



# RAMP – Team Staff Registration

Each club is responsible for ensuring that all team staff, including head coaches, assistant coaches, trainers, and managers, are registered in the RAMP registration system.

- **IMPORTANT NOTE:** The Ramp app and the Ramp registration system are **NOT** the same. A coach listed in the Ramp app is not automatically registered in the Club’s Ramp registration system. The Club registration system can send information to the app, but the reverse is not true—the app CANNOT send information to the registration system.

Ensuring your club has all team staff registered in RAMP is extremely important.

**IF THEY ARE NOT REGISTERED IN THE RAMP REGISTRATION SYSTEM, THEY ARE NOT INSURED AND SHOULD NOT BE ON THE FLOOR.**

## Team Staff Registration Process

1. Login to RAMP registrations and login as you would register a player

<http://strathmorelax.rampregistrations.com>

2. Click on Coach/Staff Registration. you will be required to enter your NCCP# (if you are a manager or a trainer enter #0000 for your NCCP#)



3. Choose Account Member to Register as a Coach/Staff. If the coach’s name is not listed in the drop-down, they need to click on “Add an Account Member”.
4. Choose the division. A drop-down will appear to choose the role you are interested in.
5. Sign the waivers and continue
6. **Vulnerable Sector Checks are required** \*If you don’t have a valid form please click next and send to [registrar@strathmorelacrosse.com](mailto:registrar@strathmorelacrosse.com) when you receive one



## Uploads

### Vulnerable Sector Screening

Date Completed

VSS File

 No file chosen

7. Follow the prompts to complete the questionnaire portion of the registration.
8. Confirm details and submit registration

Once the individual is registered in the club registration system, they can be assigned a role as well as be assigned to a team. One person can be assigned multiple roles and can also be assigned to multiple teams.

- **FOR EXAMPLE:** John Doe can be a Head Coach on the U9-1 team as well as be an Assistant Coach on the U13 A team. All under the ONE profile.

The ALA bills according to how many individuals are listed under team staff. If an individual is listed twice the club will be billed twice for that individual.

Every team in Ramp must have a Head Coach assigned in the Ramp registration system. Voting at the ALA AGM is determined by the number of teams each member association had during the previous season. The Head Coach of each team carries that vote. If a team does not have a Head Coach listed in Ramp they lose the vote for that team.

- **FOR EXAMPLE:** If a club has 10 teams in the previous season but only 4 Head Coaches assigned to teams in the Club's Ramp Registration system. They will only have 4 votes at the ALA AGM.

## Coaching Certification Requirements

*(Required for Head and Assistant Coaches only)*

To understand coaching requirements, follow this link:

<https://calgarylacrosse.com/content/coach-certification>

1. You will need to be registered in RAMP as a Coach.
2. A copy of your Vulnerable Sector Check. A Police Check letter can be found on our website.



3. A copy of your Respect in Sport Leadership Course certificate. If this is not done, you can follow steps below:
4. Your NCCP# and a screen shot of your current coaching status. Make sure this information is saved in your locker on coach.ca. If you do not have a NCCP number , please follow below steps from CDLA Instructions for Coaching Clinics:

## Trainer Certification Requirements

Trainers must have the appropriate certification. Appropriate certification is defined as one of the following:

- Any St. John Ambulance Emergency First Aid course of 8 hours (or more) or equivalent
- Canadian Red Cross Standard First Aid & First Responder
- Canadian Red Cross Sport First Responder and Sport Aid course
- Hockey Canada Safety Program (HCSP)
- An appropriate designation (examples: MD; RN; Physiotherapist, Police Officer; Firefighter, Chiropractor; Registered Massage Therapist)

From the above, please be clear that CPR (as a stand-alone certification) is not an equivalency.

The ALA recognizes only one trainer per team on the bench to address those specific activities (activities that would not include coaching athletes)



## Calgary District Lacrosse Association Respect in Sport for Activity Leaders

URL: <https://ala.respectgroupinc.com>

### Program Access Instructions:

- If you have an existing Activity Leader Program certificate, select "Already Certified?" and follow the prompts.
- If you need to take the Activity Leader Program – please contact your member club for a PAYMENT code.
  - There should be no prompt for payment – if you are prompted for payment, please contact your member club
- If you have an existing profile in any other Respect Group program, select "New to this Program?" then "Look-Up". If this is your first time registering for a Respect Group Program, select "New to this Program?" followed by "Register".
- Complete registration.
- Select "Submit" at the bottom of the page. You will be requested to review and accept the Privacy policy.
- Once successfully logged in, you will default to the Home page. Select "Program Access" to view the modules. To re-access the program, return to the same URL indicated above and enter the username and password created during registration.

