



HOCKEY CANADA LICENSED SKILL DEVELOPMENT PROGRAM POLICY

Approved 2020

1. POLICY PURPOSE

- 1.1 The Hockey Canada Licensed Skill Development Program (HCLSDP) is a mandatory certification program for skills coaches who intend to deliver training within the Province of Ontario. The certification process may take up to 6 months, and includes in class training, the completion of post-seminar tasks, and field evaluation.

2. DEFINITIONS

- 2.1 License Period – the timeframe from September 1 through to August 31 in any given year. Licenses must be renewed annually following the re-certification process established by Hockey Canada and the OHF (see section 12).
- 2.2 Hockey Canada Licensed Development Specialist (HCLDS or Licensee) – means an individual who has completed the HCLSDP as a Hockey Canada Certified Goaltender Instructor, Hockey Canada Certified Skills Instructor or a Hockey Canada Subject Matter Expert, and is authorized by the HEO to deliver specialized hockey training (skills, goaltending, or skating) .
- 2.3 Hockey Canada Licensed Skill Development Organization – means a group of Hockey Canada Licensed Development Specialist that are operating collectively to provide skill instruction with a maximum of one (1) Hockey Canada Certified Skills Instructor, one (1) Hockey Canada Certified Goalie Instructor and (1) Skating Specific Instructors pursuant to 4.4 below.

- 2.4 Hockey Canada Trained Skills Instructor – means an individual hockey skills development specialist who has completed the in class portion of the Hockey Canada Skills Instructor certification program, and who is in the process of completing the other elements of the HCLSDP necessary to receive certification.
- 2.5 Hockey Canada Certified Skills Instructor – means an individual hockey skills development specialist who has completed the HCLSDP certification requirements, including in class training, post seminar tasks and field evaluation, and who is eligible to become a HCLDS.
- 2.6 Hockey Canada Trained Goaltender Instructor – means an individual goaltender development specialist who has completed the in class portion of the Hockey Canada Goaltender Instructor certification program, and who is in the process of completing the other elements of the HCLSDP necessary to receive certification.
- 2.7 Hockey Canada Certified Goaltender Instructor – means an individual goaltender development specialist that has completed the HCLSDP certification requirements including in-class, post seminar tasks and field evaluation for Goaltenders, and who is eligible to become a HCLDS.
- 2.8 Hockey Canada Subject Matter Expert – means an individual hockey subject development specialist who is working with professional hockey athletes (National Hockey League and American Hockey League) and is licensed by Hockey Canada to work with Hockey Canada Registered Participants.

3. PROGRAM OBJECTIVES

- 3.1 To have Hockey Canada Licensed Development Specialists (Licensees) throughout the province that are qualified, skilled and capable of running the highest quality programs on the ice for Minor Hockey Associations (MHAs), Coaches and Players.
- 3.2 To provide additional training for all Players and Coaches (beginners/advanced, recreational/competitive).
- 3.3 Educate Licensees on Hockey Canada and HEO programs as well as the teaching of skills and development to MHAs, Coaches and Players.
- 3.4 Train and certify in NCCP Instructional Streams.
- 3.5 Deliver approved curriculums as set out by Hockey Canada Development, Men's High Performance and Female High Performance.
- 3.6 Increase the number of Licensees within HEO.
- 3.7 Enhance the relationship between Licensees, HEO and MHAs by improving the accessibility of Licensees.
- 3.8 Allow Licensees to be marketed as approved Hockey Canada Licensed Development Specialists.
- 3.9 To provide on going professional development opportunities to Licensees.
- 3.10 Focus on individual skill development.
- 3.11 To ensure all participants engaging private skill development are covered by Hockey Canada insurance.
- 3.12 To establish a Gold Medal standard operating procedure for instructors of youth hockey training programs.

4. LICENSEE CATEGORIES

- 4.1 Hockey Canada Certified Skill Instructor.

- 4.2 Hockey Canada Certified Goaltender Instructor.
- 4.3 Hockey Canada Subject Matter Expert Instructor.
- 4.4 Skating Specific Instructors.
 - 4.4.1 To be licensed under the HCLSDP to operate learn to skate and power skating programs Hockey Canada Licensed Skating Specific Instructor, an instructor must:
 - 4.4.1.1. Be a Hockey Canada Skills Instructor (trained, certified or licensed);
 - 4.4.1.2. Have completed the CANPOWERSKATE Course or Hockey Canada Skills Skating 1, and 2 and be working within a Hockey Canada Licensed Development Operation;
or
 - 4.4.1.3. Be a Hockey Canada Subject Matter Expert Instructor.

5. TYPES OF LICENSEE PROGRAMS

- 5.1 Skill Development sessions individual and group
- 5.2 Hockey School / Day Camp (if not hockey only additional insurance rider may be required)
- 5.3 Coach Mentoring Sessions provided for sanctioned hockey associations.

