

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

ESSO FUN DAY

PLANNING GUIDE

Approved: 16 July 2009

1.0 INTRODUCTION

Hockey Canada, in cooperation with Esso Canada sponsors Esso Fun Day which is intended to introduce first-time female players to the game of hockey. Hockey Canada provides much of the resource material for the event and Esso 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 for example: the facilitator, ice and facility rental.

The Association strives to ensure that this event is a positive experience for all participants. 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 RESERVE FACILITIES

A gym, meeting room and other facilities should be booked in mid-summer to avoid competition with other user groups at a busy time of year. These rooms should be booked when the ice is reserved.

Action: Director, Administration

4.0 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

5.0 EVENT PROGRAM

Hockey Canada provides the Association with the relevant resource material (Administration manual; operations manual) to present the on-ice program. 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**

6.0 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 as required. Senior female hockey players should also be recruited as assistant coaches and role models. 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**

7.0 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**

8.0 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.

Action: Director, Special Events

9.0 NOTIFICATION

Players need not be registered with the Association before they participate in the event. The event should be advertised to players and parents through: 1) a broadcast e-mail to all players and parents; 2) notice on the Association website, 3) announcements by Initiation and Novice coaches during the team selection process and 4) an announcement through the Yellowknife Schools' hockey academies. Contacts are:

School	Instructor	Phone Number	E-mail
William Macdonald	Darren Wicks		

**Action: Director, Special Events
Governors, Coaches**

10.0 REGISTRATION

Players will be required to register in the arena lobby before participating in the program. Registration will include obtaining the name and full contact information of the participants and parents and a short handout for the parents that explains the purpose of Esso Fun Day. Each player should be provided with a name badge to put on her helmet. Players should move directly from registration to the dressing rooms so that there is a limited delay between registration and going on the ice. Parents and coaching assistants should be available to assist the players to get dressed.

11.0 SPARE EQUIPMENT

Spare equipment should be available (three full sets of equipment) as some players are missing various pieces of equipment.

12.0 EQUIPMENT ADJUSTMENTS

The organizers should have hockey tape, a screwdriver, a saw and other equipment required to last-minute adjustments to the players' equipment. All players should be checked to ensure that they have proper gear before going on the ice.

13.0 ICEBREAKER

The first session should start with a fun event which will serve as an ice-breaker to get the participants comfortable with their situation on the ice. This can be done in the dressing and/or on the ice.

14.0 ON-ICE PROGRAM

The program should consist of two on-ice sessions. The first session will focus on drills and specific skill development and the second session will consist of games and a scrimmage.

15.0 PARENT INITIATION

A short presentation should be made to the adults as parents of a first-time female hockey player. The presentation should anticipate the questions that such parents would have.

SCHEDULE FOR ESSO FUN DAY

Time	Ice Surface	Meeting Room	Gymnasium
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			