**TEAM MANAGER, LOCAL LEAGUE LEVEL COORDINATORS and BOARD MEMBERS**

**STEP ONE**

(Follow this link to a PDF instruction page from OMHA.net) [Complete Respect in Sport - Activity Leader](http://assets.ngin.com/attachments/document/0047/5485/RESPECT_IN_SPORT_-_ACCESS_INSTRUCTIONS_-_SEPT_2010_1_.pdf) this is a different course than the Respect in Sport course you had to complete in order to register your player. This course is completed online, does not expire, and is MANDATORY for all on and off ice helpers, assistants, board members and parent volunteers.

Cost is approximately $30, which will be reimbursed **IF** you are rostered to a team, or hold a current board position, for the season you have taken the course.

**STEP TWO**

(Follow this link to South Muskoka Minor Hockey’s website) [Have a Vulnerable Sector Search completed](http://southmuskokaminorhockey.com/Pages/2633/Police_Checks_%28VSS%29/).

Print the letter contained on the website link above, take it, along with 2 acceptable pieces of identification (they will not accept a Health Card) to our local OPP office, in order for a background check to be completed. This is MANDATORY for all on and off ice helpers, assistants, board members and parent volunteers. This MUST be completed *BEFORE* you can be rostered to a team (this check is due in September; we advise you GET IT DONE OVER THE SUMMER, before the season starts). A new VSS must be completed every 3 seasons, and takes 2-3 weeks to get the results. \* If you wish for your VSS to stay current, you are required to sign a Declaration (also found in the link above) for each subsequent season between obtaining a new VSS (even if you are not a part of a rostered team for a season, we still require a signed declaration… or you start all over with a new VSS). Sometimes finger printing is required for a background check which will cause a longer wait time.

There should be no cost for this, as it is for a volunteer position.