

ONTARIO MINOR HOCKEY ASSOCIATION



COACHING PROGRAMS

NCCP CLINIC OPERATIONS HANDBOOK

2016-2017

OMHA
DEVELOPMENT

Introduction

- **REVISED NCCP FOR HOCKEY OVERVIEW**
- **NCCP COMMUNITY COACH**
- **NCCP COACH REFRESHER**
- **NCCP DEVELOPMENT 1**
- **SUMMARY INFORMATION**



Revised May 2016

Overview

The Ontario Minor Hockey Association (OMHA) working with the Ontario Hockey Federation (OHF), Hockey Canada and the Coaching Association of Canada (CAC) introduced significant changes to Coach Education effective the 2014-2015 season with further changes and policies taking effect in 2015-2016.

These changes will impact clinic delivery, terminology and qualification requirements for Coaches. This document provides a comprehensive overview and plan to roll-out the revised NCCP for Hockey including all key elements towards full implementation.

Revised NCCP for Hockey | Pathway

The following diagram illustrates the generic pathway that a Coach would follow in the Revised NCCP for Hockey:



**includes completion of all pre-clinic and in-clinic tasks*

Understanding 'Trained' vs. 'Certified' Status

'Trained' Status

'Trained' status indicates the Coach has attended an NCCP clinic and the Coach is *'in process'* of completing evaluation to be *'Certified'*

- **'Trained' status carries an expiry of 5 years**
- The development pathway for these Coaches is to move through the certification process **or** after expiry must take clinic again

'Certified' Status

The certification process requires the Coach to show evidence of learning and is *'competency-based'*

- **'Certified' status carries an expiry of 5 years**
- Coaches with *'Certified'* status will have to complete a defined number of Professional Development points through the Hockey Canada Certification Maintenance Program
- If a Coach with *'Certified'* status does not acquire required Professional Development points, the qualification will revert to *'Trained'* status

Coach Legacy Pathway

**ALL OMHA coaching qualifications moving forward ('Trained' & 'Certified')
will carry an expiry date of: August 31, 2020**

The following chart reflects current Coaches status in the revised NCCP for Hockey and requirements moving forward:

Qualification	Training Date	Status	Expiry Date	Pathway – What Happens Next?
Coach 1 - Intro to Coach (C1)	Pre-Sept 2009 - Present	Trained	No Expiry	<ul style="list-style-type: none"> No further action required
Coach 2 - Coach Level (C2)	Pre-Sept 2009 - Present	Trained	Aug 31, 2020	<ul style="list-style-type: none"> Complete C2 Evaluation to become 'Certified' or; After expiry must take clinic again
Development 1 (D1)	Pre-Sept 2009	Certified	Aug 31, 2020	<ul style="list-style-type: none"> Must complete the MED Comp Intro training and online evaluation (5 PD points for completion of training and online evaluation) + 15 more Professional Development Points within 5 years to maintain Certified status
Development 1 (D1)	Sept 2009 - June 30, 2014	Certified	Aug 31, 2020	<ul style="list-style-type: none"> Must complete Making Ethical Decisions (MED) Comp Intro online evaluation within 5 years + 20 Professional Development Points to maintain Certified status
Development 1 (D1)	July 1, 2014 - Present	Trained	Aug 31, 2020	<ul style="list-style-type: none"> Complete D1 Evaluation pathway [Trained Status + Written Assignment + Field Evaluation (Practice) + MED Comp Intro (online)] to become 'Certified' or; After expiry must take clinic again
Development 2 (D2)	Pre-Sept 2009 - Present	D1 Certified	Aug 31, 2020	<ul style="list-style-type: none"> D2 is no longer a Certification Coach will be updated as D1 'Certified' & 3 Professional Development points for D2
High Performance 1 (HP1)	Pre-2010	<ul style="list-style-type: none"> Advanced 1 or HP1 Theory 1 Clinic Attendance = Trained Trained Status + Written Assignment + Field Evaluation (Game & Practice) + Theory 3 = Certified Effective Jan. 1, 2015 – 5 year window for CM begins Certification Maintenance - 30 Professional Development points 		
To be 'Certified' in this Pathway, required to complete old Theory 3* which is now in the form of Multi-Sport Modules (more details below)				
High Performance 1 (HP1)	2011-2012	Certified	Aug 31, 2020	<ul style="list-style-type: none"> Certification Maintenance - 30 Professional Development points

High Performance 1 (HP1)	2014 – Present	Trained	Aug 31, 2020	• Complete D1 Evaluation to become ‘Certified’
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***Theory 3**

In order to be fully certified at the previous NCCP Advanced 1 level (or the current High Performance 1 level), participants would have been required to complete the NCCP Theory 3 programs.

