

HOCKEY NL

HIGH PERFORMANCE PROGRAM



POLICY MANUAL

“STRIVE FOR EXCELLENCE”

As amended September 2018

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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 NL. 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 caliber 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 NL 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 NL 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 caliber 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 Under18, Under-22, Male Under 17, Male Under 18 and Male Under-20 Divisions as well. At The Branch Level, teams at the Female Under 16 and18 and Male Under 14, 15, 16 Age Divisions were established at the Provincial and/or Regional Levels. Male Under 17 players are eligible to participate in Hockey Canada's National U17 camp, players are selected from the Branch Male U16 program. Female Under 18 players will be scouted through Branch program for Team Atlantic Under 18 Team.
- 1.2.4 Hockey NL, 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 NL.

1.3 PHILOSOPHY

- 1.3.1 Hockey NL, 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 after the summer camp has been completed. There is no feedback provided from the spring identification camp.

1.4 MISSION

- 1.4.1 The overall mission of Hockey NL'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 both on and off the ice.

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 NL 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 NL is dedicated to the continued cooperation with Hockey New Brunswick, Hockey Nova Scotia and the Hockey PEI in the delivery of the High Performance Program through the Atlantic Challenge Cup and Male U16 events. This partnership is extended to Hockey Quebec & QMJHL for the MU16 event.

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

Men's Program Roadmap:

Branch Male U16 Team (Competes annually at QMJHL Excellence Challenge)



National U17 Team (Players scouted from the Male U16 event – 3 Under 17 teams will compete annually)



National U18 Team (Compete annually)



National U20 (World Junior Team, Competes Annually)



National Team (Team competes annually at World Championships)



Men's Olympic Team (Competes every four years at the Olympic Games)

Women's Program Roadmap:

Team Atlantic U18 (Team competes every year except during a Canada Winter Games year)



National Under 18 (Team competes annually at the World U18's)



National U22 (Team competes annually)



National Women's Team (Competes annually at various events)



Women's Olympic Team (Competes every four years at the Olympic Games)

2.2 REGIONAL PROGRAM OF EXCELLENCE

2.2.1 The Regional Program of Excellence Female consists of teams organized within five regions within Canadian

Hockey. Those regions are comprised of: (Female U18 Team Atlantic)

- Atlantic Region: Hockey New Brunswick
Hockey NL
Hockey Nova Scotia
Hockey PEI
- Quebec Region: Hockey Quebec
- Ontario Region: Hockey Eastern Ontario
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 An Atlantic Regional Team will be selected at the Female Under 18 level to compete in a national Tournament. Team Atlantic will be selected through the branch Female U18 team summer camp and Atlantic Challenge Cup (3 player quota per Branch). Three Canadian Teams as opposed to regional teams will be selected at the Male Under 17 level to compete in the World Under 17. The male U17 National Program will invite 108 players annually to a summer camp, consisting of 6 teams. There will be no quota per Branch for the Men's National Under 17 program.

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 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 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.

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

Hockey NL – Program Of Excellence Phases

Spring Identification Camps



Summer Provincial Camp



Atlantic Challenge Cup/Male Under 16 Event/Team Atlantic Female U18

2.4 SUMMER PROVINCIAL CAMP

- 2.4.1 The Annual Summer Provincial Camp shall consist of a five-day event that combines education, development and competition over the course of the camp for the MU14, MU15, FU16 & FU18 camps. MU16 will consist of 2 day mini- summer camp.
- 2.4.2 The Annual Summer Provincial Camp shall consist of players who have been selected from the spring identification 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.
- 2.4.3 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 NL may, carry up to twenty-five players to this event for the purposes of evaluation.
- 2.4.4 The Male Under 16 team will select a group of players to scout throughout the season. The final team selection will come in March or April of the event year.
- 2.4.5 The annual operations of the Summer Provincial Camp shall be governed by the High Performance Program Operations Manual.
- 2.4.6 The annual technical curriculum of the Summer Provincial Camp shall be governed by the High Performance Program Technical Manual.
- 2.4.7 Hockey NL shall conduct the Summer Provincial Camp August timeframe annually. Week 1 Female U16 & U18, Week 2 Male U15/U16, Week 3 Male U14. 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.

