



Application Requirements

To make general inquiries regarding the Hockey Canada Skills Academy (HCSA) program or to submit your application, please contact or send information to:

Teal Gove

Manager, Hockey Development, Hockey Canada

tgove@hockeycanada.ca

403-777-3642

HockeyCanada.ca/HCSA

All applications should be submitted by email and as one PDF document.

Deadline April 1, 2021

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Application Checklist

Each HCSA application must include a detailed operational plan, which includes the following components:

- 1. Cover letter outlining the proposed program and purpose in becoming a licensed HCSA program.**
- 2. Hockey operator profile**
 - Detailed resume of lead instructor
 - Detailed resume of head administrator (if not same as above)
 - Description and qualifications of other instructional staff
- 3. Setting of potential HCSA-licensed program**
 - Name, address and contact information of:
 - hockey operator
 - Local School Board
 - Local School(s)
 - Local Hockey Association(s)
- 4. Letter of endorsement**
 - From the local school board
 - From the local school(s)
 - From the local hockey association(s)
- 5. Proposed operating budget and program registration fee, including the proposed student fee to participate in the program.**
- 6. Description of students proposed or registered in the hockey program:**
 - Age classification (U9, U11, U13, U15, U18)
 - Ability classification (Recreational – house level and/or Competitive AAA, AA, A level)
 - All genders
- 7. Copy of equity policy, which includes a statement on providing access to students who cannot provide the program fee.**
- 8. Program plan and schedule:**
 - Program start and end dates
 - Program yearly plan with sample weekly schedule
 - Summary of numbers of on- and off-ice sessions
- 9. Marketing plan:**
 - List of confirmed or proposed sponsors (if any)
 - Promotional plan for student-player program recruitment
- 10. Application fee of \$500 (to be deducted from the HCSA licensing fee if approved).**



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Application Components

1. Cover letter outlining the proposed program and purpose in becoming a licensed HCSA program.

The cover letter should be prepared by the HCSA program operator and addressed to Teal Gove, manager of hockey development. This letter should include an overview of the proposed HCSA program and highlight the expected and desired impact of the HCSA program on the school and/or school district and on all students.

2. Hockey operator profile

- Detailed resume of lead instructor**
- Detailed resume of head administrator (if not same as above)**
- Description and qualifications of other instructional staff**

The resume of the HCSA lead instructor must be included and should be a hockey résumé with all relevant qualifications, training and experience. If the lead instructor does not meet the below requirements, the plan to complete the requirements must be outlined within the hockey resume.

- The lead instructor or designate must attend the HCSA Summer Seminar in the first year of program operation.
- At a minimum, lead instructors will need to be fully trained and/or certified by September 2021 in the National Coach Certification Program (NCCP) at a minimum of Coach 2 – Coach Level by their Hockey Canada Member. Development 1 or 2 and High Performance 1 are beyond the minimum requirements and are acceptable. If the lead instructor is not accredited in one of the above listed NCCP programs, they must complete, at minimum, two of the following four instructional stream clinics: skating, developing defencemen, skills and small-area games.
- All lead instructors must complete the Respect in Sport Activity Leader program and re-certify every five years.

A detailed resume of the head administrator (school principal or school district lead) must also be included if this individual is not the lead instructor. This should be a professional résumé.

A list of additional instructional staff, including coach training and qualifications, should also be provided. If specific instructional staff are not yet known, a list of potential individuals or groups should be included (i.e. number of teachers or support staff, junior or university hockey team volunteers, local hockey association volunteers, Grade 12 mentorship program, etc.).

3. Setting of potential HCSA program

- Name, address and contact information of hockey operator**
- Name, address and contact information of local school board**
- Name, address and contact information of local school(s)**
- Name, address and contact information of local hockey association(s)**

This should be a one-page document with all contact information listed for each of the HCSA partners.



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4. Letter of endorsement:

- From the local school board
- From the local school(s)
- From the local hockey association(s)

A signed letter outlining support for the HCSA program must be included from the local school board, school principal(s) and local hockey association(s). All local hockey associations available to students must provide a letter of endorsement.

5. Proposed operating budget and program registration fee, including the proposed student fee to participate in the program.

The activity of preparing a program budget is unique to each HCSA program applicant. This outline is by no means comprehensive, nor should every item suggested in this example appear in your proposed budget. The goal of this sample document is to demonstrate that the HCSA program budget is developed as a 'break even' prospect with the idea that the expenses incurred to operate the program are offset by the revenues the program generates through the student registration fees, sponsorship opportunities and potential joint-use agreements in effect with the city or municipality.