Prior to 2010, Hockey Canada offered the Technical and Practical content for the Advanced 1 program and the CAC offered the Theory 3 program. These components together equal full certification. Some records may indicate that a coach has completed the Hockey technical and practical pieces which likely included the completion of the exam and the field evaluation. This would mean that the coach completed all requirements of the NCCP Advanced 1 program and they would be designated as “Trained”. Without the completion of the NCCP Theory 3 program, a coach does not have complete certification.

To be fully certified as an Advanced 1 or High Performance 1 coach, Coaches will be required to complete Theory 3 by completing 4 of 6 Multi-Sport Modules, plus the prerequisite Make Ethical Decisions and Design a Basic Sport Program:

- Developing Athletic Abilities
- Coaching and Leading Effectively
- Leading Drug Free Sport
- Prevention and Recovery
- Psychology of Performance
- Managing Conflict

More info, can be found by visiting the Coaches Association of Ontario website <https://www.coachesontario.ca/>

Evaluation Process to Complete ‘Certified’ Status

Stream	Certification Requirements	Evaluator
High Performance 1	<ul style="list-style-type: none"> • Written Assignment • Field Evaluation – Practice & Game • MED Comp Dev (online) • Leading Drug Free Sport (online) • Managing Conflict (online) 	<ul style="list-style-type: none"> • OHF / Hockey Canada trained Group Leaders and Evaluators
Development 1	<ul style="list-style-type: none"> • Written Assignment • Field Evaluation – Practice • MED Comp Intro (online) 	<ul style="list-style-type: none"> • Local Centre (MHA) Hockey Canada / OMHA trained Evaluators
Coach 2 - Coach Level	<ul style="list-style-type: none"> • Written Assignment • MED Community Sport (online) 	<ul style="list-style-type: none"> • Local Centre (MHA) Hockey Canada / OMHA trained Evaluators

Notes:

- *Development 2 is no longer considered a ‘certification’ by Hockey Canada or the CAC. These Coaches will show as D1 ‘Certified’ with 3 Professional Development points for completing Development 2.*
- *Checking Skills is included in both the Coach 2-Coach Level and Development 1 clinics therefore Coaches will receive 3 Professional Development points towards Certification Maintenance.*

Certification Maintenance | Professional Development

In order for NCCP coaches to maintain their ‘Certified’ status, they will be required to obtain a required number Professional Development (PD) points over a 5 year period.

The chart below defines number of Professional Development points required by stream/level:

Certification / Stream	5 Years
High Performance 1 (HP1) <i>Competition Development</i>	30 Points
Development 1 (D1) <i>Competition Introduction</i>	20 Points
Coach 2 – Coach Level (C2) <i>Community Sport</i>	10 Points

Notes:

- *If Coach does not complete Hockey Canada Certification Maintenance within 5 year window, qualification will revert from ‘Certified’ to ‘Trained’*
- *The Hockey Canada Certification Maintenance Program replaces the OMHA’s Continuing Education Program (CEP) for Coaches. The Professional Development Points, their value and requirements by level of Certification are completely different. Review the **Hockey Canada NCCP Certification Maintenance document** (attached)*
- ***The OMHA Coach Refresher Clinic will no longer renew Coach Qualifications as it did in the past.** The Coach Refresher Clinic will be a Professional Development option for Coaches and will now carry a value of 3 Professional Development points in the Certification Maintenance Program*