2.5 ATLANTIC CHALLENGE CUP

- 2.5.1 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.
- 2.5.2 The Atlantic Challenge Cup Team shall consist of twenty players who have been selected from the Summer Development Camp.
- 2.5.3 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.
- 2.5.4 In Canada Winter Games year's players may be selected to compete for their respective provinces' Canada Games' teams.
- 2.5.5 Hockey NB shall determine the annual operations of the Atlantic Challenge Cup in consultation with the Atlantic Branches.
- 2.5.6 The Atlantic Challenge Cup shall be scheduled to take place on the Thanksgiving Weekend in October annually.

2.6 TEAM ATLANTIC

- 2.6.1 Hockey Canada's Branches shall administer Team Atlantic programs for the Female Under-18 division.

SECTION 3: ADMINISTRATION

3.1 HOCKEY NL

3.1.1 The High Performance Program and its' policies shall be administered by Hockey NL.

3.2 CHAIR OF HOCKEY DEVELOPMENT

3.2.1 The Chair of Hockey Development of Hockey NL 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 TECHNICAL DIRECTOR

3.3.1 The Technical Director (TD) shall conduct the day-to-day activities of the program. The TD shall be responsible to ensure that all aspects of the program are conducted in a manner that adheres to branch policies and regulations.

3.3.2 The Technical Director, shall be responsible to submit an annual plan and budget to the Chair of Hockey Development for approval by the Officers of Hockey NL.

3.3.3 The Technical Director or 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 Technical Director 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 NL 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)
- Goalie Coach (1)
- 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 on the High Performance website page.

4.1.3 Provincial staff members will be responsible for the following aspects of the High Performance Program.

- Player Evaluation and Selection at the spring identification & summer provincial 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, Male Under 16 event; and
- Injury treatment and risk management.

4.2 SPRING IDENTIFICATION CAMP STAFF

4.2.1 Hockey NL shall appoint staff for each age division within the High Performance Program. The staff shall consist of:

- Coach/Evaluators (maximum 4 per camp)
- Trainers (1 per camp)

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 Camp;
- And Injury treatment and risk management.

4.3 OFFICIALS

4.3.1 Hockey NL 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 NL 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 NL who are members in good standing. Registration shall be voluntary and every effort shall be made to enroll 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

5.2.1 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 or compassionate reasons as defined in 7.7 and 7.8.

Any exemption requests will be reviewed by the Hockey Development Chair.

5.2.2 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.

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

Female Under-18: Female players who are 16 or 17 on or before December 31st each year.

Female Under 16: Female players who are 13, 14 or 15 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.

Male Under-13: Male players who are 12 on or before December 31st each year. (Spring Camp Only)

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.

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 NL in order to participate in the High Performance Program .

5.4.2 Players who are members in good standing in Hockey NL or are former members and who have advanced directly from Hockey NL 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 or sports 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 school from Hockey NL 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 school to the Program site, all camp fees, Hockey Canada Insurance fees, and Hockey NL 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 NL 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/High Performance Stream 1, Development 1; Speak Out Program
 - Assistant Coaches of Provincial Teams – National Coaches Certification Program, Advanced Level One or High Performance Stream 1, Development 1; Speak Out Program.
 - Coach/Evaluators of Spring Camps – National Coaches Certification Program, Intermediate Level or Development 1; 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 NL’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 is 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 Technical Director.

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 NL 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 NL 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
- 5.6.5 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 NL High Performance Program events must be approved by the Chair of

Hockey Development.

- 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 spring identification 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 branches.
- 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 spring identification 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 branches.
- 6.3.3 All scheduling of games must ensure that the requirements for equal and fair evaluation of participants are 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 NL.

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 NL.

6.8.2 Participants are responsible to provide all required personal hockey equipment at all events with the exception of sweaters & socks 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 NL – Large crest on front chest of sweater (Summer Camp & MU13 Spring Camp)
- HNL crest on shoulders – large numbers on front and back of sweater (Spring Identification Camp)

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 spring identification camps and the Summer Provincial Camps. Hockey Canada's Atlantic branches 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 NL 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 16 and 18 Division.

SECTION 7: PARTICIPATION

7.1 ENROLMENT

7.1.1 Hockey NL shall distribute information on the registration process to every eligible player within Hockey NL 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 NL 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.

7.4 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 NL shall administer the selection process at all events. The High Performance Program Development Chair shall ensure impartiality and fairness is applied during all aspects of the selection process. Refer to the FAQ information page on the High Performance Program site for detailed breakdown of how many players are invited the summer camp, ACC, Male U16.

