



## OWHA CLINIC HOSTING MANUAL 2011-2012

### DEVELOPMENT

1. HTCP – Hockey Trainers Certification Program
2. HCOP – Hockey Canada Officiating Program
3. HCIP – Hockey Canada Initiation Program – OWHA Hockey  
FUNdamentals
4. Speak Out! – OWHA Prevention Services
5. NCCP – National Coaching Certification Program





Ontario Women's Hockey Association



## Hockey Trainer's Certification Program

### HTCP

Since 1980, the Hockey Development Centre for Ontario has provided the Hockey Trainer's Certification Program to amateur hockey in Ontario. The HTCP is designed to educate people in the prevention, recognition and treatment of hockey related injuries. The program offers three levels of certification that are designed to assist the individual trainer as his or her experience grows.

The program touches on many key areas including: the role of the trainer, equipment fitting, development of the Emergency Action Plan, development of a prudent Risk Management Plan, and the procedures to follow in common injury situations. The HTCP is the only sport specific injury management program in Ontario.

### HTCP MISSION STATEMENT

*"To provide the amateur hockey volunteer a simple yet comprehensive approach to the prevention and management of athletic injuries in hockey. The HTCP endeavors itself to be an educational program for the purposes of increasing communication, awareness, personal knowledge and as an end result, safety for the hockey volunteer and participant in Ontario."*

### HTCP – LEVEL I

The HTCP Level I is the entry level of the program that introduces the participant to the principles of injury and risk management. Topics include:

- Trainers' Responsibilities
- Recognition of Life Threatening Injuries
- Code of Ethics / Fair Play Codes
- Spinal and Head Injuries
- Risk Management
- Soft Tissue Injuries
- Protective Equipment
- Injury Prevention Techniques
- Medical History Files
- Emergency Action Plan
- Exercise Induced Bronchospasm
- Harassment & Abuse
- Nutrition and Hydration
- Hygiene
- Performance Enhancing Drugs
- Removing Players from Action / Coordinating Return to Play
- HIV and Hockey

For more information please contact: Diane Boles Tel: (905) 227-7548, [diane.boles@sympatico.ca](mailto:diane.boles@sympatico.ca)

## Host Responsibilities- HTCP - LEVEL I

### Registration (Participants must be a minimum of 14 years old)

- Minimum of 25 participants
- Maximum of 35 participants

### Classroom Rental

- Please book the classroom from one hour prior to registration time to one hour after anticipated end of course. This will allow sufficient time for set-up and take-down.
- Tables and chairs
- The classroom set-up must allow sufficient space for instructor's demonstrations.

### A/V Equipment

- Minimum of a 26" TV
- VCR and DVD
- Overhead projector
- Screen (large white smooth wall will suffice if located in an advantageous part of the class)
- Extension cord

### Optional

- Coffee (cream, sugar, cups, etc.)
- Doughnuts or muffins

## Financial Responsibilities- HTCP - LEVEL I

### What To Charge Your Participants?

Some thoughts to consider when setting your registration fee:

- Classroom rental
- A/V rental
- Are you serving coffee and snacks?
- Administration costs (flyers, postage, phone calls, faxes, etc.)

Sample:	Classroom	\$15.00/hour (@ 9 hours)	\$135.00
	A/V rental	50.00	50.00
	Administration		<u>20.00</u>
		Sub Total	\$205.00

Set your break even at 25 participants      $\$205.00 \div 25 = 8.20$

OWHA Clinic Fee / participant	<b>\$65.00</b>
Your local association costs / participant	<u>8.20</u>
	<b>\$73.20</b>
Add coffee, doughnuts & muffins	<u>1.80 / participant</u>
	<b>\$75.00 Final Participant cost</b>

**Please note:** Cancellation of clinic – loss of \$200 deposit



# HTCP

## Trainers Clinic

### Host Application Form

**ASSOCIATION NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**PHONE:** Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CLINIC DATES:** 1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

**CLASSROOM**

Name (Community Centre, School, Arena, etc.) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

The classroom has been booked for the following times: Sat/Sun: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

*Alternate arrangements may be made to host clinics during weeknights - please contact Diane Boles for details.*

Has your association hosted a HTCP clinic before?     Yes     No     Not Sure

Will you be available to attend the clinic as a facilitator (i.e. Registration, set-up, coffee, take-down) \_\_\_ Yes

