



Quick Reference Guide – Female High Performance

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Quick Reference Guide – Male High Performance

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BC Hockey High Performance Program Philosophy and Goals

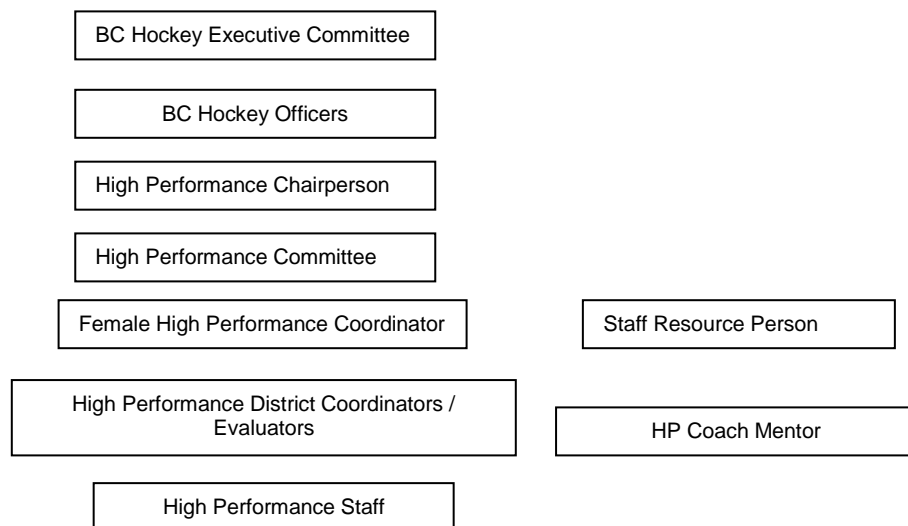
- a. Philosophy: Through the preparation of projects, enhance the performance of BC athletes, coaches, referees and other team personnel in high level sporting events. Specifically these projects are to identify and train individuals capable of competing at the Provincial and National Level
- b. Goals:
 - i. To expose players and team personnel to on ice tactics and introduce basic concepts used by High Performance Hockey.
 - ii. To expose players and team personnel to a high performance sporting event.
 - iii. To expose players and team personnel to competitive events that will simulate a performance environment similar to the National Competition.
 - iv. To develop leaders that are better prepared to offer their expertise to identified players within the constraints of the program
 - v. To foster an ongoing commitment to athletic development by supporting the principles of the Long Term Athlete Development Model
 - vi. To systematically identify individuals capable of performing at Provincial, National and International level.

10.01 GENERAL:

- a) Fees
BC Hockey High Performance Committee Members, District High Performance Evaluators or District High Performance Coordinators, shall not be required to pay NCCP registration / certification fees.
- b) Governance
The BC Hockey High Performance Program and High Performance Committee are governed by by-laws located in the BC Hockey Handbook. The relevant by-laws are 741 – 746.

10.02 ORGANIZATIONAL CHART:

a)



b) Program components

- i. U14 Program
- ii. U16 program
- iii. U18 program

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:
 - High Performance Coordinators / evaluators
 - Team staff for District, Branch, Team BC as well as BC Hockey representatives to Hockey Canada High Performance programs
 - Provincial Instructors
 - High Performance Coach Mentor
 - Chair Provincial High Performance Competitions
 - Provide the BC Hockey Development Staff with input related to coach and athlete program decisions
 - Represent BC Hockey at High Performance meetings and events, upon approval of the Branch President

b) PROVINCIAL HIGH PERFORMANCE COORDINATOR – FEMALE**i) Reporting**

- Reports directly to the High Performance Chair

ii) 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 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

iii) 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

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, one officer appointed by the President, one female program member of the High Performance Committee with assistance from the Staff Resource Person.

c) PROVINCIAL HIGH PERFORMANCE COACH MENTOR COORDINATOR

i) Reporting

- Reports directly to High Performance Chair on 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 as required

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 with Staff Resource Person assistance.
 - BC Hockey Staff Person.
- d) DISTRICT FEMALE HIGH PERFORMANCE COORDINATOR
- i) Reports directly to the Female High Performance Coordinator.
- ii) 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 as requested by the High Performance Coordinator 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) 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.

