



HOCKEY CANADA
ACCREDITED SCHOOLS

PROGRAM POLICY

“CREATING PARTNERSHIPS WHICH ENHANCE
OPORTUNITIES FOR EDUCATION AND
HOCKEY DEVELOPMENT”

Annual Deadline: October 1

Effective: September 1st, 2019



TABLE OF CONTENTS

INTRODUCTION	2
CURRENT HCAS REGULATIONS	2
GLOSSARY OF TERMS	3
APPLICATION CRITERIA	4
APPLICATION PROCESS	5
APPLICATION PATH	5
NEW APPLICATION	6
REQUEST FOR RENEWAL	7
PROGRAM APPLICATION REQUIREMENTS	8
DEVELOPMENT PLAN	9
ACADEMIC (Questions to consider)	9
ATHLETIC HOCKEY (Questions to consider)	10
REGISTRATION REQUIREMENTS	11
CONTACT INFORMATION	13



➤ INTRODUCTION

Hockey Canada's objective is to facilitate the integration of education-based hockey programs with Hockey Canada programming model. This document is intended to be the first step in that process and represents the policy that Hockey Canada developed to guide Members in their Accredited Schools Application Process.

CURRENT HCAS REGULATIONS HOCKEY CANADA ACCREDITED SCHOOLS

*Updated to 2019-2020 Season

HOCKEY CANADA ACCREDITED SCHOOLS

1. Hockey Canada Accredited Schools (HCAS) are programs that provide education-first programming for students while providing hockey programming as part of the student's life. A Hockey Canada Accredited School must:
 - a) have its education programming connected with one recognized educational institution that has a physical premise for the students to attend within the Province where they reside, consistent with the school structure in that Province (i.e. one school for 7-8, one school for 9-12 if split); or
 - b) be a recognized Ministry of Education approved educational institution with a physical premise for students to attend.
2. The Member in whose Geographic Subdivision the educational institution is located, shall have sole discretion to determine whether a program qualifies as a Hockey Canada Accredited School.
3. Hockey Canada Accredited Schools may participate in any school hockey league that accepts them as long as the League is fully comprised of Teams registered with Hockey Canada or any other IIHF Member National Association.
4. Hockey Canada Accredited Schools may only participate in a non-school league with the approval of their Member.
5. All teams operating at a Hockey Canada Accredited School must be registered with Hockey Canada.
6. Hockey Canada Accredited School Teams shall not be allowed to compete in a play-off (League or Member) that leads to a Regional or National Championship in which non-school teams may participate.
7. Canadian players may not be restricted from attending and playing at any Hockey Canada Accredited School Sports School, including a Hockey Canada Accredited School Sports School within their Member.



➤ GLOSSARY OF TERMS

This section provides definitions to terms used throughout this manual and provides clarification where needed.

- Member - The Provincial Governing Body or Bodies responsible for the administration of hockey in their jurisdictions under the umbrella of Hockey Canada.
- Educational Institution - is an institution or school (both public and private) accredited by the Ministry of Education.
- Accredited Schools Program - to be defined as an education-based hockey program, the following minimum criteria must be met:
 - Have a formal partnership with a recognized Educational Institution, as defined above, or being recognized as a Ministry of Education approved Educational Institution itself.
 - These partnerships must be endorsed by the Member.

There are no restrictions on where Hockey Canada Accredited School Program players come from however Members shall have the ability to regulate the composition of teams, ie, number of international players.

- National Championship - The TELUS Cup and ESSO Cup (National Midget Championship). Hockey Canada Accredited School teams are not permitted to participate in Championship or any League, Member or Regional events that lead to these Championships.

Accredited Schools at the current time don't have a National Championship in their own system and they are not allowed to participate in National or Regional Championships.
- Regional Championships - Events run on a regional basis to determine regional champions, i.e. Western Bantam Championship, Ontario Pee Wee Championship.



