



# Operations Manual



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**Timbits Hockey. Where the first goal is having fun!**

## Section 1: Timbits Program

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### Overview

The Timbits Program is a partnership between Tim Hortons, Hockey Alberta, and Hockey Calgary that focuses on skill development and the FUNdamentals of hockey for children aged 5 and 6.

This grassroots hockey program is the first step in a player's hockey career with an emphasis on the FUNdamentals of the game stressing the importance of fun! The Timbits Program provides an opportunity for players to meet new friends while gaining a firsthand experience in the game of hockey. The coaches who partake in the Timbits program are encouraged to take part in the Timbits Learn to Play Program and gain coaching knowledge through coach specialty clinics.

### About TIMBITS

The Timbits Minor Sports Program is a community-oriented sponsorship program that provides opportunities for kids aged four to nine to play house league sports. The philosophy of the program is not based on winning or losing, but on learning a new sport, making new friends, and just being a kid.

Due to sponsorship from Tim Hortons, Hockey Calgary is able to run the TIMBITS program for Initiation Program level children aged 5 to 6. With the support from Tim Hortons, Hockey Calgary is able to:

- Purchase jerseys;
- Host TIMBITS Festivals & Jamborees;
- Purchase pucks;
- Provide players with a TIMBITS Medal;
- Supply water bottles to various tournaments;
- Host educational sessions for coaches;
- Operate a learn to play hockey program for prospective TIMBITS players.



## Philosophy

The Timbits Program encourages an environment in which children can learn the FUNdamentals of hockey in a safe, fun atmosphere that doesn't focus on winning. An Initiation Program's success will be measured by the levels of enjoyment and development achieved by the players. To optimize those levels of enjoyment and development, it is necessary for dedicated adults to play a large role as effective leaders and teachers who will create a safe, fun, learning, challenging and motivating environment for the player.

## Objectives

- Provide a positive environment for learning the FUNdamental skills of hockey
- Create a safe environment for players to experience the sport
- Incorporate physical literacy, fair play, co-operation and FUN into the sport
- Stimulate interest and desire to continue playing the game of hockey
- Develop basic hockey skills
- Increase opportunities for players to touch and handle the puck
- Develop self-esteem through a sense of achievement
- Teach the basic rules of hockey

## Team Selection

### Jr. Timbits – Generally 1<sup>st</sup> Yr. Players

All beginner players aged 5 & 6

### Sr. Timbits – Generally 2<sup>nd</sup> Yr. Players

5 & 6 year olds based on skill level

Associations should ensure that in each of the Jr. and Sr. Timbit categories, the skill levels among all teams are equally balanced. ***Tiering is not allowed in Timbits Hockey.*** It is acceptable for associations to combine categories if your association does not have enough Jr. Timbits (1<sup>st</sup> yrs) and Sr. Timbits (2<sup>nd</sup> yrs) to make two teams. If your team plays a formal game at the end of the season, please take into account the skill level of your team. ie. If you have lower skilled players it may be best to try and play a Jr. Timbits (1<sup>st</sup> yrs) aged category.

## Program Guidelines

- Timbits (initiation) teams should consist of approximately **16 players per team**
- All practices should utilize **stations** and informal games are to be **cross-ice or half-ice**
- **Teams must not spend more than 1/3 of their practice playing in a formal game format**
- The use of bumpers as rink dividers is encouraged
- The Blue Lightweight (4 oz.) puck will be the official puck, we also recommend the use of tennis balls, soccer balls, rubber chickens and other items to create a fun atmosphere
- Players should be grouped based on appropriate skill level to allow for proper and appropriate development
- Practice Structure
  - 10 minutes FUN warm up (games/tag/keep away/etc.)



## OPERATIONS MANUAL



- 40 minutes of individual skill development/ 2 ---3 skill sets a practice
  - Skating, stickhandling, passing, shooting, agility, stretching
- 10 Minutes Pond Hockey (cross ice games)
- Practices should include 3-4 teams, with the recommendation of a minimum of 3 teams (45 – 50 players) on each ice session, **no less than 2 teams will be permitted**
- All practices should be upbeat, high energy and most importantly **FUN**
- Game Operations:
  - No scorekeepers are needed, timekeepers can be used to signal shift changes
  - Officials: **The use of officials is not permitted.**
  - Goalies Jr. Timbits: No goalie equipment is used in formal games
  - Goalies Sr. Timbits: Goalie equipment is optional for formal games. However, both teams either must have a fully dressed goalie or must not have a fully dressed goalie

## Timbits Jamboree

Each year Hockey Calgary puts on a Timbits Jamboree. This event is a celebration of Timbits hockey and its attributes. The Timbits Jamboree is a family orientated day where families can enjoy the success of the season. Each player who attends the Jamboree receives their Timbits Medal, honoring each player for a job well done. There are also several prizes and gifts donated each year through our sponsor, Tim Hortons. Coordinators are provided with further information mid-season.

## The Four Pillars of a Solid Foundation

### PLAYERS

- Exposure to a FUN philosophy that creates learning opportunities
- Focused more on informal games/drills rather than competing in games

### PARENTS

- Provide leadership and training to volunteers as program instructors, managers and safety personal
- To become an active participant rather than an idle observer
- Exposure to informal and formal parent education seminars and information to ensure an understanding of the role of the parent and player development model in minor Hockey
- Complete Hockey Canada's Respect in Sport online course (1 parent per household)

### COACHES/INSTRUCTORS

- Trained parent volunteers in Hockey Canada Coach Level 1 Program
  - (Mandatory one coach/instructor holds certification, but Hockey Calgary encourages all coaches/ instructors to take the course)
- Mentor other instructors new to the program
- Complete Hockey Canada's Respect in Sport online course (All instructors)
- Complete Hockey Canada's Safety in Sport online course (1 per team)

### ADMINISTRATORS

- Conduct seminars to provide all information to effectively run the Timbits program and provide consistency within the Hockey Calgary Timbits Program

## Section 2: Intro to Hockey

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The future of hockey lies with today's youth.

Because of this, Hockey Canada and Hockey Alberta have developed age appropriate programming to encourage the growth of foundational skills for young players in hockey. Minor hockey associations and coaches lead the implementation of the Initiation and Novice programs with the assistance of volunteers, parents



and others associated with hockey. The programming must provide opportunities for a wide range of people to get involved to improve the quality of the hockey experience through sound instruction and enjoyable play.

How a player gets his/her initial taste of hockey is crucial. Their first four years of hockey must be a positive experience full of fun and excitement. If the beginner has fun and develops some basic skills and builds confidence, there is a good chance they will go on to enjoy hockey for life.

In 1995, Hockey Canada passed a motion requiring the Initiation Program be implemented by every Minor Hockey Association across the country and to change their constitution/bylaws to reflect the creation of a new division in hockey. The Hockey Canada Initiation Program serves as a structured, learn to play hockey program designed to introduce players aged 5-8 to the game's basic skills in an atmosphere of fun and fair play.

Hockey Canada then took the next step, making it mandatory that all games are played on cross ice/half ice starting in the 2016-17 season for Initiation age category (ages 5 and 6) participants, and in the 2019-20 season for Novice age category (ages 7 and 8) participants.

Effective for the 2019-20 season, Initiation and Novice hockey in Alberta will run under the title **Intro to Hockey**. The goals and objectives of **Intro to Hockey** programming are to:

- Teach the **basic skills** of hockey so players can enjoy the game,
- Assist in the development and enhancement **of physical literacy and basic motor patterns**
- Deliver a program that is **age appropriate** for the size, skill and age of the players,
- Encourage the aspects of **fitness, fair play and co-operation** while having **fun** playing the game.



A minor hockey association's programming at the **Intro to Hockey** level will serve as an important building block upon which the entire minor hockey association is built. Youngsters at every level of play benefit from getting the “right start” in the game.

