



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

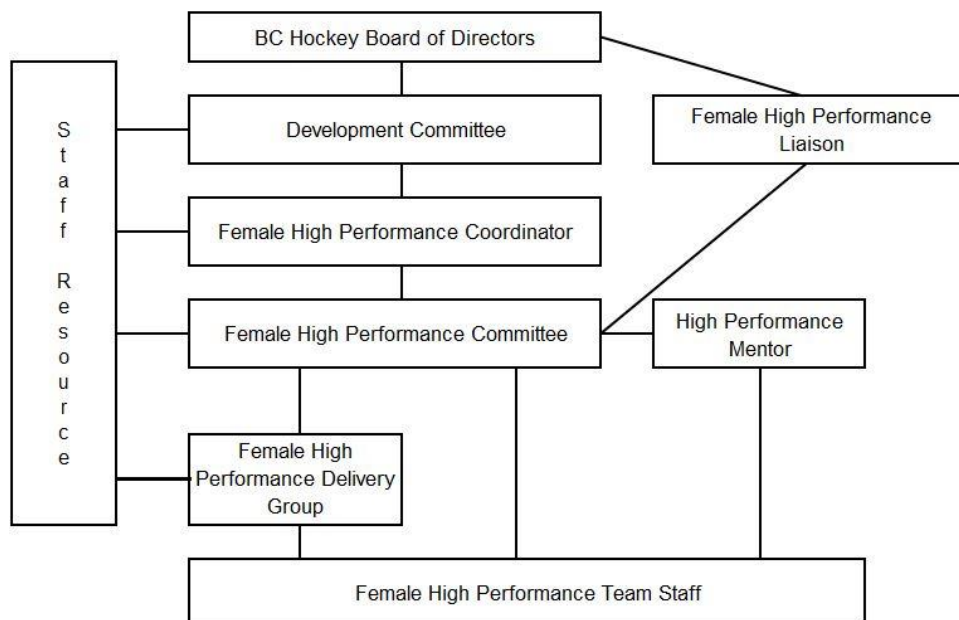
- a) Philosophy: Through the preparation of projects, enhance the performance of BC Hockey athletes, coaches, referees and other team personnel in high level sporting events. Specifically these projects are to identify and train individuals capable of competing at the Provincial and National Level
- 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 Player Development Model
 - vi. To systematically identify individuals capable of performing at Provincial, National and International level.

11.01.01 GENERAL

- a) Fees
BC Hockey High Performance Committee Members and High Performance Delivery Group Members 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

11.01.02 ORGANIZATIONAL CHART

a)



- b) Program Components
 - i. U14 Program
 - ii. U16 program
 - iii. U18 program

11.01.03 TERMS OF REFERENCE

a) Female High Performance Committee

i. Mandate

The Female High Performance Committee provides general oversight and monitoring of the delivery of a high performance program for female players, in cooperation with Hockey Canada's Program of Excellence, and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program.

ii. Key Duties

The Female High Performance Committee will perform the following key duties:

- Construct uniform operational standards
- Establish and implement strategies for the recruitment and retention of female high performance athletes
- Establish and implement strategies for the incorporation of Long Term Player Development (LTPD) within the female high performance program.
- Assist with constructing program budget
- Design program components
- Build administrative components of program
- Recommend policy and regulations
- Assist in the development of program promotion design
- Assist in the development of program communication design
- Design Branch workshops
- Act as a liaison between Operations and Policy
- Liaise with national programs

iii. Composition

The Female High Performance Committee will be composed of:

- Committee Chair – Female High Performance Coordinator
- A Board Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)
- Committee members - 4-8 Subject matter specialists
- Staff Resource person (non-voting)

Committee members are recommended to the Chair of the Committee in cooperation with the applicable Branch staff. Members are to be selected by the Board of Directors. Submissions to the Board of Directors may be required to complete the selection process.

b) Female High Performance Program Delivery Group

i. Mandate

The Female High Performance Program Delivery Group is responsible to monitor the program and to deliver the program components at the expected level.

ii. Key Duties

The Female High Performance Program Delivery Group will perform the following key duties:

- Organize program delivery components

- Maintain program materials inventory
- Identify, schedule and monitor instructional personnel
- Organize the training of instructional personnel
- Assist with guiding local implementation
- Attend District events to represent program
- Relay operational issues to Program Committee
- District workshop operation (if required)
- Promotion at district and local level
- Communication at the district and local level

iii. Composition

The Female High Performance Program Delivery Group will be composed of:

- Co-Chairs – Female High Performance Coordinator and Staff Resource Person (non-voting)
- Committee members will be:
 - Lower Mainland Female High Performance Coordinator(s)
 - Vancouver Island Female High Performance Coordinator(s)
 - Okanagan Female High Performance Coordinator(s)
 - North Female High Performance Coordinator
 - Kootenays Female High Performance Coordinator

It is the responsibility of the Program Delivery Group Chairs to recommend delivery group members. Members are approved by the Chief Executive Officer. Submissions to the Chief Executive Officer may be required to complete the selection process.

c) Female High Performance Committee and Program Delivery Group

i. Authority

The Female High Performance Committee and the Program Delivery Group will exercise their authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as are set out in the Terms of Reference.

ii. Meetings

The Female High Performance Committee will meet in person at least once per year and via conference call, as determined by the Chair. The Program Delivery Group will meet via conference call, as determined by the Chair.

iii. Resources

The Female High Performance Committee and the Program Delivery Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. They will also receive the necessary administrative support from the BC Hockey office.

iv. Reporting

The Female High Performance Committee reports to the Hockey Development Committee. The Female High Performance Committee will maintain minutes of its meetings and will share minutes with committee members and the Hockey Development Committee.

The Program Delivery Group reports to the Female High Performance Coordinator and Chief Executive Officer. The Program Delivery Group will maintain minutes of its meetings and will share minutes with the Program Delivery Group members and Female High Performance Committee.

v. Approval & Review

These Terms of Reference were approved by the BC Hockey Board of Directors on July 3, 2014. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.

vi. Other

Female High Performance Coordinator Key Duties below

11.01.04 JOB DESCRIPTIONS

a) Board Member assigned to the Female High Performance Committee

i. Assignments

- Attend meetings of the Female High Performance Committee
- Act as a liaison between the Female High Performance Committee and the Board of Directors
- Represents the Board of Directors at Female HP Program events as required
- Chair the recommendation committee for the:
 - Female High Performance Coordinator
 - High Performance Coach Mentor
 - Program Committee members

b) Branch High Performance Coordinator – Female

i. Job Description

Key Duties:

The Female High Performance Coordinator will perform the following key duties:

- Be a member of the Hockey Development Committee.
- Preside over all meetings of the Female High Performance Committee.
- Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic Plan.
- Ensure the Committee works effectively as a team.
- Efficiently manage meetings with transparent decision-making.
- Create a Committee environment that does not duplicate operations.
- Manage conflict of interest issues sensitively and constructively.
- Proof and approve the meeting minutes prior to their distribution.
- Ensure Committee recommendations are reported to the Hockey Development Committee.
- Provide Committee with updates on the disposition of actions taken with respect to their recommendations.
- Act as a Group Leader for the Female High Performance Program Delivery Group.
- Assist in the delivery of High Performance programs.
- Assist in the promotion of High Performance programs.
- Conduct seminars/workshops on high performance components.
- Coordinate distribution of Player Selection Guidelines to high performance staff.
- Assist in the evaluation of players for the high performance program.
- Oversee the player selection procedures for district (region /zone) and provincial teams.
- Oversee curriculum design for district (region / zone). Provincial camps and teams.
- Attend High Performance orientation meetings. U14/16/18 camps and competitions and provincial/national seminars on request.
- Implement, administer, and update all facets of the Long Term Player Development Model as related to the high performance program.
- Assist in the development of High Performance Coach mentor programs
- Assist in building / recommending the program budget
- Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.
- Identify Subject Matter Specialists for the Female High Performance Committee.
- Recommend Female High Performance Committee members.

