



# **HOCKEY CANADA**

## **Skills Development Camp**

***“Hosting Manual”***

The Hockey Canada's Skills Development Program was developed in 1997, by the Canadian Hockey Association (CHA) under the original name of the Nike Skills Camps. The Skills Camp program is entering into the 13<sup>th</sup> season of operation. During this 13 year period, over 50,000 girls and boys between the ages of 8 and 12 have participated in these camps. Along with the players over 5000 community coaches have worked alongside key Hockey Canada and Branch personnel to deliver a fun and excited skill development program.

In the early years of the Hockey Canada Skills Camp program the goal was to increase the awareness of Hockey Canada Skills Manuals and to provide an illustration of the quality of teaching materials within the manuals. Today the primary objective of the skills camp program is to provide players and coaches with opportunities to further develop the fundamental skills required to play hockey through age specific and skill level appropriate on ice activities. This is accomplished through weekend development camps for Atom and Pee Wee aged players.

The Skills Camps can be delivered in a one day or two day format targeted at girls and boys playing at the recreational level. Ice sessions are designed to insure maximum levels of activity and enjoyment through skill teaching, drills and fun games.

For one weekend the players become part of Team Canada, participating in all of the activities as a team. Becoming part of Team Canada is a real honor for the players and the support staff.

### **Throughout the weekend players will:**

- **Develop / enhance the fundamental skills of skating, passing, stick handling and shooting.**
- **Meet other players and develop friendships.**
- **Enjoy the "fun" of hockey through skill development.**
- **Learn the concepts of fair play, fitness, safety, respect, teamwork, and the importance of a positive attitude.**
- **Leave with a memorable experience.**

The Skills Camp program is designed to accommodate up to 72 players in total; split into two age groups of 36. *\*Based on a two group schedule set-up*

To run an effective and efficient camp, the following operational personnel are required:

- 1. Community Host (1)**
- 2. Camp Leads (2)**
- 3. Association Volunteer Coaches (7-8)**

***Job descriptions for each of the above positions are outline on pages 6 - 8***

## ***SKILLS CAMP HOSTING REQUIREMENTS***

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In order to host a Hockey Canada Skills Development Camp, the host association must:

- Secure the required ice time
- Secure the off-ice facilities
- Follow the critical path provided by the HCRC Manager
- Manage the camp expenses for submission to Hockey Canada following the camp
- Provide access to local and regional players
- Provide up to 10 local volunteer coaches to assist with the on and off ice program delivery, (includes 2 leaders for each group)
- Provide 2 local volunteers to assist with the registration process
- Commit to a minimum of 60 players\*
- Commit to a registration fee of \$65 per player

*\*Note: Hosting a Hockey Canada Skills Camp requires a guarantee of \$3900 or the equivalent of 60 players @ \$65.00 each. The association will be responsible to subsidize the difference.*



## BUDGET

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A camp budget will be established by the HCRC Manager, indicating the basic expectations for each camp. This will be based on the requirements from Hockey Canada, HCRC's and Sponsor. It will detail, in a broad spectrum, the expenses for each camp.

The HCRC Manager will have the flexibility to adjust the camp budget based on the expected expenses of the camp. Expenses that may vary will be ice and facility costs, meals, and travel.

In order to assist in the budgeting process, please complete the following table with expected expenses and return to the HCRC Manager.

<b>Expense Description</b>	<b>Approx Cost</b>
Ice Rental	
Off Ice Facility Rental	
Coach Meals	
Other:	
Other:	
Total	

Hockey Canada will cover all costs associated with hosting a camp within the following limitations:

- 6 hours of ice time per day *\*Based on a two group schedule set-up*
- 6 hours of off-ice facility rentals per day (to a maximum\$300)
- Coach/Volunteer lunch provided *\*Pre-determine cost and order with HCRC Manager*
- Shipping costs to return camp equipment to the Hockey Canada Regional Centre office *\*If applicable*
- Other expenses as approved by Hockey Canada Regional Centre Manager in agreement with the community host prior to the start of the camp

## ***PLAYER REGISTRATION PROCESS***

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Your local association under the leadership of the community lead will be responsible for ensuring that all players are registered for the camp. The association will be responsible for collecting monies and providing to the Atlantic Regional Centre prior to the event. As well, each player must complete a player medical form prior to participating in the camp depending on their status with their respected association (Player registration and medical forms will be provided by the HCRC). In a case where the minimum required participant number of 60 is not met, the association will be responsible for subsidizing the difference.

