



HOCKEY MANITOBA

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CLINIC HOST PACKAGE

Please carefully review the following information step-by-step before applying to host a certification clinic so that all hosting responsibilities are fully understood.

1. WHAT DO I NEED TO HOST A CERTIFICATION CLINIC?

- A host contact person to coordinate booking a facility, picking up course materials (at local Greyhound Bus Depot), and ensure all other requirements are provided as needed.
- A room that has ample seating and moving space for 32 people. Room must be set-up in classroom style (w/ tables & chairs). Room must be available from 8:00 AM to 5:00 PM.
- Host **must** provide a LCD Projector; this is a visual projection unit that connects to a lap-top computer.
 - Clinics cannot be delivered without a LCD Projector.
 - Please ensure the projector has a power cord and lap-top connecting cord
 - Hosts are responsible for borrowing or renting LCD Projectors (i.e. from schools, libraries, book stores, electronic stores, other offices, etc.)
- Initiation Program (IP) Clinics only: 1-hour of ice time needed at appx. 11:30 AM on the day of the clinic. Ice grant of \$75 available from Hockey Manitoba following the clinic.
- Development 1 (D1) Clinics only: 2-hours of ice time **each day** (2-day clinic) from appx. 12:00 PM – 2:00 PM. Ice grant of \$200 available from Hockey Manitoba following the clinic.
- Development 1 (D1) Clinics only: Host must find a Bantam team (or older) for the on-ice session on the Saturday of the D1 clinic. (**15 skaters & 2 goalies minimum**)
- Providing coffee, juice and snacks is NOT required and is the discretion of the host to provide such. All costs related are the responsibility of the host.

2. IF I GET APPROVED TO HOST A CLINIC, WHAT ELSE DO I NEED TO DO?

- After ensuring you have all the requirements booked from Step 1, you will then need to follow several other responsibilities as the clinic dates nears and on the clinic date itself.
- Appx. 1-2 days prior to your clinic(s) you must contact your nearest Greyhound Bus Depot to pick up the clinic materials that will be sent by Hockey Manitoba.
- On the day of your clinic the Host must bring materials to facility and ensure that the room and the LCD Projector is set-up properly at 8:00 AM (30 minutes or earlier prior to clinic start time). It is very important to have this done prior to participants arriving.
- Clinic host must be available at all times during the day while clinic is being delivered in the event of an emergency. The Host must effectively communicate with the Clinic Instructor on the day of the clinic. **Note**; the Clinic Instructor will contact the Host 1-2 days prior to the clinic.

3. OTHE IMPORTANT NOTES:

- **Clinic Size**
 - Minimum of 12 participants
 - Maximum of 30 participants

- **Clinic Cancellation**
 - Notice of cancellation will be 2-days prior to clinic date
 - Hockey Manitoba will work with host sites as best as possible to ensure clinics are not cancelled unnecessarily, however if registrations numbers are low the clinic will be cancelled.
 - Clinics are subject to last-minute cancellation due to severe weather. The Clinic Instructor and the Host will communicate and work together on these matters.

- **Return of Clinic Materials**
 - The Clinic Instructor will return all unused materials back to Hockey Manitoba
 - In the event a clinic is cancelled the Host will then be responsible to ship materials back to Hockey Manitoba via Greyhound Bus service. Please use the "Collect" service, meaning that costs will go to Hockey Manitoba's account.
 - Ship "Collect" to: 145 Pacific Ave, Winnipeg, MB R3B 2Z6

- **Specialty Clinics**
 - Specialty Clinics are NOT the same as Certification Clinics. Specialty Clinics are extra-curricular development opportunities for coaches to help them effectively teach and correct skills. Please see Specialty Clinic Information attached.

- **Clinic Details**

2010-11 Clinic Season will be open from **October 1st until November 28th**

▪ Initiation Program:	5 hours	Weekends or weeknights
▪ Coach Level:	9 hours	Weekends only (1 full day only)
▪ Development 1:	22 hours	Weekends only (Sat & Sun)
▪ Safety – Trainer 1:	8 hours	Weekends only (1 full day only)
▪ Specialty Clinics:	3 hours	Weekends or weeknights

All clinics begin at 8:30 AM unless otherwise noted.

4. I KNOW I CAN PROVIDE THE NECESSARY REQUIREMENTS, HOW DO I APPLY?

- Be sure you have read all the requirements and fully understand the responsibilities associated. Reminder: Certification clinic participants register online

- **Hosting applications are only accepted from the Region and must be completed in full;** Minor Hockey Associations are asked to please submit your hosting requests to your Region's Clinic Coordinator or Regional Director.

- Regional Clinic Coordinators or Regional Directors may contact kyle@hockeymanitoba.mb.ca for the 2010-11 application form (*this form has been updated from previous years*).

- Regions are asked to please **email** their 2010-11 application form by **July 30, 2010**.