



CLINIC HOSTING GUIDELINES

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General Information – all Clinics

ADMINISTRATION CHARGE – PROGRAM REGISTRATION REFUNDS

There shall be a fifty percent (50%) refund of Registration Fee to any participant who cancels their attendance more than fifteen (15) days prior to a BC Hockey Sanction Event and there shall be no refund for a Registration Fee for any cancellation less than fifteen (15) days prior to the BC Hockey Sanctioned Event.

Requests for clinic switches (delegates requesting to be changed from the registered clinic to another) also carry an administration fee.

HCSP CLINIC

Course Description

The Hockey Canada Safety Program utilizes a proactive, preventative, common sense approach to keeping our children safe. The goal of the program is for the safety people to implement effective risk management programs with their own teams where player safety is the first priority at all times, both on and off the ice. This course satisfies Hockey Canada Safety Program qualifications stated in BC Hockey Regulation 2.19.

PLEASE NOTE: In some Districts the BC Hockey SRM Committee Member will schedule all clinics. This may be done with the assistance of a Host Association or scheduled entirely by the SRM Committee Member. For more information please contact your [district SRM Committee Member](#).

The following pertains to those Districts where clinics are requested by Host Associations.

Host MHA Responsibility

- To submit a clinic request - [BC Hockey Clinic Request Form](#)
- Clinic Request Timelines:
 - Requests should be made two 2 months prior to the clinic date.
 - BC Hockey SRM Committee Members should confirm clinics within two (2) weeks of application. After confirmation, host associations may register their delegates using the **Delegate Registration** process below.
 - One month prior to the clinic, public access will become available via the BC Hockey website. This will not apply to any clinic requested less than 2 months in advance.
- The HCSP Clinic requires a minimum of 6.5 hours to complete.
- Each clinic requires a minimum attendance of 20 delegates. Clinics that do not meet this requirement will require approval from BC Hockey.
- Facility: Classroom-style set up preferred.
- Equipment: The SRM Committee Member/Course Conductor may request any of the following equipment based on the materials required for the course and the method of delivery; Overhead projector, screen, extension cord, LCD projector for PowerPoint presentation, TV, DVD/VCR. A laptop may be requested.

BC Hockey will provide the Host Association a Hosting Grant based on the number of attendees. The purpose of the grant is to offset organizational costs incurred by the host. The grant for HCSP clinics is \$7.50 per attendee. The grant

will be forwarded to the host once clinic results have been received by the BC Hockey office. In cases where BC Hockey acts as the host or a Host Association does not fulfill its obligations, the host grant will not be paid.

Delegate Registration / Responsibility

- Delegates register for the appropriate clinic required.
- **Delegate fee is \$67.50 plus an on-line payment service fee and applicable taxes.**
- On-line payment will be required to complete the registration process.
- The registration fee covers the cost of instruction, materials and administration.
- Registration is on-line at <http://www.bchockey.net/Clinics/clinics.aspx>

NOTE: ALL DELEGATE REGISTRATION MUST BE DONE ON-LINE PRIOR TO THE CLINIC. REGISTRATION WILL NOT BE ACCEPTED AT THE DOOR.

BC Hockey SRM Committee Member and Facilitator's Responsibilities

- Coordinate the clinic supplies and manuals.
- Complete any forms required and hand out all materials.
- Teach instructional modules and lead any on-ice sessions.
- Upon completion of the clinic, the course conductors will:
 - Pack remaining materials
 - Update delegate accreditations in HCR upon successful attendance or course completion.

BC Hockey Responsibility

- Administrate clinic booking and registration process.
- Coordinate clinic supplies with the SRM Committee Member.
- Distribute program materials.
- Train and monitor instructors and SRM Committee Members.
- Promote the program.
- Administrate delegate accreditation and profiles.

RESPECT IN SPORT / SPEAK OUT!

The Respect in Sport (RIS) e-learning program replaced SpeakOut! during the 2009-2010 season. Based on the positive results and feedback of the RIS e-learning option, BC Hockey has fully integrated the RIS platform as the mechanism for SpeakOut! accreditation. Previous SpeakOut! accreditations will remain valid.

Course Description

RIS is an on-line training course for coaches and sport leaders. It is designed as a tool to assist leaders in identifying and dealing with abuse, neglect, harassment, and bullying in sport. RIS is presented as an online curriculum and includes audio/visual presentations, quizzes and printable handouts.

