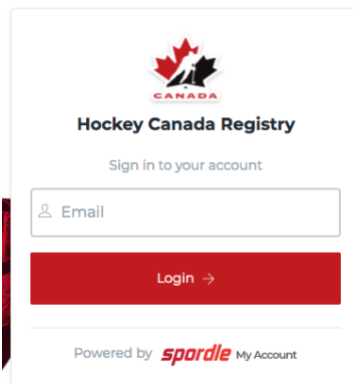


Coach – Viewing Qualifications/CRC on HCR 3.0 Spordle Account

If you have not done so already, you will need to create an account for the new HCR 3.0 system and link your member profile. Please see the HCR 3.0 Spordle Account – Create & Link Members (WCHL) document for instructions on how to do this.

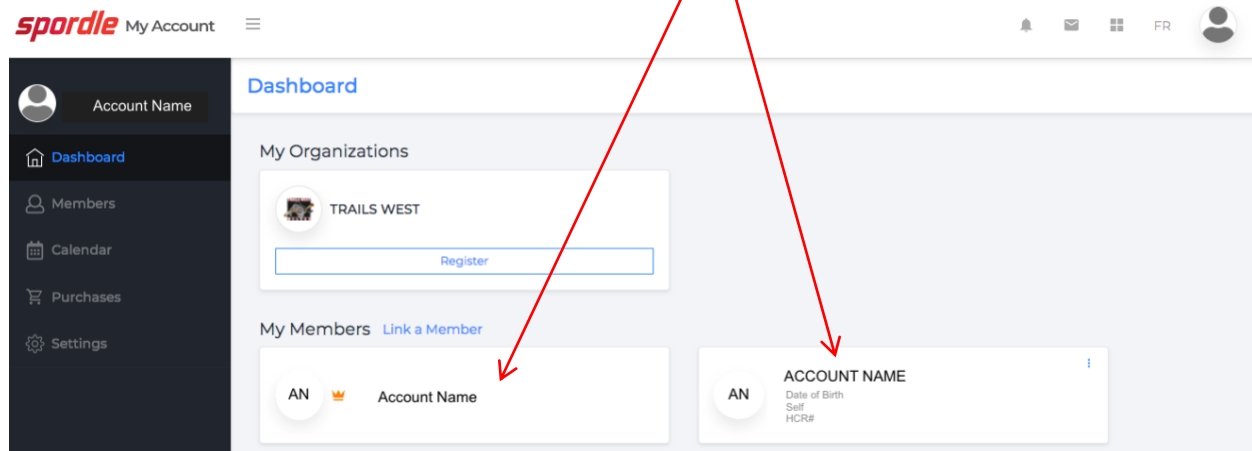
To View Qualifications and CRC (PIC)

1. Visit the [Hockey Canada Registry 3.0 Spordle](#) website and login to your HCR 3.0 Spordle Account.



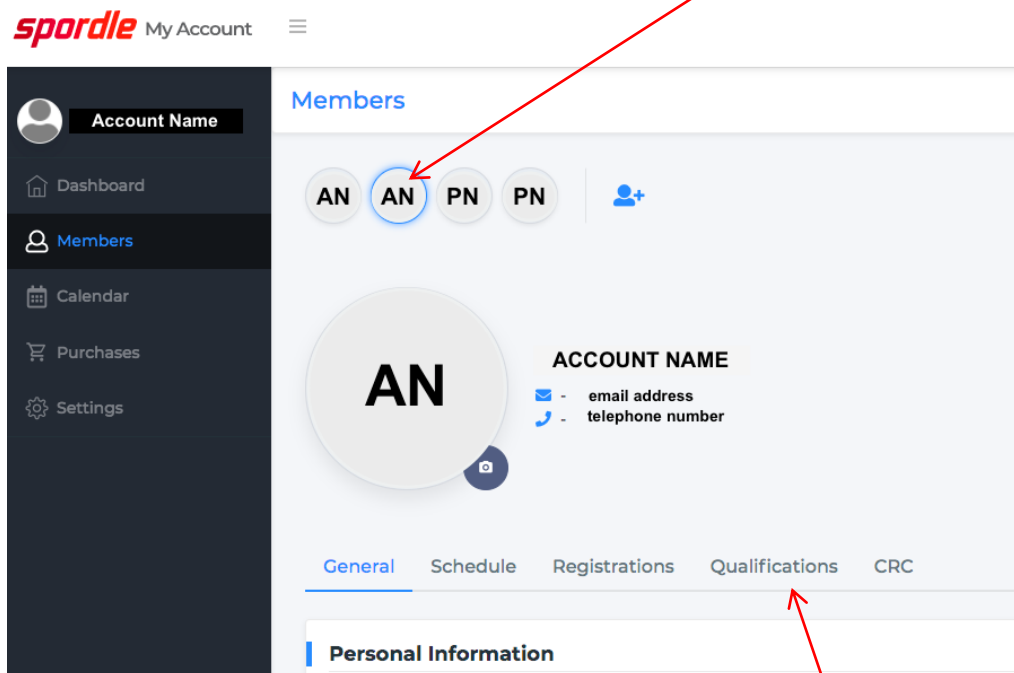
Don't have an account? [Sign up](#)

