AMATEUR HOCKEY ASSOCIATION ILLINOIS, Inc.

"Dedicated to the development of today's youth through Athletic and Academic excellence."

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2009-10
Coaching Education Program
Clinic Requirements

(A Coach must also be screened — this is mandatory)

THE FOLLOWING IS A BRIEF SUMMARY OF THE COACHING EDUCATION REQUIREMENTS. You should check out the actual Requirements of the USAH Guide, either hard copy or at the USA Hockey web site.

We have also set the Requirements out at the end of this summary.

Please, keep in mind....what you are reading here is just a Summary to try to explain the Requirements and give examples. AHAI will follow this Summary as an AHAI Rule *("Rules")* except if they are contradictory to the actual USAH Rules, however, if the Rules are more strict than the USAH Rules, AHAI will follow its Rules. AHAI will look to the Rules Summary in interpreting the Rules.

It is the Coach and the Organization's responsibility to be familiar with and comply with the Rules. It is not the responsibility of AHAI to "police" knowledge of or compliance with the Rules.

AHAI does not generally "police" the compliance with the Rules. The State Tournament Committees will use reasonable efforts to check accreditation for the State Tournament. Regardless of the effort of the State Tournament Committee, it is the responsibility of the Coach to comply with the Rules. The Rules apply to any AHAI game, not just the State Tournament and that is the coach and the organization's responsibility to comply.

If there is any question about the Rules and/or compliance, the Coach and the Organization have the entire responsibility to inquire of AHAI in writing to obtain an answer to the question.

General: Essentially, each coach *(head coach and assistants)* must attend the appropriate level Coaches Education Program, receive and have the Coaching Card available and signed before coaching or they are not accredited and are not eligible to be on the bench or any coaching activity.

If you are on the bench or on the ice or doing anything that can be considered "coaching," you need to meet the Requirements.

You must be 18 to be a head or assistant coach in IL. USAH has a provision for Student Coach and there are significant requirements. See the requirements in the USAH Guide. A person may be a Student Coach if they are between the ages of 13-17 and attend the Initiation *(Level 1)* Clinic, but, may not attend any higher level clinic. They must follow the USAH Rules on Student Coaches.

Deadline: The Deadline each year is December 31 to have accomplished these requirements.

Levels of Coaching Education: There are 5 levels of coaching education:

Initiation *(Skill Development - Level 1)*,
Associate *(Level 2)*,
Intermediate *(Level 3)*,
Advanced *(Level 4)*
Masters *(Level 5)*.

USAH now uses the numeric designations, not the names.

There are prerequisite requirements to attain the next level of Coaching Accreditation.

Clinics: There are generally, 3-4 Clinics in Illinois at each of the following levels: Initiation *(1)*, Associate *(2)* and Intermediate *(3)*. There are also 1-2 Advanced *(4)* Clinics in the Central District *(IL, WI, MO, IA, KA, NE)* and they are put on by USAH through the Central District Coach-In-Chief. There are Masters *(5)* Clinics put on by USAH, however, they are not as often as Advanced.

Currently, the Initiation *(1)*, Associate *(2)* and Intermediate *(3)* clinics start in August, go through September and into October with one in December at Pekin, each on a Saturday for a full day. The Advanced *(4)* Clinics are generally set pre-season, but, have been held during the season and start on Friday and end on Sunday mid-day.

Coaches **MUST BE REGISTERED AND PRE-PAID IN ADVANCE!!!!**

CLINICS FILL UP EARLY and WE WILL NOT ADD ATTENDEES ONCE WE ARE SLIGHTLY OVERBOOKED....SOÉ..SIGN UP EARLY!!!!!

The clinics fill up early....especially those late in the dates *(late September, October and the December clinic in Pekin)*....seems coaches are prone to wait until the last minute.....that will probably not work and they may not get in...AND WILL NOT BE ACCREDITED, so sign up early. Early clinics do not seem to have as many coaches signing up....so, it is easier to get in.

On-Line Registration: AHAI now has on line registrationÉ..access the AHAI web site *(www.ahai.org)* and go to Coaches Programs.

Limitation of Number of Clinics May Attend In One Year/Season: A coach may take the Initiation *(1)* and Associate *(2)* Level in one season/year. A coach may not take the Associate *(1)* and Intermediate *(2)* Level in the same season/year, nor the Intermediate *(3)* and Advanced *(4)* in the same season/year. The concept is to have a coach be able to use what they learn for a season before going on to the next level clinic. This is an AHAI Rule.

Two Basic Coaching Education Rules:

There are, essentially, two Coaching Education Requirement Rules:

i. ***Level of Play Coached****, and*

ii. ***Three Year Rule***

There are prerequisite requirements to attain the next level of Coaching Accreditation. They are noted on the Chart. Essentially, they require attaining accreditation at the pre-ceding levels before going to the next level.

Coaches must comply with both Rules and the Prerequisites.

1. Level of Play Coaching: The coach must attend the appropriate level of the Coaching Program required for the level of play the coach anticipates coaching for the season. This Rule applies regardless of the three year rule. So, you must progress annually toward the Coaching Level that is required for the Level of Play you are going to coach.

