



SASK FIRST
POLICY & PROCEDURES MANUAL
HIGH-PERFORMANCE PROGRAM



HOCKEY SASKATCHEWAN

#2 – 575 PARK STREET, REGINA, SK

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1.0 POLICY

Hockey Saskatchewan is committed to delivering a provincial high-performance program, Sask First, which provides members of Hockey Saskatchewan and Hockey Canada the opportunity to reach their full potential. The program aims to prepare players, coaches, officials, and trainers for possible selection to Hockey Canada's Program of Excellence.

2.0 PROCEDURES

2.1 Responsibilities

- a) These procedures are authorized by the Hockey Saskatchewan Board of Directors and General Manager.
- b) The development, maintenance, and administration of these procedures is the responsibility of the staff of Hockey Saskatchewan.

2.2 Amendments

- a) Any amendments to these procedures must be approved by the Board of Directors of Hockey Saskatchewan upon recommendations from the staff.
- b) Procedures will be reviewed by the staff of Hockey Saskatchewan on an annual basis.

These Procedures apply to all Team Saskatchewan members – male and female – and all the participants of the Sask First Program including, but not limited, to players, prospective players, staff, and prospective staff of any other Team Saskatchewan personnel.

3.0 PROGRAM OVERVIEW

3.1 Mission

Sask First is committed to developing Team Saskatchewan athletes, coaches, and staff in a safe and healthy environment by following and promoting its core values.

3.2 Core Values (Advancing Hockey Through Innovation, Engagement and Participation)

- | | | |
|----------|-------------|-------------|
| • Fun | • Community | • Inclusion |
| • Safety | • Respect | • Passion |

3.3 Critical Path

Sask First Programs:

- Sask First Female U16 Program
- Sask First Female U18 Program
- Sask First Male U15 Program
- Sask First Male U18 Program
- Team Saskatchewan Female U16 Program
- Team Saskatchewan Female U18 Program
- Team Saskatchewan Male U16 Program

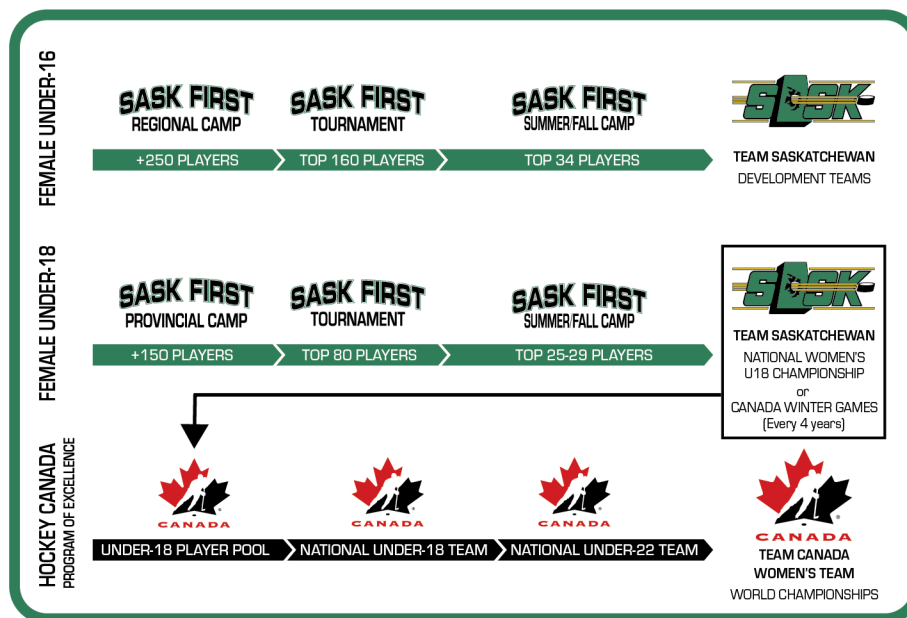
The schedule of the programs is subject to annual review; however, the general timeline includes:

September	Team Saskatchewan Male U16, Female U18, and Female U16 programs' Top 30 fall camps. Team Saskatchewan Female U16 competes at Showcase Tournament. Sask First registration opens for Female U16, Female U18, Male U15, and Male U18 players and coaches.
October	Team Saskatchewan Male U16 competes at WHL Cup (Canada Winter Games every 4 th year).
November	Sask First coaches selected for Female U16, Female U18, Male U15, and Male U18 programs. Coach applications for both Team Saskatchewan Female U18 and Male U16 squads are being accepted.
November	Team Saskatchewan Female U18 competes at U18 Women's National Championship (Canada Winter Games every 4 th year).
December	Sask First Male U15 regional camps and Top 160 tournament.
January	Team Saskatchewan coaches appointed for Female U18 and Male U16 programs.
February	Sask First Female U16, Female U18, and Male U18 provincial/regional camps as well as Male U15 Top 80 tournament.
April	Sask First's Female U16 Top 136, Female U18 Top 80, and Male U18 Top 160 tournaments.
July/August	Team Saskatchewan Female U16, Female U18, and Male U16 programs' Top 30 summer camps.

	Sask First Female U16	Sask First Female U18	Team Sask. Female U16	Team Sask. Female U18	Sask First Male U15	Sask First Male U18	Team Sask. Male U16
Sept.	Registration Opens	Registration Opens	Top 40 Fall Camp Showcase Tournament	Top 30 Fall Camp	Registration Opens	Registration Opens	Top 30 Fall Camp
Oct.							WHL Cup or Canada Games
Nov.	Coaches Selected	Coaches Selected	Coach Applications Open	Coach Applications Open National Championship or Canada Games	Coaches Selected	Coaches Selected	Coach Application s Open
Dec.					Regional Camps Top 160 Tournament		
Jan.			Coaches Selected	Coaches Selected			Coaches Selected
Feb.	Regional Camps	Provincial Camp		Regional Camps	Top 80 Tournament		
Apr.	Top 136 Tournament	Top 80 Tournament				Top 160 Tournament	
Jul./Aug.			Top 40 Summer Camp	Top 30 Summer Camp			Top 30 Summer Camp

3.4 Player Pathway

Sask First Female Program Progression



Sask First Male Program Progression



4.0 TEAM SASKATCHEWAN MANAGEMENT



4.1 Management Committee

- a) The management committee shall be comprised of the General Manager and Hockey Saskatchewan development staff.
- b) The management committee is responsible for the overall strategic oversight of the Team Saskatchewan program as well as any specific responsibilities outlined throughout this document.

4.2 Hockey Saskatchewan's Sask First Director of Operations

- a) The Hockey Saskatchewan Senior Coordinator of High Performance will be appointed by the Hockey Saskatchewan General Manager to serve in the role of Sask First Director of Operations and shall be responsible for the oversight of Team Saskatchewan as well as any other responsibilities outlined in this policy.
- b) This staff member will report to the General Manager.
- c) Head coach and coaching staff will report to the Director of Operations.

4.3 Participant Accommodations

Hockey Saskatchewan is dedicated to ensuring that people who are otherwise able to participate as a coach, player, official, or administrator are not discriminated against by being excluded from doing so when program conditions can be adjusted without causing undue hardship to Hockey Saskatchewan. If potential participants require accommodation for any protected category of the Canadian Human Rights Act, they may submit that notification with their registration to the Sask First Program.

5.0 COACHING STAFF

5.1 Eligibility Team Saskatchewan

a) The following are eligible for selection to Team Saskatchewan coaching staff:

- Staff that have participated in the Sask First Program and have Hockey Canada High Performance Certification or requisite experience.
- Are in good standing with Hockey Saskatchewan.

b) Team staff positions available:

- Head Coach
- Assistant Coach I
- Assistant Coach II
- Video/Goalie Coach
- Equipment Manager
- Athletic Therapist
- Mentee Coaches may be included at certain times

c) Description and roles shall be determined by the Sask First Director of Operations on an annual basis.

d) All prospective Team Saskatchewan head coaches and assistants must carry the minimum of the following certifications:

- High Performance 1
- Respect in Sport – Activity Leader
- Criminal Record Check
- Vulnerable Sector Check

- e) All prospective Team Saskatchewan medical-related staff must carry the minimum of the following certifications:
 - Hockey Canada Safety Program
 - Respect in Sport – Activity Leader
 - Criminal Record Check
 - Vulnerable Sector Check
- f) All other Team Saskatchewan staff must carry the following:
 - Respect in Sport – Activity Leader
 - Criminal Record Check
 - Vulnerable Sector Check
- g) Any additional relevant training will be considered an asset to selection.
- h) Hockey Saskatchewan or tournament organizers may require additional training or courses to be completed at their discretion.
- i) Individuals with a child or dependent eligible for and attempting selection to Sask First or Team Saskatchewan are not eligible to participate as staff for that program during the selection process, in order to maintain fairness and avoid any perceived conflict of interest.