2. Your dashboard will appear showing your linked Members. **IMPORTANT:** As the account holder, you must see two profiles for yourself on this page – one with a “crown” as the account holder and one with your name, HCR ID, date of birth and the linked relationship “self”. If you do not have the second profile, you must link a member to connect your HCR ID to your account.

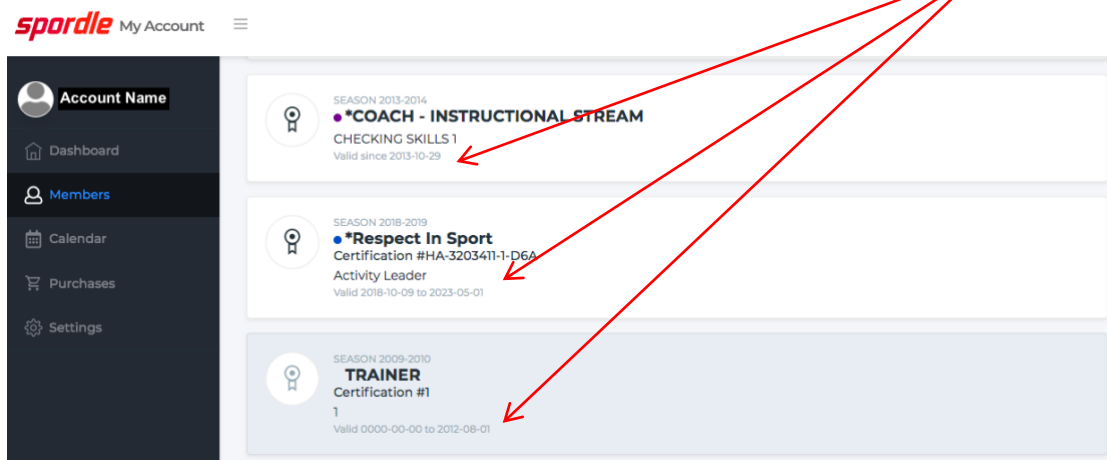


Coach – Viewing Qualifications/CRC on HCR 3.0 Spordle Account

- Click on “Members” on the left side panel. In the Members screen, click on the initials of Member you would like to look at. **IMPORTANT:** If this is your account and you are looking for your profile details, you will **click on the second set of your initials** (the first set is the account holder profile which lists limited information and will not have your qualifications).



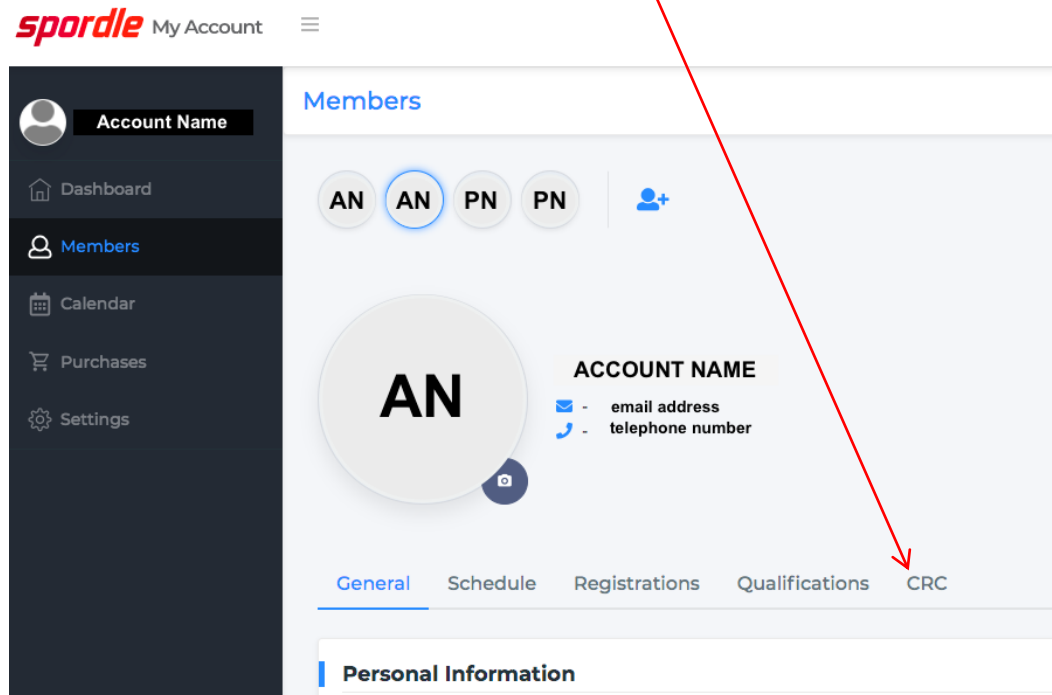
- Click on “Qualifications” below member name to view all Coach Qualifications.
 - This will bring you a list of all Coach Qualifications including Respect in Sport-Activity Leader, Coach HU courses and Coach Certification Clinics/Instructional Stream Clinics. The qualifications in “white” background are valid and the ones in “blue” background are expired. Please note the validity period on the last line of each qualification.