- Recommend Female High Performance Delivery Group Members in cooperation with the staff resource.
 - Maintain a strong working relation with the staff resource, Committee and Delivery Group Members.
 - Recommend Female HP players for Athlete Assistance Program (AAP) funds
 - Such additional duties as may be delegated to the Female High Performance Coordinator by the Hockey Development Committee Chair from time to time.
- ii. Qualifications
- Strong interest and personal commitment to high performance programming and Long Term Athlete Development (LTAD)
 - Strong communication and administrative skills
 - Ability to present workshops and work in conjunction with the BC Hockey Staff, BC Hockey Board of Directors 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
 - Respect in Sport certification
 - Criminal Record Check
- iii. Selection
- Appointed by the BC Hockey Board of Directors on the recommendation of a Committee composed of the Board Member assigned to the Female High Performance Committee, who shall be Chairperson, a member of the Nominating Committee for process conformity, a member of the Female High Performance Committee selected by that Committee and the Chief Executive Officer or staff designate.
- c) Female HP Committee Members
- i. Job Description
- Key Duties: As outlined in the Terms of Reference.
- ii. Qualifications
- Strong commitment to HP athlete and program development
 - Must have good communication, administration and communication skills
 - Commitment to the Key Duties as outlined in the Terms of Reference
 - Is expected to bring specific Subject Matter Expertise to the committee
 - Respect in Sport certification
 - Criminal Record Check
- iii. Selection
- Committee members are recommended to the Chair of the Committee in cooperation with the applicable Branch staff resource. Members are to be selected by the Board of Directors. Submissions to the Board of Directors may be required to complete the selection process
- d) Provincial High Performance Coach Mentor Coordinator
- i. 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 BC Hockey Coach Mentorship program. 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
 - Recommend High Performance Coach Mentors
 - Coordinate High Performance Coach Mentors at camps and competitions
 - Conduct mentorship experiences as required
- ii. 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 Staff, BC Hockey Board of Directors 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)
 - Respect in Sport certification
 - Criminal Record Check
- iii. Selection
 - Appointed by the BC Hockey Board of Directors on recommendation of a committee comprised of the Director assigned to the committee, who shall act as chair, the Branch Female High Performance Coordinator, a member of the Nominating Committee for process conformity and the Chief Executive Officer or staff designate.
- e) Female High Performance Delivery Group Members
 - i. 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
 - Design camp format allowing for facility and player particulars.
 - Coordinate zone camp in cooperation with a local committee.
 - In cooperation with Branch staff, establish rules for zone camp and oversee 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 act 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 High Performance Coordinator
 - 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.
- ii. General
 - Shall attend the following:
 - Zone 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.
- iii. Player Evaluation
 - Establish a network of contacts in the District to assist in player evaluations as required.
 - Submit completed player evaluation forms and activity reports to the Female High Performance Coordinator as required
 - As required, conducts player evaluations.
 - Supply BC Hockey High Performance Coordinator with all completed evaluations.
 - For invitational camps, invite top players to camp using maximum numbers as established by BC Hockey
 - Maintain communication with other High Performance Delivery Group Members to compare data.
- 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 High Performance Delivery Group Members
 - Availability to time requirement.
 - NCCP Developmental I certification recommended.
 - Respect in Sport certification
 - Criminal Record Check
- v. Selection
 - It is the responsibility of the Program Delivery Group Chairs to recommend delivery group members. Members are approved by the Chief Executive Officer. Submissions to the Chief Executive Officer may be required to complete the selection process.
- f) District Evaluator – Female
 - This position is in development.
- g) Director of Operations (Branch / Provincial Teams)
 - i. 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 the BC Hockey High Performance Coordinator 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 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 the High Performance Coordinator and Team BC Head Coach in player evaluation process.
 - In cooperation with the staff resource creates the 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 other Team BC staff members.
- ii. 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.
 - Respect in Sport certification.
 - Criminal Record Check
- iii. Selection
- Appointed by the Chief Executive Officer on recommendation of the Branch Female HP Coordinator and staff designate.
- h) 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(s) as required
 - 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 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
 - Respect in Sport certification
 - Criminal Record Check
- iv. Selection
 - Appointed by the Chief Executive Officer on recommendation of the Female High Performance Coordinator and the staff designate.
 - Once the Head Coach is approved, the Head Coach will act as a resource in the selection of other staff members.
- i) 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
 - Contribute to player evaluation and player selection in conjunction with Provincial High Performance Coordinator and Head Coach
 - Design the practice plans in consultation or as directed by Head Coach
 - Submit a final report as requested by BC Hockey
 - 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 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
 - Respect in Sport certification
 - Criminal Record Check
 - iv. Selection
 - Appointed by the Chief Executive Officer on recommendation of the Female High Performance Coordinator and the staff designate.
- j) Team BC Team Trainer / Equipment Manager
 - i. Reporting
 - Reports directly to the team Director of Operations



