



OTTAWA DISTRICT HOCKEY ASSOCIATION

Development 1 Post Clinic Process

1. Registration Forms are delivered to the ODHA office by the Final Day Instructor, usually within a 1 to 4 day window.
2. Clinic(s) are entered into the Hockey Canada Database within 1 to 4 working days from the date/time they are received at the ODHA office.
3. Coaches/Participants will receive an email from the ODHA outlining exactly what is required of them to submit for completion and when these tasks/items are due at the ODHA Office.

Requirements of a Development 1 Participant are:

- a) Part 1 (Practice Preparation), and Part 2 (One Month Plan) are to be completed during the clinic and both must receive a grade of "Satisfactory" in order for the participant to be eligible to receive full certification.
- b) Submit "Part 3, Sections 1 (Multiple Choice) and 2 (Written Responses) to the ODHA office within 30 days from the final day of the clinic. For example if the clinic ends on May 1st, 2011, then the assignments must be received at the ODHA office by May 31st, 2011. **If the assignments are not received at the ODHA office by the required time, the participant will forfeit certification privileges and will be required to complete the Development 1 course in its entirety again.**
- c) Once the required documentation has been accepted at the ODHA office the participant will receive an email confirming receipt of said documents, the Association/District Mentor Coaches and Registrars will also be notified in order for them to keep track of their Coaches that have completed their requirements.
- d) The ODHA will mail the successful participant an updated "Coaching Card"; This card will be their permanent piece of Coaching Identification and proof of certification at the Development 1 level.

*****IMPORTANT*****

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IT IS THE RESPONSIBILITY OF THE COACH/PARTICIPANT TO SUBMIT THE REQUIRED DOCUMENTATION COMPLETE AND ON TIME TO THE ODHA OFFICE; PLEASE ENSURE YOU KEEP A COPY FOR YOUR OWN RECORDS.



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