

Know the Unknowns ... Be the Best in Short Term Competitions!



Enjoy the experience of team success
through thorough preparation





Created by the Ontario Hockey Federation
December 2010

Contributions by: Francesco Bazzocchi
Ryan Berg
Herb Ebisuzaki
Rob Kitamura
Don McKee

KNOW THE UNKNOWNNS ... BE THE BEST IN SHORT TERM COMPETITIONS!
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Dear Coach,

Short term competitions are integral components of hockey programs including tournaments and championships. You, the coach, must recognize the importance of **preparation to success and enjoyment**. This guide is built on a ten step plan. It will demonstrate the interconnections of preparation to success and enjoyment, and support you in planning for high performance short term competitions. In building your plan, you will indentify the unknowns and address them as you build a roadmap **to be the best**.

Good luck!

Preparation = Success + Enjoyment

"Everyone has the will to win, but few have the will to prepare."

Peter Legge, Motivational Speaker

=

"Success is peace of mind, which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming."

John Wooden – Basketball Coach

+

"Success is not a destination – half the fun is getting there."

Gina Belline

WHAT IT TAKES TO BE #1

(Vince Lombardi)

- ◆ Commitment
- ◆ Truth
- ◆ Excellence
- ◆ Results
- ◆ Passion
- ◆ Habit
- ◆ Mental Toughness
- ◆ Discipline

Source: Walkthetalk.com

"The will to prepare to win is indefinitely more important than the will to win. A team that is really willing to prepare is the team that has the best chance to win and wants to win.

Bobby Knight – Basketball Coach

The Ten Step Plan

- 1.0 Beliefs**
- 2.0 Clear Goals**
- 3.0 Planning**
- 4.0 Five "Ps"**
- 5.0 Practice Better**
- 6.0 Pre-Scout Better**
- 7.0 Better Game Plan**
- 8.0 Execute Better**
- 9.0 Evaluate Better**
- 10.0 Cohesion & Fun**

The secret to inspiration is aspiration.

You, the coach, must believe in your team's success and create the environment for others (such as staff, players, parents) to believe. The following actions are critical ingredients of a coach's behavior in making beliefs become realities.

You must not only talk the talk, you must walk the talk!

Be Positive

"A mind free of negatives produces positives. I think victory, I get victory." - Unknown

Work Harder

"Paralyze resistance with persistence."
- Woody Hayes (Football)

Be the Role Model

"People seldom improve when they have no other model but themselves to copy after." – Goldsmith

Set Clear Goals

"Your ability to discipline yourself to set clear goals, and then to work towards them everyday, will do more to guarantee your success than any other single factor."
- Brian Tracy

Be Passionate

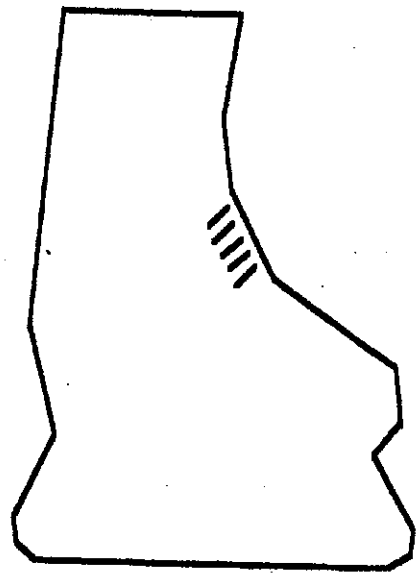
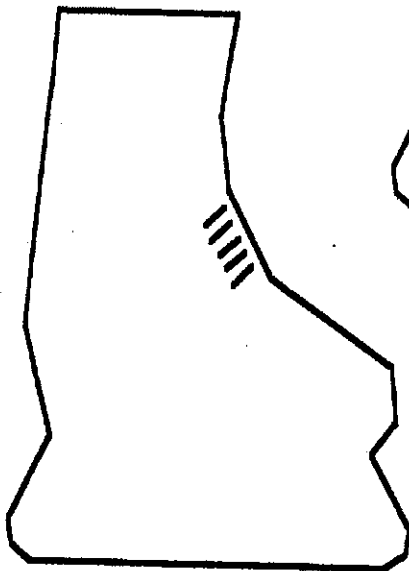
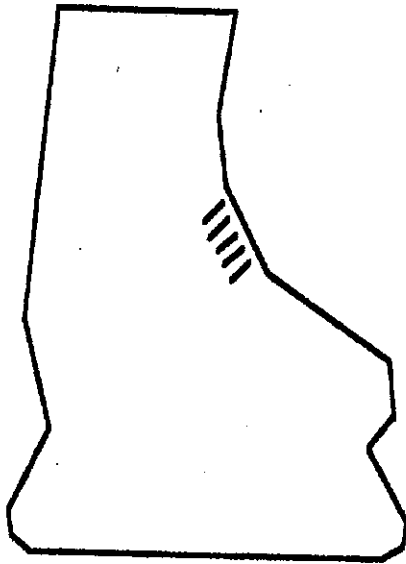
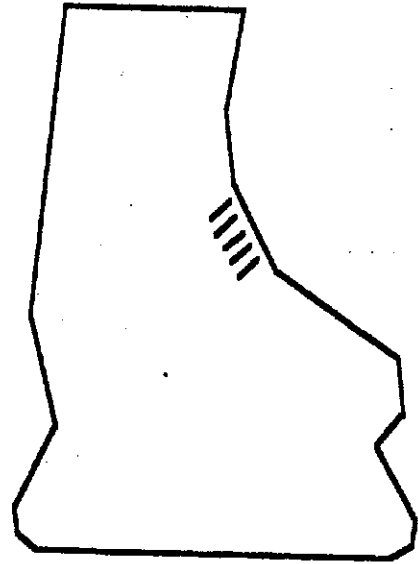
"Never doubt a small group of thoughtful, committed players can achieve the impossible." - Unknown

