



## HOW TO UPDATE SIDELINE

All Safe Sport Training Requirements are housed on Sideline Learning. When you select your “Role” your requirements will populate.

Get Started:

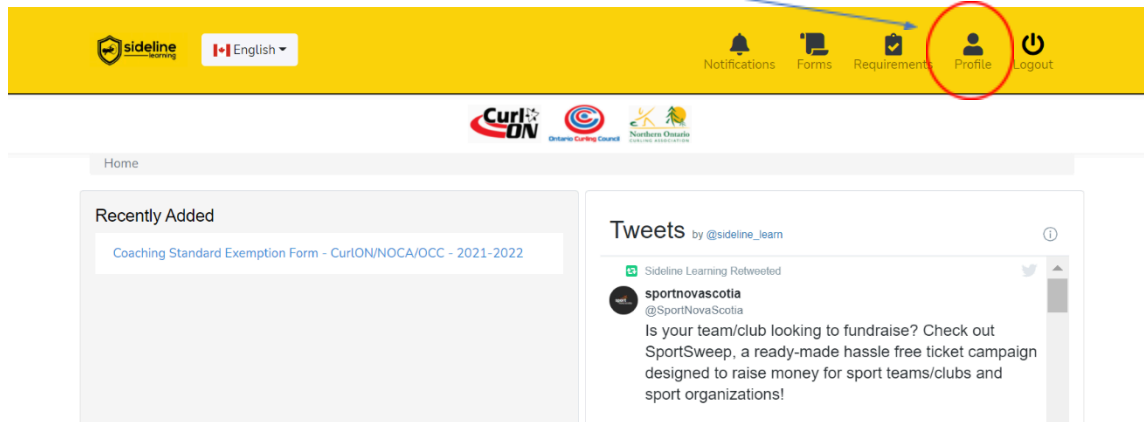
- 1) Go the Sideline Learning Log in Page: <http://curlingontario.sidelinelearning.com/>
- 2) Login if you already have an account OR Register to create a new account. Fill in the requested information on the Register Screen and click the Blue Register Button.



Please bookmark this site on your browser, you will need to access this site annually.



3) Once logged into the site – click on the Profile icon on the top right corner of the screen.

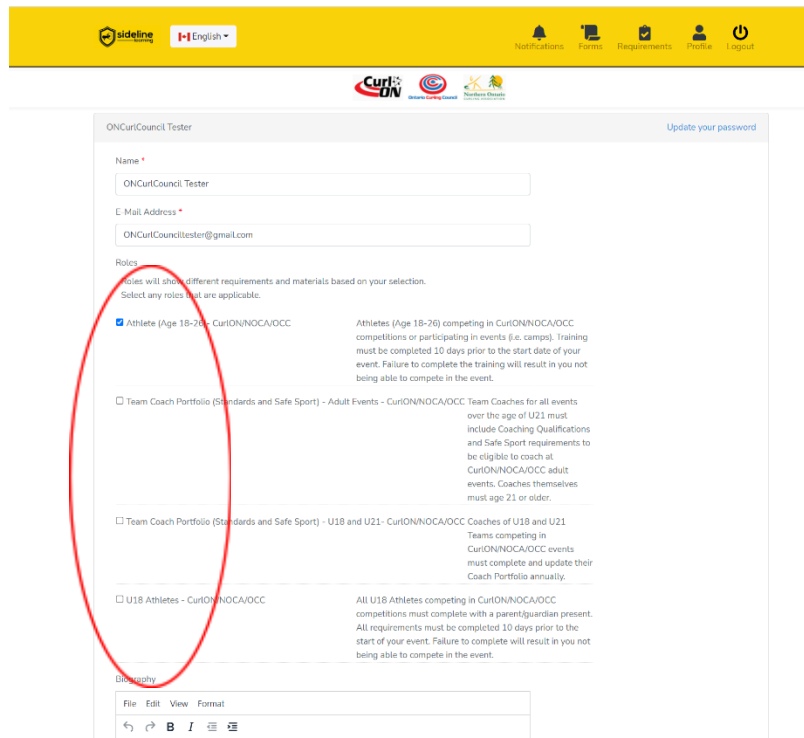


4) When in the Profile screen – select the roles which apply to you.

You can select more than one role in the system – example you may coach both Youth teams and Adult teams.

Update the requested information on the profile page.

Before leaving the page, scroll to the bottom and click UPDATE.





5) After you have selected the “roles you play” within the game of curling, click on the Requirements tab on the top right corner.

The screenshot shows the user profile page for 'ONCurlCouncil Tester'. The top navigation bar is yellow and contains icons for Notifications, Forms, Requirements (circled in red), Profile, and Logout. Below the navigation bar are logos for Curl ON, Ontario Curling Council, and Northern Ontario Curling Association. The main content area shows a message 'Your profile has been updated.' and a form with fields for Name (ONCurlCouncil Tester) and E-Mail Address (ONCurlCounciltester@gmail.com). Under the 'Roles' section, the role 'Athlete (Age 18-26)- CurlION/NOCA/OCC' is selected. A description for this role states: 'Athletes (Age 18-26) competing in CurlION/NOCA/OCC competitions or participating in events (i.e. camps). Training must be completed 10 days prior to the start date of your event. Failure to complete the training will result in you not'.

6) When in the “requirements” screen you will see what Training/Attestations are needed for your role.

Each item will have a brief description, often a link to access the resource – ie a file to read, a link to another webpage, etc...

To complete the Training Requirement click on the “Update Requirement button” and you’ll see what needs to be done to complete that training – often it’s entering a date and a check box, entering some text or uploading a file.