Coach – Viewing Qualifications/CRC on HCR 3.0 Spordle Account

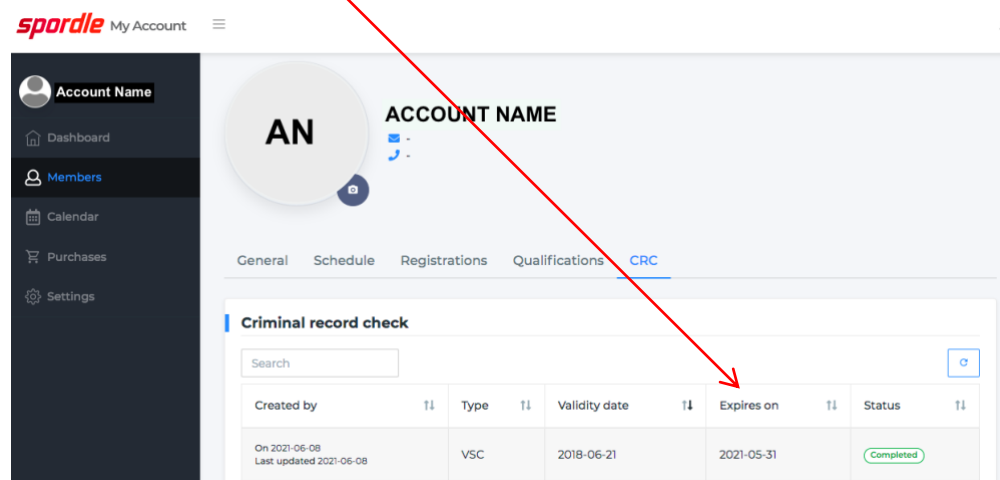
- Click on “CRC” below member name to view Criminal Record Check on the profile. This is also referred to as the Police Information Check.

IMPORTANT FOR COACHES FROM SPRINGBANK: You will likely not see a CRC listed here (or if there is, it may show one that has expired). Springbank (SMHA) manages CRC’s in house and they are not currently logged on your HCR profile. Please contact the SMHA Administrator if you have any questions.



The screenshot shows the 'spordle My Account' interface. On the left is a dark sidebar with navigation options: Account Name, Dashboard, Members, Calendar, Purchases, and Settings. The main content area is titled 'Members' and shows a profile for 'ACCOUNT NAME' with a large 'AN' placeholder for a profile picture. Below the profile name are tabs for 'General', 'Schedule', 'Registrations', 'Qualifications', and 'CRC'. A red arrow points to the 'CRC' tab.

- A VSC is a Vulnerable Sector Search which is required. Please note the Expires On column – it must be AFTER the end of the current season (ie. for 2024-2025 season, the expiry date should show 2025-05-31 or later).



The screenshot shows the 'spordle My Account' interface with the 'CRC' tab selected. The page title is 'Criminal record check'. Below the title is a search bar and a table with the following data:

Created by	Type	Validity date	Expires on	Status
On 2021-06-08 Last updated 2021-06-08	VSC	2018-06-21	2021-05-31	Completed

A red arrow points to the 'Expires on' column in the table.



Coach – Viewing Qualifications/CRC on HCR 3.0 Spordle Account

GLENLAKE AND TRAILS WEST COACHES: If your CRC has expired, please reach out the applicable association Administrator for a Coach Volunteer Letter to include with your Police Information Check application form which will reduce the required application fee.

Glenlake – Tamara Flegel – admin@glenlakehockey.com

Springbank – Nicole Krailjic – operations@springbankhockey.com

Trail West – Diane Moffatt – admin@trailswesthockey.com