

Quick Reference Guide

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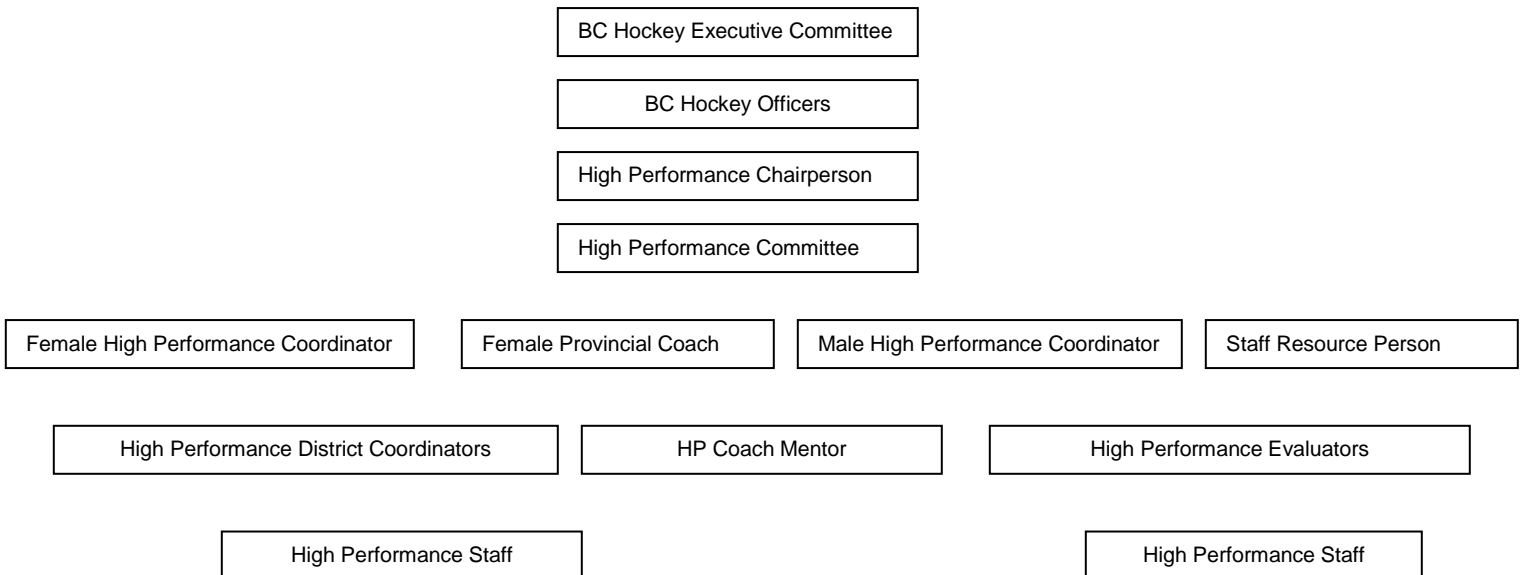
Vision Statement:

“Developing Athletes to be their Best – partnering in opportunities”

10.01 General:

- a) Carding Fees
BC Hockey High Performance Committee Members, District High Performance Evaluators, and District High Performance Coordinators, shall not be required to pay NCCP registration / certification fees.
- b) NCCP registration / certification is recommended but not essential to serve on the High Performance Committee

10.02 ORGANIZATIONAL CHART:



10.03 JOB DESCRIPTIONS

a) **HIGH PERFORMANCE COMMITTEE CHAIR**

i) Assignments

- Chair the meetings of the High Performance Committee
- Participate in the selection of the:
 - District Female Coordinators
 - District Male Evaluators
 - High Performance Coordinators
 - Team staff for District, Branch, Team BC as well as BC Hockey representatives on Hockey Canada High Performance Regional teams
 - Provincial Instructors

- High Performance Coach Mentor
- Approve HP Evaluator lists as selected by the MHP Coordinator

Chair the following events:

- Provincial High Performance Competitions
- Provide the BC Hockey Development Staff with input related to coach and athlete development program decisions
- Represent the Officers at High Performance meetings and events, upon approval of the Branch President

b) PROVINCIAL HIGH PERFORMANCE COORDINATOR – MALE

i) Reporting

- Reports directly to the High Performance Chair on all matters

ii) Assignments

- Serve on the following committees:
 - i) High Performance Committee
 - ii) Development Committee
 - iii) High Performance Selection Committee for Male High Performance Staff
- Serve as liaison to the Coach Committee
- Assist the BC Hockey Staff Resource Person in the delivery of high performance programs
- Assist in the promotion of high performance programs
- Conduct High Performance seminars / workshops in districts as required and approved by the Chair
- Conduct high performance seminars / workshops
- Prepare and/or update player/ staff performance guidelines to maintain a uniform standard of expectations in the high performance program
- Make recommendations to aid in the continual improvement of the High Performance Program
- Coordinate Player Selection Guideline to High Performance Staff
- Oversee the following:
 - Supervision of District Evaluators
 - Player selection and evaluation district (zone) and provincial teams
 - Curriculum design for district (zone), provincial camps and teams
- Work in conjunction with the Branch High Performance Mentor Coordinator on coach development within the high performance program by developing specific growth and development plans
- Attend the following events:
 - District High Performance Orientation meetings as requested by the Chair
 - High Performance Orientation, U16 / U17 Camps and competitions upon approval of the Chair
 - Provincial / National seminars as requested
- Implement, administer, and update all facets of the LTAD Model as it relates to the High Performance Program
- All other tasks as assigned by the High Performance Committee Chair

iii) Qualifications

- Strong interest and personal commitment to Long Term Athlete Development Model (LTAD)

- Strong interest and personal commitment to high performance programming
- Strong communication and administrative skills
- Ability to present workshops and work in conjunction with BC Hockey Development Staff, BC Hockey Executive and High Performance appointees to design and implement programs at the District (zone) and Provincial levels.
- Strong hockey background in playing, coaching and evaluating Minor Hockey in the Province of BC
- NCCP Developmental 1 certification recommended
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC

iv) Selection

- Appointed annually at the BC Hockey Annual General Meeting by the Society's Executive Committee based on the recommendation of a selection committee composed of the High Performance Committee Chairperson, Chair of Development and Staff Resource Person.

c) DISTRICT EVALUATOR - MALE

BC Hockey has established a working group of "District Evaluators" to attend to programming specific needs with the Districts. The maximum number of "District Evaluators" for each District is;

- 2 District Evaluators – Vancouver Island (North and South)
- 3 District Evaluators – Lower Mainland
- 2 District Evaluators – Okanagan
- 1 District Evaluator – East Kootenays
- 1 District Evaluator – West Kootenays
- 2 District Evaluators – North Central, North East, North West

i) Reporting

- Reports directly to Branch Male High Performance Coordinator who will communicate necessary concerns, ideas, comments to the Chair.

ii) Assignments

- Establish a network of contacts in District hockey communities to assist in player evaluations
- Conduct players evaluation
- Submit completed player evaluations forms and monthly activity reports to Male High Performance Coordinator on a monthly basis.
- Submit completed evaluation forms to the BC Hockey office.
- Provide High Performance Coordinator with a ranking of top players in District
- Invite top players to the District/Zone camp using maximum numbers established by BC Hockey
- Maintain communication with other District Evaluators and Male High Performance Coordinator for the purpose of comparing data
- Organize off-ice and on-ice arrangements for District Camp in conjunction with the District and Local Coordinator
- Attend and evaluate at:
 - U16 Zone Camp
 - U17 District Camp
 - U16 BC Cup as requested by BC Hockey Chair through MHPC
 - U17 BC Cup as requested by BC Hockey Chair through MHPC

- Provincial Development Camp as requested by BC Hockey
- Provincial evaluation meetings as requested by BC Hockey
- Attend District Leadership meetings upon request
- Promote High Performance programs to Minor Hockey Associations upon request
- Make recommendations to the High Performance Committee
- Assist in circulation of coaching and player applications
- Act as resource person in District team staff selection
- Identify and recruit future coaching and evaluation personnel for the High Performance program.

