



For you. For all. For LIFE.

# GETTING FAMILIAR WITH AthleticsReg

Coaches, Associates & Officials (Technical Members) can view and manage your Memberships in the new platform, AthleticsReg. Some of the highlights include:

- checking the status of your Membership and associated requirements
- managing your profile and personal information
- downloading your Valid police check document

Take a look at the screenshots below to illustrate how to navigate the platform, and visit [HERE: https://athleticsreg.ca/#!/memberships/athletics-ontario-2025-membership](https://athleticsreg.ca/#!/memberships/athletics-ontario-2025-membership) to login and take a peek! You can also renew your membership if you have not done so already!

## Memberships & Certifications Status and Information

The screenshot displays the AthleticsREG user interface. At the top, there is a navigation bar with 'AthleticsREG', language options (ENGLISH | FRANÇAIS), search (FIND), and utility links (TOOLS, Your Name). A sidebar on the left lists navigation options: Home, Memberships & Certifications, Transaction History, User Account Settings, Profile(s), Dashboard, and Logout. The main content area features a red header with 'Your Name - Athletics Ontario' and a 'Manage Official for Your Name/ Info' dropdown. Below this is a 'General information' section with fields for Name (Your Name/ Info), Athletics Member ID (Your Member #), Type (Official), Sub-Type (Official), Status (Active), Effective Date (November 8, 2023), and Expires (December 30, 2024). A red callout box points to the 'Type' field with the text: 'Your Membership type may be Coach, Associate or Official'. The 'Official' section contains a 'Requirements' table with columns for requirement name, completion date, and status. The 'Criminal Records Check (Valid 1 year)' and 'SafeSport Training' rows show completion dates and 'COMPLETE' status. A red callout box points to the 'COMPLETE' status with the text: 'Check your STATUS to ensure all are COMPLETE in order for your Membership to be valid'. Below the requirements is a 'Surveys' section with a 'Click to complete' link. The 'Address' section shows a 'Street Address' field with 'Your Info' and a 'Province/State' dropdown set to 'Ontario'.

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## Technical Membership Information:

**AthleticsREG** ENGLISH | FRANÇAIS FIND TOOLS **Your Name**

Home  
Memberships & Certifications  
Transaction History  
User Account Settings  
Profile(s)  
Dashboard  
Logout

Hi **Your Name**  
Welcome back to your account, here you can view your transaction history, access your memberships or registrations, and update profiles and other account details.

Select profile to manage:

Anthony's Memberships

- Athletics Canada - 2024 Membership COMPLETE
- Athletics Ontario - 2024 Technical Membership COMPLETE
- Athletics Canada - 2023 Membership COMPLETE
- Athletics Ontario - 2023 Membership COMPLETE

Account Transactions

- Athletics Canada
- Interpolia - Refund Protect
- Interpolia Background Checks - via Sterling BackCheck
- Athletics Ontario
- November 9, 2023 COMPLETE

**By Clicking Profile(s), you can view your Police check status and if you purchased your Sterling police check in AthleticsReg, you can download your copy of your report**

**Technical Memberships include Coaches, Associates & Officials**  
**If yours says COMPLETE, this Membership is currently ACTIVE**  
**You can click on the Membership to see more information about the certification requirements status for your Membership.**

## Find and Download your Police check document:

**AthleticsREG** ENGLISH | FRANÇAIS FIND TOOLS **Your Name**

Home  
Memberships & Certifications  
Transaction History  
User Account Settings  
Profile(s)  
Dashboard  
Logout

User Profile: **Your Name**  
Here, you can access and manage all the profiles linked to your account, allowing you to update various attributes for each individual.  
[← BACK TO DASHBOARD](#)

Select profile to manage:

Name: **Your Name** and info Email: Phone: Nationality: Edit

Background Checks

Background Check Type	ID	Creation Date	Submission Type	Status	Result	Valid From	Last Updated Date
Sterling BackCheck - Canadian Criminal Record Check for Athletics Canada	-	October 24, 2023	Imported	Completed	<span>Clipboard</span>	January 6, 2023	October 24, 2023
Sterling BackCheck - Canadian Criminal Record Check for Athletics Canada		November 9, 2023	Automated	Completed	<span>Clipboard</span>	November 9, 2023	November 9, 2023

Attributes and Records

Member Information

Name	Value	Last Updated
Athletics Member ID	7026836	November 10, 2023

Coach / Official Information

Name	Value	Last Updated
NCCP #	<b>Your NCCP #</b>	January 8, 2024
SafeSport (Completion Date)	2023/09/03 00:00:00	October 13, 2023

**Click on the Clipboard to download your police check result document**

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## **AthleticsReg Customer Service Support:**

Athletics Ontario Club administrators and members may also contact AthleticsReg for questions regarding your account, payments or requirements through the following ways:

- In your account, at <https://athleticsreg.ca/#!/memberships/athletics-ontario-2025-membership> you can Explore the online Knowledge Base to find comprehensive FAQ's on using the system
- Email [info@athleticsreg.ca](mailto:info@athleticsreg.ca)
- Live on-line chat during the hours of 11:00 am to 7:00 pm EST Monday to Friday.
- Phone 1-866-534-2453 (press 1, then 9) during the 11-7 business hours Mon-Fri

## **2025 OFFICIALS REQUIREMENTS:**

- **Criminal Background Check** – an annual requirement for registering as an Official. See the Options below for submitting your police check.
- **NCCP Safe Sport** – This module must be completed and valid. To register for this FREE online module, you must have an NCCP account. If you don't have one, please visit <https://thelocker.coach.ca/account/login?mode=login>. (See instructions for registering in your Locker below). You can then take the e-learning module at <https://thelocker.coach.ca/onlinelearning#SS>

You can review the revised Membership Policy, as well as our other policies, on our [website](#).

## **Criminal Background Check Information:**

### **Option 1: Purchasing through AthleticsReg**

Athletics Ontario is pleased to be able to offer a fast, convenient, and credible online method to request and obtain your police check electronically, at the time of registration, or upon expiration of your previously submitted police check. The type of police check provided is a Criminal Record and Judicial Matters Check (CRJMC). The cost is \$20 (\$22.17 including taxes and transaction fees).

- *In accordance with the Youth Criminal Justice Act (YCJA), youth records will only be released to federal, provincial or municipal government agencies. Record checks for young persons won't be conducted for any other purpose. Therefore, annual criminal record checks will not be required for minor coaches (under the age of 18).*

**NOTE:** Upon registering and paying for this service, you will receive a confirmation email with the subject line: "Reminder: Please complete your consent for the background check you purchased" from [info@athleticsreg.ca](mailto:info@athleticsreg.ca). The background check is performed by Sterling Backcheck. Part of the process includes asking for your consent and some further information about you in order to allow Sterling Backcheck to properly proceed. The consent forms can be completed online and will take just a few minutes of your time. If a member has a police check that is still valid (1 year from the date of completion) in the AthleticsReg system, a new one will not be required until time to do so. When the police check is due to expiry, a reminder email will be automatically sent 30 days, 7 days, and 1 day in advance, with a link to purchase one. A "past due" notice will also be sent when it has expired and a reminder 30 days past due, each advising that the membership is no longer valid and not eligible under Athletics Ontario's insurance.

**IMPORTANT:** this is **NOT** a Vulnerable Sector Check (VSC), which can **ONLY** be requested directly through a Municipal Police service, or RCMP if in a municipality served by the RCMP. VSCs are only suggested if working ONE-ON-ONE with a vulnerable person. If you require a VSC, please visit your municipal police service or RCMP.

## OPTION 2: Getting and submitting your own to AO

- If you have sourced your own police check through your Municipal Police Services or RCMP division, please submit your digital or appropriately scanned police check to [office@athleticsontario.ca](mailto:office@athleticsontario.ca) (you may do this directly or via your Club Registrar)
- If you are a Volunteer with your club, you may be eligible to receive a FREE police check. Please check with your Club registrar and your local police services for details.

## What Is The Difference Between A Basic, Enhanced And Vulnerable Sector Background Check?

READ HERE: <https://support.charityvillage.com/hc/en-us/articles/4415285966861-What-is-the-difference-between-a-Basic-Enhanced-and-Vulnerable-Sector-Background-Check->

## NCCP Safe Sport Step-By-Step Instructions

Once you click on this link: <https://thelocker.coach.ca/onlinelearning#SS>

**Scroll down the page until you see the following and complete the following steps:**

Select **“Sport”**, then choose **“Athletics”** from the dropdown menu, and then click on the **“roles”** you are involved in, then click on the **“Continue”** button that appears, once you make your selections.

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Are you involved with a sport, or do you work for a multi-sport organization?

- SPORT  
 MULTI-SPORT

PLEASE SELECT THE SPORT

PLEASE SELECT ALL  
INVOLVEMENT TYPES THAT  
DEFINE YOUR ROLE

- Executive** (Senior staff, high performance directors and operational board member)  
Organization
- Athlete involved staff (Consultants, adjudicators, investigators)
- Coach** (Competitive, instructional or community)
- Coach developer (Learning facilitator, evaluator, master coach developer)
- Official** (Referee, umpire)
- Technical staff (Performance staff, physio, massage, nutrition, mental, s&c)
- Venue staff (Training center, event)
- Athlete (Individual, team member)
- Athlete guardian (Parent, chaperone)
- Administrative staff** (Admin, finance, governance board, organizing committee, event or location volunteers (without athlete contact))  
Organization

Add

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**Continue**

## Rowan's Law – Concussion Awareness

Additionally required this year is that **all members** to review the Ontario Ministry's Rowans Law concussion awareness information and sign off that they have reviewed the mandatory information. The information is available on the Safe Sport page of our website: <https://athleticsontario.ca/safe-sport/>