



Grand River Mustangs
Girls Hockey Association

Welcome to the Grand River Mustangs

On behalf of the Grand River Mustangs organization, I would like to extend a warm welcome to each of you as our esteemed bench staff members. We are thrilled to have you on board and are eagerly looking forward to a successful season ahead!

To ensure that we have all the necessary information completed before we kick off the season, I kindly request that you complete the following requirements for your role on the bench as either Coach, Assistant Coach, Trainer, Assistant Trainer or Manager.

Here is a list of requirements for each and every bench staff member that will be assisting on and off the ice for the season. These are all mandatory requirements by OWHA to have your team approved. Please follow each and every step if needed, once completed please update your Ramp profile with your certification information in Spordle as well.

Register as Staff:

If you are new and need to register with Hockey Canada Registry for your HCR#

Here is the link:

<https://myaccount.spordle.com/login?c=hockey-canada&r=https%3A%2F%2Fhcr3.hockeycanada.ca%2Fdashboard>

Please Register yourself in Ramp as your role on the Mustang Team.

Ex. Coach, Assistant Coach, Trainer, Assistant Trainer or Manager using this link:

<http://grandrivermustangsggh.rampregistrations.com/>

Police Checks:

As an organization dedicated to the safety and security of our athletes, it is mandatory for all bench staff to obtain a valid Vulnerable Sector Check (VSC). Kindly follow

<https://www.opp.ca/index.php?id=147> to access the necessary forms and instructions for completing the check.

To ensure you will not be charged for the completion of the check, when applying, please attach the letter at the link below which indicates you are applying on behalf of the Grand River Girls Mustangs. **Disregard the line that says Member...**

[https://mustangsgirlshockey.ca/Public/Documents/Mustang_Letter_2025-2026_\(1\)_df](https://mustangsgirlshockey.ca/Public/Documents/Mustang_Letter_2025-2026_(1)_df)

If you have already applied for your VSC, please upload the receipt until the approved VSC has been returned to you. Please note once you receive it, it will only be accessible to you for five days... **DOWNLOAD IMMEDIATELY** to your computer.

OHF is aware of the lengthy processing times with some police services. To address this, they now accept receipts (VSC confirmation email or payment invoice) so that staff can be tentatively approved and proceed with registration and rostering.

Please have bench staff members submit their VSC receipt through their screening submission portal and **sign** the Declaration:

<https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/>

You may also find these instructions helpful:

<https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/vsc-instructions/>

After you receive your Vulnerable Sector Check (VSC) you must upload it to Spordle. Here are the steps you need to follow.

[Vulnerable Sector Checks \(VSC\) | Ontario Hockey Federation](#)

Your Vulnerable Sector Check (VSC) is good for 3 years. Between those years though each bench staff member is required to sign the DECLARATION stating no charges have been laid since it has been completed.

Respect In Sport Activity Leader:

You are also required to take the Respect in Sports for Activity Leaders. This takes roughly an hour to complete. Click here to access the programming:

<https://owha.respectgroupinc.com/>

Gender Identity and Expressions:

The Gender Identity & Expressions is the new course that is mandatory by the OWHA. The Gender Identity and Expression course is an educational program designed to increase awareness and understanding of gender diversity, particularly within the context of hockey, and to help prevent discrimination based on gender identity and expression. It is mandatory for bench staff with the OWHA.

<https://www.ohf.on.ca/coaches/gender-identity-training/>

Trainer Certification:

Each trainer requires OWHA training credentials to be approved on a roster as a trainer. In most cases the Grand River Mustangs trainers are female. While this is not mandatory, it is an OWHA rule that at least one bench staff must be female on each team.

It is also best practice to have an assistant trainer in the event the trainer is unavailable. The Assistant Trainer must also have the OWHA trainers' credentials as the Trainer. The credentials are valid for 3 years at which time recertification is required.

This trainer's certification program covers essential topics such as injury prevention, emergency response, and proper equipment usage. To begin the certification process, please click on the following:

<https://www.owha.on.ca/content/trainers-program-and-resources> and follow the instructions provided.

Medical Forms:

Please have each player fill out the attached medical forms accurately. These forms will provide vital information about any medical conditions, including allergies, you need to be aware of for the season and in the event of an emergency. It is the trainer's responsibility to ensure the information is available if needed. Thus, the forms can be paper copies or electronic storage and will remain the trainers for the season. At the end of the season, all copies should be shredded or deleted. The form can be found using this link:

https://cloud.rampinteractive.com/whaontario/files/Bench%20Staff/Trainers/player_med_info_e2.pdf

The Grand River Mustangs will reimburse the fees for Bench Staff members upon successful completion of the courses and submission of the receipts to: Jen Cowie grmtreasurer@gmail.com

Please note the team you are representing with the submission. 2 Bench staff members per team only. If more than two, please contact me for verification.

If you have any questions or need further assistance with any of the mentioned requirements, please feel free to reach out to me.

Marie Dickinson

GRMGH Registrar & OPP Liaison

mail: macsd@wightman.ca

cell: 226.203.2724