

HOCKEY NEWFOUNDLAND & LABRADOR

HIGH PERFORMANCE PROGRAM



POLICY MANUAL

“STRIVE FOR EXCELLENCE”

As amended February 2010

TABLE OF CONTENTS

Section 1	Introduction	Page 1
Section 2	Program Structure	Page 3
Section 3	Administration	Page 7
Section 4	Program Staff	Page 8
Section 5	Eligibility Requirements	Page 9
Section 6	Competition	Page 11
Section 7	Participation	Page 13
Section 8	Codes Of Conduct/Discipline	Page 16
Section 9	Appeals	Page 20
Section 10	Communication	Page 21
Section 11	Finances	Page 22
Section 12	Accommodations	Page 23
Section 13	Travel	Page 24
Section 14	Operations	Page 25
Section 15	Technical Curriculum	Page 25
Section 16	Canada Games Regulations	Page 25
Section 17	Program Evaluation	Page 26
Appendix I	Job Descriptions	Page 27
Appendix II	Screening Application	Page 31

SECTION 1: INTRODUCTION

1.1 Purpose

- 1.1.1 The **High Performance Program** Policy Manual has been developed to provide continuing direction on the overall conduct of the Program to the membership of Hockey Newfoundland and Labrador. This Policy is dedicated to ensuring the long-term stability of the **High Performance Program** by providing the framework through which the program shall be delivered to our members and ensuring the successful evolution demonstrated in the past continues.
- 1.1.2 The **High Performance Program**, by its' very name, is expected to provide the highest calibre of developmental opportunity to our members that is possible. In ensuring that this expectation is accomplished this document is to be reviewed by the Officers of Hockey Newfoundland and Labrador on an annual basis to ensure that the goals of the membership are achieved and the Program continuously improves.
- 1.1.3 In providing direction to the membership this policy shall respect the relationship that the **High Performance Program** has with Hockey Newfoundland and Labrador and Hockey Canada's Program of Excellence and the role our Branch plays in the overall National Program. For this reason, this policy shall in no way contradict any Program of Excellence Policy of the Hockey Canada.
- 1.1.4 The **High Performance Program** Policy Manual has been developed for use in conjunction with the **High Performance Program** Operations and Technical Manuals.

1.2 BACKGROUND

- 1.2.1 Canada has competed at the International Level for many years and has enjoyed a significant degree of success throughout this period. In the past, Canada has sent club teams as well as all-star teams to represent our nation at the various International Championships and events. Over time, competition from other nations with evolving hockey programs began to Challenge our supremacy in the game of hockey.
- 1.2.2 As a world leader in the Sport of Hockey, Canada re-evaluated its' programs and the process through which National Teams were selected as well as the developmental methods being utilized to prepare these athletes for International competition. As result of this review, Canadian hockey established the National Program of Excellence as the process through which to improve upon the identification of top calibre players at the Regional and National levels as well as to prepare them to compete internationally.
- 1.2.3 Hockey Canada's Program of Excellence now not only encompasses the Men's and Women's National and Olympic Teams but also includes National Teams at the Female Under-22, Female Under 18, Male Under-20, and the Male Under-18 Divisions as well. At The Branch Level, teams at the Female Under 15 and 18 and Male Under 14, 15, 16 and 17 Age Divisions were established at the Provincial and/or Regional Levels.
- 1.2.4 Hockey Newfoundland and Labrador, as a supporting member of the Hockey Canada, assumes responsibility for the conduct of the **High Performance Program** at the Branch level annually.
- 1.2.5 The **High Performance Program** exposes participants to high level coaching and training methods, developmental and educational curriculum, consistent evaluation criteria and standards. The Program also provides for top regional, national and international competition. The policies and programs specified within this policy document demonstrate the delivery of the **High Performance Program** to our membership within the responsibility of Hockey Newfoundland and Labrador

1.3 PHILOSOPHY

- 1.3.1 Hockey Newfoundland and Labrador, through The **High Performance Program**, is dedicated to providing developmental opportunities to all participants within the Branch who strive to excel at their chosen discipline by providing high level developmental and competition in an environment based on respect for all participants.

- 1.3.2 The **High Performance Program** shall afford all eligible participants the opportunity to further develop their skills and abilities by providing for open enrolment at the zone identification camps that is without restrictions based on ability. The **High Performance Program** shall be open to all age eligible participants who shall apply. **See 5.2.6 for eligibility.**
- 1.3.3 The **High Performance Program** shall strive to be an educational program for all participants through the provision of current technical curriculum standards. Mentoring, quality instruction, national evaluation techniques, exposure to the newest trends in Hockey and information relating to future opportunities in Hockey.
- 1.3.4 The **High Performance Program Coordinator** shall provide all participants with constructive feedback **when requested** on performance based on standardized evaluation methods applied consistently throughout all phases of the Program.

1.4.1 MISSION

- 1.4.2 The overall mission of Hockey Newfoundland and Labrador's **High Performance Program** is to ensure that every participant is exposed to skill enhancement and positive development opportunities regardless of their position of advancement within the entire Program process. Each Participant should benefit from the Challenges and opportunities placed before them at each Phase of the overall process to enable them to achieve a higher level of understanding and development within the Game of Hockey.

1.5 PROGRAM SLOGAN

- 1.5.1 The **High Performance Program** is an opportunity for participants to test oneself in high level training and competition and upon completion of each phase, to be able to evaluate themselves and gain an understanding of the effort and knowledge required to further improve within the game of Hockey.
- 1.5.2 As a result, each participant should be able to attain a degree of improvement in their respective development through participating at each phase. As such, by testing oneself against themselves, each participant can "*Strive for Excellence*".

1.6 PARTICIPATION

- 1.6.1 The **High Performance Program** is established to provide growth and developmental opportunities for all participants within the Sport of Hockey. To this end, the Program of Excellence shall afford such opportunities to interested Players, coaches, trainers, officials, administrators and parents within the Branch.
- 1.6.2 Hockey Newfoundland and Labrador continues to strive to ensure that all stakeholders within the Branch are involved in the continued evolution and growth of the **High Performance Program** to ensure that the needs of all participants in the Hockey community are being met.

1.7 PARTNERSHIP

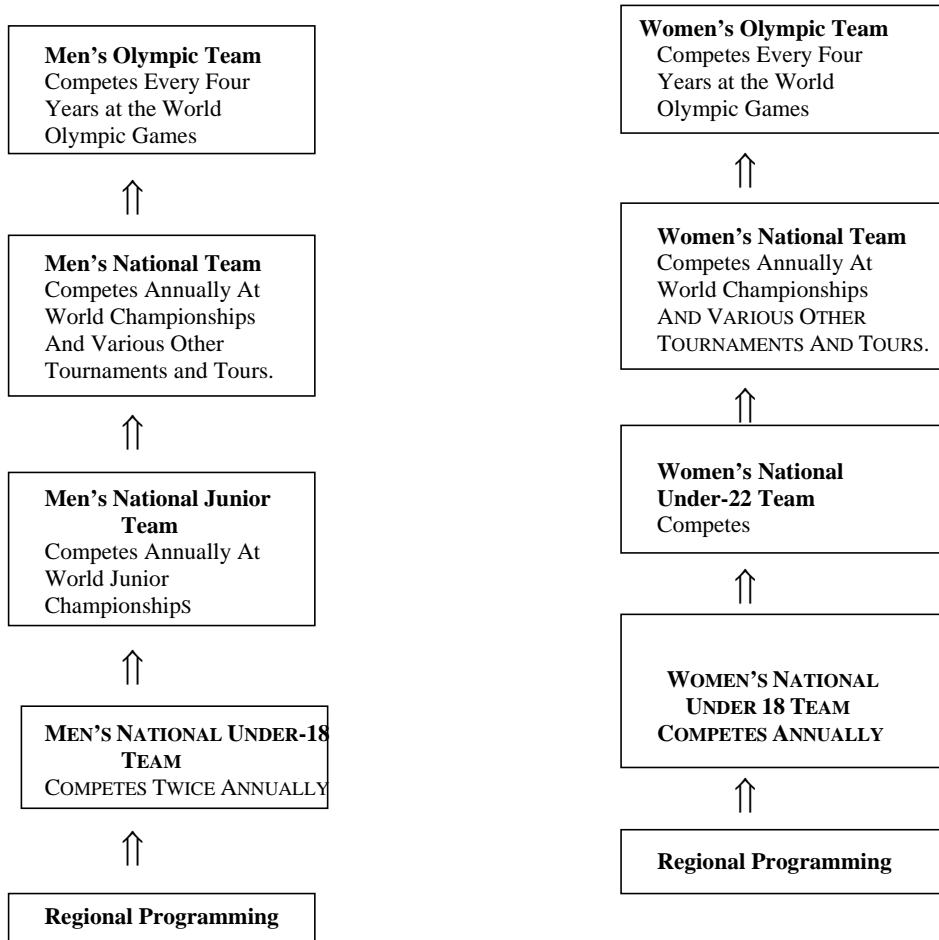
- 1.7.1 Hockey Newfoundland and Labrador is dedicated to the continued cooperation with **Hockey Canada's Atlantic Regional Centre**, Hockey New Brunswick, Hockey Nova Scotia and the Hockey PEI in the delivery of the **High Performance Program**. However, the roles and responsibilities of Hockey Canada's Atlantic Regional Centre are determined on an annual basis by the Executive Committee of Hockey Newfoundland and Labrador. Please note that anywhere in this policy where it reads the Hockey Canada's Atlantic Regional Centre it may mean only Hockey Newfoundland and Labrador based on the current season's agreement.

