



# **HOCKEY CANADA SPORTS SCHOOLS**

## **PROGRAM POLICY**

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

**Annual Deadline: October 1**



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## **Hockey Canada Sports Schools (HCSS)**

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### **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 Branches in their Sports Schools Application Process.

### ***CURRENT HCSS REGULATIONS HOCKEY CANADA SPORTS SCHOOLS***

\*Updated to 2017-2018 Season

#### **➤ (Sections E. 36(e), F. 8,9,10 – Hockey Canada By-Laws and Regulations)**

- 36 e). A player playing on a Hockey Canada Sports School Team in a Branch other than their home Branch or country may only affiliate to a Team of a higher Division or Category within the same school.
8. To be defined as a Hockey Canada Sports School the hockey program must:
- a) register directly at the Branch level through an application process approved by the appropriate Branch;
  - b) have a formal Partnership with a recognized educational institution; and
  - c) these Partnerships must have the written approval of the Branch.
9. Placement of Hockey Canada Sports Schools shall be at the Branch discretion; however, those Hockey Canada Sports School Teams shall not be allowed to compete in a play-off (League or Branch) that leads to a Regional or National Championship.
10. Canadian players may not be restricted from attending and playing at any Hockey Canada Sports School, including a Hockey Canada Sports School within their Home Branch.



### ➤ *GLOSSARY OF TERMS*

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

- **Branch** - 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.
- **Sports 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 Branch.

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

- **National Championship** - The TELUS Cup, ESSO Cup or National Midget Championship. Hockey Canada Sports School teams are not permitted to participate in Championship or any League, Branch or Regional events that lead to these Championships.

Sports 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.



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### ➤ **APPLICATION CRITERIA**

Sports Schools programs wishing to;

- 1) operate within the Canadian hockey system or
- 2) groups wishing to organize a Sports 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 Branch for approval to operate as a sanctioned Hockey Canada Sports School program.

All approved Hockey Canada Sports Schools Programs must meet all HCSS Program criteria and align with the operational mandate as set out by Hockey Canada and its member Branches.

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

An application package must:

- 1) adhere to the HCSS 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



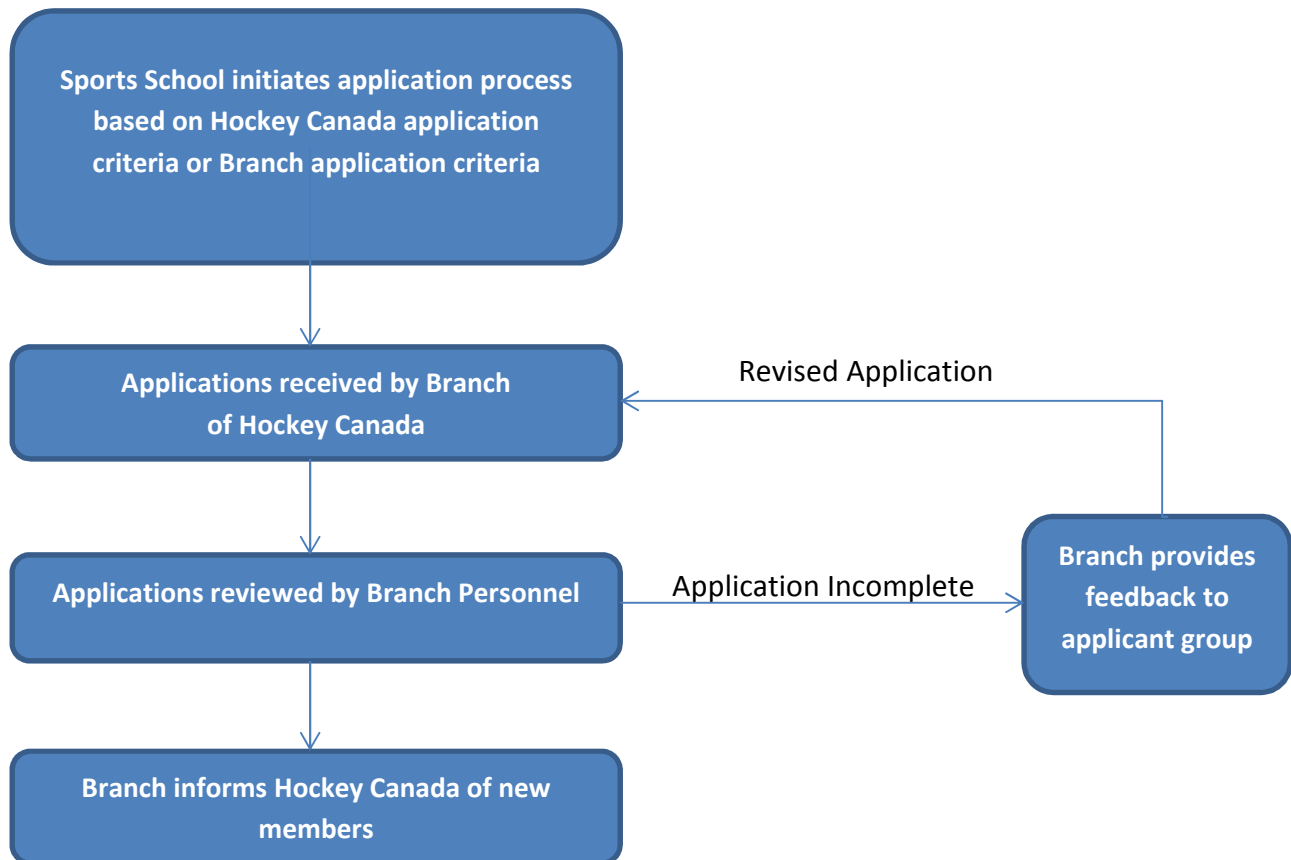
## Hockey Canada Sports Schools (HCSS)

