



September 19, 2021

## Volunteer Qualifications

The following memo is addressed to West Carleton Hockey Association volunteers including coaches, trainers, on-ice helpers, and team managers. As a reminder, all volunteers must hold the appropriate credentials required for their position.

All volunteers are required to hold a valid Police Record Check including a Vulnerable Sector Check. The process to obtain a valid Police Record Check is outlined below:

- Obtain a WCMHA Police Record Check Letter from the WCMHA website (<http://volunteer.wcmha.ca/>)
- Complete the letter by inputting the date, your full name, and the volunteer position you will hold
- Apply for a Police Record Check on the [Ottawa Police Website](#)
- Select "Apply Now" and follow the instructions
  - \*Ensure to select Vulnerable Sector Check
  - \*Note you will be prompted to include the WCMHA Letter with your application
- Once you have obtained your verified Police Record Check submit it to [risk@wcmha.ca](mailto:risk@wcmha.ca)

In addition to a valid Police Record Check, volunteers are required to complete courses and training to obtain the required qualifications for their role. To determine what is required for your role, please refer to the information located on the Hockey Eastern Ontario website under [What Qualifications do I need?](#)

Please note there have been changes to the Hockey Canada Registry. HCR 3.0 has been released and action is required on your part to ensure your qualifications are visible to the association. The instructions for registering with HCR 3.0 and linking your qualifications can be found on the Hockey Eastern Ontario website under [The New HCR 3.0](#). Please note, if you do not link your profile, we will be unable to validate your credentials in HCR.

I am looking forward to a fun season ahead and would like to thank everyone for volunteering to support the West Carleton Minor Hockey Association with offering a positive and safe environment for kids to play a game they love, while having fun. Without your continued support we could not achieve this goal! Please do not hesitate to reach out to me should you have any questions or concerns with respect to required certifications and qualifications.

Sincerely,

Sean Dawe  
Director, Risk & Safety  
West Carleton Minor Hockey Association