AVALON CELTICS

2026–27 COACH & TEAM STAFF CERTIFICATION GUIDE

Updated: August 31, 2026

Thank you for volunteering your time, skills and energy to support Avalon Celtics hockey!

AMHA is committed to growing our Hockey Club through coach and player development. This guide is designed to help coaches and team staff navigate the Hockey NL and Hockey Canada certification process.

There are several requirements for coaches and team staff. They are summarized below in a 6-Step process. In addition to the 6-Step Process, you must also complete "Shift Forward for Rostered Staff/Officials", available here: https://page.spordle.com/hnl/clinics/1f179404-e1fc-6f52-97df-02fa6b8d4193

[Note that this is separate from the "Shift Forward for Parents/Guardians" that you will also be required to complete if you have a child registered. That is available here: https://page.spordle.com/hnl/clinics/1f1762e7-795f-6d1c-9af0-02fa6b8d4193

DETAILED PROCESS – 6 STEPS

Some Steps can be started immediately and completed at the same time as other Steps, while some Steps must be completed in a particular order

STEP 1 — VULNERABLE SECTOR CHECK (VSC) & CRIMINAL RECORDS SCREENING CERTIFICATE (CRC)

Who needs this?

A VSC / CRC is required by all personnel working in contact with youth, including Coaches, Managers, and any Team Staff.

Start this process as soon as you have any interest in volunteering.

1. Obtain the **AMHA volunteer letter** here - https://avalonceltics.com/wp-content/uploads/sites/1792/2026/09/2026-2027-Criminal-Record_Vulnerable-Sector-Letter.pdf

   OR email Jeremy Bishop at jbishop@avalonceltics.com and he will send you a copy

2. Complete the required **VSC / CRC submission** through the RNC – Criminal Record Check :: Royal Newfoundland Constabulary :: Consumer :: Home
3. Include the **AMHA volunteer letter** with your VSC / CRC submission to the RNC.

   The **AMHA volunteer letter** can be used to waive the **$20 fee**.

Important Notes about the VSC / CRC Application…

- The VSC / CRC process may take **2–3 weeks or longer**. For that reason, please do not wait until you have been assigned to a team before starting the process. Apply as soon as possible.
- Once completed, the certificate is mailed directly to AMHA and uploaded to the Hockey Canada Registry (HCR).

How long is it valid?

- VSC / CRC certificates are valid in HCR for **3 years**.
- Do not forget to include your **AMHA volunteer letter** when you apply for your **VSC / CRC** from the RNC.

STEP 2 — AMHA COACHING & VOLUNTEER APPLICATION

What do I need to do?

- Download and complete the **AMHA Coaching & Volunteer Application** – https://www.avalonceltics.com/wp-content/uploads/sites/1792/2023/08/Coaching-Volunteer-Application-Form.pdf
- Return the completed application to: **jbishop@avalonceltics.com** OR drop it off at the **AMHA Office at DF Barnes Arena**

When should I complete this AMHA Coaching & Volunteer Application?

- **As soon as possible.** You can complete this application while your VSC / CRC is being processed. **You do not need to wait for your VSC / CRC before submitting your AMHA application.**

STEP 3 — CREATE OR ACCESS YOUR HOCKEY CANADA REGISTRY (HCR) / SPORDLE ACCOUNT

Why do I need this?

- The Hockey Canada Registry (HCR) is Hockey Canada's national platform for participant registration and qualification tracking. Your coach and team staff qualifications are maintained through your HCR profile.

Before proceeding with the Hockey NL Screening Application, make sure you can access your HCR profile.

What if I do not already have an account?

- Create a Hockey Canada Registry / Spordle Account using the official sign-up page: Sign Up | Spordle Account

What if I already have an account?

- If you have previously registered as a player, parent, coach, official or team staff member, you may already have an HCR profile.
- **Do not create a duplicate account if you already have access to an existing HCR profile.**

If you are unsure whether you already have an account or require assistance accessing your profile, contact **jbishop@avalonceltics.com** before creating a new account.

Once you have access to your HCR profile

Proceed to **Step 4 — Hockey NL Screening Application**

STEP 4 — HOCKEY NL SCREENING APPLICATION

You must first complete Step 3 and have access to your HCR profile before you can start step 4.

What do I need to do at Step 4?

1. Ensure you have created or accessed your HCR / Spordle Account.
2. Obtain and complete a **Hockey NL Screening Application** here - https://hockeynl.ca/wp-content/uploads/2026/08/Hockey-NL-Screening-Application-MINOR.pdf

   OR email **jbishop@avalonceltics.com** and request that the Hockey NL Screening Application be sent to you to complete.
3. Once you access the **Hockey NL Screening Application**, you may get a warning indicating that your browser does not support the filling of form fields. If you do want

to fill out the form digitally (note that it includes a place for digital signatures), you will need to download the form onto your computer and then open it in an application like Adobe Acrobat. You can then use the form at the bottom of the page to send in the filled form to Hockey NL.

OR you can still print the form to fill it manually and send it to Hockey NL (and you can copy **jbishop@avalonceltics.com**)

4. Once approved by Hockey NL, the form will automatically be sent to AMHA and uploaded to your HCR profile.

Important Note!!

The **Hockey NL Screening Application** is a separate requirement from the **VSC / CRC** described in Step 1.

Please make sure **BOTH** requirements are completed.

STEP 5 — REGISTER FOR & COMPLETE REQUIRED COACH / TEAM STAFF COURSES

What courses do I need?

The courses required depend on your:

- **Age group**
- **Position or role with the team**

Before registering for a course, review the **2026–2027 Hockey NL Coach & Volunteer Requirement Chart here:**

https://hockeynl.ca/wp-content/uploads/2026/07/2026-2027-Hockey-NL-Coach-Volunteer-Requirment-Chart.pdf

This chart will identify the certification and course requirements applicable to your particular role.

Register for courses

Register online through the Hockey Canada Registry:

Hockey Canada Coach and Clinic Registration

When registering, select **Hockey NL (HNL)** from the applicable dropdown menu.

After completing a course

Your qualifications are recorded in your HCR profile.

Course reimbursement

AMHA will reimburse approved paid course costs.

Please submit your proof of payment or paid course costs to:

jbishop@avalonceltics.com

STEP 6 — HOCKEY CANADA WAIVERS

When do I complete this step?

Only after you have been rostered to an AMHA team.

Once you have been rostered:

1. Log in to your HCR profile.
2. Select the **"Waivers"** tab.
3. Review the required Hockey Canada waivers.
4. Electronically sign the required waivers.

COMPLETE CERTIFICATION CHECKLIST

Requirement	When to Complete	Complete
Shift Forward for Rostered Staff/Officials	Start immediately	☐
Shift Forward for Parents/Guardians	Start immediately	☐
VSC / CRC	Start immediately	☐
AMHA Coaching & Volunteer Application	Start immediately	☐
Create or access HCR / Spordle Account	Before Hockey NL screening	☐
Hockey NL Screening Application	After accessing HCR profile	☐

Requirement	When to Complete	Complete
Review 2026–27 Hockey NL Requirement Chart	Before registering for courses	☐
Register for required courses	As soon as requirements are known	☐
Complete required courses	By the applicable deadline	☐
Hockey Canada Waivers	After being rostered	☐

NEED HELP?

For assistance with:

- AMHA Coaching & Volunteer Applications
- Hockey NL Screening Applications
- Course reimbursement
- Questions about the AMHA certification process

please contact:

jbishop@avalonceltics.com

Thank you for volunteering and helping provide a positive hockey experience for Avalon Celtics players!