5.2 Eligibility for Sask First

All coaches in the province of Saskatchewan who hold valid Respect in Sport and either Development 1 or Coach 2 certification are eligible to apply. However, coaches are not permitted to apply for or serve in a coaching role with a team in an age division in which their child or dependent is a participant or attempting selection, to ensure impartiality in the athlete evaluation process.

Coach applicants must adhere to the Hockey Saskatchewan Screening Policy which will include background checking through police records and reference checks.

Call for Applications to Coach in the Sask First Program

- All coaches who meet eligibility requirements can register online through the Hockey Saskatchewan website.
- 16 coaching positions available per program.

- Hockey Saskatchewan will cover all expenses including travel, meals, accommodation and provide an honorarium.

Sask First Provincial/Regional Camps

- Coaches to attend a virtual coach orientation prior to the start of a program.
- Held every December for Male U15 and every February for Male U18, Female U16/U18 in two locations (one North, one South).
- Number of teams and schedule based on number of registrations.
- Friday-Sunday timeframe.
- Camp will consist of skill sessions, game sessions, and goaltending sessions. Hockey Saskatchewan will provide practice plans.
- Top players are selected out of each region.
- Coaches will coach or evaluate each session and run on-ice skill sessions.

Sask First Tournaments

- Male U15 held in December & February and Male U18, Female U16/U18 held in April.
- Three-day tournaments.
- Prior to the tournament, all communication to all registered players on tournament details will be through Hockey Saskatchewan staff.
- One skill session and four games per team at the tournament.
- Coaches will coach or evaluate each session.
- Coaches will be assigned a tournament team for the weekend.
- During the Female U18 & Male U15 Top 80 tournaments, coaches will stay in the hotel with the team.

5.3 Coach Selection

a) The Hockey Saskatchewan General Manager, in consultation with the Sask First Director of Operations, shall oversee the coaching staff selection procedure with a procedure and timing to be established on an annual basis no later than January 31st of each year.

b) Coaching staff will ultimately be decided by Hockey Saskatchewan staff.

c) Female team coaching staff preference will be placed on qualified female coaches.

6.0 PLAYERS

6.1 Player Eligibility

a) The following players are eligible for Team Saskatchewan:

- Players who have participated in their respective Sask First Program in the previous year, such members being determined by the Hockey Canada residential qualifications; or
- Players who have now moved to Saskatchewan and have tried out in another Member Branches' high-performance program during the previous calendar year and ranked high enough in that program to be considered for the Team Saskatchewan program.

6.2 Roster Design

a) Team Saskatchewan shall be comprised of a 20-player roster. While there is no mandatory positional breakdown, there must be at least two goaltenders selected.

b) There are no quotas from regions of the province on selections. The best players will move forward in the program.

6.3 Player Selection

Through comprehensive evaluation, the top players get selected through the Sask First Program.

Program Sequence

- Sask First provincial/regional camps
- Sask First tournaments

Sask First Provincial/Regional Camps

An open tryout for each Sask First Program occurs every season. These provincial/regional camps are the initial stage of the Team Saskatchewan program.

At each camp, Hockey Saskatchewan will hire 7-10 evaluators. All evaluators have a high-level hockey background and no conflicts of interest with players attending the program.

Evaluators are to attend virtual coach orientation prior to the start of the program.

Evaluations for skaters are based on:

- 1) Skating
- 2) Compete level
- 3) Hockey IQ
- 4) Intangibles

Evaluations for goalies are based on:

- 1) Skating
- 2) Athleticism
- 3) Save selection/tracking rebound control
- 4) Intangibles

Each evaluator will give each player a score from 1-5 based on the criteria above in each session. Players are chosen on how they perform on and off the ice.

The scores will be given to the Sask First Director of Operations to record and compile. At the completion of the weekend, the scores will get tabulated, and the top players will move on to the tournament phase.

