



**Operations
Manual
08/09
Season**

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



OPERATIONS MANUAL

Table of Contents



1. Program Overview
2. Philosophy
3. Program Objectives
4. Program Guidelines
5. Program Structure
6. Game Philosophy
7. Game Rules and Regulations for Timbits Divisions
8. Exhibition Games
9. Tournament Sanctions
10. Travel Permits
11. The Four Pillars of a Solid Foundation
12. Highlights of the Program
13. Timbits Jamboree
14. The Association's Responsibilities
15. Jerseys
16. Recruiting Volunteer's
17. The Three Key Roles to a Successful Program
18. The Timbits Coordinator
19. Timbits On-Ice Instructor
20. Introducing The Game
21. Examples of how to modify the Game



OPERATIONS MANUAL



Thanks to our sponsor Tim Hortons, Hockey Calgary is able to run the Timbits Program which is a developmental league for kids aged 5 and 6. With the sponsorship dollars received from Tim Hortons, Hockey Calgary is able to purchase jerseys, host the Timbits Jamboree, purchase pucks, provide each player with a Timbits Medal, supply water bottles to various tournaments, host educational sessions for coaches and operate a learn to play hockey program for first year Timbits players.

1. Program Overview

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

2. 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.

3. Program Objectives

- Provide a positive environment for learning the FUNdamental skills of hockey
- Stimulate interest and desire to continue playing the game of hockey
- Develop basic hockey skills
- Improve utilization of ice time
- Increase opportunities for players to touch and handle the puck
- To provide an intermediary program between the Timbits Program and the Full Ice program
- Develop self-esteem through a sense of achievement
- Teach the basic rules of hockey

4. Program Guidelines

- Timbits (initiation) teams should consist of a minimum of 16 players per team
- All practices and informal games are to be cross-ice, half ice or stations
- The use of "Border Patrol" rink dividers is encouraged
- The Blue Lightweight puck will be the official puck
- Players will be grouped into two groups based on appropriate skill level
- Practice Structure
 - 10 minutes FUN warm up (games/tag/keep away/etc.)
 - 40 minutes individual skill development/ 2 -3 skill sets a practice
 - ✓ Skating
 - ✓ Stick handling
 - ✓ Passing
 - ✓ Shooting
 - ✓ Agility
 - ✓ Stretching- (proper technique)
- 10 Minutes Pond Hockey (cross ice games)



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OPERATIONS MANUAL



- Practices can include up to four teams, no less than two teams (Approx 20-50 players on the ice at one time)
- All practices should be upbeat, high energy and most importantly **Fun**

5. Program Structure

Jr. Timbits- Generally First Year Players

All beginner players aged 5 and 6

Sr. Timbits - Generally 2nd Year Players

5 years old based on skill level

6 years old based on skill level

Associations should ensure that in each category, Jr. Timbits and Sr. Timbits that the skill levels among all teams is similar and that no one team is “Stacked” in skill level. i.e. - if an association has 3 Jr. Timbits teams and 4 Sr. Timbits teams, then each of the 3 Jr. Timbits teams should consist of similar skill level, and each of the 4 Sr. Timbits teams should consist of similar skill level.

If your association does not have enough Jr. Timbits (first yrs) and Sr. Timbits (2nd yrs) to make two teams you are welcome to combine both age categories to field a team. 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 (first yrs) aged category.

6. Game Philosophy

Practices

- Cross Ice Games played in 1, 2, or 3 zones during regular ice sessions
- No referees, no face offs or time clock
- Half ice games
- Instructors allowed on ice for player direction

Formal Games

Tournament and Exhibition Game Rules for both Jr. Timbits and Sr. Timbits divisions

No tournaments or exhibition games will be sanctioned before December 15th, 2008

- Face-offs are permitted
- Time clock can be used
- No score will be kept- **NO EXCEPTIONS**
- No game sheets will be used
- No off sides
- No icing
- 90 – 180 second shifts
- Penalties may be called, but the infracting player may sit for 2 minutes but the player’s position will be replaced by another player, therefore the teams always play 5 on 5.
- It is recommended that coaches are on the ice to direct players



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OPERATIONS MANUAL



- All tournaments and exhibition games will have to file the appropriate paper work with Hockey Calgary and must be properly posted in the arena (i.e. tournament sanction permit and special event sanction form for exhibition games).

