



USA Hockey Coaching Education Program



2019

MICHIGAN DISTRICT
TEMPORARY COACHING CARD

2019

(Please allow a minimum of 30 days to process your request.)

Date: _____ Season: _____ Date of Birth: _____

Legal Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email: _____

USA Hockey Membership Number: _____

CEP Card #: _____ Current Level: 1 2 3 4 5

Team Name: _____ Age Level of Team: _____

Temporary Certification Level Requested:

Level 1 Level 2 Level 3 Level 4

Please check your District/Affiliate website for rules governing Temporary Coaching Cards issued in your specific area.

Reason for request, type (see page 2 for acceptable reasons) and full description: _____

By signing below, I agree to the procedures outlined on page 2 of this application and the following terms. I understand that the USA Hockey Temporary Coaching Card expires on August 31 of the current playing season. I also understand that I am eligible to apply for the Temporary Coaching Card only **ONCE** during my career as a USA Hockey-registered coach.

Coach: _____ Date: _____

Association Representative: _____ Date: _____

Association Representative Title: _____

District CIC Signature: _____ Date: _____

Mail form and check to:

USA Hockey Temporary Card, 4432 Woodhaven Dr, Kalamazoo, MI, 49024

Please Note: If you mail this form with a post office signature requirement, you may delay your application by up to one week.



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Credit card payments will not be accepted. In order for your application to be considered you must submit a check or money order in the amount of \$50 payable to USA Hockey with your application.

Due to the high volume of requests, we are unable to email or fax copies of your temporary card. Your temporary card will be mailed directly to you.

Applications postmarked between January 1 and April 1 will be returned, not approved.

PLEASE ALLOW A MINIMUM OF 30 DAYS TO PROCESS YOUR REQUEST.

Any coach is eligible to apply for a Temporary USA Hockey Coaching Education Card through his/her District Coach-in-Chief. This may be accomplished by adhering to the following procedures:

1. A coach must submit this District Temporary Coaching Card Request Form to his/her District Coach-in-Chief. Email requests are not acceptable.
2. Each completed District Temporary Coaching Card Request Form must be accompanied by a \$50.00 check or money order made payable to USA Hockey. Credit card payments are not accepted.
3. A coach can request a Temporary Coaching Card only once during his/her USA Hockey coaching career.
4. The Temporary Coaching Card is valid through August 31st of the current hockey season.
5. All coaches who request a Temporary Coaching Card are responsible to fulfill the coaching education requirements for the following season.
6. District Coaches-in-Chief may check with the local association/affiliate for any information regarding the coach requesting the temporary coaching card. The District Coach-in-Chief makes the final decision regarding all Temporary Coaching Card requests.
7. Applications postmarked between January 1 and April 1 will be returned, not approved.

REASON FOR TEMPORARY CARD REQUEST

Although there is a system of checking which coaches have fulfilled their requirements, the responsibility of whether or not a coach has completed the necessary requirements lies with the coaches themselves. It is the coach's responsibility to verify his/her own District/Affiliate policies regarding Temporary Coaching Cards, as those policies may differ from the USA Hockey National Office policies.

Temporary Coaching Cards are intended to fill a once-in-a-lifetime need and not serve as a replacement for obtaining certification. **You are required to submit the reason you are applying for a Temporary Coaching Card.** Please state the type of reason and provide a full description of your personal situation. Possible reasons for needing a Temporary Coaching Card include:

- Medical issues and/or emergencies
- Military responsibilities
- Could not obtain Level 4 certification due to timing of coaching appointment
- Change in coaching personnel

BEFORE COMPLETING THE APPLICATION

1. Study the chart of Michigan Coaching Requirements, found online at maha.org in the Coaches section of the website, or in the printed MAHA Annual Guidebook. Consult with your ACE Director.
2. Be sure that the level of Temporary Card you request meets those requirements. You will not be granted a Temporary Card for a higher level than is required.