SECTION 2: PROGRAM STRUCTURE

2.1 NATIONAL PROGRAM OF EXCELLENCE

- 2.1.1 The Hockey Canada's Program of Excellence is composed of various teams for both female and male hockey. The National Teams compete at International Tournaments annually and the overall structure is designed to provide a continuum of development up to National Team Level.
- 2.1.2 The following table demonstrates the overall structure at the national level within the Program of Excellence as well as to illustrate the competition that each participates in annually.

HOCKEY CANADA – NATIONAL PROGRAM OF EXCELLENCE



2.2 REGIONAL PROGRAM OF EXCELLENCE

2.2.1 The Regional Program of Excellence consists of teams organized within five regions within Canadian Hockey. Those regions are comprised of:

Atlantic Region –	Hockey New Brunswick Hockey Newfoundland and Labrador Hockey Nova Scotia Hockey PEI
Quebec Region -	Hockey Quebec
Ontario Region -	Ottawa District Hockey Association Ontario Hockey Federation Hockey Northern Ontario
Western Region -	Hockey Manitoba Saskatchewan Amateur Hockey Association
Pacific Region -	Hockey Alberta British Columbia Amateur Hockey Association Hockey North

2.2.2 Regional Teams are selected at the Under-17 Male Level to play in world tournament annually. Canada normally provides five regional teams to the World U-17 Male competition and the remaining teams are from countries within the International Ice Hockey Federation. **An Atlantic Regional Team will be selected at the Female Under 18 level to compete in a national Tournament.**

2.2.3 **The World Under 17 Male Event is held every year. Female Under 18 Teams compete every year with the exception of Canada Winter Games years occurring every fourth year to provide this age group a high level competition.**

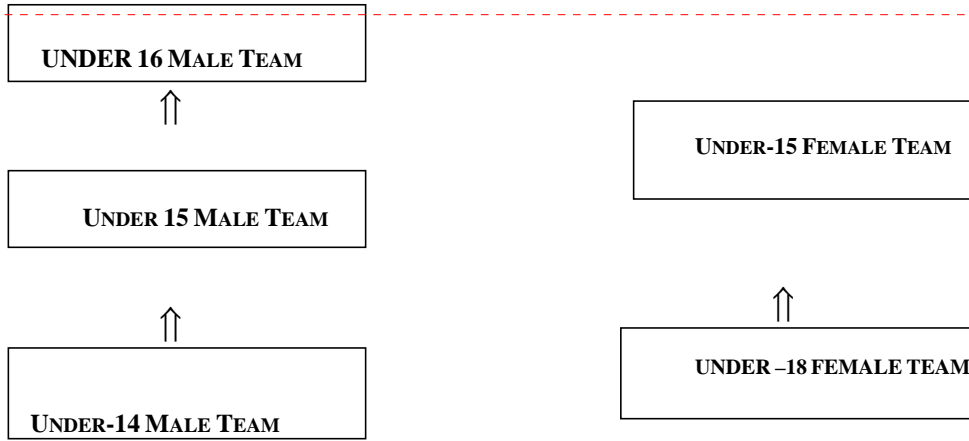
2.3 BRANCH HIGH PERFORMANCE PROGRAM

2.3.1 The Branch **High Performance Program** is also composed of both Female and Male Divisions designed to prepare players for participation in The Hockey Canada's Program of Excellence while exposing them to international concepts and competition at an early stage. While Branch program delivery may vary from province to province, the basic concepts and age categories are found in all programs.

2.3.2 The following table demonstrates the overall structure at the regional level within the Program of Excellence as well as to illustrate the competition that each participates in annually.

Hockey Newfoundland and Labrador – High Performance Program

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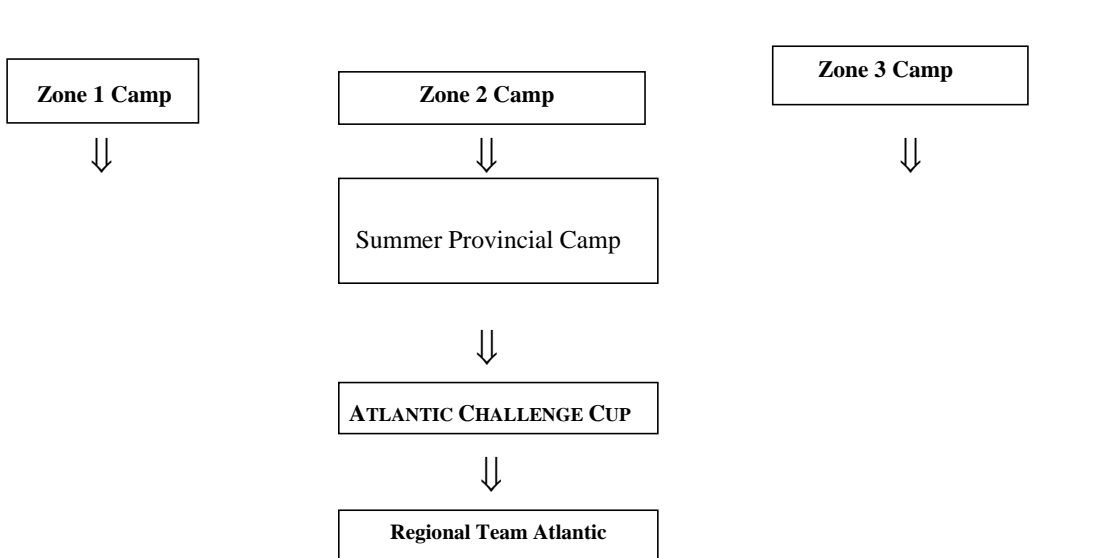


All teams participate at the Atlantic Challenge Cup.

2.4.1 The **High Performance Program** is structured to allow for maximum participation while providing the opportunity for participants to graduate through three key phases of development and selection. These respective phases are offered to ensure that the goals and objectives of the **High Performance Program** of providing developmental opportunities to all participants at all steps of their progression through the Program.

2.4.2 The program phases that are offered for the **Under 14**, Under 15 & Under-16 Males, Under 15 and Under-18 Females are:

HOCKEY NEWFOUNDLAND & LABRADOR – PROGRAM OF EXCELLENCE PHASES



2.4.3 UNDER 17 PLAYERS ARE INVITED TO PROVINCIAL EVALUATION CAMP WHERE PLAYERS ARE IDENTIFIED TO ATTEND AN ATLANTIC SELECTION CAMP FOR TEAM ATLANTIC.

2.5 ZONE CAMPS

2.5.1 The **High Performance Program** Zone Camps are based on the geographic structure within the Hockey Newfoundland & Labrador Minor Council. **Zone 1 shall consist of participants from the Labrador Region. Zone 2 will consist of participants Glovertown to Port aux Basques including all northern and southern areas). Zone 3 will consist of participants from Clarenville to St. John's.**

2.5.2 The Zone Camps shall consist of a maximum three-day event that combines development and competition over the course of the camp. All participants shall be exposed to on-ice practices and Game competition. Each camp shall consist of teams playing in a round robin competition where numbers dictate.

2.5.3 **A total of twelve players shall be selected from Zone 1 and a total of twelve players in the central region (Baie Verte to Glovertown) and twelve player in the western region (Deer Lake to Port Aux Basques including the northern peninsula) shall be selected from Zone 2 and total of twelve players in the Avalon region (Avalon Peninsula including Bay Arena and excluding St. John's Minor and Mount Pearl Minor) and twelve players from the eastern region (Clarenville to Bay Roberts including St. John's Minor and Mount Pearl Minor and excluding Bay Arena) shall be selected from Zone 3** to attend the Summer Provincial Camp. However, circumstances may dictate fewer or greater based on the skill level per camp and **the annual plan for the provincial camp.**

2.5.4 The annual operations of the Zone Camps shall be governed by the **High Performance Program** Operations Manual.

2.5.5 The annual technical curriculum of the Zone Camps shall be governed by the **High Performance Program** Technical Manual.