## GROUPING OF PARTICIPANTS

**Intro to Hockey** participants will be split into single birth years.

Division Name	Age as of Dec. 31	Division Name	Age as of Dec. 31
Jr. Initiation (Timbits)	5-year olds	Minor Novice	7-year olds
Sr. Initiation (Timbits)	6-year olds	Major Novice	8-year olds
* Combined Initiation	5- and 6-year olds	* Combined Novice	7- and 8-year olds

## PRACTICE ENVIRONMENT

Full Ice Practice: 2-4 teams on ice - Half Ice Practice: 1-2 teams on ice

PRACTICE FORMAT	
Energizer Drill	Engage players through a fun game or unstructured drill to start.
3-5 Station Setup	Focus on technical skill development by utilizing circuits & continuous drills.
Finisher Drill	Fun small area game, relay race or high energy activity to finish.

When splitting up players for station work in practices separate based on skill so all players can be challenged by enabling coaches to progress and regress drills as needed based on the skill set of each station group.

Implementing a deliberate age appropriate program at the **Intro to Hockey** level will give the participants in your association the upper hand in “reaching their potential” as hockey players. The game is about the kids who play, and it is time to give the game back to them.

A wide variety of materials are available on the Hockey Canada website, and on the Hockey Alberta website:

<https://www.hockeycanada.ca/en-ca/hockey-programs/coaching/initiation>

<https://www.hockeycanada.ca/en-ca/hockey-programs/coaching/novice>

<https://www.hockeyalberta.ca>

## **Video: From a child's perspective... Age Appropriate**



## Section 3: Rationale for Intro to Hockey Programming

### FUNdamentals 1 – Ages 5-6 – Initiation Program

The ultimate concentration of this age group is on the development of physical literacy. Fundamental movement skills should be mastered, motor development emphasized, and participation in many sports/activities is encouraged. For optimal skill acquisition, the basic hockey skills of skating and puck control are introduced through the Initiation Program. FUN competitions are also introduced in a team environment. Participants will learn all fundamental movement skills and build overall motor skills. Skill development in the FUNdamentals stage should be well-structured, positive, and FUN! The skill of skating speed can be developed quickly with players this age. Coaching should focus on developing skating speed in repetitions of less than 5 seconds. The ABC's of agility, balance and coordination should be emphasized through the teaching of skills and small games to emphasize the ABC's. Ensure that the skills the player acquires during the FUNdamentals stage will benefit them when they engage in recreational activities, enhancing their quality of life and health. Hockey Canada recommends in the early stages of FUNdamentals that players spend 85% of their time on the introduction and development of technical skills.

Initiation Program recommended practice time distribution:

- **85% Technical Skills**
- 15% Individual Tactics
- 0% Team Tactics
- 0% Team Play
- 0% Strategy

**Technical Skill** – fundamental skills that are required to play the game. (skating, shooting, passing)

**Individual Tactic** – action by one player using one or a combination of technical skills to create an advantage or take away the advantage of an opponent. (1 vs. 1)

**Team Tactic** – collective action of two or more players using technical skills and / or individual tactics to create an advantage or take away the advantage of an opponent. (3 vs. 2)

**Team Play System** – a pattern of play in which the movement of all players is integrated in a coordinated fashion to accomplish an offensive or defensive objective. (2-1-2 forecheck)

**Strategy** – the selection of team play systems in order to impose upon the opposition, the style of play and tactics which will build on the coach's, team strengths and neutralize those of the opponent while at the same time taking advantage of the opponent's weaknesses.

#### PLAYER DEVELOPMENT PYRAMID



## **FUNDamentals – How they Learn**

To educate and support associations in how children learn let's take a look at a report prepared by Ms. Madelaine Halle for the Montreal University on children ages 5-7 years old.

### **Motor and Perception Motor Skills**

Children aged 5 years old tend to have difficulties in terms of the mechanical effectiveness of their movements and also in terms of combining movements like running and jumping, or running and throwing. Skating is not considered a basic skill but rather a specialized one. It requires control of such skills as running and balance, both barely mastered at this age.

Dexterity and eye-limb coordination improves at this age, but is still not very good. It will take them many repetitions to adjust. The 5-year old's can tell their right from left, only if they have practiced. They are conditioned to know the difference but have yet to understand it.

Children aged 7 years old begin to understand what right and left means in the environment: the right side of the ice, the left boards, etc. 5-year olds are already identified as right or left-handed, although in some cases their skill level is virtually equivalent.

Children aged 5 to 7 have just begun to see the link between an action and its result: shooting in a certain way will produce a certain result. They cannot structure their space such as moving half the length of ice or leaving one third of the ice free. They will try to do it, approximate it, because they don't really understand the exact value of numbers and fractions very well.

Motor development depends on experience but also on the child's physical and neuro development: the most developed are thus not necessarily the most skillful. Amongst children, there is a very large variation in motor skills, between motor activities like throwing and running, and between body segments such as upper and lower body skills. Accordingly, a 6-year-old child might be able to skate very well but shoot poorly, or control their right skate very well but their left one poorly. They need time to carry out instructions and need many repetitions to stabilize a movement and outside information to improve.

### **Cognitive Development**

Children 5 to 7 years old decide to act solely on the basis of how things look. They can evaluate only one criterion at a time; they are either fast or accurate, but rarely intentionally both at the same time. Children aged 5 years old have a very hard time reversing things, doing an action or movement and repeating it in the opposite direction. They are still highly influenced by things that occur simultaneously, which are then considered cause and effect: I don't play well because my coach is watching me. Generally, they feel their point of view is right and much better than others' point of view, including the coach's.

### **Emotional Development**

They hardly have two opposing feelings at the same time, like being disappointed with their own performance but pleased with that of their team. They have global self-esteem: they are either good or not good at all.

### **Social Development**

They recognize authority mainly on the basis of social status: father, coach. They have their own understanding of justice: everyone should be getting the same treatment. Their friendships begin to be based on trust and reciprocity.

- Never: Assume they have bad intentions.
- Avoid: Presenting too much information at one time and hurrying them.
- Do: Give instructions with concrete benchmarks, visual, auditory or kinesthetic reference points; ask them to repeat your instructions in their own words.



## Section 4: Benefits

***"You have to be able to make plays in pretty small areas. The more you practice in small spaces the better off you are."***

**- Sidney Crosby**  
**Canadian National Men's Team**



### Hockey Canada – Long Term Player Development Model

Parents and coaches need to think long term and not worry too much about children being the best player on the ice in Initiation and Novice hockey. Putting young players in a competitive environment to early will compromise the child's development. Children should only be placed in to competitive situations that suit their skill level and abilities. Parents and coaches must be realistic about what children should be able to do all age levels. The Hockey Canada's Long Term Player Development strategy is very important.

It is important to understand and appreciate the benefits of cross ice and half ice hockey and why Hockey Canada has a national policy ensuring all Initiation and Novice level hockey is played in smaller, modified spaces.

- Increased emphasis on skating skills including agility, balance, coordination and quickness.
- The number of puck battles increases significantly.
- Puck control and puck protection skills are enhanced resulting in more confidence.
- The fundamentals of skating, puck control, passing, and shooting are reinforced.
- Less time and space increase the frequency and speed of making hockey decisions.
- A more challenging environment offered to improve ice awareness and elevate hockey sense.
- Increased intensity of competition results through the progressive skill improvement of players.
- The increase in incidental body contact requires players to play with their heads up and acquire spatial awareness.
- Players improve in the areas of contact confidence and body contact.

***Decrease the space, increase the pace***

## Benefits of Cross-Ice/Half-Ice Hockey

### PUCK TOUCHES

2X

CROSS-ICE  
FULL ICE



#### *Small spaces equate to more engaged in the play:*

- All players are close to the play at all times and have much more opportunity for puck touches.
- Regardless of the skill level or the ability of each player, their opportunities to be engaged in the play increase by double when the playing areas is smaller.

