

APMHA Frequently Asked Questions

Trainer related:

Question: If I already have CPR/First Aid, do I still need to take a Trainer Clinic to be certified as a Trainer?

Answer: Yes, a Hockey Trainer Certification Program (HTCP) Trainer Clinic must still be taken to be certified as a Hockey Trainer. The reason is that a significant amount of the HTCP Trainer Clinic focuses on Risk Management specific to the Hockey environment, i.e. knowledge and skills that can not be gained through other forms of training. Note that if you are CPR/First Aid Certified, you can bring your certification paperwork with you to the Trainer Clinic and present it to the Instructor, the Instructor will upgrade you to Trainer Level 2. For more information relating to Hockey Trainers, please see the ODHA website (<http://www.odha.com/>), which has information relating to Trainer Certification expiry, among other things, in the [Trainer FAQs](#) link.

Speakout related:

Question: Who needs Speakout training?

Answer: APMHA requires that all Coaches, Assistant Coaches, Trainers, on-ice helpers (on the ice more than 5 times over the season) and most Managers take Speakout. These are Team roles for which APMHA will cover the cost of the clinic. The exception for Managers is in the case where the Manager only interacts with Coaches and Parents and has little or no interaction with the team players. This would apply, for example, to female Managers where the team has imposed a 'no females in the dressing room' policy and the team manager is not involved in pre and post game dressing room discussions. Team roles that do not require Speakout (and for which APMHA will not cover the clinic cost) include Team Statistician, Team Treasurer, Team Tournament Coordinator, Team Gamesheet/Clock roles, Team Fundraiser. Note: Commencing with the 2010/2011 season, APMHA will be requiring that all primary team managers (i.e. the one listed as the Team Manager on the official team roster) attend Speakout.

Question: How often do I need to take a Speakout Clinic?

Answer: The Speakout Clinic needs only to be taken once. If, however, your actions in the context of hockey related activities contradict the basic notions of Speakout, you may be required to attend a Clinic again, at your own expense.

Police Check related:

Question: Who needs Police Checks done?

Answer: APMHA requires that all Coaches, Assistant Coaches, Trainers and most Managers have Police Checks done upon their initial involvement with APMHA and at least once every 2 years thereafter. The exception for Managers is in the case where the Manager only interacts with Coaches and Parents and

has little or no interaction with the team players. This would apply, for instance, to female Managers where the team has imposed a 'no females in the dressing room' policy. Also, any team or association official that handles team or association funds also needs a Police Check done. Note: Commencing with the 2010/2011 season, APMHA will be requiring that all primary team managers (i.e. the one listed as the Team Manager on the official team roster) have Police Checks done.

Question: If I had a Police Check done for another reason (e.g. Soccer volunteer) within the last 2 years, do I need to have it done again?

Answer: No, all you need to do is present the completed and processed form (i.e. bears the Police agency stamp and signature) to the APMHA Director of Risk and Discipline. If you don't have your previously completed form, then you will need to have it completed again. It is a good idea for you to keep your Police Check form yourself. The APMHA Director of Risk and Discipline only needs to see the completed and processed form. The APMHA Director of Risk and Discipline maintains a database of having seen the form (no details about the particulars of the Police Check are kept).

Question: Do I need to complete a Police Check for each team within APMHA I'm involved in?

Answer: No, The APMHA Director of Risk and Discipline only needs to see one completed and processed Police Check per person at least once every 2 years.

Question: Can I get Police Checks done myself?

Answer: Yes, you can. For the APMHA area, take the filled out form along with photo ID to the OPP Detachment office in Carleton Place. If your place of residence is within the RMOC boundaries, you are best to take your Police Check to an Ottawa Police agency office to have it done. Once you have it completed, present it to the APMHA Director of Risk and Discipline and it will be logged in the APMHA Police Check database as having been reviewed.

Question: If my Police Check reveals that I have a criminal record, will I be prohibited from involvement with Minor Hockey?

Answer: Not necessarily. If a criminal record is identified by the Police Check, then a process will be followed by the association, led by the APMHA Director of Risk and Discipline which will involve 1) a written request for full disclosure from you; 2) APMHA Director of Risk and Discipline will chair a committee to assess whether the criminal record has an impact on the team position involved (note that your identity will not be revealed to the Committee, only the APMHA Director of Risk and Discipline is aware of your identity; and 3) you will be presented with the committee's findings by the APMHA Director of Risk and Discipline.

Question: The association offers to take Police Check forms to the OPP in bulk if they are handed into the APMHA Director of Risk and Discipline at the annual APMHA Coaches meeting in mid October, but if

I have already submitted my Police Check for processing on my own, do I need to bring a second copy of the form to the coaches meeting to go in for processing with all the other forms?

Answer: No. The APMHA Director of Risk and Discipline only needs to see one completed and processed Police Check per person at least once every 2 years.