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## Hockey Canada Sports Schools (HCSS) OHF Program Policy

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All revisions are noted with **BOLD** text.  
**Approved November 4, 2017**

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## **2. INTRODUCTION**

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- 2.1 The OHF supports Hockey Canada’s objective to facilitate the integration of education based hockey programs with Hockey Canada programming model. This document shall represent the policy that the OHF Board of Directors adopted **November 4, 2017** to guide its Members in the Sports School Application Process.
- 2.2 This policy was adopted in whole by the OHF Board of Directors and is not subject to revisions or amendments in any way without prior written approval of the OHF Board of Directors. This shall include but is not limited to fees and process.
- 2.3 This policy shall govern the application and renewal process for all Sport Schools within the jurisdiction of the OHF.

## **3. CURRENT HOCKEY CANADA SPORTS SCHOOL (HCSS) REGULATIONS (SECTIONS F.8,9,10)**

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### **F. PLAYERS**

8. To be defined as Hockey Canada School Without Residence the Hockey program must:
  - a) register directly at the Branch level through an application process approved by the appropriate Branch;
  - b) have a formal Partnership with a recognized educational institution; and
  - c) these Partnerships must have the written approval of the Branch.

9. Placement of Hockey Canada School Without Residence Teams shall be at the Member and requires approval of the OHF Board discretion; however, those Hockey Canada School Without Residence Teams shall not be allowed to compete in a play-off (League or Branch) that leads to a Branch, Regional or National Championship.
10. Canadian players may not be restricted from attending and playing at any Hockey Canada School Without Residence, including a Hockey Canada School Without Residence within their Home Branch.

#### **4. PLAYER ELIGIBILITY**

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- 4.1 A minor hockey player attending the school as a “resident” of the school may not participate on any team other than the Sports School Team.
- 4.2 There are no restrictions on where Hockey Canada Sports School Program players come from however Branches shall have the ability to regulate the composition of teams, ie, number of international players.
- 4.3 A player playing on a Hockey Canada School Without Residence Team in a Branch other than their Home Branch or country may only affiliate to a Team of a higher Division or Category within the same school.

#### **5. GLOSSARY OF TERMS**

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This section provides definitions to terms used throughout this manual and provides clarification where needed.

- 5.1 **HC Member** - A geographic subdivision of Hockey Canada empowered to conduct amateur hockey within its jurisdiction. Branches are full members of Hockey Canada. The OHF is the recognized Hockey Canada Branch within the geographic territory of the OHF as defined by Hockey Canada By-Law 9.1.
- 5.2 **OHF Championship** - An OHF sanctioned play-offs (in a series or tournament format) to declare champions of the OHF at the age division and categories as determined by the Board of Directors.
- 5.3 **Educational Institution** - is an institution or school (both public and private) accredited by the Ministry of Education.
- 5.4 **Member** - Organizations that are Members of the OHF as per the OHF Constitution. Current Members are the Greater Toronto Hockey League (GTHL), Northern Ontario Hockey Association (NOHA), Minor Hockey Alliance of Ontario (Alliance), Ontario Hockey Association (OHA), Ontario Hockey League (OHL), Ontario Minor Hockey Association (OMHA), and Ontario Women’s Hockey Association (OWHA).
- 5.5 **National Championship** - The TELUS Cup, ESSO Cup or National Midget Championship. Hockey Canada Sports School teams are not permitted to participate in Championship or any League, Branch or Regional events that lead to these Championships.
  - 5.5.1 Sports Schools at the current time don’t have a National Championship in their own system and they are not allowed to participate in National or Regional Championships.
- 5.6 **Regional Championships** - Events run on a regional basis to determine regional champions, i.e. Western Bantam Championship, Ontario Pee Wee Championship.
- 5.7 **Sports Schools Program** - to be defined as an education-based hockey program, the following minimum criteria must be met:

5.7.1 Have a formal partnership with a recognized Educational Institution, as defined above, or being recognized as a Ministry of Education approved Educational Institution itself.

5.7.2 These partnerships must be endorsed by the Branch.

## **6. APPLICATION CRITERIA**

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6.1 Sports Schools programs wishing to:

6.1.1 operate within the Canadian hockey system;

6.1.2 groups wishing to organize a Sports School program; or

6.1.3 groups wishing to work in partnership with a school,

Must work in coordination with the provincial Ministry of Education to apply to the respective Member for approval to operate as a sanctioned Hockey Canada Sports School program.

6.2 All approved Hockey Canada Sports Schools Programs must meet all HCSS Program criteria and align with the operational mandate as set out by Hockey Canada, the OHF and its respective Member.