Focus Points:

Identify 5 coaching beliefs that influence your behaviour



Beliefs



Attitude – The Big Difference

Two frogs fell into a can of cream
- or so I've heard it told.
The sides of the can were shinny and steep,
The cream was deep and cold.
"Oh, what's the use?" said no. 1,
"tis fate - no help around -
Good-bye, my friend! Good-bye, sad world!"
And weeping still he drowned.
But no. 2 of sterner stuff,
Dog-paddled in surprise,
The while he wiped his creamy face
And wiped his creamy eyes.
"I'll swim awhile at least," he said
- or so it has been said -
"It wouldn't really help the world
If one more frog was dead."
An hour or two he kicked and swam
Not once he stopped to mutter;
But kicked and swam, and swam and kicked,
Then hopped out, via butter.

Winners

A **winner** is always part of the answer.

A **winner** always has a program.

A **winner** says, "Let me do it for you."

A **winner** sees an answer for every problem.

A **winner** says, "It may be difficult, but it is possible."

A **winner** listens.

When a **winner** makes a mistake, he says, "I was wrong."

A **winner** says, "I'm good, but not as good as I could be."

A **winner** feels responsible for more than her job.

With goals we become a meaningful specific instead of a wandering generality.

Fog Foglar, See you at the Top.

Write

A goal is a dream until it is written down.

High

It is better to aim your arrow at a star and hit an eagle, than to aim your arrow at an eagle and hit a stone.

Real

Don't expect anything you don't desire and don't desire anything you don't expect.

Short Range

Set short-range goals to determine a deadline.

Specific goals must address

- 1) Being your best
- 2) Ultimate in your preparation
- 3) Your team discipline
- 4) Your team cohesion
- 5) Your individual player roles
- 6) Your individual staff responsibilities
- 7) Fun
- 8) Measurable Performance goals

Specific goals must be personalized by the coaches to ensure they are not only high but also realistic. Specific goals for points 1-7 require the coaches to determine the measurement tools. Sample data collecting sheets have been provided for measurement of performance goals.

Focus Points:

Set Specific Measureable Performance Goals

- ◆ Win-loss
- ◆ Goals For/Against
- ◆ Power Play Productivity
- ◆ Penalty Kill Productivity
- ◆ Shot Productivity – For/Against
- ◆ Scoring Chances - For/Against
- ◆ Individual Face-off Productivity
- ◆ Team Face-off Productivity
- ◆ Individual Turnovers – Specify zone
- ◆ Individual Finished Checks (Hits) – Specify Zone
- ◆ Goals Against Average
- ◆ Save Percentage