2.5.6 As the **High Performance Program** is intended to compliment normal programming within Hockey Newfoundland & Labrador, every effort must be made to ensure that the activities of the Program do not conflict with other sanctioned events held in the Branch. In keeping with this philosophy, Hockey Newfoundland & Labrador shall conduct all Zone Camps in the April/May timeframe during a period that does not conflict with other activities.

2.6 SUMMER PROVINCIAL CAMP

2.6.1 The Annual Summer Provincial Camp shall consist of a five-day event that combines education, development and competition over the course of the camp.

2.6.2 The Annual Summer Provincial Camp shall consist of **up to sixty** players who have been selected from the Zone Camps. This camp shall include competition, team practices, off-ice testing, and educational lectures as well as ice sessions specifically developed for defence, forwards and goalies.

2.6.3 A total of twenty players shall be selected from the Summer Provincial Camp to attend the Atlantic Challenge Cup except in Canada Winter Games years. In Canada Winter Games years, Hockey Newfoundland & Labrador may, in conjunction with the **Hockey Canada's Atlantic Regional Centre** and the Atlantic Branches, carry **up to** twenty-five players to this event for the purposes of evaluation.

2.6.4 The annual operations of the Summer Provincial Camp shall be governed by the **High Performance Program** Operations Manual.

2.6.5 The annual technical curriculum of the Summer Provincial Camp shall be governed by the **High Performance Program** Technical Manual.

2.6.6 Hockey Newfoundland & Labrador shall conduct the Summer Provincial Camp in the late July or early August timeframe annually. Scheduling of this phase must take into consideration players who have been drafted or signed to attend training camps or sanctioned teams to ensure that conflicts with these events are avoided. Such conflicts may place such players in jeopardy of losing their eligibility in the Program of Excellence.

2.7 ATLANTIC CHALLENGE CUP

2.7.1 The Atlantic Challenge Cup shall be held in October each season and shall consist of a four-day event that combines development and competition over the course of the tournament.

2.7.2 The Atlantic Challenge Cup Team shall consist of twenty players who have been selected from the Summer Development Camp.

2.7.3 Players at the Under-18 Female divisions shall be selected to participate on a regional team in those years where regional team events are scheduled by Hockey Canada.

2.7.4 In Canada Winter Games years players may be selected to compete for their respective provinces' Canada Games' teams.

2.7.5 **Hockey Canada's Atlantic Regional Centre** shall determine the annual operations of the Atlantic Challenge Cup in consultation with the four Atlantic Branches.

2.7.6 The Atlantic Challenge Cup shall be scheduled to take place on the Thanksgiving Weekend in October annually.

2.8 TEAM ATLANTIC

2.8.1 **Hockey Canada's Atlantic Regional Centre** shall administer Team Atlantic programs for the Male Under-17 and Female Under-18 divisions. **Hockey Canada's Atlantic Regional Centre** shall administer all policies for the Team Atlantic regional teams, in consultation with the Atlantic Branches.

SECTION 3: ADMINISTRATION

3.1 Hockey Newfoundland & Labrador

3.1.1 The **High Performance Program** and its' policies shall be administered by Hockey Newfoundland & Labrador in cooperation with **Hockey Canada's Atlantic Regional Centre**. Hockey Newfoundland & Labrador through its' Executive Committee shall establish and approve a Memorandum of Understanding and/or Service Level Agreement annually that will govern the role of **Hockey Canada's Atlantic Regional Centre** within the Branch **High Performance Program**.

3.1.2 This agreement will be established with the full consultation of the Chairman of Hockey Development, and the Manager, Hockey Operations at **Hockey Canada's Atlantic Regional Centre** prior to approval annually.

3.2 CHAIR OF HOCKEY DEVELOPMENT

3.2.1 The Chair of Hockey Development of Hockey Newfoundland & Labrador shall Chair all development programs within the Branch. As such, the Chair of Hockey Development shall act as the Branch's representative for all **High Performance Program** policy, operational, technical and financial matters.

3.2.2 The Chair of Hockey Development shall ensure the direction and objectives of the **High Performance Program** as established within the policy, operation and technical manuals are adhered to and shall report the operations of the branch **High Performance Program** to the membership each year at the annual general meeting.

3.3 HIGH PERFORMANCE PROGRAM COORDINATORS

- 3.3.1 The **High Performance Program** Coordinators shall conduct the day-to-day activities of the program. The Coordinators shall be responsible to ensure that all aspects of the program are conducted in a manner that adheres to branch policies and regulations. **A coordinator for the male and female division shall be appointed annually by the branch**
- 3.3.2 The **High Performance Program Coordinators**, in conjunction with the Executive Director, shall be responsible to submit an annual plan and budget to the Chair of Hockey Development for approval by the Officers of Hockey Newfoundland & Labrador. The Coordinators shall be responsible to provide reports on all program activities to the Chair of Hockey Development, within thirty days of the completion of specific events.
- 3.3.3 The **High Performance Program Coordinators** branch designate shall act as the site representative for all program activities on behalf of the branch and shall be responsible to make all decisions as are deemed appropriate according to branch policies and regulations.
- 3.3.4 The **High Performance Program Coordinators** shall conduct all activities as established in the Program of Excellence Operations Manual.

SECTION 4: PROGRAM STAFF

4.1 PROVINCIAL STAFF

- 4.1.1 The Executive Committee of Hockey Newfoundland & Labrador shall appoint coaching and support staff for each age division within the **High Performance Program**. The Provincial Staff shall consist of:
- Head Coach (1)
 - Assistant Coaches (2)
 - Trainer (1)
 - Director of Hockey Operations (1)
 - Other support staff as required pending budget approval
- 4.1.2 Each staff position shall be assigned specific duties within the **High Performance Program**. All job descriptions relating to each specific position are found in the appendix.
- 4.1.3 Provincial staff members will be responsible for the following aspects of the **High Performance Program**.
- Player Evaluation and Selection at the Zone Camps;
 - On and off-ice curriculum, player evaluation and selection at the Summer Provincial Camp;
 - On and off-ice curriculum and bench management during competition at the Atlantic Challenge Cup; and
 - Injury treatment and risk management.

4.2 Zone Camp Staff

- 4.2.1 Hockey Newfoundland & Labrador shall appoint Zone Camp staff for each age division within the **High Performance Program**. The Zone Camp staff shall consist of:
- Coach/Evaluators (maximum 3 per Zone)
 - Trainers (1 per Zone)
- 4.2.2 Each staff position shall be assigned specific duties within the **High Performance Program**. All job descriptions relating to each specific position are found in the appendix.

4.2.3 Coach/Evaluators shall be responsible for the following aspects of the **High Performance Program**:

- On-ice curriculum during practices and player evaluation at the Zone Camp;
and
- Injury treatment and risk management.

4.3 OFFICIALS

4.3.1 Hockey Newfoundland & Labrador shall appoint on-ice officials for each phase of the Program. All appointments of officials shall be made upon recommendation of the Referee-in-Chief or designate.

4.4 SUPPORT STAFF

4.4.1 Hockey Newfoundland & Labrador may appoint additional support staff as is deemed necessary. Such staff shall include all personnel required to perform the duties of minor officials, supervision, team or group leaders, or other functions as required.

SECTION 5: ELIGIBILITY REQUIREMENTS

5.1 GENERAL

5.1.1 The **High Performance Program** is open to all age eligible participants within Hockey Newfoundland & Labrador who are members in good standing. Registration shall be voluntary and every effort shall be made to enrol all interested participants.

5.1.2 All participants must be Canadian citizens or those whom have landed immigrant status at least 90 days prior to the commencement of the first phase of the **High Performance Program** for the age division registered for.

5.2 PLAYER ELIGIBILITY

5.2.3 Players must be available to attend all aspects of the **High Performance Program** to be considered eligible for advancement to the next phase unless they meet the criteria established for **exemptions based on injury, compassionate reasons or educational reasons as defined in 7.7, 7.8 & 7.9.**

5.2.4 Players must have submitted all registration fees as required for the specific phase to be attended in order to be considered eligible to participate in the next phase of the **High Performance Program**.

5.2.5 For the purposes of the Zone Camps, players must participate in the region of their permanent residence as outlined by Hockey Canada. **Hockey Newfoundland & Labrador retains** the ability to place players in a Zone Camp, other than the region in which players reside. This shall occur only when the requirement exists for the purposes of increasing enrolment and improving operations or for **extenuating circumstances as determined by the High Performance Program Coordinators and Hockey Development Chair.**

5.2.6 Players who meet the following age requirements shall be eligible for the specific division indicated below:

- Female Under-18: Female players who are 15, 16 or 17 on or before December 31st each year.
- Female Under 15: Female players who are 12, 13 or 14 on or before of December 31st each year.
- Male Under-17: Male players who are 16 on or before December 31st each year.
- Male Under-16: Male players who are 15 on or before December 31st each year.
- Male Under-15: Male player who are 14 on or before December 31st each year.