Tracking Qualifications

‘The Locker’ | Coaching Association of Canada Database

- Professional Development points will be tracked on the Coach’s Transcript in ‘The Locker’ which is the Coaching Association of Canada’s online database - www.coach.ca
- Coaches can create a log-in and access their Profile and Transcript online
- ‘The Locker’ will track Professional Development points and will update the Hockey Canada Registry (HCR) Profile when ‘Certified’ status is renewed
- For direction on how to access ‘The Locker’, review the **How to Log into ‘The Locker’ - CAC Information** document (attached)

Hockey Canada Registry | HCR

- Coach qualifications, activity, team rostering and history will continue to be managed through the Hockey Canada Registry (HCR)
- Team Officials can access their profile on the Hockey Canada Registry by establishing an eHockey account – directions can be found on the Coaches section at www.omha.net

Questions / Inquiries

For additional information on the Revised NCCP for Hockey, contact:

Ian Taylor
Director, Development Programs
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NCCP COMMUNITY COACH

**COACH 1 – INTRO TO COACH
COACH 2 – COACH LEVEL**

The Community Coach clinic (formerly called Coach Stream) is designed for the coach who is new to the coaching program and working with players at the House League/Local League level. This clinic is listed as Coach 2 – Coach Level in the HCR and OMHA website under Clinic Listings. Participants will receive both Coach 1 and Coach 2 “Trained” status.

The Community Coach clinic is delivered in two parts. In Part A, the Participant registers and completes the 4-hour Hockey University (HU) Online component before proceeding to Part B, the in-person clinic which includes 4 hours in-class and 2 hours on-ice.

One of the most important distinctions for this new education/training model is that it is an athlete-centered approach to training coaches. This means the needs of the coach are defined by the needs of the athletes.

OVERVIEW

Goals of Participation	Fun, Fitness and Fundamentals
Frequency of Participation	1-2 times per week
Level of Competition	Practice drills, informal & modified games, Low - within community
Proficiency of players	Acquiring basic skills, for many just getting started, “Learn to Play” program
Age of participants	Children Under 8-years of age to youth
Stage in the athlete’s development	FUNDamentals of game

COMMUNITY COACH OUTCOMES

1. Utilize a basic plan from relevant HOCKEY CANADA resources that serve as a priority checklist for on/off-ice activities throughout the season.
2. Communicate and interact effectively with players, parents, officials and league administrators through parent meetings, team building and other team activities.
3. Demonstrate awareness of the game environment and respond appropriately by encouraging participants and working with the fair play guidelines.
4. Utilize and conduct an effective on-ice practice for skill and tactic acquisition using appropriate drills in a safe and enjoyable atmosphere which respects the age and proficiency of the participants.
5. Verify the safety of all facilities that the athletes are participating in.
6. Be a positive role model.

WHAT HAPPENS ONCE CONTACT HAS BEEN INITIATED BY HOST CENTRE?

- Advise Host of fee structure, attendance requirements and *HU - ONLINE course.
- **Effective 2014-2015, all Clinic registration will be completed online.**
- Receive written confirmation of clinic request from the Host.
- Issue written confirmation to Host Centre.
- Coordinate Instructor Assignments with list of available Instructors in your area.
- Add assigned OMHA NCCP Instructor into HCR Clinic information.
- Advise OMHA office (Clinic Booking Form – See Sample and guidelines for submission).

Note: All Instructors assigned to a Clinic must be accredited OMHA/NCCP Instructors; it is not permitted to utilize an individual, no matter how knowledgeable you deem that individual to be, if the individual is not accredited to Instruct in the OMHA.

WHEN IS A COMMUNITY COACH CLINIC HELD?

- Weekends are preferred.
- Agenda is flexible to allow Host Centre/Instructor/Coordinator flexibility.
- Clinic Instructional time is 6 hours (4 hours in-class, 2 hours on-ice session).

Ice Session (2 hours required)

- The Ice Session should be scheduled at the end of the clinic.
- **NO TEAM** is required for the Ice Session.

HOST RESPONSIBILITIES

- Arrange Meeting Room suitable for the projected number of participants (classroom setting - tables & chairs)
- Registration Desk / Area.
- Chalkboard / Flipchart and Markers.
- Overhead projector, LCD projector, extension cord.
- Pucks - 1 per participant
- Pylons - 12
- Participants must provide skates/ stick, CSA Certified Helmet.

