



Coach Registration & Certification

F.A.Q

1. **I am a NEW Coach to Southwest Hockey. How do I sign-up to coach?**
 - a. Refer to the 'NEW Coach to Southwest' button located on the Coaches Corner > Registration tab.
 - b. Follow the instructions after clicking that button.

2. **I'm a Returning Coach and cannot locate my HCR ID number. How do I do this?**
 - a. Log into your [RIS Activity Leader Account](#).
 - b. This is **NOT** the same as the Respect in Sport (RIS) for Parent.

3. **Is a Police Information Check (PIC) required in order to be a coach?**
 - a. Yes.
 - b. To help provide a safe environment for participants, Southwest Hockey mandates that ALL Bench Staff are to complete and pass a PIC before being added to an Official Team Roster.

4. **I have a PIC from a previous sports organization. Can this be used?**
 - a. Depends.
 - b. That particular PIC must have included a 'Vulnerable Sector Check.
 - c. The PIC must be dated within three (3) seasons of the current hockey season you are registering to coach for.
 - d. Provide a copy to the SWH Registrar for confirmation.

5. **What do I do if my PIC is expired, OR if I don't have a PIC on file?**
 - a. The TeamSnap Coach Registration needs to have been completed.
 - b. The Registrar will review the registration and if required will issue a PIC Voucher from our CPS account.

6. **I received my Final Results Letter from my PIC. What do I do with it?**
 - a. The Final Results Letter must be provided to SWH Registrar using one (1) of the following methods:
 - i. Preferred Method: UPLOAD a copy to your HCR Account.
 - ii. Alternate Method: Scan a copy to registrar@southwesthockey.ca



7. I'm having troubles completing the PIC. Who can I contact?

- a. Contact the SWH Registrar at registrar@southwesthockey.ca

8. Do I need to book an interview to be a coach?

- a. Depends.
- b. If one of the following statements apply → then 'yes', an interview must be booked.
- i. I have not previously served as a Head Coach with SW Hockey.
 - ii. I have not served as a Head Coach with SW Hockey within the past two (2) seasons. Those seasons being; 2023/2024 OR 2022/2023).
 - iii. I am registering as a NON parent.

9. I need to book an interview. How do I do this?

- a. TeamSnap Registration must first be completed.
- b. Refer to the 'Book a Coach Interview' button located on the Coaches Corner > Coach Registration tab. Follow the instructions after clicking that button.

10. Where can I find the TeamSnap Registration link for coaching?

- a. If you are a **NEW** Coach the Registrar will send you the link at the same time as your new Hockey Canada account details
- b. If you are a **RETURNING** Coach refer back the button on the Coaches Corner > Coach Registration tab.

11. Can I just email the Director of Coaches and let them know I want to coach?

- a. No.
- b. Not all coaches who register to coach, may be selected.
- c. There are a few steps that must be completed each season to ensure coaches are properly registered and certified.

12. What minimum requirements does Southwest Hockey require to be completed so I can go on the ice and bench with the team?

- a. **The following minimum requirements MUST BE ON a coach file BEFORE the coach will be added to a roster OR permitted on the ice.**
- i. TeamSnap Coach Registration
 - ii. Police Information Check
 - iii. Respect in Sport "Activity Leader" – **NOT the Parent Respect in Sport**
 - iv. Hockey University – Safety

13. What happens if I don't have the minimum Southwest Hockey requirements completed?

- a. **Coaches are NOT permitted on the ice OR the bench if the minimum requirements have not been completed.**
- b. Coaches **MUST** be listed on an Official Team Roster for insurance purposes, **BEFORE** they will be permitted on the ice.
- c. Only those individuals listed on the Official Team Roster are covered by Hockey Canada's liability insurance.

14. Are there further certifications required, in addition to the minimum requirements?

- a. Yes.
- b. Hockey Canada requires completion of certain certifications. They are based on the Age Division you are coaching in.
- c. Refer to the Certification Flow Chart button located on the Coaches Corner > Coach Certification tab.
- d. Hockey Canada Certifications can be found on this same tab.

15. Is there a deadline to complete

- a. Yes. There are **two (2)** different deadlines.
- b. Southwest has four (4) requirements that are due in order to be rostered. See point #12.
- c. The remaining required certifications **are due by November 15 each season!**
 - i. **These courses will not be offered after this date.**
 - ii. **This date is not flexible!**

16. How can I check / verify my coach certifications?

- a. Returning Coaches
 - i. Can log into their [Spordle Account](#) to verify their certifications.
 - ii. To verify your RIS Activity Leader certification expiry, you can also log into your [RIS Activity Leader Account](#).
- b. New Coaches
 - i. Must first complete all registration steps with the SWH Registrar.
 - ii. Once completely registered, you can also review your certifications through the [Spordle Account](#).

17. Can I be reimbursed for the certification courses?

- a. Depends.
- b. Refer to the Reimbursement Form found through the Coaches Corner > Coach Certification tab for further details.
- c. If reimbursement is important to you and you're unsure if the certification will be reimbursed, contact the Registrar at: registrar@southwesthockey.ca

18. Who do I contact if I have more questions?

- a. Registrar: registrar@southwesthockey.ca
- b. Director of Coaches: coaches@southwesthockey.ca