- **Male Under-14: Male players who are 13 on or before December 31st each year.**

5.3 UNDERAGE PLAYERS

- 5.3.1 Underage players will only be accepted into Male Under16 and Female Under18 programs in the year leading to the Canada Games competition. Under age players will be accepted in the Under 17 program as defined in the Team Atlantic policy developed by Hockey Canada.**

5.4 OUT OF AREA PLAYERS

- 5.4.1 Participants who are away at schools, universities, or playing on teams located in other provinces must meet all eligibility requirements of Hockey Newfoundland & Labrador in order to participate in the **High Performance Program**
- 5.4.2 Players who are members in good standing in Hockey Newfoundland & Labrador or are former members and who have advanced directly from Hockey Newfoundland & Labrador to the Quebec Major Junior Hockey League, the Maritime Junior “A” Hockey League, or a Junior League in another branch shall be eligible for the **High Performance Program**.
- 5.4.3 Players attending a residential school, as defined by Hockey Canada, whose parents are resident in Newfoundland & Labrador, shall be eligible for the **High Performance Program** provided they meet the following criteria:
 - The player must have advanced directly to the residential school from Hockey Newfoundland & Labrador where the player must have been a member in good standing at the time of departure.
 - The player is responsible for all costs including travel to and from the Residential school to the Program site, all camp fees, Hockey Canada Insurance fees, and Hockey Newfoundland & Labrador membership fees.
 - The player must meet all other eligibility criteria established within the **High Performance Program**.

5.5 STAFF ELIGIBILITY

- 5.5.1 Any individual who is a member in good standing with Hockey Canada and/or Hockey Newfoundland & Labrador may apply for a position of coach, trainer or DOP with the **High Performance Program**.
- 5.5.2 All staff members must be residents within the province of Newfoundland & Labrador at the time of their application and acceptance into the Program.
- 5.5.3 Individuals who wish to coach with the **High Performance Program** must hold the following certification or be prepared to obtain such certification prior to the commencement of any activities associated with the position applied for. The certifications required for **High Performance Program** positions are:
 - Head Coaches of Provincial Teams – National Coaches Certification Program, Advanced Level One or High Performance Stream 1; Speak Out Program
 - Assistant Coaches of Provincial Teams – National Coaches Certification Program, Advanced Level One or High Performance Stream 1; Speak Out Program .The program may appoint one assistant coach with Intermediate or Development Stream_1 certification for one year only on the understanding he/she must be willing to obtain High Performance 1 certification the next time the course is offered in Atlantic Canada.
 - Coach/Evaluators of Zone Camps – National Coaches Certification Program, Intermediate Level or D1; Speak Out Program
 - Trainers for all teams –Hockey Canada Safety Program; Speak Out Program

- Officials for all events – HCOP Level II or III, Speak Out Program, and recommendation by the Referee-in-Chief
- 5.5.4 All staff must be approved through Hockey Newfoundland & Labrador’s Volunteer Screening Program. Individuals applying for a position with the **High Performance Program** must submit to a Criminal Records Verification. This information must accompany any application in order to be considered. A sample of the “Volunteer Screening Package” is found in Appendix
- 5.5.5 Staff members will not be permitted to participate in any age division where they have a child (either as a parent or legal guardian) registered as a participant.
- 5.5.6 No staff member may be selected to participate in the **High Performance Program** for more than four (4) consecutive years and not more than six (6) years in total. This only applies where qualified staff are available or of availability of staff is non-existent, then this section can be waived by the Hockey Development Chairperson in consultation with the **High Performance Program** Coordinator.
- 5.5.7 The **High Performance Program** Coordinator shall maintain an inventory of all staff that has participated in the High Performance Program. This listing shall be submitted annually to the Chair of Hockey Development and branch office for record keeping.

5.6 CONFLICT OF INTEREST

- 5.6.1 All individuals who make application for staff positions within the program must disclose any activities that may be deemed to place the individual in a direct or potential conflict of interest with the policies of the **High Performance Program**. This information must be provided to Hockey Newfoundland & Labrador at the time of application.
- 5.6.2 All information relating to the individual’s involvement as well as any involvement of any and all related children with any team, league or association within Hockey Newfoundland & Labrador must be disclosed. All other information relating to the individual’s involved with other hockey related activities including private hockey schools and private hockey teams or ventures must also be reported.
- 5.6.3 Individuals, who are involved with groups that offer hockey programs which conflicts with HNL programs, will not be considered for a **High Performance Program** staff position.
- 5.6.4 All Conflict of Interest disclosures must be completed by using the “Conflict of Interest Disclosure Form” to be considered. A sample of this form is found in appendix. Failure to disclose information relating to potential conflicts of interest may cause revocation of privileges in the **High Performance Program**.

SECTION 6: COMPETITION

6.1 SITE SELECTION

- 6.1.1 The sites and venues for all Hockey Newfoundland & Labrador **High Performance Program** events must be approved by the Chair of Hockey Development upon recommendation by the **High Performance Program** Coordinators and the Executive Director each season.
- 6.1.2 Selection of program sites should provide preference to venues that include facilities to conduct off-ice activities including meetings, lectures, and physical testing exercises in addition to arena facilities.
- 6.1.3 Where possible, every effort should be made to arrange for long term agreements to contract for sites for up to three years so as provide stability and continuity to programming. All agreements to contract must be authorized by the Executive Director.

6.2 SCHEDULING

- 6.2.1 All scheduling requirements for competition for the Zone Camps and Summer Provincial Camp shall be as specified in the **High Performance Program** Operations Manual.
- 6.2.2 All scheduling for competition for the Atlantic Challenge Cup shall be the sole responsibility of **Hockey Canada's Atlantic Regional Centre**.
- 6.2.3 Participant's safety shall be given consideration in the scheduling of all program events. Scheduling shall address the need for adequate recovery time between activities and competition for all participants.

6.3 Games

- 6.3.1 Timings for all games for the purposes of selection in the Branch Zone Camps and the Summer Provincial Camps shall be as specified in the **High Performance Program** Operations Manual.
- 6.3.2 Timings for all games for the purposes of selection in the Atlantic Challenge Cup shall be determined by the Atlantic Centre of Excellence in consultation with the four Atlantic Branches.
- 6.3.3 All scheduling of games must ensure that the requirements for equal and fair evaluation of participants is given consideration to ensure the integrity of the selection process.

6.4 ICE TIME DISTRIBUTION

- 6.4.1 As the objective of the **High Performance Program** is to provide positive developmental opportunities to all participants and whereas the program is primarily an identification process, ice time shall be distributed equitably to all players during all events. At no time should program staff engage in the application of unfair ice time distribution unless the rationale is for disciplinary reasons and is clearly supported in the Code of Discipline (see section 8).
- 6.4.2 Line combinations and line-ups shall be determined by using the "Players Rotation Guide" found in the **High Performance Program** Operations Manual. This guide will ensure that players are provided with the opportunity to play with other TEAMMATES. As well as to reduce the risk of having players who are very familiar with each other's play gaining an unfair advantage over others by retaining the same line mates for extended portions in the selection process.
- 6.4.3 Ice time distribution to goaltenders shall be provided on an equal basis as determined over the entire event on a game-by-game basis. In situations where the number of goaltenders enrolled in a program phase exceeds the ability of the scheduled ice time to fairly evaluate each individual. Additional sessions shall be added to the overall program for the sole purpose of properly evaluating the goaltenders.

6.5 OFFICIALS

- 6.5.1 All competition within the Program shall be officiated by qualified personnel. The Referee-in-Chief or his/her delegate shall assign all officials.

6.6 MINOR OFFICIALS

- 6.6.1 The **High Performance Program** Coordinators shall select and assign all minor officials for Program competitions.

6.7 PLAYING RULES

- 6.7.1 All competition within the Program shall be played under the rules governing play as established by the Hockey Canada and Hockey Newfoundland & Labrador.

6.7.2 Penalties shall not be assigned to players as per the playing rules. For the purposes of the program, penalty shots will be awarded and the penalized team will not play short handed. This will ensure that ice time distribution is not negatively impacted and is in keeping with the selection process framework.

6.8 EQUIPMENT

6.8.1 All equipment used by participants in all program events must meet the minimum mandatory safety requirements as established by Hockey Canada and Hockey Newfoundland & Labrador.

6.8.2 Participants are responsible to provide all required personal hockey equipment at all events with the exception of sweaters that shall be provided to all participants for use during **provincial** event.