### SHOT ATTEMPTS

6X

CROSS-ICE  
FULL ICE



#### *A very large difference between full ice and small areas:*

- There are 6 times as many shots on goal or at goal in a cross-ice or half ice game.
- Players are closer to the puck at all times and the puck finds its way to the net much more often.
- Goalies are more engaged and feel a bigger part of the game.

### SHOTS ON GOAL

3X

CROSS-ICE  
FULL ICE



#### *Shrinking the playing surface increases offense:*

- Players are much closer to the nets, skate shorter distance from goal to goal, and have increased opportunities for offensive play.
- Goalies are forced to make more saves thus increasing their development.

### PASS ATTEMPTS

2X

CROSS-ICE  
FULL ICE



#### *More of a team game is apparent:*

- In the smaller area games, players are observed passing and attempting to pass the puck more often. This results for two reasons:
  - All players are close enough to pressure the puck more frequently.
  - Teammates are in close support of the puck carry at all times.

### PASSES RECEIVED

5X

CROSS-ICE  
FULL ICE



#### *Short quick passes find their mark:*

- In smaller spaces, more passes are attempted and most of these passes are 5 to 10 feet in length.
- When passes are shorter, accuracy improves, and players tend to have more success receiving the pass.
- Players also start to understand the importance of puck possession.

## ICE TIME

**2½X** CROSS-ICE 00:24  
FULL ICE 00:11

### *Over double the ice time per player:*

- Full-ice format gives players between 9-11 minutes on ice per game
- Half-Ice format gives players 24 minutes of ice time per game
  - Limited face-offs, rules, and stoppages ensures more time spent playing hockey

The Initiation Program provides children the opportunity to learn fundamental movement and fundamental sport skills in a quality sport program tailored just for them. The program maximizes ice utilization through the use of Teaching Stations, Cross-Ice Hockey, and Small Area Games. More puck touches mean more skill development and more fun! In the Cross-Ice environment, a player's activity increases and so does their skill set and love of the game!

- ✓ **Better Ice Utilization**
- ✓ **More players active during ice session**
- ✓ **Increased competition for all players**
- ✓ **Fun for All**



*"You need to be able to make quick passes and have quick communication. Small area games are important."*

**- Brianne Jenner**  
**Canadian National Women's Team**

## IIHF Rationale

### IIHF | Cross-ice Hockey and Small Area Games

Cross-ice hockey or Small Area Games, simply defined are technical and game-like competitive drills that use a playing surface that has been reduced in size and allows players to practice hockey skills.

Small-area hockey actually has been around for as long as the game has been played. When players played on a pond did they use an ice surface 60 metres x 30 metres? No, they played in a small area that developed and sharpened their skills without the rules of off-sides, icing, penalties, face-offs, etc. Somehow coaches have moved away from this idea of practicing and playing in an environment with little control or structure, to one with greater control. Many of the greatest hockey players to ever play the game will attribute their success to growing up playing on the ponds and not in highly controlled practices!

When the playing surface is reduced in size, young players are being correctly prepared for the speed and quickness they will encounter as they grow older. Can you imagine a child eight and under playing basketball using a ten-foot basket? Cross-ice develops a positive environment, increases puck handling, and teaches puck protection by forcing players to play in smaller, confined areas.



### IIHF | Teaching Stations and Small Area Practices

For practicing it means that more players are on the ice but the group sizes are smaller. With more players on the ice it reduces the costs of the individual player for practicing. This increases the ice usage and the efficiency of the practice by increasing the activity level of the individual player during the practice as their involvement time grows. Time spent waiting in line for the next chance to go is greatly reduced. Players have more time with the puck for puck handling, passing and shooting. Drills are designed to focus on multiple skills and situations, increasing puck touches and situational repetition. On top of this the goalkeepers are more involved in the drills and get more shots to stop. Practicing cross-ice and in small areas is beneficial for players of all ages and levels and they have fun.

***“Scaling down is important and the research shows that when children are more actively engaged, they touch the puck more often, have the puck on their stick longer, and are interacting with one another to a greater extent.”***

**- Dr. Stephen Norris  
Consultant to Hockey Canada**



## Section 5: Hockey Calgary Game Play Guidelines

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### Game Play Guidelines

**All Formal Games (outside your home Association), including tournament games, will only be permitted to be played in a Cross-Ice or Half-Ice Format**

**Full Ice Games are not permitted.**

#### SCOREKEEPING

- No score will be kept - **NO EXCEPTIONS**
- No game sheets will be used

#### SHIFTS

- 90 – 120 second shifts
- Time clock can be used - **but only to manage shift length**
- Teams can either share benches, or have their players sit on bumpers when available

#### OFFICIALS

- **The use of officials is not permitted for Timbits.**

#### GOALIES

- Jr. Timbits: No goalie equipment is used in formal games with **the exception of a goalie stick**
- Sr. Timbits: Goalie equipment is optional for formal games with **the exception of a goalie stick**. However, both teams either must have a fully dressed goalie or must not have a fully dressed goalie

#### EQUIPMENT

- Blue pucks must be used (4 oz.)
- Bumpers are encouraged if available
- Smaller nets are encouraged where available, pylons can be used to create nets

#### BASIC RULES

- No off-sides or icing

#### FACE-OFFS

- **Permitted only at the start of each period/half**

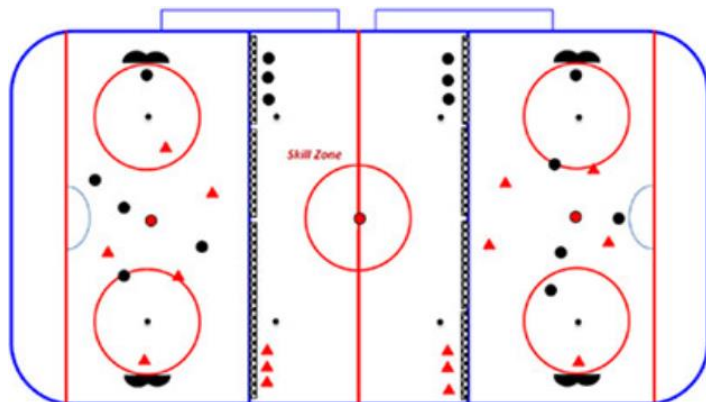
#### PENALTIES

- No penalties are to be called, but for teaching purposes, coaches can agree to have infracting player miss for their next shift. **Play will continue at even strength.**

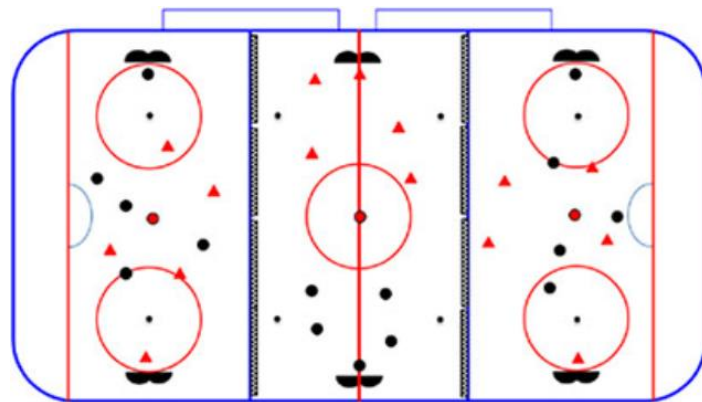


## Hockey Calgary Strongly Recommends:

**FORMATS (Cross-Ice)(Half-Ice is permitted)**



*FIGURE 1: Two or Three Teams – Two Cross-Ice Games with Skill Zone*

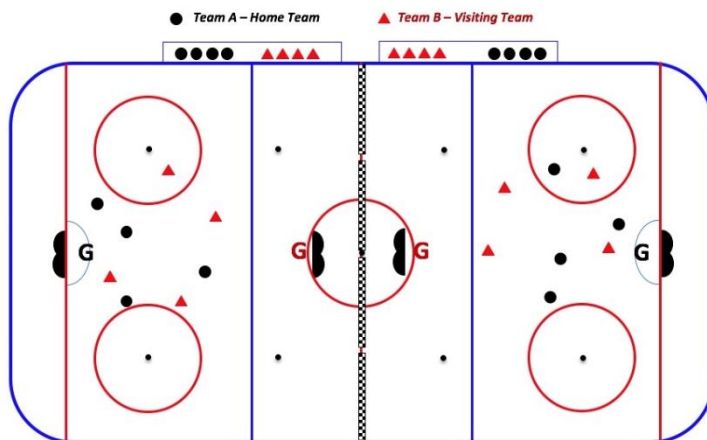


*FIGURE 2: Three Teams – Three Cross-Ice Games*

### GAME FORMAT

As noted all game play must be done in a **cross-ice or half-ice format**, this can be accomplished in 2 ways:

- 2 Teams book ice –you split teams in half & play 2 separate cross-ice or half-ice games
  - Ie. Red A vs. Blue A at one end, Red B vs. Blue B at other, then switch half way
  - Benefits – more ice time for each player, less dressing room issues (space)
- 4 Teams book ice
  - Ie. Red vs Blue at one end, Green vs. Black at other end
  - Benefits – more teams utilize ice, 4 vs. 2



*FIGURE 3: Two or Four Teams – Two Half-Ice Games*

### GAME PLAY

- 4 v 4, other numbers are permitted

### ROSTER SIZE

- Approximately 16 players
- Teams split their team into 2 mini teams for games – **Mini teams should be equally balanced**

## GAME LENGTH (60 Minute Ice Slot)

- 3 Mins. - Warm Up
- 24 Mins. – Period #1
- 5 Mins. – Rest/Change Ends
- 24 Mins. – Period #2
- 3 Mins. – Shake Hands/Move Bumpers

## COACHES

- It is recommended that a minimum of 2 coaches are on the ice to direct players

## CHANGE OF POSSESSION

- Goaltender freezes the puck – the on-ice coach signals to the attacking team to back off 3 meters and defending team gets possession
- Puck shot out of play – the on-ice signals to the offending team to back off 3 meters and the on-ice coach gives the non-offending team a new puck
- Goal is scored – the scoring team backs off 3 meters and the on-ice coach gives the conceding team a puck to start play
- **The goal is to keep the game moving with limited stoppages**

## Seasonal Structure

### Jr. Timbits – Generally 1<sup>st</sup> Year Players

- Informal games until November 30th
- **No full ice games are permitted.**

Junior Timbits - Age: 5								
Introductory Phase			Development Phase			Regular Season Phase		
Sept. 15 - Nov. 30			Dec. 1 - Jan. 31			Feb. 1 - March 31		
10	20	0	8	16	8	8	16	8
Weeks	Practices	Games	Weeks	Practices	Games	Weeks	Practices	Games
Total Practices: 40 - 50/ Total 1/2 Ice Games: 12 - 16								
Maximum 2 Tournaments per season - HC Jamboree Excluded								

**Jr. Timbit teams are permitted to play a maximum of 16 'formal- modified' games during the season while adhering to of the phase game maximums above. This includes exhibition and tournament games. NO EXCEPTIONS.**

## Sr. Timbits – Generally 2<sup>nd</sup> Year Players

- Informal games until November 15th
- Goalie equipment is optional for formal games. Check with opposition to see if they have a fully dressed goalie. Both teams must have a fully dressed goalie or both teams must not have a fully dressed goalie.
- **No full ice games are permitted.**

Senior Timbits - Age: 6								
Introductory Phase			Development Phase			Regular Season Phase		
Sept. 15 - Nov. 15			Nov. 16 - Jan. 31			Feb. 1 - March 31		
8	16	0	10	20	10	8	16	10
Weeks	Practices	Games	Weeks	Practices	Games	Weeks	Practices	Games
Total Practices: 40 - 50/ Total 1/2 Ice Games: 16 - 20								
Maximum 3 Tournaments per season - HC Jamboree Excluded								

**Sr. Timbit teams are permitted to play a maximum of 20 'formal- modified' games during the season while adhering to of the phase game maximums above.**

**This includes exhibition and tournament games. NO EXCEPTIONS.**

No tournaments or exhibition games will be sanctioned before:

- November 30<sup>th</sup> for Jr. Timbits
- November 15<sup>th</sup> for Sr. Timbits

**\*\*\*Please note that the Hockey Calgary Timbits Jamboree does not count towards any of the game limits\*\*\***

## Timbits Game Requests & Tournament Sanctions

To submit a request for either an exhibition game or to participate in a tournament you will need a Hockey Calgary user account. Once logged in submit either the "Play an Exhibition Game" or "Play in a Tournament" form under the ADMIN tab, whichever is appropriate.

To host a tournament the host team must follow the Hockey Calgary Tournament Sanction process found on our website at [www.hockeycalgary.com](http://www.hockeycalgary.com) under the heading "Operations" and subsection Tournaments. Once the sanction request has been filled out, Hockey Calgary will sanction the tournament if it falls within the guidelines stipulated within this manual. All tournament rules are to follow the guidelines stated in this manual.

## Section 6: Coach Requirements and Resources

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### Coach Requirements

Coaches at the Timbits level are required to have the following certification:

- Coach 1 – Intro to Coach – 1 coach for every 10 players, so based on the HC model of approximately 16 players, each team will need 2 certified coaches
- Respect in Sport – Activity Leader – all coaches require this program, (it is different from the parent program)
- Safety Program – 1 team official for each team

### Coach Resources

[Hockey Canada Drill Hub](#)

[Hockey Canada Timbits Practice Plans](#)

[Hockey Canada Initiation Home Page](#)

[Hockey Canada/Hockey Alberta Clinics](#)

[Hockey Canada Coaching Home Page](#)

[Hockey Canada Network APP](#)

### Coaching Best Practices

- Use lots of pucks
- Be punctual – set an example
- Stations that focus on skill development
- Player feedback & individual attention
- Mix it up!
- Shared practices
- Coaches forum
- Bored time – don't spend too much time drawing at the board (Timbit practices can be run without any time drawing drills – Demonstrate!)
- Introduce children to the simple rules and ethics of sports
- Utilize the Hockey Canada Initiation Manual and this TIMBITS Manual
- Limit technical and tactical information communicated to the players - ensure players enjoy the game and want to continue to play in the future
- Utilize modified equipment age appropriate programming

***“Tell me and I’ll forget, show me and I might remember,  
involve me and I’ll understand”***

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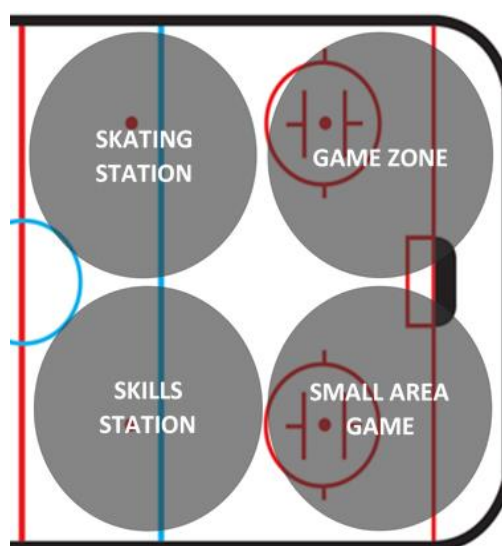
***Decrease the space, increase the pace***