- 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 and / or BC Hockey staff 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 and 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 financial 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.
 - Prepare all equipment and supplies for shipping.
 - Insure staff is kept updated on all injuries, treatment and recovery.
 - 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.
 - 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
 - Collect all equipment from players and staff.
- v. Qualifications
- 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
 - Respect in Sport certification
 - Criminal Record Check
- vi. Selection
- Appointed by the Chief Executive Officer on recommendation of the Female High Performance Coordinator and the staff designate.
- k) 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
 - Respect in Sport certification
 - Criminal Record Check
 - iv. Selection
 - Appointed by the Chief Executive Officer on recommendation of the Female High Performance Coordinator and the staff designate.
- l) 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 High Performance 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
 - Respect in Sport certification
 - Criminal Record Check
 - NCCP Development 1 certification. (High Performance 1 preferred)
 - iv. Selection
 - Appointed by the Chief Executive Officer on recommendation of the Female High Performance Coordinator and the staff designate.
- m) 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
 - Respect in Sport certification
 - Criminal Record Check
 - NCCP Development 1 certification /High Performance 1 preferred
- iii. Selection
 - Appointed by the Chief Executive Officer on recommendation of the Female High Performance Coordinator and the staff designate.
- n) District Team Manager
 - i. Reporting
 - Reports to the High Performance Coordinator
 - ii. Assignments
 - Assists in District Camp preparations as directed by High Performance Delivery Group Member
 - 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
 - Respect in Sport certification
 - Criminal Record Check
 - iv. Selection
 - Appointed by the Chief Executive Officer on recommendation of the Female High Performance Coordinator and the staff designate.
- o) 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 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 financial requests.
- 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.
 - Prepare all equipment and supplies for shipping.
 - Insure accurate records of all injuries and treatments are kept.

 - 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.
 - 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 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
- 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
 - Respect in Sport certification
 - Criminal Record Check
- v. Selection
- Appointed by the Chief Executive Officer on recommendation of the Female High Performance Coordinator and the staff designate.

11.01.05 HIGH PERFORMANCE PROGRAM POLICIES

a) Player Eligibility

i. Citizenship

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

ii. Membership

- 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.
- 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.
- 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 Hockey Canada 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 Hockey Canada 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 staff resource.
- 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 High Performance Coordinator in consultation with the Chief Executive Officer.

NOTE:

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

- Submission of the exemption request and any support documents submitted to the BC Hockey office.
- Review of the request and a decision rendered by the High Performance Coordinator in consultation with the Chief Executive Officer.
- The decision rendered is 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 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 Chief Executive Officer in consultation with the High Performance Coordinator 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 Resource complete with background information (i.e. Medical information or an incident report).
- ii. The BC Hockey Staff Resource 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 Resource is to contact the family of the concerned party to inform them of the situation and to obtain any relevant information and submit the file to the High Performance Coordinator for review.
- iv. Submitted file shall contain the following:
 - Written observations
 - Summary of facts
 - All relevant information
 - Any discrepancies
 - Note of unconfirmed information
- v. Once the file is determined to be complete and correct the BC Hockey Staff Resource will forward the recommendation to the High Performance Coordinator for review with BC Hockey Chair of the Board
- vi. BC Hockey Chair of the Board is to make the decision
- vii. BC Hockey informs the family of the decision both verbally and in writing
- viii. The decision is subject to the BC Hockey Bylaws



c) Selection Processes

- i. The High Performance Coordinator may approve participation of a coaching staff member with consultation of the BC Hockey Staff Resource.
- ii. District / Zone Camp and District / Zone Team
 - The term “District” may be replaced by Zone for a particular program
 - The applicable High Performance Delivery Group Member, in conjunction with the Coaching Staff, will be responsible for final player selections.