Host MHA Responsibility

The Host MHA simply needs to direct their delegates to the BC Hockey Clinics page and ask them to complete the on-line course. Delegates will have to pay for the course (via paypal credit/debit card).



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MHAs can refund their delegates as the Hockey Canada Registry will be immediately updated once the course is complete.

Delegate Registration / Responsibility

- Delegates sign on to the Respect in Sport on-line course.
- **The delegate fee is \$30.00 plus an on-line payment service fee and applicable taxes.**
- On-line payment will be required to complete the registration process.
- The registration fee covers the cost of administration.
- Registration is on-line at <http://www.bchockey.net/Clinics/clinics.aspx>

COACH (NCCP) CLINICS

HYBRID Clinics (combining INTRODUCTION TO COACHING and COACH STREAM)

This NCCP course is applicable to all coaches active with initiation and recreational (house league) athletes. The course qualifies delegates at Introduction to Coach and Coach Stream satisfying BC Hockey Regulation 2.26 and 2.27.

This course DOES NOT satisfy regulations required for BC Hockey carded (Rep.) coaches Pee Wee and above unless required by District or Local Associations.

CRITERIA FOR HOSTING A HYBRID CLINIC

Submit a clinic request, [BC Hockey Clinic Hosting Request Form](#)

Clinic Request Timelines:

PLEASE NOTE: In some Districts the BC Hockey District Coach Coordinator will schedule all clinics. This may be done with the assistance of a Host Association or scheduled entirely by the Coach Coordinator. For more information please contact your [District Coordinator](#)

The following pertains to those Districts where clinics are requested by Host Associations.

Requests should be made two 2 months prior to the clinic date. BC Hockey Coordinators should confirm clinics within two (2) weeks of application. After confirmation, host associations may register their delegates using the delegate registration process below. One month prior to the clinic, public access will become available via the BC Hockey website. This will not apply to any clinic requested less than 2 months in advance.

The Hybrid clinic requires a minimum of 12 hours to complete including ice time. The most effective arrangement is to conduct the clinic on Saturday (eight hours) and Sunday (four hours) although other arrangements could be made. It is recommended that host associations consider booking other separate development programs for the Sunday afternoon such as BC Hockey Mentorship Specialty Clinics. Please note that these additional courses must be booked, approved and delegates registered separately.

Each Hybrid clinic requires a minimum attendance of 20 delegates. Clinics that do not meet this requirement one week prior to the clinic date will require permission from BC Hockey.

The maximum number of delegates per clinic is 32 unless altered by BC Hockey.

The Hybrid clinic requires a minimum of two hours of ice time (2 ½ hours is preferred). It is recommended that the ice session be added to the end of the first day.

Facility: Classroom-style set up preferred.

- Equipment: The Coordinator / Course Facilitator may request any of the following equipment based on the materials required for the course and the method of delivery; Overhead projector, screen, extension cord, LCD projector for PowerPoint presentation, TV, DVD/VCR. A laptop may be requested.

BC Hockey will provide the Host Association a Hosting Grant based on the number of attendees. The purpose of the grant is to offset organizational costs incurred by the host. The grant for NCCP Hybrid clinics is \$15.00 per attendee. The clinic grant will be forwarded to the host once clinic results have been received by the BC Hockey office and the coach clinic facilitator verifies the required facilities and equipment are provided by the MHA. In cases where BC Hockey acts as the host or a Host Association does not fulfill the obligations, the host grant will not be paid.

Delegate Registration:

- **The delegate fee is \$135 plus an on-line payment service fee and applicable taxes.**
- On-line payment will be required to complete the registration process.
- The registration fee covers the cost of instruction, materials and administration.
- Registration is on-line at <http://www.bchockey.net/Clinics/clinics.aspx>

NOTE: ALL DELEGATE REGISTRATION MUST BE DONE ON-LINE PRIOR TO THE CLINIC. REGISTRATION WILL NOT BE ACCEPTED AT THE DOOR UNLESS STATED IN THE ONLINE SPECIFIC CLINIC DESCRIPTION. A PRE-CLINIC TASK IS REQUIRED (see below).

BC Hockey Responsibility:

- Coordinate clinic supplies.
- Coordinate clinic and delegate registration process
- Distribute program materials.
- Train and monitor facilitators and coordinators.
- Promote the program.
- Administrate delegate accreditation.