6.3 Each application package will be reviewed by the respective OHF Member.

6.4 An application package must:

6.4.1 adhere to the HCSS operating mandate

6.4.2 demonstrate partnerships between the school and/or school board

6.4.3 demonstrate a sound development plan, school and athletic schedule, appropriate staffing plan, and budget plans

6.4.4 demonstrate a working relationship with their local Minor Hockey Association (for minor hockey teams) or Female Hockey Association (for female teams).

## **7. APPLICATION PROCESS**

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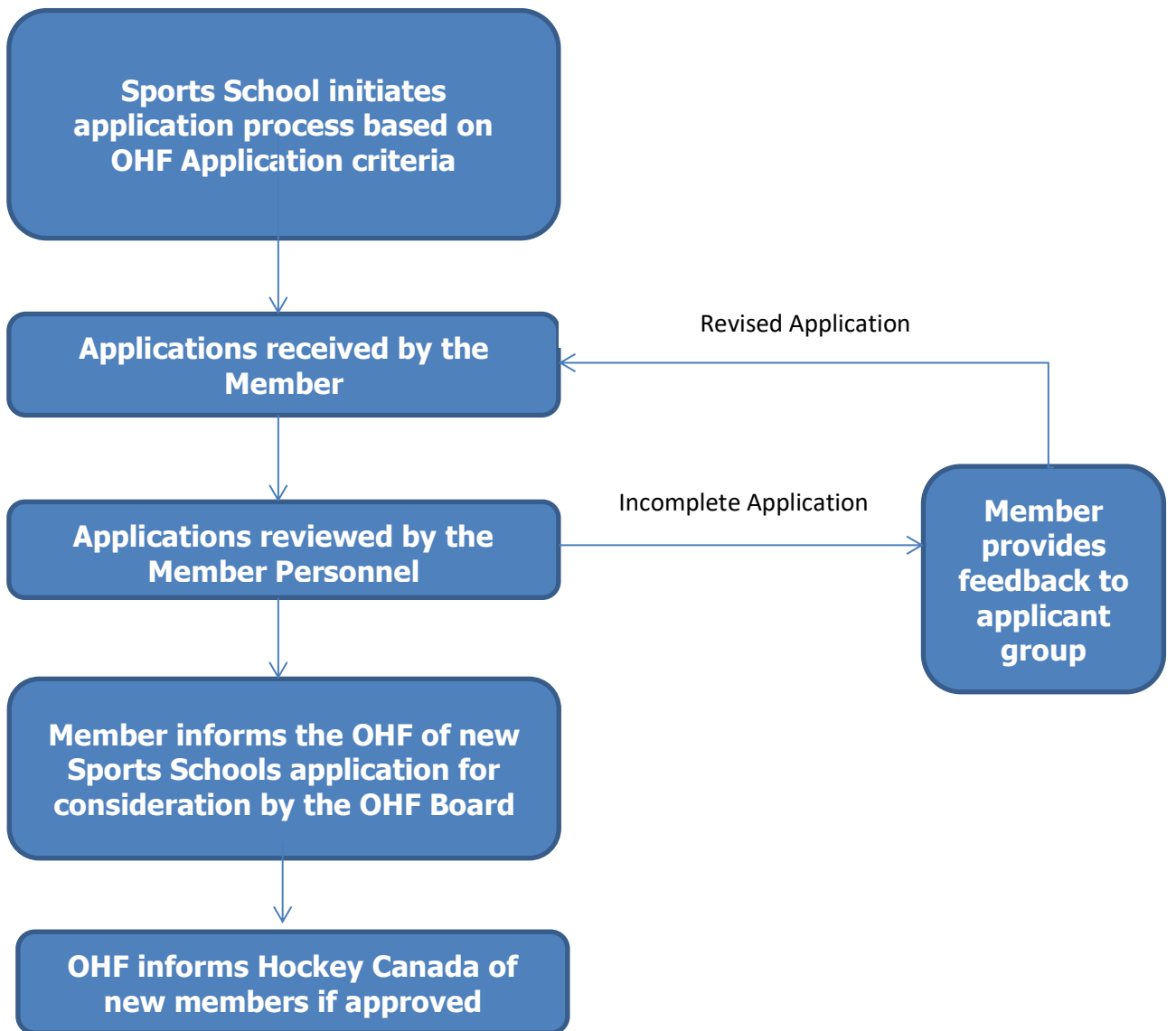
7.1 Hockey Canada Sports School applications must be submitted to the respective OHF Member (see contact information page) any time during the school year up to the September 1st deadline.