➤ APPLICATION CRITERIA

Accredited Schools programs wishing to;

- 1) operate within the Canadian hockey system or
- 2) groups wishing to organize an Accredited School program or
- 3) groups wishing to work in partnership with a school

Must work in coordination with the provincial Ministry of Education to apply to the respective Member for approval to operate as a sanctioned Hockey Canada Accredited School program.

All approved Hockey Canada Accredited Schools Programs must meet all HCAS Program criteria and align with the operational mandate as set out by Hockey Canada and its Member.

Each application package will be reviewed by the Hockey Canada Member. The following criteria should be considered when preparing the application:

An application package must:

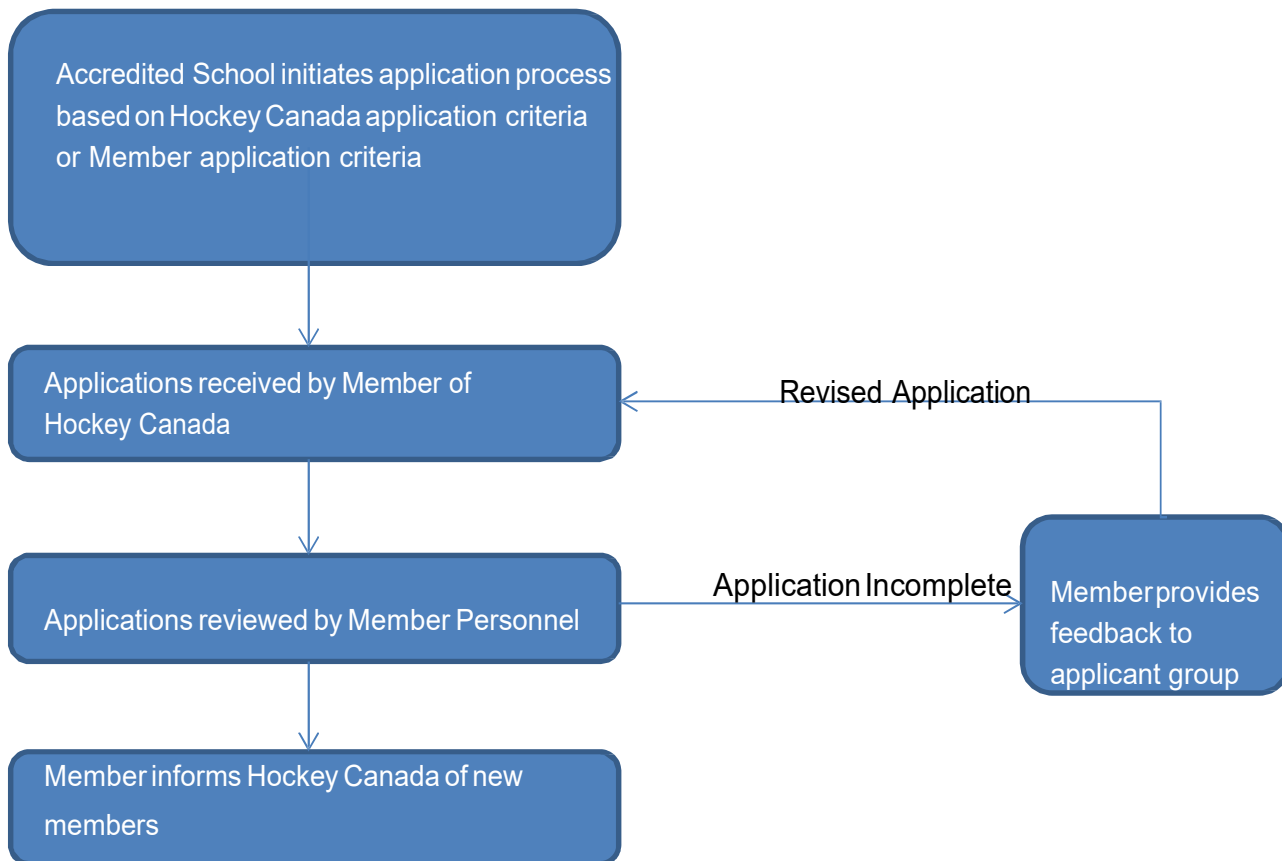
- 1) adhere to the HCAS operating mandate
- 2) demonstrate partnerships between the school and/or school board
- 3) demonstrate a sound development plan, school and athletic schedule, appropriate staffing plan, and budget plans
- 4) demonstrate a working relationship with their local Minor Hockey Association



