



Manual of Operations

Title: Screening and Credentials	Number: MO-04-03
Source: LMC	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: June 2016 Date Last Revised: August 2019; March 2024

All Coaching Staff (Coaches, Associate Coaches, Assistant Coaches, Trainers, Managers, On-Ice Staff, Bench Staff, and Dressing Room Staff) members are required to complete a Vulnerable Sector Check (VSC) check with the Waterloo Regional Police Services by November 1st of the current season; failure to do so will result in suspension from their duties until complete.

VULNERABLE SECTOR CHECK (VSC)

A VSC check is initiated by the local police in the jurisdiction where the individual lives. A VSC check is designed to protect vulnerable participants from dangerous offenders by uncovering the existence of a criminal record and/or a pardoned sexual offence conviction and is recommended as part of an overall employment or volunteer screening process. The results of the check can help to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people.

The police will use the Canadian Police Information Centre (CPIC) system as well as their own database to conduct a background search based on an individual's name, gender and date of birth. If the gender and date of birth match to a pardoned sex offender record, the individual will be asked to provide fingerprints to confirm his or her identity. Be assured that:

- This is not an accusation of criminality: fingerprints are used to confirm identity only.
- Fingerprints will be destroyed after 90 days - when the check is complete.

As with all civil checks, the RCMP does not keep fingerprints on file and they will not be searched for future purposes.

PROCEDURE

Instructions for initiating the VSC process can be found on the WGHA website under the Forms tab.

Presentation of a letter from the Director of Concerns and Support to Waterloo Regional Police Services will be required to receive the reimbursed



Manual of Operations

Title: Screening and Credentials	Number: MO-04-03
Source: LMC	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: June 2016 Date Last Revised: August 2019; March 2024

discounted rate from the Police Department, also found on the Ravens website under the Forms tab.

If a Coaching Staff member has submitted a VSC in the previous season, they do not require a new VSC but will be required to complete a Declaration Letter also found on the WGHA web site under the Forms tab. After three full seasons, a new VSC is required (i.e. Declaration Letters can only be completed for two additional seasons following the season you submitted a VSC).

Once completed, Coaching Staff members are to scan and e-mail the VSC report to the Director Concerns and Support.

Completed VSC Reports will be reviewed only by the Director of Concerns and Support and members of the Leagues Management Committee (if necessary) and will be kept strictly confidential.

CREDENTIALS

Individuals coaching with the WGHA must have or be willing to attain the required credentials for the position they are applying for. The table below outlines the minimum required credentials:

League	Division/Age Category	Position	Required Credentials
House	All	Coach	NCCP Development Level 1; VSC; RIS
		Assistant Coach	NCCP Coach Level 1; VSC; RIS
		Trainer	HTCP Level 1; VSC; RIS
		On Ice Staff, Bench Staff, Dressing Room Staff; Managers	VSC; RIS



Manual of Operations

Title: Screening and Credentials	Number: MO-04-03
Source: LMC	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: June 2016 Date Last Revised: August 2019; March 2024

League	Division/Age Category	Position	Required Credentials
DS	All	Coach	NCCP Development Level 1; VSC; RIS
		Assistant Coach	NCCP Coach Level 1; VSC; RIS
		Trainer	HTCP Level 1; VSC; RIS
		On Ice Staff, Bench Staff, Dressing Room Staff Managers	VSC; RIS
Rep	U22 AA/U18 AA/U15 AA	Coach	HP 1; VSC; RIS
		Associate Coach	NCCP Development Level 2; VSC; RIS
	Tier 1 U7,U9,U11, U13 Tier 2, 3, 4	Coach	NCCP Development Level 2,, VSC; RIS
		Assistant Coach	NCCP Development Level 1; VSC; RIS
Rep	All	Trainer	HTCP Level 1; VSC; RIS
		On Ice Staff, Bench Staff, Dressing Room Staff, Managers	VSC; RIS
Other	Learn to Skate; Rookie Ravens	Coaches; on ice staff	VSC; RIS

REIMBURSEMENT

WGHA will reimburse the cost of the VSC up to a maximum of \$20 (amount allocated with presentation of letter from WGHA) upon submission of a



Manual of Operations

Title: Screening and Credentials	Number: MO-04-03
Source: LMC	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: June 2016 Date Last Revised: August 2019; March 2024

receipt attached to a completed cheque requisition form.

WGHA will reimburse the cost of coaching and trainer credentials upon completion of the certification program and upon submission of a receipt attached to a completed cheque requisition form.

WGHA will reimburse the cost of Respect In Sport Certification upon completion of the certification program and upon submission of a receipt attached to a completed cheque requisition form.

Individuals registering for the High Performance Level 1 Coaching Certification pay tuition fee up front and then are eligible for reimbursement from the WGHA at the rate of \$500 for the first year on a AA team (U22, U18, U15), subsequent years at \$250 per year completed with the Association up to a maximum of \$1500.00. In addition, travel expenses (if any) are reimbursable according to the WGHA travel policies.

All requests for reimbursement are to be submitted to the Treasurer, WGHA.

References:

MO-03-03 Reimbursement of Expenses
MO-06-03 Coaching Staff Selection