iii) Qualifications

- Strong communication and administration skills
- Strong hockey background in playing, coaching and evaluating positions
- Strong interest and commitment to high performance athlete development and Long Term Athlete Model (LTAD)
- Ability to work with fellow evaluators
- Availability to time requirement
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC

iv) Selection

- Recommended by the Chair of High Performance, BC Hockey High Performance Coordinator and appropriate District Director(s) and approved by the BC Hockey Executive Committee

d) PROVINCIAL HIGH PERFORMANCE COORDINATOR - FEMALE

i) Job Description

- Serve on the following committees:
 - High Performance Committee
 - Development Committee
 - High Performance Selection Committee for Female High Performance Staff
- Assist BC Hockey Staff Resource Person, and Female Provincial Coach in the delivery of high performance programs
- Assist in the promotion of high performance programs
- Conduct seminars / workshops on high performance components
- Act as a liaison between the high performance program and the coaching committee
- Prepare and/or update player / staff performance guidelines to maintain a uniform standard of expectations in the high performance program
- Coordinate distribution of Player Selection Guidelines to High Performance Staff
- Submit recommendations to the High Performance Program
- Oversee the following:
 - District Coordinators
 - Player selection procedures for district (zone) and provincial teams
 - Curriculum design for district (zone), provincial camps and teams
- Assist in the evaluation of players for the High Performance program
- Work in conjunction with the Provincial Coach Coordinator and the Provincial Mentor Coordinator on leadership development within the High Performance program
- Attend the following:
 - High Performance Orientation meeting

- U14/U16/U18 Camps and competitions
 - *Provincial / National seminars on request
 - Implement, administer, and update all facets of the LTAD Model as related to the High Performance Program
 - All other tasks as assigned by the High Performance Committee Chair
- * Subject to available funding

ii) Qualifications

- Strong interest and personal commitment to high performance program and Long Term Athlete Development (LTAD)
- Strong communication and administrative skills
- Ability to present workshops and work in conjunction with the BC Hockey Development Staff, BC Hockey Executive and high performance appointees to design and implement programs at the district (zone) and provincial levels
- Strong hockey background in playing, coaching and evaluating Female Minor Hockey in the Province of BC
- NCCP Developmental 1 certification recommended
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC

iii) Selection

- Appointed annually at the BC Hockey Annual General Meeting by the Society's Executive Committee based on the recommendation of a selection committee composed of the High Performance Committee Chairperson, Chair of Development and Staff Resource Person.

e) DISTRICT FEMALE HIGH PERFORMANCE COORDINATOR

- i) Reports directly to the Female High Performance Coordinator.

ii) Assignments

Player Evaluation

- Establish a network of contacts in District to assist in player evaluations as required.
- Submit completed player evaluation forms and monthly activity reports to Female High Performance Coordinator on a monthly basis
- Submit completed evaluation forms to BC Hockey Office
- As required, conducts player evaluations.
- Supply BC Hockey High Performance coach with all completed evaluations.
- Invite top players to district camp using maximum numbers as established by BC Hockey, as required
- Maintain communication with other district HP coordinators to compare data.

iii) Camp Organization (pertains to U14, U16 and U18 programs)

- Coordinate the delegation of responsibilities to the camp staff.
- Plan on ice and off ice camp activities.
- Recruit zone camp staff in conjunction with FHDC member.
- Design camp format allowing for facility and player particulars.
- Coordinate zone camp in cooperation with the FHDC member and local committee.
- Establish rules for zone camp and oversees the supervision of the players.
- Coordinate the implementation of on-ice curriculum and components as outlined.

