
TIMBITS – Instructor Checklist

On-ice instructors are generally recruited from the parent group. In some situations, the on-ice instructors may also be volunteers from other segments of the community including students (a minimum of 16 years of age), post-secondary students and other adult volunteers. Instructors deliver the Initiation Program curriculum on the ice to the participants as scheduled by the Administrator.

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 athletes;
- Possess strong communication skills;
- Possess a commitment to the goals and philosophy of the Initiation Program.

CHECKLIST

Pre-Season

- ✓ Successfully complete the Coach 1 Clinic AND Respect in Sport requirements;
- ✓ Successfully participate in the supplementary training sessions as co-ordinated by the minor hockey association.

Prepare your plan / Set objectives / Share your plan:

- ✓ Ensure you have the contact information for all session instructors (even if from different club);
- ✓ Log onto ProSmart, review session plan for upcoming session, review objectives;
- ✓ Email midweek (for the upcoming session on the weekend) – inform your instructors:
 - Sessions objectives;
 - What station instructors will be running (so they are familiar with it prior to the session);
- ✓ Ensure you have the proper equipment (listed at the top of the session plans) needed for the session; all equipment needed for each session is listed on the session plan in ProSmart, print out copies of ProSmart session plants to post on glass at skill stations.

Execute your plan

- ✓ Arrive early; ensure you have all your equipment with you and in a useable condition;
- ✓ “Pre-ice” Meeting with other instructors to review plan and on-ice execution/roles;
- ✓ Encouragement in the dressing room goes a long way. Have instructors engage with the athletes. Help parents who may be struggling to get an athlete dressed;
- ✓ Bring all equipment required onto the ice, have ProSmart session plans posted on glass at each skill station;
- ✓ Execute a group warm up that can be done with the entire group.



- ✓ Divide and conquer, split into predetermined athlete groupings based on skill level. Ensure that the proper equipment is placed at their respected stations. Have the instructors for that skill station ensure it is set up as required;
- ✓ At the start of a Skill station explain the importance of each drill and what skills they will be working on. Create an upbeat tempo and enhances skill development through repetition. Make it your own and add creativity;
- ✓ The key to “divide and conquer” is to have all or most of your players engaged in the drill;
- ✓ Utilize you extra instructors at each skill station to help kids who are not picking up the drill as easily. Working with them for a few seconds one on one may help the child understand the drill a little better. It’s important to stop the player and correct them; this distracts them from continuing the drill wrong and helps them focus on the actual steps of the drill;
- ✓ Monitor the clock, have a parent volunteer run the clock or use a stop watch to ensure you are maximising station time. Have the parent sound the horn or blow your whistle for a water break and station change. Ensure all grouping complete each skill station;
- ✓ Have instructors return all the equipment and end with a fun group activity.

Evaluate your session:

- ✓ After your session, evaluate your session plan and its effectiveness; talk with your staff for feedback;
- ✓ Debrief with your leagues Initiation Director:
 - Do you require more support?
 - Are athletes in the correct group/level?
 - Parent issues, etc.