### ***REFUND/CANCELLATION POLICY***

Players refund will be determined by the hosting association. (Regardless of any refunds or cancellations issued. The hosting association will be responsible for payment of the minimum number of 60 participants).

### ***SKILLS CAMP APPAREL & GIFT PACKAGE***

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Players registered for the camp will receive the following items:

- Hockey Canada Skills Development Camp Jersey
- Water Bottle
- Hockey Canada Gift

Volunteer Coaches will receive the following for participating:

- Hockey Canada Track Suit
- Hockey Canada Ball Cap
- Long Sleeve T-Shirt

\*Coaches apparel package numbers are as follows: (Approx numbers, Final amount TBD by HCRC Rep)

- 60-70 participants (10 apparel packages)
- 70-85 participants (11 apparel packages)
- 85-100 participants (12-13 apparel packages)

### ***CAMP STAFF REQUIREMENTS***

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The Camp will be staffed by two camp leads, and up to 8 community volunteer coaches. Below are the criteria for the selecting community volunteer coaches:

- ✓ Minimum NCCP Certification – Coach Stream
- ✓ Is Speak out (RIS) Certified
- ✓ Be an active coach in the host association
- ✓ Have a completed Police Record Check within the past two seasons and on file with the association.

***Hockey Canada and/or the Branch will provide a representative to lead the delivery of the program.***



- Ongoing communication with the Hockey Canada Regional Centre Manager
- Promote the camp throughout the community
- Book the arena as per the proper ice requirements and the required off-ice facilities
- Communicate with arena staff regarding itineraries and room requirements
- Liaise with arena staff throughout the day regarding any changes to rooms or schedules
- Communicate with local businesses for hotels, if required, for Hockey Canada camp lead instructors
- Organize lunch arrangements for camp coaches (Must be pre-approved by HCRC Manager)
- Recruit and assign volunteer coaches to a specific group (Assign a leader for each group)
- Organize and lead the on-site registration process
- Confirm audio/visual equipment
- Outline all expected expenses to HCRC Manager 5 weeks prior to the camp date (as outlined in the critical path)
- Track and report the registration numbers for camp participants as outlined in the critical path
- Submit all camp expenses one week after the conclusion of the camp (as outlined in the critical path)
- Remain on-site throughout the entire camp to assist with any concerns that may arise
- If applicable, ship the remaining camp inventory and supplies back to the HCRC office – at the expense of Hockey Canada. Confirm shipping instructions with HCRC Manager
- Provide post-camp feedback through the Hockey Canada Online Survey

## ***HOCKEY CANADA CAMP LEADS – JOB DESCRIPTION***

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- Assigned by Hockey Canada’s Atlantic Regional Centre to serve as the Hockey Canada resource person to the Skills Camp.
- Assist with on-site registration
- Responsible for leading on and/or off-ice sessions
- Coordinate with association volunteer coaches to outline their responsibilities for on and off ice sessions (A meeting will take place the night before the camp)
- Establish on and off ice rules with players and coaches
- Responsible for on and off ice safety
- Establish a fun and positive learning environment for each session
- Assist with set up of on and off-ice facilities
- Responsible for understanding and following the lesson plans provided by the Hockey Canada Skills Camp pre-defined lesson plans.
- Serve as a resource to the community coaches and provide direction on where they may access Hockey Canada resources for future use with their own teams