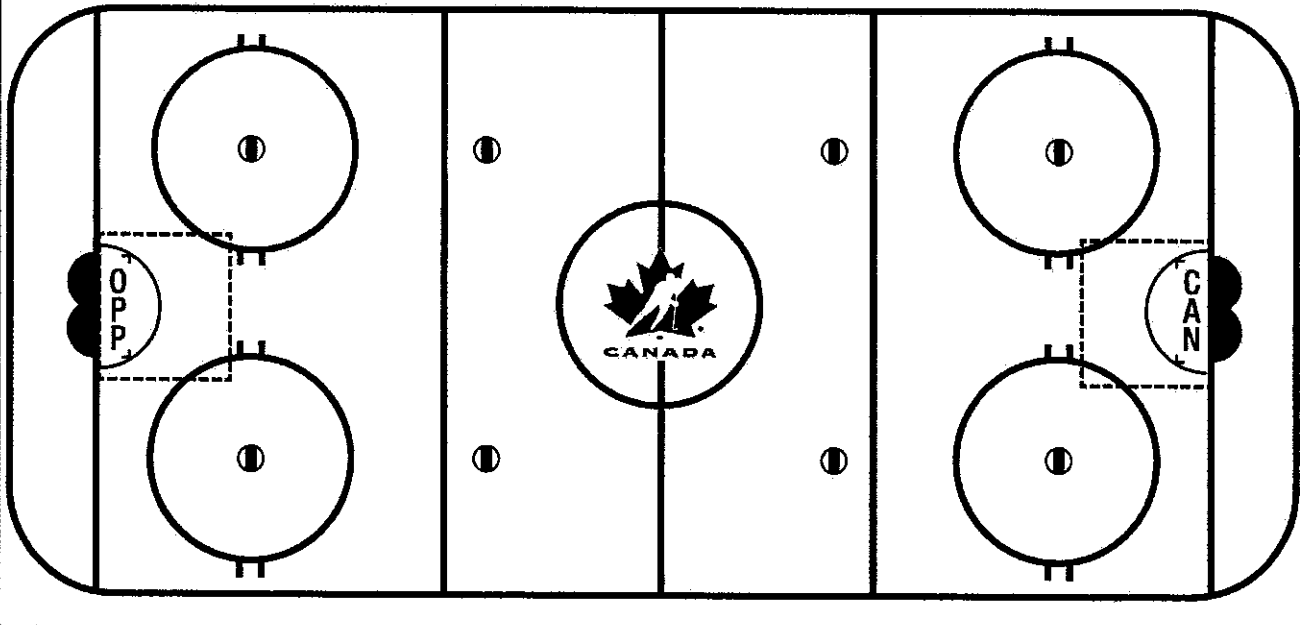
Sample Stats Sheet



Team Canada Player Stats

www.HockeyCanada.ca

Date		Versus										Face-Offs # Canada		Face-Offs # Opposition	
Player	Position	Goals	Assists	Points	Penalty Mins	TurnOvers	Hits	Chances	Blocks	Face-Offs	Face-Offs	Face-Offs	Face-Offs		



Sample Goals For and Against Sheet

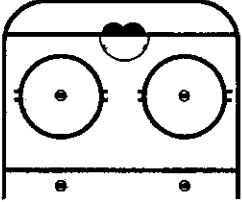
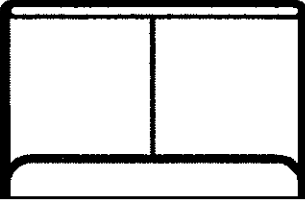


Goals Against Log Sheet

www.HockeyCanada.ca

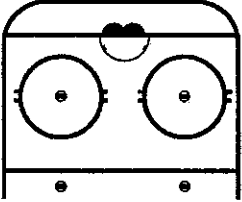
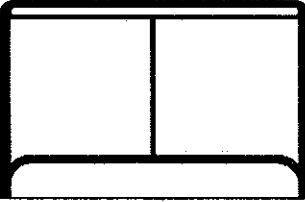
Date	Goaltender	Team	Opposition	Result (W/L/T)
		Goals Against	Shots Against	Minutes Played

Shot Location **Goal Location** **Goal Scorer**
Goal Description

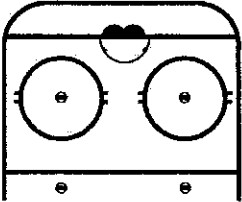
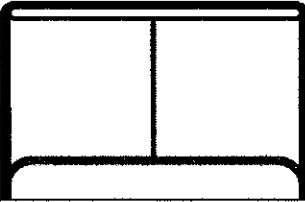
Standing Rebound Lateral Play Pass Out
 Down 1st Screen Tip Other

Shot Location **Goal Location** **Goal Scorer**
Goal Description

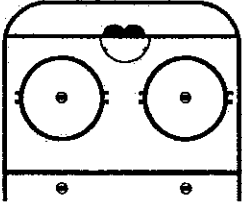
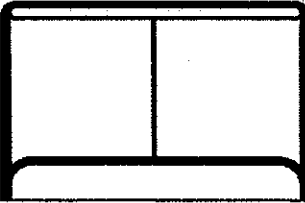
Standing Rebound Lateral Play
 Down 1st Screen Tip Other

Shot Location **Goal Location** **Goal Scorer**
Goal Description

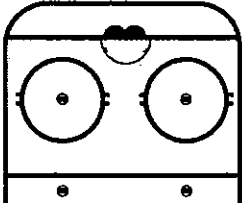
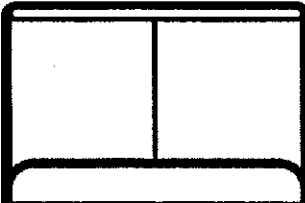
Standing Rebound Lateral Play
 Down 1st Screen Tip Other

