

USA HOCKEY COACHING EDUCATION RECOMMENDED GUIDELINES

USA Hockey Coaching Education Program strongly recommends that the following set of guidelines be used as a minimum criteria for districts and/or affiliates establishing mandatory coaching education requirement policies.

It must be clearly understood that any coaching education requirement policies established by a district and/or affiliate must be administered and enforced by that district or affiliate.

Below are minimum criteria for districts and/or affiliates establishing mandatory coaching education requirement policies.

All coaches (heads and assistants) must have the USA Hockey coaching education card by December 31 of the calendar year.

COACHING EDUCATION REQUIREMENTS	
Level Of Play	Coaching Education Program Level
8 & Under (Mite)	Level 1
10 & Under (Squirt)	Level 2 <i>(Prerequisite Level 1)</i>
12 & Under (Pee Wee)	Level 3 <i>(Prerequisite Level 1 and 2)</i>
14 & Under (Bantam)	Level 3 <i>(Prerequisite Level 1 and 2)</i>
16 & Under (Midget)	Level 3 <i>(Prerequisite Level 1 and 2)</i>
18 & Under (Midget)	Level 3 <i>(Prerequisite Level 1 and 2)</i>
Midget I (Tier I & Tier II National Tournament-bound)	Level 4 <i>(Prerequisite Level 1, 2 and 3)</i>
Level Of Play	Coaching Education Program Level
High School	Level 3 <i>(Prerequisite Level 1 and 2)</i>

Level Of Play	Coaching Education Program Level
Junior C	Level 3 <i>(Prerequisite Level 1 and 2)</i>
Junior A & B	Level 4 <i>(Per individual league guidelines)</i>
Level Of Play	Coaching Education Program Level
Girls/Women 8 & Under	Level 1
Girls/Women 10 & Under	Level 1
Girls/Women 12 & Under	Level 2 <i>(Prerequisite Level 1)</i>
Girls/Women 14 & Under	Level 3 <i>(Prerequisite Level 1 and 2)</i>
Girls/Women 16 & Under	Level 3 <i>(Prerequisite Level 1 and 2)</i>
Girls/Women 19 & Under	Level 3 <i>(Prerequisite Level 1 and 2)</i>

USA HOCKEY FREQUENTLY ASKED QUESTIONS

Coaching FAQs

I've lost/damaged my Coaching card. How can I obtain a replacement?

For coaches who have attended a clinic, received a blue plastic card and have misplaced it, replacement cards may be obtained here. Please enclose [this form](#) with a check for \$5.00 made payable to USA Hockey, and return to:

USA Hockey
c/o Alison Raines
1775 Bob Johnson Drive
Colorado Springs, CO 80906

My CEP level is not reported correctly or not listed on your website. How can I fix this?

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

I received a message that states I have not met the required prerequisites for registering for a clinic.

First, check your certification level on the coach's list. If your name does not appear on the coaches list or the information does not accurately reflect your current certification level please follow the instructions above for updating the certification list.

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

If your certification level is correct, 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 via fax at 719-538-1160 or email to alisonr@usahockey.org

What is USA Hockey's Refund/Transfer Policy for Coaching Clinics

- Registrants for Levels 1-3 will be allowed to transfer their clinic fee to another clinic up to 48 hours before the start of the originally scheduled clinic. Transfers can only occur between clinics of the same level.
 - 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.
- 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.
- Level 4 and 5 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.
- 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 here for the Clinic Refund Form](#)

When does my current certification level expire?

Coaching certification levels are valid for three years; however, you must be certified for the level of play you are currently coaching.

NOTE: *USA Hockey establishes the maximum duration of certification. Each District and/or Affiliate may establish tougher standards. Check your District/Affiliate website for further information.*

If you received your card prior to the current 2005/06 season, your certification level sticker does not contain an expiration date. Please check the following chart for expiration dates:

Season Certification Received/Year Certification Expires

2002-03	/	Dec. 31, 2005
2003-04	/	Dec. 31, 2006
2004-05	/	Dec. 31, 2007
2005-06	/	Dec. 31, 2008

If you are Level 1 or Level 2 coach, you must move up to the next Level and attend a clinic BEFORE the expiration date to remain a current coach.

If you are a Level 3 coach, you must attend another Level 3 clinic, move up and attend a Level 4 clinic, or complete the online recertification program through FlexxCoach BEFORE the expiration date to remain a current coach. All of the FlexxCoach information can be found here: [/Template Usahockey.aspx?NAV=CO_02_04&ID=19518&DetailedNews=yes](/Template/Usahockey.aspx?NAV=CO_02_04&ID=19518&DetailedNews=yes)

If you have questions specific to the FlexxCoach program, please read the above

page first. If you have additional questions, contact FlexxCoach directly at 888-396-5044, Monday-Friday from 8 am to 5 pm Mountain time.

I completed my flexxCoach program but have not yet received my sticker?

What do I do?

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.

What level certification do I need to coach this year?

USA Hockey establishes the minimum requirements for certification. These requirements are based on the level of play you are currently coaching. Each District and/or Affiliate may require higher certification levels. Check your District/Affiliate website for further information.

Refer to the chart [on this page](#) for specific minimum requirements.

Must assistant coaches be certified at the same level as the head coach?

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.

What are the rules and regulations for using a Student Coach?

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.
- 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 play during scrimmages or games).
 - May not act as the head coach or assistant coach during practices or games.
- 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.
 - 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.](#)

- Upon reaching the age of 18, the student coach must comply with all USA Hockey coaching and screening rules and regulations.



ESTAR
SERVING THE AMERICAN RINKS

USA HOCKEY
MAGAZINE

[CLICK HERE TO BECOME A USA HOCKEY MEMBER](#)

FIND HOCKEY NEAR YOU 

[FIND >>](#)

ADVANCED SEARCH >>