

# NCL Chaperones Registration and Screening

## VORTEX WATER POLO: 2023-24

All chaperones attending NCL events must complete the following requirements which are a combination of MWPA and Water Polo Canada policies. The Water Polo Canada requirements are something that is only needed for NCL events.

The club will cover or reimburse any processing fees for the requirements specified below.

**Deadline to Complete the Courses: December 31, 2023**

All Screens/Checks and registration must be completed before attending any trips as a chaperone.

### 1) REGISTER WITH VORTEX AS A VOLUNTEER (TEAM CHAPERONE)

<http://VortexWaterPolo.rampregistrations.com>

Create an account although you should already have one from registering your child.

Select "Executive/Volunteer Registration".



Choose "Team Chaperone"

Cost = \$0.00

When you register, you will have the option to upload your Criminal Records Check and Child Abuse Registry Check. If these are not completed at this time, the club will update your account when we receive them.

### 2) CRIMINAL RECORDS CHECK (CRC) & VULNERABLE SECTOR SEARCH (VSS) - Completed online

This needs to be done ever 2-years. If you have one from last year, we can use that. Please forward to [td@vortexwaterpolo.ca](mailto:td@vortexwaterpolo.ca)

We all need to make sure we have a current Criminal Records Check (CRC) & Vulnerable Sector Search (VSS) on file in the registration system.

Vortex Water Polo has prepaid checks for people residing in Winnipeg which can be sent to you.

If you live outside Winnipeg, please contact your local police force (usually the RCMP).

### 3) Child Abuse Registry Check (CARC) - Completed online

**Needs to be completed every year.**

[Apply Online](#)

**Apply By Mail:** [Download Application and Instructions](#) (PDF)

**Apply in person:** 1st floor - 777 Portage Avenue  
Winnipeg, MB R3G 0N3

**NOTE:** Applicants must provide two valid pieces of government-issued identification (ID), one of which must include the applicant's name, date of birth, signature, photo and an expiry date.

Office Hours: Monday-Friday 8:30am to 4:30pm  
Our office is closed during all holidays

#### **Fees**

There is a \$20.00 fee for your initial application (Vortex Water Polo will cover this fee for all chaperones).

Each additional application is \$5.00 when requested at the time of submission.

Keep your receipt, the club will reimburse you for this fee.

#### **4) Create an NCCP Account/Number - Complete online**

<https://thelocker.coach.ca/>

You will need your NCCP when you register for coaching courses. Get your NCCP number now even if you have not taken any courses yet. Keep a record of your NCCP number and your login details.

If you have one already, that's great!

#### **5) RESPECT IN SPORT (RIS) or NCCP SAFE SPORT- Complete online**

##### **Respect in Sport**

Course Info: <https://www.sportmanitoba.ca/coaching/respect-in-sport/>

Take the Course: [https://sportmanitoba.respectgroupinc.com/koala\\_final/start.jsp](https://sportmanitoba.respectgroupinc.com/koala_final/start.jsp)

##### **NCCP Safe Sport**

Take the Course: <https://safesport.coach.ca>

#### **6) MAKING HEADWAY IN SPORT - Complete online**

<https://coach.ca/nccp-making-head-way-sport>

#### **7) NCCP Diversity and Inclusion in Action - Complete online**

Special Olympics e-Learning Module

Login to your locker at [coach.ca](https://coach.ca)

Select e-learning tab.

On the left hand side are a list of sports, scroll and select "Special Olympics"

#### **8) NCCP Understanding the Rule of Two - Complete online**

Login to your locker at [coach.ca](https://coach.ca)

Select e-learning tab.

Select the course.

#### **9) Water Polo Canada Screening Disclosure Form - Complete online**

<https://forms.office.com/r/csXrBzMgzJ>