



CLINIC SCHEDULE
&
REGISTRATION GUIDE

2007 - 2008

Developing Tomorrow's Leaders

Section 1: Introduction

Hockey Nova Scotia is pleased to provide all member associations, teams, leagues and clubs with this 2007 - 2008 Clinic Schedule and Registration Guide. Each member has a responsibility to ensure that all new coaches, trainers and instructors receive certification training to assist them in delivering a quality program to the children who play within your respective organization.

This guide has been developed to assist you in understanding the certification requirements applicable to your coaches, trainers and instructors as well as to provide you with the information you need to register each with ease.

Hockey Nova Scotia would like to thank each you for your support in following the processes set out in this guide and for ensuring that your members receive this important training as they embark on their important role as coach, trainer or instructor.

Section 2: Clinic Scheduling

All certification clinics held by Hockey Nova Scotia during the 2007-2008 season will be scheduled and administered entirely by Hockey Nova Scotia. Hockey Nova Scotia books the facilities, obtains the necessary resources, assigns the Course Facilitator and administers the registration process. The role of the association or club team is to identify your certification requirements and register your coaches, trainers and instructors in the most appropriate clinic.

The official 2006 2007 Clinic Schedule is found at **APPENDIX A** of this guide or on the Hockey Nova Scotia website at www.hockeynovascotia.ca

Section 3: Selecting a Clinic

Clinics are established by geographic region where any individual within that region, regardless of which association, team or club they are from, can register and attend. It is also important to note that if a member of your organization lives outside of the geographic region but, because of timing, would like to attend a specific clinic in another area, they may do so by simply registering in the same manner that they would if the clinic was held locally.

By holding regionalized clinics, Hockey Nova Scotia hopes to maximize attendance at clinics by opening them up to registrants from any of the surrounding Associations and Club teams on a first come basis. This also offers flexibility to associations when booking seats in clinics.

Section 4: Registering for Clinics

The Association Development Coordinator, team or club President, or his/her designate, must register participants for clinics. Coaches are not permitted to register themselves. This is necessary as most associations cover the costs of the clinic registration fees for their coaches and it is critical that they are aware of whom and how many are attending any clinics.

Registration is to be carried out by contacting the **Clinic Contact** identified in the official schedule. The Hockey Nova Scotia office will not accept any clinic registrations.

The official clinic registration form is found at **APPENDIX B** and must be e-mailed to the **Clinic Contact** using the e-mail address specified in the schedule. Associations, teams and clubs are required to use the official clinic registration form so that all participation data is provided. Failure to use this form creates difficulty in clearly identifying the individual registered and could render his attendance invalid if the proper personal information is not provided. The proper registration is the responsibility of the association, team and/or club. NOTE: Associations who do not use the official clinic registration form may be refused entry into clinics.

The cut-off date for registration shown in the official clinic schedule will be in effect for all clinics to enable planning and preparations to proceed. After that date, no further registrations will be accepted. For this reason, associations, teams and clubs are requested to register early. **Teams and Associations are requested to identify when a participant is being registered for the HSP Re-qualification portion of the Hockey Safety Program.**

Once a registration has been received, the Clinic Contact will confirm all registrations that are accepted into a clinic by notifying the association or club contact through e-mail on the registration cut-off date or sooner (for early registrants).

In the event that a clinic is filled to capacity, the Clinic Contact that will notify the association, team and club who are trying to register their member promptly. Organizations should then review the remaining schedule and register with another upcoming clinic at a future date.

Please Note: Participants that arrive for clinics that have not been properly registered will be turned away regardless of how far they have traveled. Associations, teams and clubs must ensure that they do not direct participants who have not been registered to any clinics.

Associations and clubs will be charged an administrative fee in any instance where a registered participant fails to show for a clinic.

Associations or Clubs are asked to advise all registrants that they will be expected to attend the entire clinic and participate in all activities. Failure to do so will negate their qualification.

Associations are expected to register their participants as early as possible to avoid disappointment when clinics fill to capacity. Please be reminded that no clinics will be held after the final clinic date shown on the official schedule and every effort must be made to register members before the final date..

Section 5: Certification Requirements

- All Coaches, including assistants, at the Atom 'AAA', 'AA', 'A' and 'B', Peewee 'AAA', 'AA', 'A' and 'B', Bantam 'AAA', 'AA', 'A' and 'B', Midget 'AAA' Major, 'AAA' Minor, 'AA', 'A' and 'B', and Junior 'A', 'B' and 'C' divisions within HNS must be certified at the N.C.C.P. Development Level I Level Clinic;
- All instructors at Initiation division (players aged 5 & 6) are to be certified in the Initiation Program;
- All coaches at the Novice division (players aged 7 & 8) are to be certified in the Initiation Program;
- It is recommended that coaches at the House/Recreational level from Atom and up, be certified N.C.C.P. Development Stream A level Clinic;

NOTE: Coaches at higher levels who are required to take the NCCP Development Level I clinic will not be permitted to take the Initiation Program clinic. Also, coaches and instructors at the Initiation entry level and Novice levels will not be permitted to register for the NCCP Development Level I clinic. Coaches and instructors must register in the clinic established as appropriate to the age grouping of the players they are coaching/instructing.