## ***ASSOCIATION VOLUNTEER COACH – JOB DESCRIPTION***

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- Must be certified a minimum of NCCP Coach Stream and Speak Out (Respect in Sport)
- Assist Community Host with on-site registration
- Coaches will be assigned to a group for the duration of the camp; 5 coaches for the atom group, 5 coaches for peewee group. (For each group one coach will be the designated on/off ice lead)
- Welcome each player to the camp and provide instructions as to where to go initially (Dressing room direction etc.)
- Manage itinerary for players
- Responsible for actions and atmosphere of their specific group. Must be positive, enthusiastic and fun!
- Insure constant supervision of all players. Players are never left unsupervised. Two of the assigned group coaches must monitor the dressing room at all times prior to and after ice sessions. If two dressing rooms are in use by the age group, a total of 4 coaches are required to supervise the two dressing rooms.
- Assist players with preparing for on-ice sessions (i.e. tightening skates, fitting equipment)
- Assist in the delivery of on and off-ice curriculum
- Must be present with players in the dressing room, the designated off-ice area, and transfers to and from the dressing room to the off -ice area
- Insure proper supervision during the lunch break





## CRITICAL PATH

Step	Action	Responsibility	Dates
1	Request Program	Community Host	
2	Provincial Branch Approves Request	Branch/HCRC Manager	Upon receiving request
3	Registration opened to the public	Community Host	3 Months (if applicable)
4	Submit expected expenses to HCRC Manager	Community Host	5 weeks prior to camp
5	Review registration with HCRC Manager to confirm that registration targets are met and the camp will go as planned	Community Host	4 weeks prior to camp
6	Submit list of Association Volunteer Coaches with sizing	Community Host	4 weeks prior to camp
7	Ship camp apparel and equipment	HCRC Manager	3 weeks prior to camp
8	Hockey Canada Camp Leads identified	HCRC Manager	14 days prior to camp
9	Confirm registration list and close registration	Community Host	Last working day prior to camp
10	Payment	Host Association	Day of Camp
11	<b>HOCKEY CANADA SKILLS CAMP</b>		<b>Camp Date</b>
12	Report actual camp attendance numbers	Community Host	1 <sup>st</sup> working day post camp
13	Ship extra apparel and equipment back to Hockey Canada or next camp location	Community Host	1 <sup>st</sup> working day post camp
14	Submit camp expenses to HCRC Manager for payment	Community Host	1 week following camp





**HOCKEY CANADA**  
**Skills Development Camp**  
 CHALLENGE, LEARN, IMPROVE

## Sample Camp Schedule

### Atom

Time	Activity	Location
7:45-8:15	Registration	Lobby
8:15-8:30	Orientation Players and Parents	Community Room Arena
8:30-9:00	Dress for On-Ice Session #1	Dressing room
<b>9:00-10:15</b>	<b>On Ice Session #1</b>	<b>On-Ice</b>
10:15-10:30	Change	Dressing Room
<b>10:30-11:15</b>	<b>Off-Ice Session #1 - Respect</b>	<b>Classroom</b>
<b>12:00-12:30</b>	<b>Parents Seminar (parents only)</b>	<b>Classroom</b>
11:15-11:45	Bag Lunch	TBD
11:45-12:00	Dress for On-Ice Session #2	Dressing Room
<b>12:00-1:15</b>	<b>On-Ice Session #2</b>	<b>On-Ice</b>
1:15-1:30	Change	Dressing Room
<b>1:30-2:30</b>	<b>Off-Ice Session #2 – Fitness (Gym)</b>	<b>Gym</b>
2:30	Closing Ceremonies	Community Room Arena

### Peewee

Time	Activity	Location
8:30-9:00	Registration	Lobby
9:00-9:15	Orientation Players and Parents	Community Room Arena
<b>9:15-10:00</b>	<b>Off-Ice Session #1 – Respect</b>	<b>Classroom</b>
10:00-10:30	Dress for On-Ice Session #1	Dressing Room
<b>10:30-11:45</b>	<b>On-Ice Session #1</b>	<b>On-Ice</b>
<b>12:00- 12:30</b>	<b>Parents Seminar (parents only)</b>	<b>Classroom</b>
11:45-12:15	Bag Lunch	TBD
<b>12:15-1:15</b>	<b>Off-Ice Session # 2 – Fitness (Gym)</b>	<b>Gym</b>
1:15-1:30	Dress for On-Ice Session #2	Dressing Room
<b>1:30-2:45</b>	<b>On-Ice Session #2</b>	<b>On-Ice</b>
2:45-3:00	Change	Dressing Room
3:00	Closing Ceremonies	Community Room Arena