6.8.3 All staff that is involved in on-ice activities must wear a CSA approved helmet while conducting all sessions.

6.8.4 All sweaters shall show cresting that signifies the following organizations and aspects of the **High Performance Program** as a minimum:

- Hockey Newfoundland & Labrador – Large crest on front chest of sweater;
- Hockey Canada – Small Hockey Canada logo on front right shoulder;
- Stop Patch directly above the number on the back of sweater.

6.9 ADMISSION FEE

6.9.1 As the **High Performance Program** is a user pay program, no admission fees shall be assessed to persons attending any event within the Zone Camps and the Summer Provincial Camps. **Hockey Canada's Atlantic Regional Centre** as administrators for the Atlantic Challenge Cup, on consultation with the Host Committee, shall determine any admission fees to be assessed at the Atlantic Challenge Cup event.

6.10 BODY CHECKING

6.10.1 As the **High Performance Program** does not commence until the typical hockey season has concluded, and as the Program is conducted to prepare for events during the following season, the rules applicable to the following season shall apply. Using this application, the rules of Hockey Newfoundland & Labrador applicable to body checking shall apply permitting full body checking in the Male Under **14**, 15, 16 and 17 divisions.

6.10.2 Body checking will not be permitted in the Female Under 15 and 18 Division.

SECTION 7: PARTICIPATION

7.1 ENROLMENT

7.1.1 Hockey Newfoundland and Labrador shall distribute information on the registration process to every eligible player within Hockey Newfoundland and Labrador on an annual basis. A fee shall be established each year and should be sufficient to cover costs of the program.

7.2 PLACEMENT

7.2.1 Hockey Newfoundland & Labrador may place players on teams and groups for the purposes of competition, testing or other activities, as they deem necessary to meet the objectives of the Program. Such placement shall not be subject to appeal and shall be conducted with the utmost consideration for fairness and integrity.

7.3 EVALUATION

- 7.3.1 The **High Performance Program** strives to ensure that equitable, fair, relevant and consistent evaluation standards are applied to all participants involved in any program activities. In addition, all evaluations must only consider the abilities and skills demonstrated during the program.
- 7.3.2 All participants shall be evaluated within the **High Performance Program** at each phase in which they participate. Evaluations must be limited to the performance provided during the actual Program. Evaluations, reports, rankings and/or performance on other teams that occurred outside of the specific phase for which the participant is being evaluated shall not be considered.
- 7.3.3 All player evaluations shall be conducted using the detailed “Player Evaluation Guide” found in the **High Performance Program Manual**.
- 7.3.4 The program administrators shall conduct all evaluations of staff members involved in the **High Performance Program**. The evaluations shall be conducted using the “Staff Evaluation Guide” found in the **High Performance Program Operations Manual**. Staff evaluations shall be used solely to provide feedback on performance with the aim to assist the participant in developing positively within the **High Performance Program**.

7.4 PLAYER SELECTION

- 7.4.1 The selection of players to advance from one phase to another within the **High Performance Program** shall be based solely on the evaluations conducted by staff during the activities of the program. Hockey Newfoundland & Labrador shall administer the selection process at all events. The **High Performance Program** Coordinators shall ensure impartiality and fairness is applied during all aspects of the selection process.
- 7.4.2 Participants shall be selected at the various phases of the program as follows:
- Zone Camps: 60 players will advance to the Summer Provincial Camp in each division. **However, circumstances may dictate fewer based on the skill level, registration numbers for zone camps and the annual plan for the provincial camp.**
- 7.4.3 Summer Provincial Camp: 20 players will advance to the Atlantic Challenge Cup in each division. This number will consist of 2 goaltenders, 6 defensemen, and 12 forwards. In situations where the talent of the defence verses the forwards is significantly stronger based on the evaluations, staff will have the option of selecting 7 defensemen and 11 forwards. .
- Atlantic Challenge Cup: A minimum of 3 players from each Branch shall be selected to participate on the regional team in the Under-18 Female divisions.
- 7.4.4 Players shall be selected using the process detailed in the “Player Selection Guide” found in the **High Performance Program Operations Manual**.
- 7.4.5 Upon selection of the successful participants, the **High Performance Program Coordinator** shall prepare a list of alternate players. These alternate players shall be invited to participate as replacement in the event that any selected participant is unable to attend due to injury or for personal reasons. The alternates shall be ranked according to the scores acquired during the evaluation process of the previous phase. Alternates shall be requested to participate based on the ranking achieved for the position being replaced.

7.5 STAFF SELECTION

- 7.5.1 Hockey Newfoundland & Labrador shall be responsible for the selection of all provincial **High Performance Program** staff members annually. The Staff Selection Committee shall conduct the selection of all staff. This committee shall be comprised of:

- Chair of Hockey Development
- **High Performance Program** Coordinators
- National Coaching Certification Program Coordinator
- **Vice President responsible for Minor Hockey**
- **Chair, Female Hockey**
- **In the event one of these members cannot sit on the committee the President shall appoint a replacement.**

7.5.2 All selections must meet the criteria established for eligibility for staff positions as set forth in this policy.

7.5.3 The Executive Committee of Hockey Newfoundland & Labrador, upon recommendation by the Staff Selection Committee, may approve all staff selections.

7.6 NOTIFICATION

7.6.1 The **High Performance Program** strives to maintain a transparent and visible process for selection that is accountable to the members of Hockey Newfoundland & Labrador. As such, all participants, regardless of their level of success, shall be apprised of the results of any phase that they participate in. This assists in ensuring that the integrity of the process is not in question.

7.6.2 Hockey Newfoundland & Labrador and **Hockey Canada's Atlantic Regional Centre**, in cooperation, shall make every reasonable effort to forward notifications to all participants within 21 days of the end of any program phase.

7.7 INJURIES

7.7.1 **Players may be excused from certain aspects of the Program due to injury.** Injured participants must provide, **to the Executive Director prior to the first session of the phase to be attended.** written confirmation from their physician detailing the injury and confirmation that the injury was serious enough to prevent them from participation in the program at that time as a result of the injury.

7.7.2 Participants who become injured during a phase within the program may also apply to be considered for the next phase. This application must be accompanied by the physician's confirmation. The participant's score will then be pro-rated based on the score achieved during the portion of the program that they were able to participate in.

7.7.3 Participants who miss aspects and competitions at the beginning of a specific Program phase due to injury but who are able to participate in the latter portion of the specific phase must also submit a confirmation from a physician. This confirmation must be submitted within 10 calendar days of the commencement of the specific phase in question. The participant's score will then be pro-rated based on the score achieved during the portion of the program that they were able to participate in.

7.7.4 In all other cases, confirmations from physicians must be received by **Hockey Newfoundland & Labrador** within 10 calendar days of the actual injury occurring. Failure to provide this information in the timeframe established will eliminate the players from further consideration.

7.8 COMPASSIONATE LEAVE

7.8.1 Players may be excused from certain aspects of the Program for compassionate reasons. Participants who wish to make application for this exemption must do so in writing to Executive Director Hockey Newfoundland and Labrador **prior to the first session of the phase to be attended.**

7.8.2 Upon receipt of such application, the Executive Director shall consult with the **High Performance Program Coordinator(s)** and the Chair of Hockey Development of Hockey Newfoundland & Labrador and render a decision.

7.8.3 Hockey Newfoundland & Labrador Hockey Association shall notify the applicant in writing of all decisions within 10 calendar days. All decisions on request for compassionate reasons shall be considered final.

7.9 EDUCATION LEAVE

7.9.1 Players may be excused from the Zone Camp of the High Performance Program should they be attending school outside the province. Participants who wish to make application for this exemption must do so in writing to the Executive Director Hockey Newfoundland and Labrador prior to the first session of the phase to be attended.

7.9.2 Upon receipt of such application, the Executive Director shall consult with the High Performance Program Coordinator(s) and the Chair of Hockey Development of Hockey Newfoundland & Labrador and render a decision.

7.9.3 Hockey Newfoundland & Labrador shall notify the applicant in writing of all decisions within 10 calendar days. All decisions on request for Out of Area Players reasons shall be considered final.

7.9.4 Players may not be excused from the provincial camp under Educational Leave.

SECTION 8: CODE OF CONDUCT/DISCIPLINE

8.1 CODE OF DISCIPLINE FOR COMPETITION

8.1.1 Hockey Newfoundland & Labrador's **Minimum Suspension Guidelines** shall govern all play within the **High Performance Program** with the exception of the Atlantic Challenge Cup. All play at the Atlantic Challenge Cup shall be governed by the rules of the Hockey Canada as applied by **Hockey Canada's Atlantic Regional Centre.**

8.2 SUSPENSIONS/SANCTIONS

8.2.1 All suspensions shall be established by the **Minimum Suspension Guidelines** of Hockey Newfoundland & Labrador with the exception of those incurred at the Atlantic Challenge Cup where all suspensions shall be as established by Hockey Canada as administered **Hockey Canada's Atlantic Regional Centre.**

8.3 APPLICATION

8.3.1 The **High Performance Program** is considered to be a tryout process with the end goal being the participation of athletes in the Regional Team Atlantic Program. All disciplinary measures that occur within the **High Performance Program**, which do not fall in the category of match penalties or gross misconducts, shall only be served during the **High Performance Program**. As such, any suspensions incurred within the program shall carry over to the next phase of the Program.