7. Game Rules and Regulations for Jr. Timbits and Sr. Timbits Divisions

Jr. Timbits- Generally First Year Players

- Informal games until December 15th, 2008
- No Goalie Equipment will be used in formal games
- No referees are to be used, instructors are to be on the ice
- All games are to be played ½ ice or ¾ ice formats. **No full ice games are permitted.**

Sr. Timbits- Generally 2nd Year Players

- Informal games until December 15, 2008
- Full ice games are permitted
- 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.
- Referees are allowed to be used

Game Play Regulations:

Jr. Timbits

Each Timbits team is permitted to play a total of 12 games. This includes exhibition and tournament games. **NO EXCEPTIONS**

Sr. Timbits

Each Flames team is permitted to play a total of 12 games. This includes exhibition and tournament games. **NO EXCEPTIONS**

*** Please note that this does not include the Timbits Jamboree.

8. Timbits Exhibition/ Tournament Requests

No exhibition games will be permitted before December 15th, 2008. To access the Timbits Exhibition/ Tournament requests form visit our website. Under the heading "coaches" select "forms". You will see the heading "Timbits Exhibition/Tournament Request Form". Underneath the Timbits Exhibition Sanction information you will see a heading in red writing that says "click here to complete the form". Click this heading and fill out the form in full. Hockey Calgary will check the webpage every couple days and approve or deny any requests. **PLEASE NOTE THAT YOU DO NOT GET A RESPONSE IMMEDIATELY AND THAT YOU DO NOT NEED TO KEEP APPLYING MORE THAN ONCE FOR THE SAME GAME/ TOURNAMENT.** Once the request has been approved/denied, the person who submitted the form will receive a confirmation email back. A copy of this confirmation email will also be sent to the Timbits Coordinator and Association president



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OPERATIONS MANUAL



An exhibition game will be classified as a mutual agreement between two teams with the sole purpose to spend more than 30% of the ice time playing a game- full or half ice.

9. Tournament Sanctions

To host a tournament the host team must follow the Hockey Calgary Tournament Sanction process found on our website at www.hockeycalgary.com under the heading "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. Once the tournament has been sanctioned you will receive a copy of the permit. During the duration of the tournament the tournament sanction permit must be clearly displayed where people can read it. All tournament rules are to follow the guidelines stated in this manual.

10. Travel Permits

Each Timbits team will be permitted **TWO** travel permits per a season. If you play an exhibition game and or tournament outside of Calgary (Zone 9) limits you require a travel permit. Travel permits will not be permitted before December 15th, 2008. To get a travel permit, fill out the Timbits Exhibition/ Tournament Sanction Request form. This form acts as both your exhibition/tournament game sanction form and your travel permit.

11. 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

INSTRUCTORS

- Trained parent volunteers in Hockey Canada Intro to Hockey 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
- To create ownership in the program, so that instructors are active participants rather than idle observers



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OPERATIONS MANUAL



ADMINISTRATORS

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

12. Highlights of the Program

- Each coordinator will receive a Timbits Jacket
- One coach/Instructor from each team will receive a coaches package
- Promotion of the program at Flames and Hitmen Games.

13. 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 sponsors, the Calgary Flames and Tim Hortons. Coordinators are provided with the jamboree information at the mid season meeting which is held late December or early January.

14. The 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 based on skill development in practice settings. Hockey Calgary expects that the Timbits teams will only play the amount of games stated within this manual.

Associations and parents must realize that winning is not a main objective in youth playing sports. Parents and associations need to be prepared to deal with it, and not lose sight of the fact that this program has been designed for the children, not adults.

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 a Nation Leading program in player development.

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

1. A ratio of 1 volunteer 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



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OPERATIONS MANUAL



- the Timbits Program. Calgary Hockey Development offers coaching clinics.
4. It is suggested by Hockey Calgary that experienced coaches should help mentor individuals new to coaching.
 5. 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.

Communications between the Timbits and other areas of the association should be open, as should the communication between Hockey Calgary and each association.

