



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 the 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 one registered clinic to another) also carry an administration fee.

Hockey Canada Safety Program (HCSP)

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 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 2.18.

NOTE:

- All HCSP clinics are now available ONLY as an on-line E-Learning course. Face to face HCSP clinics are no longer offered by BC Hockey.
- HCSP certification expires after three (3) years.

MHA Responsibility

The 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). MHAs can refund their delegates as the Hockey Canada Registry will be immediately updated once the course is complete. Delegates are given a receipt for the course upon registration / payment.

Delegate Registration / Responsibility

- Delegates sign on to the Hockey Canada Safety Program on-line course through E-Hockey.
- On-line payment will be required to complete the registration process.
- The registration fee covers the cost of course plus administration.

A few notes regarding the Hockey Canada, Hockey University E-Learning HCSP course;

- 1) The Delegate fee is \$26.00 plus an on-line payment service fee and applicable taxes.
- 2) On-line payment will be required to complete the registration process and enter the E-Learning modules.
- 3) The registration fee covers the cost of building and maintaining the E-Learning system as well as administration.
- 4) Contents of the previous HCSP manual are located in the E-Learning Handouts section. Once a delegate has completed the E-Learning course they have access to the course contents and handout material for 5 years.
- 5) The delegates' HCR record is updated immediately upon completion of the course.



RESPECT IN SPORT (RIS) / 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 remain valid.

NOTE: RIS certification expires after four (4) years.

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.

MHA Responsibility

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

Delegate Registration / Responsibility

- 6) Delegates sign on to the Respect in Sport on-line course.
- 7) The delegate fee is \$30.00 plus an on-line payment service fee and applicable taxes.**
- 8) On-line payment will be required to complete the registration process.
- 9) The registration fee covers the cost of administration.

COACH (NCCP) CLINICS

COACH 2 – COACH LEVEL (HYBRID) CLINICS

(Combining INTRODUCTION TO COACHING, COACH STREAM and the BC Hockey Checking Skills Module)

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 Regulations.

This course DOES NOT satisfy regulations required for BC Hockey carded (Rep.) coaches Pee Wee and above. Please refer to the Developmental 1 clinic.

This course is offered as a blended model with modules offered via E-Learning and, once completed, a face to face clinic. Delegates are qualified after both e-learning and the face to face clinic components are satisfied.

E-Learning has been implemented to:

- Increase Convenience / reduced time
- Standardized information
- Increase the ease of Program Updates
- Give the coach the ability to revisit the material for review
- Increase the access of resources for the delegates
- Increase the ability to track and update records immediately
- Address new delivery methods and the way people are learning

E-LEARNING MODULES

- Registration of delegates for the e-learning portion of the course is available through Hockey Canada E-Hockey
- The E –Learning modules will take approximately 4.5 Hours to complete
- Delegates pay for both the e-learning modules and the face to face clinic in one payment. A receipt is emailed to delegates upon payment.

ASSOCIATIONS' RESPONSIBILITY

- Inform all Hockey Canada non-carded (house league) coaches of the new design
- Associations and their coaches MUST understand that coaches MUST complete the e-learning modules prior to clinic sign up. Delegates cannot simply show up for the face to face. The E-Learning modules must be completed before delegates are eligible to register for the face to face clinic. Course facilitators have been instructed not to allow entry to coaches that have yet to register.
- Encourage coaches to complete the e-learning modules early. This will give maximum opportunity to register for face to face clinics.

HYBRID FACE TO FACE CLINIC

CRITERIA FOR HOSTING A COACH 2 – COACH LEVEL (HYBRID) CLINIC

Prior to submitting a request research and confirm the availability of facilities and suitability of particular dates.

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 District Coach Coordinators should confirm clinics within two (2) weeks of application. After confirmation, the host association's delegates may register using the delegate registration process below. One (1) month prior to the clinic, public access will become available via the BC Hockey website. For clinics requested less than two (2) months in advance, public access is immediate.