8.3.2 All instances where Match Penalties or Gross Misconducts that are incurred by a participant shall be referred to the President of Hockey Newfoundland & Labrador for review prior to the participant being permitted to participate in any further program activities.

8.3.3 The President shall render a decision on the applicability of the suspension and report his/her decision to the **High Performance Program** Coordinator, who will notify the participant. The **President** may render a decision to assign the suspension to normal association or club team play within the jurisdiction of the Branch.

8.3.4 Players who are suspended with the Hockey Newfoundland & Labrador that do not fall in the category of match penalties or Gross Misconducts shall be permitted to participate in the **High Performance Program**. Any suspensions that carry over to the next season or a portion of the season will be served during games with the normal association or club team of the players as established in Hockey Newfoundland & Labrador.

8.3.5 Players who are serving match penalties as a result of actions occurring with their normal team or club shall not be eligible to participate in the **High Performance Program** until such time the suspension has been fully served.

8.3.6 The **High Performance Program**, shall ensure that all applicants are screened to ensure that the application of this discipline policy is applied consistently to participants.

8.4 OFF-ICE CODES OF CONDUCT

8.4.1 The **High Performance Program**, by its very nature, places high expectations on all participants to conduct themselves in a manner that is representative of proper conduct, ethical behaviour and good sportsmanship. As participants who evolve through the program are considered to be leaders in their respective category of participation, they are placed in a position where they must demonstrate the qualities that are equated with excellence and representing one's home province.

8.4.2 All participants that are involved in Program activities must ensure that they meet the requirements of the standards of conduct expected of each. In addition, all participants must ensure that they conduct themselves appropriately in their involvement in other related activities. Participants cannot commit to proper conduct within the Program without considering their conduct outside of the Program. The high standards of conduct must be attained in all related activities while actively participating in the Program.

8.4.3 All codes of conduct, sanctions and disciplinary measures must be communicated to all participants prior to the commencement of the program phase in which they are involved with. Where possible, these codes, sanctions and measures should be reviewed with all participants at the beginning of all events.

8.4.4 Participants, who do not meet the requirements for conduct as established in this policy, may risk the loss of all privileges associated with involvement in the **High Performance Program**. As such, all players, coaches, managers, trainers, administrators, or other individuals participating in the Program should make every effort to ensure a high standard of conduct to enable all participants to enjoy a positive experience.

8.5 MINIMUM SANCTIONS

8.5.1 Hockey Newfoundland & Labrador shall ensure that the minimum disciplinary guidelines for infractions are acted upon as specified in this policy. In addition to the minimum guidelines, any guidelines established at events where branch or regional teams, derived from the **High Performance Program**, participate in, shall be adhered to fully in addition to this code.

8.5.2 As these are the minimum guidelines, team staff may impose additional guidelines for a specific program event or activity with the prior approval of the **High Performance Program** Coordinator and the Chair Hockey Development in any situation where team staff Implements such additional sanctions. All participants must be informed of such Changes in writing prior to the actual event or activity occurring

8.5.3 The minimum sanctions shall apply to but are not limited to the following minor infractions:

- disrespectful behaviour;
- unsportsmanlike conduct;
- tardiness for events, activities or functions;
- failure to adhere to any code including the dress code;
- disrespectful comments or behaviour deemed extreme; and
- any other infraction, which contradicts the code of conduct, developed specifically for the participant in question.

8.5.4 Minimum sanctions shall also apply to but are not limited to the following major infractions:

- curfew violations;
- disturbances or disruptions after the lights out/quiet time specified;

- violations of the policy regarding alcohol, tobacco and illegal substances;
 - unacceptable behaviour such as fighting or destruction of property; and
 - pranks, jokes or other activities that endanger the safety of others;
 - any other infraction that causes embarrassment or harm to the integrity of the **High Performance Program**, Hockey Newfoundland & Labrador.
- 8.5.5 The range of specific sanctions shall apply after a review of the infraction has occurred. The harshness of the sanction shall depend on the severity of the infraction in question
- 8.5.6 All sanctions established in response to infractions shall be administered fairly and equitably. Hockey Newfoundland & Labrador shall ensure that consistent standards are used in the application of all sanctions.
- 8.5.7 Possible sanctions that may be applied in response to a minor infraction include but are not limited to the following:
- verbal reprimand;
 - written reprimand;
 - increased curfew requirements;
 - written or verbal apology from the offender to the offended;
 - possible loss of evaluation points
 - any other action as deemed appropriate within the code as applied by the Head Coach in consultation with Hockey Newfoundland & Labrador.
- 8.5.8 Possible sanctions that may be applied in response to a major infraction include but are not limited to the following:
- suspension of playing rights;
 - exclusion from certain events, activities or ceremonies;
 - suspension of eligibility to specific phases of the program;
 - dismissal from an event;
 - sent to home residence at own expense;
 - possible loss of evaluation points
 - any other action as deemed appropriate within the code as applied by Hockey Newfoundland & Labrador and the Atlantic Centre of excellence, in cooperation.

8.6 CODE OF CONDUCT FOR PLAYERS

- 8.6.3 All players who participate in the **High Performance Program** shall ensure that they adhere to the following aspects of conduct at all times. All players shall:
- compete to the best of their ability in a fair and sportsmanlike manner;
 - show respect for opponents and officials;
 - play by the rules and respect the spirit of the game;
 - attend all activities of the Program as required;
 - refrain from making harassing comments to opponents or team-mates;
 - acknowledge the good plays of my team-mates and opponents;
 - work hard to be a good team player and role model; and

8.7 Code of Conduct For Coaches

- 8.7.3 All coaches within the **High Performance Program** shall ensure that they adhere to the following aspects of conduct at all times. All coaches shall:

- coach in a fair and sportsmanlike manner;
- prepare all players to perform their best;
- take responsibility for the players during all aspects of the Program involved in;
- attend all activities, meetings and ceremonies of the Program as required;
- teach all players to respect the rules and play fairly;
- ensure that all players receive equal instruction, ice time and support;
- encourage all players to enjoy themselves and respect their opponents;
- work in cooperation with the officials; and
- be a positive role model, for all players.

8.8 CODE OF CONDUCT FOR OFFICIALS

8.8.3 All officials within the **High Performance Program** shall ensure that they adhere to the following aspects of conduct at all times. All officials shall:

- ensure that all players have the opportunity to perform to the best of their ability within the limits of the rules;
- make every effort to avoid or eliminate any situation that threatens the safety of the participants;
- maintain a healthy atmosphere and environment for competition;
- ensure that no acts or harassment or abuse occur in any competition;
- handle all conflicts with dignity;
- be consistent and objective in calling all infractions regardless of personal feelings;
- accept my role as a teacher and role model for fair play with all participants; and
- remain open to constructive criticism and show respect for different points of view.

8.9 CODE OF CONDUCT FOR ADMINISTRATORS

8.9.3 All administrators within the **High Performance Program** shall ensure that they adhere to the following aspects of conduct at all times. All administrators shall:

- Ensure that all participants are treated fairly at all times;
- ensure that all equipment and facilities are safe;
- ensure that all policies are enforced in the best interests of the Program;
- ensure that the standards of fair play are followed; and
- act as a positive role model at all times.

8.9.4 CODE OF CONDUCT FOR DRESS

8.9.5 The **High Performance Program** shall require that all participants adhere to specific dress code when attending activities within the overall program. The dress code including the appropriate attire to be worn shall be established annually by **High Performance Program** Coordinator. All participants shall be informed of specific dress codes prior to attending any activity.

8.9.6 SUBSTANCE ABUSE

8.1.1 No participants in the **High Performance Program**, under the legal age, shall engage in the consumption of alcohol, narcotics, illegal drugs, performance enhancing drugs or any other banned substances while involved in any program event or activity. Failure to abide by this requirement shall result in immediate dismissal from the Program of Excellence.

8.11.2 All participants in the Program shall not use tobacco products while involved in any event, competition or activity of the **High Performance Program**.

8.11.3 Staff and administrators shall ensure that no players or participants under the legal age, attend any event or function where the consumption of alcohol or tobacco is involved.