If not, then who will represent your association in this capacity? Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Please email or fax this form to Diane Boles:    [diane.boles@sympatico.ca](mailto:diane.boles@sympatico.ca)

(905) 227-2002 (fax)

(905) 227-7548 (telephone)

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please forward the non refundable \$200 deposit to:

**Ontario Women's Hockey Association**  
 5155 Spectrum Way, Building #3  
 Mississauga, Ontario L4W 5A1  
 Attention: Development



Ontario Women's Hockey Association



## Hockey Canada Officiating Program

### HCOP

*To become a competent, respected hockey official at any level requires patience, discipline, dedication, courage and hard work. Hockey is a fast paced, exciting sport and along with players, coaches and spectators, officials are an integral part of the game. The Hockey Canada Officiating Program is an important developmental program within the Hockey Canada structure. The specific needs of the referee are based primarily on the stream of hockey in which the official is participating.*

*Becoming a competent hockey official is not something that is going to be mastered overnight, nor does it come naturally; yet the demands for perfection are instant. Qualified instructors provide the referee's training with a nationally prepared course outline at all levels. Hockey officiating is an apprenticeship process and one of the main tools is learning through actual game experience.*

*The level system, Level I through Level VI (Level IV in female hockey), is the foundation for the training and development of amateur hockey officials throughout Canada. Hockey Canada has categorized the hockey playing in Canada into four basic streams, each with different priorities. They include the Initiation Program, the Recreational Program, the Competitive Program, and the High Performance Program. The HCOP has opportunities for everyone from the Initiation at Level I to High Performance (Level IV in female hockey).*

### Definitions of CHOP Levels

LEVEL	PURPOSE	CERTIFICATION	DELIVERY
<b>House-league</b>	To prepare a young or new official to officiate girls and minor hockey.	An individual is certified at Level I with attendance and completion of a Level I clinic. Completion of a national examination, to be marked and returned prior to the completion of the clinic.	Minimum of seven (7) hours of instruction. May be presented over 2 evenings or on a Saturday or Sunday.
<b>Level II</b>	To further enhance the training & skills of female & minor hockey officials.	A person must be a minimum of sixteen (16) years of age as of Dec. 30/2011 to obtain Level II status. Must attend and participate in all sessions a Level II clinic. Must obtain a minimum of 70% on a national examination, to be marked and returned prior to the completion of the clinic.	Minimum of seven (7) hours of instruction. May be presented over two evenings or on a Saturday or Sunday.
<b>Note:</b> <i>A novice official, seventeen (17) years of age or older, may attain Level I and II certification in one year based on ability. This is the only opportunity within the HCOP to accomplish two levels in one year. This is designed to encourage people with playing or coaching experience to consider officiating.</i>			
<b>Level III</b>	To prepare officials capable of refereeing higher calibre hockey. For example: bantam, midget, intermediate & senior play-offs, regional playdowns, provincial and Female National Championships.	Must be fully certified at Level II and referee one year at that level. Must have recommendation from OWHA (or recognized HC organization) supervisor before advancing to Level III. Must attend and participate in all sessions of a Level III clinic. Must obtain minimum of 80% on a national examination, to be marked and returned prior to the completion of the clinic. Must be judged capable of refereeing at a higher calibre. Must pass practical, on-ice evaluation, performed by a qualified branch or Division HCOP supervisor.	Minimum of eight (8) hours of instruction. An official at Level III will have a thorough knowledge of the playing rules and role of an official. Similar delivery options as Level II although Level III is usually presented in one day.

<b>Level IV</b>	To prepare hockey officials capable of refereeing regional & national championships, female hockey national championship and designated IHF competitions.	<p>Must be fully certified at Level III and referee one year at that level.</p> <p>Attendance at a Level IV will be by branch invitation only. Certification at Level III does not automatically make one eligible for Level IV.</p> <p>Must attend and participate in all sessions of a Level IV clinic.</p> <p>Must obtain a minimum of 80% on a written national examination.</p> <p>Must pass a practical, on-ice evaluation, performed by a qualified Branch HCOP supervisor.</p>	Minimum of fourteen (14) hours of instruction. Usually presented over a weekend, starting Friday night, all day Saturday, and Sunday until approximately 2:00 p.m.
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- The above are excerpts from Hockey Canada publications.