TRAINER AT ICE SESSION

Clinic Host will be required to have a Certified Trainer available at the player bench for all ice sessions.

COORDINATOR RESPONSIBILITIES

- Provide Videos:
 - Intro Highlight videos (If applicable)
 - Hockey Canada Technical Skills DVD's
- Distribute to Participants upon Registration:
 - Individual Registration Forms
 - Coach Participant Learning Log Workbook
 - Hockey Canada Network App – Access Code Card
 - Checking Guide
 - OMHA Coach Pack

- Participants are required to pre-register for the clinics they are attending.
- *HU – ONLINE Coach 1 / 2 course **Must** be completed prior to in-class session.

At the clinic, the Coordinator will be responsible for the following.

- Request the return of the neatly and legibly completed Registration Forms as soon as possible.
- Sort Registration Forms (surname by Alpha).
- **Ensure *HU-Online course completed by participants prior to entry to clinic.**
- Ensure on-line reporting of clinic participants into the HCR database.
- Ensure completion of Clinic Report Form. Coordinator to include summary of Instructor Expense information. Distribution of this form is as indicated.
- Correctly completed Expense Claims should also be included with the Clinic Report.
- **Participants must attend entire Clinic to be accredited.**

CLINIC FEES

- The Registration Fee is \$110.00 (\$97.35 + \$12.65 HST) per participant.
- Participants must be a minimum of 16 years of age.
- Clinics require a minimum attendance of 20 and a maximum attendance of 40.
- **One cheque, payable to 'ONTARIO MINOR HOCKEY ASSOCIATION' must be provided to the Clinic Coordinator prior to clinic completion. This is the responsibility of the Host Centre.** Host Centres are responsible to fulfill all obligations regarding minimum clinic participant requirements. In cases where attendance is below the minimum of 20, the Host Centre is responsible for submission of the Fee based upon the minimum number of participants. (i.e. \$110.00 X 20 participants = \$2200.00).
- If possible, a Representative of the Host Association should be present to assist as required.
- Host Centres may build costs for incidental expenses (i.e. Facility Rentals, Meals) into the Participant Registration Fee, and should be factored in on a Pro Rata / Per Participant shared basis.
- **Note: Clinics must be operated on a cost-recovery basis and not as a source of revenue generation for the Host Centre.**

Clinic Agenda

Time	Registration
0800 - 0830	<p><u>Registration</u></p> <ul style="list-style-type: none"> • Registration / Sign in • Provide resources – 1) Skills Manual 2) Skills of Gold DVD's 1 - 4
Time	Agenda
0830 – 0930 60 min	<p><u>Welcome</u></p> <ul style="list-style-type: none"> a) Key outcomes for the session b) Review of On-Line Components c) Long-Term Player Development
0930 – 1030 60 min	<p><u>The Practice Environment</u></p> <ul style="list-style-type: none"> a) Emergency action plan b) Use of Resources - Use of skills manual & videos c) Practice Delivery d) Half ice / Shared ice Practices
1030 – 1130 60 min	<p><u>Developing Skills</u></p> <ul style="list-style-type: none"> a) Skill Progressions b) Skill Analysis / Detecting and correcting errors
1130 – 1230 60 min	<p><u>On Ice Session</u></p> <ul style="list-style-type: none"> a) Overview b) Checklist c) Effective Use of Voice d) Checking Skills
1230 – 1430 2.0 hrs	<p><u>On Ice Session</u></p> <ul style="list-style-type: none"> a) Ice Awareness / Safety – 15 min b) Skating – 20 min c) Puck Control – 20 min d) Use of stations – 15 min e) Small Area games – 20 min f) Checking – 30 min

Community Coach Clinic – In Class Session

Clinic Format Overview

The Community Coach Clinic is divided into two components.

