



6.26 HEO BENCH & ON-ICE STAFF CERTIFICATION REQUIREMENTS

Effective Date

Rev. 1 February 2017

DIVISION	CATEGORY	HEAD COACH	ASSISTANT COACH	TRAINER
INITIATION PROGRAM (IP)	House League (HL)	Coach 1-Intro to Coach Trained (1)	Coach 1-Intro to Coach Trained (1)	HTCP Level 1 (6)
NOVICE, ATOM, PEEWEE, BANTAM, MIDGET JUVENILE	House League (HL)	Coach 2-Coach Level Trained (2)	Coach 2-Coach Level Trained (2) (See Note)	HTCP Level 1 (6)
NOVICE, M.ATOM, ATOM	B/A/AA Competitive	Coach 2-Coach Level Trained (2)	Coach 2-Coach Level Trained (2)	HTCP Level 1 (6)
M.PEEWEE, PEEWEE M.BANTAM, BANTAM, M.MIDGET, MIDGET	B/A/AA Competitive	Development 1 Trained (3)	Development 1 Trained (3)	HTCP Level 2 (7)
PEEWEE, JUNIOR B & C	AAA Competitive	Development 1 Certified (4)	Development 1 Certified (4)	HTCP Level 2 (7)
M.BANTAM, BANTAM, MIDGET, JUNIOR A	AAA Competitive	High Performance 1 Certified (5)	Development 1 Certified (4)	HTCP Level 2 (7)

COACHING & TRAINER QUALIFICATION LEGEND:

1. Coaches/Assistant Coaches in the Initiation Program Require Respect in Sport (RIS)-Activity Leader or Speak-Out, HU-On line Coach 1 / 2, 1 day Coach 1 – Intro Coach Trained Status--other levels of qualification are not acceptable at the I.P. Level.
2. All Coaches at the House League and Novice/Atom Competitive Levels require Respect in Sport (RIS) – Activity Leader or Speak –Out, Coach 2 Trained Status. This Consists of two parts: Part 1 – HU – Online Coach 1 / 2 and a 1 day Coach 2 in-class session. Note: The HU – Online component must be completed before a coach can register for the in-class Coach 2 Session.

Note 1: Assistant Coaches at House League require Respect in Sport (RIS)-Activity Leader or Speak Out only; however, they could require the appropriate qualification listed in the chart above for participation with teams from outside their House League or League (i.e. exhibition and/or tournament play). In addition, if the Head





Coaches were not available to start a House League game, an appropriately qualified NCCP Coach would be required to act as the Head Coach.

Note 2: There must be a 1:6 Qualified Coach/Assistant Coach to Player ratio maintained at all times.

3. All Coaches at the B/A/AA Competitive level (Minor Pee wee and Higher) require Respect in Sport (RIS) – Activity Leader or Speak-Out and Development 1 Trained Status.
4. Major Pee wee AAA and Junior B & C Coaches and Minor Bantam, Bantam, Midget AAA and Junior A Assistant Coaches require Respect in Sport (RIS) – Activity Leader or Speak-Out and Development 1 Certified Status.
5. Minor Bantam, Bantam, Midget AAA, and Junior A Head Coaches require Respect in Sport (RIS) – Activity Leader or Speak-Out as well as High Performance 1 Certified Status.
6. All Trainers at the Initiation Program, House League and Novice/Atom Competitive levels require Respect in Sport (RIS) – Activity Leader or Speak-Out and HTCP Level 1 – On-Line Certification.
7. All Trainers at the Minor Pee wee and higher Competitive and Junior A, B, & C levels Require Respect in Sport (RIS)-Activity Leader or Speak-Out, HTCP Level 1 – On-Line Certification and Standard First Aid or Higher for Level 2 Status.
8. While Hockey Canada only requires Trainer Level II for AAA and Junior level trainers, it is recommended that trainers for this level of hockey seek out and obtain the Trainer Level III certification to ensure that they maximize their opportunity to provide the elite level of service considered for this level of hockey.

ADDITIONAL NOTES – HOUSE LEAGUE:

1. **House League Pee wee and Higher:** Coaches in Pee wee House League or higher who were previously qualified with Development 1 or High Performance 1 can coach with that qualification and are not required to take the Coach 2 course.
2. **On Ice Volunteer:** On Ice Volunteers are Coach/Assistant Coach aides and are not to be involved in Coaching/Teaching/Instructing in any manner. Their role is to assist the coaches with player and equipment movement and other related duties.
3. **On-Ice Helper:** is neither a qualification nor a designation to be used in the Initiation Program or higher levels. Rather, it is limited to those under age 20 who wish to give something back to the game, perhaps become involved in coaching or obtain high school volunteer credit hours. (See Operating Policy 6.5: Volunteering as an On-Ice Helper)
4. **Coach 1 and Coach 2** are **Trained** status courses only and do not require **Certified** Status.

In order to become certified at the Development 1 Level coaches must complete the following:

- Respect in Sport (RIS) – Activity Leader;
- Development 1 – 2 day in-class course;
- Complete and Pass a take home assignment within 30 days of completion of the in-class course;
- Complete Making Ethical Decisions (Competition Introduction) on-line course at www.coach.ca;
and
- Pass a Field assessment of a practice.





In order to become certified at the High Performance 1 Level Coaches must complete the following:

- Respect in Sport (RIS) – Activity Leader;
- High Performance 1 – 36 Hour In-Class Course;
- Complete and Pass a take home assignment within 4 months of completion of the in-class course;
- Make Ethical Decisions (Competition-Development) on-line course at www.coach.ca ;
- Leading Drug Free Sport – On-Line at www.coach.ca;
- Managing Conflict – On-Line at www.coach.ca; and
- Pass a Field Assessment of a minimum of 1 Game and 1 Practice.

