



## Hockey Canada Accredited School Quality Assessment & Renewal Process Hockey Alberta



### Overview

As per the Hockey Canada Accredited Schools (HCAS) Policy, all HCAS Programs are required to undergo a Quality Assessment process on a regular basis. Hockey Alberta has determined that each HCAS in Alberta will be assessed at a minimum, every third (3<sup>rd</sup>) year.

The Quality Assessment Process will begin in late June, with the Accredited School being formally notified of the assessment process via email and accompanied by this document. Hockey Alberta will provide the school with the Quality Assessment Pre-Task outline and survey all players and parents from the previous season.

HCAS Programs in Alberta will have until **October 1** of the assessment year to complete the Quality Assessment Pre-Task, which will double as the program's Renewal Application for a three-year term, until the next assessment process.

Following the pre-task, Hockey Alberta Assessors will travel to the school at a pre-determined date to continue the assessment. Hockey Alberta will also survey all players, parents and program staff. The entire Quality Assessment will be completed with a report and decision sent to the school on or prior to December 1.

**NOTE:** HCAS Programs not being assessed in a given year may apply for expansion by submitting a business plan including the items outlined in Section J of this document.



## Quality Assessment Pre Task & Renewal Application

### Purpose:

Hockey Alberta's HCAS Programs will be expected to create a HCAS Quality Assessment Pre-Task/Renewal Application package based on the *Required Sections and Contents* below, including all resources and policies available, and any other documents perceived to be of relevance for assessors. Any policies/resources requested that are not submitted will be viewed for the purposes of assessment as not existing. Any questions a Hockey Canada Accredited School has about the Pre-task and its contents can be brought to the Coordinator or Manager of Elite Male Hockey at Hockey Alberta prior to the due date.

Once the HCAS Quality Assessment Pre-Task/Renewal Application is submitted, an in-person meeting will occur prior to November 25, 2022. Hockey Alberta will also assess team practices at random throughout the season and may arrive without notice to do so. Following the in-person aspect of the assessment, a final report will be delivered including a decision on a program's three-year renewal on or prior to December 1, 2022.

**Due Date:** October 1, 2022

**Renewal Decision Date:** December 1, 2022

### Required Sections & Contents:

#### Title Page

#### Table of Contents

#### A: Program Overview

1. Organization Mission, Vision, Values
2. Organization background, reason for establishment
3. Organization Business Plan (minimum three year duration),
  - Must including top 3 priorities (including plan for realization and rationale for prioritization)
  - Must include top 3 challenges (including control plan and rationale for inclusion)
4. CSSHL Membership Letter
5. Certificate of Incorporation

#### B: Organizational Structure

1. Organizational Chart
  - Must include names, job titles for all paid staff & volunteers
2. Staffing Strategy
3. Paid Staff Job Descriptions
4. Organizational structure strengths and challenges

#### C: Hockey Program

1. Overview of Hockey Program and Hockey Program Strategy
  - Must include: number of teams and their division/category

- Overall organization strategy as it relates to team structure, recruitment and retention
- Staffing resources for games and practices, home and away
- 2. Organizational playing style/philosophy and/or Team-specific playing style/philosophy
- 3. Organizational player development philosophy and/or Team-specific player development philosophy
- 4. Organizational goaltender development philosophy and/or Team-specific goaltender development philosophy
- 5. Organizational coach development philosophy/strategy including current progress for all coaches (may include practice planning, game management, interpersonal skill development, tactical knowledge, mentorship, etc.)
- 6. Player/coach communication strategy
  - Frequency and purpose of individual/positional/team meetings and coach roles
- 7. Yearly Training Plan (YTP) for each team in the HCAS
- 8. Athlete Individual Performance Plan (IPP) template/example
- 9. General Practice Structure philosophy
  - Time dedicated to skills, techniques, tactics, systems, etc.
  - Benchmarks for total hours of practice time
- 10. Off-Ice Training philosophy
  - Time dedicated to mental performance, physical strength, mobility, speed, power, conditioning, etc.
  - Benchmarks for total hours of off-ice training time
- 11. Organization/Team culture philosophy and strategy
- 12. Name and description of hockey-development tools/partnerships/technologies leveraged by organization
  - May include: video, statistical analysis, nutrition, strength training, skill development, positional coaching etc.
  - Include frequency of use and proof of contracts (fiscal amounts can be redacted)
- 13. Daily schedule for each HCAS team
  - Include on ice, off ice, education, etc.
- 14. Seasonal schedule of events
- 15. Relationship with local MHAs
- 16. Evaluation of hockey schedule
  - Strengths, weaknesses
- 17. Evaluation of Hockey Program
  - Strengths, weaknesses

