

**\* Coaching Education Program Requirements effective for the 2011-12 season and beyond.**

VII. COACHING PROGRAM

A. Coach Registration

All ice hockey coaches as well as instructors of USA Hockey programs shall be registered for the current season (before the start of the season) in order to be eligible to coach/instruct in any regular-season activities (practices, clinics, games, tournaments, try-outs, etc.), state, district, regional playoff, national championships or in the USA Hockey Player Development Programs. There will be an annual fee to register the coaches (head and assistants) and instructors. Coaches who also play on a USA Hockey registered team are required to pay this registration fee only once per year. Coaches may register as participants online at [www.usahockey.com](http://www.usahockey.com) or through a local association/member program (refer to Section I Participant Registration). Junior coaches shall register with and through their teams with the junior registrar.

*Note 1: All USA Hockey Coaching Education Program Instructors and National Player Development Camp coaches will be exempt from the annual participant registration fee, but must complete the participant registration process.*

*Note 2: The head coach and all assistant coaches of each disabled hockey team must complete the required CEP registration and proper level of certification. Those volunteers or employees who assist with helping disabled hockey teams (i.e. interpreters, pushers, on-ice mentors, etc.) must be properly registered with USA Hockey but are not required to attend a CEP clinic and otherwise comply with these rules and regulations.*

All ice hockey coaches and instructors of registered USA Hockey Youth 18 & Under and below, high school, girls'/women's 19 & under and below, and disabled programs must properly wear an approved ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages and all Coaching Education Program clinics and/or workshops.

Registration, education and other requirements for inline coaches are as provided in the USA Hockey InLine Rules and Regulations.

B. Coaching Education Program Requirements

(1) Required Coaching Education Program Levels for Ice Hockey

USA Hockey requires that all affiliates and/or districts shall establish the following requirements without modifications for all coaches (head and assistant).

All coaches must have the required certification level by January 1 of the current season.

- a. All coaches must enter USA Hockey's Coaching Education Program at Level 1, and must continue their education each year until, at a minimum, they achieve Level 3. A coach may attend only one (1) certification clinic per year (not including age-specific requirements). Coaches who do not coach in continuous years must re-enter the program at the next level when they resume coaching responsibilities. Once Level 3 is achieved, periodic renewal [as outlined in Paragraph (c) below] is required for coaches who have not achieved Level 4. *Coaches of Tier 1 and Tier II (National Tournament Bound) 14U, 16U, and 18/19U teams must complete Level 4 in their fourth season of coaching.* Coaches who attain Level 4 certification are not required to attend any further certification clinics but must adhere to the age-specific requirement as outlined in Paragraph (b) below.
- b. In addition to the training in Paragraph (a) above, coaches must also complete age-specific training components specific to the level of play they are coaching, if they have not already taken that component. This requirement applies to all coaches at all levels, 1 through 5. Coaches may complete more than one age-specific component in any given season.
- c. Coaching certification at Level 3 is valid for two (2) seasons, as indicated by the expiration date on the Level 3 sticker.

A coach whose Level 3 is due to expire must take the online Level 3 Recertification Track 1 curriculum or they may move up to Level 4. Level 3 Track 1 Recertification is valid for two (2) seasons.

A coach whose Track 1 Level 3 recertification is due to expire must take the online Level 3 Recertification Track 2 curriculum or move up to Level 4. Level 3 Track 2 Recertification is valid for two (2) seasons.

Coaches whose Track 2 Level 3 Recertification is due to expire must attend a Level 4 clinic prior to the expiration of their Level 3 Recertification.

Coaches must complete the online recertification program in order to recertify their Level 3 certifications. Attending a clinic or workshop is no longer valid for recertifying any certification level.

- d. Grandfather Clause-For coaches who enrolled in the Coaching Education Program prior to May 1, 2011, their entry into the above program will be at their current certification level. Level 1 and 2

coaches must adhere to paragraphs (a) and (b) above, effective May 1, 2011. Current Level 3 coaches must adhere to paragraph (b) and (c) above; effective with the season their Level 3 expires.

This chart outlines the progression for a new coach. Coaches with pre-existing certifications will enter the new program at their current certification level and must adhere to paragraphs 1. (a) and (b) above.

