

To become a trainer for the Waterloo Ravens here are items that you will be required:

1. Police Background Check
2. Respect in Sports (RIS) Certificate
3. Trainer's Certification



The next slides will explain how to get each of those three (3) pieces of information/certification.

# POLICE CHECK (Vulnerable Sector)



**WATERLOO REGIONAL**  
**POLICE**

- **HOW:** The application for a police record check can only be submitted online and in person at the Police Reporting Centre (150 Maple Grove Rd, Cambridge, note wait times are unpredictable).
  - <https://recordcheck.wrps.on.ca/live/ClientPages/RecordCheck.aspx>
- **PICKUP:**
  - Where: Record checks will be made available for pickup at the WRPS three (3) main divisions (Columbia Street, Frederick Street and Hespeler Rd)
  - Two (2) pieces of government issued identification, as well as proof of residency within the Waterloo Region are required upon pickup of record checks. (One piece of ID presented must include a photo)
  - *Examples of Photo ID include: Drivers Licence, Passport, Age of Majority Card, Canadian Citizenship Card, Firearms Licence, Government Employment Card, Health Card, Immigration Papers with Photo, Indian Status Card, Military Employment Card, NEXUS card, Ontario Photo Card, Permanent Resident Card and Study Card.*
  - *Examples of Non-Photo ID include: Birth Certification, Baptismal Certificate, Canadian Blood Donor Card, Fishing Licence, Hospital Card, Hunting Licence, Immigration Papers, Outdoors Card, Recent Utility Bill (current Waterloo Region address), People under 16 can provide school ID, bus pass/or their parent can provide identification.*
- **PRICE:** \$15.00 for volunteers. Credit Card is required for online submission.
- **VALID:** For **three (3) years**. Photocopied records will be treated as confidential documents and securely retained for a period of three years, and then destroyed. It is however, required that a Declaration Letter be completed and returned by November 1, of the current season. (This letter can be found on the Ravens website: [https://waterlooravens.com/Pages/1594/Required\\_Police\\_Check/](https://waterlooravens.com/Pages/1594/Required_Police_Check/))
- **APPROXIMATE TIME:** ~5 minutes if at all to complete application form and submit.

# RESPECT IN SPORTS



The **Respect in Sports** Program which assists coaches, trainers, managers, other volunteers with identifying and dealing with abuse, neglect, harassment and bullying in sport.

**HOW:** For Respect in Sport Program for Activity Leaders can be found here:

- <https://owha.respectgroupinc.com/>

**PRICE:** \$30.00 (plus tax). Reimbursement is available for this clinic by filling out the form which is located here:

- [https://waterlooravens.com/Pages/1593/General\\_Forms/](https://waterlooravens.com/Pages/1593/General_Forms/)

**VALID:** Does not expire.

**TIME:** An approximately three (3) hour program is divided into six 30-minute modules, and can be completed at the user's own pace and does not need to be done in one sitting. (30 day time frame).

# TRAINER CERTIFICATION



The Hockey Trainer Certification Program (HTCP) Level 1 program is the introductory level of the program which introduces the participant to the principles of injury and risk management.

**ELIGIBILITY:** Minimum age requirement is 16 years of age. However, the trainer must be at least 2 years older than the team age for which they are a trainer.

**HOW:** The HTCP – Level 1 can be found here:

- <https://hdcolearning.com/Register1/OrderCourses>

**PRICE:** \$85.00 (plus tax). Reimbursement is available for this clinic by filling out the form which is located here:

- [https://waterlooravens.com/Pages/1593/General\\_Forms/](https://waterlooravens.com/Pages/1593/General_Forms/)

**VALID:** Every three (3) years with a universal expiration of August 31/yr.

**TIME:** It takes approximately 6-7 hours, and can be completed at the user's own pace.

**EXAM:** 35 true or false questions, 30 minute time limit to complete the exam and 75% passing mark is required for certification.



# TRAINER RE-CERTIFICATION



The Hockey Trainer Certification Program (HTCP) Level 1 **Refresher**

**ELIGIBILITY:** Participants whose HTCP certification expires April 1, 2020 or beyond. If you HTCP Level 1 certification expired prior to this date, you are not eligible and will be unable to register for the online refresher course.

**HOW:** The HTCP– Level 1 Refresher Course can be found here:

- <https://hdcolearning.com/Register1/OrderCourses>

**PRICE:** \$65.00 (plus tax). Reimbursement is available for this clinic by filling out the form which is located here:

- [https://waterlooravens.com/Pages/1593/General\\_Forms/](https://waterlooravens.com/Pages/1593/General_Forms/)

**VALID:** Every three (3) years with a universal expiration of August 31/yr.

**TIME:** It takes approximately 3 hours, and can be completed at the user's own pace.

**EXAM:** 35 true or false questions, 30 minute time limit to complete the exam and a 75% passing mark is required for certification.



## Please scan or send the following:

To the Waterloo Ravens Attention Admin Assistant (Chris Holdsworth)

Email: [chris@waterlooravens.com](mailto:chris@waterlooravens.com)

- A copy of the Police Background Check / Declaration Letter.
- A copy of Respect in Sports (RIS) Certificate or RIS #
- A copy of Trainer's Certification.
- Reimbursement form filled out if an RIS and/or Trainer Clinics was completed.