



2008/2009 PROGRAM OF EXCELLENCE



HOCKEY CANADA

TO: 2007-2008 Program of Excellence Support Staff
2007- 2008 Program of Excellence Applicants
Branch Technical Directors
CHL Teams
CHL League Offices (WHL, OHL, QMJHL)
Canadian Junior "A" Hockey League Office
CIS National Office

FROM: Brad Pascall, Senior Director, Men's National Teams & Communications

SUBJECT: 2008-2009 Program of Excellence Support Staff Applications

To begin our 2008-2009 Program of Excellence, we are soliciting applications for Equipment Managers, Team Therapists and Team Physicians interested in our **Men's National Under 18 Team (August)** and/or the **Men's National Junior Team (World Juniors)**.

The attached document outlines:

- application overview, including process and timelines for the Program of Excellence 2008-2009 season,
- the selection criteria and;
- official application form.

Those interested in applying for a support position are encouraged to submit an application form to Hockey Canada's Calgary office, to be received ***on/or before February 21st, 2008***. Applications will be handled in confidence, with all material submitted becoming the property of Hockey Canada. We would ask that you contact the undersigned should any of the enclosed application documents warrant clarifications.

Sincerely,

Brad Pascall
Senior Director, Men's National Teams & Communications
(403) 777-4556
bpascall@hockeycanada.ca

Enclosures

HOCKEY CANADA
2424 University Drive NW, CALGARY, AB T2N 3Y9
Ph.403/777-3636 Fax: 403/777-3635
Internet: <http://www.hockeycanada.ca>



2008/2009 PROGRAM OF EXCELLENCE



HOCKEY CANADA SUPPORT STAFF APPLICATION OVERVIEW

As the 2007-2008 season moves toward completion, Hockey Canada is beginning to structure and implement its 2008 - 2009 Program of Excellence. Hockey Canada is requesting applications for the following programs, which will be operating during the upcoming year.

- The Men's National Under 18 Team (August)
- The Men's National Junior Team (World Juniors)

As a development program, Hockey Canada's Program of Excellence is intended to identify, train and evaluate both players and staff alike for further involvement in high performance programming.

Please note: applications are to be made to Hockey Canada's Program of Excellence and not specifically to one of the above-mentioned teams. The selection committee will consider the successful candidates in such a manner as to allow both the program and the staff to compliment one another, allowing each to grow in a positive fashion. All successful candidates will be required to complete a criminal record check.

THE PROCESS

All applications for the 2008-2009 program are to be received by the Hockey Canada office (Calgary) on or before **February 21st, 2008**.

Please be advised that short listing of support staff applications and notification to successful and non-successful applicants will be completed by **the first week of March** with phone interviews tentatively scheduled for later in the month of **March**. Appointment and announcement of the 2008 - 2009 Program of Excellence support staff will be named prior to **June 10th, 2008**.

SUMMARY OF PROGRAM OF EXCELLENCE

The following is a brief overview of the support staff application process. At time of distribution, some of the dates have not been confirmed, however, time frames have been provided to allow as much information as possible, to you the applicant.

A) MEN'S PROGRAMS – TIMELINES

Canada's Under 18 Team (August)

2008 Dates and Locations subject to change

- June 13th – 15th Calgary Program of Excellence Seminar (Coaches only)
- June / July Various Conference Calls
- August 1st – 7th Calgary Selection Camp
- August 7th – 12th Europe Pre-Competition Camp
- August 13th – 24th Europe U18 Junior World Cup
- Post event report / Debriefing submitted by September 10th, 2008

Canada's 2009 World Junior Team

2008/2009 Dates and Locations subject to change

- June 13th – 15th Calgary Program of Excellence Seminar (Coaches only)
- June / July Various Conference Calls
- July 25th – July 31st Calgary Development Camp
- Aug / Sept / Oct / Nov Various Conference Calls
- December TBD Press Conference to announce camp invitees
- December TBD Selection Camp
- Dec 14th – Jan 6th, 2009 Ottawa Pre-competition camp and WJ Event
- Post event report / Debriefing submitted by January 30th, 2009

SELECTION CRITERIA

The following five categories detail the criteria employed in the selection process for staffing Hockey Canada's Program of Excellence. These are only guidelines and we welcome all applicants.