➤ APPLICATION PROCESS

Annually, Hockey Canada Accredited School applications must be submitted to the respective Member (see contact information page) any time during the school year up to the October 1st deadline. Upon receipt, applications will be reviewed for completeness. The review process begins immediately and applicants will receive confirmation of approval from the Hockey Canada Member on or before January 30th.

APPLICATION PATH





➤ NEW APPLICATION

- 1) Members may develop their own templates based on their individual registration requirements.
- 2) All applications for new HCAS and all supporting documentation (as identified in the Hockey Canada Requirements section) must be received on or before October 1st of the current season for play in the following season.
- 3) A final decision shall come from the Member no later than January 30th for all new Accredited School applications.
- 4) Members must inform Hockey Canada no later than March 1st of new Accredited Schools.
- 5) New Applicant Fee Structure:
 - \$5000 application fee – \$2500 paid to Member, \$2500 paid to Hockey Canada (a portion to support audit expense in the first 3 years).
 - NEW APPLICANTS & EXISTING HCAS WHERE A NEW OPERATOR ASSUMES CONTROL - \$5000 performance bond – held in perpetuity by approving Member. The bond may be released by the Member if the school ceases to be a HCAS, and has no outstanding financial obligations to Hockey Canada or any of its Members, or to any third party who may make a claim against Hockey Canada or any of its Members to recover what it is owed by the HCAS.
 - Member fees assessed (Member determined; team-based or program-based)
 - Player registration fees based on existing Member rates

NOTE 1: HC Service to HCAS: Advisory Work Group, Sport Quality Assessment development & support, general admn & communication with Members and HCAS

NOTE 2: If a new applicant is unsuccessful with its application; the Member portion of the application fee (\$2500) will be retained by the Member for administrative costs up to the \$2500 fee, the HC portion (\$2500) of the application fee will be returned and the \$5000 bond will be returned.

- 6) All Hockey Canada Accredited School programs shall operate in accordance with Hockey Canada and Member Bylaws and Regulations with regards to appeals etc.



➤ REQUEST FOR RENEWAL

- 1) All existing HCAS programs must re-apply annually to the respective Member to maintain continued membership within the Member and Hockey Canada.
- 2) Request for Renewal must be received by the Member no later than January 30th of the current season for play in the following season.
- 3) Members shall forward all approved Accredited School Renewal Requests to Hockey Canada by March 1st.
- 4) Hockey Canada delegates the approval of an Accredited School Renewal to Members, however Hockey Canada reserves the ability to review Accredited School applications in the interests of continuing to review and improve Hockey Canada's Accredited School Program policies and procedures.
- 5) Renewal Fee Structure:
 - \$500 to Hockey Canada
 - Member fees assessed (Member determined; team-based or program-based)
 - Player registration fees based on existing Member rates

NOTE 1: HC Service to HCAS: Advisory Work Group, Sport Quality Assessment development & support, general admn & communication with Members and HCAS

- 6) All Hockey Canada Accredited School programs shall operate in accordance with Hockey Canada and Member Bylaws and Regulations with regards to appeals etc.



