**RAMP**

There are three parts to RAMP:

1. **RAMP Registration Portal** - This is the portal that all members need to register through (Players, Coaches, Trainers and Den Mom registration: [http://SarniaGHA.rampregistrations.com](http://sarniagha.rampregistrations.com)
* To roster players to a team the Registrar needs all player positions and jersey numbers
* To roster Coaches, Trainers and Den Moms the Registrar needs the following information
	+ Vulnerable Sector Check for SGHA completed in the last 3 years. If a valid VSC was completed prior to current season, a Self Declaration is required. (Sent to Compliance officer)
	+ Respect in Sport for Activity Leaders [Respect in Sport for Hockey Canada Activity Leaders - Getting Started (respectgroupinc.com)](https://owha.respectgroupinc.com/koala_final/) (with completion date)
	+ Trainer – female adult with valid HCTP Leve1 certification [Hockey Trainers Ontario: (htohockey.ca)](https://htohockey.ca/) (with completion date) – recommend having at least 2
	+ Coaches – NCCP (National Coaching Certification Program Number) entered in RAMP, Proof of required Coaching Certification (with completion date) – find requirements [here](http://owha.on.ca/content/coaches)

| Den Mom | Trainer | Coach/Assistant Coaches |
| --- | --- | --- |
| Vulnerable Sector Check or Self Declaration | Vulnerable Sector Check or Self Declaration | Vulnerable Sector Check or Self Declaration |
| Respect in Sport for Activity Leaders | Respect in Sport for Activity Leaders | Respect in Sport for Activity Leaders |
|  | HCTP – Level 1  | Coaching Certificate as per OWHA requirements |

1. **RAMP Game Portal** - where team member with access (manager/coach) schedule and approve games. <https://admin.rampcms.com/login>
2. **RAMP Gamesheet App *-***an app on mobile devices to access the electronic gamesheets - used by teams, timekeeper & referee to enter game details.

Access code for RAMP Game Portal will come to Team via the Registrar. OWHA sends the Association the team logins.

RAMP FAQs and Tutorials can be found [here](http://owha.on.ca/content/ramp-games-and-portals-info)

**Intent to Register**

Registrar needs the following for the intent to register process

1. Team’s intended division/category (A, B, C, HL, etc.)
2. Team Contact (who will receive information from OWHA on behalf of the team)
3. Team Voter (who will make any votes on behalf of the team)

When those are entered the contact and voter will receive an email asking them to confirm this assignment. Team Voter will also need to confirm participation intent to participate in Provincials at this time via a check box.

**Roster**

All teams **must** have an OWHA approved Roster before first game, whether exhibition, regular season or tournament.

Registrar isn’t able to start rostering process until August 15th and **intent to register** has been approved by OWHA.

Process goes much quicker if all the above requirements (See RAMP What is it?) have been pulled together and sent to Registrar prior to that date.

During the initial set up of the season (August to mid October) it can take a week or two for roster to be approved. To be approved, the OWHA requires that the roster has, at the very minimum, a Coach with appropriate certifications and certified Trainer.

Please closely review the roster to ensure no omissions or errors. If there are, please advise Registrar ASAP.