



## **COACH & TEAM STAFF CERTIFICATION GUIDE (2023-24)**

AMHA is committed to growing our Hockey Club through Coach and player development. Thank you for stepping up to volunteer your time, skills, and energy! AMHA has prepared the below Step By Step guide to help navigate the revised HNL / Hockey Canada Coach certification process. Excluding #2 below, all sections generate a document or certification that is required for an approved Coach's Hockey Canada Registry (HCR) profile.

1. **Vulnerable Sector Check (VSC) & Criminal Records Screening Certificate (CRC)**
  - Required by all personnel working in contact with youth-eg. Bench Staff & On-Ice Coaches / Assistants
  - **We recommend submitting as soon as you have any level of interest in volunteering**
  - Add name to AMHA volunteer [letter](#) & attach to VSC / CRC submission to waive \$20 fee
  - Submit VSC / CRC form: [Online Submission - RNC](#)
  - Turnaround is 2-3+ weeks; certificates are mailed directly to AMHA & uploaded to HCR
  - VSC / CRC certificates are valid in HCR for 3 years
2. **AMHA Coaching & Volunteer Application**
  - Download and complete the AMHA [Coaching Application](#)
  - Return completed form to [JClark@AvalonCeltics.com](mailto:JClark@AvalonCeltics.com) or drop off at AMHA office, DF Barnes Arena
3. **Respect In Sport - Activity Leader**
  - Respect In Sport (RIS) - Activity Leader Course is a prerequisite for all Coach roles
  - Create account / login to complete [Respect In Sport - Activity Leaders Course](#)
  - Completion of course will generate a new HCR profile for all future Hockey Canada Coach activities and certifications
  - Link to Spordle / [HCR My Account](#) Set-Up to create account and link your HCR profile (family member's profiles can be linked as well)
  - Coaches with previous experience should already have RIS - Activity Leader course certificate in HCR profile - link to your HCR My Account profile to access
4. **Hockey NL Screening Application**
  - AMHA has set up this form in a convenient online submission via DocuSign
  - Once you have created an HCR profile, email [JClark@AvalonCeltics.com](mailto:JClark@AvalonCeltics.com) to request form delivery
  - Complete and e-sign form; it will be automatically sent to AMHA and uploaded to your HCR profile
5. **Register & Complete Coach Courses**
  - All Hockey Canada Coach courses require **HU-Online Coach 1/Coach 2** as a prerequisite
  - Online Registration for all courses; <https://register.hockeycanada.ca/clinics> (Select HNL from dropdown menu)
6. **Hockey Canada Waivers**
  - Once Coach is rostered on an AMHA team, signed Hockey Canada Waivers are required
  - Login to HCR and select 'Waivers' tab to click and e-sign

**Please remit paid course costs to [JClark@AvalonCeltics.com](mailto:JClark@AvalonCeltics.com) to be reimbursed., Thank you!!**