8.12 INVESTIGATION AND REPORTING

- 8.12.1 All minor infractions must be investigated thoroughly by the Head Coach of the participant involved. In instances where the Head Coach is suspected of an infraction, the **High Performance Coordinator** and the Hockey Development Chair in cooperation shall conduct such an investigation.
- 8.12.2 In instances where the Head Coach, through investigation, determines that the level of the infraction is major, they shall refer any major infractions directly to the **High Performance Program** coordinator and/or the Hockey Development Chair for all further action. The **High Performance Program** Coordinator and **Hockey Canada's Atlantic Regional Centre**, in cooperation, shall conduct a thorough investigation of all major infractions immediately upon being notified of any such infraction.
- 8.12.3 The Head Coach shall deal with all minor infractions and apply the appropriate sanctions in each case. The Head Coach shall ensure that all minor infractions are administered fairly and equitably within the framework of the team or group that they are responsible for. **The Head Coach shall report any sanctions imposed upon a participants to the High Performance Coordinator.**
- 8.12.4 All sanctions must be appropriate to the level of the infraction. In all instances of minor infractions the Head Coach must provide a "Report of Infraction" to the **High Performance Coordinator who in turn shall report it to** Hockey Newfoundland & Labrador and/or the Hockey Development Chair. Hockey Newfoundland & Labrador and the Hockey Development Chair, in cooperation, shall maintain a record of all minor infractions. These infractions and the applied sanctions shall be considered in the event of any subsequent reoccurrence by the offender. The "Report of Infraction" form is found in the **High Performance Program** Operations Manual.
- 8.12.5 In the event of a major infraction occurring, the **High Performance Program** Coordinator shall report all findings related to the infraction and the subsequent investigation immediately to the **Hockey Development Chair and the President**, Hockey Newfoundland & Labrador.

8.13 DISCIPLINE COMMITTEE

- 8.13.1 For the purposes of administering the sanctions of the code of conduct and the suspensions that result from a breach of the Competition Code of discipline, the Discipline Committee shall be comprised of the **High Performance Program** Coordinator and the **Hockey Development Chair**, in cooperation.
- 8.13.2 The Discipline Committee shall ensure that all disciplinary measures are conducted in compliance with the direction of this policy and the Branch Code of Discipline.

SECTION 9: APPEALS

9.1 APPEALS COMMITTEE

- 9.1.1 Hockey Newfoundland & Labrador shall appoint an Appeals Committee prior to each specific phase of the Program being conducted. This Committee shall act in this capacity for the duration of the specific phase requested and shall act on only those appeals that occur as a result of the specific phase delegated for.
- 9.1.2 Hockey Newfoundland & Labrador shall make every effort to ensure that members of this Committee are not placed in a conflict of interest. For this reason, all members considered for membership on the Appeals Committee shall be responsible to disclose any potential conflicts of interest prior to accepting a position with this Committee. Committee members must have no significant relationship with the appellant, shall have no involvement with the original decision being appealed, and shall be free from the perception of bias or conflict.

9.1.3 This committee shall be comprised of a Chair and two other members. The Chair shall only cast a vote in the case of a tie.

9.2 APPEALS

9.2.1 Participants who wish to appeal a suspension incurred during the **High Performance Program** must do so in writing. All appeals must be received by Hockey Newfoundland & Labrador within four (4) hours of being notified of such disciplinary action. All appeals must be submitted using the “Notice of Appeal Form” found in the **High Performance Program** Operations Manual.

9.2.2 Appeal hearings will only be granted for appeals that meet the conditions set forth as per paragraph 9.4.1. for the following reasons:

- bias or perception of bias against the offending participation;
- established procedures were not followed;
- new information has been received which may have a significant bearing on the decision;
- the original decision was based on irrelevant facts or questionable information that may not be accurate or factual; and/or
- the degree of the penalty far exceeds the level of the violation.

9.2.3 Appeals will not be granted for minimum suspensions as established by the Code of Discipline for competition. Suspensions that exceed the minimum standards established may be appealed.

9.2.4 Upon receipt of any appeal with the timelines prescribed, the Appeals Committee shall convene to review the “Notice of Appeal Form” upon submission to determine if sufficient grounds for appeal exist. The Appeal Committee shall grant or deny any appeal within four (4) hours of receiving such an appeal. If the Appeals Committee is satisfied that they are not sufficient to grant an appeal hearing, it shall notify the Appellant of this decision in writing, stating the reasons.

9.2.5 If the Appeals Committee feels satisfied that there are sufficient grounds for appeal, it shall hold such a hearing as soon as is possible. The Committee shall give notice to the time and location of the hearing to the Appellant and the Respondent.

9.2.6 The decision by the Appeals Committee to grant a hearing is discretionary and may not be appealed or protested.

9.2.7 Copies of written documents which either the Appellant or the Respondent wish to enter into evidence must be provided to all members of the Committee as well as the opposing individual. The appeals committee shall reserve the right to request any other individual (s) to participate in the hearing as required.

9.2.8 The Appeals Committee shall convene a hearing using the process detailed in the “Appeals Hearing Process Guide” found in the **High Performance Program** Operations Manual.

9.2.9 The decision of the Appeals Committee shall be final and binding.

SECTION 10: COMMUNICATION

10.1 GENERAL

10.1.1 **The High Performance Program** shall make every effort to communicate the objectives of the Program and the achievements of its’ participants to the media in a manner that is in compliance with the policies of Hockey Newfoundland & Labrador. It is also important that any information that results from negative situations be handled in a manner that will protect the integrity of the Program and ensure the confidentiality of the participants.

10.2 PROTOCOL

10.2.1 All information that is considered to be of high importance shall be passed to the President, the Chair of Hockey Development of Hockey Newfoundland & Labrador, and the Executive Director, as soon as is possible. This information may include but is not limited to:

- disciplinary issues;
- incidents not in the best interest of the program;
- appeals and decisions; and
- any other information where it would be reasonably expected that the President, the Chairman of Hockey Development, and the Executive Director should be aware of.

10.3 CONFIDENTIALITY

10.3.1 Every effort must be made to keep all information, including written documents, confidential. All communication of sensitive matters must be handled with care to ensure the integrity of the Program, its' processes and its' participants.

10.3.2 All members of coaching staffs, evaluations groups, discipline committees, and appeals committees must ensure that all decisions remain confidential until such time that official release of information occurs. Failure to maintain such confidentiality may jeopardize the integrity of those involved and therefore may revoke any privileges that one enjoys as a result of involvement in the Program.

10.4 MEDIA RELEASES

10.4.1 All releases of information to the media must receive prior approval from Hockey Newfoundland & Labrador. Any requests for interviews with participants or administrators should be made through the appropriate Director of Operations.

SECTION 11: FINANCES

11.1 PHILOSOPHY

11.1.1 The **High Performance Program** is a user pay program and, as such, is not intended to generate revenues from its' participants. For this reason, any budgeting for programs shall be on a break-even basis and every effort must be made to reduce costs to the participants without jeopardizing the integrity and significance of each phase within the Program.

11.2 BUDGETS

11.2.1 The Chair, Hockey Development, in consultation with the **High Performance Program Coordinators** shall propose a budget for the Program on an annual basis. The budget shall consider all requirements of the Program and shall strive to forecast the expenses as accurately as possible.

11.2.2 The annual budget shall be based on a breakdown basis and ensure that participants are not required to incur any unnecessary costs. The Officers of Hockey Newfoundland & Labrador annually prior to the commencement of the Program must approve the budget for the **High Performance Program**. Any contingency expenses that may occur during any phase of the program must receive approval of the Finance Committee of Hockey Newfoundland & Labrador Hockey or its designate prior to any authorization.

11.3 FINANCIAL REPORTING

- 11.3.1 Upon completion of the **High Performance Program** annually the HPP Coordinator and the Executive Director, in cooperation, shall provide a detailed financial statement of all activities within the Program for the Zone Camp and Summer Provincial Camp phases.

11.4 EXPENSES

- 11.4.1 Expenses shall be covered for all staff and administrators who act as volunteers within the **High Performance Program**. Expenses shall include those costs incurred for travel, meals and accommodations during travel to the event and the event itself. The values for each allowance shall be developed annually based on fair analysis of market costs.
- 11.4.2 All expenses shall be paid to participants upon submission and authorization of expense claims to Hockey Newfoundland and Labrador. Participants will not be expected to withhold requests for expense reimbursement until the end of their involvement in the Program and will be paid for each phase of the program participated in.

11.5 SPONSORSHIPS

- 11.5.1 The Officers of Hockey Newfoundland & Labrador prior to entering into any agreements must approve all sponsorships for the **High Performance Program**. Sponsorships must adhere to the values and policies established for sponsors by Hockey Newfoundland & Labrador.