1. Classroom: 4.0 hours
2. Ice time: 2.0 hours

Clinic Classroom Agenda (4.0 hours)

Part 1: Introduction: (60 min)

- Key outcomes for the clinic
- Review of On-Line components
- Long Term Player Development

Part 2: The Practice Environment: (60 min)

Presentation: PowerPoint, discussion, videos

- Emergency action plan
- Use of Resources - Use of skills manual & videos
- Practice Delivery
- Half ice / Shared ice Practices

Part 3: Developing Skills (60 min)

Presentation: PowerPoint, discussion, videos

- Skill Progressions
- Skill Analysis / Detecting and correcting errors

Part 4: On Ice Session (60 min)

- Overview
- Checklist
- Effective Use of Voice
- Checking Skills

Instructional Ice Session Agenda (2.0 hours)

- Ice Awareness / Safety
- Skating
- Puck Control
- Use of Stations
- Small Area Games
- Checking

COACH REFRESHER

OVERVIEW

This program applies exclusively to Coaches in the Ontario Minor Hockey Association in accordance with OMHA Regulations.

The OMHA Coach Refresher Clinic will be a Professional Development option for Coaches and will now carry a value of 3 Professional Development points in the Certification Maintenance Program.

The clinic serves as an update/development tool for coaches, as well as providing a forum for coaches active in the field to discuss current issues and exchange ideas. The Program will feature sessions designed by the OMHA Coaching Technical Committee.

WHAT HAPPENS ONCE CONTACT HAS BEEN INITIATED BY HOST CENTRE?

- Advise Host of fee structure & attendance requirements.
- **Effective 2014-2015, all Clinic registration will be completed online.**
- Receive written confirmation of clinic request from the Host.
- Issue written confirmation to Host Centre.
- Coordinate Instructor Assignments with list of available Instructors in your area.
- Add assigned OMHA NCCP Instructor into HCR Clinic information.
- Advise OMHA office (Clinic Booking Form – See Sample and guidelines for submission).

Note: All Instructors assigned to a Clinic must be accredited NCCP Instructors; it is not permitted to utilize an individual, no matter how knowledgeable you deem that individual to be, if the individual is not accredited to Instruct in the OMHA.

WHEN IS A COACH REFRESHER CLINIC HELD?

- Weekday evenings are preferred.
- Agenda is flexible to allow Host Centre / Instructor / Coordinator flexibility.
- Clinic Duration: 4 Hours in classroom (No Ice) or 3 Hours in classroom (1 Hour on-ice)

HOST RESPONSIBILITIES

- Arrange Meeting Room suitable for the projected number of participants (Classroom setting - tables & chairs)
- Registration Desk / Area
- Chalkboard / Flipchart and Markers
- Overhead projector, LCD projector, extension cord

TRAINER AT ICE SESSION

Clinic Host will be required to have a Certified Trainer available at the player bench for all ice sessions. (If Ice Session is Applicable)

COORDINATOR RESPONSIBILITIES

- Provide Videos:
 - Intro Highlight videos (If applicable)
- Distribute to Participants upon Registration:
 - Individual Registration Forms
 - Refresher Participant Workbook
 - OMHA Coach Pack
 - Hockey Canada NCMP Skills and Drills DVD
- Request the return of the neatly and legibly completed Registration Forms as soon as possible.
- Sort Registration Forms (surname by Alpha).
- Ensure on-line reporting of clinic participants into the HCR database.
- Ensure completion of Clinic Report Form. Coordinator to include summary of Instructor Expense information. Distribution of this form is as indicated.
- Correctly completed Expense Claims should also be included with the Clinic Report.
- **Participants must attend entire Clinic to be accredited.**

CLINIC FEES

- The Registration Fee is \$50.00 (\$44.25 + \$5.75 HST) per participant.
- Clinics require a minimum attendance of 20 and a maximum attendance of 40.
- **One cheque, payable to 'ONTARIO MINOR HOCKEY ASSOCIATION' must be provided to the Clinic Coordinator prior to clinic completion. This is the responsibility of the Host Centre.** Host Centres are responsible to fulfill all obligations regarding minimum clinic participant requirements. In cases where attendance is below the minimum of 20, the Host Centre is responsible for submission of the Fee based upon the minimum number of participants. (i.e. \$50.00 X 20 participants = \$1000.00).
- If possible, a Representative of the Host Association should be present to assist as required.
- Host Centres may build costs for incidental expenses (i.e. Facility Rentals, Meals) into the participant Registration Fee, and should be factored in on a Pro Rata / Per Participant shared basis.
- **Note: Clinics must be operated on a cost-recovery basis and not as a source of revenue generation for the Host Centre.**

NCCP DEVELOPMENT 1

The NCCP Development 1 clinic is designed for a coach who is working with players at the Competitive (Rep level) Stream. This clinic is recommended for coaches working with Rep Level players, Pee wee to Juvenile and is the minimum requirement to coach Rep Hockey in the OMHA.