7.2 Upon receipt, applications will be reviewed for completeness.

7.3 Member endorsed applications will be forwarded to the Ontario Hockey Federation on or before September 15<sup>th</sup>.

7.4 The review process begins immediately and applicants will receive confirmation of approval from the Ontario Hockey Federation, Member and Hockey Canada on or before January 30th.

7.5 Application Path



## **8. NEW APPLICATION**

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- 8.1 All applications for new HCSS and all supporting documentation (as identified in section 10 must be received by the respective Member on or before September 1<sup>st</sup> of the current season for play in the following season.
- 8.2 The OHF must receive, from the Member, the endorsed applications and all supporting documentation before September 15<sup>th</sup> of the current season for play in the following season.
- 8.3 A final decision shall come from the Member and OHF no later than January 30<sup>th</sup> for all new Sports School applications.
- 8.4 The OHF must inform Hockey Canada no later than January 30<sup>th</sup> of new Sports Schools.
- 8.5 New Applicant Fee Structure:
  - 8.5.1 \$5000 application fee – \$500 paid to the OHF, \$2000 paid to the Member (a portion to support audit expense in the first 3 years), \$2500 paid to Hockey Canada (a portion to support audit expense in the first 3 years).
  - 8.5.2 NEW APPLICANTS & EXISTING HCSS WHERE A NEW OPERATOR ASSUMES CONTROL - \$5000 performance bond – held in perpetuity by approving Member. The bond may be released by the Member if the school ceases to be a HCSS, and has no outstanding financial obligations to Hockey Canada or any of its Members, or to any third party who may make a claim against Hockey Canada or any of its Members to recover what it is owed by the HCSS.
  - 8.5.3 Branch & Member fees assessed (Member determined; team-based or program-based)
  - 8.5.4 Player registration fees based on existing Member rates
- 8.6 HC Service to HCSS: Advisory Work Group, Sport Quality Assessment development & support, general admin & communication with Branches and HCSS
- 8.7 If a new applicant is unsuccessful with its application; the Branch (\$500) and Member (\$2000) portion of the application fee will be retained for administrative costs up to the \$2500 fee, the HC portion (\$2500) of the application fee will be returned and the \$5000 bond will be returned.
- 8.8 All Hockey Canada Sports School programs shall operate in accordance with Hockey Canada and OHF Bylaws and Regulations with regards to appeals etc.

## **9. RENEWAL REQUEST**

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- 9.1 All existing HCSS programs must re-apply annually to the respective Member to maintain continued membership within the OHF and Hockey Canada.
- 9.2 Request for Renewal must be received by the Member no later than January 30<sup>th</sup> of the current season for play in the following season.
- 9.3 Members shall forward all approved Sports School Renewal Requests to the OHF by January 30<sup>th</sup>.
- 9.4 Branches shall forward all approved Sports School Renewal Requests to Hockey Canada by January 30<sup>th</sup>.
- 9.5 The OHF delegates the approval of a Sports School Renewal to its Members, however the OHF and Hockey Canada reserves the ability to review Sports School applications in the interests of continuing to review and improve Hockey Canada's Sports School Program policies and procedures.

- 9.6 Renewal Fee Structure:
  - 9.6.1 500 to Hockey Canada
  - 9.6.2 \$500 to the OHF
  - 9.6.3 \$1000 Member Fee
  - 9.6.4 Hockey Canada Insurance and Assessment Fee
  - 9.6.5 Branch fees assessed (Branch determined; team-based or program-based)
  - 9.6.6 Player registration fees based on existing Member rates
- 9.7 HC Service to HCSS: Advisory Work Group, Sport Quality Assessment development & support, general admin & communication with Branches and HCSS
- 9.8 All Hockey Canada Sports School programs shall operate in accordance with Hockey Canada, OHF and affiliated Member Bylaws, Regulations and Policies with regards to appeals etc.

## **10. PROGRAM APPLICATION REQUIREMENTS**

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- 10.1 Table of Contents
- 10.2 Covering Letter
- 10.3 Business Plan (3 year minimum) including team declarations
- 10.4 Management / Owners Resumes
- 10.5 Background of Organization
- 10.6 Objectives
- 10.7 Mission Statement
- 10.8 Keys to Success
- 10.9 Company Structure
- 10.10 Facilities
- 10.11 Location
- 10.12 Product and Description
- 10.13 Marketing Plan
- 10.14 Education Institution Agreement
- 10.15 Athletic / Academic Delivery Model
- 10.16 Athlete / Student Demographics
- 10.17 Program Sustainability and Budget – Balance Sheet
- 10.18 Appendices

## **11. ACADEMIC (QUESTIONS TO CONSIDER)**

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- 11.1 What school and grades are the players attending?
- 11.2 Describe the facilities and the school board you are a part of.