11.01.06 APPEAL PROCEDURE

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

11.01.07 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 BC Hockey Board of Directors.

BC Hockey High Performance Program Philosophy and Goals

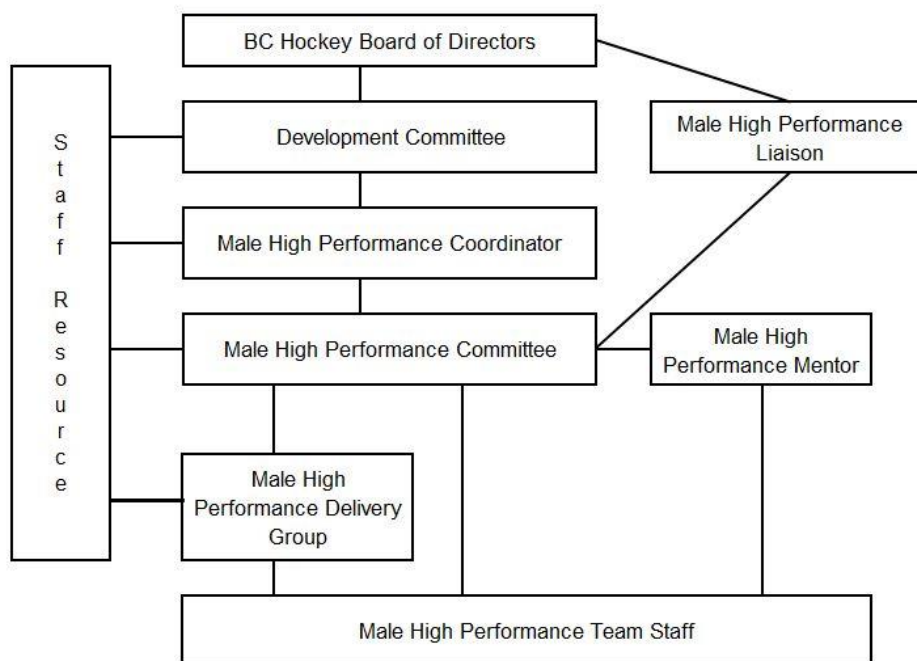
- a) Philosophy: Through the preparation of projects, enhance the performance of BC athletes, coaches, referees and other team personnel in high level sporting events. Specifically these projects are to identify and train individuals capable of competing at the Provincial and National Level
- b) Goals:
 - 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 Player Development Model
 - vi. To systematically identify individuals capable of performing at Provincial, National and International level.

11.02.01 GENERAL

- i. Carding Fees: BC Hockey High Performance Committee Members and Program Delivery Group Members shall not be required to pay NCCP registration / certification fees.
- ii. NCCP registration / certification is recommended but not essential to serve on the High Performance Committee

11.02.02 ORGANIZATIONAL CHART

a)



- b) Programs Components:
- i. U-15 Introductory High Performance
 - ii. U-16 Program Regional Camp/ BC Cup/ Provincial Camp
 - iii. U-17 Program in cooperation with Hockey Canada

11.02.03 TERMS OF REFERENCE

a) Male High Performance Committee

i. Mandate

The Male High Performance Committee provides general oversight and monitoring of the delivery of a high performance program for male players, in cooperation with Hockey Canada's Program of Excellence, and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program.

ii. Key Duties

The Male High Performance Committee will perform the following key duties:

- Construct uniform operational standards
- Establish and implement strategies for the recruitment and retention of male high performance athletes
- Establish and implement strategies for the incorporation of Long Term Player Development (LTPD) within the male high performance program
- Assist with constructing program budget
- Design program components
- Build administrative components of program
- Recommend policy and regulations
- Assist in the development of program promotion design
- Assist in the development of program communication design
- Design Branch workshops
- Act as a liaison between Operations and Policy
- Liaise with national programs

iii. Composition

The Male High Performance Committee will be composed of:

