



**BC Hockey/Hockey Canada Skills Development Camp
Hosting Package**





Contents

Overview	2
Skills Camp Hosting Requirements	3
Budget.....	3
Registration	3
Apparel and Gifting.....	3
Camp Staff Requirements and Job Descriptions	4
Community Host.....	4
Camp Lead.....	4
Volunteer Coach.....	4
Critical Path.....	5
Sample Schedule	6





Overview

The Hockey Canada Skills Development Program was developed in 1997 by the Canadian Hockey Association (CHA) under the original name of Nike Skills Camps. The Skills Camp program is entering its 20th season of operation. During this 20 year period, over 100,000 girls and boys between the ages of 8 and 12 have participated in these camps. Along with the players, over 5,000 community coaches have worked alongside key Hockey Canada and Branch personnel to deliver a fun and exciting skill development program.

In the early years of the Hockey Canada Skills Camp program, the goal was to increase the awareness of Hockey Canada Skills Manuals and to provide an illustration of the quality of teaching materials within the manuals. Today, the primary objective of the Skills Camp program is to provide players and coaches with opportunities to further develop the fundamental skills required to play hockey through age specific and skill level appropriate on-ice activities. This is accomplished through week-long development camps targeted at Novice through Pee Wee aged players.

The Skills Camps are aimed at male and female recreational level players. Ice sessions are designed to ensure maximum levels of activity and enjoyment through skill teaching, drills, and fun games.

Throughout the week, the players will:

- Develop and enhance the fundamental skills of skating, passing, stickhandling, and shooting
- Meet other players and develop friendships
- Enjoy the “fun” of hockey through skill development
- Learn the concepts of fair play, fitness, safety, respect, teamwork, and the importance of a positive attitude
- Leave with a memorable experience

The Skills Camp program is designed to accommodate up to 60 players total, split into two (2) age groups of 30 players each.

To run an effective and efficient camp, the following operational personnel are required:

1. Community Host (1)
2. Camp Leads (2)
3. Volunteer Coaches (6-8)

Job descriptions for each of the above positions are outlined on page five (5).





Skills Camp Hosting Requirements

In order to host a Hockey Canada Summer Skills Camp, the host Minor Hockey Association must:

- Secure the required ice time
- Secure the off-ice facilities
- Follow the critical path provided by the Branch staff member
- Manage the camp expenses for submission to BC Hockey following the camp
- Recruit local and regional players
- Provide up to ten (10) local coaches to assist with the on and off-ice program delivery
- Commit to a minimum of 30-40 players
- Commit to a registration fee of \$400 per player

Budget

A camp budget will be established by the BC Hockey office, indicating the basic expectations for each camp. BC Hockey will have the flexibility to adjust the camp budget based on the expected expenses of the camp. Expenses that may vary include ice and facility costs and travel.

BC Hockey will cover all costs associated with hosting a camp within the following limitations:

- Six (6) hours of ice time per day
- Four (4) hours of off-ice facility rentals per day
- Coach honorariums
- Shipping costs

Registration

All players will register through the BC Hockey office. Each player must complete a medical information form prior to participating in the camp.

Apparel and Gifting

Players registered for the camp will receive the following items:

- BC Hockey jersey
- BC Hockey hat
- BC Hockey water bottle

Coaches will receive the following items:

- BC Hockey track suit
- BC Hockey hat
- BC Hockey t-shirt





Camp Staff Requirements and Job Descriptions

The Camp will be staffed by two (2) camp leads and up to eight (8) volunteer coaches. Below are the criteria for camp staff:

- Respect in Sport certified
- Concussion Awareness Training Toolkit (CATT) certified
- Valid Criminal Record Check (CRC)
- Minimum Coach 2 – Coach Level certification (coaches only)
- At least one (1) staff member should be a certified Hockey Canada Safety Person (HCSP)

Community Host

Job Description

- On-going communication with BC Hockey office
- Promote the camp throughout the community
- Book the required on and off-ice facilities
- Communicate with arena staff regarding schedules and room requirements
- Recruit volunteer coaches
- Organize on-site registration
- Track all expected expenses and submit to BC Hockey office one (1) week after the conclusion of camp
- Remain on-site throughout the camp to assist with any concerns that may arise

Camp Lead (x2)

Job Description

Honorarium: \$750ea

- eLead on and off-ice sessions following the provided Hockey Canada lesson plans
- Coordinate volunteer coaches and outline their responsibilities for on and off-ice sessions
- Establish on and off-ice rules with players and coaches
- Be responsible for the on and off-ice safety of players
- Establish a fun and positive learning environment
- Serve as a resource to the community coaches and provide direction on where they may access Hockey Canada resources for future use

Volunteer Coach (x6-8)

