Guelph Minor Hockey Association
C11 - 100 Crimea Street - Guelph, ON N1H 2Y6
Tel: 519-824-5910 Fax: 519-824-6273
Monday - Thursday 9:00AM - 4:00PM, Friday 9:00AM-12:30PM
www.guelphminorhockey.com

Here is the list of items required for this season.

Please see OMHA's Team Official Qualifications Requirements:

Are you new to coaching? Follow these details to help you get through the process:

New to Coaching Guide

OMHA COACH CLINIC LISTING - Direct link to OMHA site with links for each course available through OMHA

- **Creating an HCR Profile**
    a. For new coaches, you will need to do this first before you can complete any of the courses below.
- **Shift Forward (Team Official and On-Ice Official)** - This is a brand new course. If you have previously completed the Speak Out program OR the Respect in Sport - Activity Leader program, you will still be required to complete this course before the 2028-29 season. Until then, those two programs will be sufficient credentials.
- **Gender Identity & Expression Course**
- **Coach - Hockey Canada Coach 1**
- **Coach - Hockey Canada Coach 2**
    a. Complete **Coach - Hockey Canada Skills - Checking**
    b. Complete **Coach - Hockey Canada Coach 2**
- **Development 1 Trained** (D1 Trained) or Coach Development 1 Trained. You will need to search the clinic listings
    a. Pre-requisite course:
        - Complete **Coach - Hockey Canada Skills - Checking**
        - Complete **Coach - Hockey Canada Coaching Program - Development 1 (Online Prerequisite)**
            - MUST be completed prior to signing up for the clinic.
        - **PROFESSIONAL DEVELOPMENT - MAKE ETHICAL DECISIONS - HOCKEY**
            - Completed through a live online virtual call on a Wed/Thurs evening before the clinic.
    b. OMHA Clinic Listing
- **Trainer Certification - Hockey Canada Safety Program - Level 1**

- **Trainer / Safety - HCSP Trainer Level 2 - Certified (HCSP-2) -** This link directs you to the main page. It is important to read the details and requirements for Level 2. You can then submit you required details here: Trainer / Safety - HCSP Trainer Level 2 - Certified (HCSP-2)
- **Police Checks - TEAM OFFICIALS** (Coaches, Trainers, Rostered Managers, On-ice Volunteers, Off-ice Trainers) - For a simplified step by step version click here- VSC - OHF SCREENING PROCESS
    a. OHF Vulnerable Sector Check Process - Click here to view the process (New for 2024)
        - VIDEO - how to video for following the OHF Screening Process
        - OHF Letter Requesting Vulnerable Sector Check (download) - Use this link to download the OHF letter required to submit a VSC to your local police station.
        - **OHF Declaration** - This is now fulfilled by completing the below submission form.
        - OHF Screening Submission Online Form - Use this form to submit your VSC and Declaration form to be reviewed by OHF. You can also submit your VSC receipt to be put into "pending" while you wait for your VSC to be returned. Once submitted, check back into your profile 2-3 days later and email info@guelphminorhockey.com to notify that your profile has been updated with a valid VSC.
    b. New this year and moving forward, you are required to complete a Vulnerable Sector Check and Criminal Declaration Form through the OHF process. If you have an existing VSC that is no more than 2 years after the "search date", you can submit that VSC to OHF along with the completed Declaration Form to be valid for this season.
    c. GUELPH RESIDENT POLICE RECORD CHECK
        - If you are not a Guelph resident, find your local police station and their process. It may be an online submission as well.
    d. OPP POLICE RECORD CHECK
        - Be sure to select Vulnerable Sector Check
        - Use this letter: OHF Letter Requesting Vulnerable Sector Check (download)
- TEAM OFFICIAL COMMITMENT FORM
    a. This would have been sent to you via DocuSign to your email provided. If you need it resent or sent for the first time, please reach out.

