

# YELLOWKNIFE MINOR HOCKEY ASSOCIATION

## CHEVY SAFE AND FUN DAY

### PLANNING GUIDE

Approved: 26 May 2009

#### 1.0 INTRODUCTION

Hockey Canada, in cooperation with Chevrolet Canada sponsors the Chevy Safe and Fun Day which is intended to teach and foster the values of Respect and Responsibility in young hockey players and their parents. Hockey Canada provides much of the resource material for the event and Chevrolet Canada pays for the ice time and provides additional event support. In return, the Association is required to submit a report and invoice to recover some of the event costs.

The Association strives to ensure that this event is a positive experience for all participants – from the Initiation and Novice divisions. The delivery of a successful event requires a considerable amount of planning, coordination and effort in advance of the event. Event organizers are encouraged to get an early start in organizing their event and to recruit additional volunteers, as required. This document is intended to ensure that the event:

- is organized and administered in an effective and consistent manner;
- provides due recognition to the participants and sponsors; and
- is conducted according to the expectations of Hockey Canada.

#### 2.0 DATE AND LOCATION

The date and location of the event must be requested when all user groups submit their requests of ice time to the City (in April for the following season). The request to the City should include: date, preferred ice surface, number of hours of ice time, number of hours of PSAV room time, number of hours of gym time and required number of chairs and tables. The accompanying table may be used to reserve time and space with the City.

**Action: Director, Special Events Scheduler**

#### 3.0 HOSTING AGREEMENT

The Association must complete a Hosting Agreement with Hockey Canada to obtain the appropriate program resources and financial support. The draft agreement must be routed through the President of Hockey NWT who will send it on to Hockey Canada. The Agreement should be completed by 01 August if the event is to be held in September or October.

**Action: President**

#### 4.0 EVENT PROGRAM

Hockey Canada provides the Association with the relevant resource material (Administration manual; operations manual) to present the on-ice program and the parent seminar. The various events may be scheduled on the attached planning template (Appendix 1). The required dressing rooms, meeting rooms and other facilities should also be booked with the City, as required.

**Action: Director, Special Events  
Initiation Governor  
Novice Governor**

#### 5.0 ON-ICE INSTRUCTORS

It is expected that there will be one instructor for every five players on the ice. A Head Instructor should be designated for the event or for each on-ice session. All coaches from the Initiation and Novice divisions should be

requested to participate in at least one of the scheduled events. Coaches should be scheduled in advance so that there are an appropriate number of coaches for each event. The program is designed to have two teams (30-40 players) on the ice at one time. This would require 6-7 adults on the ice for each session.

**Action: Director, Special Events  
Governors**

#### 6.0 ON-ICE EQUIPMENT

A variety of equipment may be required to support the on-ice program. Coaches should be able to use their assigned equipment and other items that might be readily available.

**Action: Head Coach  
Coaches**

#### 7.0 EVENT MATERIALS

Hockey Canada provides a variety of material (rink board, bag tags, ballots, a ballot box, jerseys, parent manuals, parent pins) for use and distribution at the event. The materials are sent to the local Chevrolet dealer where they can be picked up.

**Action: Director, Special Events**

#### 8.0 PARENT INSTRUCTOR

A representative from Hockey North should be requested to provide the parent seminar. The required instruction materials (reference materials, audio-visual equipment, etc) should also be confirmed.

**Action: Director, Special Events**

#### 9.0 LOCAL CHEVROLET DEALER

The expected/preferred level of engagement should be confirmed with the local Chevrolet dealer when the program of events has been developed. The dealer may wish to provide additional support or advertising. Arrangements for picking up the resource materials from the local dealer should also be confirmed.

**Action: Director, Special Events**

#### 9.0 NOTIFICATION

Players must be registered with the Association before they may participate in the event. The event may be advertised to players and parents through: 1) a broadcast e-mail to all players and parents; 2) notice on the Association website, and 3) announcements by Initiation and Novice coaches during the team selection process.

**Action: Director, Administration  
Governors, Coaches**

#### 10.0 CONTEST

One participant will be selected to attend a regional Chevrolet Safe and Fun festival. (Winners only receive a spot in the festival, no expenses are covered.) Ballots will be provided and fully completed by a parent or guardian. An Awards Committee shall be established to oversee the nomination and selection of worthy recipients. The Committee shall consist of: Director, Special Events, other appointed Directors and the governor of each division.

**Action: Director, Special Events  
Governors**

#### 11.0 BUDGET

The Association is eligible to recover certain expenses associated with the event. Payment will be withheld until the contest entry ballots, evaluation forms and expense claims have been submitted to Hockey Canada as requested. Note that lunch and drinks are provided to the players only. Parents and siblings are expected to make their own arrangements.

**Action: Director, Special Events  
Director, Finance**

**SCHEDULE FOR CHEVY SAFE AND FUN DAY**

<b>Time</b>	<b>Ice Surface</b>	<b>Meeting Room</b>	<b>Gymnasium</b>
08:00 – 09:00			
09:00 – 10:00			
10:00 – 11:00			
11:00 – 12:00			
12:30 – 13:30			
13:30 – 14:30			
14:30 – 15:00			