- Committee Chair – Male High Performance Coordinator
- A Board Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)
- Committee members – 4-8 subject matter specialists
- Staff Resource Person (non-voting)

iv. Selection

Committee members are recommended to the Chair of the Committee in cooperation with the applicable Branch staff resource. Members are to be selected by the Board of Directors. Submissions to the Board of Directors may be required to complete the selection process

b) Male High Performance Program Delivery Group

i. Mandate

The Male High Performance Program Delivery Group is responsible to monitor the program and to deliver the program components at the expected level.

ii. Key Duties

The Male High Performance Program Delivery Group will perform the following key duties:

- Organize program delivery components

- Maintain program materials inventory
- Identify, schedule and monitor instructional personnel
- Organize the training of instructional personnel
- Assist with guiding local implementation
- Attend District events to represent program
- Relay operational issues to Program Committee
- District workshop operation (if required)
- Promotion at district and local level
- Communication at the district and local level

iii. Composition

The Male High Performance Program Delivery Group will be composed of:

- Co-Chairs – Male High Performance Coordinator and Staff Resource Person (non-voting)
- Committee members will be:
 - Lower Mainland Male High Performance Coordinator(s)
 - Vancouver Island Male High Performance Coordinator(s)
 - Okanagan Male High Performance Coordinator(s)
 - North Male High Performance Coordinator
 - Kootenays Male High Performance Coordinator

It is the responsibility of the Program Delivery Group Chairs to recommend Delivery Group Members. Members are approved by the Chief Executive Officer. Submissions to the Chief Executive Officer may be required to complete the selection process.

c) Male High Performance Committee and Program Delivery Group

i. Authority

The Male High Performance Committee and the Program Delivery Group will exercise their authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as are set out in the Terms of Reference.

ii. Meetings

The Male High Performance Committee will meet in person at least once per year and via conference call, as determined by the Chair. Program Delivery Group will meet via conference call, as determined by the Chair.

iii. Resources

The Male High Performance Committee and the Program Delivery Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. They will also receive the necessary administrative support from the BC Hockey office.

iv. Reporting

The Male High Performance Committee reports to the Hockey Development Committee. The Male High Performance Committee will maintain minutes of its meetings and will share minutes with committee members and the Hockey Development Committee.

The Program Delivery Group reports to the Male High Performance Coordinator and Chief Executive Officer. The Program Delivery Group will maintain minutes of its meetings and will share minutes with the Program Delivery Group members and Male High Performance Committee.

v. Approval & Review

These Terms of Reference were approved by the BC Hockey Board of Directors on July 3, 2014. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.

vi. Other

Male High Performance Coordinator Key Duties below

11.02.04 JOB DESCRIPTIONS

a) Board Member assigned to the Male High Performance Committee

i. Assignments

- Attend meetings of the Male High Performance Committee
- Act as a liaison between the Male High Performance Committee and the Board of Directors
- Represents the Board of Directors at Male HP Program events as required
- Chair the recommendation committee for the:
 - Male High Performance Coordinator
 - Male High Performance Coach Mentor
 - Male High Performance Committee members

b) High Performance Coordinator – Male

i. Key Duties

The Male High Performance Coordinator will perform the following key duties:

- Be a member of the Hockey Development Committee.
- Preside over all meetings of the Male High Performance Committee.
- Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.
- Ensure the Committee works effectively as a team.
- Efficiently manage meetings with transparent decision-making.
- Create a Committee environment that does not duplicate operations.
- Manage conflict of interest issues sensitively and constructively.
- Proof and approve the meeting minutes prior to their distribution.
- Ensure Committee recommendations are reported to the Hockey Development Committee.
- Provide Committee with updates on the disposition of actions taken with respect to their recommendations.
- Act as a Group Leader for the Male High Performance Program Delivery Group.
- Assist in the delivery of high performance programs.
- Assist in the promotion of High Performance programs.
- Conduct seminars/workshops on high performance components.
- 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.
- Assist in the evaluation of players for the high performance program.
- Oversee the player selection procedures for regional and provincial teams.
- Oversee curriculum design for regional, provincial camps and teams.
- Attend high performance orientation meetings, U16/17 camps and competitions, and provincial/national seminars on request.
- Implement, administer, and update all facets of the Long Term Player Development Model as related to the high performance program.
- Assist in the development of High Performance Coach mentor programs
- Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.
- Assist in building / recommending the program budget.
- Identify Subject Matter Specialists for the male High Performance Committee.
- Recommend Male High Performance Committee members.