“Trained” vs. “Certified”

The NCCP model distinguishes between training and certification. Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context (i.e. Competition-Introduction) as defined by the sport and be considered "**trained**".

To become "**certified**" in a coaching context, coaches must be evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training, and support to participants in competition.

Certified coaches enjoy the credibility of the sporting community and of the athletes they coach because they have been observed and evaluated “doing” what is required of them as a competent coach in their sport. They are recognized as meeting or exceeding the high standards embraced by more than 60 national sport organizations in Canada. Fostering confidence at all levels of sport, certification is a benefit shared by parents, athletes, sport organizations, and our communities.

NCCP coaches are described as follows:

In Training – when they have completed some of the required training for a context;

Trained – when they have completed all required training for a context; and

Certified – when they have completed all evaluation requirements for a context.

HTCP Trainer Level 1 Course

The HTCP Trainer Level I program is the introductory level of the program which introduces the participant to the principles of injury and risk management.

Clinic topics Include:

- Hockey Trainer’s Responsibilities
- Code of Ethics / Fair Play Codes
- Risk Management
- Medical History Files
- Abuse and Harassment
- Emergency Action Plan
- Protective Equipment
- Injury Prevention Techniques
- Injury Management Principles
- Recognition of Life Threatening Injuries
- Soft Tissue Injuries
- Spinal Injuries/Concussions
- Removing Players from Action/Coordinating Return to Play





- Nutrition and Hydration

Clinic Length: Approximately 6.5 hours

Minimum Age to Attend: 16 years

The Trainer Level 1 course is only available online through the Hockey Development Centre of Ontario.
[Online Level 1 Course](#)

HTCP Trainer Level 1 Refresher

When an individual is certified as a trainer at this level, he/she is issued a certification number via email upon completion of the online course. There is a universal expiry date and it is always shown as August 31/YY. At this level the certification period is 3 years. It is the responsibility of each trainer to ensure that he/she renews his/her certification; basically the individual should renew his/her certification before the expiration date, however there is a grace period to complete the on-line recertification course by October 31st of the same season of which the certification expired. To renew the Trainer Level 1 certification you can take the [Level 1 Online Refresher](#) course offered by the HDCO.

Level 2 Trainer Upgrade

Any person who shows proof of current certification in Standard First Aid or Higher (**Emergency First Aid does not meet the requirement**) from a recognized service provider [as recognized by Workers' Safety Insurance Board], and has successfully completed HTCP Level I, may be granted the HTCP Level 2 certification by remitting proof of current qualification to HEO (jbaker@hockeyeasternontario.ca) . Individuals who have successfully completed HTCP Level I and hold the following professional qualifications may also be granted HTCP Level 2 certification by remitting proof of current qualification to HEO (jbaker@hockeyeasternontario.ca):

- Registered Nurse
- Occupational Health Nurse
- Chiropractor
- Physician
- Physiotherapist
- Registered Respiratory Therapist
- Ambulance Emergency Medical Care Attendant
- Dentist
- Canadian Athletic Therapists Association
- Basic Trauma Life Support
- National Athletic Trainers Association
- Military Medic [valid for 2 years from end of service date and all qualifications must be licensed in Canada]
- Police Services Personnel
- Fire Fighters

Click here to review [First Aid Providers](#) or contact your branch or division for a list of recognized first aid providers.





Trainer Level 2 Renewal

Once a Trainer is upgraded to Level 2 under our program, he/she can maintain this level by simply advising the HEO office that, while his/her Trainers Card is about to expire, his/her First Aid or other medical qualifications are still valid and he/she wishes to renew his/her Level 2 hockey certification. In this case, the expiry date applied to the new card will be determined by the HEO office and will be based on the remaining period of certification for his/her First Aid or other medical qualifications. Simply send copies of the current first aid and/or proof of professional qualifications (see above) to the HEO office, this can be done via email to Jeff Baker at jbaker@hockeyeasternontario.ca

e-Hockey: Creating an Account and Participant Profile

In order to register for a clinic, a Coach/Trainer will need to have previously created an eHockey account. If you have not done so before and need instructions on how to do so, please click on the following link:

http://www.hockeyeasternontario.ca/docs/REF_eHockey_Manual.pdf

e-Hockey: Check your Qualifications

If you have been registered in hockey previously as a Player, Coach, Official, or Trainer you can access your profile on the Hockey Canada Registry by establishing an eHockey account. Click on the following link to set up access - [Hockey Canada eHockey](#)

1. Click on the [Hockey Canada eHockey](#) link;
2. Click on the link - [Click here to create an account now](#);
3. Review the three steps and check the box - • I have read the above steps and would like to create an account; click the Continue tab;
4. Create your Account;
5. Click - Add a Participant;
6. Search by first name, last name and date of birth & gender;
7. Click – Search;
8. Add Participant to account;
9. Confirm – Yes – I would like to add this participant to my account; and
10. View profile.

Coaches

All Bench and On-Ice Staff must have completed Respect in Sport (RIS)-Activity Leader or Speak-Out, and be registered for the appropriate clinic (Must be able to provide proof of Registration) before their First Regular season league game or on-ice activity (Initiation program) to remain on the team's roster. All required courses must have been taken before November 30th of the current season.

Trainers

Trainer Level 1 certification/recertification or Trainer Level 2 upgrades/renewals must be done no later than October 31st of the current season.

