



# **CHAPTER 3**

## **COACHES**

### 3. Coaches

#### 3.1 Accreditation dates, prerequisites and obligations

- A. Any candidate to the position of head coach or assistant coach of a single-letter class must be at least 16 years old and be accredited before **December 31** of each year at the required qualification level depending on the class and division, otherwise he cannot act as coach until he obtains his accreditation.
- B. Any candidate to the position of head coach or assistant coach of a triple or double-letter class must be at least 18 years old and must be accredited before **December 31** of each year at the required qualification level depending on the class and division, otherwise he cannot act as coach until he obtains his accreditation.
- C. To be authorised to sign an Official Team Roster form, all head and assistant coaches must be accredited at the required level depending on the class and division.
- D. For all triple and double-letter teams, a minimum of two (2) coaches must sign a team's Official Team Roster form, one (1) as head coach and one (1) as assistant coach.

#### 3.2 Required Qualifications

- A. All head coaches, first assistants and other assistants must comply with the qualifying table below.
- B. If you have completed your Coach 1 – Initiation and/or Coach 2 recreation qualification, these remain valid and you do not have to take the formation modules.

| REQUIRED QUALIFICATIONS U11 (ATOM), U13 (PEE-WEE), U15 (BANTAM), U18 (MIDGET), U14 (BENJAMIN D3-D4), U16 (CADET D3-D4), U18 (JUVENILE D3-D4)  |  |  |  |
|---|--|--|--|
| DIVISIONS/CLASS   | HEAD COACH   | 1 <sup>ST</sup> ASSISTANT COACH  | OTHER ASSISTANT COACHES  |
| <b>U11 (Atom)</b> A-B-C<br><b>U13 (Pee-wee)</b> A-B-C<br><b>U15 (Bantam)</b> A-B<br><b>U18 (Midget)</b> A-B<br><b>U14 (Benjamin D3-D4)</b><br><b>U16 (Cadet D3-D4)</b><br><b>U18 (Juvenile D3-D4)</b> | 1. Respect in Sport Formation (on-line)<br><b>2. Coach 2 – Coach level</b> | 1. Respect in Sport Formation (on-line)<br>2. HU-Online Coach ½<br><b>3. (Recommended) Coach 2 – Coach level</b> | 1. Respect in Sport Formation (on-line)<br>2. (Recommended) HU-Online Coach ½<br><b>3. (Recommended) Coach 2 – Coach level</b> |

| REQUIRED QUALIFICATIONS JUNIOR A-B, SENIOR A-B |  |  |  |
|--|--|--|--|
| DIVISIONS/CLASS                                | HEAD COACH   | 1 <sup>ST</sup> ASSISTANT COACH  | OTHER ASSISTANT COACHES  |
| Junior A-B<br>Senior A-B                       | 1. Respect in Sport Formation (on-line)<br><b>2. Coach 2 – Coach level</b> | 1. Respect in Sport Formation (on-line)<br>2. HU-Online Coach ½<br><b>3. (Recommended) Coach 2 – Coach level</b> | 1. Respect in Sport Formation (on-line)<br>2. (Recommended) HU-Online Coach ½<br><b>3. (Recommended) Coach 2 – Coach level</b> |

| REQUIRED QUALIFICATIONS U11 (ATOM) AA-BB |   |   |  |
|--|---|---|--|
| DIVISIONS/CLASS                          | HEAD COACH  | 1 <sup>ST</sup> ASSISTANT COACH                                     | OTHER ASSISTANT COACHES  |
| <b>U11 (Atom)</b> AA-BB                  | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1 | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1 | 1. Respect in Sport Formation (on-line)<br><b>2. Required minimum: Coach 2 – Coach level</b> |

**REQUIRED QUALIFICATIONS U13 (PEE-WEE) AA AND BB, U15 (BANTAM) BB, U14 (BENJAMIN D1-D2)**

| DIVISIONS/CLASS   | HEAD COACH  | 1 <sup>ST</sup> ASSISTANT COACH                                     | OTHER ASSISTANT COACHES   |
|---|---|---|---|
| <b>U13 (Pee-wee) AA-BB<br/>U15 (Bantam) BB<br/>U14 (Benjamin D1-D2)</b> | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1<br>3. Physical Contact training (Body checking 1 profile) | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1 | 1. Respect in Sport Formation (on-line)<br>2. Required minimum: Coach 2 – Coach level (classroom and on-line) |

**REQUIRED QUALIFICATIONS U15 (BANTAM) AA, U16 (CADET D1-D2)**

| DIVISIONS/CLASS                              | HEAD COACH  | 1 <sup>ST</sup> ASSISTANT COACH                                     | OTHER ASSISTANT COACHES   |
|--|---|---|---|
| <b>U15 (Bantam) AA<br/>U16 (Cadet D1-D2)</b> | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1<br>3. Progressive Body checking (Body checking 2 profile) | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1 | 1. Respect in Sport Formation (on-line)<br>2. Required minimum: Coach 2 – Coach level |