7.4.2 Upon selection of the successful participants, the staff(s) 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 NL 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
- Chair, Minor Hockey
- Female Hockey Chair

7.5.2 In the event one of these members cannot sit on the committee the President shall appoint a replacement.

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

7.5.4 The Executive Committee of Hockey NL, 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 NL. 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 NL 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 Technical 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 participants 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 NL 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.

7.7.5 Upon receipt of such application, the Chair of Hockey Development of Hockey NL will render a decision.

7.7.6 Hockey NL shall notify the applicant in writing of all decisions within 10 calendar days of the annual deadline and/or when application is received. All decisions on request for compassionate reasons shall be considered final. All exemption requests will be subject to a \$50.00 administrative fee. Approved exemptions do not guarantee an invite to the next phase of the program.

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 Technical Director Hockey NL prior to the first session of the phase to be attended.

7.8.2 Upon receipt of such application, the Chair of Hockey Development of Hockey NL will render a decision.

7.8.3 Hockey NL Hockey Association shall notify the applicant in writing of all decisions within 10 calendar days of the annual deadline and/or when application is received. All decisions on request for compassionate reasons shall be considered final. All exemption requests will be subject to a \$50.00 administrative fee. Approved exemptions do not guarantee an invite to the next phase of the program.

SECTION 8: CODE OF CONDUCT/DISCIPLINE

8.1 CODE OF DISCIPLINE FOR COMPETITION

8.1.1 Hockey NL'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 NL. With the exception of those incurred at the Atlantic Challenge Cup where all suspensions shall be as established by Hockey Canada.

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 NL 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 Development Chair, 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 NL 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 NL.

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 NL 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 behavior;
 - Unsportsmanlike conduct;
 - Tardiness for events, activities or functions;
 - Failure to adhere to any code including the dress code;
 - Disrespectful comments or behavior 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, bullying, 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 NL.
- 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 NL 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 NL.
- 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 NL and the Atlantic Centre of excellence, in cooperation.

8.6 CODE OF CONDUCT FOR PLAYERS

8.6.1 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;

8.7 CODE OF CONDUCT FOR COACHES

8.7.1 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

8.8.1 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

8.9.1 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 polices 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.

8.10 SUBSTANCE ABUSE

- 8.10.1 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.
- 8.10.2 All participants in the Program shall not use tobacco products while involved in any event, competition or activity of the High Performance Program.
- 8.10.3 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.

8.11 INVESTIGATION AND REPORTING

- 8.11.1 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 Hockey Development Chair shall conduct such an investigation.
- 8.11.2 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 shall conduct a thorough investigation of all major infractions immediately upon being notified of any such infraction.
- 8.11.3 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.
- 8.11.4 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 NL and/or the Hockey Development Chair. Hockey NL 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.
- 8.11.5 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 NL.

8.12 DISCIPLINE COMMITTEE

- 8.12.1 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 Hockey Development Chair, in cooperation with Hockey NL Technical Director.
- 8.12.2 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 NL 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 NL 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 Appeals 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 NL. 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 NL, 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 Media Release notification is through the online registration form. If a player declines, please notify the Hockey NL Office.

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 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 NL 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 NL Hockey or its designate prior to any authorization.

11.3 FINANCIAL REPORTING

- 11.3.1 Upon completion of the High Performance Program annually the Development Chair and the Executive Director, in cooperation, shall provide a detailed financial statement of all activities within the Program.

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 NL. 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 NL 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 NL.

11.6 FUND RAISING

- 11.6.1 The officers of Hockey NL 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 NL.

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 NL's Technical Director (cbrinson@hockeynl.ca or fax 709-489-2273) 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 Technical Director (cbrinson@hockeynl.ca or fax 709-489-2273) 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 Hockey NL.

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 \$75.00 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 SPRING IDENTIFICATION CAMPS

12.2.1 All players shall be expected to obtain accommodations at their own expense.

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);
- 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 NL.

SECTION 15: CANADA GAMES REGULATIONS

15.1 APPLICABILITY

- 15.1.1 The Newfoundland & Labrador Canada Winter Games Program is administered through Hockey NL 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.
- 15.1.2 In order to accommodate this Canada Games process, Hockey NL utilizes the High Performance Program as a vehicle to assist in this effort.
- 15.1.3 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.

- 15.1.4 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.

15.2 UNDERAGE PLAYERS

- 15.2.1 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 next competition where further evaluations and selections shall occur.