**\*\*\*The following are subject to change\*\*\***

### 2011-2012 OWHA HCOP Program – What The Participants Will Need To Know

Certification Level	Pre-requisites	2011-2012 OWHA Clinic/Registration Fees	2011-2012 OWHA Clinic/Registration includes:
House League	Participants must be at least 14 years of age and under the age of 16 as of Dec 31, 2011	\$TBA	<ul style="list-style-type: none"> <li>▪ 2011-12 OWHA Referee Registration Fee</li> <li>▪ 2011-12 HC Insurance</li> <li>▪ CHOP Manual (new officials only)</li> <li>▪ OWHA Crest</li> <li>▪ HC Shoulder Patch</li> <li>▪ Canadian Flag/Year Bar Patch</li> <li>▪ HCOP Certification</li> <li>▪ Supervision</li> </ul>
Level II	Participants must be over the age of 16 years as of Dec. 31, 2011	\$TBA	
Level III	Level II participants must be recommended to attend a Level III course.	\$TBA	
Level IV	Re-certification only	\$TBA	
Level V	Re-certification only	\$TBA	

### Host Responsibilities- HCOP

Registration (Participants must be a minimum of 16 years old)

- Minimum of 15 participants
- Maximum of 25 participants

Classroom Rental

- Please book the classroom from one hour prior to registration time to one hour after anticipated end of course. This will allow sufficient time for set-up and take-down.
- Tables and chairs to accommodate each participant
- The classroom set-up must allow sufficient space for instructor's demonstrations.

A/V Equipment

- Minimum of a 26" TV, VCR and DVD
- Overhead projector and screen
- Extension cords

Optional

- Coffee (cream, sugar, cups, etc...)
- Doughnuts or muffins



# HCOP Referee Clinic

## Host Application Form



Junior Clinic (Levels I & II)

Senior Clinic (Levels III & up) – Re-certs only

**ASSOCIATION NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**PHONE:** Home: (\_\_\_\_) \_\_\_\_\_ **Work:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**REFEREE IN CHIEF/ASSIGNOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**CLINIC DATES:** 1<sup>ST</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**CLASSROOM:**

Name (Community Centre, School, Arena, etc.) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

The classroom has been booked for the following times: Sat/Sun: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

*Alternate arrangements may be made to host clinics during weeknights – please contact the Diane Boles for details.*

Has your association hosted a HCOP clinic before?  Yes  No  Not Sure

Will you be available to attend the clinic as a facilitator? (i.e. Registration, set-up, take-down) \_\_\_ Yes

If not, then who will represent your association in this capacity? Name: \_\_\_\_\_

Tel #: \_\_\_\_\_

Please email or fax this form to Diane Boles: [diane.boles@sympatico.ca](mailto:diane.boles@sympatico.ca)

(905) 227-2002 (fax)

(905) 227-7548 (telephone)

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Ontario Women's Hockey Association**  
5155 Spectrum Way, Building #3  
Mississauga, Ontario L4W 5A1



## Ontario Women's Hockey Association Hockey FUNdamentals Programme



### What is the Hockey FUNdamentals Programme (HCIP)?

The Hockey Canada's Initiation Program is known as "Hockey for the Fun of It" and the object is to teach the FUNdamentals of hockey, Fitness and Fair Play in a FUN environment. The program was first introduced in Canada in 1986. The Initiation Program is viewed by Hockey Canada (HC) as the foundation for amateur hockey in Canada and is the first step to the other HC hockey streams – Recreational, Competitive and the Program of Excellence.

The Hockey FUNdamentals Programme (HC's Initiation Program) has been thoroughly tested and proven to be extremely successful and rewarding, not only for the participants, but also for the instructors and parents.

### MAIN GOAL of the Hockey FUNdamentals Programme (HCIP)

"The main goal is to make the beginner's first impression of hockey a good one! When players get started on a positive note, they automatically enjoy the game and usually go on to have fun playing hockey for many years".

### Target Groups

The Hockey FUNdamentals Programme is designed to provide basic hockey skills instruction to youngsters between the ages of 5 – 9 years who will obviously possess varying degrees of skill. It is anticipated that the individuals who will become involved, as instructors of these children will be adult volunteers, primarily parents or interested others, who will have a wide variety of background hockey knowledge and skills.