Shot Location **Goal Location** **Goal Scorer**
Goal Description

Standing Rebound Lateral Play
 Down 1st Screen Tip Other

Shot Location **Goal Location** **Goal Scorer**
Goal Description

Standing Rebound Lateral Play
 Down 1st Screen Tip Other

Sample Shot Chart



BOSTON BRUINS GAME SHOT CHART

VS: _____
 AT: _____
 DATE: _____

PERIOD 1	LINE 1 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 2 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 3 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 4 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 1 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 2 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 3 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 4 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
PERIOD 2	LINE 1 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 2 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 3 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 4 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 1 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 2 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 3 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 4 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
PERIOD 3	LINE 1 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 2 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 3 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 4 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 1 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 2 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 3 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 4 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
OVERTIME	LINE 1 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 2 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 3 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 4 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 1 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 2 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____
	LINE 3 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____	LINE 4 SHIFT: 1 2 3 4 5 6 7 8 9 10 LW C RW SUB: _____ LW _____ C _____ RW _____

Sample Shot Chart - Page 2

PERIOD	1	POWER _____ PLAY #1 _____	PENALTY _____ KILLING #1 _____
	2	POWER _____ PLAY #1 _____	PENALTY _____ KILLING #1 _____
	3	POWER _____ PLAY #1 _____	PENALTY _____ KILLING #1 _____
OVER TIME	POWER _____ PLAY #1 _____	PENALTY _____ KILLING #1 _____	

TURN-OVERS												HITS											
DEF.				NEUTRAL				OFF.				HITS				MISS				TIMES HIT			
1	2	3	o/t	1	2	3	o/t	1	2	3	o/t	1	2	3	o/t	1	2	3	o/t	1	2	3	o/t
TOTAL																							

# TAKEN				# ON NET				# SHOTS BLOCKED			
1	2	3	o/t	1	2	3	o/t	1	2	3	o/t
TOTAL											

Sample Scoring Chances Sheet

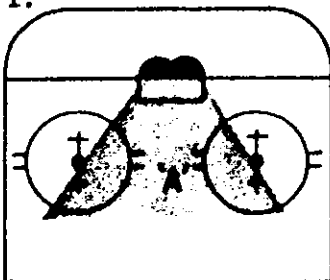
SUMMARY OF SCORING CHANCES

Opponent _____ Date _____

Game Score _____ vs _____ Scoring Chances _____ vs _____

INSTRUCTIONS:

1.



Record only:

- shots from A
- 2 vs 1 from A
- tip-ins from A
- screens from A

2. Describe

chance as:

- rush =R
- forechecking =F
- offensive zone play =O
- faceoffs =F
- power play =PP
- penalty =P

3. Goal:

- "circle" chance

CHANCES for vs	DESCRIPTION	TYPE OF CHANCE

Scoring Chances

- Identify the scoring chance(s)
- What type of scoring chance was it?
- Indicate how the scoring chance originated
- Result

Clip	Type	Origin	Result
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Sample Face-off Sheet

FACEOFF WINS AND LOSSES

DATE:

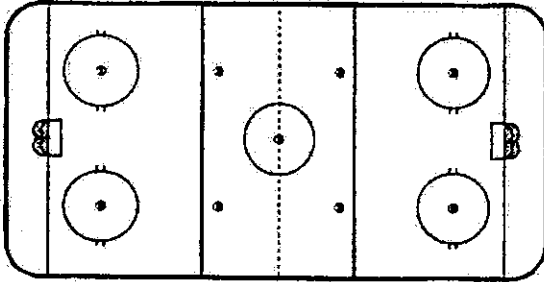
OPPONENT:

LOCATION:

PLAYER

GAME #

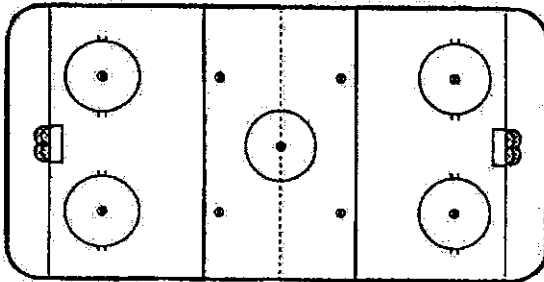
PERIOD 1



TOTAL =

	#	#	#	#
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				

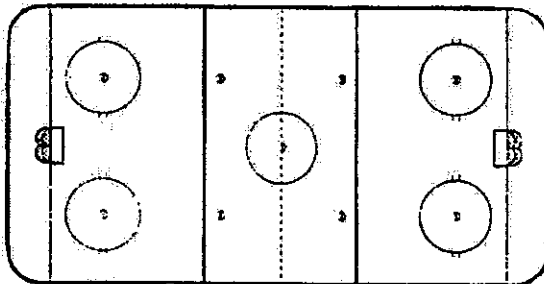
PERIOD 2



TOTAL =

	#	#	#	#
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				

PERIOD 3/OT



TOTAL =

	#	#	#	#
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				
VS.				

CIRCLE INDICATES WINNER

GAME TOTAL =

--	--	--	--	--

Sample Face-off Sheet

WW - Win & win possession / WL - Win & lose possession
 LW - Lose & win possession / LL - Lose & lose possession

FACEOFF WINS AND LOSSES

OPPONENT _____ DATE _____

LOCATION _____ PERIOD _____

	JACKS PLAYER				
VS.					

