



## IMPORTANT PROFESSIONAL COACH REGISTRATION INFORMATION

Skate Canada is pleased to provide you with an online registration option again this season. Online registration will be available beginning Thursday, August 6, 2009 and is simple and available whenever you are.

**Police Clearance and Positions of Trust checks are valid for three years. Please check your enclosed registration form for the expiry date of your Police Clearance and Positions of Trust check. Approved by the delegates of the 2005 AGM, any individual wishing to register as a Skate Canada Professional coaching member is required to submit to a police clearance check and vulnerable sector search from their local police station or the RCMP.**

Included in this registration package is a Professional Coaching Registration form. Should you wish to register by submitting a cheque or money order, simply complete the attached registration form and update any incorrect information directly on the form. Be sure to read the Coaches' Code of Ethics found in Members Only and sign the Coaches' Declaration and mail the form along with payment to Skate Canada.

To register online, access the Skate Canada website ([www.skatecanada.ca](http://www.skatecanada.ca)) and select the "Members Only" tab.

- Enter your 10-digit Skate Canada number for the ID
- Enter your password
- Select your choice of language and click LOGON
- You may be prompted to change your password. See below on how to change your online password.

### UPDATE & REGISTRATION

In your Personal Profile you are able to move between various options. Simply select **Personal Profile** from the homepage once you have logged in to begin the online registration process for the 2009/2010 season.



What's New	▶
Personal Profile	▶
Members	▶
Sections	▶
Clubs and Schools	▶
Coaching	▶

WELCOME TO THE SKATE CANADA  
ON-LINE MEMBERSHIP SYSTEM

Home | Personal Profile | Français | Logoff | Cha

Board of Directors' update to all Members  
Child Fitness Tax Credit

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- Ensure all of the information listed is correct (name, address, date of birth, etc.). Skate Canada will be using e-mail as a means of communication with coaches. Please ensure that your e-mail address is accurate. If any information has changed, simply click on the appropriate field and type in the correct information. Some fields may not be updated online.

- Once you have completed editing, simply click on the **SAVE CHANGES** button at the bottom of the screen to update and save the changes in your personal information. **The REGISTER button will not update or save any information that has been changed.**

The screenshot shows a registration form with the following elements:
 

- Member Registration Year: [input field]
- Registration Requested: [input field]
- Section: [dropdown menu]
- Current Skate Canada Registration: [input field]
- Buttons at the bottom: Save Changes, Upload New Picture, and Register.

 Red circles and arrows highlight the 'Save Changes' and 'Register' buttons, and the 'Section' dropdown menu.

- Coaches will have an option to upload their photo to their membership profile. This can be done at the time of registration or at any time during the season. To upload your photo simply select **UPLOAD NEW PICTURE** and **BROWSE** your files for your photo.

The screenshot shows a 'Personal Profile' menu with the following options:
 

- Alternate Address
- Contact Information
- Detailed Test Record
- Orgs Coached At (highlighted with a red circle and arrow)
- Coaches Card
- Membership Card
- Child Tax Credit Receipt

The next step is to report the Skate Canada clubs where you will be coaching. Select the **ORGS COACHED AT** button. You will then be prompted to input the Skate Canada club or skating school number. If you are unsure of the number, simply select the **FIND ORGANIZATION** button. You will then be prompted to type the club/school's name and the number will be displayed. If you are unsure of the correct spelling for the club, the first three letters can be typed and a listing of clubs beginning with the same three characters will be displayed. Find the right club or school and simply click on **ADD** to include this club or school to your record.

- Once you have selected all of the organizations that you coach at, select **RETURN** at the bottom of the screen. You are now ready to submit your registration.

## SUBMITTING YOUR REGISTRATION

- Select the **REGISTER** button at the bottom of the screen. This will bring you to a screen that will require you to input your credit card number for payment. Skate Canada has added PayPal as a payment option. PayPal subscribers now have the option to use this feature. Your registration will not be accepted unless a valid credit card number is entered. **Please double check the numbers entered and ensure that the expiry date is correct (MM/YY).** The verification number which is a 3-digit number printed on the back of your card will also be required. The verification number appears after and to the right of your card number on the back of your credit card.

- Select **SUBMIT TO SKATE CANADA**. A confirmation screen will appear and you can print this confirmation simply by selecting FILE – PRINT. **NOTE: When submitting your registration you are agreeing with the Professional Coaches' declaration and you confirm your compliance with Skate Canada's Professional Coaches' Code of Ethics. A copy can be found in the Members Only area or in the Skate Canada Rule Book.**

The Member Services Department will process your registration and within three business days you will be able to print your membership card online. Please be sure to forward a copy of your valid First Aid Certificate if you have recently updated your certification.

Registration received with an invalid First Aid Certificate will be processed but deactivated pending receipt of a valid certificate. Registration received without the required police checks will not be processed. The coach will be notified by e-mail or mail. Skate Canada's screening and First Aid policies can be found on the Members Only area of Skate Canada's website or in the Skate Canada Rule Book.

### **MAKING ETHICAL DECISIONS (MED) ON-LINE EVALUATION MODULE**

As a condition of membership for the 2009/2010 season, all coaches will need to complete the Making Ethical Decisions online evaluation to become a registered Skate Canada coaching member. To complete this evaluation successfully we suggest coaches become familiar with the MED reference material. Here's how to access it!

#### ***Reference Material:***

Members Only at [www.skatecanada.ca](http://www.skatecanada.ca)

Coaching/NCCP/ NCCP Make Ethical Decisions – Reference Material

#### ***MED On-Line Module on CAC Website:***

English: <http://nccpeval.coach.ca/production/med/e/index.asp?Language=English>

French: <http://nccpeval.coach.ca/production/med/e/index.asp?Language=French>

Once you have successfully completed the online evaluation, your file on the NCCP Database will be automatically updated. To view your transcript online, please visit <http://nccpstaff.coach.ca> and login using the same username and password you used to access the online evaluation. When you register for the 2009/2010 season please include a copy of your transcript indicating that you have completed the MED successfully.

### **CHANGING YOUR ONLINE PASSWORD**

When changing your password you will be prompted to enter a new password between six and 12 characters long (alpha and/or numeric) and you will also be required to answer a question to confirm your identity. Once the password has successfully been changed, you will be prompted to log in again using your NEW password.

Please note:

- the password cannot be the same as the previous password
- the password cannot be the member's last name
- the password must be between six and 12 characters long (alpha and/or numeric)
- the new password must be entered and then re-entered to verify the password
- the password is NOT case sensitive

Any questions regarding the registration process for professional coaches can be directed to the Member Services Department by e-mail at [memberservices@skatecanada.ca](mailto:memberservices@skatecanada.ca) or by telephone at 1.888.747.2372 extension 2519.