



## CCHA Coach Certification & Reimbursement Policy

Rev 1-23-2012

### **PURPOSE:**

The purpose of this policy is to clearly define expectations surrounding the requirements necessary to Coach as required by hockey governing bodies such as USA Hockey, MN Hockey, District 6 and the CCHA. This document will also articulate the CCHA Reimbursement Policy. Please read the entire document prior to beginning formal certification.

*Register with USA Hockey, obtain your CEP and complete required modules - **ONLY AFTER** you have been **SELECTED** and **CONFIRMED** by the **HDC** and/or **LEVEL COMMISSIONER** as a **COACH** of a **CCHA TEAM** for the current season. Reimbursements are **ONLY** granted to active rostered coaches on the **OFFICIAL** and **FINAL TEAM ROSTER**.*

### **ASSOCIATED REFERENCE:**

- a. cchockey.org
- b. d6hockey.net
- c. usahockey.com - Education and Coaching Sections.

### **COACH CERTIFICATION:**

In order to coach for a CCHA team, each coach must register online at USA Hockey. This process is automated thru the CCHA registration process. Each coach must also follow the rules as set forth from hockey governing bodies such as USA Hockey, MN Hockey, District 6 and the CCHA. Coaching Education Program consists of two components: 1. Class / Clinic (administered through USA Hockey) and 2. On-line Age Specific module. Both components progress through levels associated with youth hockey levels. All coaching education requirements must be obtained by Dec. 31st of the current hockey season.

#### Section 1 – Coach Education Program

- a. Coaches are expected to obtain their USA Hockey certification under the Coaching Education Program (CEP).
- b. Continuing, annual Certification Level Requirements are tied to the player's age for certification levels 1, 2 and 3.
- c. Look up clinic times, locations and required levels on the USA Hockey website.
- d. Once your CEP clinic is completed and approved, please obtain proof of successful completion.

#### Section 2 – On line Age Specific module component

- a. Refer to the USA Hockey website under coaches for the proper age appropriate module to take.
- b. Modules take approximately 7 hours to complete.
- c. Upon completion print out your CEP certificate, this serves as proof if needed.





### **REIMBURSEMENT POLICY:**

- a. CCHA will reimburse a rostered coach for:
  1. USA Hockey Registration,
  2. CEP Clinic (class level 1, 2 and 3),
  3. Coach On-line Age specific on line module.
- b. Reimbursement is limited to the cost of the coaches Registration, CEP class and Age Specific On-line module, at the minimum requirement certification level. No other expenses (mileage, parking etc) are covered.
- c. Due to cost considerations and no hard requirement, CCHA does not reimburse for level 4 and level 5 certifications.
- d. The maximum number of rostered coaches eligible for reimbursement per team is FOUR. Teams with more than four coaches must decide themselves how to divide up reimbursement.
- e. Non Parent coaches are handled via specific contract.

### **REIMBURSEMENT PROCESS:**

#### **USA Hockey Registration Fee Reimbursement Process:**

- a. CCHA will reimburse the USA Hockey Registration fee of \$40 for all rostered coaches.
- b. No action required by coaches for reimbursement. (Please do not submit receipts as this report can be generated automatically from USA Hockey) A \$40 credit will be placed on oldest player's account after rosters are confirmed and finalized. You will see this credit on your statement by March 31<sup>st</sup> of the current season.

#### **Coach CEP Reimbursement Process:**

- a. CCHA will reimburse for the new requirements regarding Coaching Education Program (\$40 CEP clinic).
- b. In order to receive reimbursement, all receipts need to be received by February 5<sup>th</sup> of the current season and the coach must be in accordance with the above stated Policy. Scan your receipts and send to the CCHA Treasurer. You can email to [treasurer@cchockey.org](mailto:treasurer@cchockey.org) or mail to CCHA PO Box 1006, Chanhassen MN 55317. You will see this credit on your statement by March 31<sup>st</sup> of the current season.

#### **Coach On-line Age -Specific Module Reimbursement Process:**

- a. CCHA will reimburse for the new requirements regarding Online Age specific Modules (\$10 per Module).
- b. In order to receive Reimbursement, all receipts need to be received by February 5<sup>th</sup> of the current season and the coach must be in accordance with the above stated Policy. Scan your receipts and send to the CCHA Treasurer. You can email to [treasurer@cchockey.org](mailto:treasurer@cchockey.org) or mail to CCHA PO Box 1006, Chanhassen MN 55317. You will see this credit on your statement by March 31<sup>st</sup> of the current season.





## **CERTIFICATION TIME LINE – STEP BY STEP (follow process in order):**

*Register with USA Hockey, obtain your CEP and complete required modules - **ONLY AFTER** you have been **SELECTED** and **CONFIRMED** by the HDC and/or **LEVEL COMMISSIONER** as a **COACH** of a **CCHA TEAM** for the current season. Reimbursements are **ONLY** granted to active rostered coaches on the **OFFICIAL** and **FINAL TEAM ROSTER**.*

- a. **Coaches Application:** Fill out the coach's application on [cchockey.org](http://cchockey.org) under coaches, prior to your desired team's tryout level completion. Early completion is better since reports are printed and used for coach selection. Note: For returning coaches the application must be filled in annually coupled with last year's parent input coaches evaluation serve as the baseline criteria for coach selection.
- b. **Coaches Selection:** Coaches are selected just after tryout completion and as teams are formed. The Hockey Development Committee (HDC), with input from the Level Commissioner and Executive Committee will select the coaches.
- c. **Coach Certification:** As a selected coach you must keep your Certification up-to-date (see Coach Certification section herein) by December 24<sup>th</sup> of the current year.
  - a. **Register on [usahockey.com](http://usahockey.com):** Print and Save your registration number (Estimated cost is \$40).
  - b. **Class / Clinic:** Complete the CEP clinic (Estimated cost is \$40) as soon as possible, due 12/24.
  - c. **On Line Age specific Module:** Complete and save the on line module (Estimated cost is \$10 per module) cert, due 12/24.
- d. **Rostered Coach:** Finalized on 12/31. Coaches must have successfully completed the on line module, the CEP clinic and appear on the team roster to continue coaching the current year and receive your reimbursement.
- e. **Reimbursement:** As a rostered coach you are now automatically eligible for reimbursement (see Reimbursement section herein). Player accounts will be credited no later than March 31<sup>st</sup> of the current season.

