

**District 5**  
**Meeting Minutes**  
**August 3, 2011**

Meeting called to order by President Tim Hanson 15 minutes following the conclusion of the Presidents meeting held earlier (7:19 p.m.).

**Attendance:** 10 of the 11 District 5 teams were in attendance (no appearance from MAML).

**Secretary's Report** - Tim Reuter: There were no minutes for review as new season.

**Treasurer's Report** - Jeff Swenson: Last year's end year report was reviewed (See attached). Motion by Buffalo to approve. Seconded by STMA. Motion carried.

**MN Hockey Report:** MN Hockey D-5 Director, Doug Kephart, had a separate Minnesota Hockey agenda for the meeting and the agenda was followed.

1. Welcome.
  - a. Doug and Steve will assist any association who needs help. If you have new boards, good idea to get some direction.
  - b. Communication is key. Expect D-5 Representatives to communicate what we discuss at D-5 meetings.
  - c. Website is full of information, view frequently.
2. Presidents' Meeting. Meeting of Presidents just held.
  - a. Review Handbook. Presidents took the last 1+ hour to review.
  - b. Statistician for District 5 is desired to review game reports and assist with standings. Score sheets may be electronically submitted if person exists/volunteers.
3. Registration.
  - a. Recently approved new person for MN Hockey.
  - b. Coaching Registration discussed with President. (See attached handout & USA Hockey website).
4. MN Hockey.
  - a. Body contact change at PW level. Major change to review. Track injuries to see if change + or - effect of this new change.
  - b. Re-Districting review happens this year. If you have any thoughts, contact Doug in writing.
5. Waiver Process Review. Review handbook. Procedure is set out and needs to be followed.
6. Girls/ R& R Coordinator - Doug Foster. No report.

7. Tournament Coordinator - Jeff Carlen.
  - a. Meeting coming up in September or October on procedure.
  - b. Jeff will be in contact with Associations.

**Coach's Report - Brian Johnson:**

1. Coaches Education Program (C.E.P.). Dramatic changes!!!! (See attached handout). There will be a module for each level which will require a few hours to view. For example, if coaching PW and Mite, the person will need to view each module. The module can be done before the seminar on September 1<sup>st</sup>. Looking for an assistant coordinator to assist with on ice seminars. Last year's coaching card is of no value now. Coaches will get an electronic print out when certified. Seminar dates will be announced in September. Review handout and USA Hockey website and follow procedure.
2. Development skill camp for D-5. September only this year. 12-13 hours of Ice weekends only Saturday and Sunday. Capped at 40 skaters. If more are interested, there will be tryouts. President's encouraged to notify skaters in Association.
3. Prior to coaches on ice, make sure coach is registered with USA Hockey,
4. Mandatory head coaches meeting is being considered.

**Referee's Report - Mike Mooney: (See attached report).**

1. Desires to meet with all associations.
2. Level 1 officials being set up. See website. December 4<sup>th</sup>, Paynesville 10 a.m. and Buffalo 4 p.m.
3. Mentoring Tree being developed. Level 3 assigned to level 1's for review.
4. St. Cloud initiated a discussion over how associations can contract with scheduling officials and last year concerns. Associations free to contract as long as Mike Mooney approves of person (USA hockey approved officials).
5. Official registration is open. Encourage skaters to apply with USA Hockey.
6. Rules. Should have coaches review. Cross ice markings are okay. Equipment misconduct, except stick. District 5 will follow MN Hockey playoff format and go back to 2-minute penalties. Tournaments can be changed to 1.5 minutes. Major and game misconducts need to have someone sit in the box to serve misconducted player. Jr. Gold - 4 ref. system. PW- no checking. Review glossy terms. Body contact versus body checking. Review USA Hockey video. Contact to head point of emphasis. Bantam/14U- Tag up hockey now for off sides.

When issues during season, contact Mike Mooney with questions or concerns, but take out emotion and have factual discussion. Factual discussions get results, if emotion too high the conversation will be rescheduled, or terminated.

