



**USA Hockey Coaching Education Program
MICHIGAN DISTRICT
TEMPORARY COACHING CARD**



General Information

**Please allow a minimum of 3-4 weeks to process your request.
Credit card payments are not accepted. Submit a \$50 check or money order payable to USA Hockey in order for your application to be considered.
Due to the high volume of requests, we are unable to e-mail or fax copies of your temporary card. An actual temporary card will be mailed out to you.
Applications postmarked between January 1 and April 1 will be returned not approved.**

TEMPORARY CARD PROCEDURE

Any coach is eligible to apply for a Temporary USA Hockey Coaching Education Card through his/her District Coach-in-Chief. This may be accomplished by adhering to the following procedure:

1. A coach must submit this District Temporary Coaching Card Request Form to the District Coach-in-Chief. (See information on form)
2. Each completed request form must be accompanied by a \$50.00 check or money order, made payable to USA Hockey. Credit Card payments are not acceptable. E-Mail request not acceptable.
3. A coach can request a Temporary Coaching Card only once during his/her USA Hockey coaching career.
4. The Temporary Coaching Card is valid through August 31 of the current hockey season.
5. All coaches who request a Temporary Coaching Card are responsible to fulfill the coaching education requirements for the following season. Failure to complete the necessary requirements the following season may result in the forfeiture of all coaching credentials.
6. District Coaches-in-Chief may check with the local association/affiliate for any information regarding the coach requesting the Temporary Coaching Card. The District Coach-in-Chief makes the final decision regarding all Temporary Coaching Card requests.
7. Applications postmarked after December 31 of the current season will be returned to the requestor.

REASONS FOR TEMPORARY CARD REQUEST

Although there is a system of checking which coaches have fulfilled their requirements, the responsibility of whether or not a coach has completed the necessary requirements lies with the coaches themselves. It is each coaches responsibility to verify his/her own District/Affiliate policies regarding Temporary Coaching Cards, as those policies may vary from the USA Hockey National Office policies.

Temporary Coaching Cards are intended to fill a once-in-a-lifetime need, and not to serve as a substitute for obtaining certification. **You are required to submit the reason(s) you are applying for a Temporary Coaching Card.** Please state the type of reason (below) and a full description of your personal situation, to assist in the decision-making process. Acceptable reasons for needing a Temporary Coaching Card include:

- Medical issues and/or emergencies
- Military responsibilities
- District/Affiliate clinic restrictions – allowed to obtain only two certifications in a season, need Level 3 or 4 to coach. (*Michigan has no such restrictions.*)
- Could not obtain Level 4 due to timing of coaching appointment.
- Late season personnel change.

BEFORE COMPLETING THE APPLICATION:

1. Study the chart of Michigan Coaching Requirements, found online at www.maha.org in the Coaches section of the web site, or in the printed MAHA Annual Guidebook. Consult with your ACE Director.
2. Be sure that the Level of Temporary Card you request meets those requirements. You will not be granted a Temporary Card for a higher level than is required.
3. Be sure to attend as many Coaching Clinics as you are able to do. This will become a factor in approving your request.



**USA Hockey Coaching Education Program
APPLICATION FOR MICHIGAN DISTRICT
TEMPORARY COACHING CARD**

USAH USE ONLY Temporary Card issued for:			
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Date: _____ Season: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home: (_____) _____ — _____ Work: (_____) _____ — _____

E-Mail (required-print neatly): _____

CEP Card # _____	Current Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Team Level: _____	(Example: <i>14 & Under</i>)
Team Classification (circle):	AAA AA A BB B C OR <input type="checkbox"/> Girls/Womens Team
Team Name: _____	Local Association: _____
Temporary Coaching Card Level Requested:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
District: MICHIGAN	
Reason for request (see information page for acceptable reasons):	_____
_____	_____

By signing below, I agree to the procedures outlined on page 1 of this application and the following terms. I understand that the USA Hockey Temporary Coaching Card expires August 31st of the current playing season. I also understand that I am eligible to apply for the Temporary Coaching Card only once during my career as a USA Hockey-registered coach, and that I must fulfill the level-specific requirements of the Michigan District after the current season in order to continue coaching.

Coach: _____ Date: _____

Association Representative: _____ Date: _____

Association Representative Title (circle): ACE Director Coaching Director Officer or Board Member

Michigan Coach-in-Chief: _____ Date: _____

Mail form and check to: USA Hockey, Temporary Card Request, 2656 Berwyck Rd., Grand Rapids, MI 49506
Notice: If you mail this form with a post office signature requirement, you may delay your application by up to 1 week...