- All bench officials/coaches, including assistants and trainers at the "AAA", "AA", and "A" divisions at all levels must be certified in the Hockey Canada Safety Program. This certification must be renewed every three years and coaches are responsible to verify their currency annually. Coaches/Instructors who are required to requalify may do so by registering for any scheduled Hockey Canada Safety Program clinic and attending the afternoon session only. Individuals who attend the afternoon sessions for the purposes of requalification must identify such at registration and are responsible to bring their original Hockey Safety Manuals to the clinic as they will not be supplied. Individuals who register for the fill course will receive manuals at the clinic.

- All teams at the "B" and Recreational divisions must have at least one member of the bench staff certified in the Hockey Canada Safety Program. Bench staff includes Head Coach, Assistant Coaches and Trainer. (Note: Recreational divisions include the Initiation Program and Novice division)
- It is recommended that all teams at the "AAA", "AA", and "A" levels have at least one member of the bench staff certified at the HCSP Level II. **HCSP Level II is available to individuals who hold a valid First Aid certificate and CPR Level "C" from a recognized agency.** HCSP Level II is provided once an individual provides proof of certification. There is no clinic training required for this certification. Individuals interested in obtaining this certification may do so by providing proof of the required qualifications to Hockey Nova Scotia. Contact Hockey Nova Scotia at (902) 454-9400 for more information.
- A coach will only be required to attend a maximum of one (1) certification clinic in any one (1) season. *An example of this would be if a coach is new and requires both the NCCP and the HSP, they would take the NCCP Development Level I or Initiation Program clinic (as applicable in year one and the Hockey Safety Program Clinic in their second season. This would allow the coach to be eligible for both seasons.)*

NOTE: The Hockey Nova Scotia deadline for registration of coaches of all 'AAA" level teams is October 15th annually. The registration deadline for all remaining REP teams (AA, A, B) coaches is October 31st annually. These dates are in place to afford Hockey Nova Scotia the opportunity to advise associations, teams and clubs early in the season when their respective coaches do not possess the necessary certification and allow them to attend clinics as scheduled.

- **A coach will only be required to attend one (1) certification clinic in any one (1) season. (i.e. if a coach is new and requires both the NCCP and the HSP, they must take the NCCP and be eligible to coach in year one. They would then take the HSP in year two.)**

NOTE: For the NCCP, coaches who have previously certified in either the NCCP Coach or NCCP Intermediate levels are not required to take the new NCCP Development A Level Clinic. They will be eligible to coach at any level and any position with what they currently have.

Section 6: Clinic Overviews

Each clinic has it's own specific curriculum which has been developed by Hockey Canada to best suit the coach and the level in which they are involved.

Initiation Program:

- Course Length: Eight (8) hour classroom clinic.

Program curriculum:

- Having fun and engaging in physical activity;
- Learning the basic skills required to play hockey (skating, puck handling, passing, and shooting);
- Developing an understanding for basic teamwork through participation in activities;
- Creating and refining basic motor patterns
- Introducing children to the basic concepts of fair play and cooperation;

Participant Notes: Participants are provided with a course manual and should be prepared to take notes and participate in written exercises. Meals are not provided.

NOTE: Participants must be instructors who will act in the Initiation Program or be coaches in the Novice division, for the 2007 - 2008 season. Coaches in Atom or higher are not permitted to register for this course.

Hockey Safety Program:

- Course Length: Eight (8) hour classroom clinic.

Program curriculum:

- Safety person's responsibilities;
- Safety person's code of ethics;
- Risk management;
- Medical history files;
- Bullying, harassment and abuse;
- Emergency action plan;
- Protective equipment;
- Injury prevention techniques;
- Injury Management;
- Return to play;
- Special Topics.

Participant Notes: Participants are provided with a course manual and should be prepared to take notes and participate in written exercises. Meals are not provided. Participants are encouraged to dress comfortably as the clinic includes in-class activities such as injury prevention.

*NOTE: Hockey Canada mandates that individuals must requalify after three years to maintain currency and eligibility within the Hockey Safety Program. This requalification is a four (4) hour clinic. **As the content of the clinic manual has changed from past years, participants will be issued a manual at the course.** To register for requalification, ensure that this information is provided to the Clinic Contact at the time of registration.*

Requalification clinics will be held in conjunction with regular Hockey Safety Clinics with the requalifying participants attending the afternoon session commencing at 12:30 p.m..

National Coaches Certification Program:

- Course Length: Sixteen (16) hour clinic held over a two-day period.

Program curriculum:

- Coaching Philosophy;
- Communication;
- Analyzing Performance;
- Planning practices;
- Designing practices
- Practice and drill management;
- Seasonal planning;
- Teaching skills in practice;

Participant Notes: Participants are provided with a course manual and should be prepared to take notes and participate in written exercises. Meals are not provided. Participants are encouraged to dress comfortably as the clinic includes in-class activities such as injury prevention.

NOTE: Participants must attend all sessions in their entirety to be eligible for certification.

Section 7: Clinic Fees

Clinic registration fees for the 2007 - 2008 hockey season will be as follows:

Intro Coach Program - \$ 90.00 plus HST (\$102.60)

Hockey Safety Program - \$ 90.00 plus HST (\$102.60)

Hockey Safety Requalification Program - \$ 65.00 plus HST (\$74.10)

National Coaches Certification Program - \$ 120.00 plus HST (\$136.80)

Hockey Nova Scotia will invoice the registering Association or Club team upon conclusion of the clinic. Participants will not be required to submit fees at the clinic. It is recommended that associations, clubs and teams assign an individual to administer all clinic registration and that individual maintain accurate records of who they registered to avoid any confusion once invoices are forwarded to your organization.

REGISTER EARLY!