## Practice Philosophy

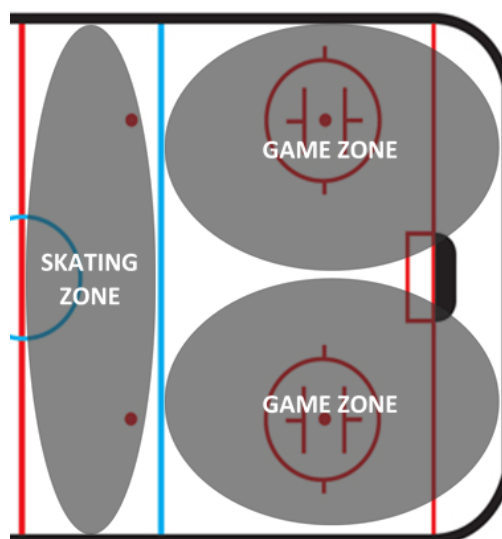
- It is recommended to have 30 – 50 kids on the ice (**3 teams**)
- Instructor/Coach to player ratio should be approximately 5 to 1
- Coaches are encouraged to be creative and utilize the ice in different ways
- The goal should be to maximize ice utilization and keep the kids active, involved and moving for as much as possible
- Focus on specific skills and games using multiple **Stations and Small Area Games**
- **Cross Ice Games** played in 1, 2, or 3 zones are encouraged
- Variety at each practice keeps it interesting for the players, the arena can be set up in numerous ways to achieve different goals (see on following pages)
  - 3 zones, 4 zones, 5 zones, 6 zones