- Present zone camp modules as required.
- Provide necessary equipment and supplies for the zone camp.
- Support staff in planning, operation, and evaluation of zone camp.
- Offer direction and assistance or acts as a resource to the district staff on:
 - Hockey technical components (both on and off-ice) of the camp
 - Scheduling – time management
 - Safety
 - Communications among camp staff and participants.
- Oversee planning, operation, and evaluation of district camp.
- Mentor district staff as requested
- Liaise with zone camp staff, BC Hockey office and BC Hockey Female Provincial Coach.
- Assist with camp operations as required.
- Attend the following:
 - Zone camp organizer meeting.
 - Zone staff preparatory meeting.
 - Zone camp.
- Submit a final report containing the following information: evaluation of players' performance, evaluation of staff performance, and recommendations on program improvement.

iii) General

- Shall attend the following:
 - District Camp
 - Provincial evaluation meetings as requested by BC Hockey
 - District Leadership meetings as requested by BC Hockey
- Promote High Performance programs to Minor Hockey Associations as requested.
- Assist in circulation of coaching and player applications.
- Acts as resource person in district team staff selection.

iv) Qualifications

- Strong hockey background in playing, coaching, and evaluating positions within minor female hockey.
- Strong interest and commitment to high performance athlete development. (LTAD)
- Ability to work with fellow evaluators.
- Availability to time requirement.
- NCCP Developmental I certification recommended.
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC

v) Selection

- Appointed annually by BC Hockey Executive Committee based on recommendation of Selection Committee composed of the High Performance Committee Chairperson, Staff Resource Person and Female High Performance Coordinator after consultation with District Director(s).

f) PROVINCIAL (BRANCH) / REGIONAL TEAM COACHES

i) Reporting

Reports directly to High Performance Coordinator (once the head coach is selected for a Branch or Regional team, the Head Coach will act as a resource in the selection of the Assistant coaches, trainer and DOP and/or other team staff)

ii) Assignments

For their respective team the coaches will, as required:

- Coach at Provincial and / or Regional camps
- Serve as an official spokesperson on behalf of the team
- Coordinate delegation of responsibilities to the Assistant Coaches and other staff
- Plan on-ice and off-ice team activities in consultation with the Assistant Coaches
- Coordinate player evaluation and player selection in conjunction with Provincial High Performance Coordinator, and the BC Hockey Staff Resource Person
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the Assistant Coaches
- Coach the team during all games and practices
- Establish rules for the team and oversee supervision of players
- Submit a final report which contains the following information: evaluation of the players performance, evaluation of the team's performance, outline of practice plans and game strategy, and recommendations on program improvement
- Implement on-ice curriculum as outlined
- Recommend players for Provincial, Regional and National teams
- Attend High Performance Meetings and events, as required
- Communicate with and update team members, High Performance Coordinator, and District Director(s) on an on-going basis.
- Contribute to the budget process and administration of the budget

iii) Qualifications

- Strong interest and personal commitment to high performance athletic development
- Ability to develop and present on-ice programs
- Ability to work in conjunction with the BC Hockey Development staff, BC Hockey Executive and Minor Hockey Association representatives to design and implement programs aimed at the scope of provincial teams
- Ability to prepare provincial teams for competition
- Must hold a minimum High Performance 1 (Advanced I NCCP) certification (may require additional certifications for certain events / competitions).
- Ability to manage instructional personnel at camps
- Availability to time commitment requirements
- Strong leadership skills and an understanding of the philosophy and objectives of BC Hockey and its High Performance programs
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC

iv) Selection

- Recommended by a committee consisting of High Performance Chairperson, High Performance Coordinator and a District Evaluator (Coordinator) selected by the Chair. Approved by the BC Hockey Executive Committee.
- Once the Head Coach is selected and approved, the Head Coach will act as a resource in the selection of other staff members.

NOTE: The Provincial Coach may also be selected as Regional Coach and if so, the job description would include those of the Regional Coach

g) PROVINCIAL HIGH PERFORMANCE COACH MENTOR COORDINATOR

i) Reporting

Reports directly to High Performance Chair on all matters relating to the High Performance Program

ii) Assignments

- Assist staff resource in the delivery of high performance mentorship programs
- Assist in the promotion of the High Performance Mentorship program
- Act as a liaison between the High Performance program and the Coaching Committee
- Work in conjunction with the Provincial Coach Coordinator, High Performance Coordinator and the Provincial Mentor Coordinator on leadership development within the high performance program
- Attend High Performance camps and competitions, as approved by the Chair of the High Performance Committee
- Recommend High Performance Coach Mentors
- Coordinate High Performance Coach Mentors at camps and competitions
- Conduct mentorship experiences