Sask First Tournaments

At this phase, the players who were selected from the provincial/regional camps are placed on balanced teams sequentially based on the evaluation results from their camp.

At each tournament, Hockey Saskatchewan will hire 10-18 evaluators. All evaluators have a high-level hockey background and have no conflicts of interest with players in attendance.

The evaluation process remains the same, but the competition level increases as this is now a best-on-best competition.

Evaluations for skaters are based on:

- 1) Skating
- 2) Compete level
- 3) Hockey IQ
- 4) Intangibles

Evaluations for goalies are based on:

- 1) Skating
- 2) Athleticism

- 3) Save selection/tracking rebound control
- 4) Intangibles

Each evaluator will give each player score from 1-5 each session based on the criteria above. Players are chosen on how they perform on and off the ice.

The scores will be given to the Sask First Directors of Operations to record and compile. At the end of the weekend, the scores will get tabulated, and the top players will move on to the next phase of the program.

Team Saskatchewan Selections

The criteria remains the same; however, selected players will be challenged to be placed into roles on the team for team success. The program will be looking for the best players to be a star in their roles both on and off the ice.

→ Hockey Saskatchewan staff has the final say on all players selected.

6.4 Special Consideration / Injured Player Policy

The injured player policy will allow players to make applications to Hockey Saskatchewan for circumstances that are out of players' control to be able to move into the next phases of Sask First and Hockey Canada's Program of Excellence (POE).

The circumstances that will be considered in the application will be:

- 1. Player Injury Before Provincial/Regional Camp**
- 2. Player Injury After Making a Tournament Team (but unable to compete in the Sask First tournament)**
- 3. Unforeseen Circumstances (such as a death in the immediate family)**

*This policy will only be considered in the Male U15 and Female U18 Sask First Programs.

A Sask First review panel will be set in place by Hockey Saskatchewan staff to review each application on an individual basis.

**A player will not be considered by the review panel if absent at the camp due to anything except for injury, illness, or unforeseen circumstances as stated where a special consideration application has been filed.

Eligibility

1. Player Injury Before Provincial/Regional Camp

A player, who is injured before provincial/regional camp and is unable to compete for a roster spot on their designated team, may make an application to Hockey Saskatchewan to be considered for the next phase of the Sask First Program.

The review panel will base their decision upon the following:

- 1) Legitimacy of the reported injury or illness.
 - i. Doctor's note.
- 2) Player's standings in their perspective league/team.
- 3) Scouting reports from coaches/scouts/general managers.

2. Player Injury After Making a Sask First Tournament Team

A player who is injured after camp and has been identified to the tournament team roster and is unable to compete at the tournament may make an application to Hockey Saskatchewan to be considered for the next phase of the Sask First Program.

The Sask First review panel will review the application and base their decision upon the following:

- Legitimacy of the reported injury or illness.
 - Doctor's note.
- Player's evaluation rankings from Sask First camp.
- Scouting reports from coaches/scouts/general managers.
- Player's standings in the perspective league/team.

3. Unforeseen Circumstances – Beyond the Player's Control

A player, who is unable to attend camp or tournament due to an unforeseen circumstance beyond their control such as a death in the immediate family, may make an application to Hockey Saskatchewan to be considered for the next phase of the Sask First Program.

Successful Application

If a player's application is successful, that player will be moved into the next phase of the Sask First Program.

Application Process

1. Applications must be submitted before camp begins. If the player attended camp and has been named to a team, the application must be made before the tournament.
2. If a player is injured during camp tryouts and the player has had sufficient evaluation at the camp, no application needs to be submitted.
3. If a player has been injured during the Sask First tournament and the player has been evaluated, no application needs to be submitted. The Sask First review panel will look at every injury at the tournament to assess the player's ability to move on in the program.

Note: The application process will not guarantee that a player will be accepted to move on to the next phase of Sask First. If a player is able to participate in every phase of the Sask First Program, it is highly recommended.

6.5 Suspended Players by Hockey Saskatchewan

Players under suspension at the time of Sask First or Team Saskatchewan activities may be permitted to participate in the Sask First or Team Saskatchewan selection process; however, based on the severity of that suspension, the General Manager, Hockey Saskatchewan Director of Discipline, and Sask First Director of Operations retain the right to deny any players participation in any phase of the program.

