

## I am a Team Manager for a Competitive Level Team

### What qualifications are required?

1. Criminal Record Check
  2. Respect in Sport for Activity Leaders
  3. HU Safety
  4. CSA Basic First Aid (often called **Emergency First Aid** by providers), **CPR (Level C)**, and **AED**
    - a. **Only 1 coach or bench staff per team is required to have this. Please communicate with your staff people to ensure someone has this.**
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### Criminal Record Check & Vulnerable Sector Search (Volunteer Screening)

- **A current CRC/VSS is required every 3 seasons.**
  - Please use this link <http://www.backcheck.net/hockeynovascotia> and ensure you also complete the Vulnerable Sector Search.
  - There is a cost of \$30 associated with this. Once you have paid, please send your receipt to [admin@halifaxhawks.ca](mailto:admin@halifaxhawks.ca) for reimbursement. Please note that nothing over \$30 will be reimbursed.
  - **When you get to the payment page and the amount is anything more than \$30, STOP EVERYTHING** and call 1-877-455-6730. This is the number for mybackcheck. They will assist to get the correct check for \$30. It is up to each person to correct this if necessary. **No one else can do this on your behalf as it is confidential information.**
- Only those who are registered to a team will be reimbursed.
- **FINGERPRINTING** – if you have been flagged to provide fingerprints, please provide the letter of request to Beth ([admin@halifaxhawks.ca](mailto:admin@halifaxhawks.ca)) so she can forward it to Hockey Nova Scotia. Coaches/volunteers cannot be removed from the bench for having to submit fingerprints. HOWEVER, should you choose to wait until after the December 1 deadline to apply for your CRC/VSS, the grace period mentioned above does not apply and you will have to remain off the bench until your CRC/VSS and or fingerprints are complete, returned to you and processed via the serial number provided to you.
- Please know that if you have security clearance for your occupation, in most case those do not include the vulnerable sector search, so it is still required that you have a current CRC/VSS.
- Below is an example of what a complete CRC/VSS should look like:

#### Criminal Record Check Results

##### Results Summary

| Name       | Date of Birth | Gender | Other Names/Aliases | Issued Date |
|------------|---------------|--------|---------------------|-------------|
| [REDACTED] | [REDACTED]    | ----   |                     | 2022-11-24  |

##### Police Comments

| Results | Comments  |
|---------|---|
| Clear   | <b>Canadian Criminal Record Check</b><br>Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. |
| Clear   | <b>Vulnerable Sector</b><br>Furthermore, a search based on identification information provided by the subject has revealed no sexual offences listed in the schedule to the Criminal Records Act for which a pardon may have been granted. Information can only be confirmed through fingerprint comparison.<br><br><i>Any Vulnerable Sector information shown above was provided to the applicant by their local police service directly, and sent to myBackCheck.com by the applicant with consent to publish this information in their profile. myBackCheck.com is not privy to any Vulnerable Sector information directly from a police service.</i>  |
| Clear   | <b>Local Police Information</b><br>Based on the information provided, a search of Halifax Regional Police local records has identified no additional convictions.   |

- Please ensure that all the categories under the results section say “CLEAR” as they do in the example above.
- Your CRC and VSS will be emailed to you in 2 separate emails as the information comes from 2 separate data bases.
  - The first email will be from mybackcheck notifying you that the check is complete
  - The second email will be from Halifax Regional Police and will include a serial number. You will need to log into your mybackcheck account and enter the serial number (DO NOT INCLUDE THE DASHES WHEN YOU ENTER THE NUMBER).
- Once you have downloaded the printable version of the CRC, please email to Hockey Nova Scotia ([info@hockeynovascotia.ca](mailto:info@hockeynovascotia.ca))

## Respect in Sport for Activity Leaders

- <https://hns.respectgroupinc.com/>
- Send your receipt to [admin@halifaxhawks.ca](mailto:admin@halifaxhawks.ca) for reimbursement
- Once complete, this certification automatically updates on your profile

## HU-SAFETY (registration instructions below)

- This certification expires every 3 years
- Click here for the link to register <https://page.spordle.com/hns/clinics/1ef3ac5c-a5af-6044-84ad-06f606e85d2d>

## CPR/First Aid Certification

One approved coach or bench staff is to have a current CPR/First Aid Certification.

### **HOW TO SUBMIT YOUR CERTIFICATION**

Once completed, the HU-Online Safety Program will be reflected on your Hockey Canada Registry (HCR) account.

However, all **CSA Basic First Aid** (often called **Emergency First Aid** by providers), **CPR (Level C)**, and **AED** certificates must be sent to [info@hockeynovascotia.ca](mailto:info@hockeynovascotia.ca). In your email, please include your **full name, hockey association, and date of birth**. **DO NOT SEND TO HAWKS OPERATIONS MANAGER.**

### **FINDING A CSA BASIC (EMERGENCY) FIRST AID, CPR (LEVEL C), AND AED PROGRAM NEAR YOU**

We understand that various workplaces in Canada already require First Aid, CPR, and AED certified employees for ensuring immediate response during emergencies, and we believe that this standard should be upheld in our hockey community as well. These life-saving skills can make a significant difference when faced with unexpected situations on and off the ice.

To facilitate the process of obtaining the required certification, we encourage each Hockey Association (HA) to collaborate with a local service provider that specializes in offering First Aid, CPR, and AED training programs. We have compiled a list of some potential providers below. Please note there are several qualified independent providers across the province.

- **St. John Ambulance**
- **Priority First Aid**
- **Canadian Red Cross**
- **Lifeshield**
- **Commissionaires**
- Please ensure that the training program includes **Emergency First Aid, CPR (Level C), and AED** certification as the *minimum requirement*. The service provider will work closely with your Hockey Association to customize the training to meet the specific health and safety needs of your respective teams.
- Training programs are available in various formats, such as in-person sessions over a weekend or multiple evening sessions, as well as online content to accommodate different schedules and preferences.