The screenshot shows the 'Your Requirements' page for 'ONCurlCouncil Tester'. It includes a message: 'The below requirements have been assigned to you by your organization. Requirements are assigned by Role, if you need to update your Role within the organization click on the Update your Profile button or contact your site administrator.' Below this is a table of requirements:

Requirement	Completion Date	Expiry Date	Status
Code of Conduct, Harassment and Ethics Policy - OCC/NOCA/CurlION The Ontario Curling Council, Northern Ontario Curling Association and CurlION share a common Code of Conduct, Harassment and Ethics Policy. Participants, Staff, Collectors, Officials, Coaches and Athletes are required to acknowledge that they will follow the Code of Conduct, Harassment and Ethics Policy when participating in any OCC/NOCA/CurlION sanctioned events, meetings and competitions. <a href="https://www.dropbox.com/s/3tw3kmt9412cgeU/Code%20of%20Conduct%2C%20Harassment%20and%20Ethics.pdf?dl=0">https://www.dropbox.com/s/3tw3kmt9412cgeU/Code%20of%20Conduct%2C%20Harassment%20and%20Ethics.pdf?dl=0</a>	2021/10/19	2022/10/19	Approved
Rowan's Law - Concussion Awareness and Concussion Code of Conduct - Athletes Athletes under the age of 27 must acknowledge annually that they have reviewed Concussion Awareness Resources and will adhere to the organization's Concussion Code of Conduct (Contained within the Concussion Policy - which can be found in the "materials" Section). Athletes under the age of 18 need to complete this requirement with their parent/guardian. <a href="https://www.ontario.ca/files/rowans-law-concussion-awareness-and-concussion-code-of-conduct-athletes">https://www.ontario.ca/files/rowans-law-concussion-awareness-and-concussion-code-of-conduct-athletes</a>			

At the bottom right of the table, there is an 'Update Requirement' button with a warning icon, which is circled in red. Blue arrows from the text on the left point to the 'Update Requirement' button and the description of the second requirement.



7) When completing the requirement – simply read the description and fill in the requested information.

In this example, the user is agreeing to adhere to the organization’s Code of Conduct, and simply has to acknowledge the date they have reviewed and agreed to adhere to the Code of Conduct.

After filling out the requested information, click Submit Requirement.

Requirement - Code of Conduct, Harassment and Ethics Policy - OCC/NOCA/CurlON

### Complete Requirement by Acknowledgement

Required fields are marked with a \*.

Code of Conduct, Harassment and Ethics Policy - OCC/NOCA/CurlON

The Ontario Curling Council, Northern Ontario Curling Association and CurlON share a common Code of Conduct, Harassment and Ethics Policy. Participants, Staff, Contractors, Officials, Coaches and Athletes are required to acknowledge that they will follow the Code of Conduct, Harassment and Ethics Policy when participating in any OCC/NOCA/CurlON sanctioned events, meetings and competitions.

<https://www.dropbox.com/s/cw3kmt9412cge/Code%20of%20Conduct%2C%20Harassment%20and%20Ethics.pdf?dl=0>

I acknowledge that I have met the requirements as outlined.

Completion Date ? \*

yyyy-mm-dd

Submit Requirement

8) When you “Submit Requirement” you’ll be taken back to the main Requirements page and you will now see that there is a checkmark beside that requirement.

Continue through each requirement, clicking submit after each one.

ONCurlCouncil Tester Update your Profile

Your file was successfully uploaded.

ONCurlCouncil Tester

You can upload documents to satisfy new requirements or submit additional Logs for expired and rejected statuses.

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Rowan's Law - Concussion Awareness and Concussion Code of Conduct - Athletes Athletes under the age of 27 must acknowledge annually that they have reviewed Concussion Awareness Resources and will adhere to the organization's Concussion Code of Conduct (Contained within the Concussion Policy - which can be found in the "materials" Section). Athletes under the age of 18 need to complete this requirement with their parent/guardian. <a href="https://www.ontario.ca/page/rowans-law-concussion-awareness-resources">https://www.ontario.ca/page/rowans-law-concussion-awareness-resources</a>			⚠ Edit
Safe Sport Module - Coaching Association of Canada The module is housed on the Coaching Association of Canada's (CAC) website) – the module is for all users – not just coaches. • Average completion time 60-90 minutes. • The module is free. • The module is available in French. • If you have previously completed this Module (within last three years), you do not need to repeat, you just need to make note of your Locker (NCCP) registration number and the date you completed the training. <a href="https://safesport.coach.ca/participants-training">https://safesport.coach.ca/participants-training</a>			⚠ Edit



NOTES:

- Some requirements will require “APPROVAL” from an administrator before your status is completed. When the Administrator approves this requirement then your status will get a green checkmark.
- Be sure you enter the date you completed the requirement for items like the Safe Sport Module or a Criminal Record Check (ex. The date the Criminal record check was issued, or the actual date you complete the Safe Sport Module on the locker)
- Sideline Learning will send you an automatic reminder two months, two weeks and two days before an item needs to be “renewed.” Items like Rowan’s Law training and Code of Conduct must be renewed annually, where Safe Sport Training and Criminal Record Checks are every three years.
- You may already have an NCCP (National Coaching Certification Program Number) – if you need help gaining access to your account please reach out to [erin@curlingontario.ca](mailto:erin@curlingontario.ca)

***IF YOU NEED ASSISTANCE WITH ANY OF THESE INSTRUCTIONS OR TO GAIN ACCESS TO YOUR NCCP ACCOUNT, PLEASE CONTACT:***

Erin Jarvis

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