15. 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. New jersey's are purchased city wide every three years. Every other year jerseys are purchased as needed. The Timbits Coordinators will receive the Timbits Jersey order forms at the first coordinators meeting. 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.

16. 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.

Because Timbits 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.

Volunteers are not paid -- not because they are worthless, but because they are priceless- unknown

17. 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



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OPERATIONS MANUAL



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 associations elected personnel
2. Timbits Administrator- League wide Coordinator (Hockey Calgary)
3. On Ice Instructor

By filling the Timbits Coordinator and Group Instructors Positions from people with your association, your minor hockey associations are on the 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.

18. 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. This position is responsible to report directly to the minor hockey association's board of directors.

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

PRE-SEASON

Work with the minor hockey association's board of directors to have the Timbits Program sanctioned within the association, whether it is through a formal change to the association's constitution or through



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OPERATIONS MANUAL



a general commitment to name the initiation age group the Timbits Program. This may entail obtaining information from the branch, conducting an information session for the minor hockey association's

board of directors, parents and other interested individuals 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, CD's)
- advertising (in local media vehicles)
- first aid supplies and kits
- instructor recognition (certificates, etc.)
- sponsorship
- preparation of a preliminary ice schedule for lessons and/or mini-games
- secure appropriate ice time in conjunction with the minor hockey association
- preparation and implementation of recruitment procedures for participants, instructors and head instructors
- co-ordinate the registration of participants
- assist in the selection and training of head instructor(s)
- conduct 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

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

POST SEASON

1. get the Timbits Jerseys back from the team
2. prepare equipment and supplies for storage- Jerseys, Pylons, Pucks etc
3. undertake necessary actions for preparation for the next season

19. TIMBITS ON-ICE INSTRUCTOR

The on-ice instructors of the minor hockey association's program are generally recruited from the participants' moms and dads. 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. (See the section on recruiting).

Please note that for the 2008-2009 Season Hockey Calgary has mandated that all coaches and instructors on ice must wear a helmet.



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OPERATIONS MANUAL



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
- One coach/instructor from each team must have a Intro to Hockey, Hockey Canada Safety Certified, and Speak Out Abuse and Harassment Certified.
Hockey Calgary encourages all instructors/coaches to get certified

On Ice Instructor Job Description

A typical job description for On-ice Instructors may contain these responsibilities:

ON-ICE DELIVERY

1. deliver the program's curriculum to the assigned groups
2. arrive at the ice rink approximately 30 minutes prior to the ice session
3. exemplify fair play and co-operation
4. provide instruction in a manner that motivates and challenges the participants while respecting each individual
5. demonstrate effective leadership on and off the ice, for example, providing effective feedback to the participants
6. provide feedback to parents of the participants
7. assist in the evaluation of the participants and the Timbits Program in general
8. demonstrate necessary risk management skills at all times by doing an on ice inspection before each practice.
9. ensure practice schedule is respected
10. explain and demonstrate drills and games to the participants
11. co-ordinate the orderly entrance and exit to/from the ice surface by the participants
12. utilize the appropriate equipment for the lesson plan
13. 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
- age levels of hockey entry
- numbers of entry level players



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OPERATIONS MANUAL



Even the surrounding communities may play a role in your program design. For example, a small community situated near a large one will be dependent on the large association if, in the later stages of

the program if introduction to playing an opponent is sought. The large association could run a totally "in house" program but must be sensitive to the effect this would have on their smaller neighbor.

Every association will have its own unique design. The goal, however, is the commonality of using the curriculum of the Timbits Program and its teaching strategies to build a strong foundation of skills which will allow players to enjoy hockey for a lifetime.

Because of the parameters dictating the local program, it is impossible to tell someone how they must run the Timbits Program. However, over the beginning years of using the curriculum, a number of very good models have emerged. This section of the manual will examine some of the designs being implemented by associations across the country. Again, these models may not fit your particular conditions but they could be used as ideas to either modify or start your Timbits Program.

It is hoped that this section of the manual will be constantly changing with the addition of new, innovative models, this section is not theoretical! The compilation of ideas comes from people across the country that are actually running the Timbits Program. They have taken the time to document their ideas, to share them and to build better programs for entry level players.