- Recommend Male High Performance Delivery Group Members in cooperation with the staff resource.
 - Maintain a strong working relation with the staff resource, Committee and Delivery Group Members.
 - Recommend Male HP players for Athlete Assistance Program (AAP) funds
 - Such additional duties as may be delegated to the Male High Performance Coordinator by the Hockey Development Committee Chair from time to time.
- ii. Qualifications
- Strong interest and personal commitment to Long Term Player Development Model (LTPD)
 - 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 Board of Directors 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
 - Respect in Sport certification
 - Criminal Record Check
- iii. Selection
- Appointed by the BC Hockey Board of Directors based on the recommendation of a Committee composed of the Board Member assigned to the Male High Performance Committee, who shall be Chairperson, a member of the Nominating Committee for process conformity, a member of the Male HP Committee selected by that committee and the Chief Executive Officer or staff designate
- c) Male High Performance Committee members
- i) Job Description
- Key Duties: As outlined in the Terms of Reference.
- ii) Qualifications
- Strong commitment to HP athlete and program development
 - Must have good communication, administration and communication skills
 - Commitment to the Key Duties as outlined in the Terms of Reference
 - Is expected to bring specific Subject Matter Expertise to the committee
 - Respect in Sport certification
 - Criminal Record Check
- iii) Selection
- Committee members are recommended to the Chair of the Committee in cooperation with the applicable Branch staff. Members are to be selected by the Board of Directors. Submissions to the Board of Directors may be required to complete the selection process
- d) Male High Performance Delivery Group Members
- i. 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 the Male High Performance Coordinator on a monthly basis.
 - Submit completed evaluation forms to the BC Hockey office.

- Provide the Male 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 Male High Performance Delivery Group Members and the 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 the Male High Performance Coordinator
 - 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 Male 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.
- ii. 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 Player Development Model (LTPD)
 - Ability to work with fellow Male High Performance Delivery Group Members
 - Availability to time requirement
 - Respect in Sport certification
 - Criminal Record Check
- iii. Selection
- It is the responsibility of the Program Delivery Group Chairs to recommend delivery group members. Members are approved by the Chief Executive Officer. Submissions to the Chief Executive Officer may be required to complete the selection process.
- e) Provincial (Branch) / Regional Team Staffs -Director of Operations / Coaches
- i. Reporting
- Reports directly to the Male 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 Male 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.
- f) 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 the BC Hockey High Performance Coordinator 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 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 the Male High Performance Coordinator and Team BC Head Coach in player evaluation process.
- Creates, collaboratively with the Head Coach, Team specific job descriptions 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.
- Respect In Sport certification
- Criminal Record Check

iv. Selection

- Appointed by the Chief Executive Officer on recommendation of the Male High Performance Coordinator and the staff designate.

g) 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 U16 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 the BC Hockey Board Liaison 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 staff, BC Hockey Board of Directors 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 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
 - Respect in Sport certification
 - Criminal Record Check
- iii. Selection
- Appointed by the Chief Executive Officer on recommendation of the Male High Performance Coordinator and the staff designate.
 - 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

