

# 2009-10

## CEP Process

- 1) EVERY coach must have a valid CEP card by December 31, 2009.  
NO EXCEPTIONS!
  - a. VALID means:
    - i. Not going to expire on December 31
    - ii. Appropriate level sticker they are coaching
    - iii. All stickers leading up to the appropriate level
    - iv. Name printed and signed on back of card
- 2) Association Registration Coordinators will provide the name, phone and email of their Association ACE Coordinator to Lynn Brandt.
- 3) Association Registration Coordinator will compile a list of all coaches who's cards are not considered VALID (those who's card will expire, do not have a card, their sticker is not the appropriate level, missing any stickers, names not on back of card.) and email it to Lynn Brandt following each verification meeting.
- 4) Lynn Brandt will contact the Association ACE Coordinator and the Association President to get them a copy of the list of coaches and a list of CEP classes so they can pass them onto to the coaches who need them.
- 5) The Association ACE Coordinator will contact the coaches to get their cards updated and send them to Lynn Brandt as well as to their Association Registration Coordinators so they can get a copy of the card into the team book.
- 6) At the end of the season (December 28) any coach still on this list will be removed from the roster by the Association ACE Coordinator and a copy of the roster will be sent to the Association Registration Coordinator and emailed to Lynn Brandt. At this time the coach cannot participate with the team until his/her card is valid. When it is valid s/he can be placed on a supplemental roster and re-verified.
- 7) I will work closely with your Association ACE Coordinator who will work closely with your coaches and Association Registration Coordinator.
- 8) The Registration Coordinators will not chase down the coaches to get their CEP cards updated. Once the roster is validated it is up to the ACE Coordinator to work with the coaches to get them to the appropriate CEP class to get their card current and get the information to the Registration Coordinator and Lynn Brandt.

If we cannot make this system work this year we will have one of two options for next year.

We will either go back to "Temp Rosters" or we will not allow a coach on the roster until his/her card is VALID