**REQUIRED QUALIFICATIONS U18 (MIDGET) AA, U18 (JUVENILE D1-D2), COLLEGIAL D2**

| DIVISIONS/CLASS  | HEAD COACH  | 1 <sup>ST</sup> ASSISTANT COACH                                     | OTHER ASSISTANT COACHES   |
|--|---|---|---|
| <b>U18 (Midget) AA<br/>U18 (Juvenile D1-D2)<br/>Collegial D2</b> | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1 | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1 | 1. Respect in Sport Formation (on-line)<br>2. Required minimum: Coach 2 – Coach level |

**REQUIRED QUALIFICATIONS U18 (MIDGET) BB**

| DIVISIONS/CLASS        | HEAD COACH  | 1 <sup>ST</sup> ASSISTANT COACH                                     | OTHER ASSISTANT COACHES   |
|------------------------|---|---|---|
| <b>U18 (Midget) BB</b> | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1 | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1 | 1. Respect in Sport Formation (on-line)<br>2. Required minimum: Coach 2 – Coach level |

**REQUIRED QUALIFICATIONS JUNIOR AND SENIOR AA**

| DIVISIONS/CLASS        | HEAD COACH  | 1 <sup>ST</sup> ASSISTANT COACH   | OTHER ASSISTANT COACHES   |
|------------------------|---|---|---|
| Junior AA<br>Senior AA | 1. Respect in Sport Formation (on-line)<br>2. Coach – Development 1 | 1. Respect in Sport Formation (on-line)<br>2. Coach 2 – Coach level (classroom and on-line)<br>3. Required minimum: Coach – Development 1 | 1. Respect in Sport Formation (on-line)<br>2. Required minimum: Coach 2 – Coach level |

**REQUIRED QUALIFICATIONS U13 (PEE-WEE) AAA AND U13 (PEE-WEE) AAA RELEVE**

| DIVISIONS/CLASS                 | HEAD COACH  | 1 <sup>ST</sup> ASSISTANT COACH  | OTHER ASSISTANT COACHES   |
|---------------------------------|---|--|---|
| <b>U13 (Pee-wee) Releve AAA</b> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach – Development 1</li> <li>3. Physical Contact training (Body checking 1 profile)</li> </ol> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach – Development 1</li> </ol>                          | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. <b>Required minimum: Coach 2 – Coach level</b></li> <li>3. <b>(Recommended) Coach – Development 1</b></li> </ol> |
| <b>U13 (Pee-wee) AAA</b>        | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach - High performance 1</li> <li>3. Physical Contact training (Body checking 1)</li> </ol>    | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. <b>Required minimum: Coach – Development 1</b></li> </ol> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. <b>Required minimum: Coach – Development 1</b></li> </ol>  |

**REQUIRED QUALIFICATIONS U15 (BANTAM) AAA, U15 (BANTAM) AAA RELEVE AAA U17 (MIDGET ESPOIR), U18 (MIDGET ) AAA**

|   |   |  |  |
|---|---|--|--|
| <b>U15 (Bantam) AAA U15 (Bantam) Releve AAA</b> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach - High performance 1</li> <li>3. Body checking training (Body checking 2)</li> </ol> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach - High performance 1</li> </ol> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. <b>Required minimum: Coach – Development 1</b></li> <li>3. <b>(Recommended) Coach - High performance 1</b></li> </ol> |
| <b>U17 (Midget) Espoir U18 (Midget) AAA</b>     | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach - High performance 1</li> </ol>  | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach - High performance 1</li> </ol> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach - High performance 1</li> </ol>   |

**REQUIRED QUALIFICATIONS COLLEGIAL - MEN**

| DIVISIONS/CLASS     | HEAD COACH   | 1 <sup>ST</sup> ASSISTANT COACH  | OTHER ASSISTANT COACHES  |
|---------------------|--|--|--|
| <b>Collegial D1</b> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach - High performance 1</li> </ol> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach - High performance 1</li> </ol> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. <b>(Recommended) Coach - High performance 1</b></li> <li>3. <b>Required minimum: Coach – Development 1</b></li> </ol> |

**REQUIRED QUALIFICATIONS UNIVERSITY MEN, QJAAHL, QMJHL**

| DIVISIONS/CLASS                     | HEAD COACH   | 1 <sup>ST</sup> ASSISTANT COACH  | OTHER ASSISTANT COACHES  |
|-------------------------------------|--|--|--|
| QJAAHL<br>QMJHL<br>University - men | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach - High performance 1</li> </ol> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. Coach - High performance 1</li> </ol> | <ol style="list-style-type: none"> <li>1. Respect in Sport Formation (on-line)</li> <li>2. <b>Minimum required: Coach – Development 1</b></li> <li>3. <b>(Recommended) Coach - High performance 1</b></li> </ol> |

**Note:** Please note that the HP1 Coach must maintain his certification over a 5-year period.

### 3.3 Certification verification and validation

- A. Each coach who has completed the training steps must be registered in Hockey Canada's registration system (HCR).
- B. Verification of a coach's qualifications will be done through Hockey Canada's registration system (HCR).