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

TOTALS					
WW					
WL					
LW					
LL					

PERIOD _____

	JACKS PLAYER				
VS.					

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

OPP. #	WW	WW	WW	WW	WW
	WL	WL	WL	WL	WL
	LW	LW	LW	LW	LW
	LL	LL	LL	LL	LL

TOTALS					
WW					
WL					
LW					
LL					

***The best laid plans of mice and men may
often go astray.***

G.B. Shaw - Playwright

3.10 Travel Itinerary – Manager and Coaches (Develop, Write, Distribute)

- Team togetherness
- Passport / Birth Certificate / Drivers' License / Health Card
- Well in advance
- Safety

3.11 Daily Itinerary – Manager and Coaches (Develop, Write, Distribute)

- Detailed but it has to have flexibility
- Structure
- Player Awareness
- Parent Awareness
- Punctuality

3.12 Fuel Itinerary – Manager, Coaches and Trainer (Develop and Write)

- No food, no work
- Team Meals and snacks
- Quality plus quantity with variety
- Canada's Food Guide
- Allergies

3.13 Security Planning – Manager and Coaches (Develop, Write, Distribute)

- Valuables
- Computers
- Cell phones
- Adult supervision

3.14 Accommodations Planning – Coaches (Develop, Write, Distribute)

- Players' Rooms
- Coaches' Room
- Video Room
- Meeting Room
- Fitness Room
- Computer Room – online access

3.15 Communications Planning - Coaches (Develop, Implement)

- Team Meetings
- Media – interviews, coaches, players
- Parents
- Email
- Cell Phone
- Ticket requests
- Scouting reports
- Daily newsletter – Itinerary changes
- Agents
- Barriers – Language

3.16 Academic Needs – Coaches (Develop, Implement)

- Homework
- Tutoring
- Resources
- Exams

3.17 Responsibility of Staff Members (Develop, Write, Implement)

- Trainer – Manager to help trainer as required
- Equipment
- Coaches
- Manager
- Scouts
- Statisticians
- Video
- Bus Driver

3.18 Financial Planning – Manager (Develop, Write, Implement)

3.19 Psychological Planning – Coaches (Develop, Write, Implement)

- Mission Statement
- Team building
- Pump up video
- Team identity
- T-shirts
- Dedications
- Slogan/Motto
- Players' role clarification

3.20 Emergency and Medical Planning – Trainer (Develop, Write, Implement)

- Injuries – Hockey Canada and HDCO Injury Reports
- Illness
- Family Emergency Contacts
- Family Needs
- Medical information
- New Doctors
- New Hospitals
- On-site medical room
- On-site emergency equipment
- Supervision of medications
- Health Card
- Form for players – questionnaire
- Drug Testing (if applicable)

3.21 Coaching Planning – Coaches (Develop, Write, Implement)

- Beliefs
- Individual Responsibilities
- Daily Itineraries
- Meetings
- Togetherness

3.22 Players' Packing Planning – Manager and Coaches (Develop, Write, Distribute)

- Hockey equipment - skates
- Innerwear
- Outerwear
- Toiletries

3.23 Equipment Planning – Trainer and Coaches (Develop, Write, Distribute)

- Equipment storage – team/individual
- Drying
- Make arrangements with host
- Bag with extra supplies such as skate blades, athletic support etc.

3.24 Religious Planning – Coaches and Manager (Develop, Implement)

- Support individual needs including diet (i.e. fasting), schedule of games when possible, schedule of worship

Focus Points:

Sample of Psychological Preparation

VISUALIZATION

THROUGH THEIR EYES: Athletes visualize looking at a T.V. screen and seeing themselves.

ATHLETES: Imagine themselves at a workout/competition, to them this is better than the physical workout/competition, because they are not tired physically, but you have been working in you head and you know exactly what you are going to do.

CORRECTING ATHELETES: Use imagery as often as possible when correcting, give vivid picture es on how to execute. The more descriptive the better. Most responses are related to the pictures in our mind - what we see is what we get. Best athletes have discovered tremendous pay offs from mastering the skills of visualization.

INJURIES: Injured athletes can use visualization to hasten their recovery and return to form with confidence.

HOW DO YO GET PEOPLE TO VISUALIZE? The question is, how do you get them not to?

MENTAL PREPARATION: Move, do the motion, don't do the full motion, do partial move, feel the move, before you do the full movement.

VISIUALIZATION CAN BE USED IN A VARIETY OF SITUATIONS:

1. little before you go to bed at night to visualize general feelings.
2. (park them.)
3. daily: before practice, what you wan to accomplish at practice and what the coach is outlining on the board, seeing yourself in place of the x and 0'5.

BEST USE OF IMAGERY:

1. start with skills you already can do well, then beginning to work on skills your trying to refine.
2. focus on bringing your feelings up when you're doing you imagery.
3. devote 10 to 15 minutes a day to improve you imagery.
4. on the way to practice run through your head what you want to accomplish during practice.
5. before you do the skills run through the image of what you want to happen.
6. when you're given corrections feel the correction in your head before you do the skills.
7. as you prepare you prepare for competition feel yourself achieving the ultimate goal.