For this reason, the basic instructor course and the course conductor resource guide will focus on the necessary basic skills required to instruct beginning players. These skills include leadership, communications, skills teaching, skill analysis, lesson organization and safety. The emphasis will be on the teaching of basic skills. The instructor who completes the basic course will be given a manual and four complete sets of 20 lesson plans, each set outlining a progressively higher level of skill and ability.

## Rationale

The development of the Hockey FUNdamentals Programme has brought about fundamental changes in the requirement of a formalization of a program that helps instructors/coaches teach basic hockey skills for beginners. The need to develop coaching skills at that level and underlines the need to train volunteers to be able to effectively teach youngsters.

The rationale for the development of this program has as its basis the perceived needs of the volunteers involved with beginners programs for some structure, standardization and usable practical guidelines for the instruction of the basic skills of hockey. The continual improvement of the quality of education and training for hockey current and appropriate educational materials and techniques is essential and therefore a fundamental reason why the program has been developed.

*The following factors are also important in consideration of the overall program rationale:*

- Volunteers primarily do the instruction of beginners. Therefore, the program will provide the necessary exposure and training of instructors.
- The instructor must be aware of and prepared for the fact that her/his influence on the growth and development of a young athlete is sometimes as high as parental and peer influence.
- The program will serve as a means of providing volunteers with the means to develop confidence and acquire the necessary knowledge to make a significant contribution for their local program.
- The program seeks to recruit the most experienced course conductors who are trained in the presentation of Hockey Canada programs.
- The delivery of the program is flexible enough in its packaging and requirements to mesh with existing programs and to recognize existing qualifications.
- There is a need for more progressive training, educating and qualifying volunteers to become hockey instructors – instructors who will be able to effectively communicate with and lead the young players who wish to learn how to skate and master the basic skills.
- It is also important that the instructor training program and course conductor resource guide be based on the appropriate theories and principles of curriculum development; that appropriate leadership, teaching and organizational skills be taught; and that the theories dealing with program change and implementation be utilized.
- Practical applicability is also an important factor in the development of this type of program. It must be designed to meet in everyday needs of volunteers who wish to become involved.

**Remember, "*Their success starts with your enthusiasm*".**

## OWHA Responsibilities – "Instructor's" Clinic

- Develop Agenda
- Book Course Conductor(s)
- Provide IP Instructors manual
- Promotion of clinic through OWHA's Newsletter & website
- Issue certificates, upon successful completion
- Register successful participants with the Hockey Canada
- Handouts & brochures
- Payment of instructor's fees
- Shipping of materials
- Course Conductor Evaluation

## Host Responsibilities – "Instructor's" Clinic

### Registration

- Minimum of 20 participants
- Maximum of 30 participants

### Ice Time Rental

- Two (2) hours (First hour – clinic participants only – Second hour – clinic participants & young players)  
It is strongly recommended that the On-Ice session be scheduled as the last session (if possible), since most of the course material is designed to provide the participant with the information and skills necessary for that session. First hour is for the clinic participants only. Second hour will include young players. The two hours on-ice must consecutive.

### Classroom Rental (Course Length = 5 hours)

- Approx. 7 hours (this allows for set-up, registration, lunch, take down)
- Large enough to hold a maximum of 30 participants
- Classroom should be as close as possible to the arena
- Comfortable seating for adults (long days and the need to be comfortable to make the most of their valuable time)
- Desks or tables
- Chalkboard & chalk and/or flip chart with markers
- Electrical outlets sufficient for A/V equipment listed below

### A/V Equipment

- Overhead projector
- Screen (or large smooth white wall if located in front of room)
- Minimum of 26" Television, VCR & DVD
- Extension cords

### Miscellaneous

- 50 Pucks the for on-ice session
- 10 – 12 pylons
- 20-25 young players (4 years & up – low skill) for the 2<sup>nd</sup> hour of the on-ice session

### Optional

- Coffee, tea, bottled water, juice, pop (if serving coffee & tea – cream, milk, sugar & cups)
- Doughnuts or muffins
- Lunch (especially if nearest restaurants are more than 5-10 minutes walking distance away)





# Hockey Canada Initiation Program OWHA Hockey FUNdamentals Programme Instructor's Clinic



Host Application Form

**ASSOCIATION NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**PHONE:** Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CLINIC DATES:** 1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

**CLASSROOM**

Name (Community Centre, School, Arena, etc.) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

The classroom has been booked for the following time: Sat/Sun \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

**ON-ICE**

We have tentatively booked the following time:

Arena Name: \_\_\_\_\_

Address: \_\_\_\_\_

Time: Total=2 hours from \_\_\_\_\_ a.m./p.m.

