



Pickering Football Club
1975 Clements Road
Pickering ON LIW 4C2
Tel: 905-831-9803
Fax: 905-239-0067
www.pickeringfc.ca

HOW TO BECOME A PICKERING FC COMPETITIVE TEAM COACH

Competitive Team Coaches are hired by the Pickering PFC Director of Soccer Operations, with final approval granted by the PFC Board of Directors. A meeting with the Director of Soccer Operations can be arranged and confirmed via email with: dso@pickeringfc.ca.

Once an applicant is approved, a series of screening items are needed. The following list discusses the screening items required in order to be involved with a team and officially registered as a team staff member:

Staff Book

Staff photos must be provided. It must be current; no older than 5 years, or it must be updated. Simply attach your photo to the book with a paperclip. Old photo(s) remain in the book and a new photo will be placed in the next available photo square. Photos in the Ontario Soccer book must be printed on glossy photo paper, in colour, wallet sized. If the Ontario Soccer book is full it needs to be replaced with a new book. Ontario Soccer staff books can be purchased at the PFC office via the Member Services counter for \$5 and is not refundable.

Once the staff book is updated and the PFC screening checklist is completed, pass along the book to the team manager who must submit it to the PFC admin to continue the registration processing.

Coaching Certification Details

Copies of completed current coaching certificates need to be submitted to the PFC office. Copies can be submitted via email admin-comp@pickeringfc.ca. Coaching certificates are only needed for the team Head Coach and Assistant Coach.

The required list of certificates can be located on the OSA website via this web link:
<https://www.canadasoccer.com/coach-training-certifications-s14688>

Making Headway Certification (Concussion Course)

This is an online course and the web link can be accessed via <http://www.coach.ca/-p153487>.

Once completed kindly notify the Competitive Administrator via admin-comp@pickeringfc.ca.

Respect in Soccer for LEADERS (Certificate)

A copy of the "Respect in Soccer for Leaders" certificate needs to be submitted to the PFC office via email to admin-comp@pickeringfc.ca.

This is an online course via web link <https://ontariosoccer.respectgroupinc.com/secure/>.

NOTE THAT PREVIOUS RIS CERTIFICATES EXPIRE. RIS course needs to be retaken if original certificate is dated 5 years+.



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RIS for Leaders is not that same as RIS for Parents. The course is 3 hours in length and usually at a cost of \$33.90.

NCCP#

This is an online database that retains the status of coaching courses per person. PFC does not have access to these personal accounts. In order for PFC to gain “viewing only access” to confirm course completion, the individual’s NCCP# is required and therefore must be sent via email to admin-comp@pickeringfc.ca.

The NCCP web link is <https://thelocker.coach.ca/account/login?ReturnUrl=%2f>.

PFC Coaching Application

An application needs to be completed in full and submitted via online.

Click the web link to access the online form: **Head Coach or Assistant Coach (over the age of 18)**
<https://form.jotform.com/92245697619269>.

Coaching Resume

A copy of a resume is to include coaching history and needs to be submitted to the PFC office. Please submit via email to admin-comp@pickeringfc.ca.

Sport Engine Online Staff Registration for Book Processing

This process is to assist PFC admin with the processing of adding team staff members (once the screening checklist is fully complete) to the official team roster for the current season.

Outdoor 2021: <https://pickeringfc.sportngin.com/register/form/264813376>

There is no cost for the online account processing and the Respect in Sport number + Ontario Soccer Number may be needed (but not mandatory). The web link is to a new system across Ontario and all Team Staff need to add themselves to the system seasonally in order to process books.

At the end of the process an automatic email will be sent to the email address provided requesting you to “claim” the personal account. Please ensure you “claim” the account in order to complete the online account set up.

Screening Interview

A screening interview must be **arranged and confirmed ASAP** via the PFC screening officer at misheeb@rogers.com. The interview will run 15 minutes maximum and will be conducted at the PFC office. Kindly do not show up without a confirmed appointment.



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Police Report Letter

Police headquarters will require a letter from our organization in order to confirm that a police report is required. A copy of the letter can be requested via admin-comp@pickeringfc.ca.

FOR DURHAM RESIDENTS: Kindly visit the Police Department located at 605 Rossland Road East in Whitby. (3rd floor) as they have a separate office for “police reports” and will be able to process the request during your visit.

Police Report Submission

Visit the PFC office in person with your current original (no copies) police report for review via an assigned PFC Volunteer Screening officer and also to sign a declaration form. Police report must be current - a maximum of 6 months old.

For further guidance regarding the screening checklist, please contact Competitive Admin via admin-comp@pickeringfc.ca.