



Initiation/Cross Ice Hockey Re-Launch Checklist

The following checklist highlights the high-level tasks recommended to be completed leading up to the first week of on-ice Initiation/Cross Ice Instruction. For specific details on implementing the Initiation/Cross Ice Program, please go to the BC webpage.

RECRUIT

Task	Who
<input type="checkbox"/> Identify & recruit individual(s) to fulfil the following IP/Cross Ice roles: <ul style="list-style-type: none"> ▪ Program Convener/Administrator ▪ Technical Coordinator / Head Instructor ▪ Group Instructor(s) – on ice 	Association Executive
<input type="checkbox"/> Organize & host information/training session with your appointed Program Convener and Technical Coordinator	Association & Branch Representative

PLAN

Task	Who
<input type="checkbox"/> Prepare preliminary ice schedule	Program Convener
<input type="checkbox"/> Secure ice time	Program Convener
<input type="checkbox"/> Communicate ice schedule to Group Instructors	Program Convener
<input type="checkbox"/> Determine desired equipment, including quantities, to support IP (ice dividers, nets, pucks, pylons, goalie equipment, etc.)	Program Convener
<input type="checkbox"/> Connect with Facilities to determine storage needs & access requirements as well as change room requirements	Program Convener/Facility
<input type="checkbox"/> Order required equipment	Program Convener
<input type="checkbox"/> Prepare & store equipment at facility	Facility
<input type="checkbox"/> Distribute required equipment to Group Instructors (i.e. pucks, goalie equipment etc.)	Program Convener

INFORM

Task	Who
<input type="checkbox"/> Include IP/Cross Ice resources on your association's webpage	Association web resource
<input type="checkbox"/> Include relevant IP/Cross Ice information in your start-of-season newsletter(s) for coaches and parents	Association Communication resource
<input type="checkbox"/> Identify and produce required promotional material (i.e. posters, pamphlets etc.)	Program Convener
<input type="checkbox"/> Organize & host Coach / Parent IP Orientation meeting	Program Convener/Head Instructor



EDUCATE

Task	Who
<input type="checkbox"/> Organize and host Initiation Program Instructors clinic	Program Convener/Head Instructor
<input type="checkbox"/> Organize any additional Instructors training clinics	Program Convener
<input type="checkbox"/> Ensure all Group Instructors have access to practice plans and ice configuration requirements prior to first practice	Head Instructor
<input type="checkbox"/> Work with each group instructor on the ice the first two weeks of practice	Head Instructor

EVALUATIONS

Task	Who
<input type="checkbox"/> Identify Player Evaluators	Convener
<input type="checkbox"/> Co-ordinate the initial evaluation of participants for the purpose of grouping in the appropriate skill level	Convener
<input type="checkbox"/> Assign players to their respective groups based on evaluations	Convener / Head Instructor / Evaluators
<input type="checkbox"/> Assign and communicate player groups to Group Instructors	Convener

FIRST WEEK OF PRACTICE

Task	Who
<input type="checkbox"/> Ensure change rooms are clearly identified with player group names	Convener
<input type="checkbox"/> Ensure all equipment is ready and available for Group Instructors to use	Convener
<input type="checkbox"/> Assist the Group Instructors with getting the ice surface configured/prepared for practice (i.e. dividers etc.)	Head Instructor
<input type="checkbox"/> Ensure the Group Instructors have the correct practice plan for Week 1	Head Instructor
<input type="checkbox"/> Assign someone to be main contact at facility to welcome players and answer any questions families/coaches may have	Convener
<input type="checkbox"/> Provide feedback on IP re-launch to BC Hockey after Week 1.	Convener

SUPPORT

Task	Who
<input type="checkbox"/> Provide on-going feedback loop & support to group instructors throughout the season (both on and off ice)	Head Instructor