1. Experience

- Years of experience in your selected field
- Scope of experience (teams, responsibilities, events, tournament play)
- Years of experience with this level of athlete
- Previous international experience

2. Professional Development

- Qualifications and certification attained
- Attendance and participation at related seminars
- Education
- Memberships and affiliations
- Completion of the Hockey Canada Safety Program would be considered an asset

3. Awareness of Issues Affecting International Hockey

- Knowledge of anti-doping policies and processes (therapist/Physician only)
- Proven ability to recognize and react to potential problems in a foreign country
- Knowledge and understanding of game adjustments and facilitating them during competition

4. Human Resources

- Proven ability to take initiative and efficiently use time
- Proven ability to work with other staff members
- Proven ability to successfully relate to and work with players at this age level
- Proven ability to successfully cope with deterrents and hardships in a pressure situation
- Proven ability to be thoroughly organised

5. Knowledge of the Program

- Proven ability to work towards objectives of a program
- Proven appreciation for and awareness of the unique problems that can conceivably occur in the operation of a national team

Hockey Canada Harassment and Abuse Policy

- Hockey Canada has adopted policies against Harassment and Abuse in hockey and is dedicated to ensuring that these policies are strictly followed by our Program of Excellence Staff.
- It is the policy of Hockey Canada that anyone applying for any Hockey Canada Program of Excellence coaching or support staff position be subject to a screening process. Applicants, prior to being offered a position must submit a current Criminal Records Search, and provide a list of references.
- It is the policy of Hockey Canada that all information received will be held in strictest confidence. The process for the forwarding of information will be disclosed to any successful candidate upon being offered a position with Hockey Canada.

SUMMARY

Bearing all of the above in mind, we would ask that those support staff interested in making an application to work with the Men's National Junior Team or the Men's National Under 18 Team during the 2008/2009 season, complete and forward the attached application forms to Hockey Canada National Office at the following address or fax number, to **be received on or before February 21st, 2008;**

**HOCKEY CANADA
2424 University Drive NW
Calgary, Alberta T2N 3Y9
Attention: Brad Pascall
Fax: (403) 777-3635
Email: bpascall@hockeycanada.ca**

NOTE: All applications must be received by February 21st, 2008.

TEAM EQUIPMENT MANAGER

GENERAL

The Team Equipment Manager is hired by Hockey Canada and reports directly to the Team Director. He/she is primarily responsible for the control, distribution, and maintenance of all the team equipment. In addition, he/she works with the therapist when called upon to assist.

More specifically, he/she is responsible for the following:

1. Coordinates and controls the distribution of all camp equipment.
2. Maintains and repairs all team equipment.
3. Prepares all equipment for shipping to and from camps and competitions.
4. Maintains inventory and controls distribution of all team consumable supplies.
5. Keeps accurate records of all equipment assigned to players.
6. Sharpens skates as required for games and practices.
7. Cleans all team laundry (i.e. towels and underwear).
8. Organizes equipment on the bench and administers to player equipment needs during games or practices.
9. Cooperates with the therapist to ensure the dressing rooms are properly organized and the players are instructed on dressing room rules and procedures.
10. Cooperates with the coaching staff in terms of pre-game, game and post-game procedures in the dressing room and on the players' bench.
11. Other duties as may be required.

PARTICULAR SKILLS

1. Understands the domain of the Head Coach and recognizes the need to demonstrate respect for the dynamic nature of his/her needs.
2. Clearly demonstrates the skills required and the values necessary so as to be a positive example for and with whom he/she works.
3. Can cope with extended working hours and extraordinary demands of this position in a high performance competition.

TEAM PHYSICIAN

GENERAL

The Team Physician is hired by Hockey Canada and reports directly to the Team Director. He/she is the head of the medical services for the national team assigned.

