



Coach 2 - Coach Level – Verification of Post Task Completion

This form is to be completed and submitted to your Minor Hockey Association (e.g. MHA Head Coach, Coach Coordinator, etc) **by March 1, 2024** for their verification of completion. A coach is granted a “Trained” status at the Coach 2 level once the coach’s MHA signs and submits this form to BC Hockey and the form is processed.

Please retain a copy of the Logbook and verification of post task completion for future reference.

Coach Information (please complete all fields):

Name: _____ Email: _____
Phone: _____ Fax: _____
Address: _____ City/Postal Code: _____
M.H.A.: _____ Division: _____
Clinic Date (YY/MM/DD): _____ Clinic Location: _____

Logbook tasks to be submitted for review:	MHA Rep Verification Initials
Complete your team’s culture; schedules & codes – (pages 4 - 7)	
Complete Prevention of Harassment, EAP – (pages 8 - 11)	
Complete 4 Game Logs – (pages 12 - 14)	
Complete 4 Practice Logs – (pages 15 -19)	

MHA Representative

Name (print): _____ Signature: _____
Email: _____ Phone: _____



Completing Your Logbook

To gain “Trained” status as a Coach 2 – Coach Level coach you are required to complete the following Logbook pages in their entirety and submit them to your Minor Hockey Association’s coaching contact (Head Coach / Coordinator). Please note that Coach 2 does not ascend to “Certified” status.

The Verification of Post Task Completion form must be completed, initialed and signed by a representative from your home association, and then sent to BC Hockey. It should not come directly from a coach to BC Hockey. This vetting procedure is the proof of completion for your Workbook.

The Logbook consists of the following tasks to be submitted for review:

Your team’s culture (pp.4-7)

- The team page is intended for you to have an opportunity to reflect on where your team is at and what they might be like. This should be completed over the course of your season.

Team Schedules (pp. 4-7)

- regardless of whether you are a Head Coach or Assistant Coach an important part of planning and organization is having a clearly laid out schedule for your parents and players. The team calendar should include:

- all scheduled games and practices, the time of the event and location
- all scheduled team functions including off-ice training, team meetings, team building activities, etc.

Fair Play Codes and Team Code of Conduct (pp. 4-7)

- You should review the Fair Play codes found in your Hockey Canada Skills manual and add any other personal fair play codes you will follow. The team in consultation with you and the rest of the coaching staff should build a team Code of Conduct. Examples of what this might include would be team rules, ramifications for breaking the rules, team expectations etc.

Prevention of Harassment and Bullying (pp. 8-11)

– This section asks you to demonstrate your understanding of harassment and abuse issues and how you will plan to prevent them from occurring in your team environment. You should consider the sections on communications, the 6-step decision making model and the Respect in Sport material when completing this section.

Game Logs (pp.12 - 14)

- There are 4 Game Logs for you to complete. You should complete the top portion of the log prior to the start of each game and fill in the Games Notes after the completion of the game.

Practice Logs (pp. 15 - 19)

- There are 4 practice logs to be completed. You are not expected to design drills but are expected to be able to outline the objectives of the practice, which drills you used from the Hockey Canada Skills Manual, track which players are attending practices and reflect on the practice. The intent of the comments area is for you to reflect on the practice, determine if you were successful in meeting your outcomes and what you would do differently the next time.

Make a copy of your completed Logbook, submitting one copy to your MHA and retain the other for yourself – it will serve as a great planning tool for your future years in coaching.