For example, All new Coaches/Instructors and Assistant Coaches, must attend a basic USA Hockey Initiation *(1)* Program Workshop in order to participate as a Coach/Instructor for any Member Association. A "new" coach is someone who has not been accredited by USAH before or one who has not coached before.

If you are coaching Pee Wee or above, you must have attended the Intermediate *(3)* Level Program, or

If you are coaching Midget Tier I or II and will enter the State Tournament or Junior A or B, you must have attended the Advanced *(4)* Level Program.

Annual Progression Toward Level of Coaching Required: AHAI requires that you may not take two clinics in the same year/season *(see Limitation of Number of Clinics That Can Be Taken)*, except for Level 1 and Level 2. This makes it pretty difficult to attain a Level that is two Levels up from the Level you hold. AHAI, therefore, has a Rule that if you progress annually toward the Level you are going to coach, you will have an automatic annual waiver by AHAI to coach that higher Level, until you reach the Level required for the Level you will coach. No further action other than progressing annually is required and this Rule will suffice as that waiver. The annual progression will be evidenced by the stickers on the back of your CEP blue plastic card. If you do not progress annually toward the Level required for the Level you are or will coach, you will lose your eligibility to coach at a Level for which you are not accredited. If for instance, you are accredited at one Level *(assume Level 1)* but, the Level of Coaching that you are going to coach is Level 3., AHAi's Rule is that you must progress annually toward the Level you are going to coach, *(Level 3)*.or you will be ineligible to coach at the higher Level *(Level 2 or 3)*. Also, you will not be permitted to take a Level 3 clinic without taking the Level 2 clinic. So, in this example, you must take the Level 2 clinic and will have to coach for one year as a Level 2 accredited coach before you can take the Level 3 clinic and then take the Level 3 clinic the following year. So, you must take Level 2 the first year the Level of Play you are going to coach requires more than the Level you have *(i.e., Level 2)* and then Level 3 the following year. It should be noted that in this example, the coach may take the Initiation *(1)* and Associate *(2)* in the same year.

Another example, if it is your first year coaching and you have attended the Initiation *(1)* Level and will coach Midgets, the coach may obtain a waiver as long as the coach takes the Associate *(2)* Level the next year, the Intermediate *(3)* the following year and Advanced *(4)* the following year after that. It should be noted that in this example, the coach may take the Initiation *(1)* and Associate *(2)* in the same year.

This concept of a one year waiver applies to all levels of coaching requirements if you are a first year coach, not if you have coached before unless you are already accredited at the appropriate level you have been coaching and are now going to coach a level that is not available because you cannot take two clinics in one year.

2. Three Year Rule: Each coach must also attend the next level of the Coaching Program every three years with the intent of advancing in level of the Coaching Program attended until they reach Advanced *(4)*.

This Rule applies even if you are only coaching a level that requires Associate *(2)*. So, if you are coaching at a level that only requires Associate *(2)* Level accreditation, and three years go by, you must attend an Intermediate *(3)* clinic to be accredited. This Rule has no impact on the coach being required to attain the Level of Play Coaching requirement. *(in other words, the coach cannot wait three years to attend the coaching level required under the Level of Play Coaching Rule, but, must progress annually to the required level of coaching)*

If you will not coach at a level requiring Advanced *(4)* and have attended the Intermediate *(3)* Program, you will need to be re-certified at the Intermediate *(3)* Level every three years and will not have to attain Advanced *(4)*, but, can attain Advanced *(4)* if you wish. The Advanced (4)Clinic is quite good and recommended even if it is not required. Currently, once you attain Advanced, you do not need to re-certify.

So, for example, if you are Associate *(2)* and coaching at a level that only requires Associate *(2)*, when the three years expire, you must attend the Intermediate *(3)* Level Program no matter what level you intend to coach. Re-certification is not available for an Associate *(2)* or Initiation *(1)* level coach. *(Note: if you are Associate (2) and need to be Intermediate (3) under the Level You Are Coaching Rule, you must attend the Intermediate (3) Level Seminar in the season you are going to coach at the Level You Are Coaching Rule requiring Intermediate (3) and not wait the three years. Said a different way, you must attain Intermediate (3) no matter the whether the three years have passed.)*

Also, for example, if you are Intermediate *(3)* when the three years expire, you have the option to attend Advanced *(4)* or be re-certified at Intermediate *(3)* if you are not going to coach at a level requiring Advanced *(4)*.

Three Years without Attending A Clinic: If three years go by and you do not attend a clinic, you are no longer accredited. To gain your accreditation again, you must either (a) attend the next level up Clinic, or, *(b)* if you are Intermediate *(3)* and not required to be Advanced *(4)*, attend a re-certification or Intermediate *(3)* or Advanced *(4)* Clinic.