**Note: Since September 2012, Hockey Quebec and its regions no longer issue coaches cards. All information in relation the your coaching qualifications can be consult on the Hockey Canada platform.**

### 3.4 Possibility of coaching more than one team

A head coach or assistant coach may only be registered on a maximum of (2) Official Team Roster Forms. However, the certification level must be respected at all times.

### 3.5 Replacing a coach

If the certified coach is absent for a maximum of five (5) consecutive games, regardless of the reason, and the assistant coach is in charge of the team for the game(s), the mandatory accreditation rule does not apply provided that he fulfills the requirements outlined in article 3.2.

In the event of force majeure, a temporary permission may be granted by the regional or provincial head coach with the approval of the appropriate Board of Directors. Such permission is only valid for the current season. It cannot be renewed for the following season(s).

In emergency situations, if one or more certified coaches are absent, they may be replaced by any other accredited coach and the mandatory accreditation rule does not apply.

### 3.6 Health and Safety Attendant

- A. Accreditation of a Hockey Quebec member  
Any member of Hockey Quebec must be at least 16 years old, can be accredited as Health and Safety Attendant.  
A candidate wishing to register as a Health and Safety Attendant and must abide by Hockey Quebec's, the Region's, the organization's or the association's regulations.
- B. Regulations regarding teams  
Teams must have at least one Health and Safety attendant on its staff. The person with the Health and Safety Attendant (PSSA) qualification must necessarily be part of the staff behind the bench with the team during a game.
- C. Compliance by a team and non-respect of the regulations  
A team that does not comply with the rules as of **December 31** of the current year will no longer be allowed to take part in any Hockey Quebec approved event as of **January 1<sup>st</sup>** of the current season. (In the event of force majeure or an emergency, Article 3.5 may apply).
- D. The Health and Safety Attendant accreditation is valid as long as the person is a Hockey Quebec member.

### 3.7 Helmets

It is mandatory for all head coaches, assistant coaches, activity leaders, helpers and any other person involved in an on-ice practice, training session or activity with players and/or coaches under Hockey Quebec's jurisdiction to wear a CSA-certified helmet with the chin strap properly attached. Should a person not comply, that person will not be allowed to participate in on-ice activities. A suspension may be imposed by the governing body.

### 3.8 Grandfather clause

For coaches who have the old Advanced 1 level (2A and 3A) or the High Performance 1 level who wish to coach at single and/or double-letter levels, the grandfather clause will also apply. **Only the online Respect and sport upgrade module and a special accreditation from Hockey Quebec are necessary.**

### 3.9 Respect in Sport

All members registered in the HCR system who are part of the following categories must complete the mandatory online training “Respect in Sport” in order to obtain their accreditation.

- All Initiation coaches
- All Recreation coaches
- All Introduction to competition 1 coaches
- All Health Safety Attendants
- All High Performance 1 coaches
- All Bench Personnel

### 3.10 Bench Personnel (HCR)

With the exception of the head coach and the assistant coaches who are identified in the HCR system as being part of the coaching staff, a team may not have more than three (3) attendants identified in the HCR system as “Bench Personnel”.

### 3.11 Rule of two (2) at the arena

The rule of two (2) is a precious tool that coaches and/or bench personnel must use in the context of a meeting with a player at the arena. The purpose of this rule is to protect both the players and the coaches and/or bench personnel against potentially vulnerable situations by ensuring that more than one adult is present at the meeting at the arena.

A coach and/or bench personnel who wishes to meet a player at the arena must follow the following procedure:

- The rule of two (2) always requires that at least two (2) coaches and/or bench personnel be present during a meeting **with all players especially with minor players**, when the situation may result in potential vulnerability.
- This means that any face-to-face meeting between a person in authority (coach and/or bench personnel) and a minor player must be held in such a way that the second (2nd) person in authority can hear and see the discussion, except in the case of medical emergencies.
- One of the persons in authority (coach and/or bench personnel) must also be of the same sex as the minor player.
- In circumstances where the second person (coach and/or bench personnel) in authority is not available, a second person, volunteer, parent or adult whose verification of criminal record has been conducted may be present.