### General Information:

- Respect Group programs are optimized to provide the best possible user experience for your device. This program will run on any modern web browser using a PC, Mac, Android or iOS devices such as the iPhone and iPad.
- The Respect in Sport for Activity Leaders Program is now available as an app for your Apple or Android mobile device. To utilize the mobile app, use the browser on the mobile device and register or sign in to this program at the URL provided in these instructions, then select "Program Access". A pop-up will be displayed with instructions for accessing the app.
- You do not need to use an app to access this program on your mobile device. If you prefer, you can simply use your device's browser.
- The mobile app has the advantage of allowing you to complete the program offline (without an internet connection) after you have successfully initialized it to your user profile.
- Numerous Customer Support tools are available for any questions you may have before login as well as within the program. Prior to logging in you will see buttons to retrieve usernames and passwords, and to look up your certificate number. Inside the program, the Help button is available to connect you with a Customer Support Representative.



# CDLA Instructions for Coaching Clinics

## 1. Go to [Coaching Association of Canada](#)

The screenshot shows the 'The Locker' login page. At the top left is the 'coach.ca' logo with the text 'Coaching Association of Canada' and 'Association canadienne des entraîneurs'. Below the logo is a red header with the text 'The Locker'. The main content area is divided into two columns. The left column contains a login form with the following elements: a red 'Login' heading, two input fields for 'NCCP# or email' and 'Password', a 'Remember me' checkbox, and a red 'Login' button at the bottom. To the right of the input fields are links for 'Look up my NCCP#' and 'Forgot password?'. Below the form is a link: 'Don't have an NCCP#? Create one now!'. The right column contains the following text: 'Welcome to The Locker', a welcome message, a paragraph about the Locker's purpose, a paragraph about affiliated organizations, a 'How to get started:' section with a 5-step list, a link to 'www.coach.ca' for additional information, a 'Contact us' link, and a thank you message.

## 2. Sign in, If you do not have an NCCP # click on **Don't have an NCCP#? Create one now** and follow the steps to create one

This is a close-up of the login form from the screenshot above. It shows the 'Login' heading, the 'NCCP# or email' and 'Password' input fields, the 'Remember me' checkbox, and the red 'Login' button. To the right of the input fields are the links 'Look up my NCCP#' and 'Forgot password?'. Below the form is the link 'Don't have an NCCP#? Create one now!'. A black arrow points from the bottom right towards this link.



### 3. Once in select Calendar

### 4. Select the Month, Year, Province, Sport (Lacrosse)

**Calendar**

FILTER April 2024 Alberta

Lacrosse All context All audiences [Plan an event](#) ?

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5 (1) Box Lacrosse Competition Introduction Clinic (no MED)	6 (1) Box Lacrosse Competition Introduction Clinic (no MED)
7 (1) Box Lacrosse Competition Introduction Clinic (no MED)	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

**April 2024**

5-Apr-2024 - 7-Apr-2024  
 Box Lacrosse Competition Introduction Clinic (no MED)  
 Okotoks, AB



5. Click on the course you wish to attend
  - i. Community Development for U7-U13 or 1<sup>st</sup> year coaches
  - ii. Competition Introduction for U15 and up
    - i. MED and MHW are required for COMP INTRODUCTION
6. Click on Register for this event

**Box Lacrosse Competition Introduction Clinic (no MED)**

April 5 - April 7, 2024 | Okotoks, AB

Event # 5650593  
 Sport Lacrosse  
 Context Lacrosse Competition Introduction  
 For Coach  
 Organization Alberta Lacrosse Association  
 (780) 422-0030  
[www.albertalacrosse.com](http://www.albertalacrosse.com)

**Time & place**  
 Date April 5 - April 7, 2024  
 Host RMLL  
 Location Okotoks Rec Centre  
 99 Okotoks Drive Okotoks, Alberta  
 T1S1H3 Canada  
 Language English  
  
**Modules**  
 Box Lacrosse Competition Introduction  
 (No MED)

**Registration**  
 Register yourself for this event. note that you will need to contact the organization listed on the left in order to confirm payment for registration.

**Register for this event**

7. Once registration is complete you will see this page. If you change your mind and need another course you can click not attending and select an alternate course

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 Language English  
  
**Modules**  
 Box Lacrosse Competition Introduction  
 (No MED)

**Registration**  
 Remove yourself from the attendance list for this event.

**Not attending**



## 8. Back on your home page you will be able to see which courses you are registered for

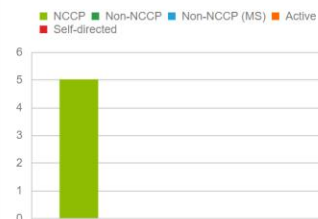
### Latest

Welcome, Melinda!  
You last logged in 8 days ago.