v) 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

vi) 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)

e) DISTRICT EVALUATOR – FEMALE

This position is in development

PROVINCIAL TEAM STAFF

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. The DOP and Head Coach act as resources for selecting the rest of the staff as outlined in their particular job descriptions. From a program point of view all Team BC staff report to the High Performance Coordinator. Within the Team staff, all report to the DOP.

a) DIRECTOR OF OPERATIONS (Branch / Provincial Teams)

i) Reporting

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

ii) Assignments

- Overall: Upholds and embraces the policies, philosophies, objectives and guiding principles of BC Hockey and the BC Hockey High Performance Program.
 - Leads team BC in an appropriate and organized direction.
 - Is responsible for the overall operation of Team BC.
 - Is the first point of contact between the BC Hockey High Performance program and Team BC.
 - Ensures an open line of communication exists and is maintained within Team BC and between Team BC and the BC Hockey High Performance Program.
- Works with BC Hockey (HPC and Staff Resource) in planning Team BC camps and events.
- Works with Staff Resource in developing and maintaining team budget. Ensures adherence to team budget when planning and team camps and events.
- Works with Staff Resource to ensure the requirements of Hockey Canada and the host committee are met.
- Ensures team rules and conduct guidelines are developed and communicated.
- Within Team BC, has final responsibility for dealing with breaches of team rules and conduct guidelines.
- Works in collaboration with High Performance Coordinator and Team BC Head Coach in player evaluation process.
- Creates Head Coach Team specific job description and oversees the specific staff job descriptions of other staff. Ensures adherence of all team specific job descriptions
- Coordinates parent communication within Team BC.
- Coordinates media requests at Team BC camps and events.
- Coordinates the development of daily itineraries for team BC Camps and events.
- Acts as a resource in the selection of the remaining Team BC staff members.

iii) Qualifications

- Strong interest and personal commitment to high performance athletic development.
- Strong high performance hockey coaching background
- Strong hockey administrative background
- Strong leadership skills and an understanding of the philosophy and objectives of BC Hockey and its High Performance Program
- Ability to work in conjunction with BC Hockey High Performance Program staff and athletes in preparation for high performance camps and competitions.
- Speak Out certification or Respect In Sport.
- Criminal Record Check

iv) Selection

- Recommended by a committee consisting of the High Performance Chair Person, the appropriate High Performance Coordinator and a District Evaluator/District Coordinator selected by the Chair. Recommendations are to be approved by the BC Hockey Executive Committee

b) PROVINCIAL (BRANCH) / REGIONAL FEMALE TEAM HEAD COACHES**i) Reporting**

Reports directly to the Director of Operations. Once selected, the head coach will act as a resource in the selection of the assistant coaches, and trainer.

ii) Assignments

For their respective team the coaches will, as required:

- Coach at Provincial and / or Regional camps
- 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
- Contribute to player evaluation and player selection in conjunction with Provincial High Performance Coordinator
- 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 as requested by the High Performance Coordinator and program Chair Implement on-ice curriculum as outlined
- Recommend players for Provincial, Regional and National teams as required.
- Attend High Performance Meetings and events, as required
- Contribute to the budget process

iii) Qualifications

- Strong interest and personal commitment to high performance athletic development
- Ability to develop and present on-ice programs
- 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.

c) FEMALE PROVINCIAL TEAM ASSISTANT COACHES

i) Reporting

Reports directly to the team Director of Operations

ii) Assignments

For their respective team the coaches will, as required:

- Coach at Provincial and/or Regional camps
- Execute on-ice and off-ice team activities in as directed by Head Coach



- Contributes to player evaluation and player selection in conjunction with Provincial High Performance Coordinator and Head Coach
- Design the practice plans in consultation as directed by Head Coach
- Submit a final report as requested by the High Performance Coordinator and chair of program.
- Implement on-ice curriculum as directed by Head Coach
- Recommend players for Provincial, Regional and National teams as required
- Attend High Performance Meetings and events, as required

iii) Qualifications

- Strong interest and personal commitment to high performance athletic development
- Ability to develop and present on-ice programs
- prepare provincial teams for competition
- Must hold a minimum High Performance 1 (Advanced I NCCP) certification (may require additional certifications for certain events / competitions).
- 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.

d) TEAM BC TEAM TRAINER / EQUIPMENT MANAGER

i) Reporting

Reports directly to Team DOP

Some programs may be staffed with both a trainer and equipment manager. Some areas may not apply to all teams

ii) Preparation (Pre-competition)