- 11.3 What does a normal week's school schedule look like for the players?
- 11.4 What are the program's academic expectations of the players?
- 11.5 What are the program's academic requirements of the player for acceptance?
- 11.6 What are the academic support systems in place for the players?
- 11.7 How many of missed days of school are expected in the school year?
- 11.8 Who is responsible for the player's academic results?
- 11.9 How are the academic results communicated to the parents and players?
- 11.10 How will the players be held accountable for their academic results?
- 11.11 How are the players academics monitored?
- 11.12 Who is responsible for the player's course planning, graduation planning and college applications?

## **12. ATHLETIC HOCKEY (QUESTIONS TO CONSIDER)**

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- 12.1 What is the organization's philosophy for player development?
- 12.2 Who are the coaches, trainers, medical staff and management of the organization?
- 12.3 What does a normal week and monthly schedule look like for on and off ice workouts?
- 12.4 Who is responsible for the mental training of the players and how is it done?
- 12.5 Who is responsible for the monitoring of the players health and how is it done?
- 12.6 What coach certifications have your coaches completed?
- 12.7 Describe the yearly on ice hockey development plan.
- 12.8 Describe the yearly off ice hockey development plan.
- 12.9 Describe the facilities.
- 12.10 Describe how many games are played and where.
- 12.11 Describe a normal weekly practice plan.
- 12.12 Describe the timeline for being on and off the ice during the course of the year.

## **13. REGISTRATION REQUIREMENTS & INFORMATION**

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- 13.1 Clarifications with respect to Hockey Canada Regulations:
  - 13.1.1 For regulations governing the registration of HCSS teams refer to Hockey Canada regulation C.
  - 13.1.2 Reference to "Recognized Educational Institution" in the Hockey Canada regulations shall be defined, for the purposes of this policy, as an institution or school (both public and private) accredited by the Ministry of Education.
- 13.2 OHF Requirements:
  - 13.2.1 Due to the fact that Sports School teams are different from all other teams within the OHF, and in keeping with past practice, such programming shall only be considered by the OHF in accordance with the following criteria:



- 13.2.1.1. All HCSS teams shall require the approval of the Member and OHF. Such approval may only be granted for one season and therefore a request for renewal must be submitted for consideration annually prior to January 30th.
- 13.2.1.2. HCSS must register all of their Teams.
- 13.2.1.3. Players participating on HCSS teams who are residents of the OHF will be eligible to participate in High Performance programming in the OHF subject to compliance with OHF policies and practices.
- 13.2.1.4. HCSS teams may not participate in OHF and Regional Championships.
- 13.2.1.5. Teams and team officials shall be subject to all regulations regarding discipline.
- 13.2.1.6. The HCSS shall be responsible for the Registration of Players with the Member.
- 13.2.1.7. The HCSS may apply to host Branch-sanctioned tournaments.
- 13.2.1.8. Players shall be subject to all paperwork required by IIHF/Hockey Canada transfer regulations. Transfer approvals will be governed by Hockey Canada and all correspondence regarding these approvals is to be forwarded to the Member by the Sports School.
- 13.2.1.9. Player registration and team assignment of such players will be administered by the Member.
- 13.2.1.10. The receipt of required registration documentation by a Member (ie. confirmation of registration with the Sports School as well as all transfer documents) and subsequent approval in the Hockey Canada Registry by the Member will constitute approval of the players to participate with Sports School teams.
- 13.2.1.11. The Branch will deal with Hockey Canada on all other registration paper work as required.
- 13.2.1.12. HCSS to be eligible for participation must have:
  - a. Paid the OHF and Member fees
  - b. Paid the Player registration fee

13.2.2 Sports School Players may Affiliate on the follow basis:

- 13.2.2.1. Registered HCSS Players may Affiliate to higher Division or Category within the same HCSS.
- 13.2.2.2. Registered HCSS Players that are residents of the OHF may Affiliate to Junior Hockey in accordance with the Affiliate Regulations of the OHF and Members.
- 13.2.2.3. Registered HCSS Players that are residents of the OHF that dual Register are ineligible to Affiliate to a higher Division or Category with the HCSS, Minor or Junior Hockey unless granted exception due to an emergency of the HCSS.

13.2.3 Dual Registration of HCSS Players will comply with the following guidelines:

- 13.2.3.1. An OHF resident Player that attends a sanctioned HCSS may be Registered with a Minor Hockey Association and the HCSS Team except for Teams that lead to a Regional or National Championship.