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### ➤ **APPLICATION PROCESS**

Annually, Hockey Canada Sports School applications must be submitted to the respective Branch (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 Branch on or before January 30th.

### APPLICATION PATH





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### ➤ **NEW APPLICATION**

- 1) Branches may develop their own templates based on their individual registration requirements.
- 2) All applications for new HCSS 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 Branch no later than January 30th for all new Sports School applications.
- 4) Branches must inform Hockey Canada no later than January 30<sup>th</sup> of new Sports Schools.
- 5) New Applicant Fee Structure:
  - \$5000 application fee – \$2500 paid to Branch, \$2500 paid to Hockey Canada (a portion to support audit expense in the first 3 years).
  - NEW APPLICANTS & EXISTING HCSS 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 HCSS, 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 HCSS.
  - Branch fees assessed (Branch determined; team-based or program-based)
  - Player registration fees based on existing Branch rates

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

NOTE 2: If a new applicant is unsuccessful with its application; the Branch portion of the application fee (\$2500) will be retained by the Branch 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 Sports School programs shall operate in accordance with Hockey Canada and Branch Bylaws and Regulations with regards to appeals etc.



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### ➤ **REQUEST FOR RENEWAL**

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

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

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





### **➤ PROGRAM APPLICATION REQUIREMENTS**

The Sports 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 HCSS program registrations within the membership of the respective Hockey Canada Branch:

#### **1) Clarifications with respect to Hockey Canada Regulations:**

For regulations governing the registration of HCSS 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) Branch Requirements:**

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

- a)** All HCSS teams shall require the approval of the Branch. 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 HCSS teams who are residents of their respective Branch will be eligible to participate in High Performance programming in that Branch subject to compliance with Branch policies and practices.
- c)** HCSS teams may participate in Branch Provincial Playoffs at Branch 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 HCSS shall oversee the registering of players with the Branch.
- f)** HCSS players shall be eligible to affiliate according to their respective Branch regulations.
- g)** The HCSS may apply to host Branch-sanctioned tournaments.
- 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



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correspondence regarding these approvals is to be forwarded to the Branch by the Sports School.

- i) Player registration and team assignment of such players will be administered by the Branch.
- j) The receipt of required registration documentation by a Branch (ie. confirmation of registration with the Sports School as well as all transfer documents) will constitute approval of the players to participate with Sports School teams.
- k) The Branch 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 Branches 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 Branch Playoffs that lead to Regional or National Championships is restricted, Hockey Canada Sports School teams will have access to other Branch and League competitions, as determined by Branch.



# Hockey Canada Sports Schools (HCSS)

## ➤ Contact information

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