The Hybrid clinic requires a minimum of 9 hours to complete including ice time. The most effective arrangement is to conduct the clinic on Saturday or Sunday (nine hours) although other arrangements could be made.

Delegate Numbers:

Each Hybrid clinic requires a minimum attendance of 20 delegates. Clinics that do not meet this requirement one week prior to the clinic date require permission from BC Hockey. The maximum number of delegates per clinic is 32 unless altered by BC Hockey.

Ice Time:

This clinic requires a minimum of two hours of ice time (2 ½ hours is preferred). It is recommended that the ice session be later in the day. If the arena is located a distance from the classroom (exceeding 5 minutes travel time) the 2 hours of ice time must be in one session. If using facilities with little or no travel between classroom and ice then two, one hour ice sessions is acceptable.

Permission may be received to operate a portion of the ice session using a team as demonstrators.

Facility:

- Classroom-style set up preferred
- Equipment: It is the responsibility of the host to supply the following: screen, extension cord, LCD projector for PowerPoint presentation and a laptop computer with speakers.
- Internet access for facilitators and delegates during this clinic is required. This will allow access to the E-Learning modules and resources during the course.

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 Coach 2 – Coach level (hybrid) clinics is \$13.00 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 were 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 \$164 plus an on-line payment service fee and applicable taxes.**
- On-line payment will be required to complete the registration process. Delegates pay for both the e-learning modules and the face to face clinic with one registration fee.
- The registration fee covers the cost of instruction, materials and administration.

NOTE: ALL DELEGATE REGISTRATION MUST BE DONE ON-LINE PRIOR TO completing the e-learning modules. Once the e-learning modules are complete delegates access to register for the face to face Hybrid clinic is available. REGISTRATION WILL NOT BE ACCEPTED AT THE DOOR AND DELEGATES WHO HAVE NOT COMPLETED THE E-LEARNING MODULES WILL NOT BE ALLOWED TO ATTEND THE FACE TO FACE CLINIC.

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. Only registrants 16 years of age and over as of December 31 of the current season are eligible for certification. Please note that 'qualification' is granted upon completion of the E-Learning modules and attendance at the face to face course. Certification comes with successful submission of the post clinic task. Deadlines for the post task will be explained at the clinic.

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; unlock doors, set up audio/visual equipment, classroom seating, and registration desk.
- Ensure that over the course of the day the instructors and delegates needs are met.
- Book and pay for classroom facilities and ice time.

NOTE: Once the clinic is approved it will be posted on the BC Hockey web site and be available for registration by those completing the e-learning section. Contact with the BC Hockey District 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 return supplies to the District Coach Coordinator
- Accredite delegates.

NCCP 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 2.18 and 2.26. Those coaches coaching house league hockey, which includes any hockey Atom and below, are not eligible to attend and will not be qualified / 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 NCCP 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 District Coach 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 (1) month prior to the clinic, public access will become available via the BC Hockey website. For clinics requested less than two (2) months in advance, public access is immediate.

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 \$175 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:

- Adminstrate clinic booking and registration process.
- Coordinate clinic supplies.
- Distribute program materials.
- Train and monitor facilitators and coordinators.
- Promote the program.
- Adminstrate 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.
- **NEW** Please be advised that Hockey Canada has changed the certification requirements for Development 1. Delegates will need to satisfy additional requirements to be fully certified in the National Coach Certification Program (NCCP) database. These new requirements include:
 - Field Evaluation of a practice
 - MED – online course (Competition Introduction)

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.
- Internet access for facilitators and delegates is required

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.
 - Internet access for facilitators and delegates is required

Audio Visual Equipment Requirements

It is the responsibility of the host to supply the following: screen, extension cord, LCD projector for PowerPoint presentation and a laptop computer with speakers.

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).



HIGH PERFORMANCE I

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. These 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 (1) 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 two (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.
 - 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

It is the responsibility of the host to supply the following: screen, extension cord, LCD projector for PowerPoint presentation and a laptop computer. Internet access for delegates is encouraged.