Sample Daily Itinerary - Team Ontario

Wednesday, December 26th, 2007.

11:00 – 12:00 pm	All players report to lobby of Hilton Hotel in London
1:00 pm	Team Meal- Hotel
1:30 pm	Team Function in Team Ontario Room
4:30 pm	Team Meal- Hotel
5:30 pm	Players report to Dressing Room at JLC to dress for practice
6:30 pm	Bus departs JLC for practice rink (be fully dressed – not skates)
7:00 – 8:00 pm	Practice at Western Fairgrounds Arena
8:45 pm	Bus departs practice arena for JLC (hang gear & walk to hotel)
9:30 pm	Team Snack in Team Ontario Room.
10:00 pm	Team meeting at Team Ontario Room
10:30 pm	In own rooms and lights out.

Thursday, December 27th, 2007.

8:00 am	Wake-up call
8:00 am	Snack in Team Ontario Room
9:00 am	Be at JLC to dress for practice
9:30 am	Bus departs JLC for practice rink (be fully dressed – not skates)
10:15 – 11:15 am	Practice at Western Fairgrounds Arena
11:30 pm	Bus departs practice arena for JLC (hang gear & walk to hotel)
12:15 pm	Team Meal- Hotel
1:00 pm	Players report to dressing room at JLC to dress for practice
1:30 pm	Bus departs JLC practice rink (be fully dressed – not skates)
2:00 – 3:00 pm	Practice at Western Fairgrounds Arena
3:15 pm	Bus departs practice arena for JLC (hang gear & walk to hotel)
5:00 pm	Team Meal- Hotel
6:00 – 10:00 pm	TBA

Sample of Trainer's Responsibilities

General

Responsible for the overall medical concerns of the team in consultation with the team doctor. Support and assist the equipment manager in order to create the best environment in which to be your best.

Specific

1. **Determine and organize all required medical and therapy equipment and supplies.**
2. **In consultation with players determine their medical and physical needs and specific nutritional requirements before the competition begins.**
3. **Responsible for reporting all injuries and player status to the head coach after each practice or game situation.**
4. **In consultation with the team doctors determine the proper treatment of injuries and apply the required level of therapy. Coordinate safe return to play.**
5. **Control and distribute all therapy equipment and medical consumables.**
6. **Keep accurate records of all injuries and the treatment utilized, a copy to be given to the player and head coach at the conclusion of the competition.**
7. **Responsible for the team stretching program before all practices and before all games when required.**
8. **Maintain an acute awareness of the mental/physical relationship in respect to recovery, rest and the need for energizing. To work directly with the head coach in this area.**
9. **Work directly with the equipment manager in maintaining a clear and orderly working environment in the dressing, changing and medical room areas.**
10. **A passion to WIN!**

Sample Job Descriptions

Head Coach
5 V 5 Systems
Curriculum (On ice and off ice)
Critical Path/Team Vision
Power Play
Procedures (Player releases, evaluations, etc.)
Media
Player Communication Package (Call lists, scripts, etc.)
Staff Meetings
Staff Responsibilities
Final Reports
Disciplinary Issues (If needed)
Pre-game meetings
Liaison with Medical Staff

Assistant Coach 1	Assistant Coach 2
Defense (Practice & Games)	Forwards (feedback to forwards during games & practice)
Face-offs	Power Play/with Head Coach
Penalty Kill	Logistics (Schedule, Daily Schedule, rooming lists)
Newsletter	Apparel
Liaison with Fitness Staff (Testing,, warm-up, cool-down)	Liaison with Video Staff
Technical Info. (IIHF rules, game sheet, countdown etc.)	Gather/Coordinate paper work from players
Statistics Package-Plan and execute plan	Liaison with Equipment Staff-Communicate (lines, pairings, practice roster etc)
Liaison with Sports psychologist (Team building, etc.)	Dressing room management-liaise with Chico and Karen
Liaison with Goalie Coach - Work with Goalies	Compile evaluation notes on all players
Coordinate Pre-scouting plan	Doping Escort (if necessary)

Source: Hockey Canada U22 Women's Team

Sample of a Mission Statement

Gold for Canada

To prove to the hockey world that Canadian grit and determination is unmatched in international hockey.

Sample Packing List

TEAM ONTARIO –WORLD U17 HOCKEY CHALLENGE PACKING LIST

- **HOCKEY GEAR (MANDATORY):** It is your responsibility to ensure that you pack all of your equipment. Equipment that is damaged or falling apart must be fixed prior to your arrival in Toronto. Please do not bring anything that you will not require at the World Under 17 Hockey Challenge (i.e. jerseys, socks, gloves, helmet, spare clothing, tape, etc.).