In this regard, he/she is responsible for the following:

1. Medical consultant to the team throughout the camps and competitions.
2. Provides the head coach with a day-to-day assessment of injured player's status (especially prior to practice, prior to games or scrimmages and prior to final player selection).
3. Provides interpretation of both the I.I.H.F. and the Canadian Anti-Doping policies to all team personnel.
4. Recommends and oversees procedures to be followed by all players who may be taking prescription drugs.
5. Recommends and oversees procedures to be followed in regards to reporting, diagnosing and treating all injuries or medical problems of all players.
6. Serves as nutritional consultant to the team during the camps and the competition.
7. Keeps accurate records of all injuries and treatments.
8. Liaison with the Sport Medicine Council concerning procurement of therapeutic equipment and educational resources.
9. Other duties as may be assigned.

PARTICULAR SKILLS

1. Understands the domain of the Head Coach and recognizes the need to demonstrate respect for the dynamic nature of his/her needs.
2. Clearly demonstrates the skills required and the values necessary so as to be a positive example for and with whom he/she works.
3. Can cope with extended working hours and extraordinary demands of this position in a high performance competition.

TEAM THERAPIST

GENERAL

The Team Therapist is hired by Hockey Canada and reports directly to the Team Director. He/she must be fully certified by a recognized organization. In terms of support of the team equipment requirements, he/she works closely with the Equipment Manager.

More specifically, he/she is responsible for the following:

1. Reporting all injuries to the Team Physician.
2. Under the supervision of the Team Physician, administers to the therapy needs of all the team.
3. Keeps accurate records of all treatments.
4. Responsible for the pre-ice and post-ice stretching session for the players.
5. Determines requirements for all physiotherapy equipment and supplies required for the national team assigned.
6. Controls and distributes all therapy equipment and consumables.
7. Works cooperatively with the Equipment Manager during the set-up and breakdown of the team facilities leading up to and following all camps and competitions.
8. Cooperates with the Equipment Manager to ensure the dressing rooms are properly organized and the players are made aware of the dressing room rules and procedures.
9. Assists the Equipment Manager with such things as packaging, loading, unloading, laundry, skate sharpening, etc, as required.
10. Cooperates with the coaching staff in terms of pre-game, game and post-game procedures in both the dressing room and on the players' bench.
11. Organizes equipment and supplies on the bench and administers to all the players first aid needs during the course of the game.
12. Other duties as may be required.

PARTICULAR SKILLS

1. Understands the domain of the Head Coach and recognizes the need to demonstrate respect for the dynamic nature of his/her needs.
2. Clearly demonstrates the skills required and the values necessary so as to be a positive example for and with whom he/she works.
3. Can cope with extended working hours and extraordinary demands of this position in a high performance competition.

I prefer my application to be considered as: (please check only one)

- 1. Equipment Manager
- 2. Therapist _____
(professional accreditation)
- 3. Physician _____
(professional accreditation)

PROGRAM OF EXCELLENCE INVOLVEMENT

Do you have previous experience with Hockey Canada's Program of Excellence (POE)?

- Yes
- No

If yes, please indicate your experience below;

Program	Year	Event	Position
Under 17	_____	_____	_____
Under 18	_____	_____	_____
Under 22	_____	_____	_____
Men's National Junior Team	_____	_____	_____
Other	_____	_____	_____

Please feel free to add any additional relevant experiences (i.e., international tournaments, championships, tours, other sport activities indicating positions held, length of experience, locations, etc.)

1. What is your understanding of the Hockey Canada Program of Excellence?

2. What do you think you will bring to this position?

3. (Therapists and Physicians only)

Do you have massage therapy experience: Yes No

If yes, please provide details.

4. Do you prefer to work with the National Junior Team or National Under 18 Team?

Why?

5. Please make reference to Selection Criteria and feel free to include (on a separate attachment) any additional relevant information and experiences to this application. (Optional)

REFERENCES:

Please include the names of three references – a coach, a general manager, and a personal reference, who are familiar with your background, and that can be contacted.

Name: _____

Current Position/Organization: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Name: _____

Current Position/Organization: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Name: _____

Current Position/Organization: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Attach your completed resume addressing the selection criteria outlined in this package.

(Signature)

(Date)

All four pages of the application must be returned and received by mail, courier or fax on/or before February 21st, 2008 to:

HOCKEY CANADA
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Calgary, Alberta, T2N 3Y9
Attention: Brad Pascall
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