**Old Business:** No old business.

**New Business:**

1. Team Slotting Preliminary. See chart.
2. Scheduling Meeting Date - September 28th. Notify your scheduler if you desire to avoid District games on a certain weekend to attend a tournament.
3. STMA desired associations to review B1 & B2 and declare for scheduling.
4. Level Four coaching clinic September 9-11 in Moorhead.

**Meeting adjourned at 8:55 p.m.,** upon Motion of Hutchinson and seconded by River Lakes. Motion carried.

Submitted by Tim Reuter

**Treasurer's Report**  
**Jeff Swenson**  
**D5treasurer@charter.net**  
**763 228-6445**  
**August 3, 2011**

Checking Account (Citizens Bank)	\$ 22,033.74
Catastrophic Failure Savings (CD – Citizens Bank) -renewed 3/4/10 31mo. 2%	\$15,625.02

**Handouts**

**Financials:**

**Itemized Categories – Previous Fiscal Year from Robert Hantge**

**Review: Previous Fiscal Year from Robert Hantge**

**Notes:** D-5 manages its finances to be revenue/expense neutral.  
D-5 pays expenses related to operating the league and then assesses each Association for their share of those expenses.  
As you review the financials you will see those expenses balance with the revenue collected.

D-5 gained \$5,393.98 in revenue last fiscal year.  
This mostly came from fines and game change fees(\$4,050.00)

**Action Items:**

**Other:**



## COACHING EDUCATION PROGRAM REQUIREMENTS EFFECTIVE FOR THE 2011-12 SEASON AND BEYOND



### 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 [usahockey.com](http://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 online age-specific module(s) for each level of play. 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 Inline Hockey 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 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.

- 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 (if certification was received prior to September 1, 2011), or a printout from the USA Hockey online certification list (if certification was received after September 1, 2011).

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 scoresheet, 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 age-specific playing level module and the year their CEP level was attained.

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 I 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 usahockey.com under Coaches.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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

### **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.*

### **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.

### **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)?**

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.

### **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?**

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.

### **LOST OR DAMAGED COACHING EDUCATION PROGRAM (CEP) CARD.**

Beginning with the 2011-12 season, we will no longer issue blue CEP cards to coaches. The online certification list will serve as proof of a coach's certification. Beginning September 1, 2011, a coach will also have the ability to print a virtual CEP card from the information provided there. If you would still like to receive a replacement card, please follow the instructions below.

Please print out and fill out the form, giving as much information as possible. This process can take a minimum of 2-4 weeks. You can print off your certification information from our online certification as proof until your new card arrives. Please click on the following link to obtain the Replacement Card Form: <http://www.usahockey.com/LinkedDocs/d/2/3/d234ca88-adfd-428c-8385-99cebb112bc9.pdf>

### **DO ASSISTANT COACHES HAVE TO 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 STEPS TO BECOME A USA HOCKEY COACH?**

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)



Aug 3<sup>rd</sup>  
Initial Preliminary  
District 5 Team Slotting Chart

Association	10UB	10UA	12UB	12UA	14UB	14UA	SQ C	SQ B	SQ A	PW/C	PW B	PW A	B C	B B	B A	JR A	JR B
Buffalo	1		1	1		2	1	2	1	1	2	1	1	1	1		?
Becker/Big Lake							1	1			1						
Hutchinson	1		1	1					1	1	1	1	1	1	1		
LDC	1		1			1+?	1		1	1	1	1	1	1	1		
MAML							1	1	1		1	1		1	1		
River Lakes	1		1			1	2	1	1	1	1	1	1	1	1		
Sartell	2	1	1				2	1	1	1	1	1	1	1	1		
Sauk Rapids						1	1		1	1	1	1	1	1	1		
St. Cloud	1		1	1			1	2	1	1	2	1	1	1	1		
STMA	1	1	1	1		2	3	2	1	1	2	1		2			1
Willmar	1		1				1		1		1	1		1			

Totals      9      20      80      40      0      70      140      110      100      70      130      100      30      120      100      0      10