Has your association hosted a HCIP clinic before?       Yes     No     Not Sure

Will you be available to attend the clinic as a facilitator (i.e. Registration, set-up, coffee, take-down)  Yes

If not, then who will represent your association in this capacity? Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Please email or fax this form to Diane Boles:      [diane.boles@sympatico.ca](mailto:diane.boles@sympatico.ca)

(905) 227-2002 (fax)

(905) 227-7548 (telephone)

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please forward the non refundable \$200 deposit to:

**Ontario Women's Hockey Association**  
5155 Spectrum Way, Building #3  
Mississauga, Ontario L4W 5A1  
Attention: Development



Ontario Women's Hockey Association



## PREVENTION SERVICES "SPEAKOUT"

**Thank you for your interest in hosting a SPEAKOUT clinic for your local association. It is exciting to see the OWHA's member Associations become increasingly aware of the important role their coaches, trainers, managers, parents, referees, and executive members play in the game. By applying to host a SPEAKOUT clinic you are pro-actively seeking to provide a safe and harassment free environment for everyone involved in the OWHA.**

### SPEAKOUT CLINIC

Course Length – 3.5 hours. Usually held Monday – Friday during the evening hours.

Clinic is open to coaches, trainers, managers, parents, referees, and your Association's executive members. It is strongly recommended that at least one member of your Association's Board of Directors attend the SPEAKOUT clinic.

Description of the clinic includes:

- ▶ Mandate & Policies
- ▶ Prevention Strategies
- ▶ Importance of Communication
- ▶ Bullying, Abuse, and Harassment – Prevention and Reporting
- ▶ Creating a Bullying, Abuse, and Harassment Free Environment
- ▶ Key Roles in Prevention

### HOST RESPONSIBILITIES

#### Registration

- Minimum of 25 participants
- Maximum of 40 participants

#### Classroom Rental

- Approx. 6 hours (this allows for set-up, registration, and take down)
- Large enough to hold a maximum of 40 participants
- Tables and chairs to accommodate each participant.
- Overhead projector and screen, minimum of a 26" TV and VCR, and extension cords.

### CLINIC PARTICIPATION FEE

The clinic fee is \$13.50/participant.

Payment may be made by cheque, (payable to the OWHA) to your Instructor on the day of your clinic, or sent to the OWHA office within 30 days of your clinic. Cancellation of clinic – loss of the \$200 deposit.



**PREVENTION SERVICES**  
**SPEAKOUT CLINIC**  
**Host Application Form**



**ASSOCIATION NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**PHONE:** Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CLINIC DATE:** \_\_\_\_\_

**CLASSROOM**

Name (Community Centre, School, Arena, etc.) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_

The classroom has been booked for the following times: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Will you be available to attend the clinic to assist in registration, set-up, and take down? \_\_\_ Yes

If not, then who will represent your Association in this capacity? Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Please email or fax this form to Diane Boles: [diane.boles@sympatico.ca](mailto:diane.boles@sympatico.ca)

(905) 227-2002 (fax)

(905) 227-7548 (telephone)

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please forward the non refundable  
\$200 deposit to:

**Ontario Women's Hockey Association**  
5155 Spectrum Way, Building #3  
Mississauga, Ontario L4W 5A1  
Attention: Development



Ontario Women's Hockey Association



## National Coaching Certification Program

Thank you for your interest in hosting an NCCP coaching clinic for your local association. It is exciting to see OWHA member associations become increasingly aware of the important role their coaches play in the game. By applying to host a NCCP clinic you are pro-actively seeking to improve the skill levels of your coaches, which in turn will improve the skills of your players. Congratulations!

### NCCP

Through the National Coaching Certification Program (NCCP) the Canadian Hockey Association, its branches and divisions provide hockey coaches in Canada with the necessary education and training to improve their coaching skills. Beginning with the Recreation Coach Stream and proceeding through to the High Performance Stream, the program covers all relevant technical, theoretical and practical aspects of hockey.