Years of Coaching	Certification Requirements
Year 1 (ex: 2011-12)	Level 1 clinic + age-specific component
Year 2 (ex: 2012-13)	Level 2 clinic + age-specific component if not previously taken for current age level
Year 3 (ex: 2013-14)	Level 3 clinic (expires Dec. 31, 2015) + age-specific component if not previously taken for current age level
Year 4 (ex: 2014-15)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 5 (ex: 2015-16)	Complete the online Level 3 Recertification Track 1 (expires Dec. 31, 2017), or attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 6 (ex: 2016-17)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 7 (ex: 2017-18)	Complete the online Level 3 Recertification Track 2 (expires Dec. 31, 2019), or attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 8 (ex: 2018-19)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 9 (ex: 2019-20)	Must attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 10 and beyond	No Level recertification required but must complete age-specific component if not previously taken for current age level. Coaches are highly encouraged to attend a continuing education course every two years.

(2) Evidence of Level

All USA Hockey coaches will possess a USA Hockey Coaching Education Program card with valid certification stickers, or printout from the USA Hockey Online Certification list.

It is the responsibility of the local association to identify those coaches who do not meet the certification requirements. All coaches have until December 31 of the current season to attend a USA Hockey coaching clinic and complete the online playing level component to become properly certified.

Prior to the start of all games throughout the season all coaches are required to indicate their current certification status on the score sheet, regardless of their certification level. All coaches (except for Juniors) must legibly print their USA Hockey Coaching Education Program (CEP) card number, their CEP level (levels 1-5), their online playing level component and the year their CEP level was attained. If a coach cannot produce his/her current USA Hockey Coaching Education Program Card prior to the start of the game, it must be noted on the official game score sheet.

Beginning January 1 of the current season, prior to the start of each game, all coaches present are required to sign the designated area of the score sheet in order to verify the accuracy of the playing roster, as it appears on the score sheet, for that game.

(3) Penalty and Enforcement

All coaches must have current certification and online component verification beginning January 1 of the current playing season. Any coach not in possession of these requirements will be ineligible to coach for the remainder of the season. Districts and/or affiliates are required to uphold this penalty. It will be the responsibility of the local association registering the team to enforce the national policy.

Non-compliance penalties for Junior coaches will be determined by the Junior Council.

(4) Junior Hockey Requirements

All (head and assistant) Tier I and II coaches are required to be certified at Level 4 (attendance at Level 1-3 prerequisites not required). All Tier III coaches (head and assistant) are required to be certified at Level 4 (attendance at a Level 3 clinic is required).

C. Under-Age Coaches

(1) Student Coach

A player age 13 through 17 who is currently properly registered with USA Hockey may serve as a Student Coach.

(2) Qualifications

- Must attend a training session conducted by the local hockey association or audit a Level 1 clinic (not required to pay nor will they receive certification credit).

- Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs and in the locker room.
- May help out at practices, clinics, try-outs only. (May not participate as a player in scrimmages or games when acting as a STUDENT COACH).
- May not act as a head coach or an assistant coach during practices or games.
- May be on the bench during games with an adult. The STUDENT COACH will count as one of the maximum of four Team Officials allowed on the bench.
- Must wear a helmet with full face shield, gloves and skates while on the ice. Must wear helmet during games while on the bench.
- May only work with players at least one full playing age level below the STUDENT COACH (e.g., a Bantam age player may act as a STUDENT COACH at the Pee Wee, Squirt or Mite level).
- The organization that is using the STUDENT COACH must provide a form indicating on the team on which he/she is participating as a STUDENT COACH, and, if applicable, what team he/she is properly registered/rostered as a player. A model form is available on the usahockey.com website.
- Upon reaching the age of 18, the STUDENT COACH must comply with the USA Hockey Screening Program and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.

#### D. Coaching Ethics Code

All USA Hockey ice hockey coaches (head and assistant) and instructors must abide by the USA Hockey Coaching Ethics Code, and understand that violations may result in full or partial forfeiture of coaching privileges in programs, at sites or events under USA Hockey's governance.

All coaches have an obligation to be familiar with USA Hockey's Coaching Ethics Code. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct. The USA Hockey Coaching Ethics Code can be found online at [www.usahockey.com](http://www.usahockey.com) under Coaches.