TEAM DESIGN

In this design, an instructor or group of instructors is assigned a number of players (a "team") in the early part of the season. The instructional group would then be responsible for conducting the Timbits curriculum to their group of players. This design may lead to situations where these player groups are identifiable by the same colour sweaters and play minor games or scrimmages against different colours.

The player groups would, for the most part, be intact for the season. Ice schedules may have a number of these "player groups" on the ice at the same time but when attending to the curriculum, the players are instructed by the same instructor.

Example:

A simple model would be 45 players on the ice with groups of 15 dressed in green, yellow and red. After warming up together, the 15 yellow players would be instructed at their end of the rink by "their" instructor (as would the other colours).

The benefits of this design are:

1. player groups are much easier to organize.
2. players form a more intimate identity to a smaller group.
3. players receive consistent instruction from their identifiable leader(s).
4. easy transfer into mainstream hockey where this player group becomes a "team."

20. INTRODUCING THE GAME



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OPERATIONS MANUAL



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 the difference between "rockered and unrockered skate blades". This might sound a little over the top or over whelming but if you are the kid who's never had rockered skates and ends up with rockered skates after one sharpening, hockey's no longer a fun experience. It is imperative to educate the parents before the first ice session.

It is also a good idea 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. You can almost guarantee that two or three kids will complain about their equipment the first ice session, whether its skates being tied to tight or pants not done up tight enough, it will happen!

When introducing kids to the game of hockey start with the basics and make the experience enjoyable. Remember that kids tend to have short tension spans. Start off each ice session with a 10 minute warm up. Incorporate games into this section. 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. After you play games and warm up for 8-10 minutes be sure to include a stretch. Kids at any age need to properly stretch to decrease the chance of injury.

Once the team is warmed up start teaching skill sets. Concentrate on 2 or 3 skill sets each practice. If you try and do too much it becomes overwhelming for the kids and they will lose concentration. A great coaching tool that helps plan out the entire seasons coaching curriculum is the Hockey Canada Novice Skills Development Manual. There is one available for the Initiation Level and Hockey Calgary suggests that each association and or team gets a copy for their coaching/instructing personnel. Remember the little things when you're on the ice. 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. If your association, self, coaches, or instructors need any help and or have any questions in regards to practice plans feel free to visit the Hockey Calgary Coach Resource Centre.

With beginner players it is suggested to teach a new rule of the game each ice session. Start small and uncomplicated and as the year goes by teach the more complicated aspects like off side. Remember to keep reiterating the previous lessons. When explaining the rules of hockey demonstrate what you are trying to explain. It's also a good idea to have the kids demonstrate so they get familiar with the game of hockey. The earlier we teach the kids the basics of hockey, the stronger their game will be in the long



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OPERATIONS MANUAL



run. Teaching the Fundamentals at the grassroots level will have a significant positive impact in the development of Calgary's hockey players.

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 a puck to see if they can "score" in 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. Do nothing and you'll have nothing 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.

21. EXAMPLES OF HOW TO MODIFY THE GAME

Modify the Ice Surface

- play 1/2 ice (ice divided at the red line)
- play 1/2 ice (ice divided end to end line)
- play 1/3 ice (ice divided at two blue lines)
- play 2/3 ice (blue line to far end of the rink)
- play 1/3 ice (ice divided at the red line and down the middle - this format actually keeps the length/width proportionate)

Modify the Equipment (See section on Equipment)

- use pylons for goals
- make smaller nets
- use light pucks
- use little pro pucks
- use Junior equipment
- devise boards and benches to be used while dividing the ice
- use target 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)



Timbits Hockey
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OPERATIONS MANUAL



Modify the Basic Rules

- no face-offs
- no offside

- no statistics
- players must make a certain number of passes
- players may only score a limited number of goals
- numerical strength may not be even
- no penalties
- no referees
- use buzzer system for line changes
- player changes "on the fly" (no face-offs)

Emphasize Skill

- players can only skate backwards
- players must only pass on the backhand
- all players rotate all positions including goal
- goals only scored on shots outside a certain radius are allowed

Instruction during the game

- have instructors on the ice
- stop the game to instruct