- Provide input or concerns to the Director of Operations regarding the competition, meals, accommodations, travel, apparel, schedules, etc.
- In collaboration with the team staff, determine and order through the Director of Operations all equipment and materials needed for the competition.
- In collaboration with the Head Coach, prepare a Dynamic Warm-up /stretching routine for the team for both pre-game and post-game.
- In collaboration with the Director of Operations, organize a proper plan of action for medical check-ups and information updates for the start of each camp or tournament.
- In Collaboration with the Director of Operations, Head Coach develop a policy and procedure for the identification, treatment and reporting of injuries.
- Provide a travel plan which may include a plan for in flight nourishment, hydration as well as immediately after games and practices. Circulate travel information.
- In collaboration with the coaching staff, develop a procedure blueprint for medical room rules/procedures and injury reporting.



- Develop a dressing room policy for equipment drying, medical treatment and circulate to staff for collaboration.
- Take a lead role in organizing equipment needs for the team (i.e. skate sharpener and trunk).
- Review all staff members' job descriptions thoroughly.
- Provide DOP with any Budget needs.

iii) Event

- Communicate every day with every player both on and off the ice.
- Promote and maintain a positive mental state with the team.
- Leadership role in implementing and frequent monitoring of team standards with respect to punctuality and general team demeanor.
- Work in collaboration with Assistant Coach to ensure that the players are going through a proper pre-ice warm-up and post ice cool down.
- Provide Director of Operations with nutrition schedule and recommendations.
- Take the lead role in the team dynamic warm up-cool downs before and after each game.
- Follow the injury reporting procedures established prior to the competition.
- Attend to all players in a timely manner. After proper diagnosis communicate with DOP and Head Coach. Determine the proper treatment of injuries and apply the appropriate level of therapy to maximize the recovery process.
- Prepare all equipment and supplies for shipping.
- Insure staff is kept updated on all injuries, treatment and recovery.
- Monitor the physical and mental state of the team, recognizing that the players are our most important assets.
- Therapists and equipment managers must operate in a cooperative manner.
- Insure accurate records of all injuries and treatments are kept.
- Insure that all aspects of risk management are followed.
- Ensure that the change room, dressing room, medical room and coaches' room are well maintained and organized.
- Ensure that the people are aware of and follow dressing room rules and guidelines.
- Take a lead role in making sure the players are adhering to the time schedule at both practices and games.
- Dressing room set up
- Take full control and distribution of all equipment and materials, as well as working with the Director of Operations to distribute any apparel (if applicable).
- Establish and maintain accurate records of all equipment assigned to players and coaches.
- Properly monitor inventory and distribution of all team consumable supplies.
- Responsible for all skate sharpening for practices and games.
- Maintain repair and respond to all equipment needs during the competition in a timely fashion.
- Organize all equipment on the bench and administer to player equipment needs during practices and games.
- Ensure that the change room, dressing room, medical room and coach's room are well maintained and organized.
- Ensure that the people are aware of and follow dressing room rules and guidelines.
- Participate and assist in TEAM dynamic activities as required.
- Responsible to ensure that the Captain's letters are sewn on the jerseys before team pictures.

iv) Post Competition

- Responsible for submitting a report in regards to the competition
- Collection of all equipment from players and staff.

v) 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

vi) 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

e) PROVINCIAL INSTRUCTOR

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
- 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 certification recommended or in process of completion
- Availability as to time commitment requirements
- Speak Out certification or Respect in Sport (Must be obtained by December 31st of the given year)
- CRC

iv) Selection

- Selected annually on recommendation of the High Performance Committee Chairperson, and High Performance Coordinator to the BC Hockey Officers for approval
- f) DISTRICT (ZONE) TEAM HEAD COACH
- i) Reporting
Reports to the High Performance Coordinator
- ii) Assignments
- Serve as an official spokesperson on behalf of the team
 - Coordinate the delegation of responsibilities to the Assistant Coach and Manager and trainer
 - Plan on-ice and off-ice team activities in consultation with the Assistant Coach, Assist in player evaluation and player selection at district camps.
 - Plan, implement and control pre-game preparation and communication with the team
 - Coach the team during all games and practices
 - Establish rules for the team and oversee the supervision of players
 - Submit a final report as directed by the High Performance Coordinator Coordinate the implementation of the on-ice curriculum as outlined by the HP Coordinator
 - Attend the following events
 - District Camp
 - High Performance Orientation meeting
- iii) 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)
- iv) 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)
- g) DISTRICT TEAM ASSISTANT COACH
- i) Assignments
- Assist in player evaluation and player selection at district camps
 - Assist Head Coach in all aspects of team preparation and coaching
 - Attend the following events:
 - District Camp
 - High Performance Orientation meeting
 - Submit a final report as directed by the High Performance Coordinator
- 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

