NEW COACHES

Please read and ensure that the following steps are taken before applying via TeamSnap to assist with coaching. If you are new to the Association but have coaching qualifications, please follow the Returning Coach process, but ensure that you email the Association Head Coach at <u>headcoach@barracudashockey.ca</u> to express interest and provide a brief introduction along with relevant coaching history. We do not require copies of coaching qualifications for qualified but new coaches.

If you are new to coaching Hockey, Welcome!

1. Register for a Hockey Canada ID at <u>https://register.hockeycanada.ca/home</u>. The link for sign up is in the top right corner of the page, entitled Login.



2. Once you've registered, you'll be given a Hockey Canada ID which generally is a number like 150000XXXXX. You'll need this number to apply as a coach, and for coaching courses that are registerable via the Hockey Canada platform. You may hear the term HCR, which is the Hockey Canada Registry that you are now a part of. If you play adult rec hockey in any of the organized leagues, you may already have an HCR ID:

NEW IN 2021-22: Find your ID in your Hockey Canada Registry (HCR 3.0) Account

1. Go to the new Spordle Hockey Canada 3.0 registry website

- 2. Create an account using the email address you monitor.
- 3. Go to **Members** tab.
- 4. Find and click the **blue icon** that looks like a person with a + on the right (by the head).
- 5. To link your children (or your own previous account) to your new account, you will need to **search** by name and birthdate. When you see their name, select **link this member**.

To check your volunteer certifications click on the following tabs: • CRC tab: This will show your most recent Criminal Record Check • Qualifications tab: This will show all of your certifications (Make sure to scroll to the right to see these columns on smaller screens)

- 3. You may access our TeamSnap Registration link at https://www.barracudashockey.ca/coaching/. Please ensure you select the correct link as there is an option for returning coaches.
- 4. Once you have moved through the participant details, you'll be asked about a Hockey Canada Division. **This is a player field, please select NA** or the platform will not allow you to proceed

Hockey Ca	nada Divisio	n 🧕
NA		



- 5. Continue through the process, should only take a few minutes to complete. A listing of coaching clinics and qualifications is captured under the waiver section. If there are any questions or concerns, please contact <u>headcoach@barracudashockey.ca</u> or <u>risk@barracudashockey.ca</u> and we will be happy to help support those questions.
- 6. You'll receive an email from TeamSnap confirming that the process is complete. Depending on when the application is received, it may be some time before we are able to connect as we need to move closer to evaluations before bench placements are considered.

RETURNING COACHES

Welcome back, we've changed our coaching application process to reduce the reliance on paper for the process. Please review the following steps to complete the coaching application for the coming season:

1. You will need your Hockey Canada ID and if you're not sure what your ID number is, please follow the below steps to find it.

NEW IN 2021-22: Find your ID in your Hockey Canada Registry (HCR 3.0) Account

- 1. Go to the new Spordle Hockey Canada 3.0 registry website
- 2. Create an account using the email address you monitor.
- 3. Go to Members tab.
- 4. Find and click the blue icon that looks like a person with a + on the right (by the head).
- 5. To link your children (or your own previous account) to your new account, you will need to **search** by name and birthdate. When you see their name, select **link this member**.

To check your volunteer certifications click on the following tabs:

- CRC tab: This will show your most recent Criminal Record Check
- Qualifications tab: This will show all of your certifications
- (Make sure to scroll to the right to see these columns on smaller screens)

If you are unable to recover your ID, please contact <u>registrar@barracudashockey.ca</u> for support in locating the ID.

You may access the returning coach application link on the website at <u>https://www.barracudashockey.ca/coaching/</u>. Please ensure you select the correct link, as there is also a link for new coaches to register on.

2. Please proceed through the personal information, as normal; however, once you have moved through the participant details, you'll be asked about a Hockey Canada Division. **This is a player field, please select NA** or the platform will not allow you to proceed.



NA



3. Once you've completed the demographics, the below section on existing qualifications will appear. Please select either yes or no, to the identified coaching qualification should you be qualified at that level. For example, if you have Development 1, then please select yes. If you do not have a qualification or are unsure, please select no. For those that are unsure about qualifications, please contact <u>risk@barracudashockey.ca</u> to determine clinic or qualification status. If you are applying for an Assistant Coach role, please select the Assistant option from the drop down menu.

Additional Parent Info	close
* Coaching Position 🧕	* CATT @
* Coaching Division 2	* CRC Within Past 24 months 🧕
* Coach 1 🧕	* Making Ethical Decisions (MED-component of DEV1) 🧕
* Coach 2 🧕	* Checking Clinic 🧕
* Development 1 🧕	* Respect In Sport 🧕
* High Performance 1 2	* Keeping Female Athletes in Sport ●
* HC SP 🙆	

 Should you have any questions or concerns, please contact either <u>headcoach@barracudashockey.ca</u> or <u>risk@barracudashockey.ca</u> and we will be happy to support those questions or concerns.