h) Provincial High Performance Coach Mentor Coordinator

- i. Reporting
- Reports directly to Male High Performance Coordinator 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 BC Hockey Coach Mentor Coordinator
 - 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
 - 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 Staff, BC Hockey Board of Directors 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)
 - Respect in Sport certification
 - Criminal Record Check
- iv. Selection
- Appointed by the BC Hockey Chief Executive Officer on recommendation of a committee comprised of the Board Member assigned to the committee, who shall act as chair, the Male High Performance Coordinator, a member of the Nominating Committee for process conformity.
- i) Provincial Instructor
- i. Reporting
- Reports directly to the Male High Performance Coordinator
- ii. Assignments
- Conduct on-ice skill instruction sessions from a written plan as determined and/or developed by the BC Hockey 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
 - Availability as to time commitment requirements
 - Respect in Sport certification
 - Criminal Record Check
- iv. Selection
- Appointed by the Chief Executive Officer on recommendation of the Male High Performance Coordinator and the staff designate.
- j) 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 Program Delivery Group member 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
 - Respect in Sport certification
 - Criminal Record Check
 - NCCP Development 1 certification. (High Performance 1 preferred)
- iii. Selection
- Appointed by the Chief Executive Officer on recommendation of the Male High Performance Coordinator and the staff designate.
- k) District (Zone) Team Assistant Coach
- i. Assignments
- Assist Head Coach in player evaluation and player selection in conjunction with Program Delivery Group member 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
 - Respect in Sport certification
 - Criminal Record Check
 - NCCP Development Stream certification or High Performance 1 preferred
 - Coaching minor hockey as a head coach at the Bantam level recommended for the current or upcoming season
 - iii. Selection
 - Appointed by the Chief Executive Officer on recommendation of the Male High Performance Coordinator and the staff designate.
- l) 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
 - Respect in Sport certification
 - Criminal Record Check
 - iii. Selection
 - Appointed by the Chief Executive Officer on recommendation of the Male High Performance Coordinator and the staff designate.
- m) 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
 - 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
 - Respect in Sport certification
 - Criminal Record Check
- iv. Selection
 - Appointed by the Chief Executive Officer on recommendation of the Male High Performance Coordinator and the staff designate.

**11.02.05 HIGH PERFORMANCE PROGRAM POLICIES**

a) Player Eligibility

i. Citizenship

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

ii. Membership

- 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.
- 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.
- 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 Hockey Canada 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 Hockey Canada 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 Staff Resource.
- 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 High Performance Coordinator in consultation with the Chief Executive Officer.

NOTE:

BC Hockey may be obligated to adhere to the residency and citizenship rules established for the competitions they enter. The Canada 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 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 Chief Executive Officer in consultation with the High Performance Coordinator 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 playoffs, the player(s) in question will remain eligible for future stages of the program as set out below:

- Regional Camp – if a player does not attend Regional Camp for any reason, the player shall not be eligible for BC Cup competition;
- 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.
- Upon final review, approval shall be made by the Male High Performance Coordinator

Such player shall request to be deemed eligible by way of appeal. The appeal of the player(s) eligibility will be decided by the Male High Performance Coordinator in consultation with the Chief Executive Officer.

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 Resource complete with background information (i.e. Medical information or an incident report).
 - ii. The BC Hockey Staff Resource 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 Resource 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:
 - Written observations
 - Summary of facts
 - All relevant information
 - Any discrepancies
 - Note of unconfirmed information
 - v. Once the file is determined to be complete and correct the BC Hockey Staff Resource will forward the recommendation to the High Performance Coordinator for review with BC Hockey Chair of the Board.
 - vi. BC Hockey Chair of the Board is to make the decision
 - vii. BC Hockey informs the family of the decision both verbally and in writing
 - viii. The decision is subject to the BC Hockey Bylaws
- 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)
 - A coach / manager may not be selected if his or her son or daughter is involved in the program that year*
 - Coaches shall be certified Developmental 1. High Performance 1 is recommended.
 - The High Performance Coordinator may approve participation of a coaching staff member with consultation of the BC Hockey Staff Resource.
 - ii. Regional Camp and Regional Team
 - Any special fund-raising events, above items for resale, must receive prior approval from the Chief Executive Officer.
 - Only players in attendance at the Regional Camp (including injured players), may be named to a District Team unless approved in advance by the High Performance Coordinator
 - The High Performance Delivery Group Member 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 approved 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 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
- High Performance Delivery Group Member must have the approval of the Male High Performance Coordinator in consultation with the Chief Executive Officer for any expenses involved in attending District Team practices
- The High Performance Delivery Group Member in conjunction with support staff, will be responsible for ranking players and assessing coaches at the Provincial Competition
- Coaches shall submit their practice plans to the Male 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

11.02.06 APPEAL PROCEDURE

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

11.02.07 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 BC Hockey Board of Directors