Job Description

Honorarium: \$500ea

- Assist in the delivery of on and off-ice curriculum
- Be present with players in the dressing room, the designated off-ice area, and transfers to and from the dressing room to the off-ice area
- Assist players with preparing for on-ice sessions (tightening skates, etc.)
- Ensure constant supervision of all players





Critical Path

Step	Action	Responsibility	Dates
1	Request Program	Community Host	
2	BC Hockey Approves Request	BC Hockey Office	2-3 weeks after Step 1
3	Facility booked	Community Host	8-10 weeks prior to camp
4	Schedule made	BC Hockey Office	8-10 weeks prior to camp
5	Registration launched	BC Hockey Office	8 weeks prior to camp
6	Review registration to confirm targets are met	Community Host BC Hockey Office	5-6 weeks prior to camp
7	Camp Lead identified	Community Host	4 weeks prior to camp
8	Submit list of volunteer coaches with sizing	Community Host Camp Lead	3 weeks prior to camp
9	Confirm registration list, close registration	Community Host BC Hockey Office	2 weeks prior to camp
10	Ship camp apparel and equipment	BC Hockey Office	1 week prior to camp
11	SUMMER SKILLS CAMP		Camp Date
12	Distribute post-event survey	BC Hockey Office	1 st working day post camp
13	Submit camp expenses	Community Host	1 week after camp
14	Reconcile camp expenses, pay instructors	BC Hockey Office	1 week after camp
15	Pay out 50% profit share to host MHA	BC Hockey Office	4 weeks after camp

Sample Schedule

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Group A	Group B	Group A	Group B	Group A	Group B	Group A	Group B	Group A	Group B
7:30 AM	Registration									
7:45 AM	7:30 - 8:15		Drop Off		Drop Off		Drop Off		Drop Off	
8:00 AM			7:45 - 8:15		7:45 - 8:15		7:45 - 8:15		7:45 - 8:15	
8:15 AM										
8:30 AM	On-Ice	Off-Ice	Off-Ice	On-Ice	On-Ice	Off-Ice	Off-Ice	On-Ice	On-Ice	Off-Ice
8:45 AM	8:30 - 9:45	Ball Hockey	Ball Hockey	8:30 - 9:45	8:30 - 9:45	Ball Hockey	Ball Hockey	8:30 - 9:45	8:30 - 9:45	Ball Hockey
9:00 AM		8:30 - 9:30	8:30 - 9:30			8:30 - 9:30	8:30 - 9:30			8:30 - 9:30
9:15 AM										
9:30 AM										
9:45 AM										
10:00 AM		On-Ice	On-Ice			On-Ice	On-Ice			On-Ice
10:15 AM	Off-Ice	10:00 - 11:15	10:00 - 11:15	Off-Ice	Off-Ice	10:00 - 11:15	10:00 - 11:15	Off-Ice	Off-Ice	10:00 - 11:15
10:30 AM	Ball Hockey			Ball Hockey	Ball Hockey			Ball Hockey	Ball Hockey	
10:45 AM	10:15 - 11:15			10:15 - 11:15	10:15 - 11:15			10:15 - 11:15	10:15 - 11:15	
11:00 AM										
11:15 AM										
11:30 AM	Lunch		Lunch		Lunch		Lunch		Lunch	
11:45 AM	11:30 - 12:15		11:30 - 12:15		11:30 - 12:15		11:30 - 12:15		11:30 - 12:15	
12:00 PM										
12:15 PM										
12:30 PM	On-Ice	Off-Ice	Off-Ice	On-Ice	On-Ice	Off-Ice	Off-Ice	On-Ice	On-Ice	Off-Ice
12:45 PM	12:30 - 1:45	Team Building	Soccer	12:30 - 1:45	12:30 - 1:45	Basketball	Kickball	12:30 - 1:45	12:30 - 1:45	Capture the Flag
1:00 PM		12:30 - 1:30	12:30 - 1:30			12:30 - 1:30	12:30 - 1:30			12:30 - 1:30
1:15 PM										
1:30 PM										
1:45 PM										
2:00 PM		On-Ice	On-Ice			On-Ice	On-Ice			On-Ice
2:15 PM	Off-Ice	2:00 - 3:15	2:00 - 3:15	Off-Ice	Off-Ice	2:00 - 3:15	2:00 - 3:15	Off-Ice	Off-Ice	2:00 - 3:15
2:30 PM	Team Building			Soccer	Basketball			Kickball	Capture the Flag	
2:45 PM	2:15 - 3:15			2:15 - 3:15	2:15 - 3:15			2:15 - 3:15	2:15 - 3:15	
3:00 PM										
3:15 PM	Pick Up		Pick Up		Pick Up		Pick Up		Pick Up	
3:30 PM	3:15 - 3:45		3:15 - 3:45		3:15 - 3:45		3:15 - 3:45		3:15 - 3:45	
3:45 PM										