13.2.3.2. A Player is limited to a Maximum of twenty (20) games with the HCSS.

#### 13.2.4 Insurance

13.2.4.1. Hockey Canada insurance programs are in place to protect every player, coach, assistant coach, manager, Hockey Canada Safety Program personnel, official and volunteer involved in Hockey Canada sanctioned hockey activities.

13.2.4.2. The insurance programs eliminate or minimize the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs.

13.2.4.3. Hockey Canada sanctioned Teams are only permitted to play against other Hockey Canada/IIHF sanctioned teams. If a Hockey Canada Team plays a non-sanctioned Team one of the consequences is that there is NO insurance coverage. If a Hockey Canada official does a game involving a non-sanctioned team there is NO insurance coverage. This provision in no ways grants permission for a Team to participate against a non-sanctioned Team.

#### 13.2.5 Competition

13.2.5.1. Membership in Hockey Canada through one of its members will help create access to Hockey Canada sanctioned programming, which may include competition in exhibition, league and tournament play.

13.2.5.2. Membership will allow competition against US-based teams that are members of USA Hockey.

13.2.5.3. While participation in OHF Playoffs that lead to Regional or National Championships is restricted, HCSS Teams will have access to other OHF and League competitions, as determined by OHF.

## 14. CONTACT INFORMATION

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| <p>Tony Martindale, Executive Director<br/> <b>ALLIANCE Hockey</b><br/>         71 Albert Street<br/>         Stratford, Ontario<br/>         N5A 3K2</p>                        | <p>Tel: (519) 273 – 7209<br/>         Fax: (519) 273 – 2114<br/> <a href="http://www.alliancehockey.com">www.alliancehockey.com</a></p>               |    |
| <p>Scott Oakman, Executive Director<br/> <b>Greater Toronto Hockey League</b><br/>         57 Carl Hall Road<br/>         Toronto, Ontario<br/>         M3K 2B6</p>              | <p>Tel: (416) 636 – 6846<br/>         Fax: (416) 636 – 2035<br/> <a href="http://www.gthlcanada.com">www.gthlcanada.com</a></p>                       |    |
| <p>Jason Marchand, Executive Director<br/> <b>Northern Ontario Hockey Association</b><br/>         110 Lakeshore Drive<br/>         North Bay, Ontario<br/>         P1A 2A8</p>  | <p>Tel: (705) 474 – 8851<br/>         Fax: (705) 474 – 6019<br/> <a href="http://www.noha-hockey.com">www.noha-hockey.com</a></p>                     |    |
| <p>Karen Phibbs, President<br/> <b>Ontario Hockey Association</b><br/>         1425 Bishop Street, Unit 2<br/>         Cambridge, Ontario<br/>         N1R 6J9</p>               | <p>Tel: (519) 622 – 2402<br/>         Fax: (519) 622 – 3550<br/> <a href="http://www.ohahockey.ca">www.ohahockey.ca</a></p>                           |    |
| <p>Ted Baker, Vice President<br/> <b>Ontario Hockey League</b><br/>         305 Milner Avenue, Suite 200<br/>         Scarborough, Ontario<br/>         M1B 3V4</p>              | <p>Tel: (416) 299 – 8700<br/>         Fax: (416) 299 – 8787<br/> <a href="http://www.ontariohockeyleague.com">www.ontariohockeyleague.com</a></p>     |  |
| <p>Ian Taylor, Executive Director<br/> <b>Ontario Minor Hockey Association</b><br/>         25 Brodie Drive, Unit 3<br/>         Richmond Hill, Ontario<br/>         L4B 3K7</p> | <p>Tel: (905) 780 – 6642<br/>         Fax: (905) 780 – 0344<br/> <a href="http://www.omha.net">www.omha.net</a></p>                                   |  |
| <p>Fran Rider, President / CEO<br/> <b>Ontario Women's Hockey Association</b><br/>         225 Watline Avenue<br/>         Mississauga, Ontario<br/>         L4Z 1P3</p>         | <p>Tel: (905) 282 – 9980<br/>         Fax: (905) 282 – 9982<br/> <a href="http://www.owha.pointstreaksites.com">www.owha.pointstreaksites.com</a></p> |  |
| <p>Phillip McKee<br/> <b>Ontario Hockey Federation</b><br/>         400 Sheldon Drive, Unit 9<br/>         Cambridge, Ontario<br/>         N1T 2H9</p>                           | <p>Tel: (226) 533 – 9070<br/>         Fax: (519) 620 – 7476<br/> <a href="http://www.ohf.on.ca">www.ohf.on.ca</a></p>                                 |  |