

CAHA Mandatory Anti-Bullying Training Instructions

PARENT TRAINING - for parent who IS NOT a locker room monitor, manager, or coach.

- 1) Use the ADULT link <https://caha-adult.respectgroupinc.com/>
- 2) Select "NEW TO THIS PROGRAM? Click here to register now."
- 3) Click on NEW USER
- 4) Create a UNIQUE username and password.
- 5) Create your account by entering your name and DOB (DO NOT use your players information at this point).
- 6) Select your role: **PLEASE MAKE SURE YOU CLICK ONLY THE PARENT BOX.** This will NOT require you to enter a USAH Registration number. NOTE: the box will remain there, but a non-staff parent should NOT enter anything (DO NOT enter your player's number).
- 7) Take course:
 - a) After chapter 5 you will take a quiz
 - b) Continue to chapter 6 after you complete the quiz.
 - c) You will receive a certificate with a number after you complete Chapter 6 (make note of that number).
- 8) Upon completion of PARENT Training, the player will need to complete the **PLAYER TRAINING*** (see instructions below)

PARENT TRAINING - for parent who IS a locker room monitor, manager, or coach.

- 1) Use the ADULT link <https://caha-adult.respectgroupinc.com/>
- 2) Select "NEW TO THIS PROGRAM? Click here to register now."
- 3) Click on NEW USER
- 4) Create a UNIQUE username and password.
- 5) Create your account by entering your name and DOB (DO NOT use your players information at this point).
- 6) Select your role: **PLEASE MAKE SURE YOU CLICK THE PARENT BOX AND EITHER THE VOLUNTEER OR COACH box.** This will require you to enter YOUR USAH Registration number as the volunteer or coach (DO NOT enter your player's USAH number).
- 7) Take course:
 - a) After chapter 5 you will take a quiz
 - b) Continue to FYI chapter 6 after you complete the quiz.
 - c) You will receive a certificate with a number after you complete Chapter 6
- 8) Upon completion of PARENT Training, the player will need to complete the **PLAYER TRAINING*** (see instructions below)

PLAYER TRAINING - to be completed by player AFTER parent training is complete

- 1) Use the PLAYER Link <https://caha-youth.respectgroupinc.com/>
- 2) Select "NEW TO THIS PROGRAM? Click here to register now."
- 3) Click on NEW USER
- 4) Create a **UNIQUE** username and password for each child (DO NOT use the same username as the parent or other sibling players).
 - a) Email address in the PROFILE INFORMATION section can still be parent's email.
- 5) Create an account under your player's name and DOB (DO NOT use parent's information at this point).
- 6) Enter the player's USA Hockey Registration number.
- 7) Enter the parents' adult certificate number so player may access training.
- 8) Player will take course:
 - a) After chapter 5 player will take a quiz
 - b) Player will continue to chapter 6 after he/she completes the quiz.
 - c) Player will receive a certificate after he/she completes Chapter 6

ADULT TRAINING - Coach or staff member who is not a parent of a player on the team.

- 1) Use the ADULT link <https://caha-adult.respectgroupinc.com/>
- 2) Select "NEW TO THIS PROGRAM? Click here to register now."
- 3) Click on NEW USER
- 4) Create a UNIQUE username and password.
- 5) Create your account by entering your name and DOB.
- 6) Select your role: **PLEASE MAKE SURE YOU CLICK EITHER VOLUNTEER OR COACH.** This will require you to enter your USAH Registration number.
- 7) Take course:
 - a) After chapter 5 you will take a quiz
 - b) Continue to FYI chapter 6 after you complete the quiz.
 - c) You will receive a certificate after you complete Chapter 6

If anyone runs into issues with the training, please contact:

Help Desk/Tech Support - <https://support.respectgroupinc.com/>

If anyone has any complaints/questions/comments, please contact:

CAHA President Tom Hancock president@caha.com