- **Rowan's Law**:
    a. **AA, A, B, Select, HL Rowan's Law**:
    b. AAA - Rowan's Law
    c. Click on the link
    d. Click Login
    e. Create a profile if you have not already
    f. Select Rowan's Law Store, then Click on Register now
    g. Search for yourself (DO NOT SELECT YOUR CHILDREN!)
    h. Click through step by step

i. Select cheque as payment

j. Checkout

k. Forward the email confirmation to info@guelphminorhockey.com

- **Confirm your profile**
  a. Login here: Spordle Login to add your coach profile to your account. Once logged in, click "Link a Member" and search yourself using name and DOB.
     - Same login for when you would have registered your kid
     - Click Link an HCR Member
     - Search for yourself
     - This will only work if you completed the Respect in Sport course 1st
     - ENSURE YOUR PROFILE IS CONFIRMED. If not, you will need to:
       - Upload your driver's license to confirm your address
       - Upload your birth certificate to confirm your DOB

HOW DO I CHECK MY CURRENT QUALIFICATIONS/REGISTRATIONS

1. Go to the Hockey Canada registry website (SPORDLE.COM).
2. Enter your login credentials (email) and click Login
   a. If you forgot your password – follow the prompts
   b. If you do not have an account – SIGN UP
   c. Ensure your HOCKEY CANADA REGISTRY number is associated with your account - click here for a video tutorial if you are having trouble with this step or any of the steps below - https://www.loom.com/share/8bfa60980a404c54869da4fabfc42873
3. Click on 'MEMBERS' from the left-side menu options
   a. Ensure you check the member account associated with your Hockey Canada #
4. Click on 'QUALIFICATIONS to check Coaching Courses, Trainer Courses, Gender Identity and Respect in Sport
5. Click on 'REGISTRATIONS' to verify ROWAN'S LAW
6. Click on 'BACKGROUND Check' to verify Criminal Record Check status

VULNERABLE SECTOR CHECK (VSC) - OHF SCREENING PROCESS: STEP BY STEP

Step1: Do you have a Vulnerable Sector Check that has a search date in the past two years?

- YES - Move to Step 3
- NO - Move to Step 2

Step 2: Submit your request for a Vulnerable Sector Check to your local police station.

- Are you a Guelph Resident?
    - YES - Submit your VSC request through the Guelph Police here: GUELPH RESIDENT POLICE RECORD CHECK. Ensure you submit for a Vulnerable Sector Check. A Police Record Check will not suffice.
    - NO - Find your local police station. If it is OPP or your City Police, check to see if they have an online VSC submission process. Otherwise, you may need to physically go into the station.
- You will need to download the below document, complete your information, and upload the file while submitting your VSC request:
    - OHF Letter Requesting Vulnerable Sector Check (download)
        - Member is OMHA
        - Association is Guelph Minor Hockey
- Once you have submitted your request, it can take anywhere from 2-8 weeks to receive the completed paperwork.

Step 3: Complete the OHF Declaration Form

- This is now fulfilled by completing the OHF Screening Submission Online Form
    - When completing the form, you can upload your VSC at the same time
    - If you have already uploaded your VSC, you can simply complete the form.

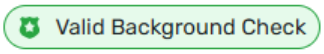
Step 4: Uploading your VSC and Declaration Form to OHF

- OHF Screening Submission Online Form - This is the link you should gain access to upon registering in Spordle. You can use this link here if you miss it.
    - Fill in the form with your information.
    - Click the link to upload your VSC and/or Declaration document.
    - This will take you to One Drive, where you can select a file to upload.
    - Select your VSC, then select your Declaration Form
    - Input your First and Last name, then click Upload.
    - Go back to the previous form page and ensure you click Next to submit.

Step 5: You should receive a confirmation email indicating that your submission has been received and will be reviewed by OHF.

- Please note this is not the end of the process until it has been reviewed by OHF.

Step 6: Review your Spordle profile to see when your valid background check is updated.

- Login here: Spordle Login.
- Click on Members.
- Click on your initials (it should be the second set of your initials) within the circle.
- There should be a View Profile button to click down below.
- You should see this: 

- If you see the “Valid Background Check” in green, then email info@guelphminorhockey.com to notify Bryan.
- If you do not see the “Valid Background Check”, keep checking every day for 2-3 days and if it is still not updated, email Zack Millington from OHF to ask for a status update: zmillington@ohf.on.ca