15.3 STAFF ELIGIBILITY

- 15.3.1 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.
- 15.3.2 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.

15.4 PLAYER SELECTION

- 15.4.1 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 competition in October may increase to twenty-five (25).

SECTION 16: PROGRAM EVALUATION

16.1 GENERAL

- 16.1.1 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.

16.2 PARTICIPANT EVALUATIONS

- 16.2.1 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



Job Title: Head Coach

Organization: Hockey NL High Performance Program

Reports To: Director of Operations

Outline/Requirements:

- Head Coaches must have High Performance 1 completed or (in progress).
- Experience in coaching at a high level/Head Coaching experience
- High level of commitment
- Ability to work in a team setting. Communicate with Manager, Staff, players etc. as needed.
- Abide by Hockey NL procedures.
- Ability to evaluate players and provide feedback
- Ability to select best possible hockey players to form a team without bias
- Ability to run high quality practice with proper instruction
- Available for team and travel commitments.
- Ability to work towards objective of a program
- Multi-tasking abilities; coaching duties along with any other situations that may arise both on and off the ice.
- Ability to work in high pressure situations
- Provide/create a plan for team/player(s) to execute

HNL expects a high standard of professionalism no matter where you are, please dress and act appropriately and we look forward to meeting and mentoring new committed trainers in our branch.



Job Title: Assistant Coach

Organization: Hockey NL High Performance Program

Reports To: Head Coach/Director of Operations

Outline/Requirements:

- Assistant Coaches must have Development 1 or High Performance 1 completed and/or (in progress).
- Experience in coaching at a high level/Coaching experience an asset
- High level of commitment
- Ability to work in a team setting. Communicate with Manager, coaching staff, players etc. as needed.
- Abide by Hockey NL procedures
- Ability to evaluate players and provide feedback
- Ability to select best possible hockey players to form a team without bias
- Ability to assist in high quality practice
- Ability to adapt to coaching position designated by head coach i.e. forward, defence etc.
- Available for team and travel commitments.
- Ability to work towards objective of a program
- Ability to take instruction, and perform tasks provided by Head Coach
- Multi-tasking abilities; coaching duties along with any other situations that may arise both on and off the ice.
- Ability to work in high pressure situations
- Follow plan for team/player(s) created by head coach, ability to execute plan/systems
- Follow direction of Head Coach
- Assistant Support Staff as needed
- Attend any meetings/conference calls



Job Title: Goaltender Coach

Organization: Hockey NL High Performance Program

Reports To: Head Coach/Director of Operations

Outline/Requirements:

- Experience in coaching at a high level/goaltender coaching experience
- High level of commitment
- Ability to work in a team setting. Communicate with Manager, Staff , goaltenders etc. as needed.
- Organize goalie sessions; Prepare practice plans and execute
- Ability to provide direction to staff for goaltender sessions
- Abide by Hockey NL procedures.
- Ability to evaluate goaltenders and provide feedback
- Ability to select best possible hockey goaltenders to form a team without bias
- Ability to assist in high quality practice, under direction of coaching staff
- Available for team and travel commitments.
- Ability to work towards objective of a program
- Ability to take instruction, and perform tasks provided by Head Coach
- Ability to work in high pressure situations
- Follow plan for team/player(s) created by head coach, ability to execute plan/systems
- Attend any meetings/conference calls
- Attendance for spring and summer camps are mandatory



Job Title: Director of Operations

Organization: Hockey NL High Performance Program

Reports To: HNL Development Chair & Technical Director

Outline/Requirements:

- Assist in preparing documents for Spring Identification Camp and Summer Provincial Camp i.e. Schedules, Evaluation Forms, Rosters, Rooming Lists and other related forms directed by Hockey NL
- Provide email communication to parents with regards to any updates in relation to camps, events or player related matters.
- Organizing re-groups camps prior to team competition. Booking ice, meeting rooms, travel/accommodations if applicable
- Assist with staff needs during camps; Nutrition table (stocking), recording player evaluations daily, communicate with catering/rink staff, day to day duties.
- Assist in the management of support staff; provide any necessary directions prior to and during camps.
- Available for team and travel commitments.
- Ability to work towards objective of a program
- High level of commitment
- Abide by Hockey NL procedures
- Ability to communicate with information to staff
- Must have strong organizational and communication skills
- Must have basic understanding of Microsoft Word and Excel programs.