One of the most important distinctions for this new education/training model is that it is an athlete-centered approach to training coaches. This means the needs of the coach are defined by the needs of the athletes. Participants will be grouped with other coaches working at the same age-group & level.

OVERVIEW

Goals of Participation	Fun, Fitness, Fundamentals and performance on provincial level
Frequency of Participation	2-4 times per week
Level of Competition	Medium – regional to provincial rep level
Proficiency of players	Consolidating basic skills and tactics
Age of participants	Youth
Stage in the athlete's development	Training to Train

WHAT HAPPENS ONCE CONTACT HAS BEEN INITIATED BY HOST CENTRE?

- Advise Host of fee structure & attendance requirements.
- **Effective 2014-2015, all Clinic registration will be completed online.**
- Ensure Host supplies a Certified Trainer for the Ice Session.
- Receive written confirmation of clinic request from the Host.
- Issue written confirmation to Host Centre.
- Coordinate Instructor Assignments with list of available Instructors in your area.
- Add assigned OMHA NCCP Instructor into HCR Clinic information.
- Advise OMHA office (Clinic Booking Form – See Sample and guidelines for submission).

Note: All Instructors assigned to a Clinic must be accredited NCCP Instructors; it is not permitted to utilize an individual, no matter how knowledgeable you deem that individual to be, if the individual is not accredited to Instruct in the OMHA.

ICE SESSIONS: 2 Hours On-Ice in Total

- 2 hours of ice are required at the end of Day 2. It is imperative that the ice time takes place at the end of the day since the participants will design practice session drills in class. The ice session is the culmination of curriculum delivered during the clinic.
- **TEAMS ARE NOT REQUIRED** for the Ice Session on Day 2.

WHEN IS A DEVELOPMENT 1 CLINIC HELD?

- 16 hours of clinic instructional time.
- Clinic is divided into 4 x 4 hour instructional segments.
- The instructional time for both Day 1 and Day 2 will be 8 hours per day.
- D1 clinic is to be delivered on weekends (Saturday – 8 hrs. & Sunday 8 hrs.). Coordinators must have permission from the Chair – Coaches Program prior to booking the clinic if there is a request to deliver during the clinic outside parameters of the clinic agenda.
- Ice time should be appropriately scheduled to complement classroom instructional modules.

HOST RESPONSIBILITIES

- Arrange Meeting Room suitable for the projected number of participants (Classroom setting - tables & chairs)
- Registration Desk / Area
- Chalkboard / Flipchart and Markers
- Overhead projector, LCD projector, extension cord
- Pucks - 1 per participant
- Pylons - 12
- Participants must provide skates/ stick, CSA Certified Helmet.

TRAINER AT ICE SESSION

Clinic Host will be required to have a Certified Trainer available at the player bench for all ice sessions.

COORDINATOR RESPONSIBILITIES

- Provide Videos:
 - Intro Highlight videos (If applicable)
 - Hockey Canada Technical Skills DVD's
- Distribute to Participants upon Registration:
 - Individual Registration Forms
 - Development 1 Participant Coach Workbook
 - Hockey Canada Network App – Access Code Card
 - Checking Guide
 - OMHA Coach Pack
- Request the return of the neatly and legibly completed Registration Forms indicating their current Qualification.
- Ensure on-line reporting of clinic participants into the HCR database.