#### **D: Education Program**

1. Education Agreement, Proof of enrollment, current enrollment, school capacity, academic timetable
  - Include list of academic services provided and duration of agreement
2. Athlete Registration deadline
3. Academic delivery model

4. Program Academic Expectations & Academic tracking & intervention policy
5. Student-Athlete academic report
6. Academic Staffing
  - Academic Advisor: Name(s), job description, contractual agreement (if applicable) leveraging plan, contact info
  - Tutors: Names, job description, contractual agreement (if applicable), leveraging plan, contact info
7. Academic policy for student-athlete travel
  - Include annual estimated time of absence for travel
8. Student-Athlete personal/character development philosophy/strategy
  - Include relevant third parties involved
  - Include strategy for athlete integration with broader student body
  - Include strategy for equity, diversity and inclusion education
9. List and description of academic tools/technologies/partnerships to enhance academic experience/success
10. Athlete retention metrics following season-conclusion
11. Evaluation of academic program
  - Strengths, weaknesses of school, staff, synergies between athletics and education, whether students can access full range of academic options, etc.

#### **E: Billeting/Recruitment**

1. Billet recruitment philosophy/strategy
  - Who is targeted, how?
2. List of billets (past 3 years including current) with contact information
3. Current list of billeted players
4. Billet policy
  - Responsibilities, compensation, etc
5. Billet engagement plan
  - Screening process, onboarding, communication, conflict resolution, player feedback
6. Billet program strengths and weaknesses
7. Student-athlete onboarding process
  - Include list of all signed forms
8. Organization recruitment philosophy/strategy for student-athletes
9. Currently student-athlete demographics

#### **F: Health & Safety**

1. Conduct/ethics policy for staff, students, volunteers, parents
2. Screening/hiring process for staff, volunteers
3. Complaint handling/conflict resolution/abuse and harassment/conflict of interest policies
4. Outline of insurance coverages
5. Outline of medical coverage in all situations (practice, game, travel, training, etc)
6. Player wellbeing measures



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- Services, technologies, standards, contact information for ensuring player wellbeing
- 7. Emergency Action Plans
  - Various situations (home games, travelling, away games, etc)
  - Results and details from any EAP simulations
- 8. Strengths, weaknesses of Health and Safety measures

### **G: Facilities & Equipment**

1. Overview of Facilities, amenities and equipment
2. Location and travel logistics for athletes
  - To and from school, arena, other facilities
3. Contractual agreements with facilities for ice, room usage, equipment access, etc
4. Facilities and equipment strengths, weaknesses

### **H: Marketing/Communications**

1. Awareness strategy for conduct/ethics policy and abuse/harassment policy for players, parents
2. Parent engagement strategy
  - Frequency, reasons for contacting parents
3. Player/Parent satisfaction surveys (last 3 years)
4. Strengths, weaknesses of communication processes
5. Links to all program social media sites (website included)
6. Program Marketing plan (including examples and list of mediums leveraged)
7. Organization market position
  - Target audience, success measuring

### **I: Financials**

1. Organization/team budgets vs actuals (last 3 seasons)
  - Must include:
    - i. Revenues (player fees – including justification, billet fees, education fees, etc)
    - ii. Expenses (insurance, ice & facilities, travel, apparel, equipment, coaching, external development, off ice, etc)
2. Estimated Budget: Next season
3. Long-term financing plan
4. Current debt
5. Last Audited statements
6. Financial strengths/weaknesses

### **J: Expansion/Contraction (Optional)**

1. Overview and Rationale for Expansion/Contraction
2. Proposed Team Structure
3. Team Official Resumes
4. Athlete/Student Demographics
5. Program Budget/Balance Sheet