PLEASE NOTE

Upon booking a clinic, the District Coaching Coordinator will send posters, etc to the host if required. Each delegate will be responsible for completing the mandatory NCCP Coach Stream **Pre-Task**. The Pre-Task is obtained electronically from the clinic registration form. Delegates must bring the completed pre-task to the clinic. Time will also be spent during the clinic to complete the pre-task. Only registrants 16 years of age and over are eligible for certification. Please note that 'qualification' is granted upon attendance at the course and 'certification' upon the successful submission of the post clinic task.

As per Hockey Canada Policy, all delegates and instructors must wear CSA approved helmets during on-ice sessions.

Host MHA and Local Coordinator's Responsibilities

- Field any telephone inquiries regarding registration to the clinic.
- Please be organized prior to the participants' arrival. Arrive at the facility (classroom) prior in order to set up audio/visual equipment, classroom seating, and registration desk.
- Ensure that over the course of the weekend the instructors and delegates needs are met.
- Book and pay for classroom facilities and ice time.

NOTE: Once the clinic is approved the Local Coordinator will receive a password so that clinic lists can be viewed. Contact with the BC Hockey Coach

Coordinator and Course Facilitator regarding the status of the registrations is encouraged.

* Clinic supplies may be shipped to the Local Coordinator's contact address in cases where the instructors are from out of town.

BC Hockey District Coach Coordinator or Facilitator's Responsibilities

- Coordinate the clinic supplies and manuals.
- Hand out all manuals.
- Facilitate instructional modules and lead any on-ice sessions.
- Upon completion of the clinic, the course conductors will return supplies to the DCC and accredit delegates.

DEVELOPMENTAL 1

This course is applicable to all coaches active with carded (rep) athletes Pee Wee and above. The course qualifies delegates at Development 1 satisfying BC Hockey Regulation 2.19 and 2.25. Those coaches coaching house league hockey, which includes any hockey Atom and below, are not eligible to attend and will not be certified.

PLEASE NOTE: In some Districts the BC Hockey District Coach Coordinator will schedule all clinics. This may be done with the assistance of a Host Association or scheduled entirely by the Coach Coordinator. For more information please contact your [District Coordinator](#)

The following pertains to those Districts where clinics are requested by Host Associations.

HOSTING A Development 1 CLINIC

Submit a clinic request - [BC Hockey Clinic Request Form](#)

Clinic Request Timelines:

Request should be made two 2 months prior to the clinic date. BC Hockey Coordinators should confirm clinics within two (2) weeks of application. After confirmation, host associations may register their delegates using the delegate registration process below. One month prior to the clinic, public access will become available via the BC Hockey website. This will not apply to any clinic requested less than 2 months in advance.

The Development 1 clinic requires a minimum of 16 hours to complete (including ice time). The most effective arrangement is to conduct the clinic on Saturday (eight hours) and Sunday (eight hours) although other arrangements could be made.

Each clinic requires a minimum attendance of 20 delegates. Clinics that do not meet this requirement one week prior to the clinic date will require permission from BC Hockey.

The maximum number of delegates will be set by BC Hockey. This number is normally 32.

BC Hockey will provide the Host Association a Hosting Grant based on the number of attendees. The purpose of the grant is to offset organizational costs incurred by the host. The grant for NCCP Development 1 clinics is \$20.00 per attendee. The clinic grant will be forwarded to the host once clinic results have been received by the BC Hockey office and the coach clinic facilitator verifies the required facilities and equipment are provided by the MHA. . In cases where BC Hockey acts as

the host or a Host Association does not fulfill the obligations, the host grant will not be paid.

Delegate Registration:

- **The delegate fee is \$141 plus an on-line payment service fee and applicable taxes.**
- On-line payment will be required to complete the registration process.
- The registration fee covers the cost of instruction, materials and administration.
- Registration is on-line at <http://www.bchockey.net/Clinics/clinics.aspx>

NOTE: ALL DELEGATE REGISTRATION MUST BE DONE ON-LINE PRIOR TO THE CLINIC. REGISTRATION WILL NOT BE ACCEPTED AT THE DOOR UNLESS STATED IN THE ONLINE SPECIFIC CLINIC DESCRIPTION.

BC Hockey Responsibility:

- Administrate clinic booking and registration process.
- Coordinate clinic supplies.
- Distribute program materials.
- Train and monitor facilitators and coordinators.
- Promote the program.
- Administrate delegate accreditation.