- Ensure completion of Clinic Report Form. Coordinator to include summary of Instructor Expense information. Distribution of this form is as indicated.
- Correctly completed Expense Claims should also be included with the Clinic Report. These forms to be submitted immediately following the clinic.
- **Participants must attend entire Clinic to be accredited.**

CLINIC FEES

- The Registration Fee is \$130.00 (\$115.04 + \$14.96 HST) per participant.
- Participants must be a minimum of 16 years of age.
- Clinics require a minimum attendance of 20 and a maximum attendance of 40.
- **One cheque, payable to 'ONTARIO MINOR HOCKEY ASSOCIATION' must be provided to the Clinic Coordinator prior to clinic completion. This is the responsibility of the Host Centre.** Host Centres are responsible to fulfill all obligations regarding minimum clinic participant requirements. In cases where attendance is below the minimum of 20, the Host Centre is responsible for submission of the Fee based upon the minimum number of participants. (i.e. \$130.00 X 20 participants = \$2600.00).
- If possible, a Representative of the Host Association should be present to assist as required.
- Host Centres may build costs for incidental expenses (i.e. Facility Rentals, Meals) into the participant Registration Fee, and should be factored in on a Pro Rata / Per Participant shared basis.
- **Note: Clinics must be operated on a cost-recovery basis and not as a source of revenue generation for the Host Centre.**



Day 1

Introduction	30 min.
Communication	60 min.
Long-Term Player Development	60 min.
Break	
Making Ethical Decisions	90 min.
Lunch Break	
Team Building & Coach Philosophy	30 min.
Drill Design / Teaching Technical Skills	60 min.
Break	
Developing Drill Progressions / Skill Analysis	45 min.
Bringing it Together - Seasonal Plan	30 min.
Checking in Hockey	60 min.
Risk Management / Emergency Action Plan	15 min.
Total Facilitation Time	8.0 hours

Day 2

Individual Tactics	75 min.
Team Tactics	75 min.
Break	
Transition	30 min.
Goaltending	60 min.
Lunch	
Practice Planning	120 min.
Break	
Ice Session	120 min.
Total Facilitation Time	8.0 hours



SUMMARY INFORMATION

OMHA COACHING PROGRAMS

CLINIC FEE SCHEDULE

HOST CENTRES

Community Coach	\$110.00 (\$97.35+\$12.65 HST)/participant (Minimum: 20)
Development 1	\$130.00(\$115.04+\$14.96 HST)/participant (Minimum: 20)
Coach Refresher	\$50.00 (\$44.25 + \$5.75 HST)/participant (Minimum: 20)

INSTRUCTORS

Community Coach / Development 1	\$30.00/Contact Hr.
Development Coordinator Honorarium	
Community Coach	\$65.00/Clinic
Development 1	\$100.00/Clinic
Coach Refresher	\$50.00/Clinic

EXPENSES

Mileage	
Instructors	\$0.40/km.
Coordinators	\$0.40/km.
Meals (Paid on a PER DIEM basis)	
Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$22.00

Expense Claims for two meals (i.e. Breakfast and Lunch) in instances of Instructional assignments of four hours will not be approved.

See Additional Information in Expense Claims Submission Section.

EXPENSE CLAIM SUBMISSION

Accurate completion of and timely submission of Expense Claims is critical in ensuring effective processing of the large volume of Development Expense Claims received in the OMHA Office. Your cooperation in this is requested to enable us to process your claim as efficiently as possible. The following information is provided to you with respect to the submission of Development Program Expenses.

Timelines for submission:

Expenses received in excess of three months after the date incurred will not be honoured. Please also be aware of the OMHA fiscal year-end, which is **30 April**, and ensure submission of appropriate expenses in order that they are assigned to the appropriate fiscal year.

Travel / Meal Claims:

In all cases, claims are paid on actual mileage driven. Please log and record your actual traveling distances. A useful web-based reference tool is located at www.freetrip.com or www.mapquest.com.

Meals are based upon a per diem allowance; however, **claims are to be based upon actual purchase, not the maximum allowable. Meals should only be purchased in relationship to clinic activity.** If an individual only Instructs a portion of a Clinic, a claim should be made only for that portion of the day during which you are instructing.

