



Cumberland Minor Hockey Association

www.cumberlandminorhockey.ca

INITIATION PROGRAM OVERVIEW

INTRODUCTION:

The CMHA IP Program is available to all boys and girls, who have reached the age of 5 (5 year old IP Program) by December 31st and the age of 6 (6 year old IP Program) by December 31st

The CMHA IP Program is run as a hockey school format, with one Head Coach, 3-4 assistant coaches and several on-ice helpers. Each Head Coach will be given a “team” consisting of an average 30 players, where the team is then divided equally into two groups based on the player’s abilities. These two groups shall be given ice sessions as one large group and shall be easily identified by a team name based on the home and away jerseys of prominent NHL teams (Senators Dark & Senators Light, Leafs Dark & Leafs Light and so on). This past season, the CMHA IP Program iced 7 groups consisting of three, 5 year olds and four, 6 year olds.

THE PROGRAM:

As indicated within the introduction, the CHMA IP Program is run as a “Hockey School Program”. This format allows the Head Coach to create different stations (or activities) that cover the entire ice surface, reducing portions of the ice going to waste (not being used) and keeping the player motivated from station to station, throughout the 50 minutes on the ice. The teams are then broken down into groups of 3-5 players (depending on the number of stations) allowing each group of players to work at each station for 5-10 minutes before moving to the next to station.

Each station will focus on developing the player’s abilities and skills in preparation for the actual game of hockey. These skills are, but not limited to, skating, balance and agility, stick handling, passing and shooting a puck. As the team progresses, scrimmages, and fundamentals of the game of hockey (6 year olds only) are introduced.

5 YEAR OLD PROGRAM:

The 5 year old IP Players will receive a total of 50 minutes of ice time per week. This ice time will usually be held on Saturdays anywhere between the hours of 6:00 AM until as late as 2:00 PM, and could also vary from Arena to Arena.

The teams are created after a number of evaluation sessions that are held over a couple of weekends in September. Expect to be notified by your coach closer to the end of September with your first team session to commence the first weekend in October and continue no later than mid-April.

Traditionally there are no ice sessions over the Christmas Holiday Season and there are opportunities where your team might choose to attend “IP FUN DAYS” throughout the Hockey Season.

There are no goalies for the 5 year old program. Each player is to be dressed in full equipment as per the “equipment list”.



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6 YEAR OLD PROGRAM:

The 6 year old IP Players will receive a total of 2, 50 minutes of ice allocations per week. One ice allotment will be held on Saturday, with the other on Sunday, anywhere between the hours of 6:00 AM until as late as 2:00 PM, and could also vary from Arena to Arena.

The teams are created after a number of evaluation sessions that are held over a couple of weekends in September. Expect to be notified by your coach closer to the end of September with your first team session to commence the first weekend in October and continue no later than mid-April.

Traditionally there are no ice sessions over the Christmas Holiday Season and there are opportunities where your team might choose to attend "IP FUN DAYS" throughout the Hockey Season.

There are no goalies for the 6 year old program. Each player is to be dressed in full equipment as per the "equipment list". In January, the CMHA allocates each team with a complete set of goalie equipment, where each child will be given the opportunity, if they so choose, to be a goalie for one of their sessions. If each player has been a goalie and the season is not completed, then the cycle is expected to continue until the end of the season.

ARENAS:

Your child's ice sessions times will change from week to week and might be located and any one of the following area Arenas:

Ray Friel Ice Pad 1
Ray Friel Ice Pad 2
Ray Friel Ice Pad 3
Navan Arena

R.J. Kennedy Arena (Cumberland Arena)

Maps to the arenas are available on the CMHA web site at:

<http://www.cumberlandminorhockey.ca/arenas.html>

PLAYER'S EQUIPMENT REQUIREMENTS:

Please make sure that your child's equipment adheres to all safety standards and "fits" properly. The "they'll grow into it" principal might work for running shoes and jackets but will not work for skates or hockey pants (as examples). Proper fitting equipment is important for your child's safety and to enjoy their experience on the ice. A complete list and details of all the equipment requirements are attached to this link.

Your child will grow throughout the hockey season which means that the gloves you purchase in August might not fit in January. Lightly used skates and equipment should be considered, except for helmets, jocks (or jills) and mouth guards, these should always be purchased new.



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MEDICAL AND EXEMPTION FORMS:

If your child suffers from allergies, respiratory conditions or other medical ailments that we should be aware of please complete the attached form and submit at your first on-ice evaluation.

If your child cannot wear a mouth guard for dental or medical reasons, please have the attached form completed along with a letter (on official letterhead) from either the Dentist or Physician and submit them with your registration application or at your first on-ice evaluation.

NOTE: your child will be expected to wear their mouth guard until these applications and letters have been completed, submitted and approved by the VP of OPS.

All information collected is kept secured and destroyed at the end of the current season.

TEAM LEVIES AND FUNRAISING ACTIVITIES:

Fund Raising opportunities are available to each team and should be coordinated through the TEAM TREASURER. These opportunities in the past have included chocolate bar and/or Calendar sales and Ottawa 67's ticket sales to name a few.

A team levy could also be collected by the TEAM TREASURER. This could be a fixed amount of money given by the parents/guardians for deposit into the team account.

Budgets are created by the TEAM TREASURER and administered by at least 2 members of the team's "staff" (Treasurer, Head Coach, Assistants and/or Manager). Any funds that remain in the team account at the end of the year are remitted back to those parents who actively participated in the fund raising activities and contributed their portion of the team levy.

All monies raised or collected are to be used for team activities only. These include but are not limited to buying extra ice, team participation dues for IP FUN DAYS, Christmas and year end parties.

