

Pre-Meeting to do list (Details Below)

1. Send division manager a list of coaching staff (if you know who you are coaching with)
2. Criminal Record Check OR Screening Disclosure Form
3. Coaches "Fair Play Code"
4. Online courses - these vary depending on which division you are coaching,
5. U13 - U20 - In person course

Details for to do list

1. If you know who you will be coaching with, it is very important you let me know so I can put you together. You can start with naming an assistant coach and a manager OR two assistant coaches. Note that coaches/managers' kids do not need to request each other as they are automatically placed together. Please make sure that ALL coaches and assistant coaches are registered. (Managers don't register on Ramp, but we do need to know if you have a manager)

<https://www.rmmsa.com/house-coach-registration/>

2. All coaches are required to have a criminal record check done every three years. For the two years in between, they are required to do our screening disclosure form. Both can be found on our website

<https://www.rmmsa.com/resources/crcandsdf/>

3. Please fill out the "Fair Play Code" and send back to your division manager

<https://www.rmmsa.com/wp-content/uploads/sites/2421/2024/12/Fair-Play-Code-Coach-2025.pdf>

4. Some online courses are required to become a coach. There is a charge to them, but once you are done the courses, submit your receipts to your division manager for reimbursement. This is for head coaches and assistants, not managers. **Please send your NCCP# to your division manager.**

If you have never done any coaching courses, you will need to create an account. This will generate an NCCP# for you. Once you have created your log in, you can look around that website to find the courses you need.

If you don't already have a CAC Locker account, logins are free and can be created through the Coaching Association of Canada Website. Here is the link to register for an account. All you need is your name, DOB, and email address -

<https://thelocker.coach.ca/account/login?ReturnUrl=%2f>.

If you are a coach (in any sport) you will already have a CAC Locker account and can access the course through that. Details on the CAC Safe Sport Training are available here

<https://coach.ca/sport-safety/safe-sport-training>.

Please see next page for division requirements

Abbreviations: Foundations of Coaching Softball - FOCS,
 Making Ethical Decisions - MED

DIVISION	REQUIRED ONLINE COURSES
U7C	Online - FOCS 1 Online - FOCS 2 Online - MED
U9C	Online - FOCS 1 Online - FOCS 2 Online - MED
U11C	Online - FOCS 1 Online - FOCS 2 Online - MED Online - Safe Sport Training
U13C	Online - FOCS 1 Online - FOCS 2 Online - MED Online - Safe Sport Training In Person - Community Sport - Ongoing Participation Clinic
U15C	Online - FOCS 1 Online - FOCS 2 Online - MED Online - Safe Sport Training In Person - Community Sport - Ongoing Participation Clinic
U17C	Online - FOCS 1 Online - FOCS 2 Online - MED Online - Safe Sport Training In Person - Community Sport - Ongoing Participation Clinic
U20C	Online - FOCS 1 Online - FOCS 2 Online - MED Online - Safe Sport Training In Person - Community Sport - Ongoing Participation Clinic

5. Softball BC requires all coaches (not managers) starting at U13C to do an in-person course as well as the online courses. RMMSA is not hosting one of these courses this year, but there are some associations close by that are. There is a cost to the course, but you can submit your receipt to your division manager to get reimbursed. Please note that this is REQUIRED by softball bc.

Here is the link to register for a course.

<https://www.softball.bc.ca/content/upcoming-courses-amp-clinics>

NOTE: Once you have completed all your courses or to check which ones you have done you can log into “the locker”, go to “profile” then “certification”. They have a transcript there which shows all of the courses you have done. You can download that and send it to your division manager.