## Frequently Asked Questions (FAQs) For AGE-SPECIFIC MODULES

- Estimated time to complete an age specific module is 5+ hours.
- The cost to take an age specific module online is \$10 per module.
- You only need to take a module once.
- Modules are specific to the age level of play you are coaching. If you're coaching 2 or more levels, then you would need to take two age specific modules.
- Available age specific modules are:
  - 8U    10U    12U    14U    16/18U
  - Note: Disable-coming in Sept 2012
- Age specific modules must be completed by December 31, 2011. The online system is not available any other time during the year.
- The following URL: [www.usahockey.com/coaching](http://www.usahockey.com/coaching) will serve as the portal to coaching certification information. Under the Coaching Certification header on the left is the link to the Age Specific Modules.
- The modules for (8U & 10U) will be ready by September 6<sup>th</sup>. The remainder of the modules (12U, 14U & 16/18U) will be available on September 12th.
- You must be a USA Hockey member to access the modules. You will need your USAH confirmation number for verification.
- You will need to create a USAH online profile if you don't already have one.
- Pay and begin the module.
- Once you start a module you can exit at any time and save your work. If you save your work in the middle of a chapter, you will have to start that chapter over again when you log back in.
- You have 30 days to complete a module. However, if you register on December 25, 2011, you only have 6 days to complete the module since the system is scheduled to be shut-down by December 31, 2011. Remember all modules must be completed by December, 31, 2011.
- At the end of each section are roughly 3 to 5 questions. If you miss any of the questions the program makes you take that section over again until you answer all of the questions correctly.
- The content for each module was provided by USAH, NTDP staff, NHL, collegiate coaches, and other subject matter experts, such as nutritionists and sports psychologists.
- Each module comes with a workbook, practice plans, skills and drills video clips, animated drills, and whiteboard graphics.

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## WHAT ARE THE STEPS TO BECOME A USA HOCKEY COACH?

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USA Hockey and the Coaching Education Program require both certification and registration to be eligible to coach. Registration is done online on a yearly basis at [www.usahockey.com](http://www.usahockey.com). Certification is also required.

A few basic steps are as follows:

- Register as a member of USA Hockey
- Find, register and attend the required certification clinic. You can only attend one clinic per season. A current list of clinics can be found by clicking here (**The coaching clinic season for Levels 1-3 officially runs from September 1 to December 31**): <http://www.usahockey.com/viewallclinics.aspx>
- Complete the online age-specific module(s) for the age level of play you are coaching. (**The online modules are only available from September 1 to December 31.**)
- Must attend the required clinic and complete the necessary online age-specific module(s) by December 31 of the current playing season to continue coaching on January 1.
- Please also read the FAQ section under Coaches where most of your questions will be answered as well: [http://www.usahockey.com/Template\\_Usahockey.aspx?NAV=CO\\_01&ID=19440](http://www.usahockey.com/Template_Usahockey.aspx?NAV=CO_01&ID=19440)

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## WHY DOES MY 2010/11 LEVEL 1 OR 2 CERTIFICATION EXPIRE DEC. 31, 2011?

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All coaches must adhere to the new Coaching Education Program guidelines that go into effect on September 1, 2011. The new standards require you to attend one clinic every year for Levels 1-3. In an effort to begin educating coaches, we made the 2010-11 stickers reflect the need to attend a clinic next season in accordance with the new standards that will go into effect on September 1, 2011.

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## WHY DOES MY 2010/11 LEVEL 3 CERTIFICATION EXPIRE DEC. 31, 2012?

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All coaches must adhere to the new Coaching Education Program guidelines that go into effect on September 1, 2011. The new standards have the Level 3 certification valid for two seasons. In an effort to begin educating coaches, we made the 2010-11 stickers reflect the need to attend a clinic during the 2012-13 season in accordance with the new standards that will go into effect on September 1, 2011.

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## WHAT LEVEL CERTIFICATION DO I NEED TO COACH THIS YEAR?

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USA Hockey no longer requires a specific certification level based on the age level of play coaching. A coach must progress through the education system every year and have completed the online age-specific module for each age level coaching.

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## HOW MANY CLINICS CAN I REGISTER FOR IN A CLINIC SEASON?

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USA Hockey allows coaches to attend only **ONE** clinic per season. A coach must also complete the online age-specific module for each age level he/she is coaching that year. A coach can complete more than one online age-specific module in a season if he/she is coaching multiple age levels.

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## MY LEVEL 1 IS EXPIRED or EXPIRING THIS DECEMBER, WHAT DO I NEED TO DO?

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You must attend a Level 2 clinic **AND** complete the online age-specific module for each age level you are coaching if not previously taken prior to December 31 of the current playing season.

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## MY LEVEL 2 IS EXPIRED or EXPIRING THIS DECEMBER, WHAT DO I NEED TO DO?

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You must attend a Level 3 clinic **AND** complete the online age-specific module for each age level you are coaching if not previously taken prior to December 31 of the current playing season

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### **MY LEVEL 3 IS EXPIRED or EXPIRING THIS DECEMBER, WHAT DO I NEED TO DO?**

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You must complete the online Level 3 recertification or attend a Level 4 clinic **AND** complete the online age-specific module for each age level you are coaching if not previously taken prior to December 31 of the current playing season. *Coaches of Tier I and Tier II (National Tournament Bound) 14U, 16U, and 18/19U teams must complete Level 4.*

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### **HOW MANY TIMES CAN I DO THE ONLINE LEVEL 3 RECERTIFICATION?**

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You may complete Track 1 and Track 2 of the online recertification program. The program should automatically recognize if you have previously registered for one of the tracks and will direct you to Track 2. If you have already taken the recertification twice, you must attend a Level 4 clinic and complete the online age-specific module for each age level you are coaching if not previously taken.

