

Bismarck Hockey Boosters Coaches' Handbook

Revised June 2019



Welcome and Thank you!

Welcome to Bismarck Hockey Boosters and thank you for applying to be a coach within our organization. We cannot run a successful hockey program without dedicated coaches like you.

This handbook will walk you through everything you need to know to become a certified coach, including all requirements of USA Hockey and Bismarck Hockey Boosters. We encourage you to read through the handbook prior to registering as a coach on our website, www.bismarckhockey.com, as you will need to complete several of these requirements prior to completing the registration process.

As always, if you have questions that arise as you navigate becoming a certified coach for Bismarck Hockey Boosters or during the registration process, please feel free to reach out to our Program Director, Kaine Martell, at programdirector@bismarckhockey.com.

Coaching Requirements

PRIOR TO REGISTERING AS A COACH:

- All coaches must be registered as a coach through USA Hockey. You can [register here](#). Make sure you click on coach and not volunteer. Your USA Hockey # will then be issued and it should consist of 9 numbers and then the first 5 letters of your last name. This must be done annually.
- All coaches must submit a background check, which can be done through North Dakota Amateur Hockey Association (NDAHA). Again, make sure you click on coach and not volunteer. You can find the background check [through this link](#). Please keep a copy of the results, as this must be submitted as part of your registration. This must be done annually.
- All coaches and volunteers must complete SafeSport Training. The [link can be found here](#). Keep a copy of your SafeSport certificate, as you will need to submit this as part of your registration. This must be done annually.

PRIOR TO OR AFTER REGISTERING AS A COACH:

- All coaches must attend a coaching clinic. The dates will be released on our [website](#) and can also be found [here](#). You will need to attend the appropriate level. If you were certified in the past, you are required to move to the next level, unless you are a Level 3 coach. Level 4 is optional. Coaching clinics must be attended annually.
- All coaches must complete age specific modules for the age group they are coaching. These can be found [here](#). This must be done annually.
- The items in this list must be completed prior to December 31 of the current year or you will no longer be allowed to coach.

HELPFUL TIPS AND OTHER INFORMATION:

- If you use one name to register or complete a required item, make sure you use the same name throughout. The database does not sync if you use different names. For example, James Doe registers on USA Hockey as James Doe but then does his background check under Jim Doe. These two names will not sync and will restrict you from being rostered on a team.
- All items on this page are required to be completed prior to December 31 of the current year or you will no longer be allowed to coach. The first set of requirements will need to be completed prior to registering as a coach through the Bismarck Hockey Boosters' website.

- In addition, if any of these items are not completed prior to your team's first game, you will not be allowed to coach or be on the bench until they are completed.

Coaches' Compensation and Reimbursement

COMPENSATION:

Compensation for the 2019-2020 hockey season will be provided to all coaches at the following rates:

	<u>Parents</u>	<u>Non-parents</u>
Bantams/14U/19U:	\$1,500.00	\$3,000.00
Peewees/12U:	\$1,500.00	\$3,000.00
Squirts/10U:	\$750.00	\$1,200.00
Mite/Termite Coordinator:	\$750.00	\$750.00

There will be two paid coaches per team.

Mites and Termites will have four coordinators.

Bantam/14U/19U/Peewee/12U coaches will receive a \$100.00/year raise, capped at five years.

Compensation will be paid to coaches twice a year, specifically on January 15 and March 15.

REIMBURSEMENTS:

All coaches will be reimbursed for their background check fee, USA Hockey registration fee, and their coaching clinic.

Non-parent coaches will be reimbursed for their mileage to and from hockey tournaments and out-of-town games. If sharing rides, only one coach will be allowed to claim the mileage. The mileage will be paid according to the IRS mileage rates and will be set according to BHB's Mileage Chart, which is located [here](#). These rates are set for one-way trips. Once game swings are set for each team, an updated chart will be located on our [website](#).

All coaches, including non-parent coaches, will be responsible for booking and paying for their own hotel rooms for any hockey tournaments out of town or out-of-town games. The hotel reimbursement for non-parent coaches cannot exceed \$150/night.

Non-parent coaches will be paid \$25/day for meals and food while traveling out of town for games or tournaments.

Reimbursement forms must be completed and submitted to treasurer@bismarckhockey.com by the 15th of each month, in order to be paid on the 1st of the following month. These are to be submitted monthly. If a reimbursement request is submitted for expenses that were incurred prior to the previous month, you will not be reimbursed. For example, if you incur an expense on December 10 but do not submit it until February 15, you will not be reimbursed. For a December 10 expense, it should be submitted with your December 15 or January 15 reimbursement form.

Required Forms

There are several forms Bismarck Hockey Boosters needs to collect from you prior to being listed as a coach within our system and receiving compensation for your time. We have included direct links to these forms in this handbook so you have access to them right away. You will also find these forms on our [website](#).

Some forms will need to be submitted with your coaching registration and other forms can be submitted to treasurer@bismarckhockey.com.

These forms include:

- [I-9](#)
- [W-4](#)
- [Direct Deposit Form](#), if necessary

Additional forms included in this packet are:

- [Reimbursement Form](#)
- [Lost Receipt Form](#)

If any coach has an address change after the required forms are submitted, you must contact the Treasurer to update your address.