



OTTAWA DISTRICT HOCKEY ASSOCIATION

HOW TO BOOK A CLINIC IN THE ODHA

1. Find the appropriate clinic request form located on the ODHA website under the “Clinic” tab.
2. Before completing the form and sending to the ODHA office ensure that you have your location and ice times confirmed with your supplier. **(Incomplete forms will not be accepted)**
3. Send completed form to Jeff Baker, ODHA Technical Coordinator by fax at 613-224-6079 or email to tc@odha.com
4. Once reviewed by the ODHA, confirmation will be emailed back to the association contact listed on the clinic request form. **(Not all clinic requests will be accepted for the dates requested due to the amount of requests received for specific dates).**
5. When the request is confirmed by the ODHA, your clinic will be placed on the ODHA website with your contact information. It is the associations’ responsibility to register all participants.
6. The association contact must email a list of registered participants to the Technical Coordinator within 1 week of the scheduled clinic.





OTTAWA DISTRICT HOCKEY ASSOCIATION

Clinic Requirements and Fees'

- 1. Intro Coach:** 1 Day (Sat or Sun) 9:00am – 5:00pm, 2 hours of ice required, preferably after Lunch, (1-3pm) preferred. Cost per participant to the association is \$95.00 (includes HST)
****** Clinic Organizer is required to send the ODHA Technical Coordinator a list of registered participants no later than 1 week in advance of the clinic.**
- 2. Coach Stream:** 1.5 Day's; Friday Evening (6-10pm) and all day Saturday (9am-5pm), 3 hours of ice required, 1 hour Friday (9-10pm) preferred, and 2 hours on Saturday (1-3pm) preferred. Cost per participant to the association is \$160.00 (includes HST).
****** Clinic Organizer is required to ask all participants what level of hockey they will be coaching for the up-coming season in order to be supplied with the appropriate level specific manual. This information must be sent to the ODHA Technical Coordinator no later than 1 week in advance of the clinic.**
- 3. Development 1:** 2 Day's; Saturday (8am-5pm) and Sunday (8am-5pm), 3 Hours of ice is required, 1 hour on Saturday (1-2pm) preferred, and 2 hours on Sunday (1-3pm) preferred. Cost per participant to the association is \$150.00 (includes HST).
******All participants must be certified at the Coach Stream Level to be eligible to attend a Development 1 clinic. The clinic organizer is required to send the ODHA Technical Coordinator a list of participants no later than 1 week in advance of the clinic to confirm all participants are qualified to attend.**





OTTAWA DISTRICT HOCKEY ASSOCIATION

4. **High Performance 1 & 2:** Are ODHA run clinics only. These clinics will be organized exclusively by the ODHA office. All associations will be notified when the ODHA will be running a High Performance 1 or 2 clinic. **Please do not request to host either of these 2 clinics.**

5. **Trainer 1:** 1 Day either Saturday (9am – 5pm), or Sunday (9am-5pm). No Ice Time required. Cost per participant to the Association is \$95.00 (includes HST). **Please note that there is an On-Line Trainer level 1 and Trainer Level 1 Refresher course available at www.hdco.on.ca .**
****** The Clinic organizer is required to confirm the amount of participants registered with the ODHA Technical Coordinator at least 1 week in advance of the clinic date.**

6. **Trainer Level 2:** Is a Standard First Aid and CPR course. These can be booked directly by the association with any First Aid Provider i.e. **Canadian Red Cross, Saint John's Ambulance, Ottawa Paramedic Services.** Members may upgrade to level 2 by providing the ODHA office with copies of their current and up to date **Standard First Aid and CPR certificates.**

7. **Trainer Level 3:** Is an ODHA run clinic only. This clinic will be organized exclusively by the ODHA office. All associations will be notified when the ODHA will be running a Trainer Level 3 clinic. **Please do not request to host this clinic.**

8. **Speak-Out:** Is a 4 Hour Clinic (weeknights are acceptable i.e. 6-10pm). No Ice Time is required. Cost per participant is \$17.75 (Includes HST). ****** Please note that effective August 2011 there will be an On-Line version of Speak-Out available for participants to take, more details to follow after the ODHA AGM in June.** Please email Speak-Out clinic request forms to Brent Dick at odharsm@cogeco.ca .





OTTAWA DISTRICT HOCKEY ASSOCIATION

****** Speak-Out Certification is a Stand Alone certification course; it is NOT included in any of the Coach, Trainer, or Officiating clinics. It MUST be taken separately!!!! It is mandatory that ALL Team Officials have Speak-Out Certification.**

****** All Coach Clinics have a minimum of 20 participants required, and a Maximum of 40. Please do not request to go above the maximum of 40, as this is a safety related issue while doing the on-ice instruction.**

****** All Trainer and Speak-Out Clinics have a Minimum of 20 participants required; maximum is predicated on room specifications.**

****** The Host association may increase the clinic cost to participants to recover the costs incurred in providing facility, ice, and equipment. These costs should be built in on a prorated, per participant basis. Clinics must be operated on a cost-recovery basis and not as a source of revenue generation for the host association. The host association is responsible for the collection of all registration fees from the participants, and paying all incidental costs. The host association will receive an invoice from the ODHA based on the number of participants in attendance (this will be verified by the registration forms that the instructor will return to the ODHA office) and the per participant cost noted above.**

Any further enquiries please contact Jeff Baker (ODHA Technical Coordinator) at 613-224-7686, or by email at tc@odha.com .