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.

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.

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

OFFICIATING CLINICS (HCOP)

Course Description

The object of the Hockey Canada 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.

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.

NEW OFFICIALS

New officials receive certification in a blended model requiring the completion of an online E-Learning Course called 'Hockey University (HU) Officiating 1/2.' Once completed, the new officials will be required to attend at a face to face HCOP clinic. Delegate WILL NOT be able to register for a face to face clinic until the HU course has been completed in full, including the closing survey.

E-Learning has been implemented to:

- Increase Convenience / reduced time
- Standardized information
- Increase the ease of Program Updates
- Give the official the ability to revisit the material for review
- Increase the access of resources for the delegates
- Increase the ability to track and update records immediately
- Address new delivery methods and the way people are learning

REGISTRATION

- The Hockey University Officiating 1/2 course registration can be found via the following link and has a cost of \$19.00. Please be aware that the HU registration fee is non – refundable. <https://ehockey.hockeycanada.ca/ehockey/ClinicDetail.aspx?cid=86406>
- The E –Learning modules will take approximately 3.0 hours to complete. The E-Learning modules must be complete or delegates will be refused entry to the clinic.
- Registration of officials for the face to face portion of HCOP is available through Hockey Canada E-Hockey <https://ehockey.hockeycanada.ca>.

MINOR HOCKEY ASSOCIATION RESPONSIBILITY

- Inform all NEW Officials the “Blended Certification Model”
- Book your clinics early to NEW officials the maximum time to complete the Hockey University component prior to the clinic.
- Associations and their officials described above MUST understand that they MUST complete the e-learning modules prior to attending the clinic. They cannot simply show up for the face to face clinic. The Hockey University Course must be completed before they are eligible to

register for the face to face clinic. Course facilitators have been instructed not to allow entry to those that have not registered.

- **CRITICAL POINT: Should your association limit opportunities for new officials to become involved due to the number of games available, clearly explain this to all potential registrants.**

NOTE: All new level 1 officials are required to participate in an on ice session scheduled by the local association in order to complete their certification.

ALL OTHER OFFICIALS GO DIRECTLY TO THE FACE TO FACE CLINIC!

HCOP FACE TO FACE CLINIC

CRITERIA FOR HOSTING A CLINIC

Prior to submitting a request research and confirm the availability of facilities and suitability of particular dates.

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

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

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 (1) 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 two (2) months in advance.

An Officiating Clinic requires a minimum of four (4) hours to complete. The on-line modules are not required by officials registering for Level 2 and above or officials who have been previously certified.

Each clinic requires a minimum attendance of 15 delegates (All levels combined). Clinics that do not meet this requirement will require approval from BC Hockey.

When filling out the Clinic Request form, be sure to input as accurate an estimate as possible for the minimum and maximum number of officials you expect to attend. Not only should these numbers reflect your projected number of delegates per level but also reflect the combined total allowable for the capacity of the facility you are using.

As stated above a minimum of one (1) hour of ice time is required for all new Level 1 officials. In some cases returning Level 1's and Level 2's may also be invited to participate.

Facility Requirements

- Equipment, booking and payment (subsidized by the host grant):
- Classroom-style set up preferred.
- It is the responsibility of the host to supply the following: screen, extension cord, LCD projector for PowerPoint presentation and a laptop computer.
- Internet access for instructors and delegates is recommended.
- A minimum of one hour of ice time for new level 1's.

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.

- **Delegate registration fees are:**

Hockey University \$19.00 (Mandatory for NEW Officials)

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 \$130.00 plus an on-line payment service fee and applicable taxes

Level 4 \$165.00 plus an on-line payment service fee and applicable taxes

Level 5 \$190.00 plus an on-line payment service fee and applicable taxes

Level 6 \$235.00 plus an on-line payment service fee and applicable taxes

NOTE: ALL DELEGATE REGISTRATION MUST BE DONE ON-LINE PRIOR 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 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.