The following items are critical pieces of the HCSA program operating budget:

- \$1,000 licence fee
- \$20.00 / student registration fee
- ~ \$50.00 / student insurance fee for students not registered within Hockey Canada-sanctioned minor hockey. This amount varies by Hockey Canada Member. Please estimate the number of students for this.
- Ice costs
- Transportation costs to rink, if applicable

Proposed Budget for Year One of Operations (SAMPLE)

REVENUE (based on 32 students at \$1,000 registration fee)

Student Registration Fees **\$32,000**

EXPENSES (based on 60 on-ice sessions and 25 off-ice sessions)

HCSA Licence Fee		\$1,000
Student Registration Fee	32 @ \$20	\$640
Student Insurance (students not registered in a sanctioned local hockey association)	8 @ \$50	\$400
Ice Time	65 Sessions @ \$100	\$6,500
Transportation	65 Return Trips @ \$50	\$3,250
Equipment Storage Locker	10 Months @ \$75	\$750
Instructional Staff	2 @ \$50 / Session (65 Sessions)	\$6,500
Guest Instructors	Goaltending – 30 Sessions @ \$75 Power Skating – 15 Sessions @ \$75	\$2,250 \$1,125
Off-Ice Instructor	25 Sessions @ \$75	\$1,875
Field Trips		\$2,000
HCSA Jerseys / Socks	32 @ \$50	\$1,600
HCSA Student Apparel	32 @ \$100	\$3,200
On-Ice Equipment (pucks, pylons, rinkboards, etc.)		\$850
	TOTAL	\$31,940

**Additional funds are available through the school for any students requiring financial assistance.*



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6. Description of student-players proposed or registered in the hockey program:

- Age classification (U7, U9, U11, U15, U18)**
- Ability classification (Recreational – house level and/or Competitive AAA, AA, A level)**
- All genders**

An overview of the expected ages of students and abilities should be included in this section. It is critical to note that the HCSA program is available to all students to register, regardless of gender, ability or previous hockey experience.

7. Copy of equity policy, which includes a statement on providing access to students who cannot provide the program fee.

Equity Policy (SAMPLE)

- All stakeholders involved in the Hockey Canada Skills Academy (HCSA) program agree that the primary interest of the program is the educational welfare of the students in the school and the HCSA program.
- The primary objective of the HCSA program is the effective combination of student academic progress and individual hockey skill development.
- The program operators strive to “enhance a hockey student’s confidence, individual hockey skills, self-esteem and opportunities in BOTH academics and athletics.”
- This opportunity shall be made available to students of all genders, of various grades (where possible), and all ability levels who qualify for the program.
- The HCSA program will charge each student a fee, but reserves the right (for reasons of financial relief) to alter or omit the fee charged to a student or their family. The annual operating budget will contain a provision for ‘equity access’ for a predetermined amount on a ratio of one per 24 students in the program. This amount will not be secured through the fees charged to the other students in the program.
- The school administration, in consultation with the director of the HCSA program, and the school board will decide upon the appropriate level of financial relief required on an individual basis and as funds are available.
- The board will seek funding sources from the following areas:
 - School-based or school board-based funds
 - Donations from private business
 - Donations from local service clubs and/or organizations
 - HCSA student-initiated fundraising activities

8. Program plan and schedule:

- Program start and end dates**
- Program yearly plan with sample weekly schedule**
- Summary of numbers of on- and off-ice sessions**

The start and end dates of the HCSA program, along with a summary of the total numbers of on- and off-ice sessions, must be included. A sample weekly schedule and annual plan should be outlined. Only a general annual plan is required, as HCSA programs will receive access to on-ice and off-ice curriculum resources through the HCSA Curriculum Online Portal upon approval for assistance in the creation of their specific course design.

Schools have the ability to create a schedule that will allow hockey students to participate in daily, semi-weekly or weekly training sessions. A teacher, a coach, or both, can run the sessions. The school itself or an independent organization, such as a local hockey association or a private hockey company, can operate the hockey portion of the program. Training components attached to a hockey academy are very much in line with the role of the school in other areas; to teach and help the students learn and excel.

Each province and territory, and to some extent each school district, has different regulations and recommendations for the numbers of hours for each subject. Below you will find information, based on the curriculum in Alberta that may assist you in creating your HCSA program schedule.



