

# **PYHA Head Coach Requirements**

*(Updated 9/9/25)*

## **Accountability and Compliance**

Head coaches are expected to uphold all PYHA policies, handbook procedures, and Codes of Conduct. Coaches must return all equipment and supplies provided by the Patriot Association (pucks, puck back, first aid kits, etc.) prior to the annual meeting. Failure to comply may result in forfeiture of coaching expense reimbursement and concessions credit and require the coach to buy out of concessions for the year.

Head coaches are also required to complete the mid-season player assessment by the date specified by the Board each season. Failure to submit assessments may affect eligibility for future coaching positions.

## **Appointment Process**

- Applicants for head coach positions must submit an application to the Director of Hockey (DOH) prior to the start of the season.
- The OIC reviews applications and makes recommendations to the Board of Directors. The Board must approve all head coach appointments.
- Head coaches are responsible for appointing their assistant coaches and team managers.

## **Qualifications**

- Current USA Hockey registration and certification at the appropriate level, including all age-specific modules.
- Submission of a coaching application each season (forms retained by the OIC).
- Successful completion of a background screening (bi-annually).
- Completion of USA Hockey's SafeSport module (annually).
- Completion of PYHA-required safety training.
- Signing and upholding the PYHA Coach Code of Conduct.

## Head Coach Expectations

- Be fully prepared for all practices and games.
- Effectively delegate responsibilities and empower assistant coaches.
- Attend practice and games consistently.
- Ensure that at least two certified coaches are present at every skills session.
- Manage player–coach relationships with their own child professionally or defer to another coach when appropriate.
- Cooperate with other coaches and teams when sharing ice, including sharing practice plans and coordinating drills.
- Communicate team activities weekly with families, either directly or through the team manager.
- Finalize the team schedule—including tournaments, off-ice training, and team events—in collaboration with the manager/scheduler. The head coach retains final authority.
- Oversee locker room supervision and ensure compliance with PYHA requirements.
- Enforce the mandatory use of neck guards during all practices and games.

## General Requirements for All Coaches

1. Maintain USA Hockey certification and complete required age-specific modules.
  - USA Hockey registration is completed before you go on the ice.
  - Background check is up to date before you go on the ice.
  - Safesport core training course or refresher is completed within 10 days after team selection.
  - Any age-specific modules or certification classes must be done by November 30<sup>th</sup>. The only exception is if a certification class is not offered before then.
2. Wear a properly fitted helmet whenever on the ice (exceptions: postgame handshake lines, transfers to/from the bench).
3. Only OIC-approved, certified coaches (including documented student coaches) are permitted on the ice or bench.
4. Any use of “helpers” requires DOH approval, with approvals communicated to the Board. Non-certified helpers must comply with PYHA requirements and be supervised by a certified coach.
5. Establish team rules and discipline policies that are fair, consistent, prioritize player safety, and align with PYHA Codes of Conduct.
6. Arrive prepared for each practice with knowledge of, or input into, the practice plan.
7. Ensure locker room monitoring is in place and step in if the assigned supervisor is absent.

8. Report to the ALD, DOH, and President within 24 hours any incidents involving misconducts, match penalties, major injuries, suspensions, ejections, confrontations, or served game suspensions.
9. Uphold commitments in the Coaches Code of Conduct and support the Player and Parent Codes of Conduct.