



## 6.13 SPORT SCHOOL POLICY AND PROCEDURE

Effective Date: September, 2014

Revised: July 2016

### 1.0 Introduction

The purpose of this document is twofold:

- a. to provide the Branch Policy related to Sport Schools, and
- b. to make available the application procedures to be used by prospective schools to partner with the Branch and the associated Leagues.

### 2.0 Definitions

**2.1 Educational Institution** - is an institution or school (both public and private) accredited by the Ministry of Education for the Province of Ontario to offer K to 12 graduation curriculum.

**2.2 Sports School Program (SSP)** – to be defined as a school-based hockey program; the following minimum criteria shall be met:

- a. Have a formal partnership with a recognized Educational Institution.
- b. These partnerships must be endorsed by the Branch.

**2.2 Residential School** - is a school that offers a combined educational and hockey component where 100% of the students that attend that school must be living in residence. Living in residence is defined as living in a dormitory or other housing option that is located on the campus of the school. Billeted players in the community are not considered to be living in residence. There are no restrictions on where players attending a residential school come from; however, the number of players from within the Branch shall be restricted as per the Memorandum of Understanding (MOU) associated to each school.

**2.3 Skills Academy** - is a curriculum-based program in which players receive skills-based training as part of a program offered in partnership with an educational facility. Participants in a HEO/Hockey Canada Skills Academy program do not participate in games on "Academy teams".

### 3.0 Policy

Hockey Eastern Ontario (HEO) and Hockey Eastern Ontario Minor (HEO Minor) understand and appreciate the importance of education in Canadian society. They also recognize

that students may desire to attend an educational facility that offers a hockey based SSP. It is the policy of the Branch to partner with schools who are interested in offering hockey skills development as part of the regular curriculum based program as a Skills Academy. It is also the policy of the Branch to partner with Residential Schools, as defined above, who are offering a hockey program within the structure of the school and meet the criteria as set out in this Policy. The Residential School shall also agree to the requirements recognized within the MOU.





**Note:** It is the policy of the Branch not to sanction Sport Schools that are non-Residential Schools, i.e. schools that offer education but whose students are primarily domicile in the Branch and play on Branch club teams.

All approved sports school programs shall meet all SSP criteria and align with the operational mandate and philosophy as set out by Hockey Canada and the Branch.

**National Championship (Telus Cup or National Midget Championship)** - Hockey Canada Sports School teams are not permitted to participate in Championships or any League, Branch or Regional events that lead to these Championships.

**Regional Championships** – Sport School teams are not permitted to participate in events run on a regional basis to determine regional champions, i.e. Ontario Bantam Championship, Ontario PeeWee Championship.

**Competition** - Membership in Hockey Canada through HEO will insure access to Hockey Canada sanctioned programming and competition in exhibition, league and tournament play. Membership will allow competition against US-based teams that are members of USA Hockey. Players participating on sports school teams who are residents of the Branch shall be eligible to participate in High Performance programming in the Branch subject to compliance with Branch policies and practices.

**Fees** – The fee for new Sports School applications is set at \$5000.00 (CDN dollars) as per the Hockey Canada requirements. The Branch shall retain 50% to cover administrative costs and the balance being paid to Hockey Canada to cover administrative costs. The fee for renewal of a Hockey Canada Sports School program through the “Request for Renewal” process shall be set by the Branch annually.

**Suspensions and Discipline** - Teams and team officials shall be subject to all Hockey Canada, Branch, HEO Minor and League rules and regulations regarding discipline.

**Registration** - The Sport School shall oversee the registering of players with the Branch Registrar. Players shall be subject to all paperwork required by IIHF/Hockey Canada transfer regulations. Transfer approvals will be governed by Hockey Canada and all correspondence regarding these approvals is to be forwarded to the Branch by the Sport School. Player registration and team assignment of such players will be administered by the Branch. The receipt of required registration documentation by the Branch (i.e. confirmation of registration with the Sport School as well as all transfer documents) will constitute approval of the players to participate with sport school teams. The Branch will deal with Hockey Canada on all other registration paper work as required.

**Affiliation** - Sports school players shall be eligible to affiliate according to the Branch regulations as established within the MOU.

