



# PARADISE MINOR HOCKEY ASSOCIATION



## Volunteer requirements

**\*\*RNC Criminal Records Check (CRC) & Vulnerable Sector Check (VSC) are MANDATORY prior to participating in PMHA volunteer activities\*\***

### LINKS

[PMHA | Applications](#)

General: How to Access Membership  
[Hockey Canada | Member Login \(Spordle\)](#)

Step1: Volunteer Application  
[PMHA Volunteer Registration](#)

Step2: RNC Check  
[RNC Records Check](#)  
[PMHA President's Letter](#)

Step3: RIS – Activity Leader  
[RiS Coaches](#)

Step4: HNL Clinics  
[HNL - Hockey University Clinics](#)

Step5: HNL Screening  
[HNL Screening](#)



# PARADISE MINOR HOCKEY ASSOCIATION



## GENERAL

### Coordinators / Managers

- RNC check – valid for 3 seasons
- HNL screening application – valid for 3 seasons

### Female Reps

- RNC check – valid for 3 seasons
- HNL screening application – valid for 3 seasons
- Respect in Sport for Activity Leaders (legacy: Speakout)

### Junior Coach – Must be 13 y/o

- No training required

## U7, U9

### U7 Girls, U9 Girls

#### Coach / Assistant Coach

- RNC check – valid for 3 seasons
- HNL screening application – valid for 3 seasons
- Respect in Sport for Activity Leaders (legacy: Speakout)
- HU Online Coach ½
- HU Coach 1

#### Trainer

- RNC check – valid for 3 seasons
- HNL screening application – valid for 3 seasons
- Respect in Sport for Activity Leaders (legacy: Speakout)
- HU Online Safety (required by 1 volunteer per team-group)



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## **U11, U11 Girls (all teams-including provincial teams)**

### **U13, U15, U18 (house league)**

### **U13 Girls, U15 Girls, U18 Girls (house league)**

#### **Coach / Assistant Coach**

- RNC check – valid for 3 seasons
- HNL screening application – valid for 3 seasons
- Respect in Sport for Activity Leaders (legacy: Speakout)
- HU Online Coach ½
- HU Coach 1 and HU Coach2

#### **Trainer**

- RNC check – valid for 3 seasons
- HNL screening application – valid for 3 seasons
- Respect in Sport for Activity Leaders (legacy: Speakout)
- HU Online Safety (required by 1 volunteer per team)

## **U13, U15, U18 (provincial teams)**

### **U13 Girls, U15 Girls, U18 Girls (provincial teams)**

#### **Coach**

- RNC check – valid for 3 seasons
- HNL screening application – valid for 3 seasons
- Respect in Sport for Activity Leaders (legacy: Speakout)
- HU Online Coach ½
- HU Coach 1 and HU Coach2
- HU D1 – Head Coach
- MED (Making Ethical Decisions) – Head Coach

#### **Assistant Coach**

- RNC check – valid for 3 seasons
- HNL screening application – valid for 3 seasons
- Respect in Sport for Activity Leaders (legacy: Speakout)
- HU Online Coach ½
- HU Coach 1 and HU Coach 2

#### **Trainer**

- RNC check – valid for 3 seasons
- HNL screening application – valid for 3 seasons
- Respect in Sport for Activity Leaders (legacy: Speakout)
- HU Online Safety (required by 1 volunteer per team)



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## LINKS

All links are available on our website under the Applications tab

[PMHA | Applications](#)

All volunteers can see their current training certifications and RNC checks online via the Spordle, Hockey Canada website (link below).

[Hockey Canada | Member Login \(Spordle\)](#)

### Step 1: Hockey Canada Volunteer Registration (same site as player registration)

- Completed annually.
- The purpose of this application is to identify to PMHA your specific interest in volunteering. It assists in ensuring all volunteers have the appropriate training / paperwork completed.

[PMHA Volunteer Registration](#)

### Step 2: RNC checks (Criminal Records Check - CRC / Vulnerable Sector Check - VSC)

- PMHA requires this to be completed every 3 seasons (*n/a for volunteers <18 years old*)
- This is FREE if you include the letter from PMHA president found on our website (link provided below).
- PMHA will not reimburse any fee paid for this check.
- PMHA letter must be included as a separate uploaded document.
- Complete online at the RNC link below.
- Usually takes 7-10 days. Longer if fingerprinting is required.
- PMHA is not able to follow up on the status of these checks.
- PMHA will advise via email once the check has been received at the office.
- We do NOT accept copies of RNC checks received for other organizations (ie Scouts, schools, etc).

[RNC Records Check](#)

[PMHA President's Letter](#)

### Step 3: Respect in Sport – Activity Leaders (aka Speakout)

- Course fee must be paid by the attendee, to be reimbursed by PMHA.
- Course link is provided below



## PARADISE MINOR HOCKEY ASSOCIATION



- Reimbursement: submit receipt/invoice showing proof of payment & course name to [admin@paradiseminorhockey.ca](mailto:admin@paradiseminorhockey.ca)  
[RiS Coaches](#)

### **Step 4: Hockey University (HU) / HNL courses**

- Course fees must be paid by the attendee, to be reimbursed by PMHA.
- Reimbursement: submit receipt/invoice showing proof of payment and course name to [admin@paradiseminorhockey.ca](mailto:admin@paradiseminorhockey.ca)

Course schedules and registrations are available online through the link below. Courses are usually offered seasonally starting September through early February.

[HNL - Hockey University Clinics](#)

### **Step 5: HNL screening application**

- Expires every 3 seasons
- All 7 pages must be completed.
- The completed form must be submitted via email to [volunteer@paradiseminorhockey.ca](mailto:volunteer@paradiseminorhockey.ca)

[HNL Screening](#)

**\*\*NOTE: All reimbursement requests must be submitted no later than March 31\*\***