- Warm-up clothing and Running Shoes*
- Underwear (2 sets)**
- Jock Strap and Protective Can
- Garter Belt
- Shin Pads
- Hockey Skates***
- 2nd pair of skates (if available)
- 2nd Set of steel/holders for your skates (Mandatory)
- Shoulder Pads
- Elbow Pads
- Mouthguard
- Shower Sandals
- Sticks (Min. 6)****

FOR GOALIES ONLY:

- Goalie Helmet (Please ensure your cage is Type 3: CSA and HECC approved; No Cateye Cages)
- Goaltender Pads
- Blocker
- Catcher
- Pants(you will get a Shell)
- Chest/Arm Protector

Team Ontario will provide:

- Hockey Helmet
- Full Facial Protector
- Hockey Gloves
- Game/Practice Jersey and Socks
- Pants
- Water Bottle
- Tape and Accessories
- Shower/Bathroom Accessories
- Shower Towels
- Laundry Loops

- * **Warm-up:** Please ensure you have appropriate warm-up gear for all warm-ups. A complete set of warm-up gear includes: Team Ontario Shirt, Shorts or Pants, Socks and Running Shoes. No Sandals Allowed. Individual team crests (ie. London Knights etc.) on clothing will not be allowed.
- ** **Laundry/Underwear:** It is mandatory to bring 2 sets of laundry (under-gear) for the rink. A complete set of laundry includes: Shirt, Shorts/Hockey Underwear, and Socks. Laundry will be washed as per scheduled, and returned by rotation.
- *** **Skates:** Please tape your 2nd set of steel together in a towel and pack them safely in your bag. It is highly recommended, but not mandatory, that you purchase and bring a 2nd set of skate holders to the games, just in case your holder breaks. You may also want to bring a 2nd set of skates...but this is not mandatory. **Pack your skates safely in your bag so they do not get damaged. Skates will not be sharpened prior to the first practice.**

**** **Sticks:** Please mark all your sticks with your TEAM ONTARIO NUMBER on the front of the knob of the stick.

DO A VERY SERIOUS CHECKLIST TO MAKE SURE ALL EQUIPMENT IS IN YOUR BAG!!!

- **Music:** I want to encourage you to bring CD's for the dressing room. Please ensure the music is respectful. We're a Class Act in everything we do...this includes the music we listen to in the dressing room. Please do not assume that another player will be bring music...it will be a long week without any tunes.

- **OUTERWEAR (MANDATORY): (NO TEAM LOGOS)**
 - Gloves
 - Toque
 - You will receive a Winter Jacket (you don't need to pack one)***

- **IDENTIFICATION:**
 - Passport / Birth Certificate & Drivers License

- **INNERWEAR: (No Team Logos) Dress Code in effect for all Team Events.**
 - Casual Shoes
 - Dress Shoes
 - Underwear
 - Socks
 - Dress Socks (Dark)
 - Casual Pants, Sweat Pants, Track Pants
 - Dress Pants (Min. 2)
 - Dress Shirts (Min. 2)
 - Ties (Min. 2)
 - Sweatshirts/Sweaters
 - T-Shirts
 - Sleeping clothing

- **TOILETRIES:**
 - Shower Towel
 - Toothbrush
 - Toothpaste
 - Shampoo and Conditioner
 - Soap
 - Razor
 - Shaving Cream
 - Hand Cream
 - Hair Gel
 - Deodorant

- **MISCELLANEOUS:**
 - Carry On Bag (Including a change of clothing (in case your luggage gets lost))
 - Contact Lenses and Solution (bring extra lenses)
 - Watch
 - Book, Deck of Cards, IPOD, etc. (Optional)

- **MEDICAL ISSUES:**
 - Asthma Inhaler
 - Other Medical Instruments as required (ie. Epi-pen)
 - Prescription Medications (Please ensure medication is on the Permitted List).
 - Medication Reporting Form for the last month.
 - Specialty Braces or Splints Worn

Today's preparation determines tomorrow's achievements.

4.1 Training Staff

- Pre and post game and practice stretching
- Injuries
- Facilities for Rehab
- Emergency action plan – in charge, call and control

4.2 Tournament Rules and Regulations

- Format
- Warm up
- Timeouts
- Overtime / Shootout
- Tie Breaking Procedures
- Practice Times
- Major penalties and suspensions

4.3 Staff Accreditation

- Bench
- Dressing room
- Tickets

4.4 Special Events

- Photograph sessions
- Banquets
- Tours

4.5 Dressing Rooms

- Visual Resources
- Team Meetings
- Audio Controls - music
- Showers
- Security

4.6 Coaches' Room

- Whiteboards / Flipcharts
- Between period meetings
- Computer network
- Audio-visual needs

4.7 Performance Preparation

- Practice Better
- Pre-Scout Better
- Better Game Plan
- Execute Better
- Evaluate Better

Focus Points:

Sample of Rules and Regulations

In most cases, the host committee/organization will provide a document which outlines the rules and regulations of the competition. Some elements which will be included in the document are:

- Roster Size
- Number of players dressed per game
- Goaltender replacement (if applicable)
- Competition format including:
 - round robin
 - playoff structure
 - number of points for a win, overtime win, overtime loss)
- Game structure (i.e. length of periods, lengths of intermissions, flooding procedures)
- Pre-game procedures (i.e. warm-up start and end times, opening ceremonies)
- Post game procedures (i.e. player of the game)
- Timeouts
- Tie Breaking System
- Overtime system
- Shootout procedure
- Minimum suspensions

Perfect Practices Produce Perfect Performances.

