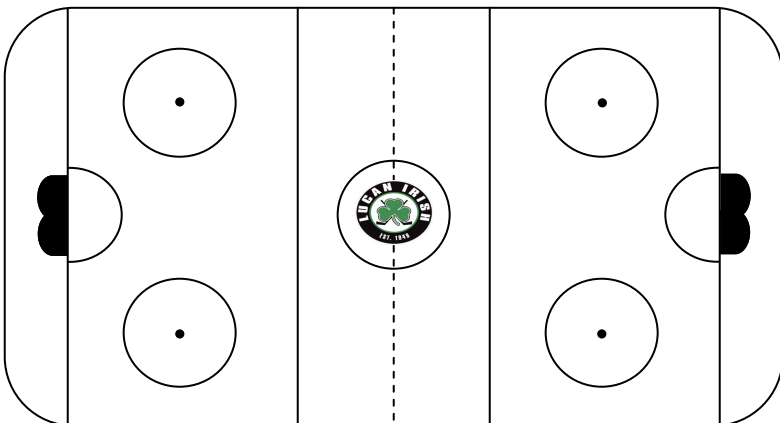
Execution: _____



Drill: _____ Time: _____

Description: _____

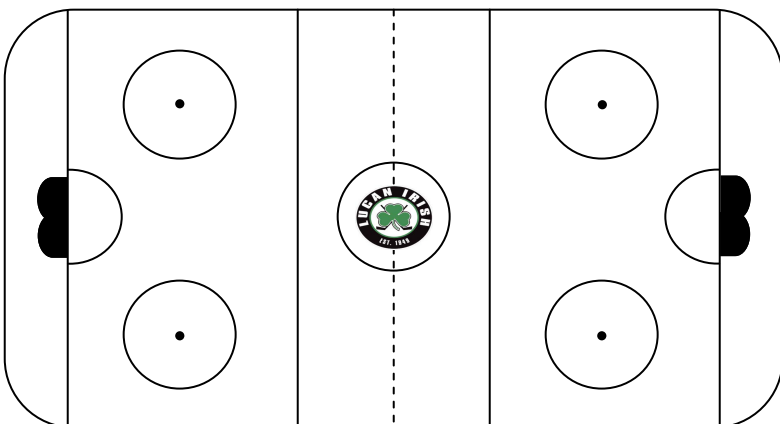
Execution: _____



Drill: _____ Time: _____

Description: _____

Execution: _____



Drill: _____ Time: _____

Description: _____

Execution: _____

