

## WIZARDS COACHING REQUIREMENTS

(note: go to USAHOCKEY.com for most up to date rules)

It is USA Hockey and the Wizards policy that only “official” coaches may be on the ice and bench with the players. In order to qualify as an official team coach, there are a few basic steps that need to be followed:

- Register as a member of USA Hockey (Cost currently is \$40)
- Comply with USA Hockey Screening policy and abide by USA Hockey coaching Ethics Policy
  - Complete screening, based on requirements, at beginning of season by going to [www.CHCHOCKEY.org](http://www.CHCHOCKEY.org) and go to “Coach/Volunteer Screening” tab.
- Find, register and attend the required certification clinic. You can locate clinics at [www.USAHOCKEY.com](http://www.USAHOCKEY.com) and go to the “Coaches” tab to locate clinic dates and locations. You can only attend one clinic per season. 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. *See detailed certification requirements below. See Coach Certification FAQs below too.*
- Complete the online age-specific module(s) for the age level of play you are coaching. (Cost is \$10 per module) The online modules are available from September 1 to December 31. *See detailed module requirements below.*
- 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.
- Complete SafeSport Training before season begins. Go to [www.USAHOCKEY.com](http://www.USAHOCKEY.com) and go to the “Saftey” tab and “Training”. Retain the SafeSport training certificate.
- Coaching level evidence: All USA Hockey coaches will possess a USA Hockey Coaching Education Program card. On each game scoresheet, you must print your USA Hockey Coaching Education Program (CEP) card number, your CEP level (levels 1-5), your online age-specific playing level module and the year your CEP level was attained.
- Helmets must be worn on the ice by coaches during all practices

### **DETAILED CERTIFICATION and MODULE REQUIREMENTS**

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 with a coaching clinic each year until, at a minimum, they achieve Level 3. EXCEPTION: Coaches of 8U or younger players may remain at Level 1 or their current level. 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 national tournament bound teams (Tier I 14U, 16U and 18/19U and Tier II 16U and 18/19U) must complete Level 4 in their fourth season of coaching. Coaches who attain

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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 online age-specific training modules specific to the level of play they are coaching, if they have not already taken that module. This requirement applies to all coaches at all levels, 1 through 5. Coaches may complete more than one age-specific module in any given season.

(c) Coaching certification at Level 3 is valid for two (2) seasons, as indicated by the expiration date.

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.

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	
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

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YEARS OF COACHING	
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.

### **COACHING CERTIFICATION FAQs**

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

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. Mite (8 and Under) coaches may remain at Level 1 (even if it is expired) until they move to another age level of play.

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

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. Mite (8 and Under) coaches may remain at their current level (even if it is expired) until they move to another age level of play.

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

You must complete the online Level 3 recertification (Track 1 or Track 2) 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. You can no longer attend another Level 3 clinic to recertify your Level 3 certification. Coaches of National Tournament Bound Tier I 14U, 16U, and 18/19U and Tier II 16U, and 18/19U teams must complete Level 4 the first year they are able to do so. Mite (8 and Under) coaches may remain at their current level (even if it is expired) until they move to another age level of play. You can determine which recertification track by looking at your information on the online certification list. Click on your name and you will see your full information. If there is one Level 3, then you would complete Track 1. If there are two Level 3s, then you would complete Track 2. If there are three or more Level 3s, then you must attend a Level 4 clinic.

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

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.

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

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.