

# **Coaching Requirements For Recreation ("House") League**

## **Step 1: Make Sure You Have a Spordle Account (Formerly E-Hockey)**

To create a new account, please visit their homepage-[Spordle My Account](#)

- 1) If you already have an account, log in
- 2) If you do not have an account, click to sign up
- 3) Follow the prompts to create your account
- 4) Once your account is created and you're logged in, click on 'Dashboard' on the left sided menu

From here you can add the participants (your players or any parents that are coaches or safety people ) 'Link a Member' You can search for them by date of birth and name.

If you need their Hockey Canada number or to have one assigned to a new participant, please contact our registrar at [cranbrookminorhockey@gmail.com](mailto:cranbrookminorhockey@gmail.com)

Once this account is set up you can search for/register in the safety course by visiting this site [HCR 3.0 - Hockey Canada Registry](#)

## **Step 2: Decide if You are Seeking a Head Coach/Assistant Coach or an On Ice Helper Position**

**Head Coach/Assistance Coach:** Need to complete the appropriate level coaching course (i.e. Coach 1/1 Coach 2 etc.) and if required, the on-ice clinic as well. For a list of the coach requirements per division, click here [Team Requirements | BC Hockey](#)

**\*\*The deadline for the above is DECEMBER 1ST**

As well, you will need to complete Respect in Sport (RIS) Concussion Awareness (CATT) and pass a Criminal Record Check

Coaches for U11 and up (house and rep) also need to complete the checking clinic

**\*\*\*\*New for 2023-2024 season- RIS, CATT, Crim Record and Checking Clinic need to be done before coaches can step on the ice.**

**On Ice Helpers:** Those who do not complete the coaching courses are referred to as 'on ice helpers' and are **NOT** permitted to be on the bench during games.

**They are still required to complete Respect in Sport, Concussion Awareness, the Checking Clinic and passing a Criminal Record Check prior to going on the ice.**

Random audits do happen during games and if we are found to not be in compliance, CMHA can receive fines which may be billed to the team.

### **Step 3: Clinic Sign Up For Head Coaches/Assistant Coaches**

To sign up for coaching clinics (only required by those seeking a 'Head Coach/Assistant Coach' positions), please click the link below:

[HCR 3.0 - Hockey Canada Registry](#)

**\*\*The clinic needs to be completed by December 1<sup>st</sup>**

### **Step 4: Complete Additional Courses Required by ALL On Ice Volunteers.**

**ALL ON ICE VOLUNTEERS FOR ALL DIVISIONS** are also required to complete the following: ***(Needs to be completed before stepping on the ice, this is a new timeline going in to the 2023-2024 season)***

1)Respect in Sport for Activity Leaders: Online course [Click Here](#)

2)Concussion Awareness for Coaches: Online course [Click Here](#)

3)Online Checking (U11 and up for both house and rep) [Click Here](#)

3)Criminal Record Check- Needs to be repeated every 3 years. **Please Contact CMHA for instructions on how to complete this free of charge \***

### **Additional Team Role**

Each team needs to have at least **ONE** qualified safety person. This role can be held by any parent and does not have to be a coach etc. The safety person needs to be committed to being there for all ice times, especially games. It's often best to have a few people qualified for this.

For the online course, follow this link [Clinic Registration | BC HOCKEY \(spordle.com\)](#)

\*\*\*The safety person also needs to complete Respect in Sport, Concussion Awareness and a Criminal Record Check

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\*CMHA will cover the fee for the criminal record check if completed through our link. Contact [cranbrookminorhockey@gmail.com](mailto:cranbrookminorhockey@gmail.com)

\*\*CMHA will reimburse the fee for the head coach/assistant coach courses and clinics as well.

\*\*\*CMHA will also reimburse the cost for the safety course for anyone who completes it.

Reimbursement will take place in the spring, towards the end of the season and only once the course and all of it's requirements are completed. Please submit your receipts and proof of completion to our registrar at [cranbrookminorhockey@gmail.com](mailto:cranbrookminorhockey@gmail.com)

CMHA will **not** reimburse the fee for Respect in Sport, however, it is minimal at approx. \$37.00

There currently is no fee for Concussion Awareness.