6. HOCKEY CANADA ROLES & RESPONSIBILITIES

- 6.1 Develop application and assessment program
- 6.2 Develop National training program
- 6.3 Assist HEO training program where applicable
- 6.4 Support HEO / Licensee with development resources
- 6.5 Develop tracking and evaluation controls and protocols
- 6.6 Support Licensee with logo recognition and promotion

7. OHF ROLES & RESPONSIBILITIES

- 7.1 Lead training with support from Hockey Canada where applicable
- 7.2 Identify and approve Licensees
- 7.3 Oversee Licensee to ensure program delivery is meeting expectations
- 7.4 Support Licensee with logo recognition
- 7.5 Promote designated licensed programs
- 7.6 Provide ongoing professional development to Licensee
- 7.7 Provide training and resources to Licensee on the teaching of skills and concepts related to the Hockey Canada Gold Medal Pathway
- 7.8 Monitor Licensee and support staff to ensure the maintenance appropriate certification and credentials
- 7.9 Develop application and audit process of Licensees and support personnel

8. OHF MEMBER ROLE & RESPONSIBILITIES

- 8.1 Support Licensee with logo recognition
- 8.2 Promote designated licensed programs
- 8.3 Support ongoing professional development to Licensee
- 8.4 Support the registration of players within Licensee programs
- 8.5 Monitor Licensee and support staff to ensure the maintenance of appropriate certification and credentials
- 8.6 Oversee Licensee to ensure program delivery is meeting expectations
- 8.7 Promote Licensees to MHAs, Coaches and Players
- 8.8 Provide ongoing professional development to Licensee
- 8.9 Registration of participants

9. LICENSING REQUIREMENTS

FEE		REQUIREMENTS
Licensee	<ul style="list-style-type: none"> • \$1500/yr 	<ul style="list-style-type: none"> • Annual Licensing fee • Completion of Hockey Canada Skill Development Program • Maintain certification through professional development and certification maintenance • Per the Licensee agreement a set number of hours per year of Skill Development sessions to HEO or a MHA at a mutually agreeable rate with approval of the Member • Deliver Hockey Canada and HEO programming • Support and deliver instructional stream clinics once approved to do so by HEO. • Online registration of all Players and Coaches prior to on-ice participation • Annual report of all on-ice training • Rowan's Law Training • Gender Identity and Expression Training • Vulnerable Sector Check / Criminal Record Check • Respect in Sport: Activity Leader • Hockey Canada Ethics in Hockey or Coaching Association of Canada programs (Making Ethical Decisions, Leading Drug Free Sport, Conflict Management)

		<ul style="list-style-type: none"> • Market themselves to MHAs, players and coaches • Cannot develop or organize teams to enter into formal competition against other programs (Licensees or teams sanctioned by HEO)
Additional Coaches Instructors	<p>or</p> <ul style="list-style-type: none"> • \$50/year for each additional on ice coach supporting the Licensee that is not registered with HEO during the License Period in which the coach is engaged with the Licensee. • \$0/year for each additional on ice coach supporting the Licensee that is registered with HEO during the License Period in which the coach is engaged with the Licensee. 	<ul style="list-style-type: none"> • Annual Insurance Fee (if applicable) • Cannot lead any HCLDO on-ice activity without a Hockey Canada Licensed Development Specialist on ice • Rowan's Law Training • Gender Identity and Expression Training • Vulnerable Sector Check / Criminal Record Check • Respect in Sport: Activity Leader • Hockey Canada Ethics in Hockey or Coaching Association of Canada programs (Making Ethical Decisions, Leading Drug Free Sport, Conflict Management)
Players	<ul style="list-style-type: none"> • \$50/year for each player not registered with HEO during the License Period in which the player has engaged training with the Licensee. • \$0/year for each player registered with HEO during the License Period in which the player has engaged training with the Licensee. 	<ul style="list-style-type: none"> • Rowan's Law Acknowledgement
Professional Athletes	<ul style="list-style-type: none"> • \$0/year but not covered under Hockey Canada Insurance 	<ul style="list-style-type: none"> • Any Hockey Canada Licensed Development Specialist that works with Professional Athletes must ensure that the athlete has their own insurance as Hockey Canada insurance will not apply to the professional athlete.

10. LICENSEE TRAINING

10.1 Training Modules

10.1.1 Certified Skating / Skill Development Programs

10.1.2 Certified Goaltending Development Programs.

10.2 Tasks

10.2.1 Post tasks – “In-Process” - completed over a period of time.

- 10.2.2 Licensing renewal requirements for when Hockey returns to normal – next season.
- 10.2.3 In person training / evaluation to complete certification / licensing agreements.

11. CERTIFICATION PROCESS

- 11.1 A Licensee will be considered trained upon completion of the in-class portion of the Hockey Canada Licensed Skill Development Program.
- 11.2 All trained Licensees have six (6) months to become certified from the date of achieving trained status.
- 11.3 A Licensee will forfeit their right to deliver programming should they not fully certify within the timeframe established in 11.2.
- 11.4 HEO, in its sole and unfettered discretion, may extend the time allotted for a Licensee to become fully certified.
- 11.5 The Licensee is financially responsible for fees incurred by HEO for additional assessment necessary for the Licensee to become fully certified. This may include, but is not limited to, second (or subsequent) Field Evaluation(s), Marking of Written Assignments, or personalized mentorship.
- 11.6 The Licensee is financially responsible for fees incurred by HEO for any assessment that occurs beyond the six (6) month certification window and is deemed, by HEO, to have been delayed or caused by the Licensee.
- 11.7 Any Licensee that has been deemed to have plagiarised a written post seminar task will automatically forfeit their trained status and not be eligible to deliver programming as an approved Licensee.

12. CERTIFICATION MAINTENANCE & PROFESSIONAL DEVELOPMENT

- 12.1 Each Licensee is required to recertify every five (5) years from the year they become fully certified.
- 12.2 A Licensee must attain ten (10) Professional Development points to recertify within that five (5) year period.
- 12.3 Professional Development points may be accumulated by:
 - 12.3.1 Hockey Eastern Ontario will provide an annual Professional Development weekend for each Licensee to attend.
 - 12.3.1.1. Attendance at the Professional Development weekend is optional, however, is covered in the annual licencing fee.
 - 12.3.1.2. Attendance at a Professional Development weekend will provide the Licensee with five (5) Professional Development points towards recertification.
 - 12.3.2 Supporting HEO programs.