**Tournament Hosting** - The Sport School may apply to host Branch-sanctioned tournaments.





## 4.0

### Sports Schools Application Procedures

The purpose of this section of the document is to provide Sports Schools and affected stakeholders in the Branch with an understanding of the process and criteria that will be used by the Branch in assessing applications from potential Sports Schools, as well as alterations to existing ones. The guidelines and procedures below are intended to match the criteria established by Hockey Canada (HCSS Program Application Guidelines).

In order to be considered for approval, the SSP shall have a formal partnership with a recognized Educational Institution recognized by the Ministry of Education for the Province of Ontario; and the partnership must be endorsed by the Branch.

The process outlined below, for addressing applications, will be carried out by the Branch Sports Schools Committee (the "Committee"), which shall be convened at the time an application is received initially and upon a renewal application. The Committee shall be composed of:

- HEO Executive Director
- HEO President
- HEO Minor President
- HEO Minor League Representative(s)

#### 4.1 Application Process

In order to be considered for play in the following season (beginning August 1), all applications for Sports Schools and all supporting documentation shall be submitted to the HEO Executive Director at the HEO office in accordance with the timelines below:

- a. New Sports School Applications - December 1 of the current season for entry in the following season.
- b. Sports School Renewal Applications – February 15 of the current season for the following season

The initial application for a new Sports School shall contain the appropriate information under the following headings:

- i. General information pertaining to the school as outlined in the school's business plan.
- ii. Completed Application Form (below)
- iii. Table of Contents
- iv. Covering Letter
- v. Management / Owners Resumes
- vi. Background of Organization
- vii. Objectives
- viii. Mission Statement
- ix. Keys to Success
- x. School Structure
- xi. Facilities
- xii. Location
- xiii. Product and Description





- xiv. Marketing Plan
- xv. Education Institution Agreement
- xvi. Athletic / Academic Delivery Model
- xvii. Athlete / Student Demographics
- xviii. Program Budget – Balance Sheet
- xix. Appendices

## 4.2 Process Review

Upon receipt of the application, the Committee will review the submission and, if required, identify a date for an in-person presentation to be made by the applicant. After the presentation, the Branch will use the HCSS Program Application Guidelines to evaluate the application and presentation. The Branch shall also consult with any key stakeholders (MHA's, Leagues, Sport Schools, etc.) in order to determine the possible impact to existing programs. Items taken into consideration are:

- a. meets the application criteria and adheres to the HCSS operating mandate and philosophy established by the Branch and Hockey Canada;
- b. demonstrates partnerships between the school and school board;
- c. demonstrates a sound development plan, school and athletic schedule, appropriate staffing plan, and budget plans;
- d. is consistent with the strategic direction of Hockey Eastern Ontario;

### Development Plan

The following questions may be used in the evaluation process for **Academic Purposes** (Questions to consider):

- i. What school and grades are the players attending?
- ii. Describe the facilities.
- iii. What does a normal week's school schedule look like for the players?
- iv. What are the program's expectations of the players?
- v. What are the program's requirements of the player for acceptance?
- vi. What are the academic support systems in place for the players?
- vii. How many of missed days of school are expected in the school year?
- viii. Who is responsible for the player's academic results?
- ix. How are the academic results communicated to the parents and players?
- x. How will the players be held accountable for their academic results?
- xi. How are the players academics monitored?
- xii. Who is responsible for the player's course planning, graduation planning and college applications?

The following questions may be used in the evaluation process for **Athletic Purposes** (Questions to consider):

- i. What is the organization's philosophy for player development?
- ii. Who are the coaches, trainers, medical staff and management of the organization?
- iii. What does a normal week and monthly schedule look like for on and off ice workouts?
- iv. Who is responsible for the mental training of the players and how is it done?





- v. Who is responsible for the monitoring of the players health and how is it done?
- vi. Describe the yearly on ice hockey development plan.
- vii. Describe the facilities.
- viii. Describe how many games are played and where.
- ix. Describe a normal weekly practice plan.
- x. Describe the timeline for being on and off the ice during the course of the year.

All applications receiving Branch approval shall be forwarded to Hockey Canada no later than March 30 of the current season for review and approval. All SSP's shall fall in accordance with Hockey Canada and Branch Bylaws and Regulations with regards to appeals etc. Each application package will be reviewed by the Branch prior to being forwarded to Hockey Canada for registration.