**Teams are not permitted to spend more than 50% of their practice playing in a scrimmage game format**

### Half-Ice 4 Zone Option



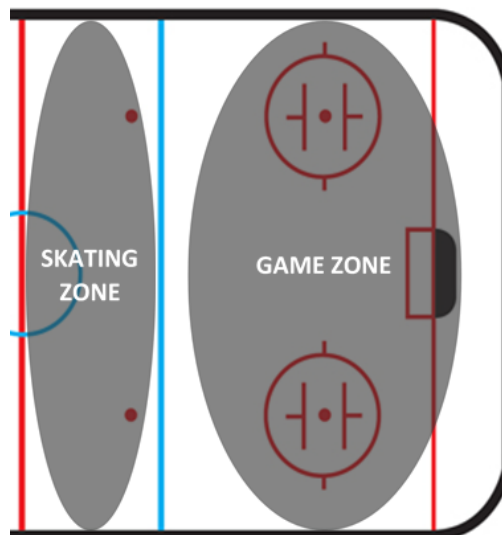
### Half-Ice 3 Zone Option



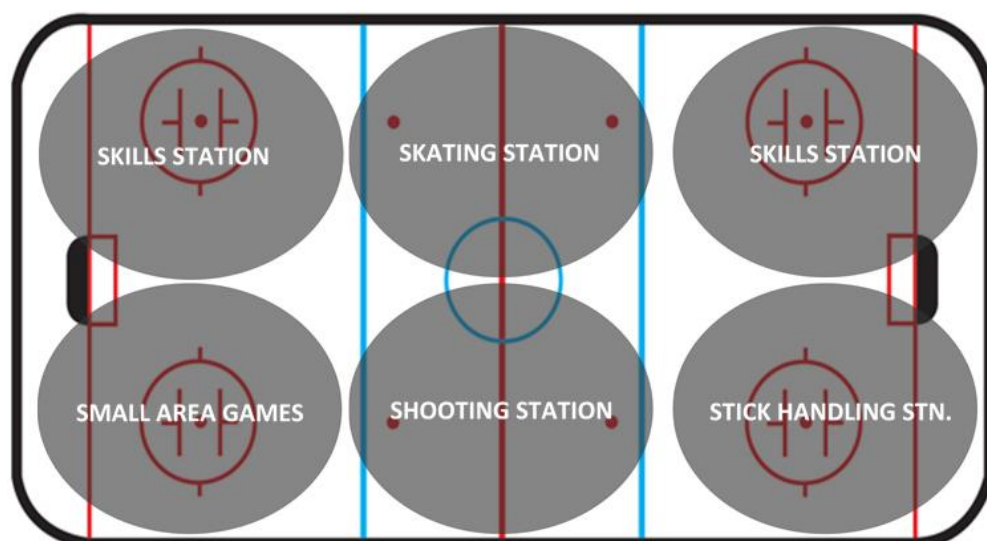
*Decrease the space, increase the pace*



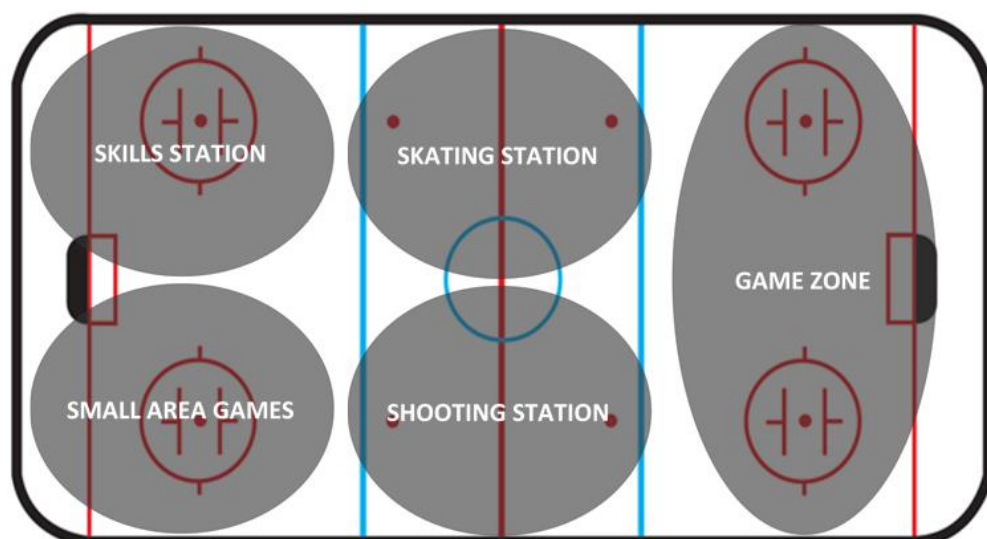
## Half-Ice-2 Zone Option



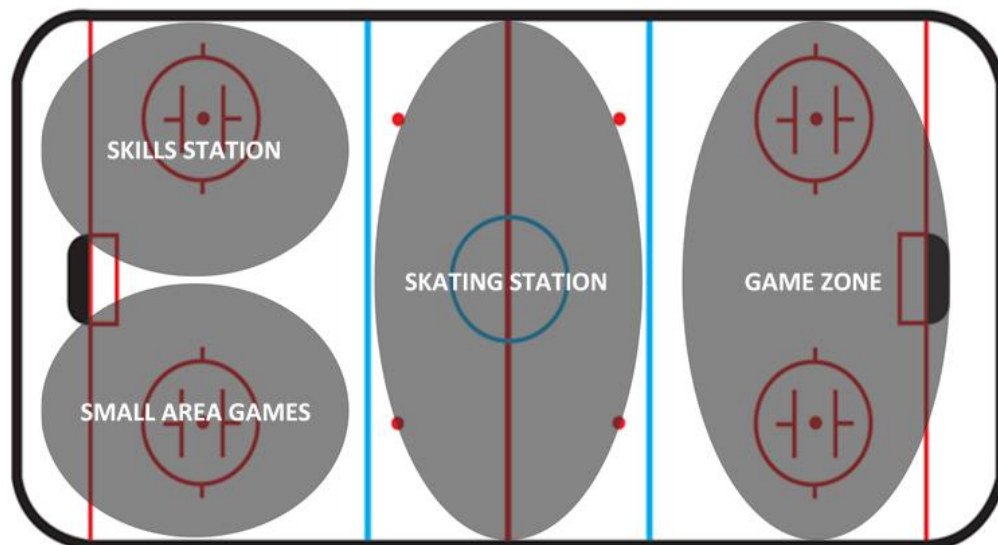
## 6 Zone Option



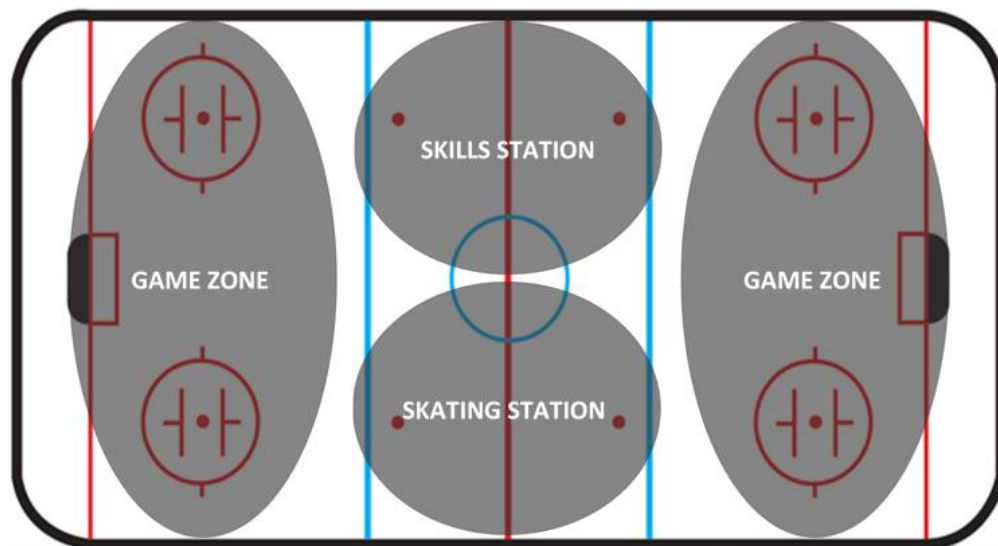
## 5 Zone Option



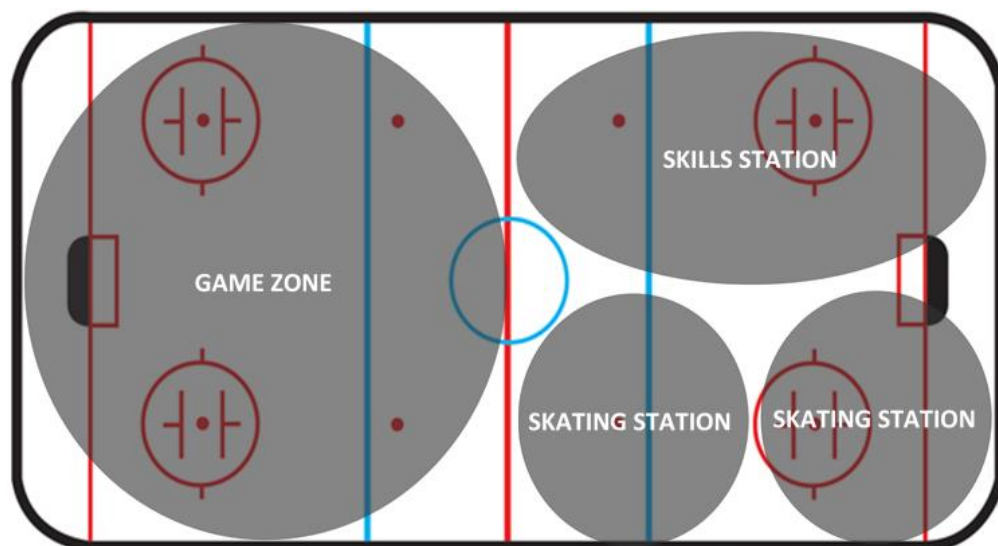
## 4 Zone Option



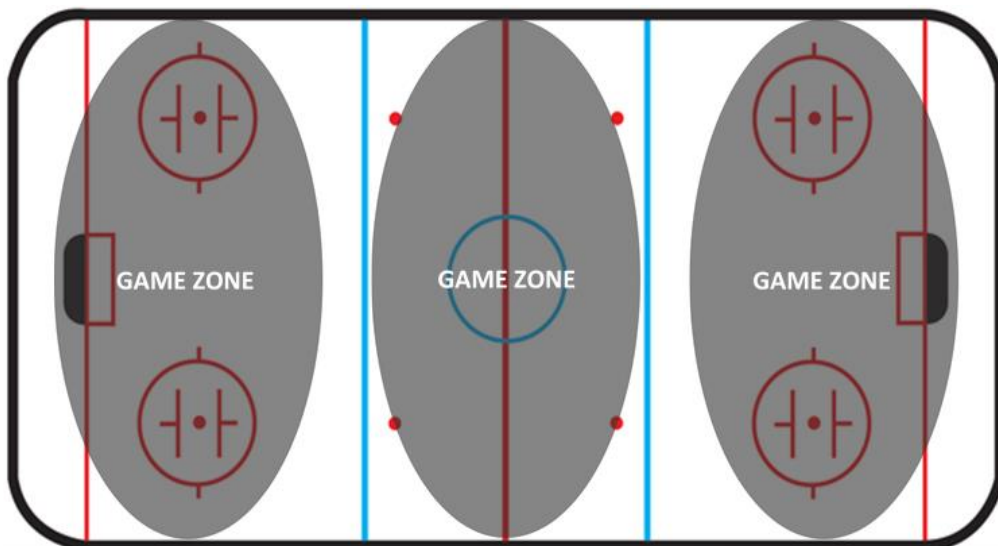
## 4 Zone Option



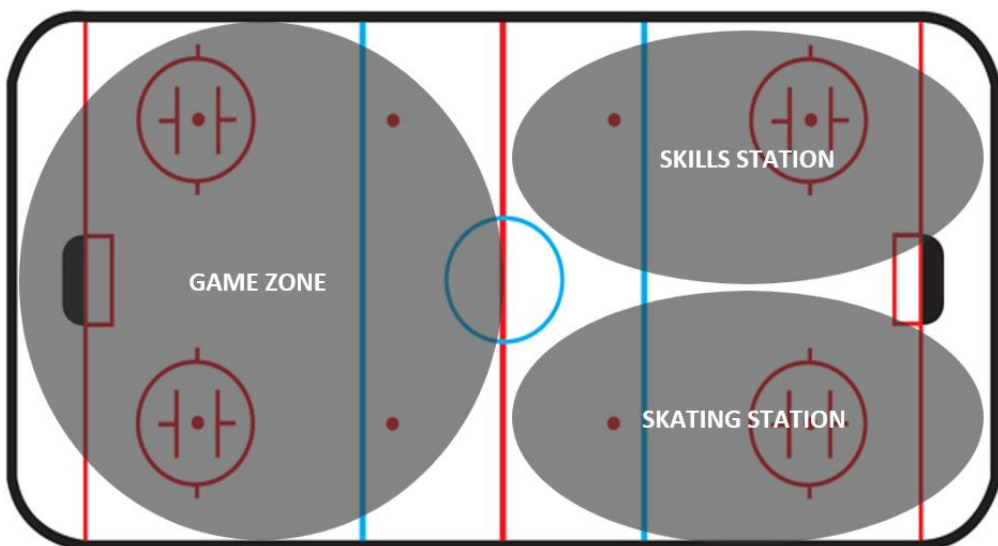
## 4 Zone Option



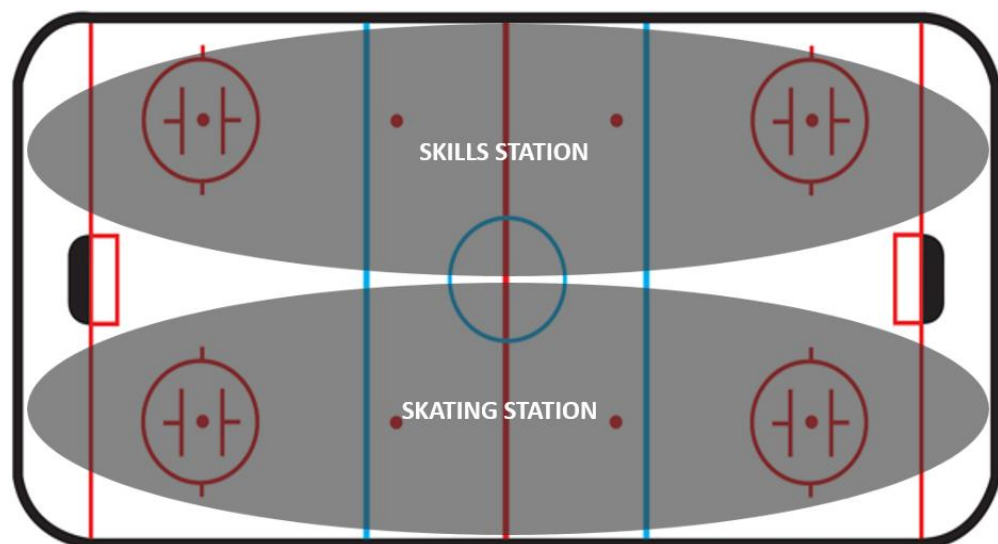
**3 Zone Option**



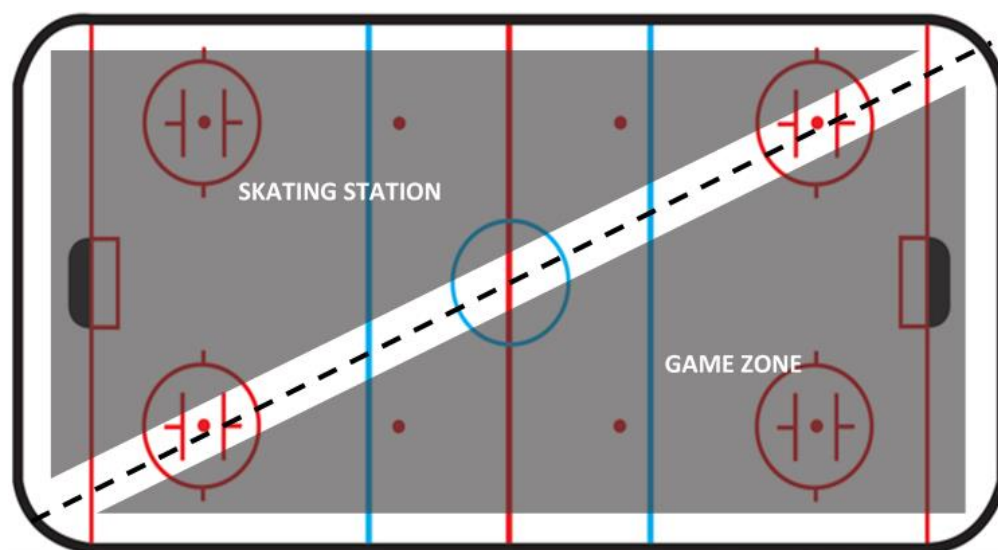
**3 Zone Option**



**2 Zone Option**



## 2 Zone Option



## Examples of How to Modify Games in Practice

### Modify the Equipment (See section on Equipment)

- Use pylons for goals
- Make smaller nets
- Use Junior equipment
- Be creative with boards and benches to be used while dividing the ice
- Use targets or artificial goalies

### Modify Players Playing the Game

- Match skill strength of opposing players
- Change numerical advantages (i.e. 5 "C" players vs. 4 "D" players)
- Change numbers playing (i.e. 3 on 3 hockey, etc)

### Modify the Basic Rules

- Players must make a certain number of passes
- Players may only score a limited number of goals

### Emphasize Skill

- Players can only skate backwards
- Players must only pass on the backhand
- Goals only scored on shots outside a certain radius are allowed

## Section 7: Program Administration

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### Association's Responsibilities

#### Who enrolls in the Timbits Program?

All Hockey Calgary Players aged 5 and 6 will be enrolled in the Timbits Age Category formerly known as Initiation.

**Hockey Calgary expects every Association within Calgary that has an Initiation Age Category (5 & 6 yr. olds) call its Program the Timbits Program.**

The associations within Hockey Calgary, who have a Timbits Program, are expected to follow the guidelines stated within this manual. The associations are expected to run the Timbits Program as a FUNdamental program focused on fun and skill development within a practice setting. Hockey Calgary mandates that Timbit teams do not exceed the maximum amount of games stated within this manual.

Without the help of each and every association, parent, coach and volunteer this program would not have seen the success it has. Hockey Calgary deeply appreciates the time, effort and input everyone has offered in making this program not only a huge success, but also one of the nation's premier player development programs.

Every association will have its own unique design. However, the Timbits Program Manual, the Hockey Canada Initiation curriculum and its development strategies should be followed in order to build a strong foundation of skills and ensure fun for all participants.

