

Hello St. Cloud Youth Hockey Coaches!

This document will help you through the process of registering to coach at St. Cloud Youth Hockey Association (SCHYA). We are always in need and looking for coaches to help our young hockey players have a fun and successful experience.

There are multiple steps to register to coach Hockey and this document is a guide to walk you through the registration process. There is an expense to registering to coach but SCYHA will reimburse coaches who wish to be reimbursed 100%. Directions for reimbursement are at the end of this guide.

Step 1 – Before you can register to coach at SCYHA, you must first register as a coach with USA Hockey - <https://membership.usahockey.com/register/age> Once you have registered with USA Hockey and have your USA Hockey Registration Number, you can proceed to Step 2. Your USA Hockey Registration Number will be emailed to you from USA Hockey as a PDF and/or the PDF can be printed at the end of the USA Hockey Registration Process.

Step 2 – Register as a coach at St. Cloud Youth Hockey. <https://www.stcloudhockey.com/page/show/820350-coaching-application-page> Please fill out the coaching application and provide us with the requested information. Once you have completed the SCYHA Coaching Application, proceed to Step 3

Step 3 – All coaches must complete the Safe Sport Module annually. If this is your first-year coaching, you will only have to complete the entire Safe Sport Module once. For returning coaches, you will complete the Safe Sport Refresher Course <https://www.usahockey.com/safesporttraining> Once you have completed the Safe Sport Module, proceed to Step 4

Step 4 – Depending on what level you plan to be on the ice with as either a Head Coach or Assistant Coach you must complete the Age Specific Module for that age group. Prior to completing your Age Specific Module, you must first complete – Player Development Module. Then proceed to the following modules.

Example:

JR Mite / Mite – **U8 Module**

Squirt / Girls U10 – **U10 Module**

Peewee / Girls U12 – **U12 Module**

Bantam / Girls U15 – **U15 Module**

You are only required to complete these modules once and there is no requirement for refresher courses annually. To complete your Ages Specific Module, click here <https://www.usahockey.com/agespecificmodules> Once you have completed the Age Specific Modules, proceed to Step 5

Step 5 - All coaches are required to complete a Background Check every two years. If you are a returning coach and do not remember when you completed your Background Check last, please reach out to Jenna Binsfeld - Jenna.Binsfeld@newporthealthcare.com and she will be able to tell you if you need to complete one this year or not. If you need to complete your background check, click here. <https://www.usahockey.com/backgroundscreen>

Step 6 – All coaches are required to attend a USA Hockey Coaching Clinic. If this is your first year coaching, you will attend the USA Hockey Level 1 Clinic.

Typically, these clinics are in-person group classes but again this year, all USA Hockey Coaching Clinics will be conducted online via ZOOM meetings.

If you are a returning coach, this is the PERFECT year to update your USA Hockey CEP (Coaching Certificate) to move to the next level and it highly recommend you take full advantage this year! If you are a Level 1 – Sign up for a Level 2 Class. If you are a Level 2 – Sign up for a Level 3. If you are a Level 3 DO NOT RENEW YOUR LEVEL 3, SIGN UP FOR A LEVEL 4. To sign up for a Coaching Clinic please click here, <https://www.usahockey.com/coachingclinics>

USA Hockey is going to try and add more classes but please do whatever you can to make one of the current classes work in your schedule. As a reminder, you can only move up one level each year.

Because the USA Hockey CEP Clinics are being conducted Virtually, you can sign up for ANY class regardless of State or Region.

This website will walk you through ALL the items discussed above <https://www.usahockey.com/coachingcertification>

Finally, as you register to coach you will notice that there is a cost when you register for the following

- USA Hockey Coach
- Background Check
- USA Hockey Coaching Clinic
- USA Hockey Age Specific Modules

If you would like SCYHA to reimburse you for your expense, please complete the following.

After you have completed **ALL** of your registration (USA Hockey Coach, SCYHA Coaching Application, Background Check if needed, Coaching Clinic, Age Specific Modules) please send **ONE** email to Jenna Binsfeld Jenna.Binsfeld@newporthealthcare.com with all your receipts. Jenna will track the receipts, and SCYHA will mail you a reimbursement check.

If you choose to not be reimbursed as some of us have in the past, please still email Jenna your USA Hockey Number so she can confirm you have everything done so we are not scrambling at the last minute to complete requirements.

Nothing is worse than telling a coach on January 1st that they are redlined and can no longer be on the ice, bench or locker-room. The above 6 steps must all be completed by December 31st in order to be on the ice, in the locker room, or on the bench.

Again, if you have ANY questions, please do not hesitate to reach out to me.

Thank you, and here is to the start of another great hockey season!

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