NOTE: Only registrants 16 years of age and over are eligible for certification. Please note that 'qualification' is granted upon attendance at the course and 'certification' upon the successful submission of the post clinic task. As per Hockey Canada Policy, all delegates and instructors must now wear CSA approved helmets during on-ice sessions.

Host MHA and Local Coordinator's Responsibilities:

- Field any telephone inquiries regarding registration.
- Book and pay for ice time, facility rental and equipment (subsidized by the host grant).
- Pre-clinic organization. Arrive at the facility (classroom) prior to the clinic to set up audio/visual equipment, classroom seating, and registration desk.
- Complete the delegate "sign – in" sheet prior to commencing each day.
- Ensure that over the course of the weekend the instructors and delegates needs are met.

NOTE: Once the clinic is approved the Local Coordinator will receive a password so that clinic lists can be viewed. Contact with the BC Hockey Coach Coordinator and Course Facilitator on the status of the registrations is encouraged.

* Clinic supplies may be shipped to the Local Coordinator's contact address in cases where the instructors are from out of town.

BC Hockey District Coach Coordinator or Facilitator's Responsibilities:

- Coordinate the clinic supplies and manuals.
- Hand out all manuals.
- Teach instructional modules and lead any on-ice sessions.

- Upon completion of the clinic, the course conductors will return supplies to the DCC and accredit delegates on-line.
- Payment of host grant.

CRITERIA FOR HOSTING A DEVELOPMENTAL 1 CLINIC

Ice Session Requirements

The Development 1 clinic requires a minimum of 3 hours of ice time. One and one half hours are required Saturday, preferably late afternoon (3:30-5:00 pm). One and one half hours are required Sunday, preferably late morning or early afternoon (10:30-12:00 pm or 1:00-2:30 pm).

Facility: Classroom-style set up preferred.

Equipment Requirements

The following items are required to assist with the on-ice instructional session:

- Pucks (minimum of 30)
- Pylons
- **One Bantam or Midget Rep team.** This team is essential for the on-ice activities. A BC Hockey facilitator will run a practice session with this team while the delegates analyze and evaluate the practice.

Clinic Agenda

An exact clinic agenda will be made available to all participants on the first day of the clinic. Approximate times for the clinics are:

Saturday 8:00 am – 5:00 pm

Sunday 8:00 am – 5:00 pm

Topics covered Include:

- Team Building
- Designing Drills
- Practice Analyzing and Evaluating
- Technical Skills
- Drill Progressions
- Safety
- Goaltending
- Athletic Skills of the Game
- Communication
- Teaching Skills
- Transitions
- Team Tactics

Classroom Requirements

- Meeting Room:
 - The ideal room is large enough to accommodate a maximum of 40 participants sitting at tables that seat 4-6 people.
 - The course conductors require one or two large tables at the front of the room to hold various instructional material and equipment, etc.
 - One table located near the classroom entrance will be required for check-in Friday night.

Audio Visual Equipment Requirements

The Coordinator/Course Facilitator may request any of the following equipment based on the materials required for the course and the method of delivery; Overhead projector, screen, extension cord, LCD projector for PowerPoint presentation, TV, DVD/VCR. A laptop may be requested.

Coffee Breaks

Coffee or nutrition breaks will take place at various times during the weekend clinic. Although you are not required to provide refreshments, if a concession or restaurant is not easily accessible, please make some arrangements to have coffee, etc. available (delegates can pay for this service).

DEVELOPMENTAL 2

This course is applicable to all coaches active with carded (rep) athletes Pee Wee and above. Development 2 is only available to those coaches certified at Development 1.

NOTE: Associations interested in hosting a Development 2 clinic should contact their District Coach Coordinator.

The NCCP Developmental 2 seminar is a progression from Developmental 1 and is designed specifically for coaches who are prepared to take a more structured and disciplined approach to hockey. Coaches entering this level will have had at least 1 year experience working with Hockey Canada / BC Hockey rep carded athletes in the competitive stream of hockey. The clinic is normally a "district" clinic with delegates attending from several associations.

These clinics are booked by BC Hockey based on Branch or District interest. We encourage interested parties to contact their District Coach Coordinator for more information regarding Development 2.

HIGH PERFORMANCE I & II

The High Performance stream is applicable to coaches active at the Midget carded (rep) level and above. These clinics are organized approximately every second year by BC Hockey and Hockey Canada normally in the off-season. They are multi-day events requiring coaches to be resident in a facility. Delegates are required to attend lecture sessions as well as work both on and off ice with athletes at a High Performance development camp.

