



## Coaching Requirements Information

Bow Valley Hockey Society is a well-established, experienced and respected society within Hockey Calgary. The Flames are committed to following the mission statement of Hockey Canada, the governing body of hockey in Canada, “To lead, develop and promote positive hockey experiences.”

Being a part of our program provides access to first-class professional mentoring services, regular coach development sessions and interactive exchanges with other BV Flames coaches. Bow Valley provides significant administrative support through the BV Executives and Board so that our coaches can focus on 'coaching'... we have a strong administrative infrastructure in place to make sure that the rest is taken care of!

**You are required to volunteer during evaluations as an evaluator or as on-ice support for a minimum of 12 hours to qualify as a coach applicant.**

### **Do you require a Criminal Record Check? (Police Information Check)**

You will NOT be added to the roster as a coach unless you provide the result letter from your Police Information Check or the Reference Number stating that you submitted your application and started the process.

BVHS Coach Police Information Checks are good for three years. If it has been more than three years since you submitted your last PIC, then you will be required to do another one for the current season.

Please [click here](#) to fill out the form to request a letter which you will use to obtain a FREE Police Information Check including Vulnerable Sector Screening. You will not be reimbursed for the cost of the PIC if you obtain one on your own.

Once you filled out the form, you will receive an email with instructions on the process and the letter with the VSP number. Please follow the instructions and apply online.

Once you completed the process, you will see on the screen “Success” along with a Reference Number. Please print this page or make note of the reference number.

When your application is processed, you will receive an email from CPS. Click on the link provided and log into your account. You will have to “Share” the results with Bow Valley from the site (they are not automatically forwarded). Please read the letter because not all are the actual “Clear” letters. Some people have the same name, date of birth etc., as another person and you will have to book an appointment for fingerprinting within 45 days of receiving the “Attend” letter. Once you complete the additional steps required, you will receive another email with the result which you must “Share” with Bow

Valley. Once you receive the application results (either email or mail), please scan the document and email it to Jodi at [registrar@bvhs.ca](mailto:registrar@bvhs.ca)

### **Respect in Sport – Activity Leader Certificate (Mandatory for all coaches)**

If you are not certified in RIS-AL, you must complete the online course before being added to the roster. RIS-AL is valid for four years and is different from RIS-Parent. If it has been more than four years since you completed the course, you will be required to re-certify. Please [click here](#) to be directed to the website.

### **Hockey Canada Safety Program (Mandatory for all BV coaches)**

You must have a valid HC Safety Certificate in order to be added to the roster as a coach. The Safety Program is valid for three years. Please [click here](#) to be directed to the HC Safety Program website.

In order to qualify to coach at certain age groups, Hockey Canada, Hockey Alberta, Hockey Calgary and Bow Valley mandate coaches have the required certifications as individuals and per team basis. Please look at the Coaching Requirement Chart below and familiarize yourself with the courses you will need to complete. Please note that Coach 1, Coach 2 and Checking are two-part courses. For the classroom / on-ice sessions, you need to book ASAP because they fill up fast and are not offered after November 15.

You will be reimbursed for the coaching courses in December. Please keep your receipts until you receive an email to fill out the Reimbursement Form.

[Coaching Requirements](#)

[Upcoming Coach Clinics](#)

The following certifications are mandatory for EVERY Bow Valley Coach:

- [Respect in Sport – Activity Leader](#)
- [Hockey Canada Safety Program](#)
- [Criminal Record Check including Vulnerable Sector Screening](#)

Additional Certifications required by Hockey Alberta:

U7: Coach 1 (Head Coach & at least one Assistant Coach must be certified per team)

U9: Coach 1 (Head Coach & at least one Assistant Coach must be certified per team)

U11: Coach 2 (Head Coach)  
Checking Skills (Head Coach)

U13: Coach 2 (Head Coach)  
Checking Skills (Head Coach)  
Development 1 (AA Head Coach)

Updated May 6, 2024

U15: Coach 2 (Head Coach)  
Checking Skills (Head Coach)

