



Coaches / Managers,

May, 2023

Thank you for registering to be a coach or manager with the Rochester Jr. Americans for the 2023-24 season. We are looking forward to working with you.

There are several requirements in order to add a coach or manager to a USA Hockey roster. Coaches must do all items #1-6; managers items #1-4.

1. Register with USA Hockey. <https://membership.usahockey.com/> Your 2022-23 USAH confirmation number will have a "4" as the 4<sup>th</sup> digit. If you have anything other than that, it is not for this season. For example, my USAH for this season as a volunteer is 095401390XXMIL.
2. Register with the Rochester Jr. Americans. If you are on a draft roster that has been submitted to me, you should have received an "invitation to register" from our Webmaster, Bill Yudichak. If you have not as yet received an invitation, please email Bill directly at [Bill.Yudichak@jramerks.com](mailto:Bill.Yudichak@jramerks.com). Let him also know what team you're on or if you are also on more than one team.
3. Take SafeSport (a free course with USAH, required every year). Done prior to participation with your team. <https://www.usahockey.com/safesporttraining>
4. Do your Background Screening – now done on a national level every two years. If you did your screening last season, you will not need it this season. Done prior to participation with your team. <https://www.usahockey.com/backgroundscreen> Please do not change the ID number in the box when you first open the screening questions. The ID # is 35615801. Screening can take up to 9 days to complete.

**MANAGERS CAN STOP AFTER ITEM #4 – COACHES, PLEASE CONTINUE ON.**

5. Take the age appropriate module for the team you'll be coaching (if you do not have that module already). <https://www.usahockey.com/agespecificmodules>  
Coaches – please note – The cost for modules has increased this year to \$15 (used to be \$10). Also, there is a difference between the age specific modules and your CEP level which is addressed in Item #6 below. The modules referenced here are for Mites 8U, Squirts 10U, etc. If you're a Midget coach (15U, 16U, 18U) - it's an 18U module. For those interested, there are also 3 levels of a Goaltending Coach module available – Bronze, Silver, Gold.  
<https://www.usahockey.com/goaltendingcoachdevelopment>.
6. Have an unexpired CEP level (except for 8U and under coaches). Use the USAH link below to register for CEP clinics when they become available (probably mid-to-late summer).  
<https://www.usahockey.com/coachingclinics>

Many of you will need one or more of the components that are listed above. Please take care of them as soon as possible so we can get you onto the team rosters once the portal opens for me in mid-July.

Also attached is a Coaching Reimbursement Form – if you would like to be reimbursed for your costs for the items above, please complete and return to me, preferably by email, no later than January 15, 2024 with the appropriate receipts. Note that no checks will be written until after that date.

If you have any questions, please let me know and I'll help you navigate to get through them.

Thanks,

Nedra Miller, Jr. Amerks Registrar, [Nedra.Miller@jramerks.com](mailto:Nedra.Miller@jramerks.com) or [NedraLMiller@gmail.com](mailto:NedraLMiller@gmail.com)