6.6 Alternate Players

Alternate players not selected to the final Team Saskatchewan roster shall be identified and made aware of their selection as an alternate player. In the event an alternate player is required, the Sask First Director of Operations will call the highest-ranked player at the required position.

6.7 Announcement of Rosters

After each phase of Sask First, players advancing to the next level will be notified by email to their parent/guardian. Players who will not be advancing will also receive a report card of their evaluation following the event.

7.0 COMPETITION

7.1 Team Saskatchewan program competitions:

- Female U18 & Male U16 - Canada Winter Games (Every 4th year)
 - Female U16 - Showcase Tournament (September)
 - Female U18 - U18 Women's National Championship (November)
 - Male U16 - WHL Cup (October)
- a) The Director of Operations shall oversee all logistical efforts related to Team Saskatchewan activities including travel, accommodations, meals, equipment, etc.
- b) The Director of Operation and coaching staff will oversee all hockey-related activities including practice plans, lineups, etc.

8.0 FINANCIAL

8.1 General

- a) The General Manager shall, on an annual basis unless otherwise agreed, authorize the budget for Team Saskatchewan and payment obligations for Team Saskatchewan by participants.
- b) The Sask First Director of Operations shall be responsible for the construction of the budget and payment obligations.
- c) Hockey Saskatchewan shall oversee the administration of Team Saskatchewan's finances, including the operations of the Team Saskatchewan bank account, collection of payment of funds, and financial statement preparation.

8.2 Player Fees

a) Player fees shall be set forth in a budget and reviewed on an annual basis. Player fees shall be used to cover travel costs, training costs, meals, and other operational expenses. If required, a request for a payment plan can be made to the Sask First Director of Operations.

While each program varies, an example fee structure for each phase is as follows:

1. Provincial/Regional Camp - \$135
2. Tournament - \$225-\$450
3. Summer/Fall Camp - \$800
4. Team Saskatchewan competition - \$1,000

9.0 MEDIA AND COMMUNICATIONS

The Sask First Director of Operations and Hockey Saskatchewan's Manager of Marketing and Communications shall coordinate all communications to Team Saskatchewan participants with the necessary support for Hockey Saskatchewan staff.

10.0 CODE OF CONDUCT / DISCIPLINE

10.1 Application

a) All disciplinary measures that occur within the program shall carry over to the next phase of the program.

10.2 Off-Ice Code of Conduct

a) The Team Saskatchewan and Sask First Programs place high expectations on all participants to conduct themselves in a manner that is representative of proper conduct, ethical behaviour, and good sportsmanship. In addition to abiding by the Hockey Saskatchewan Code of Conduct, as participants evolve through the program, they 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 they are representing their hometown and province.

b) All participants involved in program activities must ensure they meet the requirements of the standards of conduct expected of each. In addition, all participants must ensure 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 the program. High standards of conduct must be maintained in all related activities while actively participating in the program.

c) All codes of conduct, sanctions, and disciplinary measures must be communicated to all participants prior to the commencement of the program's phase in which they are involved with. Where possible, these codes, sanctions, and measures should be reviewed with all participants at the beginning of the events.

d) Participants who do not meet the requirements for conduct as established in this policy may risk the loss of privileges associated with involvement in the 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.

10.3 Minimum Sanctions

a) The Sask First Director of Operations 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 shall be adhered to fully in addition to this code.

b) As these are the minimum guidelines, team staff may impose additional guidelines for a specific program event or activity with prior approval from the General Manager of Hockey Saskatchewan. All participants must be informed of such changes in writing prior to each phase of activity occurring.

c) The minimum sanctions shall apply to, but are not limited to, the following minor infractions:

- Disrespectful behaviour.
- Unsportsmanlike behaviour.
- Tardiness at events, activities, or functions.
- Failure to adhere to any code including dress code.
- Disrespectful comments or behaviour deemed extreme.
- Failure to adhere to rules, codes, and protocol of event venues or organizing committees.
- Any other infraction, which contradicts the code of conduct, developed specifically for the participant in question.

d) 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 evaluations points due to sitting out games.
- Any other action deemed appropriate within the code applied by the Sask First Director of Operations and the head coach.