Job Title: Equipment Manager & Therapist

Organization: Hockey NL High Performance Program

Reports To: HNL Development Chair & Technical Director

Outline/Requirements Equipment Manager:

- Upkeep of player's equipment and repair to provide each player with safety and allow those players to perform at their highest level.
- Assist players with preparation of newly purchased equipment.
- Skate maintenance, which can include repair and sharpening.
- Setting up the dressing room, maintaining cleanliness and sanitation. This includes moving, hanging gear, ensuring proper drying techniques, sweeping and mopping floors, and upkeep on garbage when necessary.
- Restocking your tape and supply setup at the end of each game;
- Laundry, if applicable;
- Bench setup including, water bottles, towels, bench tape, wax and pucks;
- Comply all gear with HNL and Hockey Canada rules and regulations.

Outline/Requirements Therapist:

- Emergency response on ice and off ice;
- Assessment and treatment of player injuries before, during and after games, and/or practices with documentation;
- Reporting all injuries to coaching staff in a timely and professional manor;
- Pre-event taping and preparation;
- Providing nutritional / hydration advice to players for pre-game, in game and post-game meals and snacks as well as monitoring;
- Setting up the nutrition tables, as well as picking up groceries & supplies;
- Directing and dictating pre game warm-up and post-game cool-down;
- Restocking medical supplies (supplies provided by Hockey NL).

If working a tournament such as the Atlantic Challenge Cup/MU16 event where there are more than one Newfoundland and Labrador team present, you are expected to assist and work as a team with all Trainers involved, while overseeing the team you are attending with.



Job Title: Support Staff

Organization: Hockey NL High Performance Program

Reports To: Head Coach/Director of Operations

Outline/Requirements:

- Looking for experience in coaching/working with high level hockey players
- Assist with set-up at summer camp
- Manage bench during summer camp evaluation games
- Manage a team during summer evaluation camp both on and off the ice; transport players to/from the rink, room checks, make sure players follow schedule put in place etc.
- High level of commitment
- Ability to work in a team setting. Communicate with Manager, coaching staff, players etc. as needed.
- Assist as shooter in goalie sessions; as advised by goaltender coach
- Abide by Hockey NL procedures.
- Ability to assist in high quality practice, under direction of coaching staff
- Ability to work towards objective of a program
- Ability to take instruction
- Ability to work in high pressure situations
- Attend any meetings/conference calls

The support staff position is intended for coaches interested in the High Performance Program and/or looking for additional experience in a high quality hockey environment. Support staff will be assigned to a group for the duration of the camp.

Hockey NL Volunteer Screening Policy

Educating athletes and personnel about abuse and harassment is very important; however it is not enough. The Executive Officers of the local Minor Hockey Association have the responsibility to ensure that all volunteers, which includes: Players, Coaches and both on-ice and off-ice Officials are in a safe environment. Every effort must be made to protect them from abuse, harassment and injuries. We, as volunteer hockey administrators within our Associations, are responsible to ensure that players are protected both on and off the ice. It is important that volunteers at all levels within our Associations are certified and properly trained to deliver these programs to our players. We must provide both financial and human resources to deliver ongoing Professional Development Programs for our Coaches, Trainers, Managers and Directors of our Associations. Hockey Canada and Hockey NL are constantly developing new programs and policies that will enhance the game of hockey and protect the Membership. It is important that we make every effort to ensure this information is disseminated to the participants.

Coaches, Assistant Coaches, Managers & Trainers:

Hockey NL requires that all new Coaches, Assistant Coaches, Managers and Trainers who are making application for all teams during the upcoming season must make formal application to Hockey NL. It is recommended that these application forms remain on permanent file with the branch office of Hockey NL. In addition, it is recommended that all applicants be interviewed for the position. If the local Minor Hockey Association, League or team for the position selects the applicant, the appointment is contingent upon submitting the following completed forms: Part 1 – Personal Information, Part 2 – History of Conduct, Part 3 – Consent for Criminal Record Search for a Sexual Offence for which a Pardon has been granted, Part 4 – Consent to Disclosure of Record and the appropriate Letter or Certificate of Conduct **and a vulnerable person's check** from the police. **A new Letter or Certificate of Conduct from the police must be filed every five years.** The local Association must record the names of individuals who have been provided with these forms, collect the forms in sealed envelopes marked Private and Confidential and forward to the Hockey NL branch office to the attention of the Risk Management Screening Committee. The Committee will review the results and determine if applicants have not been approved for membership.

