

COACH AND TEAM CERTIFICATION

TEAM TYPE	HEAD COACH	ASSISTANT COACH	SAFETY PERSON	MANAGER
HC-Carded Teams (all "A" teams in U13 and above)	Coaching Level - Development 1 Checking Qualification - Yes (U13, U15) Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Development 1 Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
U11 "A" Teams (PCAHA-carded)	Coaching Level - Coach 2 - Coach Level Checking Qualification - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 2 - Coach Level Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
"C" and non-HC-carded Female Teams, U11 and above	Coaching Level - Coach 2 - Coach Level Checking Qualification - Yes (U11 to U15) Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 2 - Coach Level Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
U6, U7, U8, and U9 Female U7 and U9	Coaching Level - Coach 1 - Intro to Coach Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 1 - Intro to Coach Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes

Note 1: BC Hockey requires that each team designate a Head Coach.

Note 2: Each team must have at least one qualified Team Safety Person registered. Failure to have a qualified Team Safety Person registered with the team on or before **December 1st** will result in the team being ineligible for playoffs. Where there are no playoffs (U9 and below), fines or other disciplinary action will result.

Note 3: All team officials must submit a current Criminal Record Check (CRC) and Vulnerable Sector (VS) check prior to participation.

Note 4: Development 1 Coaches must complete maintenance modules (professional development) to retain certification.

Note 5: Coaches who acquired Coach 2 - Coach Level in 2016-2017 or prior are also qualified at Coach 1 - Intro to Coach Level.

Note 6: On-ice helpers/volunteers rostered in HCR are not Team Officials and may not participate in games in any capacity.

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CERTIFICATIONS:

- **Respect in Sport:** <https://bch.respectgroupinc.com/>
 - Coaches and Team Officials: Please do “Activity Leaders” option
- **Concussion Awareness Training Tool (CATT):** <https://cattonline.com/coach/>
- **Criminal Record Check:** Please visit: <https://justice.gov.bc.ca/criminalrecordcheck>

****Enter access code: 6U5AKYGDY9 and follow NEW submission instructions****

- **ONCE APPLICATION SUBMITTED:** You MUST send a screenshot of the completed submission to registrar@coqmha.org so that we can submit and check it off

** Be sure to keep your session ID number for your records.*

MOST SUBMISSIONS WILL BE COMPLETE AFTER STEP 2, HOWEVER, IN SOME SITUATIONS, YOU MAY BE PROMPTED ONLINE OR BY MAIL THAT YOU ARE REQUIRED TO COMPLETE ONE (1) OF THE FOLLOWING.

UNABLE TO VERIFY - PLEASE PRINT OUT: If you experience issues with the online program verifying your information, it may request you to print out the application. If this occurs, please sign and email or mail, along with two (2) scanned copies of government issued IS to crc@bchockey.net / 6671 Oldfield Road, Saanichton, BC V8M 2A1. BC Hockey will forward these to the Ministry of Justice.

CONFIRMATION OF IDENTIFICATION: If requested to provide proof of identification, please email legible scan or photo of two (2) pieces of government issued ID to crc@bchockey.net with your session ID number. BC Hockey will forward these copies to the Ministry of Justice and issue an "Interim" CRC approval, which will allow for clinic registration.

FINGER PRINTING: If requested to complete finger printing, please do so at your local police detachment ASAP. Send confirmation of your finger print submission to crc@bchockey.net. There may be a charge for the finger printing service dependent upon the police station you visit. Should you wish to be provided a letter of reference that identifies you as a volunteer with BC Hockey to assist in a waiving of this fee, please send your request to info@bchockey.net.

- **Coach Clinics:** <https://register.hockeycanada.ca/clinics> (Click on “Coach” option)
- **Safety Course (*HU – ONLINE SAFETY):** <https://register.hockeycanada.ca/clinics> (Click on “Trainer/Safety” option)

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*The Registrar will be in contact with each team to let their bench staff know what certifications they require to be eligible on their team's roster.

IMPORTANT CERTIFICATION DEADLINES:

***Before stepping on the ice you must have RIS, CATT and applied for a CRC**

To check if you are missing qualifications follow the link below

<https://account.spordle.com/login>

Create a new account if you do not have one then click on link a member and type in your name and birth date

*Dec. 1:

- Safety program (HCSP) deadline.
- Deadline for coaches of HC-Carded teams to attain required coaching levels
- Deadline for all initiation and novice coaches to attend a Coach 1 coach clinic.

*Dec 15:

- Deadline for all non-HC carded coaches (U11 and above) to attend a coach 2 clinic.
- Deadline for all U11 – U18 Head Coaches to have completed the Instructional Stream Checking Clinic.