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### **I WAS TOLD MY LEVEL 4 AND 5 CERTIFICATION WAS VALID FOR LIFE, WHY DO I HAVE TO COMPLETE THE ONLINE AGE-SPECIFIC MODULE(S)?**

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Your certification is still valid for life and requires no recertification. With the advent of the American Development Model all coaches are required to complete the online age-specific module for the age level of play they are coaching. This online component provides information specific to the age of your players in accordance with the ADM and Long Term Athlete Development program.

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### **I DO NOT SEE ANY COACHING CLINICS IN MY AREA**

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**The coaching clinic season for Levels 1-3 officially runs from September 1 to December 31.** Level 4 clinics are typically held from April to August with some districts holding them as late as September/October. A current list of clinics can be found by clicking here:

<http://www.usahockey.com/viewallclinics.aspx>

If you don't see one near you right away, continue to check the website as clinic instructors add clinics on a weekly, if not daily basis. Most clinics have been held by the end of November or beginning of December. If you do not see one in your area, you may need to travel to a neighboring state to locate a clinic before the end of the calendar year or the start of the next clinic season. Clinics are posted by clinic instructors at their discretion. Please contact your District Coach in Chief for more information. All of the contact information for each Coach in Chief can be found here:

[http://www.usahockey.com/Template\\_Usahockey.aspx?NAV=CO\\_03&ID=19526](http://www.usahockey.com/Template_Usahockey.aspx?NAV=CO_03&ID=19526)

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### **USA HOCKEY'S REFUND/TRANSFER POLICY FOR CLINICS LEVEL 1, 2, 3 & 4**

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- Registrants for Levels 1-3 will be allowed to transfer their clinic fee to another posted, open clinic up to 48 hours before the start of the originally scheduled clinic. We are unable to "hold" registration fees. You must select a clinic to transfer to or apply for a refund. Transfers can only occur between clinics of the same level and only to clinics held during the same clinic season.
  - Please send the date, city, state, and level of the original clinic and the clinic you want to transfer into to Alison Raines at [alisonr@usahockey.org](mailto:alisonr@usahockey.org).
- Level 4 clinic fees are non-transferable and will be subject to the refund rules below.
- A processing fee of \$10 will be deducted from all credits/refunds.
- A full refund, minus the processing fee, will be granted if requested in writing at least two weeks before the start of the original clinic.
- A 50% refund, minus the processing fee, will be granted if requested in writing 2-14 days before the start of the original clinic.
- No refunds or transfers will be granted if the request is made within 48 hours of the start of the originally scheduled clinic or after the originally scheduled clinic has started.
- ALL REFUND REQUESTS REQUIRE THE DATE OF THE ORIGINAL ONLINE TRANSACTION AND THE TRANSACTION ID. Both of these items are found on the Clinic Confirmation Receipt you receive immediately

after registering. You are asked to print out this receipt and keep for your records. NO REFUNDS WILL BE PROCESSED WITHOUT THIS RECEIPT.

Click the link below for the Clinic Refund Form:

[http://www.usahockey.com/uploadedFiles/USAHockey/Menu\\_Coaches/Menu\\_FAQ/CLINIC%20REFUND%20FORM.pdf](http://www.usahockey.com/uploadedFiles/USAHockey/Menu_Coaches/Menu_FAQ/CLINIC%20REFUND%20FORM.pdf)

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**MY COACHING LEVEL ON THE COACHES LIST IS INCORRECT.  
MY NAME DOESN'T APPEAR ON THE COACHES LIST AT ALL.**

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If your name does not appear on the coaches list or the information does not accurately reflect your current certification level please contact USA Hockey's National Office. Fax or email a copy of the front and back of your Coaching Education Program card. Please ensure the CEP number, your name, and certification stickers are all visible and legible. Also include your full name, date of birth, current address, telephone number, and email address. Please send to Alison Raines via fax at 719-538-1160 or email to [alisonr@usahockey.org](mailto:alisonr@usahockey.org). It will take a minimum of 3-5 business days to process your update. Please check the online certification list for verification of when your information is updated. We appreciate your patience during the busier times of the year.