For more information contact the BC Hockey office. Applications are posted on the web site normally in January for a clinic the coming summer.

Registration is normally on a package deal consisting of instruction, meals and accommodation.

MENTORSHIP SPECIALTY CLINICS

Mentorship specialty clinics are designed as enhancement services to the NCCP. The clinics cover technical material with a number of options available.

These clinics are applicable to all coaches however previous attendance at NCCP clinics is highly recommended because this material builds on that presented in the NCCP.

At present no accreditation is granted for attendance at Mentorship Specialty clinics. Results are added to the delegates' information on the Hockey Canada Registry (HCR).

CRITERIA FOR HOSTING A Mentorship Specialty Clinic

To submit a clinic request - [BC Hockey Clinic Request Form](#)

Clinic Request Timelines:

Request should be made two 2 months prior to the clinic date. BC Hockey Coordinators should confirm clinics within two (2) weeks of application. After confirmation, host associations may submit their delegates using the delegate registration process below.

One month prior to the clinic, public access will become available via the BC Hockey website. This will not apply to any clinic requested less than 2 months in advance.

Delegates MUST register and pay for this clinic on-line.

Delivery of the modules will be through 4 hour (2 hours off-ice and 2 hours on-ice) seminars conducted by trained Specialty Clinic facilitators. The clinic modules include: Skating, Puck Control, Shooting and Scoring, Developing Defensemen, Small Area Games, Creating Offense, Checking, Goaltending, Special Teams, and Creative Thinking. **Clinics will include only one module per session.**

Delivery of Specialty Clinics

Specialty Clinics will be delivered by BC Hockey trained Specialty Clinic facilitators.

Specialty Clinic Structure

The clinic will be delivered in two components: classroom and on-ice.

Classroom Session

- Each module will require a minimum of 45-60 minutes of class time.
- Content of classroom session will include:
 - Video presentation of the skills to be illustrated to the coaches.
 - Group discussion of the skill set required for each skill execution.

- o Group discussion of the format of the on-ice session and review of the drill selections.

On-Ice Session

- Each module will require a minimum of 60 minutes of ice time.

Equipment Required

The Coordinator/Course Conductor may request any of the following equipment based on the materials required for the course and the method of delivery; Overhead projector, screen, extension cord, LCD projector for PowerPoint presentation, TV, DVD/VCR. A laptop may be requested.

Delegate Registration:

- The delegate fee is \$20 plus an on-line payment service fee and applicable taxes.

BC Hockey supports the Mentorship Program by \$15 per delegate thus reducing Mentorship Specialty Clinic delegate fees to \$20.00 per person plus applicable taxes!!

- On-line payment will be required to complete the registration process.
- The registration fee covers the cost of instruction, materials and administration.
- Registration is on-line at <http://www.bchockey.net/Clinics/clinics.aspx>

NOTE: ALL DELEGATE REGISTRATION MUST BE DONE ON-LINE PRIOR TO THE CLINIC. REGISTRATION WILL NOT BE ACCEPTED AT THE DOOR UNLESS STATED IN THE ONLINE SPECIFIC CLINIC DESCRIPTION.

BC Hockey Responsibility:

- Administrate clinic booking and registration process.
- Coordinate clinic supplies.
- Distribute program materials.
- Train facilitators and coordinators
- Promote the program

As per Hockey Canada Policy, all delegates and instructors must now wear CSA approved helmets during on-ice sessions.

Host MHA and Local Coordinator's Responsibilities

- Field any telephone inquiries regarding registration. Ensure delegates register on-line prior to the event.
- Book and pay for ice, facility and equipment rental.
- Please be organized prior to the participants' arrival. Arrive at the facility (classroom) prior to set up audio/visual equipment, classroom seating.
- Look after the clinic "delegate Sign-in" sheet.
- Ensure that the instructors and delegates needs are met.

NOTE: Once the clinic is approved the Local Coordinator will receive a password so that clinic lists can be viewed. Also contact with the BC Hockey Coach Coordinator and Course Facilitator on the status of the registrations is encouraged.



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Clinic supplies may be shipped to the Local Coordinator's contact address in cases where the instructors are from out of town.