### RECREATION COACH STREAM

Course Length – 8 Hours

Coaching skills to be developed in the following areas:

- ▶ Supporting the Athlete in the Team Environment
- ▶ Supporting the Athlete in the Training Environment
- ▶ Supporting the Athlete in the Game Environment

Certification in the Recreation Coach Stream requires the completion of the pre-task assignment, in-class attendance, and post-clinic completion of the Learning Log Book.

### DEVELOPMENT I

Course Length – 14 hours (includes 2 hours of on-ice instruction)

Designed for coaches involved with players at the competitive level.

Coach skills to be developed in the following areas:

- ▶ Communication
- ▶ Training Environment – Conducting Practice
- ▶ Training Environment – Practice Planning
- ▶ Game Day Environment.

Certification in Development I requires in-class attendance and assignments, and post-clinic completion of the Coach Workbook.

### DEVELOPMENT II

Course Length – 16 hours (includes 4 hours on-ice instruction)

Designed for coaches involved with players at the competitive level who have successfully completed Development I.

Coach skills to be further developed in the following areas:

- ▶ Communication
- ▶ Training Environment – Conducting Practice
- ▶ Training Environment – Practice Planning
- ▶ Game Day Environment

Certification in Development II requires in-class attendance and assignments, and post-clinic completion of the Coach Workbook.

## APPLICATION POLICY

As approved by the OWHA Board of Directors (June 22, 1996) the OWHA Development Program has adopted the following policies for our NCCP program.

- Associations wishing to host a NCCP clinic must submit a \$200.00 deposit with their application.
- Please apply at least 4 – 6 weeks in advance of clinic.
- The cost to the association for a “Recreation Coach Stream” clinic will be \$80.00 per participant with a minimum participant number of 20. Therefore, the host association will be financially responsible for a minimum of 20 x \$80.00=\$1,600. *For example if only 18 people attend the course the host will still be responsible to pay the minimum of \$1600. This places the onus on the host to encourage a sufficient number of participants to make the class feasible for everyone involved. Also, the greater number of participants, the more enjoyable the class becomes for both the participants and the instructors.*
- Cancellation of a NCCP Clinic – loss of the \$200 deposit.

## OWHA Responsibilities

- μ Develop Agenda
- μ Book Instructors
- μ Provide NCCP manuals and workbooks
- μ Handouts and brochures
- μ Payment of Instructors fees
- μ Shipping of materials
- μ Promotion of clinic through OWHA Newsletter, bulletins, and website
- μ Issue certificates, OWHA NCCP cards upon successful completion
- μ Register successful participants with the National Coaching Certification Program
- μ Register successful participants with the Hockey Canada

## Host Responsibilities

### Registration (Participants must be a minimum of 16 years old)

- θ Minimum of 20 participants to a Maximum of 40 participants

### Classroom Rental

- θ Approximately 10 hours/day (this allows for set-up, breaks, lunch, take down)
- θ Large enough to hold a maximum of 40 participants
- θ Classroom should be as close as possible to arena (for Development I and II only)
- θ Comfortable seating for adults (coaches need to be comfortable to make the most of their valuable time on a long day)
- θ Desks and tables for participants to take notes.
- θ Chalkboard & chalk and/or flip charts and markers

### A/V Equipment

- θ Overhead projector and Screen (large smooth white wall will suffice if located in an advantageous part of the classroom)
- θ Minimum 24" Television, VCR and DVD (with remote preferred)
- θ Extension Cords

### Optional

- θ Coffee & Tea (cream, sugar, cups, etc.), drinking water, juices
- θ Doughnuts, muffins, or nutritional snacks
- θ Lunch

### Ice Requirements

Only applicable for Development I and II

## Financial Responsibilities "RECREATION COACH STREAM"

### What To Charge Your Participants?

Some thoughts to consider when setting your registration fee:

- Classroom Rental
- A/V Rental
- Lunch, snacks?
- Administration costs (flyers, postage, phone calls, faxes, etc.)

<b>Sample:</b>	Classroom	10.00/hour @ 10 hours	100.00
	A/V Rental		50.00
	Administration		<u>25.00</u>
	Sub Total		\$ 175.00

Set your break even at 20 participants       $\$ 175.00 \div 20 = \$8.75$

OWHA Clinic Fee / Participant	<b>\$ 80.00</b>
Your local association costs / participant	<u>8.75</u>
	\$ 88.75
Add coffee, donuts & muffins	<u>3.80</u> / participant
	\$ 92.55 Final Participant Fee

To give added incentive for your coaches to attend your NCCP clinic, you may want to underwrite some or all of their registration fee.