* Subject to available funding

iii) Qualifications

- Strong interest and personal commitment to High Performance program including long term athletic development and coach development.
- Must have ability to present workshops and work in conjunction with the BC Hockey Development Staff, BC Hockey Executive and high performance appointees to design and implement programs at the district (zone) and provincial levels
- NCCP Developmental 1 certification required (High Performance 1 certification recommended)
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC

iv) Selection

- Appointed annually at the Annual General Meeting by BC Hockey Executive Committee based on the recommendation of a Selection Committee composed of the High Performance Committee Chairperson, Chair of Development and BC Hockey Staff Person.

h) PROVINCIAL INSTRUCTOR (male and female)

i) Reporting

Reports directly to respective Male and/or Female High Performance Coordinator

ii) Assignments

- Conduct on-ice skill instruction sessions from a written plan as determined and/or developed by BC Hockey and Provincial Coach (or High Performance Coordinator as applicable)
- Supervise players in off-ice activities
- Present materials on subject areas relevant to hockey

- Conduct player evaluations and submit on request to the Provincial and / or Regional Coach
- Carry out planning sessions as required to prepare on ice sessions
- Attend Provincial Camp as requested
- Prepare materials for Provincial Camp

iii) Qualifications

- Must have ability to:
 - Instruct a team during inter-squad game
 - Work in conjunction with instructors for the purpose of practice design and implementation
 - Conduct on-ice instructional sessions at a minimum HP 1 level
 - Conduct off-ice supervision
 - Evaluate players at a minimum HP 1
 - Present lectures to players on hockey related topics as required
- High Performance 1 – completed or in process of completion recommended
- Currently coaching in the province of British Columbia
- Previous coaching experience in the High Performance Program preferably as Head Coach at the U16 / U17 Level
- Availability as to time commitment requirements
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC

vi) Selection

- Selected annually on recommendation of the High Performance Committee Chairperson, and High Performance Coordinator to the BC Hockey Officers for approval

i) DISTRICT (ZONE) TEAM HEAD COACH (male and female)

The term District may be replaced by zone for any particular program.

i) Assignments

- Serve as an official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the Assistant Coach and District Manager
- Plan on-ice and off-ice team activities in consultation with the Assistant Coach, and submit practice plans to the High Performance Coordinator or designate for review
- Assist in player evaluation and player selection in conjunction with District Evaluator and or evaluation staff
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the Assistant Coach
- Coach the team during all games and practices
- Establish rules for the team and oversee the supervision of players
- Submit a final report containing the following information: evaluation of the players' performance, evaluation of the team's performance, outline of practice plans and game strategy, and recommendations on program improvements
- Coordinate the implementation of the on-ice curriculum as outlined
- Attend the following events
 - District Camp
 - High Performance Orientation meeting

ii) Qualifications

- Strong hockey background in playing, coaching and evaluating Minor Hockey Athletes in BC Hockey
- Strong interest and commitment to high performance athlete development
- Ability to work with fellow coaching personnel and communicate on-ice and off-ice requirements to players and parents
- Availability as to time requirements
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC
- NCCP Development 1 certification. (High Performance 1 preferred)

iii) Selection

- Appointed annually by BC Hockey Officers on recommendation of committee consisting of High Performance Chairperson, Staff Resource Person and High Performance Coordinator, in consultation with District Director(s)

j) DISTRICT (ZONE) TEAM ASSISTANT COACH (male and female)

i) Assignments

- Assist Head Coach in player evaluation and player selection in conjunction with District Evaluator and or evaluation staff
- Assist with the following:
 - Planning, organizing and conducting practices
 - Pre-game preparation
 - Operation of the team during the course of the game
 - Post game evaluation
 - Scouting and evaluation of opponents
 - Supervision of players, both on and off-ice
 - Formation of the overall game plan and game to game adjustments
- Submit report on observations of both player and team's performance, and general recommendations on the program to the District zone team Head Coach
- Attend the following events:
 - Provincial Competition*
 - District Camp*
 - District Team practices*
 - Team Staff Orientation meeting