11.6 FUND RAISING

- 11.6.1 The officers of Hockey Newfoundland & Labrador prior to entering into any agreements must approve all fundraising activities for the **High Performance Program**. Fundraising activities must adhere to the values and policies established for sponsors by Hockey Newfoundland & Labrador.

11.7 REFUND POLICY

- 11.7.1 The **High Performance Program** shall offer to refund registration fees paid by participants under the following circumstances:
- notification to withdraw from the Program is provided to Hockey Newfoundland and Labrador's **Executive Director** no later than 21 days in advance of the phase to be attended; or
 - the individual withdraws for reason of injury and the request is accompanied by a physician's confirmation that the individual is unable to participate due to physical reasons **and is filed with the Executive Director prior to the first session of the phase to be attended**. Any individual who requests a refund for an injury that occurred later than 21 days in advance of the phase to be attended and is also uncertain if they will be cleared to play, must notify the High Performance Program Coordinator no later than 21 days in advance of the phase to be eligible for a potential refund request. This is to ensure the program can identify a potential alternate in a timely manner; If an alternate cannot be identified, refunds may not be approved.
 - the individual withdraws for compassionate reasons and the request is approved by the Hockey Newfoundland & Labrador.
- 11.7.2 Individuals who register but fail to serve the proper notice of withdrawal will not receive a refund.
- 11.7.3 Participants who become injured during a phase of the Program, or for compassionate reasons wish to leave a phase of the Program, **are not eligible for a refund.**

11.7.4 All approved refunds will be charged a 25% administration fee.

SECTION 12: ACCOMMODATIONS

12.1 GENERAL

12.1.1 The **High Performance Program** shall consider the comfort and convenience of all participants when considering site venues and scheduling all events to reduce the requirement for accommodations away from the home residence wherever possible.

12.2 ZONE CAMPS

12.2.1 All players shall be expected to obtain accommodations at their own expense while participating in the Zone Camp phase of the Program.

12.3 SUMMER PROVINCIAL CAMP

12.3.1 All players shall be provided accommodations and meals by the program while participating in the Provincial camp phase of the program. The costs of the accommodations and meals shall be covered by the Program and included in the overall registration fee structure. All agreements to contract for accommodations and meals must be authorized and endorsed by the Executive Director.

12.4 ATLANTIC CHALLENGE CUP

12.4.1 All players shall be provided accommodations by the Program while participating in the Atlantic Challenge Cup phase of the Program. The costs of the accommodations shall be covered by the Program and included in the overall registration fee structure.

12.5 SUPERVISION

12.5.1 The **High Performance Program** shall ensure that proper supervision is included in all plans for phases of the overall Program where accommodations are provided. The program shall ensure that the ratio of persons to supervise the players is no less than a minimum of one (1) adult person supervising every seven (7) players. Where possible this ratio shall be improved upon.

12.5.2 In addition to the usual expected supervision of players at the Program phase, the supervision of players shall also include:

- inspection of accommodations (pre and post event);
- wake up calls;
- attendance checks during meals and events;
- regular room checks for cleanliness and condition;
- curfews;
- room security;
- curfew verifications; and
- supervision of quiet times/lights out periods

12.6 COSTS OF LOSS OR DAMAGES

12.6.1 All participants in the **High Performance Program** are responsible to respect the premises that are being used for each phase as well as those items that belong to other participants at the phase. Program administrators and staff will make every effort to ensure rooms are inspected prior to departure but the responsibility for personal items lost during the event are that of the individual.

- 12.6.2 Any participant who damages the personal property of another participant or the property of the facilities that are being utilized shall be liable for all costs incurred for repair or replacement as required that result from acts of neglect.
- 12.6.3 Upon detection of such damages the program administrators shall conduct an investigation into the situation immediately and shall notify the participant's parents as soon as possible. The participant is responsible to make restitution for all costs.

SECTION 13: TRAVEL

13.1 RESPONSIBILITY

- 13.1.1 The transportation of all participants to and from **High Performance Program** events and phases shall be the responsibility of the participants. Participants should make every effort to allow for sufficient time to arrive at all activities in a timely manner.

SECTION 14: PROGRAM OPERATIONS

14.1 OPERATIONS MANUAL

- 14.1.1 The operations of the **High Performance Program** shall comply with the policies established herein. All operations shall be conducted as specified through the use of the operational packages provided or in the **High Performance Program** Operations Manual. The Operation Manual is to be reviewed annually to ensure compliance with established policy. The Operations Manual shall be used in conjunction with the Program Policy Manual.
- 14.1.2 The Operations Manual is developed and provided to provide all the required forms and procedures necessary to conduct all aspects of the Program as established in policy. Participants are not to deviate from the use of the forms and procedures established in the operations manual without the written approval of Hockey Newfoundland & Labrador.

SECTION 15: TECHNICAL CURRICULUM

15.1 TECHNICAL CURRICULUM MANUAL

- 15.1.1 The Technical Curriculum of the **High Performance Program** shall comply with the philosophies and methods as implemented by the Hockey Canada's National Team program. The **High Performance Program** shall strive to introduce international concepts of play to participants at all phases of the Program.
- 15.1.2 The **High Performance Program** shall encourage all players, coaches, trainers and officials to enhance their overall knowledge and experience within the program through the development and use of drills, strategies and methods that promote international concepts and broaden the horizons of the staff and players alike.
- 15.1.3 The Technical Manual shall be utilized throughout the entire Program. All technical curriculum's shall be conducted as specified through the use of the competition, practice and off-ice learning packages provided for in the **High Performance Program** Technical Manual. The Technical Manual is to be reviewed annually to ensure compliance with established goals and objectives and to ensure currency with evolving International hockey philosophies.
- 15.1.4 The Technical Manual shall ensure that parent education is provided at each phase within the Program.

SECTION 16: CANADA GAMES REGULATIONS

16.1 APPLICABILITY

- 16.1.1 The Newfoundland & Labrador Canada Winter Games Program is administered through Hockey Newfoundland & Labrador in the Female and Male categories. As the Canada Winter Games are held every four (4) years, the Branch is required to commence preparations in advance of the actual event. As such the Canada Games process has evolved to a four-year process.
- 16.1.2 In order to accommodate this Canada Games process, Hockey Newfoundland & Labrador utilizes the **High Performance Program** as a vehicle to assist in this effort.
- 16.1.3 The Canada Games Council of Canada clearly states that the eligibility for the Canada Games falls under its' jurisdictions and all provinces must adhere to all mandates and requirements of this council. As such, there is a clear requirement to consider these requirements and the impact that they have on programming in preparation for the games.
- 16.1.4 The following policies shall guide the **High Performance Program** in those years that the program acts as the vehicle for the Canada Games process. The exemptions and variations included in this section shall only be permitted for this purpose. All policies not demonstrated as exemptions in this section shall be adhered to as established in the **High Performance Program** policies.

16.2 UNDERAGE PLAYERS

- 16.2.1 During Canada Games years, underage players shall be considered upon review of all players in attendance at the annual Summer Provincial Camp by the Games' team staff. Any such players must then be included in the roster that will compete at the Atlantic Challenge Cup where further evaluations and selections shall occur.

16.3 STAFF ELIGIBILITY

- 16.3.1 All staff selected for the Canada Winter Games hockey program shall be certified at the National Coaches Certification Coaches in all level threes. This certification must be obtained at least two (2) seasons in advance of the actual Canada games event.
- 16.3.2 Whereas the Canada Winter Games Hockey Program staff's involvement in the **High Performance Program** is mandated by the Canada Games hockey program, the time in the **High Performance Program** shall not count against the maximum years of eligibility that the individual is permitted to participate in future **High Performance Program** groups.

16.4 PLAYER SELECTION

- 16.4.1 In the years leading up to the Canada Winter Games the **High Performance Program** shall provide a final opportunity to evaluate the players competing for the final roster. For this reason, in the years that the Canada games Program is being held within the **High Performance Program** at the Female Under-18 and the Male Under-16 divisions, the number of players eligible to attend the Atlantic Challenge Cup shall increase to twenty-five (25).

SECTION 17: PROGRAM EVALUATION

17.1 GENERAL

- 17.1.1 The **High Performance Program** shall strive to be continuously improving annually. It shall make every effort to solicit the opinions and suggestions from the participants as well as from parents, administrators and interested individuals in the hockey community. This feedback shall be sought during all aspects of the Program as well as on an annual basis at the Meeting of the Development Delivery Network.

17.2 PARTICIPANT EVALUATIONS

- 17.2.1 The Program of Excellence shall request that each player, coach, trainer, official, support staff, group leader, and administrator complete an evaluation of the Program at each phase using the “ **High Performance Program Evaluation Form**” found in the Program of Excellence Operations Manual.

APPENDIX I

APPENDIX II