OFFICIATING CLINICS

Course Description

The object of the Officiating Program shall be to provide efficient, well qualified officials for the game of hockey, within the area of jurisdiction as set out below. It shall also be the aim of this program to promote good fellowship among the officials, to aid and assist in the betterment of hockey and to maintain a high standard of relationship with association members, officials and coaches of the various teams, leagues to whom the referees shall make its services available.

The structure of the Officiating Program shall be as follows: Officials must attend at least one (1) referee's clinic during the year of certification or have transferred from another Hockey Canada Referees' Branch Program and be able to meet the standards established within the officiating program

All certification levels must complete a Hockey Canada national officiating exam and pass the exam for levels beyond Level I. The exams are revised annually.

PLEASE NOTE: In some Districts the BC Hockey Referee Committee member will schedule all clinics. This may be done with the assistance of a Host Association or scheduled entirely by the BC Hockey Referee Committee member. For more information please contact your [Referee Committee member](#)

The following pertains to those Districts where clinics are requested by Host Associations.

Host MHA Responsibility

To submit a clinic request [BC Hockey Clinic Request Form](#)

Requests should be made two 2 months prior to the clinic date.

BC Hockey Coordinators should confirm clinics within two (2) weeks of application. After confirmation, delegates may register using the **Delegate Registration** process below.

One month prior to the clinic, public access will become available via the BC Hockey website. This will not apply to any clinic requested less than 2 months in advance.

An Officiating Clinic requires a minimum of four hours to complete. An on-line pre-task is also required from **ALL** delegates.

Each clinic requires a minimum attendance of 20 delegates. Clinics that do not meet this requirement will require approval from BC Hockey Officer responsible for the Officiating Program.

NEW for the 2011-2012 season;

A minimum of one hour of ice time is required for all new Level 1 officials. In some cases returning Level 1's and Level 2's will also be invited to participate.

Facility Requirements

- Equipment, booking and payment (subsidized by the host grant):
- Classroom-style set up preferred.
- Equipment: The Coordinator / Course Conductor may request any of the following equipment based on the materials required for the course and the method of delivery; Overhead projector, screen, extension cord, LCD projector for PowerPoint presentation, TV, DVD/VCR. A laptop may be requested.
- A minimum of one hour of ice time

BC Hockey will provide the Host Association a Hosting Grant based on the number of attendees. The purpose of the grant is to offset organizational costs incurred by the host. The grant for HCOP clinics is \$7.50 per attendee. The grant will be forwarded to the host once clinic results have been received by the BC Hockey office. In cases where BC Hockey acts as the host or a Host Association does not fulfill the obligations, the host grant will not be paid.

Delegate Registration / Responsibility

- Delegates register **for the appropriate clinic required.**
- On-line payment will be required to complete the registration process.
- The registration fee covers the cost of instruction, materials and administration.
- As per Hockey Canada policy, all delegates and instructors must now wear CSA approved helmets during clinic on-ice sessions.
- Registration is on-line at <http://www.bchockey.net/Clinics/clinics.aspx>

- **Delegate registration fees are:**
 - Level 1 **\$87.00 plus an on-line payment service fee and applicable taxes**
 - Level 2 **\$97.00 plus an on-line payment service fee and applicable taxes**
 - Level 3 **\$127.00 plus an on-line payment service fee and applicable taxes**
 - Level 4 **\$160.00 plus an on-line payment service fee and applicable taxes**
 - Level 5 **\$185.00 plus an on-line payment service fee and applicable taxes**
 - Level 6 **\$230.00 plus an on-line payment service fee and applicable taxes**

NOTE: ALL DELEGATE REGISTRATION MUST BE DONE ON-LINE PRIOR TO THE CLINIC. THE PRE-TASK MUST BE COMPLETED AND THE CERTIFICATE OF COMPLETION MUST BE BROUGHT TO THE CLINIC. REGISTRATION WILL NOT BE ACCEPTED AT THE DOOR.

BC Hockey District Coordinator or Facilitator's Responsibilities

- Coordinate the clinic supplies and manuals.
- Complete any forms
- Hand out all materials.
- Teach instructional modules and lead any on-ice sessions.
- Upon completion of the clinic, the course conductors will:
 - Pack up remaining materials
 - Update delegate accreditations in HCR upon successful attendance or course completion.

BC Hockey Responsibility

- Administrate clinic booking and registration process.
- Coordinate clinic supplies with the District Coordinator.
- Distribute program materials.
- Train and monitor course conductors and coordinators.
- Promote the program.
- Administrate delegate certification and profiles.