



Volunteer Requirements



1. Purpose

As a volunteer-driven organization, the Nepean Knights Minor Lacrosse Association (NKMLA) relies on the valuable contributions of numerous individuals and families. Their support is crucial for the organization to operate efficiently.

In this context, the NKMLA must support a safe and positive environment for players, volunteers, parents, officials and spectators.

The purpose of this policy is to outline the eligibility criteria for team volunteers and the requirements they must fulfill to serve in a volunteer capacity.

2. Scope

This policy applies to all NKMLA volunteers, bench personnel and trainers.

3. Definitions

Vulnerable Individuals	A person who is under the age of 18 years and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.
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Level 1 Criminal Record Check (CRC)	A search of police records for applicants who are involved as a volunteer, employee or in any situation where a basic Criminal Record Check is requested.
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Level 3
Vulnerable
Sector Check
(VSC) A search of police records for applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada.

Privacy Officer The lead privacy officer for the NKMLA is the Risk and Safety Director. Other privacy officers include the registrar and treasurer roles, who will track compliance in the absence of the Risk and Safety position.

4. References

- 4.1. [Ontario Lacrosse Association Criminal Records Checks Policy and Procedures Handbook](#)
- 4.2. [Ottawa Police Services - Police Records Check Webpage](#)
- 4.3. [OLA Trainer Requirements](#)
- 4.4. [OLA Coaching Pathway](#)

5. Registration

All volunteers must be registered in Sportzsoft. Registration must include relevant certifications. For bench staff and trainers an up to date copy of your credentials from the Coaching Association of Canada portal (aka. "The Locker).



6. Minimum Age

Teams must ensure that there is one member of bench staff 18 years of age or older present for all team events. All Treasurers and Trainers must be 18 years of age or older. Exceptions may be made on a case by case basis.

7. Criminal Record Check

- 7.1. All bench personnel (coaches, staff and trainers) and team managers are required to submit a Criminal Record Check (Level 3 - Vulnerable Sector). Other volunteer roles must Criminal Records Check (Level 1).
- 7.2. Criminal Record Checks are valid with NKMLA for three years. For previously approved individuals, an Offense Declaration can be submitted in years two and three as long as the volunteer service is consecutive and not interrupted (to a maximum of 3 years).
- 7.3. Up to date instructions for obtaining and submitting Criminal Records Checks will be posted on the NKMLA website.

8. Coach Certification

- 8.1. Rep Coach certification minimum requirements are as follows:

	U9 U11 U13	U15 U17
Coaching Year 1	Community Development	Community Development
Coaching Year 2	Community Development	Competitive Introduction



Ref:

<https://ontariolacrosse.com/content/coaching/ola-coaching-pathway.pdf>

- 8.2. House league coaches are encouraged to obtain the same certifications (please contact the Risk and Safety Director for further details, including potential reimbursement from the Association)
- 8.3. Reference the OLA Coaching Pathway Guide for complete information.

9. Trainer Certification

- 9.1. Per the OLA requirements, Trainers must have current certification in one of the following (min 8 hour course):
 - 9.1.1. Emergency First Aid & CPR
 - 9.1.2. Emergency First Aid
 - 9.1.3. Standard First Aid and/or Standard First Aid & CPR
 - 9.1.4. Hockey Trainer Certification Program (HTCP)
- 9.2. As an alternative to the above requirement, trainers may have a professional designation which includes a current letter of employment (acceptable examples: MD; RN; Police Officer; Firefighter).

10. Concussion Awareness

- 10.1. All coaches and trainers are required to complete the “Making Headway” concussion awareness training course.
- 10.2. Each year, all bench personnel are required to review and sign the NKMLA Concussion Code of Conduct for Coaches and Team Trainers.



11. Code of Conduct

- 11.1. All volunteers are required to sign and agree to the NKMLA Code of Conduct.
- 11.2. The Code of Conduct may be completed online via the link provided or signed via hard copy and provided to the Risk and Safety Director.