For example: Your own G.H.A. coaches	Fee	\$ 0 → \$ 80.00
Coaches from outside your association.	Fee	\$ 95.00

### Participant Registration

It is highly recommended that the host collect the participant's registration fee (if time permits) prior to the first day of the clinic. *You will be guaranteed some no-shows if the participants are not required to pay for the course ahead of time.*

### Payment

The host association agrees to pay the balance of the OWHA fee upon completion of the course (# of Participants x \$ 80.00 - \$ 200.00 deposit) or within 30 days.



# Coaching for the SPORT of it!

For more information please contact: Diane Boles Tel: (905) 227-7548 Fax: (905) 227-2002  
[diane.boles@sympatico.ca](mailto:diane.boles@sympatico.ca)



# NCCP

## “RECREATION COACH STREAM” Clinic

### Host Application Form



**ASSOCIATION NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**PHONE:** Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CLINIC DATES:** First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

### CLASSROOM

Name (Community Centre, School, Arena, etc.) \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

The classroom has been booked for the following times: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Alternate arrangements may be made to host clinics during week-nights, please contact Diane Boles for details.

Has your association hosted a NCCP clinic before?       Yes    No    Not Sure

Will you be available to attend the clinic as a facilitator (i.e. Registration, set-up, coffee, take-down)\_\_\_\_ Yes

If not, then who will represent your association in this capacity? **Name:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

Please email or fax this form to Diane Boles:      [diane.boles@sympatico.ca](mailto:diane.boles@sympatico.ca)

(905) 227-2002 (fax)

(905) 227-7548 (telephone)

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please forward the non refundable \$200 deposit to:

**Ontario Women’s Hockey Association**  
5155 Spectrum Way, Building #3  
Mississauga, Ontario L4W 5A1  
Attention: Development Coordinator

## Financial Responsibilities "DEVELOPMENT I"

### What To Charge Your Participants?

Some thoughts to consider when setting your registration fee:

- Classroom Rental
- A/V Rental
- Lunch, snacks?
- Administration costs (flyers, postage, phone calls, faxes, etc.)

<b>Sample:</b> Classroom	10.00/hour (@ 18 hours)	\$180.00
A/V Rental		50.00
Administration		<u>25.00</u>
	Sub Total	\$ 255.00

Set your break even at 20 participants       $\$ 255.00 \div 20 = \$12.75$

OWHA Clinic Fee / Participant	<b>\$125.00</b>
Your local association costs / participant	<u>\$ 12.75</u>
	\$137.75
Add coffee, donuts & muffins	<u>\$ 3.80</u> / participant
	\$ 141.55 Final Participant Fee

To give added incentive for your coaches to attend your NCCP clinic, you may want to underwrite some or all of their registration fee.

For example: Your own G.H.A. coaches	Fee	\$ 0 → \$ 125.00
Coaches from outside your association.	Fee	\$ 145.00

### Participant Registration

It is highly recommended that the host collect the participant's registration fee (if time permits) prior to the first day of the clinic. *You will be guaranteed some no-shows if the participants are not required to pay for the course ahead of time.*

### Payment

The host association agrees to pay the balance of the OWHA fee upon completion of the course (# of Participants x \$ 125.00 - \$ 200.00 deposit) or within 30 days.



# Coaching for the SPORT of it!

For more information please contact:

Diane Boles    Tel: (905) 227-7548    Fax: (905) 227-2002

[diane.boles@sympatico.ca](mailto:diane.boles@sympatico.ca)



**NCCP**  
**“DEVELOPMENT I” Clinic**  
 Host Application Form



**ASSOCIATION NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**PHONE:** Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CLINIC DATES:** First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

**CLASSROOM**

Name (Community Centre, School, Arena, etc.) \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_

The classroom has been booked for the following times: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

2 hours of ice on Sunday has been booked for the following time: \_\_\_\_\_ to \_\_\_\_\_

Has your association hosted a NCCP clinic before?     Yes    No    Not Sure

Will you be available to attend the clinic as a facilitator (i.e. Registration, set-up, coffee, take-down) \_\_\_ Yes

If not, then who will represent your association in this capacity? **Name:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

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