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## TIMBITS – Administrator/Director Checklist

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This position is directly responsible for planning, organizing, and administering the implementation and delivery for the TIMBITS Program. The Director may be an executive member of the minor hockey association or may simply be the liaison to the association's executive.

The administrator has many responsibilities to fulfil which require many administrative skills, including: budgeting, liaising with the minor hockey association's executive, recruitment, and placement of instructors, coordinating the evaluation of the program, undertaking special events and recommending changes to the program and its delivery. They must work closely with the Instructors, and thus it is wise to select people for these two roles who both complement one another and who can work together.

The qualifications for a TIMBITS Director may contain the following requirements:

- Understand the fundamental elements of the Initiation Program;
- Possess a commitment to the established goals of the Initiation Program;
- Possess strong organizational, interpersonal and communication skills;
- Can conduct group presentations;
- Can liaise with volunteers, board members, administrators, instructors, and parents;
- Has demonstrated ability to provide adequate time to the delivery of the Initiation Program.

### CHECKLIST

A typical job description for the program administrator may contain these responsibilities (some may be shared with the Initiation Program Mentor - if there is one):

**Pre-Season:**

- ✓ Prepare operating budget for review and adoption by the minor hockey association's board. This budget may contain estimates for expenditures and revenues for:
  - Ice Rental Equipment (Pucks, Pylons, Instructor Warm-Up Suits, Whistles, Etc.)
  - Supplies (Paper, Pens, Envelopes, Binders, Lesson Manuals, Etc.)
  - Training Fees (To Conduct Instructor Training Sessions)
  - Room Rentals (To Conduct Meetings)
  - Promotion Supplies (Posters, Photocopying, Pamphlets,)
  - Advertising (In Local Media Vehicles)
  - First Aid Supplies and Kits
  - Instructor Recognition
  - Sponsorship
- ✓ Website contents:
  - Initiation program details & price
  - Philosophy
  - Links to Hockey Edmonton pages
  - In-person registration
  - Book Skating Evaluation for Sr. Timbits



- ✓ Advertising /Recruitment:
- ✓ Prepare and implement recruitment procedures for participants, instructors, and head instructors;
- ✓ Contact all parents interested in Coaching and provide details to get credentials & schedule meeting;
- ✓ Assist in the selection and training of head instructor(s);
  - Promotion of Coach 1 Clinics to instructors;
- ✓ Co-ordinate the registration of participants;
- ✓ Conduct a parent orientation meeting to familiarize parents of prospective participants with the objectives of the Initiation Program, and how it is to be implemented;
  - Conduct or acquire a presenter to deliver a Long Term Athlete Development Parent Presentation to the parent group;
- ✓ Prepare Initiation program communication for parents to hand out at registration (difference between JUNIOR & SENIOR TIMBITS programs);
- ✓ OPTIONAL: Book 'Learn to Skate' or 'Fun Skate' ice for Discovery & Jr. Timbits
  - Email registrants about 'Learn to Skate' times;
- ✓ Contact all parents interested in Coaching and provide details to get credentials & schedule meeting;
- ✓ Meet with Coaches to provide an overview of coaching, provide ProSmart and coaching materials;
- ✓ Order TIMBITS Jerseys and paraphernalia for players;
- ✓ Secure ice time in conjunction with the minor hockey association for practices and modified games.
- ✓ Contact coaches for all teams and provide players and schedules;
- ✓ Confirm arena facilities/schedule and provide copies to all parties.

#### **In-season On-Ice Delivery:**

- ✓ Co-ordinate the initial evaluation of participants for grouping in the appropriate skill level if desired by the association;
- ✓ Form TIMBITS groups;
  - Discovery – use ice times selected by parents;
  - Junior – use ice times selected by parents;
  - Senior - Make teams of even skill (additional information on team composition to be provided to Initiation Directors).
- ✓ Liaise with the minor hockey association's board, the Initiation Program Mentor and/or Head Instructor and on-ice instructors, the parents of the participants;
- ✓ Co-ordinate special events (photo sessions, mini-games, festivals, jamborees etc.).

#### **Post Season:**

- ✓ Submit recommendations to the board of the minor hockey association with respect to any changes that could be made to improve the Initiation Program;
- ✓ Prepare equipment and supplies for storage;
- ✓ Undertake necessary actions for preparation for the next season.