Figuring The Three Years: To figure the three years, count as the first year the season you attend a clinic and then add two additional season years. For example: if you attend the clinic in 99-00, that counts as your first year you are accredited at that level. Then add two more seasons, 00-01 and 01-02. 01-02 is your third year accredited at the level you attained in 99-00. You must attend the clinic in the season 02-03

Waiver: What if you are not appropriately accredited? There is a waiver process. You should know however, that waivers require extraordinary circumstances generally beyond the coaches control and are rarely granted. The burden is on the Coach and Organization. The Waiver will only be good for one season and there will only be one Waiver granted for a coach in the coach's lifetime.

The process is for the President of the organization to contact the Chairperson of the AHAI Coaching Committee and request a Waiver Request Form. The President must complete the Waiver Request Form and send it via e-mail to the Chairperson of the AHAI Coaching Committee. The decision to grant or not grant a Waiver is up to the Chairperson of the AHAI Coaching Committee. If you do not receive a Waiver, and you do not have the appropriate level of coaching accreditation, you are not accredited except at the level for which you

are currently accredited and may not coach the level for which you requested a Waiver. Failure to comply with any condition of a Waiver will automatically result in the Coach not being eligible to coach at any level following the season of the Waiver request.

If you have any questions .... ask AHAI through www.ahai.org

USAH Coaching Requirements

Coaching Education Recommended Guidelines

A. Coaching Education Required Levels

USA Hockey requires that the following set of coaching education levels must be the minimum criteria for districts and/or affiliates. Different districts may have additional requirements, so please check with the District Coach-In-Chief for compliance.

It must be clearly understood that coaching education requirements must be monitored and enforced by the districts or affiliates.

All coaches *(head and assistant)* must have the USA Hockey Coaching Education Program card by December 31 of the calendar year.

Level of Play	Coaching Education Program Level
Mites *(all 8 and under programs)*	Level 1
Squirts	Level 2 *(prerequisite Level 1)*
Pee Wees	Level 3 *(prerequisite Level 1 and 2)*
Bantams	Level 3 *(prerequisite Level 1 and 2)*
Midgets	Level 3 *(prerequisite Level 1 and 2)*
Midgets Tier I and Tier II *(National Tournament Bound)*	Level 4 *(prerequisite Level 1,2 and 3)*
High School	Level 3 *(prerequisite Level 1 and 2)*
Junior C	Level 3 *(prerequisite Level 1 and 2)*
Junior A & B	Level 4 *(per individual league guidelines)*
Girls/Women 8 & Under	Level 1
Girls/Women 10 & Under	Level 1
Girls/Women 12 & Under	Level 2 *(prerequisite Level 1)*
Girls/Women 14 & Under	Level 3 *(prerequisite Level 1 and 2)*
Girls/Women 16 & Under	Level 3 *(prerequisite Level 1 and 2)*
Girls/Women 19 & Under	Level 3 *(prerequisite Level 1 and 2)*

B. Education and Years of Coaching Prerequisite

Education and years of coaching prerequisite requirements are noted in the Coaching Education Chart. These requirements must be strictly adhered to.

C. Grandfather Clause *(Removed)*

D. Evidence of Level

Proof of coaching education level will be evidenced by a USA Hockey Coaching Education card with appropriate dated verification sticker. This card must be carried by all coaches for all USA Hockey games.

Before the start of each game and in the presence of the referee, each coach must present their card to one another for verification of coaching education level.

If a coach cannot produce their current and up to date USA Hockey Coaching Education Card prior to the start of the first period, it must be noted on the official game score sheet and signed by the opposing coach.

Beginning January 1 of the current season, prior to the start of the game, all coaches *(Head and Assistant)* present, from each team, are required to sign the designated area of the scoresheet in order to verify the accuracy of the playing roster, as it appears on the scoresheet , for that game. In addition, all coaches *(Head and Assistant)* must include their USA Hockey Coaching Education Program *(CEP)* card number, their CEP level *(1-Initiation, 2-Associate, 3-Intermediate,4-Advanced, or 5-Master)* and the year their CEP level was attained. The CEP card number, level and year attained shall be printed legibly and next to the signature of each coach.

E. Continuing Education Requirement

All coaches below Level 4 shall progress through the Coaching Education Program, attending a coaching clinic at least once every three years through Level 3 *(Intermediate)*. After a coach has completed Level 3 *(Intermediate*), the coach shall do one of the following: attend another Level 3 *(Intermediate)* clinic within three years, take a USA Hockey Continuing Education Course within three years or attend a Level 4 *(Advance)* clinic as per the Coaching Education Program Requirement chart. Once Level 4 *(Advance)* is achieved, there is no further requirement for recertification.

If a coaches accreditation was received more than 3 years from the current calendar year, the card is rendered invalid/expired below Level 4 *(Advance)* and a refresher course at the same level or attending a clinic at the next level is necessary for the accreditation to remain current.

F. Penalty and Enforcement

Beginning January 1 of the current season, it will be the responsibility of the District/Affiliate to determine if there should be any penalties imposed on an individual coach who fails to produce a current, up-to-date coaching education card with appropriate verification of level. It will also be the responsibility of the local association registering the team to enforce any penalties.