IP FUN DAYS:

The most commonly known event is the Tim Horton's Jamboree. Every year, Tim Horton's holds their event at the Scotiabank Place, home of the Ottawa Senators. This is a fun filled day with games and activities for the players. Each participating team will be on the ice for a 30 minute allotment where they will play against another team (goals are not recorded). Coaches will create "lines" of 5 players rotating them every 3-4 minutes. This event is usually held after Christmas either on a Saturday or a Sunday, but has also been known to take place over the March Break.

CHMA ANNUAL IP FUN DAYS, runs during the March Break. Teams within and outside the CHMA participate and every player walks away with a commemorative medal. If you would like to assist us in planning and implementing another successful event, please contact either of the two CMHA IP Conveners.



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There are other opportunities for FUN DAYS as well. Both the Ottawa 67's and the BELL SENSPLEX run their own FUN DAYS throughout the year. Participation in any FUN DAY event is optional to the player, but Head Coaches must advise and receive permission from the CMHA IP Conveners before entering any FUN DAY event.

VOLUNTEERS:

For this program to continue and to grow, volunteers are needed and always welcomed. Positions that must be filled to ensure the success of your child's team include: Head Coach, Assistant Coach, On-Ice Helpers, Trainers, Team Managers and Team Treasurers. ALL volunteers who participate during on-ice activities MUST wear skates, a helmet with a chin strap, while hockey gloves and sticks are optional.

On a yearly basis, all CMHA volunteers must obtain a Police Check. The form is available on the CMHA web site at <http://www.cumberlandminorhockey.ca>

Note - **Everyone** must obtain a police check, regardless of your occupation.

If you have any questions regarding Police Checks, please contact our Vice-President of Administration.

HEAD COACH:

The Head Coach is ultimately responsible for all aspects of the team and reports directly to the IP Conveners. They are in effect "the boss" and they choose the team manager, assistant coaches and trainers.

Coaches are required to take the "IP Coach Course" and "Speak Out Against Abuse" courses offered for free by the CMHA. Please visit <http://training.cumberlandminorhockey.ca> to register.

The Head Coach:

- Is responsible for everything on the ice
- Is the role model
- expects/enforces discipline
- prepares practice drills that challenges the player
- provides skill instruction
- provides clear evaluation and correction
- motivates the players in a positive and constructive manner
- emphasizes physical conditioning
- promotes parental communication
- builds the Coaching team
- identifies a treasurer, coordinates budget and authorizes all collections and expenses
- is positive, positive, positive
- selects the assistant coaches, trainers and team manager.



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ASSISTANT COACHES:

Assistant Coaches work on the ice during the sessions. There are typically two assistant coaches per team.

Assistant Coaches are required to take the “Speak Out Against Abuse” course offered for free by the CMHA. Please visit <http://training.cumberlandminorhockey.ca> to register.

Their duties include:

- make Coaches' job more successful/enjoyable
- pre-practice explanations to players
- conduct warmup
- effectively manage on-ice stations
- work on individual skills/tactics
- analyze and make suggestions
- player feedback/encouragement
- function as a Coaching team
- provide leadership
- mutual respect

ON-ICE HELPER:

The on-ice helper is one of the most important roles in assisting the coaching staff. They must wear skates, a helmet (with chinstrap), gloves and stick are optional but suggested.

Duties include:

- Assist coaching staff with getting players on and off the ice.
- Assist Players in helping to stand up on ice (when required)
- make Coaches' job more successful/enjoyable
- effectively manage on-ice stations (when required)
- analyze and make suggestions
- player feedback/encouragement



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TRAINER:

Each team requires one trainer to be present during all on-ice activities. It is helpful to have a couple of parents with their Trainer certification in the event that the official team trainer is unavailable.

Trainers are required to take the "Trainer" and "Speak Out Against Abuse" courses offered for free by the CMHA. Please visit <http://training.cumberlandminorhockey.ca> to register.

Duties include:

- distribute and collect Medical Record Forms
- check and verify safety of arena, rink surface
- available and prepared to render First-Aid
- Fill out and submit Injury Report forms.

TEAM MANAGER:

While the Head Coach looks after all 'on-ice' activities, the Team Manager looks after everything else. The Team manager is one of the most important roles on the team. Team Managers should be organized, have access to the internet/email and communicate well.

Team Managers are required to take the "Speak Out Against Abuse" course offered for free by the CMHA. Please visit <http://training.cumberlandminorhockey.ca> to register.

Duties include:

- everything off the ice
- is a role model.
- Collects all forms from parents when required.
- Advise parents of all ice sessions or changes.
- plans and participates in all off-ice activities (Christmas parties and end of year banquets)
- Member of the CMHA IP FUN DAYS Organization Committee.
- Facilitates photoday (organized by CMHA), managers must distribute forms.
- distributes and collects evaluation forms.



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TREASURER:

The Treasurer should have access to a computer.

They are responsible for:

- Opening a 'community bank account' for the team. Click <http://www.cumberlandminorhockey.ca/bankaccount.html> for instructions on how to open an account.
- Preparing a budget at the beginning of the year to present to parents at the initial parent's meeting.
- Write cheques for FUN DAYS, team hat orders, banquets, purchasing extra ice time etc.
- Collect money from parents for team levies, chocolate bar sales and other fundraisers.
- Prepare team financial reports and distribute them to parents during the year (mid-year and end of year).
- Return all excess funds to the parents at the end of the season.
- Prepare final year end financial report. This must be submitted to the CMHA VP Administration.
- Arrange for two other parents to audit the report and ensure that all cheques and receipts are in order. (This can be done at the year end banquet).