h) DISTRICT TEAM MANAGER

i) Reporting

Reports to the High performance Coordinator

ii) Assignments

- Assists in District Camp preparations as directed by District High Performance Coordinator
- Work within the confines of the budget designed by BC Hockey Staff
- Coordinate travel, accommodation, meals and facility rental for District team as required
- Assist with team communication regarding events
- Obtain necessary equipment and supplies for District team
- Submit roster forms, pictures as required
- Submit a final report as directed by the High Performance Coordinator
- Attend Provincial Competition
- Attend District Camp
- Attend the Staff Orientation meeting as requested

iii) 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

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.

i) TEAM TRAINER / EQUIPMENT MANAGER

Some programs may be staffed with both a trainer and equipment manager. Some areas may not apply to all teams.

i) Preparation (Pre-Competition)

- Provide input or concerns to the Director of Operations regarding the competition, meals, accommodations, travel, apparel, schedules, etc.
- In collaboration with the team staff, determine and order through the Director of Operations all equipment and materials needed for the competition.
- In collaboration with the Head Coach, prepare a Dynamic Warm-up /stretching routine for the team for both pre-game and post-game.
- In collaboration with the Director of Operations, organize a proper plan of action for medical check-ups and information updates for the start of each camp or tournament.
- In Collaboration with the Director of Operations, Head Coach develop a policy and procedure for the identification, treatment and reporting of injuries.
- Provide a travel plan which includes a plan for in flight nourishment, hydration as well as immediately after games and practices. Circulate travel information.
- In collaboration with the coaching staff, develop a procedure blueprint for medical room rules/procedures and injury reporting.
- Develop a dressing room policy for equipment drying, medical treatment and circulate to staff for collaboration.
- Take a lead role in organizing equipment needs for the team (i.e. skate sharpener and trunk).
- Review all staff members' job descriptions thoroughly.
- Provide DOP with any Budget needs.

ii) Event

- Communicate every day with every player both on and off the ice.
- Promote and maintain a positive mental state with the team.
- Leadership role in implementing and frequent monitoring of team standards with respect to punctuality and general team demeanor.
- Work in collaboration with Assistant Coach to ensure that the players are going through a proper pre-ice warm-up and post ice cool down.
- Provide Director of Operations with nutrition schedule and recommendations.
- Take the lead role in the Team Dynamic warm up-cool downs before and after each game.
- Follow the injury reporting procedures established prior to the competition.
- Attend to all players in a timely manner. After proper diagnosis communicate with DOP and Head Coach. Determine the proper treatment of injuries and apply the appropriate level of therapy to maximize the recovery process.
- Prepare all equipment and supplies for shipping.
- Insure staff is kept updated on all injuries, treatment and recovery.
- Monitor the physical and mental state of the TEAM, recognizing that the players are our most important assets.
- Therapists and equipment managers must operate in a cooperative manner.
- Insure accurate records of all injuries and treatments are kept.
- Insure that all aspects of risk management are followed.
- Ensure that the change room, dressing room, medical room and coaches' room are well maintained and organized.
- Ensure that the people are aware of and follow dressing room rules and guidelines.

- Take a lead role in making sure the players are adhering to the time schedule at both practices and games.
 - Dressing room set up
 - Take full control and distribution of all equipment and materials, as well as working with the Director of Operations to distribute any apparel (if applicable).
 - Establish and maintain accurate records of all equipment assigned to players and coaches.
 - Properly monitor inventory and distribution of all team consumable supplies.
 - Responsible for all skate sharpening for practices and games.
 - Maintain repair and respond to all equipment needs during the competition in a timely fashion.
 - Organize all equipment on the bench and administer to player equipment needs during practices and games.
 - Ensure that the change room, dressing room, medical room and coach's room are well maintained and organized.
 - Ensure that the people are aware of and follow dressing room rules and guidelines.
 - Participate and assist in TEAM dynamic activities as required.
 - Responsible to ensure that the Captain's letters are sewn on the jerseys before team pictures.
- iii) Post Competition
- Responsible for submitting a report in regards to the competition
 - Collection of all equipment from players and staff.
- iv) 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
- v) 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 or as directed by Hockey Canada program policy.