* Funding to be provided by District team

ii) Qualifications

- Strong hockey background in playing, coaching and evaluating
- Strong interest and commitment to high performance athlete development
- Ability to work with fellow coaching personnel and communicate on-ice and off-ice requirements to players and parents
- Availability as to time requirements
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC
- NCCP Development Stream certification /High Performance 1 preferred

- Coaching minor hockey as a head coach at the bantam level recommended for the current or upcoming season

iii) Selection

- Recommended annually by Chairperson of Development, Staff Resource Person and High Performance Coordinator, in consultation with District Director(s) and with approval from BC Hockey Officers

k) DISTRICT TEAM MANAGER (male and female)

i) Assignments

- Coordination of the District camp in conjunction with the District Evaluator, local committee
- Work within the confines of the budget designed by BC Hockey Staff
- Submit a financial summary of District camp and team
- Coordinate travel, accommodation, meals and facility rental for District team
- Assist with team communication regarding events
- Obtain necessary equipment and supplies for District team
- Coordinate team financial matters including player fees, sponsorship, advertising, grants, etc.
- Submit roster forms, pictures after team selection
- Submit player profiles and coach evaluations after the Provincial competition
- Submit an evaluation report containing observations on team performance and recommendations on program
- Attend Provincial Competition
- Attend District Camp
- Attend the Staff Orientation meeting

ii) Qualifications

- Strong hockey administrative background
- Strong interest and commitment to high performance athlete development
- Ability to communicate
- Financial background would be recommended
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC

iii) Selection

- Selected annually by Chairperson of High Performance Committee, BC Hockey Staff person, High Performance Coordinator, District Director(s) and District Team Head Coach, with approval from BC Hockey Officers.

l) HIGH PERFORMANCE TEAM TRAINER / EQUIPMENT MANAGER (male and female)
(Some programs may be staffed with both a trainer and equipment manager)

i) Job Description

- Coordinate and controls the distribution of camp equipment
- Maintain and repair equipment
- In conjunction with the team manager prepare equipment for shipping, maintains inventory and controls distribution of all teams consumable supplies
- Record all equipment assigned to players,
- Organize equipment on bench and tend to player equipment needs during games/practices

- Attend to skate sharpening
 - Attend to team laundry
 - Ensure players are instructed on dressing room rules and procedures
 - In conjunction with the coaching staff, organizes the dressing room and players bench; pre-game, game and post game
 - Promote the risk management program with the team
 - Implement an effective Emergency Action Plan
 - Attend the following events:
 - Provincial Competition*
 - District Camp*
 - District Team practices*
- * Funding to be provided by District Team

ii) Medical Duties

- Report all injuries to medical personnel
- Under medical direction, administer therapy needs of the players
- Keep accurate records of all treatments and medical history files on all players
- In conjunction with the coaching staff, conduct pre-ice and post-ice stretching sessions
- Ensure physiotherapy equipment and supplies and First Aid Kit are properly stocked and maintained
- Control and distribute all therapy equipment and consumables
- Inform all staff of player's well being
- Administer first aid needs during the course of games and practices
- Other duties as required

iii) Qualifications

- Must be trained HCSP certification and recognized first aid and CPR qualifications (does not apply to equipment manager)
- Strong hockey organizational background
- Strong interest and commitment to high performance development
- Ability to communicate with team staff, parents, players and medical personnel
- Speak Out Certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC

iv) Selection

- Selected annually by Chairperson of High Performance Committee, BC Hockey Staff person, High Performance Coordinator, District Director(s) and District Team Head Coach, with approval from BC Hockey Officers

10.04 HIGH PERFORMANCE PROGRAM POLICIES

a) PLAYER ELIGIBILITY

i) Citizenship

All participants in the BC High Performance program must have Canadian Citizenship

ii) Membership

- a) All those participating in the BC Hockey High Performance Program must be members of Hockey Canada or exceptions as indicated in the Hockey Canada Program of Excellence policy.
- b) Any individual who participates in leagues outside of BC Hockey and Hockey Canada's structure (otherwise known as outlaw leagues) in the current season may not participate in the BC Hockey High Performance Program.
- c) Only members in good standing may participate.

iii) Residence

The BC Hockey High Performance Program shall be open to those meeting BC Hockey residential qualifications as outlined in HC Regulations.