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a) Elementary School

In elementary school, students are required to attend approximately 950 hours of instruction per school year. Approximately 712.5 hours of instruction time is directed at core subjects, while 237.5 hours may cover health, physical education and electives. Based on 180 days of school, a total of 5.3 hours per day is needed to cover the entire curriculum. If students are required to attend the core subjects, and a hockey program can be substituted for health, physical education and electives, students only must only attend school for 3.9 hours a day. These calculations would leave plenty of time available to add hockey training to the schedule, especially if the training sessions are limited to two or three times per week.

Grades 1-2 <i>950-hours/school year</i>		Grades 3-6 <i>950 hours/school year</i>	
Subject	Hours	Subject	Hours
Language Arts	285	Language Arts	237.5
Math	142.5	Math	142.5
Science	95	Science	142.5
Social Studies	95	Social Studies	95
Art and Music	95 = 712.5 (= 17 hours /week)	Art and music	95 = 712.5 (= 17 hours /week)
Health, Life Skills, Phys Ed.	95	Health, Life Skills, Phys Ed.	95
Elective subjects	142.5		

b) Junior High School

A junior high school student in Alberta is required to attend a recommended 950 hours of academic instruction in a school year. These hours are divided into 450 hours of core classes (Language Arts, Math, Science and Social Studies). Seventy-five hours are allocated to Physical Education, and an additional 50 hours to Health and Life Skills. The remaining hours (time may vary) are completed as optional courses, including second languages. In many school districts, the Hockey Canada Skills Academy curriculum has been accredited as an elective course and is an approved curriculum for Physical Education and Health.

Below is a sample schedule of how the core classes of a junior high school can be scheduled to accommodate a student to participate in a hockey skills academy program.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	English	French	English	French	English
9:30	English	Science	English	Social	French
10:30	Math	Science	Math	Social	Math
11:30	Social		Science		
12:30	Lunch				
13:30	On-Ice Skills Session	Fitness	On-Ice Skills Session	Theory	On-Ice Skills Session
14:30		Off-Ice Skills		Fitness	
15:30	End of Day				
16:00 - 21:00	Homework Minor Hockey Training and Games	Homework Multi-Sport Activity	Homework Minor Hockey Training and Games	Homework	Minor Hockey Training and Games



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c) High School

The schedules for the students attending high school can be done on an individual basis, which makes high school students easiest to accommodate. With the credit system, in which every student needs a certain number of credits to graduate, it is possible to build very personal schedules without conflicting with the other students or without compromising the academic curriculum. Hockey Canada Skills Academy students will have to personalize their schedule to ensure they have enough free time to attend the hockey sessions. Many students have arranged their schedules in one or several of these ways:

1. Attend the HCSA Program one season/school year only. This has allowed them to accumulate enough credits, during the years without the hockey sessions, to take the afternoons completely off during the year they opt to attend the HCSA Program.
2. Attend the HCSA Program one, two or three days a week and spend the other days in school full-time.
3. Attend the HCSA Program for one semester and go to school full-time the other semester.
4. Attend summer school for one or two courses every summer.
5. Complete one online course each semester.
6. Some high schools have allowed their students to spread out the studies over one additional year and graduate when they are 19.
7. Some high schools have early morning classes beginning at 7:15 a.m. This allows the students to attend an additional class every morning, which allows them to take the afternoons off to attend the HCSA Program.
8. Some students have been credited with work experience credits for joining the HCSA Program as an additional on-ice instructor.
9. In close cooperation between the high school and the HCSA Program, the hockey curriculum has been adjusted to cover part of the physical-education curriculum.
10. Every province and territory has different academic curriculum. For example, Alberta has a high school course called Special Projects. The HCSA program could be adjusted to meet the criteria of this course.

9. Marketing Plan:

- List of confirmed or proposed sponsors (if any)**
- Promotional plan for student recruitment**

A list of all potential HCSA program sponsors should be listed here. Expected revenues from sponsorship dollars should also be included in the operating budget.

A plan for student recruitment into the HCSA program should also be included here. It is important that promotion does not only include current hockey players, but an intentional recruitment strategy is also outlined to encourage non-hockey players to join the HCSA program.

10. Application fee of \$500 (to be deducted from the HCSA licensing fee if approved).

A cheque can be addressed to Hockey Canada and mailed to:

Teal Gove
Hockey Canada
201-151 Canada Olympic Road SW
Calgary, AB
T3B 6B7

Credit card payments are also accepted. Please email Teal Gove tgove@hockeycanada.ca to arrange to pay your deposit by credit card.