**Associations are responsible to identify and recruit volunteers to manage the Timbits program.**

#### To-dos

- Maximize your ice time by putting upwards of 40 players on the ice at a time
- Provide coaches with the latest and most up to date resources to assist with seasonal planning and skill teaching. **Provide coaches with continuing education opportunities** with the support of Hockey Calgary and Hockey Alberta

### Jerseys

All Timbits teams within Zone 9, Hockey Calgary will receive jerseys compliments of Tim Horton's. As a result, all Timbits teams are to wear their Timbits Jersey each and every time they are on the ice. No Exceptions. Jerseys are purchased as needed. The Association and the Timbits Coordinators will receive the Timbits Jersey order forms and work with Hockey Calgary to order as needed. Teams are able to order enough jerseys to meet the needs of its membership. There is no cost to the association when ordering jerseys. Hockey Calgary will order the jerseys on behalf of all Hockey Calgary Timbit teams.



*The first goal is having fun*



## Key Roles for a Successful Program

No matter where you recruit the volunteers necessary to conduct a successful Timbits Program, a strong nucleus of volunteers is essential. The Timbits program requires a number of roles to be filled to effectively operate the program and deliver the curriculum. However, in a number of minor hockey associations, a single individual may be able to fill one or more roles. The basic framework or structure of the personnel required to implement the Timbits Program is not very complex. The Timbits Program requires three key roles to be filled by individuals:

1. Timbits Off-Ice Coordinator--- Each association's elected personnel
2. Timbits Governor - League Wide Coordinator (Hockey Calgary)
3. On-Ice Instructors

By filling the Timbits Coordinator and Group Instructors Positions from people within your association, you are well on your way to staging a very positive and fun filled learning experience for beginner hockey players in your community. Each of these individuals has a specific role to play in the delivery of the Timbits Program; each somewhat distinct, yet, interdependent upon each other to achieve a successful program.

## The Timbits Coordinator

A Timbits coordinator is directly responsible for overseeing the implementation and delivery for the program. This volunteer plans, organizes, and administers the program for the minor hockey association. The Timbits Coordinator can be an executive member of the minor hockey association or may simply be the liaison to the association's executive.

The Timbits Coordinator has a number of responsibilities to fulfill which require a number of administrative skills. Some of the duties of the Timbits Coordinator may include budgeting, liaising with the minor hockey association's executive, recruiting and placing of instructors, organizing the instructors' clinic, coordinating the evaluation of the program, undertaking special events, and recommending changes to the program and its delivery. He or she must work closely with Hockey Calgary.