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**I RECEIVED A MESSAGE THAT SAYS I HAVE NOT MET THE REQUIRED PREREQUISITES FOR REGISTERING FOR A CLINIC.**

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1. First, check your certification level on the coach's list.

<http://www.usahockey.com/CoachingClinicCertSearch.aspx>

If your name does not appear on the coaches list or the information does not accurately reflect your current certification level, please fax or email a copy of the front and back of your Coaching Education Program card. Please ensure the CEP number, your name, and certification stickers are all visible and legible. Also include your full name, date of birth, current address, telephone number, and email address. Please send to Alison Raines via fax at 719-538-1160 or email to [alisonr@usahockey.org](mailto:alisonr@usahockey.org)

2. Second, if your certification level is correct and your name matches the online certification list, then your date of birth or address is incorrect in our database. Please send your full name, date of birth, current address, telephone number, and email address to Alison Raines at [alisonr@usahockey.org](mailto:alisonr@usahockey.org)

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**I COMPLETED THE FLEXXCOACH PROGRAM BUT HAVEN'T RECEIVED MY STICKER YET OR BEEN UPDATED ON THE ONLINE CERTIFICATION LIST.**

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Please be patient. flexxCOACH submits a report to USA Hockey. USA Hockey personnel then verifies the eligibility of all participants listed, updates the database and then sends stickers to eligible recipients. This whole process can take up to four weeks. You can use your flexxCOACH certificate as proof of your Level 3 re-certification until your sticker arrives.

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**DO ASSISTANT COACHES HAVE TO BE CERTIFIED AT THE SAME LEVEL AS THE HEAD COACH?**

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Yes. USA Hockey does not distinguish between an assistant and head coach in regards to required certification level. All coaches participating in **ALL** team functions (i.e. games, scrimmages, practices, try-outs, tournaments, off-ice training, etc.) must meet the same coaching certification level, based upon the level of play coaching.

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## **I WANT TO USE A STUDENT COACH, WHAT ARE THE RULES AND REGULATIONS?**

### **I AM UNDER 18 AND WANT TO COACH, WHAT DO I NEED TO DO?**

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A player between the ages of 13 and 17 who is currently properly registered with USA Hockey may serve as a student coach under the following conditions:

- Must attend a training session conducted by the local hockey association. Student coaches are not eligible to attend a CEP certification clinic for certification. They may audit a clinic but they do not receive certification credit, nor are they required to pay for the clinic. He/she will need to contact the instructor directly as he/she will not be able to register online due to the age restriction in place.
- Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs, and in the locker room.
- May help out at practices, clinics, try-outs only. (May not participate as a player in scrimmages or games when acting as a STUDENT COACH).
- May not act as the head coach or an assistant coach during practices or games.
- May be on the bench during games with an adult. The STUDENT COACH will count as one of the maximum of four Team Officials allowed on the bench.
- Must wear a helmet with full face shield, gloves, and skates while on the ice. Must wear helmet during games while on the bench.
- May only work with players at least one full playing age level down (e.g., a Bantam age player may act as a STUDENT COACH at the Pee Wee, Squirt or Mite level).
- The organization that is using the STUDENT COACH must provide a form indicating on what team he/she is participating as a student coach, and, if applicable, what team he/she is properly registered/rostered as a player. A model form can be found here: <http://www.usahockey.com/LinkedDocs/c/8/f/c8f2fa88-dbb8-48d7-964c-e27b6c8bdfce.pdf>
- Upon reaching the age of 18, the STUDENT COACH must comply with the USA Hockey Screening Program and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.

## **WHO IS MY DISTRICT COACH IN CHIEF?**

### **HOW DO I CONTACT MY DISTRICT COACH IN CHIEF?**

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District Coach in Chief contact information is located here:

[http://www.usahockey.com//Template\\_Usahockey.aspx?NAV=CO\\_03&ID=19526](http://www.usahockey.com//Template_Usahockey.aspx?NAV=CO_03&ID=19526)

## **I DID NOT COMPLETE THE ONLINE AGE-SPECIFIC MODULE PRIOR TO DECEMBER 31, WHAT HAPPENS NOW?**

### **I WAS NOT ABLE TO ATTEND A CLINIC PRIOR TO DECEMBER 31, WHAT HAPPENS NOW?**

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All coaches must be certified and have completed the online age-specific modules prior to December 31<sup>st</sup> in order to continue coaching the remainder of the season. The Coaching Education Program offers a Request for Temporary Card for the certification clinic if a coach is unable to attend a clinic. This must be requested in accordance with district policies. Please check your district website for information specific to your area. If your district does not grant temporary cards after December 31 then you will be ineligible to coach the remainder of the current season.