Note: All existing Coaches, Assistant Coaches, Managers, Trainers and Hockey NL Board of Directors who have not completed all application forms must do so.

If the Criminal Record Check indicates that there may or may not be a criminal record in existence the applicant is required to go to the local police or the RCMP, provide fingerprints and have the documentation returned marked Private and Confidential to the Hockey NL branch office to the attention of the Risk Management Screening Committee. There maybe a fee for this service. In addition applicants are asked to submit a written statement outlining the nature of the charges, the sentence and the date of the sentence. Failure to comply may result in suspension pending further investigation.

Procedures for completing the Criminal Record Check

1. Applicants must complete side one of the Criminal Record Check Form that is

provided by the local Association and signed by an official within the local Association. The applicant must bring this form to the local Police Service or the Royal Canadian Mounted Police who ever is responsible for policing in their place of residence. The applicant must bring two pieces of identification one of which must be a picture ID such as a Drivers License. In some instances the form will be completed while the applicant waits or will be required to return to pick up the form within a 10-day period. The applicant must then forward the completed form in a sealed envelope marked Private and Confidential to the local Association President or designate. Normally, there is no charge for completing a Criminal Record Check form providing the applicant is identified as a volunteer by submitting the Criminal Record Check form.

2. The local Association must record the names of individuals who have been provided with these forms; collect the forms in sealed envelopes marked Private and Confidential and forward the Criminal Record Check Forms to the Hockey NL branch office to the attention of the Risk Management Screening Committee. The Committee will review the results and determine if applicants have not been approved for membership.

3. Applicants who have not been approved for membership, the Chair, Risk Management for Hockey NL will notify the applicant that he/she has not been approved as well as the local Association President, President of Hockey NL and the Chair of Hockey NL Minor Council. All specific information on the Criminal Record Check is strictly confidential.

Privacy Statement: Hockey NL acknowledges that, in receipt of information gathered under Screening Program, it may not disclose such information to any other person or organization, or any person within an organization unrelated to the screening process, and disclosure to any other such person constitutes a breach of the Criminal Records Act. All information collected either electronic or hard copies will be secure in the branch office under password protection or lock and key.

Committee Structure: The Hockey NL Risk Management Screening Committee will be made up of the Chair of Risk Management, one appointed board member and one other professional member (i.e. solicitor/social worker). The President Hockey NL is an ex-officio.

The Screening Committee will be reviewing all cases when the applicant is listed in the Child Abuse Register and/or has been convicted of any criminal offences. All cases will be reviewed on an individual basis. Applicants who have committed certain offences will not be accepted for a direct service position with vulnerable clients. These offences may include but are not limited to: sexual assault, current prohibitions forbidding contact with children, indictable criminal offences for child abuse; any offence of a sexual nature involving children including pornography, violent offences involving a weapon; and criminal driving offences such as criminal negligence causing death. As indicated other cases will be reviewed on an individual basis.

Hockey NL Recommends the following Ten Step Program to Screen Volunteers:

- | | |
|---------------------------------|---|
| 1. Determine the Risk | Associations can control the risk of the programs by taking steps to minimize or eliminate the risk altogether. |
| 2. Write A Position Description | Careful position design and clear description determine the position's level of risk while sending the message |

- that your Association is serious about screening its volunteers.
3. Establish A Recruitment Process Recruitment materials should indicate that your Association screens applicants.
 4. Use An Application Form An application form should request permission to do Criminal Record Check or any other screening measure, and should only ask for information related to the requirements of the position being filled.
 5. Conduct Interviews Interviews help ensure that you select people who meet requirements and fit in your Association.
 6. Follow Up on References Do not assume that applicants will only give you names of people who will speak well of them.
 7. Request A Criminal Record and Abuse Register Check Only one step in the ten step Child screening process.
 8. Orientate and Train Orientation and training sessions offer an opportunity to observe volunteers in a social setting and to provide information on your policies & procedures.
 9. Supervise and Evaluate The greater the risk in a position, the more frequent and intense the supervision and evaluation process should be.
 10. Follow-Up With Program Participants Regular contact with clients and family members can be a deterrent to someone who might otherwise do harm.

HOCKEY NL **SCREENING POLICY**

QUESTIONS & ANSWERS

What is HNL's Screening Policy?