Players attending a Residential school, as defined in HC definition Regulation A, whose parents reside in British Columbia, shall be accepted for the High Performance Program upon application based on the following criteria:

- Players must have previously been a member of BC Hockey
- Players shall participate in all stages of the Program; District Camp, BC Cup (if selected), Provincial Camp (if selected)
- Players are responsible for costs of travel to and from the Residential school, program fees, Insurance fees and BC Hockey Membership fees.
- Players shall attend the District Camp in the District in which their parents reside.
- Players attending shall be an addition to the number allocated for each District Camp.
- There is no requirement for evaluation to attend a District Camp. The decision as to whether the player continues would be based on performance at the event. If there is no event for evaluation the decision will be made by the High Performance Coordinator in consultation with the Chairperson of the program.
- Where there is question as to eligibility of a player or which District s/he shall participate, the decision shall be made in the best interests of the player. The BC Hockey Staff Resource and High Performance Coordinator will make the decision, with approval by the High Performance Chairperson. Any such decision is subject to the BC Hockey By-Laws.

NOTE:

BC Hockey may be obligated to adhere to the residency and citizenship rules established for the competitions they enter. The Canada Winter Games, BC Winter Games and the Under 17 World Hockey Challenge are events that are outside of the jurisdiction of BC Hockey and may result in differing player eligibility requirements.

iv) Suspensions

A player, while serving suspension resulting from a Gross misconduct and / or match penalty, is prohibited from participating in any BC Hockey High Performance event.

NOTE:

- BC Hockey High Performance games are to be included in the determination of whether an individual has served a suspension.
- High Performance camp scrimmages are not considered sanctioned games.
- Suspensions remaining at conclusion of High Performance events are to be served during participation on club teams.
- BC Hockey clubs and / or leagues may request that BC Hockey honor their suspensions.

v) Financial

Participants must pay all applicable registration fees and/or team fees in full for each stage of the High Performance Program. Any participant with outstanding fees will be deemed ineligible to participate in the program or within the confines of BC Hockey.

Any player(s) re-entering the High Performance Program after a missed stage will be subject to the development fee of \$100 for each missed portion of the program (see vii below).

vi) Refund Policy

Refunds will be as per BC Hockey Policy Manual 1.07 – g)

“There shall be a fifty percent (50%) refund of a 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”

***Note:** In individual cases the Officer responsible for the particular program may approve an additional refund due to extenuating, documented circumstances. All applications for noted refund must be made by way of appeal of above policy. In the case of an injury, the player must provide a medical letter before a refund will be considered.

vii) Other

If any player(s) is unable to attend a stage of the High Performance Program due to injury, ‘call-up’, or competition in the play offs, the player(s) in question will remain eligible for future stages of the program as set out below:

- a) District Camp – if a player does not attend District Camp for any reason, the player shall not be eligible for BC Cup competition;
- b) Provincial Camp – if a player does not attend Provincial Camp for the aforementioned reasons, the player may be eligible to be evaluated prior to final selection of the Provincial team based on his/her evaluation/standings during the current season.
- c) Upon final review, approval shall be made by the Chair of the High Performance Program.

Such player shall request to be deemed eligible by way of appeal. The appeal of the player(s) eligibility will be decided in consultation with the BC Hockey Staff Resource person, and Provincial High Performance Coordinator and approved by the High Performance Chairperson.

b) REMOVAL OF PARTICIPANTS FROM HIGH PERFORMANCE PROGRAMS

The following is the process for removal of participants from BC Hockey High Performance programs. Although this process may be adapted for use in a wide spectrum of circumstances, such as disciplinary reasons, the most likely cause for removal is injury.