Accommodation:

All Billings for planned overnight accommodation should be arranged through the OMHA Office. Bookings are to be based upon double occupancy. Corporate accounts have been established with all Comfort/Quality Hotels. Authorization for certain OMHA identified individuals to facilitate ease of booking has been arranged, and the authorized individuals notified. Should you have a particular supplier, vendor, or property with which you deal on a regular basis, contact the OMHA Office to arrange central billing. The rationale for this process is to support our personnel in the field, to avoid them having to carry expenses of any magnitude on personal credit cards.

Facility Rentals should also adhere to this model.

Receipts:

Currently, meals, mileage and fees are the only items for which receipts are not required. **Any other expenses for which a claim is submitted will not be honoured, unless accompanied by the appropriate receipt.**

Please ensure that all areas of the form are completed neatly, legibly, and all information is complete. It is important that all columns and rows are completed in full and show totals where appropriate. Expense claims, which are incorrect, incomplete or are not accompanied by the appropriate documentation, will be returned, unpaid to the claimant for correction. Please also ensure your personal information on file in the OMHA Office is current and advise promptly of any changes.

Please do not hesitate in contacting the OMHA Office should you have any inquiries.

ONTARIO MINOR HOCKEY ASSOCIATION
25 Brodie Dr. Unit 3
Richmond Hill Ontario
L4B 3K7

Phone: 905-780-6642

Fax: 905-780-0344

www.omha.net



Team Official Qualification Requirements 2016-2017

- All qualifications listed are the **MINIMUM REQUIREMENT**
- All Team Officials (Coach, Trainer, & Manager) require Respect in Sport (RiS)-Activity Leader or Speak Out!
- All qualifications must be registered with the OMHA

DIVISION	CATEGORY	HEAD COACH	ASSISTANT COACH	TRAINER
INITIATION TYKE	All	Coach 1-Intro to Coach Trained ¹	Coach 1-Intro to Coach Trained ¹	HTCP Level 1
NOVICE MINOR ATOM ATOM	All	Coach 2-Coach Level Trained ²	Coach 2-Coach Level Trained ²	HTCP Level 1
MINOR PEEWEE PEEWEE MINOR BANTAM BANTAM MINOR MIDGET MIDGET JUVENILE	House League (HL) Local League (LL) Minor Development (MD) Rostered Select (RS)	Coach 2-Coach Level Trained ²	Coach 2-Coach Level Trained ²	HTCP Level 1
MINOR PEEWEE PEEWEE MINOR BANTAM BANTAM MINOR MIDGET MIDGET JUVENILE (AAA/AA)	AA/A/BB/B/CC/C/DD/D (includes AE)	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
MINOR PEEWEE PEEWEE	AAA	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
MINOR BANTAM BANTAM MINOR MIDGET MIDGET	AAA	High Performance 1 Certified ⁵	Development 1 Trained ³	HTCP Level 1

COACHING QUALIFICATION LEGEND:

1. Coaches of House League/Local League/ Minor Development / Rostered Select in divisions below Novice (Initiation & Tyke) **must** hold Coach 1-Intro to Coach qualification - **No other qualifications are accepted**
2. Coach 2-Coach Level 'Trained' or higher: Coach 2-Coach Level 'Trained' or 'Certified'; Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified'
3. Development 1 'Trained' or higher: Development 1 'Trained' or 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
4. Development 1 'Certified' or higher: Development 1 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
5. High Performance 1 'Certified' or higher: High Performance 1 & 2 'Certified'

ADDITIONAL NOTES:

REPRESENTATIVE (REP):

- AE is considered a category of Representative (Rep) hockey, under the Centre's Base Category

HOUSE LEAGUE (HL):

- Assistant Coaches at House League require Respect in Sport (RiS)-Activity Leader or Speak Out! only. However, they would require the appropriate qualification listed in chart above for participation with teams from outside their House League (i.e. exhibition and/or tournament play).
- In addition, if the Head Coach were not available to start a House League game, an appropriately NCCP qualified Coach would be required to act as the Head Coach.

OMHA DEVELOPMENT AND PLAYING RULES COMMITTEE

(EFFECTIVE 2016-2017 SEASON)

NAME	ADDRESS	CITY	P.CODE	TEL.	FAX.	EMAIL
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