Players meeting the residency requirement above who attend a Residential school or a Hockey Canada Sport School, as defined in HC Regulations within BC Hockey's jurisdiction shall be eligible for the BC Hockey High Performance Program.

Players attending Residential Schools or Hockey Canada Sports Schools outside the jurisdiction of BC Hockey must meet the following criteria;

- The players permanent residence is deemed to be within BC Hockey's jurisdiction
- Players must have previously been a member of BC Hockey
- Players shall participate in all stages of the Program (if selected)
- Players are responsible for costs of travel to and from the Residential or Sports School, program fees, Insurance fees and BC Hockey Membership fees.
- Players shall attend the District stages in the District in which their parents reside.
- Players attending shall be an addition to the number allocated for each District Camp.
- The decision as to whether the player continues will 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. Decisions shall be made by the HP Chair on recommendation of the High Performance Coordinator and BC Hockey Staff Resource.

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 18 Championships 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) Program Specific Eligibility



- Players under the age of 18 on or before December 31 of the given year are eligible for the BC Hockey U18 program

vi) Exemption Requests

From time to time players may request exemptions from a program step(s) due to personal, family or team situations. The process for consideration is;

- A) Submission of the exemption request and any support documents submitted to the BC Hockey office.
- B) Review of the request and a decision rendered by the Program Chair and the High Performance Coordinator
- C) The decision rendered returned to the player

vii) 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).

viii) 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.

ix) Other

If any player(s) is unable to attend a stage of the High Performance Program due to injury, or granted exemption, the player(s) in question will remain eligible for future stages of the program

b) REMOVAL OF PARTICIPANTS FROM HIGH PERFORMANCE PROGRAMS

The following is the process for removal of participants from BC Hockey High Performance programs. This section is supplied for the purpose of removal of a SELECTED participant. Participants not selected for a stage of a program are not removed from the program. As such this policy does not apply.

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

*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.

- i) District / Zone Camp and District / Zone Team
 - The term “District” may be replaced by zone for a particular program
 - The District Evaluator or District Coordinator, in conjunction with the Coaching Staff, will be responsible for final player selections.

10.05 APPEAL PROCEDURE

There is no appeal for players not selected to program components with the exception of those provided through BC Hockey by-law eight.

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



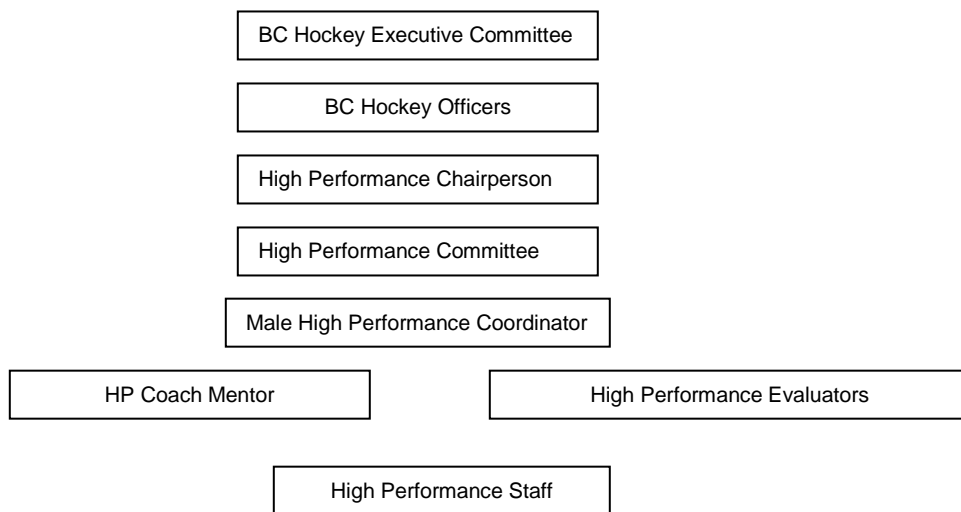
BC Hockey High Performance Program Philosophy and Goals