HNL's new Screening Policy is the product of two (2) years of consultation with Hockey Canada, Hockey Nova Scotia and the implementation of National Protocol's under the Speak Out Policy introduced by Hockey Canada to protect our players. It has been developed in conjunction with the Risk Management Officers at the Federal Levels, our counterparts at the other Provincial (Branch) Levels and also with the offices of Child Protection Services and the Royal Newfoundland Constabulary. It is a **mandatory** procedure which will be implemented this season. *No volunteer* shall be permitted to participate in any activity of HNL, or a member association or group of HNL unless the membership application in the included form

is completed by the individual. *The membership Application Form is to be considered as equally important as the registration card.* Individuals will not be permitted to participate in registered activities without the card, and effective this season, they will not be permitted to participate in activities unless the Association has the individual complete this form and transmit a copy of the same to HNL. There will be absolutely no exceptions to this Policy whatsoever. Until and unless this Application Form is completed to the satisfaction of the Association and/or HNL, the individual shall not be considered registered, and is ineligible to participate in activities.

Why the implementation of a formal policy?

In a lengthy review of the Screening Policies within the Association, it was discovered that the individual Hockey Associations were largely responsible for conducting the necessary background checks prior to accepting an application for membership. Because of the number of Minor Associations and the geography of the Province, very few Minor Associations were communicating with each other as to their practice and there was a wide discrepancy in the thoroughness of the Application process. While the individual Associations have been responsible for screening potential Applicants for decades, some minor Associations actually requested further guidance and uniformity from the HNL office.

What risks are addressed by the Policies?

The risks to be avoided are obvious. The physical and/or sexual abuse of players with HNL is absolutely unacceptable. The placement of individuals who pose a potential risk to the well being of children is also unacceptable. Certain deficiencies were observed in the manner in which risk was being investigated and assessed. Since the determination of the various civil actions concerning the sexual abuse of children at the hands of the clergy of various churches, the highest Court in Newfoundland & Labrador has set out the law with respect to the liability for the protection of children. Non-profit companies, including Hockey Associations, ordinarily are exempt from automatic liability if one of their members commits an unlawful act. In most cases, the Court considers it bad public policy to potentially bankrupt charitable organizations for single acts of neglect by one of its members or volunteers. However, there are two (2) major exceptions to that rule. The first is a situation in which the Association is put on notice that there is probable ground to suspect that abuse may be ongoing. This would be the case for business corporations and charitable companies alike. The second instance (which particularly concerns Minor Hockey Associations), is a situation which would certainly apply to us. If the nature of the non-profit or charitable company is such that it *necessarily* places minors in a position of proximity with adults and places the adults in a position of trust with the children, it is presumed that the non-profit association **will** be liable. This includes our counterpart associations such as Girl Guides/Boy Scouts, Big Brothers/Sisters and any other type of activity dedicated to children. HNL and its member associations would fall squarely within that category of associations, and a single act of abuse would render the Associations liable, whether the Association was in the position to prevent it or not.

Who does the Screening Policy apply to?

Everyone. This applies to all volunteers within HNL, from the President of the

Branch down to the volunteer bench staff on teams within the various Associations. **Any person who ultimately has to be certified as an HNL member through registration** is subject to this policy. While the Association remains primarily responsible for the implementation of the policy at the Registration level, HNL strongly encourages the Minor Associations to apply the policy to other members within the Association who are not necessarily HNL Registrants. This would include the various Executive Members of the Association who serve on the Associations Board of Directors, but which do not function in a hockey capacity requiring HNL Registration.

Does the Policy apply to existing members?

Yes. All members of HNL, even those of long standing must complete the Application Form to maintain registration. There are two (2) reasons for this. The first is the pure risk management consideration. The second is that, under the Federal Privacy Act (see related presentation), HNL and its member Associations are under an obligation to keep the personal information of its members current. This means that the forms will have to be completed every year, in order to make sure that the information is accurate at its source. There are no exceptions to this requirement. We are required as a matter of Federal Law as of January 1st, 2004, to solicit fresh applications from individuals on a regular, periodic basis.

What is required at the time of Application?

