



HOCKEY CANADA



April 19, 2004

TO: 2003-2004 High Performance Program Staff
2003-2004 High Performance Program Applicants
Branch Technical Directors
Female Council
NWHL Teams
CIS Teams
ACAC Teams
CEGEP Teams
CIS National Office
CCAA National Office
Canadian Academy of Sport Medicine
Canadian Sport Massage Therapist Association
Sport Physiotherapy Division

From: Julie Healy, Director, Female Hockey

SUBJECT: 2004-2005 High Performance Support Staff Applications

In an effort to staff our 2004-2005 High Performance programs, we are soliciting applications from Equipment Managers, Therapists and Physicians interested in working with our Women's National Under 22 Team for the upcoming season. The attached document outlines our high performance program for the 2004-2005 season along with the selection criteria, the application process and job description.

For those interested, you are encouraged to submit this application, along with your résumé, to the Hockey Canada Office in Calgary, to be received on or before June 1, 2004. Applications will be handled in the strictest of confidence, with all materials submitted becoming property of Hockey Canada.

We would ask that you contact the undersigned should any of the enclosed warrant clarification. Incomplete applications will not be considered and will be returned to the sender.

Regards,

Julie Healy
Director, Female Hockey
HOCKEY CANADA

Enclosures



2004/2005 HIGH PERFORMANCE PROGRAM



SUPPORT STAFF APPLICATION

Now that the 2003-2004 season is complete, Hockey Canada is beginning to structure and implement its 2004 - 2005 High Performance Program - the Program of Excellence. Hockey Canada is requesting applications for the following programs:

- The Women's National Under 22 Team

As a development program, Hockey Canada's Program of Excellence is intended to identify, train and evaluate both players and staff alike for further involvement in high performance programming.

All successful candidates will be required to complete a criminal record check.

The Process

All applications for the 2004-2005 program are to be received by the Hockey Canada office (Calgary) on or before June 1, 2004. Fax letters of application will be received by Canadian Hockey up until the deadline date. Appointment and announcement of the 2003 - 2004 Program of Excellence support staff will be on or before June 30, 2004.

Bearing all of the above in mind, we would ask that those equipment managers, therapists and Physicians interested in making applications to work with any of the above noted programs for the 2004 - 2005 season, complete and forward the attached application. Please include a completed résumé, and forward to the Hockey Canada Calgary Office at the following address or fax number:

Hockey Canada
2424 University Drive NW
Calgary, Alberta
T2N 3Y9
Attention: Lesley Reddon
Fax: (403) 777-3635
Email: lreddon@hockeycanada.ca

* Aussi disponible en français

The following is a brief summary of each program being operated during the 2004 - 2005 season. At time of distribution, some of the dates have not been confirmed, however, time frames have been provided to allow as much information as possible, to you the applicant.

A) WOMEN'S PROGRAMS
The National Under 22 Team Program

The tentative 2004-05 Women's National Under 22 Program schedule is as follows (please note that all dates include travel days):

Development and Selection Camp	Kitchener, ON	August 14-24, 2004
Series versus USA	Lake Placid, NY	August 25-29, 2004
International Competition (Air Canada Cup)	Germany	February 6-13, 2005

In addition, the Under 22 Coaching staff will be participating in the International Thanksgiving Festival from October 3-10th, 2004 (location TBA).

Attendance at all events is fully subsidized and an honorarium is allotted.

Selection Criteria

The following five categories detail the criteria employed in the selection process for staffing Hockey Canada's High Performance Programs. These are only guidelines and we welcome everyone interested in applying.

