

# VOLUNTEER REQUIREMENTS CHECKLIST

The first four items are required for all volunteers on ice or on bench, including team managers.

Requirement	Link	Renewal Required	Cost	Does FHA Reimburse?
<input type="checkbox"/> Respect in Sport for Activity Leaders	<a href="https://omha.respectgroupinc.com/">https://omha.respectgroupinc.com/</a>	no	\$30	no

Note that **Respect in Sport (RIS) for Activity Leaders** is different from Respect in Sport for Parents. RIS for Parents must be completed by a parent or guardian before a player is able to register. Volunteers are additionally required to complete the module above, **RIS for Activity Leaders**.

<input type="checkbox"/> Gender Identity and Expression	<a href="#">Gender Identity and Expression</a>	no	none	n/a
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<input type="checkbox"/> Police Check: Vulnerable Sector Check	<a href="https://flamboroughhockey.com/Pages/1870/Police_Check/">https://flamboroughhockey.com/Pages/1870/Police_Check/</a>	3 years	\$25 - \$65	no
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The above link is to the FHA page that contains further information about obtaining this document from Hamilton Police Service and the appropriate links.

<input type="checkbox"/> OHF Centralized Record Check	<a href="https://flamboroughhockey.com/Pages/11702/OHF_Centralized_Record_Check/">https://flamboroughhockey.com/Pages/11702/OHF_Centralized_Record_Check/</a>	Yearly	none	n/a
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Once you have your vulnerable sector clearance / receipt / screening declaration click here to submit through the OHF portal

<input type="checkbox"/> Waivers for volunteers (includes Rowan's Law)	<a href="https://page.hockeycanada.ca/page/hc/ohf/ontario-minor-hockey-association/region-3-c/flamborough">https://page.hockeycanada.ca/page/hc/ohf/ontario-minor-hockey-association/region-3-c/flamborough</a>	every year	none	n/a
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This link accesses the main FHA registration portal. Click Register Now then select the **Coach/ Trainer/ Volunteer (for waiver signing)** option. Once signed in you can register as a participant. It is not necessary to know your HCR# since your profile, if you have one, is connected by name and DOB. Follow the prompts to sign the waivers.

## Additional Requirements for House League and MD Coaches:

<input type="checkbox"/> Coach1 (U7-U9)	<a href="#">Coach - Hockey Canada Coach 1</a>	no expiry	\$115.00	yes
<input type="checkbox"/> Coach2 'Trained' (U11 and up)	<a href="#">Coach - Hockey Canada Skills - Checking</a> <a href="#">Coach - Hockey Canada Coach 2</a>	no expiry no expiry	\$22.50 \$110.00	yes yes

## Additional Qualifications for Rep Coaches U10 and above:

Please see OMHA's	<a href="#">TEAM OFFICIAL QUALIFICATION REQUIREMENTS</a>			
<input type="checkbox"/> Development 1 (U12 Rep and up)	<a href="#">Coach - Hockey Canada Skills - Checking</a> <a href="#">OHF D1 Clinics</a>	no expiry no expiry	\$22.50 \$150+	yes yes

\*For questions about certification and expiry of qualifications contact registrar@flamboroughhockey.com

†Please be advised that Professional Development points are required to maintain 'Certified' status

Continued:

Requirement	Link	Renewal Required	Cost	Does FHA Reimburse?
Additional Requirement for Trainers:				
<input type="checkbox"/> HTCP Trainer	<a href="https://hto.hockey.ca">Hockey Trainers Ontario: (hto.hockey.ca)</a>	3 years	\$20	yes

Notes:

1. **How do I check what requirements I have outstanding?** All requirements, if completed, are listed in your Hockey Canada Registry (HCR) profile. Some qualifications may take several days to appear in your profile after completion. Your HCR profile can be viewed in **My Account** via the Spordle interface: Login to <https://account.spordle.com/login> and ensure your HCR profile is linked to your login account. If you have not previously played or volunteered in organized hockey you first need to complete one of the courses above in order for your HCR profile to be created. For instructions on linking a profile to your login account or any other activities inside **My Account** on Spordle, click the "?" button at the bottom of any **My Account** page. Your Qualifications tab shows the courses and clinics you have completed (note the dates of validity). If you have signed the waivers for volunteers (includes Rowan's Law) for the season, they will appear under the Waivers tab. Your Background Check tab shows the date of your Vulnerable Sector Check and its expiry. For assistance please reach out to [Registrar@flamboroughhockey.com](mailto:Registrar@flamboroughhockey.com)

2. Items requiring renewal expire in the month of August regardless of the month in which the certification was obtained.

3. When all requirements have been completed, reimbursement for the items indicated can be requested from the [Registrar@flamboroughhockey.com](mailto:Registrar@flamboroughhockey.com). Reimbursement cannot be given prior to completion of all requirements.

4. FHA: Flamborough Hockey Association

OMHA: Ontario Minor Hockey Association

HCR: Hockey Canada Registry

OHF: Ontario Hockey Federation

HTCP: Hockey Trainer Certification Program (equivalent to HCSP-Hockey Canada Safety Person Program)

MD: Minor Development

Reg - Register and sign electronic Waivers for Volunteers (includes Rowan's Law)

PC - Police Check: Vulnerable Sector Check

GI - Gender Identity and Expression course

TR - Hockey Trainer

C1 - Coach 1

C2 - Coach 2

RiS - Respect in Sport (for Activity Leaders)