- i) A recommendation from the Program personnel is to be submitted in writing to the BC Hockey Staff Person complete with background information (i.e. Medical information or an incident report).
- ii) The BC Hockey Staff Person is to review the recommendation and support material with the BC Hockey High Performance Coordinator (at this time further information may be required from Team Staff or support personnel)
- iii) The BC Hockey Staff Person is to contact the family of the concerned party to inform them of the situation and to obtain any relevant information and submit file to High Performance Chairperson for review.
- iv) Submitted file shall contain the following:

- a. Written observations
 - b. Summary of facts
 - c. All relevant information
 - d. Any discrepancies
 - e. Note of unconfirmed information
- v) Once file is determined to be complete and correct the BC Hockey Staff Person will forward the recommendation to the High Performance Chairperson for review with BC Hockey President.
- vi) President is to make the decision
- vii) BC Hockey to inform the family of the decision both verbally and in writing
- viii) The decision is subject to the BC Hockey By-Laws

c) SELECTION PROCESSES

i) Coach / Manager Selection

- Where possible, one of the coaches shall have previous experience as a coach in the program.
- It is recommended that a coach / manager may be involved in the program no more than three (3) consecutive years; (Some exceptions may apply with approval of the BC Hockey Officers.)
- A coach / manager may not be selected if his or her son or daughter is involved in the program that year*
- Coaches shall possess Developmental 1 required. High Performance 1 recommended.

*The Chair of the High Performance Committee may approve participation of a coaching staff member with consultation of the BC Hockey Staff person, and the Provincial High Performance Coordinator for the appropriate program.

ii) District / Zone Camp and District / Zone Team

- The term "District" may be replaced by zone for a particular program
- Where financially feasible, BC Hockey will provide the ice for District Camps
- Any special fund-raising events, above items for resale, must receive prior approval from the President
- Only players in attendance at the District Camp (including injured players), may be named to a District Team unless approved in advance by the Chair of the High Performance Committee
- The District Evaluator or District Coordinator, in conjunction with the Coaching Staff, will be responsible for final player selections. These selections will reflect decisions that will best benefit the program
- A District Team will consist of twenty (20) players, including two (2) goaltenders unless otherwise specified. BC Winter Games teams will consist of eighteen (20) players, including two (2) goaltenders unless otherwise specified
- The Team must be selected at the conclusion of the camp
- If an additional staff member (trainer) is to be added to a District Team, that person must be accredited by BC Hockey
- Managers shall be responsible for adhering to proposed budgets for the District Camp and submitting a financial statement within two (2) weeks of its conclusion

iii) Provincial Camp

- District Teams shall participate in a maximum of four (4) practices or six (6) hours of practice time prior to the Provincial Competition

- Player sponsorships shall not exceed the costs to the player of attending the Provincial Competition. Sponsors shall not be associated with alcohol or tobacco products
- Teams will strive for equal ice time for all players
- District Evaluators must have the approval of the BC Hockey Staff person for any expenses involved in attending District Team practices
- The District Evaluators in conjunction with support staff, will be responsible for ranking players and assessing coaches at Provincial competition
- Coaches shall submit their practice plans to the High Performance Coordinator
- Managers must adhere to the proposed budget for team preparation and competition and submit a financial report within two (2) weeks of the conclusion of the Provincial competition

10.05 APPEAL PROCEDURE

A player, or Coach may appeal, eligibility, refunds, and removal from the program policies by way of the following procedure.

- a) A player/coach will submit in writing a request for appeal no more than 14 days after the date of the original decision, and forward it to the appropriate BC Hockey Staff Person.
- b) The BC Hockey Staff Person with the appropriate Provincial High Performance Coordinator and High Performance Chairperson will review the appeal within 7 days of receipt.
- c) The HP Chairperson will issue a decision in writing within 10 days of receipt of the Appeal.
- d) Decisions are subject to Appeal under the BC Hockey By-Laws

10.06 CONFIDENTIALITY

All player information is private and confidential and for the express and sole use of the BC Hockey High Performance program and is not to be shared, sold, used or distributed to any person or organization outside the confines of BC Hockey for any reason whatsoever without the prior written consent of the Chair of the High Performance Committee.