

1. HPA Portfolio Submission Requirements

We require that all interested candidates submit a portfolio which is put together by students, parents and coaches. Below is a checklist of items for each party to include. Portfolios are to be submitted to the Office Administrator in the **MAIN OFFICE**.

Parent Checklist of Required Documents for HPA Portfolio

	Report Cards for last two years with learning skills and marks
	IEP (where applicable) or Psych. Ed. report (where applicable)
	A letter of reference from a school teacher (not Phys. Ed) within the last year.

Student Checklist of Required Documents for HPA Portfolio

	1 page typed student essay reflection (11 point) answering the following questions. Describe your passion for your sport. How will you fulfill your academic goals while at JMSS? What will you contribute to the McCrae school community as an HPA student?
	Student Sports CV (would include experience in the sport, awards and accomplishments in sport, job related experience (in other and in sport); education and training; skills; hobbies and interests; goals)

Coach Checklist of Required Documents for HPA Portfolio

	Coach CV (NCCP# attached) which demonstrates level of coaching and certification programs. Who is your governing body (who do you report to)?
	Coaches Training Plan for the student (current year or upcoming year). Includes all training and schedule (with number of hours each week) for dryland, training, cross-training etc...
	Coaches Competition Plan for the student (current year or upcoming year). Includes all games/trials/competitions/tournaments (with number of hours each week). Includes all dates for trials/competitions/tournaments.
	Flowchart which describes your team affiliation and the pathway of where your team fits at the national level
	Coaches letter -this is a letter of reference for the student which states what team and level the student plays at. In addition, it should speak to the competitive expectation of the student within the sport. What is your goal for the student and what level are you expecting the student to compete at?

2. References -to be handed in with Portfolio

1. Name, email, and phone number of school Athletic Director (A.D. from High School) or Phys. Ed. teacher (from Elementary School) within last Academic School Year.

Example:

Mr. Daniel Young
Phys. Ed. Teacher -Johnston Elementary School
613-222-2222
daniel.young@ocdsb.ca

2. Name, email, and phone number of Vice-Principal /Principal from last Academic School Year.

If your Portfolio and references meet the required criteria our Office Administrator will contact you to arrange for a registration appointment with a Vice-Principal.