e) The minimum sanctions shall also apply to, but are not limited to, the following major infractions:

- Curfew violations.
- Disturbances or disruptions after lights out/quiet time specified.
- Violations of the policy regarding alcohol, marijuana, tobacco, vaping, or illegal substances.
- Social media or cell phone policy violations.
- Unacceptable behaviour such as fighting or destruction of property.
- Pranks, bullying, jokes, sexual harassment, or other activities that endanger the safety of others.
- Any other infraction that causes embarrassment or harm to the integrity of the program and its participants.

f) 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 home to residence at own expense.
- Possible loss of evaluation points.
- Any other action deemed appropriate within the code of conduct set by Hockey Saskatchewan.

g) 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.

10.4 Expected Conduct for Players

a) In addition to the Hockey Saskatchewan Code of Conduct, all players who participate in the program shall ensure that they always adhere to the following aspects of conduct. 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 in the program as required.
- Refrain from making demeaning/harassing/bullying comments to opponents or teammates.
- Acknowledge good plays of my teammates and opponents.
- Work hard to be a good team player and role model.
- Adhere to the Hockey Saskatchewan social media policy.

10.5 Expected Conduct for Coaches

a) In addition to the Hockey Saskatchewan Code of Conduct, coaches within the program shall ensure that they always adhere to the following aspects of expected conduct. 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.
- Attend activities meetings and ceremonies of the program that are required.
- Teach all players to respect the rules and play fairly.
- Ensure 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.
- Handle conflicts with dignity and decorum.
- Be a positive role model for all the players.
- Adhere to the Hockey Saskatchewan social media policy.

10.6 Expected Conduct for Officials

a) In addition to the Hockey Saskatchewan Code of Conduct, all officials within the program shall ensure that they always adhere to the following aspects of the Code of Conduct. All officials shall:

- Ensure 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 situations that threatens the safety of the participants.
- Maintain a healthy atmosphere and environment for healthy competition.
- Handle all conflicts with dignity.
- Be consistent and objective in calling all infractions regardless of personal feelings.
- Accept the role as a teacher and role model for fair play with all participants.
- Remain open to constructive criticism and show respect for different points of view.

10.7 Expected Conduct for Administrators

a) In addition to the Hockey Saskatchewan Code of Conduct, all administrators within the program shall ensure that they always adhere to the following aspects of the Code of Conduct. All administrators shall:

- Ensure that all participants are treated fairly at all times.
- Ensure that all equipment and facilities are safe.
- Ensure that all policies are enforced in the best interests of the program.
- Ensure all the standards of fair play are followed.
- Act as a positive role model at all times.

10.8 Substance Abuse

a) No minor participants in the program under 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. All participants in the program shall not use tobacco or vaping products while involved in any event, competition, or activity of the program.

b) Staff and administrators shall ensure that no minor players or participants attend an event or function where the consumption of alcohol or tobacco/vaping is involved.

10.9 Investigating and Reporting

a) All minor infractions must be investigated thoroughly by the Sask First Director of Operations and the head coach.

b) In instances where the Director of Operations and the head coach determine through investigation that the level of infraction is major, they shall refer all major infractions directly to

Hockey Saskatchewan General Manager. The General Manager and Hockey Saskatchewan Director of Discipline will immediately enact the Hockey Saskatchewan Discipline Policy.

c) The Director of Operations and head coach shall deal with all minor infractions and apply the appropriate disciplinary sanctions in each case. The Director of Operations 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 Director of Operations and head coach shall report any sanctions and disciplinary actions to Hockey Saskatchewan's General Manager.

d) All sanctions must be appropriate to the level of the infraction. In all instances of minor infractions, the Director of Operations and head coach must provide a "report of infraction" to the General Manager. Both shall maintain a record of all minor infractions. These infractions and applied sanctions shall be considered in the event of subsequent reoccurrence by the offender.

e) In the event of a major infraction occurring, the Director of Operations and head coach shall report all findings related to the infraction and subsequent investigation immediately to Hockey Saskatchewan's General Manager and Director of Discipline.

11.0 APPEALS

11.1 Appeals Committee

Any individual wishing to appeal any decision of the Hockey Saskatchewan staff must follow Hockey Saskatchewan Regulation 3.07 Appeals.