U18: Coach 2 (Head Coach)  
Checking Skills (Head Coach)

## **Course Descriptions:**

### **Respect in Sport – Activity Leader (\$30 + GST)**

Provides in-depth information on the subjects of bullying, abuse, harassment and neglect. It demonstrates negative behaviours and provides ideas of how a situation may be best handled, including valuable information from subject matter experts delivered in a clear and concise fashion, and asks questions of the leaders based on the scenarios presented. Specific topics include definitions of bullying, abuse, harassment, neglect and discrimination, cyber-bullying, hazing, use of power, emotions, how to respond, reporting, moral and legal issues, and development.

### **Safety (\$47 + GST)**

This 4-hour online program is an introduction to team safety, injury recognition, fair play code and code of ethics, safety at the rink, injury management and the Emergency Action Plan. The team's Safety Person will gain the information and confidence needed to be the go-to person on your team for health, wellness, injury recognition safe and proper recovery & Return to Play procedures.

This training is valid for 3 seasons from the date of completion (expiring on September 1<sup>st</sup>). Once expired must re-take the online course or apply for Level 2 status (with appropriate qualifications).

All Hockey Alberta teams must have one (1) person registered to their team that has completed the Hockey Canada Safety Program and be at all games.

### **Coach 1 - Intro to Coach**

Coaches will be given the tools to teach hockey's basic skills while keeping the theme of practices on fun & fundamentals. Clinics topics include leadership, communication, teaching skills, and lesson planning. All of this is taught with special consideration for the youngest athletes in mind.

#### **STEP 1: \*HU-ONLINE Coach 1/Coach 2 (\$29 + GST)**

12 module online course that takes approximately 4 hours and covers the coaching foundation building blocks. Once registration is complete, coaches can enroll in the appropriate in-person clinic relevant to their coaching requirements (Coach 1 or Coach 2).

#### **STEP 2: In-Person Coach 1 - Intro to Coach (\$136 + GST)**

4 hours classroom followed by 1.5 hours on-ice session.

Hosted from the end of August until November 15<sup>th</sup> (requirement deadline for coaches)

Coaches will learn skill development, skill progressions, practice delivery and resource utilization in this practical learning and sharing environment.

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## **Coach 2 - Coach Level**

This course emphasizes the basic skills and importance of having players develop confidence, self-esteem and a love for the game. Coaches will be given an introduction to player development, coach knowledge, tools to effectively communicate with athletes and parents, and how to support the athlete in the team, training, practice and game environment.

STEP 1: \*HU-ONLINE Coach 1/Coach 2 (\$29 + GST)

12 module online course that takes approximately 4 hours and covers the coaching foundation building blocks. Once registration is complete, coaches can enroll in the appropriate in-person clinic relevant to their coaching requirements (Coach 1 or Coach 2).

STEP 2: In-Person Coach 2 - Coach Level (\$136 + GST)

4 hours classroom followed by 1.5 hours on-ice session.

Hosted from the end of August until November 15<sup>th</sup> (requirement deadline for coaches)

Coaches will learn skill development, skill progressions, practice delivery and resource utilization in this practical learning and sharing environment.

## **Checking Skills**

This course will cover the basic tools to teach Checking skill acquisition, 4 phases of checking (positioning & angling, stick checks, contact confidence, body checking), checking safety, checking skills drills, roles & responsibilities. An emphasis is placed on the basic checking skills, and the importance of having players develop confidence, respect and an awareness of the checking process.

STEP 1: \*HU- ONLINE Checking (\$22 + GST)

6 module online course that takes approximately 1.5 hours

Once registration is complete, coaches can enroll in the in-person clinic.

STEP 2: In-Person \*COACH-INSTRUCTIONAL STREAM Checking Skills (\$116 + GST)

2 hours classroom followed by 1.5 hours on-ice session.

Registration link found under Instructional Stream category

Hosted from the end of August until November 15<sup>th</sup> (requirement deadline for coaches)