



Owen Sound Minor Soccer Association

PO Box 951 Owen Sound ON N4K 1P1

www.owensoundminorsoccer.ca

Volunteer Application Guide

As part of the Canada Soccer Standard for Quality Soccer, all staff and volunteers with the Owen Sound Minor Soccer Association (OSMSA) are required to provide the following information:

- 2 references (every 3 years)
- National Coaching Certification Program Number (NCCP#) - this only requires making an account and providing your profile ID #.
- Completion of the Coaching in Canada eLearning Module (45-60 minutes)
- Proof of completing the Respect in Sport Activity Leader Training (2.5h online course)
- Proof of completing a Vulnerable Sector Check (within the past 3 years)

This guide will outline the steps to complete the above requirements and show where to find the information that is needed by OSMSA.

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1.0 Complete the Volunteer Application

The Volunteer Application can be found on our website at the link below.

<https://www.owensoundminorsoccer.ca/volunteer-application>

It is not required to have all the necessary information ready before completing the Volunteer Application. We understand that some of the requirements can take time, such as the Vulnerable Sector Check which can take over a month for you to receive the results. Go through the application and fill in the information you have at the time and click submit at the end. If you left out information you can go back in and edit your previous submission by following these steps:

1. Go to <https://www.owensoundminorsoccer.ca/>
2. Login to your SportsEngine account in the top right corner
3. Click your profile icon in the top right corner and click “View my account”
4. Select the “Registrations” tab on the left menu
5. Select the “[Year] Volunteer Application” registration entry
6. For any sections you need to edit information in, click the pencil icon

2.0 National Coaching Certification Program Number (NCCP#)

To get your NCCP#, you will need to create an account with the Coaching Association of Canada to get access to The Locker. If you have completed any coaching courses for other sports or organizations then you likely already have an account.

Follow the link below to login to an existing account or create a new account.

<https://thelocker.coach.ca/account/login>

After logging in or creating a new account, click PROFILE in the top right. Your NCCP# will be displayed under your name on your profile page.

3.0 Coaching in Canada eLearning Module

Completing the Coaching in Canada eLearning Module will take around 45-60 minutes.

1. Login to [The Locker](https://coach.ca/module/coaching-canada) or follow the instructions on this page:
<https://coach.ca/module/coaching-canada>
2. Click “ELEARNING” along the top horizontal menu bar
3. Under “Available” there will be a list of certifications that can be completed. Click on “Coaching in Canada”

4. Read through the introduction and click “Begin”

4.0 Respect in Sport Activity Leader Training Course

The Respect in Sport course carries across multiple sports and the certification is valid for 5 years. The RiS course can be found at the following link:

<https://ontariosoccer.respectgroupinc.com/>

4.1 Completing the RiS course for the first time

1. Click on the top left of the 4 options; “Click here to register now”
2. Fill in your personal information as needed
3. For Association, search “Owen” in the search bar, or expand Ontario Soccer then expand Southwest Soccer and select Owen Sound Minor SC
4. Under “Communication to the NCCP” select Allow and provide your DoB and NCCP#
5. Once logged in, click PROGRAM ACCESS and complete the course
6. Upload your receipt in the Volunteer Application to be reimbursed by OSMSA
7. After completing the course, while on your RiS account, there will be a Certification # and Expiry Date provided in the top right under your name. Enter these in the Volunteer Application

4.2 Re-certifying an expired RiS course

1. Login to the program and click “RE-CERTIFY NOW”
2. If no “RE-CERTIFY NOW” button is displayed, your profile may already be reset. If so, select “PROGRAM ACCESS”. Only the first module should be accessible
3. Upload your receipt in the Volunteer Application to be reimbursed by OSMSA
4. After completing the course, while on your RiS account, there will be a Certification # and Expiry Date provided in the top right under your name. Enter these in the Volunteer Application

4.3 Already completed the RiS course within the past 5 years

1. Login to the program
2. There will be a Certification # and Expiry Date provided in the top right under your name. Enter these in the Volunteer Application

5.0 Vulnerable Sector Check

Ontario Soccer requires that all team personnel working with vulnerable people (children) complete a Vulnerable Sector Check. OSMSA expects all coaches, assistant

coaches, managers, and other volunteers working with teams to provide a valid Vulnerable Sector Check to keep on file.

If you have previously completed a Vulnerable Sector Check (within the past 3 years) for OSMSA or another organization/group and still have a copy of the results, you can submit that in the Volunteer Application.

If you live in an OPP-policed community, you can request a Vulnerable Sector Check online for free. If you live in Owen Sound, there will be a fee to complete the check (reimbursed by OSMSA).

To complete the Vulnerable Sector Check, first download the [OSMSA Vulnerable Sector Check Letter](#) from our [website](#). Fill in your name and the date in the document and keep it to submit during the Vulnerable Sector Check request (print if completing in-person check).

5.1 Resident of Owen Sound

In-Person Check (\$25):

1. Print and complete the following form:
<https://www.owensoundpolice.com/media/qtge3jw5/crc-fillable.pdf>
2. Be sure to select Vulnerable Sector Check
3. For the organization name enter: Owen Sound Minor Soccer Association
4. After receiving the completed check, upload it in the Volunteer Application
5. Upload the receipt to be reimbursed

Online Check (\$25 + Tax = \$28.25):

1. Go to the Owen Sound Police Service website and navigate to the police record checks page
[\(https://www.owensoundpolice.com/at-your-service/police-record-checks/\)](https://www.owensoundpolice.com/at-your-service/police-record-checks/)
2. Expand the Online Background Check Box and click the link
3. Complete the first two pages of the application. On the third page use the following information:
 - a. Title of Employment / Volunteer Position: Coaching Staff
 - b. Organization: Owen Sound Minor Soccer Association
 - c. Description and details regarding the responsibilities towards children or vulnerable person(s): "coaching staff are expected to provide mentoring and support to children ages 3-18"
4. When asked to upload a document, be sure to upload the OSMSA Vulnerable Sector Check Letter with your name and the date filled in
5. Submit the request (you should receive a confirmation email)
6. Wait for the results to be emailed to you and download the PDF

7. Upload the PDF results in the Volunteer Application
8. Upload the receipt to be reimbursed

5.2 Living outside of Owen Sound

Go to the Ontario Provincial Police (OPP) website:

1. Navigate to the Police Record Checks page (<https://www.opp.ca/index.php?id=147>)
2. Follow the instruction the OPP provide
3. **Ensure that you check if you are in an OPP-policed community by following the instructions for the map and take note of which detachment of the OPP polices your community**
4. Click “Apply for a Record Check” at the bottom of the page
5. After answering a series of Yes or No questions, be sure to pick Vulnerable Sector Check
6. Complete the first two pages of the application. On the third page use the following information:
 - a. Title of Employment / Volunteer Position: Coaching Staff
 - b. Organization: Owen Sound Minor Soccer Association
 - c. Description and details regarding the responsibilities towards children or vulnerable person(s): “coaching staff are expected to provide mentoring and support to children ages 3-18”
 - d. Detachment: enter the detachment from step 3.
7. When asked to upload a document, be sure to upload the OSMSA Vulnerable Sector Check Letter with your name and the date filled in
8. Submit the request (you should receive a confirmation email)
9. Wait for the results to be emailed to you and download the PDF
10. Upload the PDF results in the Volunteer Application