- a. Philosophy: Through the preparation of projects, enhance the performance of BC athletes, coaches, referees and other team personnel in high level sporting events. Specifically these projects are to identify and train individuals capable of competing at the Provincial and National Level
- b. Goals:
 - vii. To expose players and team personnel to on ice tactics and introduce basic concepts used by High Performance Hockey.
 - viii. To expose players and team personnel to a high performance sporting event.
 - ix. To expose players and team personnel to competitive events that will simulate a performance environment similar to the National Competition.
 - x. To develop leaders that are better prepared to offer their expertise to identified players within the constraints of the program
 - xi. To foster an ongoing commitment to athletic development by supporting the principles of the Long Term Athlete Development Model
 - xii. To systematically identify individuals capable of performing at Provincial, National and International level.

10.07 GENERAL:

- c) Carding Fees
BC Hockey High Performance Committee Members, and District High Performance Evaluators, 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
- c) Governance: The BC Hockey High Performance Program and High Performance Committee are governed by the by-laws located in the BC Hockey Handbook. The relevant by-laws are 741-746

10.08 ORGANIZATIONAL CHART:



**Programs:**

- U-15 Introductory High Performance
- U-16 Program Regional Camp/ BC Cup/ Provincial Camp
- U-17 Program in cooperation with Hockey Canada and Pacific Region partners

10.09 JOB DESCRIPTIONS**a) HIGH PERFORMANCE COMMITTEE CHAIR****i) Assignments**

- Chair the meetings of the High Performance Committee
- Participate in the selection of the:
 - District Male Evaluators
 - High Performance Coordinators
 - Team staff for Regional, Branch, and Team BC
 - High Performance Coach Mentor
 - Approve HP Evaluator lists as selected by the MHP Coordinator
 - Chair Provincial High Performance Competitions
 - Provide the BC Hockey Development Staff with input related to coach and athlete program decisions
 - Represent BC Hockey at 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 for regional, and provincial teams
 - Curriculum design for regional, 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 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 Regional 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, an officer appointed by the president, assisted by a 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 Regional 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 the top players in the Region
- Invite top players to the Regional 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 Regional Camp in conjunction with the Regional and Local Coordinator
- Attend and evaluate at:
 - U16 Zone 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 Regional 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 Regional 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 (BRANCH) / REGIONAL TEAM STAFFS -DIRECTOR OF OPERATIONS / COACHES

i) Reporting

Reports directly to High Performance Coordinator. Once the DOP and head coach are selected for a Branch or Regional team, the Head Coach and DOP will act as resources in the selection of the Assistant coaches, trainer and Director of Operations and/or other team staff) From a program point of view, all the coaching staff report to the High Performance



Coordinator. Within the Team structure, the specific job descriptions shall be thoroughly discussed with the staff. The Director of Operations and Head Coach must work closely (Director of Operations off-ice/ Head Coach on ice) with the final responsibility within the Director of Operations domain.

DIRECTOR OF OPERATIONS (Branch/Provincial Teams)

i) Reporting

Reports directly to respective Male High Performance Coordinator

ii) Assignments

- Overall: Upholds and embraces the policies, philosophies, objectives and guiding principles of BC Hockey and the BC Hockey High Performance Program.
 - Leads team BC in an appropriate and organized direction.
 - Is responsible for the overall operation of Team BC.
 - Is the first point of contact between the BC Hockey High Performance program and Team BC.
 - Ensures an open line of communication exists and is maintained within Team BC and between Team BC and the BC Hockey High Performance Program.
- Works with BC Hockey (HPC and Staff Resource) in planning Team BC camps and events.
- Works with Staff Resource in developing and maintaining team budget. Ensures adherence to team budget when planning and team camps and events.
- Works with Staff Resource to ensure the requirements of Hockey Canada and the host committee are met.
- Ensures team rules and conduct guidelines are developed and communicated.
- Within Team BC, has final responsibility for dealing with breaches of team rules and conduct guidelines.
- Works in collaboration with High Performance Coordinator and Team BC Head Coach in player evaluation process.
- Creates, collaboratively, Head Coach Team specific job description and oversees the specific staff job descriptions of other staff. Ensures adherence of all team specific job descriptions
- Coordinates parent communication within Team BC.
- Coordinates media requests at Team BC camps and events.
- Coordinates the development of daily itineraries for team BC Camps and events.
- Acts as a resource in the selection of the remaining Team BC staff members.