➤ PROGRAM APPLICATION REQUIREMENTS

The Accredited School application plan must include the following items:

- 1) Table of Contents
- 2) Covering Letter
- 3) Business Plan (3 year minimum)
- 4) Management / Owners Resumes
- 5) Background of Organization
- 6) Objectives
- 7) Mission Statement
- 8) Keys to Success
- 9) Company Structure
- 10) Facilities
- 11) Location
- 12) Product and Description
- 13) Marketing Plan
- 14) Education Institution Agreement
- 15) Athletic / Academic Delivery Model
- 16) Athlete / Student Demographics
- 17) Program Budget – Balance Sheet
- 18) Appendices



➤ DEVELOPMENT PLAN

ACADEMIC (Questions to consider)

- What school and grades are the players attending?
- Describe the facilities and the school board you are a part of.
- What does a normal week's school schedule look like for the players?
- What are the program's academic expectations of the players?
- What are the program's academic requirements of the player for acceptance?
- What are the academic support systems in place for the players?
- How many of missed days of school are expected in the school year?
- Who is responsible for the player's academic results?
- How are the academic results communicated to the parents and players?
- How will the players be held accountable for their academic results?
- How are the players academics monitored?
- Who is responsible for the player's course planning, graduation planning and college applications?



ATHLETIC HOCKEY (Questions to consider)

- What is the organization's philosophy for player development?
- Who are the coaches, trainers, medical staff and management of the organization?
- What does a normal week and monthly schedule look like for on and off ice workouts?
- Who is responsible for the mental training of the players and how is it done?
- Who is responsible for the monitoring of the players health and how is it done?
- What coach certifications have your coaches completed?
- Describe the yearly on ice hockey development plan.
- Describe the yearly off ice hockey development plan.
- Describe the facilities.
- Describe how many games are played and where.
- Describe a normal weekly practice plan.
- Describe the timeline for being on and off the ice during the course of the year.



➤ REGISTRATION REQUIREMENTS & INFORMATION

The following will apply to all HCAS program registrations within the membership of the respective Hockey Canada Member:

1) Clarifications with respect to Hockey Canada Regulations:

For regulations governing the registration of HCAS teams refer to Hockey Canada Regulation F.

Note: Reference to “Recognized Educational Institution” in the Hockey Canada Regulations shall be defined, for the purposes of this policy, as an institution or school (both public and private) accredited by the Ministry of Education.

2) Member Requirements:

Due to the fact that Accredited School teams are different from all other teams within Member membership, and in keeping with past practice, such programming should only be considered by the Member in accordance with the following criteria:

- a) All HCAS teams shall require the approval of the Member. Such approval may only be granted for one season and therefore a request for renewal must be submitted for consideration annually prior to January 30th.
- b) Players participating on HCAS teams who are residents of their respective Member will be eligible to participate in High Performance programming in that Member subject to compliance with Member policies and practices.
- c) HCAS teams may participate in Member Provincial Playoffs at Member discretion except for categories that lead to a National / Regional Championships as per Hockey Canada Regulations.
- d) Teams and team officials shall be subject to all regulations regarding discipline.
- e) The HCAS shall oversee the registering of players with the Member.
- f) HCAS players shall be eligible to affiliate according to their respective Member regulations.
- g) The HCAS may apply to host Member-sanctioned tournaments.



Hockey Canada Accredited Schools (HCAS)

- h) Players shall be subject to all paperwork required by IIHF/Hockey Canada transfer regulations. Transfer approvals will be governed by Hockey Canada and all correspondence regarding these approvals is to be forwarded to the Member by the Accredited School.
- i) Player registration and team assignment of such players will be administered by the Member.
- j) The receipt of required registration documentation by a Member (ie. confirmation of registration with the Accredited School as well as all transfer documents) will constitute approval of the players to participate with Accredited School teams.
- k) The Member will deal with Hockey Canada on all other registration paper work as required.
- l) Insurance
 - Hockey Canada insurance programs are in place to protect every player, coach, assistant coach, manager, Hockey Canada Safety Program personnel, official and volunteer involved in Hockey Canada sanctioned hockey activities.
 - The insurance programs eliminate or minimize the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs. Note: If a HC team plays a non-sanctioned team there is NO insurance coverage. If a HC official does a game involving a non-sanctioned team there is NO insurance coverage.
- m) Competition
 - Membership in Hockey Canada through one of its Members will help create access to Hockey Canada sanctioned programming, which may include competition in exhibition, league and tournament play.
 - Membership will allow competition against US-based teams that are members of USA Hockey.
 - While participation in Member Playoffs that lead to Regional or National Championships is restricted, Hockey Canada Accredited School teams will have access to other Member and League competitions, as determined by Member.