1. Professional Development

- Qualifications and certification attained
- Attendance and participation at related seminars
- Education
- Memberships and affiliations
- Completion of the Hockey Canada Safety Program would be considered an asset

2. Experience

- Years of experience in your selected field
- Scope of experience (teams, responsibilities, events, tournament play)
- Years of experience with this level of athlete
- Previous international experience

3. Awareness of Issues Affecting International Hockey

- Knowledge of anti-doping policies and processes (therapist/Physician only)
- Proven ability to recognize and react to potential problems in a foreign country
- Knowledge and understanding of game adjustments and facilitating them during competition

4. Human Resources

- Proven ability to take initiative and efficiently use time
- Proven ability to work with other staff members
- Proven ability to successfully relate to and work with players at this age level
- Proven ability to successfully cope with deterrents and hardships in a pressure situation
- Proven ability to be thoroughly organised

5. Knowledge of the Program

- Proven ability to work towards objectives of a program
- Proven appreciation for and awareness of the unique problems that can conceivably occur in the operation of a national team

6. Hockey Canada Harassment and Abuse Policy

- Hockey Canada has adopted policies against Harassment and Abuse in hockey and is dedicated to ensuring that these policies are strictly followed by our High Performance Staff.
- It is the policy of Hockey Canada that anyone applying for any Hockey Canada High Performance coaching or support staff position be subject to a screening process. Applicants, prior to being offered a position must submit a current Criminal Records Search, and provide a list of references.

- It is the policy of Hockey Canada that all information received will be held in strictest confidence. The process for the forwarding of information will be disclosed to any successful candidate upon being offered a position with Hockey Canada.



HOCKEY CANADA
High Performance Programs



APPLICATION
for
Support Staff positions with the
Women's National Under 22 Team
2004- 2005

Name: _____

Home address: _____
(City) (Province) (Postal Code)

Business Address: _____
(City) (Province) (Postal Code)

Preferred Mailing Address:

Home Address Business Address

Telephone: _____
(Home) (Business) (Fax)

Email: _____

Date of Birth: ____/day ____/mon ____/year Marital Status: _____

Health: _____ Children: _____

Height: _____ Weight: _____

Waist: _____ Jacket Size: _____

Health Insurance Number: _____

Passport Number: _____ Expiry Date: _____

Current Position (Job): _____

Languages spoken: _____

I prefer my application to be considered as: (please check only one)

1. Equipment Manager

2. Therapist _____
(professional accreditation)

3. Physician _____
(professional accreditation)

Team Information:

Current Team: _____

Current Position: _____

Branch: _____

League: _____

Category: (check one) AAA Midget C.I.A.U.
 Junior C.C.A.A.
 Major Junior Women
 Other

Previous Hockey Canada High Performance Involvement and/or Previous Provincial Branch High Performance Involvement:

Program	Year	Event	Position
Under 17	_____	_____	_____
Under 18	_____	_____	_____
National Junior	_____	_____	_____
National Women's	_____	_____	_____
Women's Under 22	_____	_____	_____
Other	_____	_____	_____

Please feel free to add any additional relevant experiences (i.e., international tournaments, championships, tours, other sport activities indicating positions held, length of experience, locations, etc.)

Professional Development:

As A Participant

Date

Event

Topics

As A Presenter:

Date

Event

Topics

1. What is your understanding of Hockey Canada High Performance Programming?

2. What do you think you will bring to this position?

3. (Therapists and Physicians only)

Do you have massage therapy experience: Yes _____ No _____

If yes, please provide details.

4. Comment on the following:

“The Head Coach must leave me alone to do my job.”

“In a situation where I have come to know that discipline away from the rink is a problem...”

“I have excellent instincts when it comes to the need to...”

Please make reference to Selection Criteria and feel free to include any additional information to this profile.

References:

Please include the names of two references – a coach, a general manager, and a personal reference, who are familiar with your background.

(1) Coach

Name: _____

Telephone: H _____ B _____

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(2) General Manager:

Name: _____

Telephone: H _____ B _____

—

(3) Personal:

Name: _____

Telephone: H _____ B _____

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Attach your completed résumé addressing the selection criteria outlined in this package.

(Signature)

(Date)

To be returned by mail or fax on or before June 1, 2004

**Canadian Hockey Association
2424 University Drive NW
Calgary, Alberta, T2N 3Y9
Attention: Lesley Reddon
Fax: (403) 777-3635
lreddon@hockeycanada.ca**

TEAM EQUIPMENT MANAGER

GENERAL

The Team Equipment Manager is hired by Hockey Canada and reports directly to the Program Manager. He/she is primarily responsible for the control, distribution, and maintenance of all the team equipment. In addition, he/she works with the therapist when called upon to assist.