### Activity

#### Professional development

5 all-time points



For more information relating to professional development, [click here](#).

### Attention

There is some information missing from your account.

Please provide your primary phone number

Phone

[Submit](#)

[Skip](#)

#### Attending

Box Lacrosse Competition Introduction Clinic (no [View](#) MED)  
APRIL 5 - APRIL 7, 2024

[Browse the events calendar](#)

#### Involvement

In which sports are you currently involved?

Lacrosse - Box

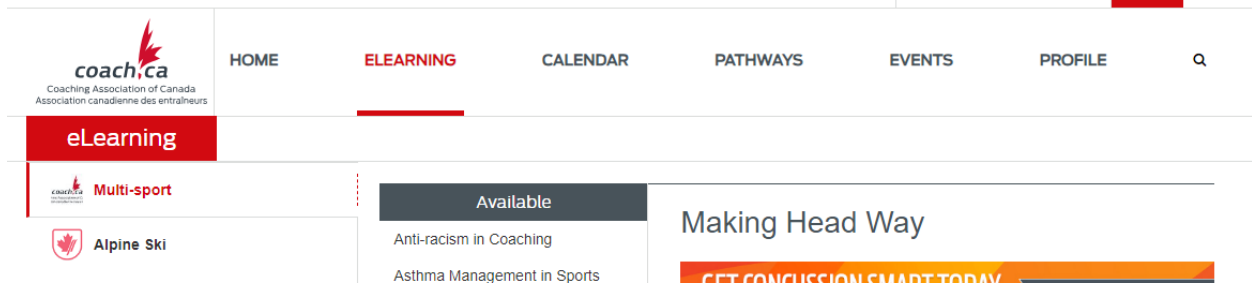
[Add a sport](#)





## Instructions for Make Ethical Decisions (MED)online and NCCP Making Head Way

1. Log into your locker, you will need your sign in information. [Coaching Association of Canada](#).
2. Select Elearning at the top



3. Select the course you are going to complete in Multisport

- NCCP Make Ethical Decisions (MED) Online Evaluation
- NCCP Managing Conflict Online Evaluation
- NCCP Sport Nutrition
- Raising Next Gen Men
- SIRC - Air quality and outdoor sport safety
- Skilled Interaction for Officials
- Understanding Teen Dating Violence
- Understanding the Rule of Two
- NCCP Making Head Way**

4. Complete the course online – Make Ethical decisions has a charge of \$85 (Check with your local club on reimbursement for the course as it is not provided by CDLA), Making Head Way is free of charge.



## **Alberta Lacrosse Association**

*Enhance character, community, and culture through lacrosse.*

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### **REGULATION 13 - BENCH PERSONNEL CERTIFICATIONS**

- 13.01 Bench Personnel are considered Coaches and Trainers.
- 13.02 In all games (including regular league, playoffs, exhibition, tournaments), teams are required to have all bench personnel who meet the LC Minimum Standards.
- 13.03 All Female-only teams must have one registered female bench personnel registered to the team in RAMP and on the bench as per the ALA Registration System and correlating to the game sheet.
- 13.04 Bench personnel are determined as per ALA Registration System for each team. Only coaches with required qualifications and certified trainers are permitted on the bench.
- To be eligible to coach, all coaches must meet the requirements of the LC Minimum Standards as applicable to each discipline of lacrosse.
- 13.05 Trainers must have the appropriate certification. Appropriate certification is defined as one of the following:
- Any St. John Ambulance Emergency First Aid course of 8 hours (or more) or equivalent
  - Canadian Red Cross Standard First Aid & First Responder
  - Canadian Red Cross Sport First Responder and Sport Aid course
  - Hockey Canada Safety Program (HCSP)
  - An appropriate designation (examples: MD; RN; Physiotherapist, Police Officer; Firefighter, Chiropractor; Registered Massage Therapist).
- From the above, please be clear CPR (as a stand-alone certification) is not an equivalency.
- 13.06 The ALA recognizes only one trainer per team on the bench to address those specific activities (activities which would not include coaching athletes).
- 13.07 All coaches must be 16 years of age in the year he/she wishes to attend a coaching clinic and coach an ALA sanctioned team.
- 13.08 Challenges at the Community Development level are not permitted.
- 13.10 All coaching clinic requests are to be submitted to the ALA office a minimum of 45 days prior to the requested clinic date.
- 13.11 Minimum attendance of eight (8) coaches is required to hold a clinic. Exceptions may be permitted as approved by the Director of Development.