

## To All CCJHA Coaches,

Thank you for volunteering to be a coach! Your love for the game and willingness to give back your time and skills to it and these children are what makes our season possible.

The purpose of this letter is to inform you of some important information that is either regularly missed or forgotten, and to touch on some things that are not necessarily addressed in the rules or handbook but are important to keep in mind. This letter also includes instructions for coaching requirements and training. Please take the time to read this thoroughly and bring any questions or concerns you may have to the coaching director.

### Some Commonly Missed or Forgotten Rules:

Read the CCJHA Handbook – this cannot be stressed enough. A copy will be provided in the coaches binders handed out at the draft each year, it can also be found on the CCJHA website (<https://www.ccjha.org>). In it, you will find almost all information you will need to help you navigate a hockey season. It is also highly recommended that you review the MAHA rules and bylaws (<https://www.maha.org/bylaws-rules>). Some important points:

- **Code of Conduct** - Review the Parents, Players, Spectators, Coaches, On-Ice Officials, and Administrators Code of Conduct (CCJHA Handbook).
- **Team Selection** - Become familiar with the Team Selection process, including player evaluation and team drafting (Section II).
- **Tournaments** - Coaches are responsible for scheduling tournaments for their teams. It is recommended you secure tournament spots early as tend to fill up quickly. House teams are permitted two invitational tournaments outside of Houghton and Baraga Counties per season, this does not include MAHA playoffs.
  - CCJHA Board approval is required prior to teams attending hockey tournaments (Section III Rule E-2). Contact the Program Director for information.
  - 8U coaches – CCJHA generally takes part in the Betty Beckman (Marquette 8U tournament) and the Gipp (Calumet 8U tournament). It is recommended you secure your spots and book hotel room blocks (for Marquette) early as they fill quickly.
  - Teams are responsible for paying their own tournament fees, except for MAHA playoffs. Teams are responsible for any gate fees.
- **Player Move-Ups** - CCJHA Board approval is required prior to mid-season player move-ups (Section III Rule I).
- **Rostered Players** - Board approval is required prior to teams utilizing players registered to other USA hockey registered teams during regular season, regular season playoffs and tournaments (MAHA 58<sup>th</sup> Annual Guide – Rules and Bylaws, Section II, Subsection S).

- **Unsanctioned Teams** - CCJHA teams are not permitted to compete against teams that are not MAHA and/or USA Hockey sanctioned (Section III Rule E-3).
- **Rostered Coaches** - Coaches must be rostered for the team they are on the bench coaching. It is the head coach's responsibility to ensure all coaches are rostered for their team, contact the Registrar to confirm.
- **Time Guidelines** - Become familiar with Game Time guidelines (Section III Rule V) – including but not limited to:
  - A 3 minute warm-up will start at the start of the scheduled ice-time. Not
  - Games must end by the end of the scheduled ice time, use run-time if required.
  - Practices must also start and end as listed on the schedule. Please be sure to put away all practice items (tires, cones, pucks, etc.) at the end of your practice.

## Quality Coaching:

“Quality coaching is the single most important factor in the development of an athlete and the sport itself. The experiences a player gains as he/she participates in hockey are directly influenced by coaches” – USA Hockey.

- **We are here for the players** – to help them learn and grow in a game we love. Teach the game, teach competition, but above all else keep it fun and safe.
- **Lead by example** – treat officials, other coaches, and players with respect. Players learn sportsmanship from their coaches, show them what excellent sportsmanship looks like.
- **Remember we are all part of CCJHA** – consider inter-league play as a FRIENDLY competition. Cheer on a good play by the other team.
- **The players are children** – when disciplining your players keep it constructive and appropriate.
- **End of year awards** – your players compete hard all year and take pride in their accomplishments, make sure they get the recognition they deserve – get your team awards submitted ON TIME.
  - You will be contacted at the end of the season and provided a form to fill out for players awards. Score sheet copies are required for Hat Tricks, Play Makers, and Zero Club awards. It is recommended that you keep a running log of when players earn these awards. Any mistakes on the score sheet should be corrected through approval of the on-ice officials before score sheets are separated and handed out.

## CCJHA's Recommended Hockey Skills Progression:

Skill progression is directly correlated with a player's love for the game. To foster safe and continuous hockey growth, please refer to the USA Hockey's Skill Progressions for Youth Hockey manual. This manual specifies what skills and knowledge junior hockey players should be learning at each age level. It is also an excellent tool to help plan practices throughout the

season. [https://cdn1.sportngin.com/attachments/document/0066/4690/Skill\\_Progression\\_Manual\\_19\\_FINAL.pdf](https://cdn1.sportngin.com/attachments/document/0066/4690/Skill_Progression_Manual_19_FINAL.pdf)

## Coaching Onboarding Instructions:

Below is a list of instructions to ensure you complete all requirements to become a coach in the CCJHA or maintain your qualifications.

- **Register as a Coach with USA Hockey** – <https://www.usahockey.com/>
- **Register as a Coach with CCJHA** - <https://www.ccjha.org/coaches>
- **Complete the MAHA Background Check** - <https://www.maha.org/page/show/1207426-background-check>
- **Complete the USA Hockey SafeSport Training** - <https://www.usahockey.com/>
- **Complete the necessary USA Hockey Age Specific Module(s)** - <https://www.usahockey.com/>

Once all of these items are up to date, and you are a first time coach, or your current USA Hockey Coaching clinic expires on December 31, you are eligible to be placed on a USA Hockey Team Roster and are eligible to be on the ice for practices and on the bench for games. If you are a first time coach, you need to register and complete the USA Hockey CEP Level 1 before December 31. If you are currently a USA Hockey Level 2 or 3 coach, you will need to complete the next CEP training course that is above your expiring level. If your Level 3 is expiring, you can re-certify that up to 2 times online, but it is highly recommended that you take the Level 4 course when it is available. All CEP USA Hockey Coaching Clinics, 1, 2, and 3 are offered in Hancock and Marquette annually. Level 4 Clinics are only offered in the UP every few years.

- **Complete the necessary USA Hockey Coaching Clinic** - <https://www.usahockey.com/coachingclinics>

CCJHA will cover the cost of your USA Hockey Registration, MAHA Background Screening, USA Hockey Age Specific Module, and USA Hockey Coaching Clinic. You will receive email(s), toward the end of the season, with the link and deadline to upload your information to receive a check from CCJHA to cover the costs of being a coach.

In closing, thank you again for volunteering to be a coach for the CCJHA. If you have any questions or concerns throughout the year, reach out to your division coordinator, the coaching director, or a CCJHA board member. We are all here to help you. Good luck on another great season of hockey!

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