I am a Team Manager for a Competitive or Recreation Level Team

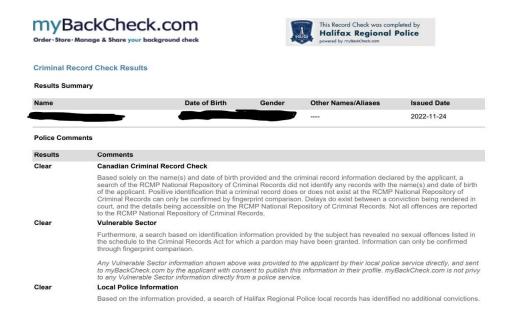
What qualifications are required?

- 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.

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 <u>admin@halifaxhawks.ca</u> 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) 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:



- 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 (<u>info@hockeynovascotia.ca</u>)

Respect in Sport for Activity Leaders

- https://hns.respectgroupinc.com/
- Send your receipt to 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/1ee0abb2-b8da-63de-8f55-02526a10bd56

CPR/First Aid Certification

One approved coach or bench staff is to have a <u>current</u> 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. 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.