Any volunteer applying for HNL membership, such as a director or officer, would forward his or her application to HNL itself. In that case, the potential member must complete the application form and provide any of the documents (including a Letter of Conduct) which are identified in that form. If the Applicant is applying to a team or other Association within the Branch, the Association will have the Applicant complete the usual Association forms *in addition to* the new HNL Application Form. HNL must be provided with a copy of the normal registration particulars, as well as the completed HNL Application Form in order to process a registration. HNL is under no obligation to register an individual unless these forms are received, even though a registration card has been provided. *Please also note* that there must also be a Privacy Act Consent located on the form (see related presentation). In the case of a direct Application to HNL, HNL will provide the Consent Form to the Applicant directly.

Who will see the information on my application?

A very select number of people will see the information on the Application Form. The Application Form contains sensitive details about the person's individual history, criminal record and the like. These files will be held in the strictest of confidence, as is required by the Federal Privacy Act. The Federal Privacy Act provides much greater protection to the Applicant because it imposes very strict confidentiality requirements not previously present. HNL will constitute a Screening Committee, headed by the Vice President of Hockey Operations, and two (2) other members. These three (3) individuals will form the screening committee, and are required, by law, to keep the information contained in Application Forms confidential unless it is of absolute necessity to disclose any of the contents to the President. Upon receipt, the other Officers and Directors of HNL will not be privy to

this information at the outset. It is prohibited for any of the other Officers and Directors of HNL to be provided with this information.

Each Minor Association is strongly urged to form its own Screening Committee, including a Screening Officer, who will be subject to the same requirement of confidentiality. As indicated, primary responsibility for the screening of Applicants rests with the Associations when the Application is to an Association. The Association should follow a procedure similar to that of the Branch with respect to the screening aspect. The Screening Committee will decide whether or not to accept or reject an Application, depending on the contents, and whether or not any of the contents of the Application are actually relevant to the risk to be avoided. Applicants will not necessarily be refused membership if, for example, they have a criminal record for an unrelated type of offense.

Why is the Application structured as it appears?

Upon consultation with Child Protection Services and the Royal Newfoundland Constabulary, several blind spots were identified in the practice of simply asking for a Letter of Conduct. There are a number of weaknesses in accepting a simple questionnaire, accompanied by a Certificate of Conduct without asking additional questions. Under particular pieces of Federal Legislation, the Letter of Conduct will not turn up record of an offense if the individual received a discharge, or was pardoned for an offense. The current Application requires that the Applicant disclose these matters, notwithstanding that the Certificate of Conduct would not disclose them. The individual is under no obligation to complete the Form; however, in refusing to complete the Form, HNL is automatically entitled to refuse the person's Application for membership. So is the member Association. No further justification for the refusal is, or will be, necessary.

What if my Association has an existing policy?

Certain Minor Associations have already formulated fairly detailed policies. If the Association's policy is equivalent or better to HNL's in terms of the detail requested, the Minor Association is free to use its own Form. However, HNL must be provided with a copy of the completed Form once the Minor Association has received the Form back from the Applicant. If HNL does not have a copy of that Form, the individual Applicant will be treated as unregistered until such time as HNL receives a copy of the Application Form. If, after having opportunity to review the HNL Form, the Minor Association is left in doubt as to whether or not its format is "equivalent or better" to the HNL format, the Association is urged to contact HNL by no later than August 1st, 2004. Otherwise, it will be presumed that the Minor Association is content to use the HNL format.

What are our other duties?

The Risk Management and Screening Policies are intended to be threshold tests for potential risk to our members, especially minors. This Policy has been formulated in consultation with Hockey Canada, but Hockey Canada leaves each Branch (and

each Association within the Branch), to formulate its own policies.

However, there are certain ongoing duties required of the Branch and its member Associations when it is suspected that there may be abuse of minors notwithstanding that an Applicant has successfully completed her or her Application Form at the time of registration. The attention of the Associations is referred to the Provincial (HNL) Recognition and Prevention of Abuse Policy, and the Hockey Canada Recognition and Prevention of Abuse Policies, Harassment Policies and any other policy which the individual Association may have formulated pursuant to its own authority. Vigilance is also required of the Association, and the procedures for dealing with suspected abuse are set out in the policies listed above. There are also certain all-encompassing policies which are required under Provincial Legislation, pursuant to the Child, Youth and Family Services Act. This Act requires that potential instances of abuse constituting harm to a child are to be reported. Please contact your local Counsel or HNL Counsel for initial consultation in the case of urgency. HNL has had opportunity to discuss the requirements of the Federal Protocols with the National Risk Management, and Insurance Officers, and they are also capable of answering any inquiry.

