

How to receive the information to track from the individuals:

Information Required	Notes/Instructions	Links
Athletes Race License Information	Note: this is not intuitive: go to Nordiq Canada's race license application page. Click on "Race Licence Application". Find the name of one of your club's athletes. Click on the club name. This will give you a list of all athletes who have purchased a race license for the current year. You can also login to your club information at this point. That login needs to be set up with Nordiq Canada	Racing License - Nordiq Canada
Coaches Association of Canada "The Locker" Portal for Training	Anyone who needs to complete training modules, including athletes and officials, must sign up for an NCCP # and set up an account on "The Locker".	The Locker
Training Modules and Coaches Association of Ontario (NCCP) Transcripts CAC SafeSport Module: free AC Understanding the Rule of Two e-learning Module: free CAC Making Ethical Decision (MED): free Coaching Qualifications	Have individuals send a PDF of their Locker transcripts to show completion with date or ask them for their NCCP Number and permission to access their transcript	Coach Transcript
Coaching Licence (annual, free)	Check Confirmation List in right top corner, download to excel (scroll to the bottom of the list) and then sort Ontario/club Cost: \$28.25	Nordiq Canada Annual Coach Licence Registration My Back Check
E-Pic		Police Record Checks
Vulnerable Sector Check (VSC) Request for Vulnerable Sector Check form (Appendix F)	Should be free for volunteers. Price varies by region for employees.	All of these forms are available in the on XCSO's Safe Sport Resources Page XCSO SafeSport Resources Page Link
Application Form for Volunteers, Coaches and Employees in Risk Level 2 and 3 Positions (Appendix B)	Required for Risk Level 2 and 3 Individuals	
Screening Disclosure Form (Appendix C)	Required for Risk Level 2 and 3 Individuals	
Annual Screening Renewal Form (Appendix D)	Required for Risk Level 2 and 3 Individuals	
Volunteer Orientation and Training Acknowledgment Form (Appendix E)	The type and amount of orientation, training and monitoring for low risk volunteers is at the discretion of the Club. (Screening Policy page 7)	
Official's Qualifications	Included for information and tracking only	Nordiq Canada Officials' Registry

How to store confidential information:

Hard Copy Documents:

E-Documents: free, \$6/month

Fireproof, lockable filing cabinet

Register with Sync

sync.com