More specifically, he/she is responsible for the following:

1. Coordinates and controls the distribution of all camp equipment.
2. Maintains and repairs all team equipment.
3. Prepares all equipment for shipping to and from camps and competitions.
4. Maintains inventory and controls distribution of all team consumable supplies.
5. Keeps accurate records of all equipment assigned to players.
6. Sharpens skates as required for games and practices.
7. Cleans all team laundry (i.e. towels and underwear).
8. Organizes equipment on the bench and administers to player equipment needs during games or practices.
9. Cooperates with the therapist to ensure the dressing rooms are properly organized and the players are instructed on dressing room rules and procedures.
10. Cooperates with the coaching staff in terms of pre-game, game and post-game procedures in the dressing room and on the players' bench.
11. Other duties as may be required.

PARTICUALR SKILLS

1. Understands the domain of the Head Coach and recognizes the need to demonstrate respect for the dynamic nature of his/her needs.
2. Clearly demonstrates the skills required and the values necessary so as to be a positive example for and with whom he/she works.
3. Can cope with extended working hours and extraordinary demands of this position in a high performance competition.

TEAM PHYSICIAN

GENERAL

The Team Physician is hired by Hockey Canada and reports directly to the Program Manager. He/she is the head of the medical services for the national team assigned.

In this regard, he/she is responsible for the following:

1. Medical consultant to the team throughout the camps and competitions.
2. Provides the head coach with a day-to-day assessment of injured player's status (especially prior to practice, prior to games or scrimmages and prior to final player selection).
3. Provides interpretation of both the I.I.H.F. and the Canadian Anti-Doping policies to all team personnel.
4. Recommends and oversees procedures to be followed by all players who may be taking prescription drugs.
5. Recommends and oversees procedures to be followed in regards to reporting, diagnosing and treating all injuries or medical problems of all players.
6. Serves as nutritional consultant to the team during the camps and the competition.
7. Keeps accurate records of all injuries and treatments.
8. Liaison with the Sport Medicine Council concerning procurement of therapeutic equipment and educational resources.
9. Other duties as may be assigned.

PARTICULAR SKILLS

1. Understands the domain of the Head Coach and recognizes the need to demonstrate respect for the dynamic nature of his/her needs.
2. Clearly demonstrates the skills required and the values necessary so as to be a positive example for and with whom he/she works.
3. Can cope with extended working hours and extraordinary demands of this position in a high performance competition.

THERAPIST

GENERAL

The Therapist is hired by Hockey Canada and reports directly to the Program Manager. He/she must be fully certified by a recognized organization. In terms of support of the team equipment requirements, he/she works closely with the Equipment Manager.

More specifically, he/she is responsible for the following:

1. Reporting all injuries to the Team Physician.
2. Under the supervision of the Team Physician, administers to the therapy needs of all the team.
3. Keeps accurate records of all treatments.
4. Responsible for the pre-ice and post-ice stretching session for the players.
5. Determines requirements for all physiotherapy equipment and supplies required for the national team assigned.
6. Controls and distributes all therapy equipment and consumables.
7. Works cooperatively with the Equipment Manager during the set-up and breakdown of the team facilities leading up to and following all camps and competitions.
8. Cooperates with the Equipment Manager to ensure the dressing rooms are properly organized and the players are made aware of the dressing room rules and procedures.
9. Assists the Equipment Manager with such things as packaging, loading, unloading, laundry, skate sharpening, etc, as required.
10. Cooperates with the coaching staff in terms of pre-game, game and post-game procedures in both the dressing room and on the players' bench.
11. Organizes equipment and supplies on the bench and administers to all the players first aid needs during the course of the game.
12. Other duties as may be required.

PARTICULAR SKILLS

1. Understands the domain of the Head Coach and recognizes the need to demonstrate respect for the dynamic nature of his/her needs.
2. Clearly demonstrates the skills required and the values necessary so as to be a positive example for and with whom he/she works.
3. Can cope with extended working hours and extraordinary demands of this position in a high performance competition.