The qualifications within a typical recruitment advertisement for a Timbits Coordinator may contain the following requirements:

- Understanding of the fundamental elements of the Timbits Program
- Possess a commitment to the established goals of the Timbits Program
- Possess strong organizational, interpersonal and communication skills
- Have the ability to conduct group presentations
- Have the ability to liaise with volunteers, board members, administrators, instructors and parents



## OPERATIONS MANUAL



- Has demonstrated ability to provide adequate time to the delivery of the Timbits Program
- Has an enthusiastic attitude working with parents, administrators and kids

Work with the minor hockey association's board of directors to operate the Timbits Program. This may entail obtaining information from Hockey Calgary to conduct an information session for the minor hockey association's board of directors, parents and players. other interested individual's equipment (pucks, pylons, instructor warm--- up suits, whistles, etc). Specific responsibilities may vary from association to association but may involve:

### PRE-SEASON

- Sourcing and organizing supplies (paper, pens, binders, lesson manuals, etc.)
- Collecting training fees (to conduct instructor training sessions)
- Room rentals (to conduct meetings)
- Handling promotion initiatives (posters, photocopying, pamphlets, CD's)
- Sourcing first aid supplies and kits
- Coordinating instructor recognition (certificates, etc.)
- Handling sponsorship
- Preparing of a preliminary ice schedule for lessons and/or mini---games
- Securing appropriate ice time in conjunction with the minor hockey association
- Preparing and implementation of recruitment procedures for participants, instructors and head instructors
- Coordinating the registration of participants
- Assisting in the selection and training of head instructor(s)
- Conducting a PARENT ORIENTATION MEETING to familiarize parents of prospective participants with the objectives of the Timbits Program, and how it is to be implemented in the association (Administrators Workshop Presentation)

### ON-ICE DELIVERY

- Coordinating the initial evaluation of participants for the purpose of grouping
- Liaising with the minor hockey association's board, and/or Head Instructor and on---ice instructors, and the parents of the participants
- Coordinating special events (photo sessions, mini---games, etc.)

### POST SEASON

- Collecting and gathering the Timbits Jerseys back from the team
- Preparing equipment and supplies for storage - Jerseys, Pylons, Pucks etc.
- Undertaking necessary actions for preparation for the next season

## Timbits On Ice Instructor

The on-ice instructors of the minor hockey association's program are generally recruited from the participants' parents. In some situations, the on-ice instructors may also be volunteers from other areas of the community including students (a minimum of 16 years of age), post-secondary students and other adult volunteers. (See section on recruiting).

**Hockey Canada has mandated that all coaches and instructors on ice must wear a helmet.**

This position entails the delivery of the **Hockey Canada's Initiation Skills Development Manual**. The qualifications within a typical recruitment advertisement may contain the following requirements:

- Possess a coaching and/or hockey background OR a strong desire to begin to learn instructional techniques in the delivery of fundamental ice hockey skills
- Possess an enthusiastic attitude and desire to work with beginning hockey players
- Possess strong communication skills
- Possess a commitment to the goals and philosophy of the Timbits Program
- Coach Qualifications Required:
  - Respect in Sport – Coach (all coaches/instructors)
  - Coach Level 1 (1 certified coach per every 10 players on ice)
    - Hockey Calgary strongly suggest ALL coaches take this course
  - Hockey Canada Safety Program (one team official)

## On Ice Instructor Job Description

### ON-ICE DELIVERY

- Deliver the program's curriculum to the assigned groups
- Arrive at the ice rink approximately 30 minutes prior to the ice session
- Exemplify fair play and co-operation
- Provide instruction in a manner that motivates and challenges the participants while respecting each individual
- Demonstrate effective leadership on and off the ice (e.g. providing effective feedback to the participants)
- Provide feedback to parents of the participants
- Assist in the evaluation of the participants and of the TIMBITS program
- Demonstrate necessary risk management skills at all times by doing an on ice inspection before each practice.
- Ensure practice schedule is respected
- Explain and demonstrate drills and games to the participants
- Co-ordinate the orderly entrance and exit to/from the ice surface by the participants
- Utilize the appropriate equipment for the lesson plan
- Pick-up all equipment prior to leaving the ice surface

The local constraints of the program will all play a role in the unique design of an association's seasonal plan. These are considerations such as:

- Association size
- Allotted ice time
- Number of instructors
- Numbers of entry level players

## Recruiting Volunteers

Leadership is key in the Timbits Program, just as it is in any other cooperative hockey program. In addition to developing player's hockey skills and promoting physical fitness, instructors are responsible for encouraging initiatives, stimulating interest in the sport and 'instilling a desire for continued success. The goal of the program is to have every player return the following year.

Given that the TIMBITS Program deals with entry level players which may contain children who have not even entered the school system, the need for quality leadership is critical. For some of the children the Timbits Program may be the very first time they have attended an organized event outside the home. Therefore, the Timbits instructor may be the first authoritative figure, other than the parent, that the child encounters. Again, because of the fact that they are dealing with entry level players, instructors and other volunteers, you will have to be positive, energetic, creative, fun---loving and above all, patient. The instructor's course will emphasize many of the attributes necessary to conduct the program successfully. It certainly is not necessary that the potential instructors have previous experience in teaching hockey skills, although it would certainly be a bonus. At the beginning level, on---ice instructors will vary greatly in experience.

Associations must be innovative in their recruitment of Timbits volunteers. The Timbits program can be a grooming area for the association's future instructors, coaches, managers and board members.

1. A ratio of 1 volunteer/coach per 5 participants is ideal.
2. Associations should provide training and support to the Timbits Coordinator
3. Associations should provide training and support for the technical personnel (the instructors) beyond the Timbits Program. Hockey Canada, Hockey Alberta, and Hockey Calgary offer additional clinics and professional development seminars beyond the minimum coach qualifications.
4. An experienced instructor or committee member should provide follow up training to the next committee member the following year. It is also a good idea to evaluate each year's program.

***"Volunteers are not paid ----- not because they are worthless, but because they are priceless"***

**-unknown**

## Introducing the Game

With beginner hockey players it is imperative that coaches/instructors start with the basics, by educating the parents. You can guarantee that there will be a few parents who don't understand every rule and or aspect involving the game of hockey. You must also take into account that some of the parents may have never played hockey before. Therefore, might not even know the proper ways of dressing their young ones. With this said, coaches and team officials should hold a meeting before the first practice to teach parents the proper way to dress and fit kids for hockey equipment. One parent might know how to dress their child but how about the other one? Single parents and 24hr work schedules makes for no guarantees on who will be bringing the kids to the rink. Don't forget to educate parents on little things like, proper skate sharpening and equipment sizing. In addition, it is important to educate the kids on the equipment they are wearing and its purpose. They might not fully understand but this way they can tell you when something's bothering them.

When introducing kids to the game of hockey start with the basics and make the experience enjoyable. Remember that kids tend to have short attention spans and it helps to incorporate games into the warm up. Kids can tremendously improve their skill levels by playing games. If you've ever watched them get chased playing tag, it might be the fastest you see them skate during practice. Incorporate games like bowling for kids that incorporates jumping and agility. Another great game to improve balance is soccer on ice. It also builds confidence in the kids. They might not feel confident to lift one foot off the ice during practice but when they go to kick a soccer a ball they won't think twice.

Take the kids away from the glass where parents are standing when you explain a drill, get down to their level, talk slow, get them to relay what you just said and make sure to demonstrate the drill once or twice. Most importantly, have enough instructors on the ice to keep everything running efficient and effectively.

Think of the Timbits as a continuum rather than "one-day Initiation stops and hockey begins." Consider that a group of 5 year olds with limited individual skills are certainly capable of batting for a puck to see if they can "score" on an open net and a Midget AAA team could very easily run drills from the Initiation Skills Development Manual from Hockey Canada.

Ways of introducing the game of hockey are inherent in the Lesson plans. However, if we work from the premise that the curriculum is an integral part of the seasonal plan not the seasonal plan - then there are other opportunities to introduce the game to the participants. Remember that coaching and instructing are like everything else in life, the more you do it, the more you learn, and the more you have to offer.

With this said, our final caution would be to remember that the goal of the Timbits Program is to introduce hockey through fun, development of basic skills and confidence building. If not monitored, it is very easy to slip into a game model where participants are forced into competition that's too demanding. If this happens, not enough time is spent attending to the curriculum of skill development --- leaving the players without the skill foundations to enjoy hockey for a lifetime.