

ONTARIO MINOR HOCKEY ASSOCIATION



(PRS)

SPEAK OUT

CLINIC OPERATIONS HANDBOOK

2016-2017

OMHA
DEVELOPMENT

**OMHA SPEAK OUT
PREVENTION SERVICES
PROGRAM ADMINISTRATION**

OVERVIEW

Prerequisite:

A participant must be a minimum of sixteen (16) years of age to be Certified.

Clinic Instruction Time:

Approximately 4 hours. 100% attendance is required for Certification.

Registration Fee:

The registration fee is \$15.00 (\$13.27 + \$1.73 HST) per participant. Clinics require a minimum attendance of 25 and a maximum attendance of 40. In cases where attendance is below 25, the Host Centre is responsible for submission of the Fee based upon the minimum number of participants. (i.e. \$15.00 X 25 participants = \$375.00).

NOTE:

The Host Centre may increase the clinic cost to participants to recover the costs incurred in providing facility and equipment. These costs should be built in on a pro rated, per participant basis, and should not exceed \$5.00.

Clinics must be operated on a cost-recovery basis and not as a source of revenue generation for the Host Centre.

- Where more than 40 participants are pre-registered for a clinic, the Host Centre Contact Person shall contact the appropriate Development Coordinator to discuss arranging a second clinic, or hosting a super clinic.
- A super clinic is hosted when two or more individual clinics are operated at the same time at the same location. Each clinic shall consist of 40 participants or thereof with an instructor, learning area, audio visual equipment, etc.
- The OMHA Speak Out (PRS) Certification of Participation currently has no expiry. This certification will be identified in the HCR system.
- All Team Officials (Head Coach, Assistant Coaches, Trainers, and Managers) are required to be Speak Out (PRS) or Respect in Sport (RIS) certified and registered with the OMHA, in addition to all other certification appropriate to their position, in place prior to the approval of their Team Official's card.
- **Respect in Sport (RIS) / Activity Leader is an on-line clinic which is equivalent to Speak Out and is fully endorsed by Hockey Canada. Instructions on how to access Respect in Sport are available in the Clinics section of the OMHA web-site.**

- **By August of 2014, all officials registered with the OMHA will be required to have completed the *Respect in Sport training for Activity Leaders*. This is an initiative brought forth by the OMHA to be a fully Respect-integrated association. This initiative will include all Bench Staff, Officials, on ice volunteers and at least one parent/guardian for every registered player. Information will be further provided as to when and where you will be able to register to complete the course.**

Participants successfully completing the Program will receive:

- Speak Out Participant Workbook
- OMHA Speak Out Pin
- Speak Out (PRS) Handouts

It is the responsibility of the Development Coordinator to ensure that the OMHA Registration Forms are neatly and legibly completed, and the above noted items are distributed to participants. Ensure on-line HCR data entry of clinic participants. Clinic documentation must be received, with payment, in the OMHA Office within 7 days of the completion of the clinic.

Host Centres will provide:

- A Meeting Room to accommodate 40 people with sufficient space for all participants and to conduct A/V presentations.
- Registration table and chair.
- Table and chair for Instructor use.
- Tables and chairs for 40 participants.
- Extra pens and pencils for participants who may be in need of one.
- Flip chart stand with paper and black markers.
- Extension cord (at least 25 feet long, 2 required).
- Large projection screen (minimum 60 inches diagonal).
- *VCR and minimum 27" Monitor.
- *Overhead Projector.

****These two items may not be required if the Instructor is operating from a laptop computer utilizing slide presentation; LCD Projector and DVD/VCR combination. The OMHA Office does provide access to this equipment and it should be accessed by the Coordinator / Instructor.***

It is recommended that this program be delivered on the weekday evening model, as the preferred time for scheduling clinics. Host Centres may set up clinics when it best suits their format and accommodation.

Financial Consideration:

The Host Centre will collect all participant Fees from those attending the clinic and provide a single cheque for the **Total Clinic Fee** to the Development Coordinator at or prior to the clinic's conclusion. This is the responsibility of the Host Association. All cheques will be made payable to the **ONTARIO MINOR HOCKEY ASSOCIATION**. The Development Coordinator will forward the cheque for each Speak Out (Prevention Services) Clinic to the OMHA Office within five (5) business days of the clinic date.

Initial Contact with Centre:

- Advise of hosting requirements, including fee structure and attendance requirements.
- Request written confirmation of clinic request from the Host.
- Issue written confirmation to Host Centre.
- Advise the Regional Speak Out (Prevention Services) Instructor and the OMHA Office (Clinic Booking Form).
- All Instructors assigned to a clinic must be accredited OMHA Speak Out (Prevention Services) Instructors.
- Use of Instructors, if accredited, from other Organizations, should only be considered in unusual circumstances, and the respective offices involved should be consulted before proceeding. It is not permitted to utilize an individual, no matter how knowledgeable you deem that individual to be, if the individual is not accredited to Instruct in the Program.
- Protocol for the assignment of Instructors is currently under review. It is hoped that the coordination of Instructional assignments will be regionalized, and centrally coordinated.

HOST CENTRE GUIDELINES

Clinic Booking:

- Booked through your local Area Development Coordinator.
- Minimum four hours of classroom instruction (Weekday evenings).
- Minimum of 25 participants, recommend no more than 40.
- Participants must be 16 years of age or older.
- Registration fee is:
\$15.00 (\$13.27 + \$1.73 HST)
- Classroom facilities must be provided by the Host Centre at their cost (which may be recovered by increasing the registration fee on a pro-rated, shared basis).

Facility Requirements:

- Room large enough to accommodate 40 participants.
- A Representative of the Host Association should be present to assist as required.
- Ability to dim lights for A/V projection.
- Table and chair for Instructor.
- Tables and chairs for 40 participants.

- Extra pens and pencils for participants who may be in need of one.
- Flip chart stand with paper and black markers.
- Extension cord (at least 25 feet long, 2 required).
- Large projection screen (minimum 60 inches diagonal).
- *VCR and minimum 27” Monitor.
- *Overhead Projector.

****These two items may not be required if the Instructor is operating from a laptop computer utilizing slide presentation; LCD Projector and DVD/VCR combination. The OMHA Office does provide access to this equipment and it should be accessed by the Coordinator / Instructor.***

Breaks:

- It is highly recommended that the Host Centre provide coffee/water, etc. for breaks.

Clinic Costs:

- All registration costs must be received by the Development Coordinator before the end of the clinic.
- The Host Centre is responsible for the collection of all registration fees from participants, and paying all incidental costs.
- Payment in full by the Host Centre in the form of one cheque, payable to the OMHA. Clinics must be operated on a cost-recovery basis and not as a source of revenue generation for the Host Centre.

CLINIC FEE SCHEDULE

Participant Costs:

\$15.00 (\$13.27 + \$1.73 HST) / participant
(Minimum: 25)

EXPENSES

Instructor Fee:	\$100.00/Clinic
Mileage:	\$0.40 / km.

Note Re: Instructor Fees: In the initial operation of these clinics, some Instructors may take a team approach to instruction, i.e. two Instructors per clinic. In this case, the Instructor Fee will be \$100.00 to be appropriately shared between the two Instructors. This will also be the case in the future, when new Instructors are subsequently accredited in the Program.

Coordinator Fee:	\$65.00/Clinic
Mileage:	\$0.40 / km.

OMHA DEVELOPMENT AND PLAYING RULES COMMITTEE

(EFFECTIVE 2016-2017 SEASON)

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