Hockey Canada Accredited Schools (HCAS)

➤ Contact information

<p>Barry Petrachenko, Executive Director BC Hockey 6671 Oldfield Road Saanichton, B.C. V8M 2A1 Tel number: (250) 652-2978 Fax number: (250) 652-4536 www.bchockey.net</p>	<p>Rob Litwinski, Executive Director/GM Hockey Alberta #1, 7875-48th Ave Red Deer, AB T4P 2K1 Tel number: (403) 342-6777 Fax number: (403) 346-4277 www.hockeyalberta.ca</p>
<p>Kelly McClintock, Executive Director Saskatchewan Hockey Association #2-575 Park Street Regina, SK S4N 5B2 Tel number: (306) 789-5101 Fax number: (306) 789-6112 www.sha.sk.ca</p>	<p>Peter Woods, Executive Director Hockey Manitoba 145 Pacific Ave. Winnipeg, MB R3B 2Z6 Tel number: (204) 925-5755 Fax number: (204) 925-5761 www.hockeymanitoba.mb.ca</p>
<p>Alex Vaillant, Executive Director Hockey Northwestern Ontario 216 Red River Road Suite 100 Thunder Bay, ON P7B 1A6 Tel number: (807) 623-1542 Fax number: (807) 623-0037 www.hockeyhno.com</p>	<p>Phil McKee, Executive Director Ontario Hockey Federation 3 Concorde Gate – Suite 212 Toronto, ON M3C 3N7 Tel number: (416) 426-7249 Fax number: (416) 426-7347 www.ohf.on.ca</p>
<p>Debbie Rambeau, Executive Director Hockey Eastern Ontario 1247 Kilborn Place Suite D-300 Ottawa, ON K1H 6K9 Tel number: (613) 224-7686 Fax number: (613) 224-6079 www.odha.com</p>	<p>Paul Ménard, Executive Director Hockey Québec 7450 Boulevard Les Galeries d'Anjou, Suite 210 Montréal, QC H1M 3M3 Tel number: (514) 252-3079 Fax number: (514) 252-3158 www.hockey.qc.ca</p>
<p>Nic Jansen, Executive Director Hockey New Brunswick 861 Woodstock Road Fredericton, NB E3B 7R7 Tel number: (506) 453-0866 Fax number: (506) 453-0868 www.hnb.ca</p>	<p>Amy Walsh, Executive Director Hockey Nova Scotia 7 Mellor Ave, Unit 17 Dartmouth, NS B3B 0E8 Tel number: (902) 454-9400 Fax number: (902) 454-3883 www.hockeynovascotia.ca</p>
<p>Geoff Kowalski, Executive Director Hockey P.E.I. P.O. Box 302 40 Enman Crescent Charlottetown, PE C1A 7K7 Tel number: (902) 368-4334 Fax number: (902) 368-4337 www.hockeypei.com</p>	<p>Craig Tulk, Executive Director Hockey Newfoundland and Labrador 13B High Street P.O. Box 176 Grand Falls Windsor, NF A2A 2J4 Tel number: (709) 489-5512 Fax number: (709) 489-2273 www.hockeynl.ca</p>
<p>Kyle Kugler, Executive Director Hockey North 3508 McDonald Drive Yellowknife, NT X1A 2H1 Tel number: (867) 446-8890 Fax number: (867) 920-2739 www.hockeynorth.ca</p>	