iii) Qualifications

- Strong interest and personal commitment to high performance athletic development.
- Strong high performance hockey coaching background
- Strong hockey administrative background
- Strong leadership skills and an understanding of the philosophy and objectives of BC Hockey and its High Performance Program
- Ability to work in conjunction with BC Hockey High Performance Program staff and athletes in preparation for high performance camps and competitions.
- Speak Out certification or Respect In Sport.
- Criminal Record Check

iv) Selection

- Recommended by a committee consisting of the High Performance Chair Person, the High Performance Coordinator and a District Evaluator selected by the Chair. Recommendation to be approved by the BC Hockey Executive Committee.

Coaching Staff

i) Assignments

- On ice and bench staff shall take their lead from the head coach. Job descriptions for specific teams are developed, as required, once the team staff has been selected. For example, specific job descriptions exist for the U-16 Provincial Team and CWG teams.

For their respective team the coaches will, as required:

- Coach at Provincial and / or Regional camps
- Serve as a 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

ii) 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

iii) 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

e) 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 Regional 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.

f) PROVINCIAL INSTRUCTOR

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

iv) Selection

- Selected annually on recommendation of the High Performance Committee Chairperson, and High Performance Coordinator.

g) REGIONAL TEAM HEAD COACH

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
 - Regional 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)

h) DISTRICT (ZONE) TEAM ASSISTANT COACH

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*
 - Regional Camp*
 - Regional Team practices*
 - Team Staff Orientation meeting

* Funding to be provided by Regional 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

i) Regional Competition TEAM MANAGER

i) Assignments

- Work within the confines of the team budget designed by BC Hockey
- Submit a financial summary of Regional Competition team
- Assist with team communication regarding the competition as required
- Assist with equipment and supplies for Regional Competition team
- Assist as required with program evaluations after the Provincial competition
- Submit an evaluation report containing observations on team performance and recommendations on program
- Attend Provincial Competition
- Attend the Staff Orientation meeting

ii) Qualifications

- Strong hockey administrative background
- Strong interest and commitment to high performance athlete development
- 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, High Performance Coordinator, assisted by the BC Hockey Staff person. Approved by BC Hockey Officers.

j) HIGH PERFORMANCE TEAM TRAINER / EQUIPMENT MANAGER

(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*
 - Regional Camp*
- 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

10.10 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 or as directed by Hockey Canada program policy.

Players meeting the residency requirement above who attend a Residential school or a Hockey Canada Sport School, as defined in HC Regulations within BC Hockey's jurisdiction shall be eligible for the BC Hockey High Performance Program.

Players attending Residential Schools or Hockey Canada Sports Schools outside the jurisdiction of BC Hockey must meet the following criteria;

- The players permanent residence is deemed to be within BC Hockey's jurisdiction
- Players must have previously been a member of BC Hockey
- Players shall participate in all stages of the Program; Regional Camp, BC Cup (if selected), Provincial Camp (if selected)
- Players are responsible for costs of travel to and from the Residential or Sports School, program fees, Insurance fees and BC Hockey Membership fees.
- Players shall attend the Regional Camp in the Region in which their parents reside.
- Players attending shall be an addition to the number allocated for each Regional Camp.
- There is no requirement for evaluation to attend a Regional Camp. The decision as to whether the player continues will 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 Region he shall participate, the decision shall be made in the best interests of the player. Decisions shall be made by the HP Chair on recommendation of the High Performance Coordinator and BC Hockey Staff Resource. 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.

NOTE:

BC Hockey may be obligated to adhere to the residency and citizenship rules established for the competitions they enter.

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) Regional Camp – if a player does not attend Regional 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

d) 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) Regional Camp and Regional Team

- 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 Regional 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 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 Regional Team will consist of twenty (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 Regional Team, that person must be accredited by BC Hockey
- Managers shall be responsible for adhering to proposed budgets for the Regional Camp and submitting a financial statement within two (2) weeks of its conclusion

iii) Provincial Camp

- 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 HP Chair 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

10.11 APPEAL PROCEDURE

There is no appeal for players not selected to program components with the exception of those provided through BC Hockey by-law eight.

10.12 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.