5.1 Practice Goals

5.2 Practice Details

- Length
- Pace
- Focus
- Special situations
- Goaltending
- Utilization of coaching staff

5.3 Practice Evaluation

- Individual Goaltenders' Performances
- Individual Players' Performances
- Line/Unit Role Performances
- Special Teams
- Intensity
- Enthusiasm
- Injury status

5.4 Pre-Game Skate (if applicable)

- Time
- Purpose/Focus
- Optional

5.5 Pre-game Warm-up

- Length
- Focus
- Physical preparation
- Mental preparation
- Psychological preparation

Focus Points:

Sample Practice Habits

Practice Habits

"We are what we repeatedly do. Excellence, therefore, is not an act, but a habit" – Aristotle

Passing

- always make hard, flat passes.
- Pass the puck as hard as they can on every pass.
- Avoid making flips passes and soft passes.
- Puck moving flat along the ice.
- Move the puck fast and play the game fast.
- Make passes with feet moving.

Shooting

- Hit the net – a 35km/h shot that hits the net is better than a 100km/h shot that misses the net.
- Eyes up and pick a small target.
- Every drill is a scoring drill – shoot to score.
- Rip the twine – shoot the puck as hard as you can while maintaining accuracy.
- Quick release – get the puck off your stick as fast as you can, especially in the scoring area.
- Shooting in stride – keep your feet moving to keep the goalies guessing.
- Shoot early – all shots off the rush should be shot before the hash marks.
- Finish at the net – work hard to "snow" the goalie and finish your own rebound.
- Puck recovery – every drill should finish with the puck in the net or the puck recovered onto your stick.
- One Timers – shoot the puck off the pass wherever and whenever possible.

Tempo

- Pushing the pace.
- Doing everything with feet moving.
- Exploding off the line to jump in and out of drills.

Communication

- In the drill, game, in line, on the bench – on & off the ice.
- Loud and Consistent communication.
- Demand the puck.
- Send and Receive information.
- Quarterback the play.

Quality – produce the effort and execute under any circumstance and in any environment. Produce a quality performance.

Mouth guards & Neck guards – must be worn in all practices and games. Ensure that players have these in their mouth before they step on the ice.

Hydration – have time for water breaks throughout practice and encourage the players to drink.

Source: Hockey Canada U18

The road to success is always under construction.

6.1 Opposition

- Pre-scout opposition
 - individual players, lines, units
 - offensive systems, power play
 - defensive systems penalty kill
 - goaltending
 - face-offs, special plays
 - strengths, weaknesses
- Statistical information
- Injuries
- Videos

6.2 Arena

- Facilities
 - Ice size
- Glass (height)
- Boards
- Players Benches
- Penalty Box
- Crowd
- Media Room
- Security
- Video Location
- Press Box Accessibility
- Trainer's Room
- Medical Room

-

Focus Points:

6.3 Officials

- 1 / 2 referee system
- Tendencies

Sample Scouting Report



Team Canada - Scouting

www.HockeyCanada.ca

Date	Team	vs.	Final Outcome
Line-Up		PP	PP

_____		PK	PK

G1 _____ G2 _____			

1		Breakouts	8 Goaltending
		_____	_____
		_____	_____
		_____	_____

2		Defensive Zone	9 Key Players
		_____	_____
		_____	_____
		_____	_____

3		Face-Offs	10 Miscellaneous
		_____	_____
		_____	_____
		_____	_____

4		Forechecking	Neutral Zone Forechecking
		_____	_____
		_____	_____
		_____	_____

5		PowerPlay B.O.	PowerPlay Set-Up
		_____	_____
		_____	_____
		_____	_____

6		Penalty Killing F.C.	Penalty Killing D.Z.
		_____	_____
		_____	_____
		_____	_____

7		Offensive Zone Play	
		_____	_____
		_____	_____
		_____	_____

***We cannot direct the wind...
But we can adjust the sails.***

7.1 Team Goals

- Win
- Discipline
- Outwork Opposition

7.2 Tactical Focus

- Win one-on-one battles
- Face-off control
- Finish your check

7.3 System Focus

- Offensive and defensive
- Pressure
- Transition
- Containment
- Puck Control
- Checking

7.4 Line-up

- Matchups
- Face-offs

7.5 Offensive Strategy By Zone

- Defensive
- Neutral
- Offensive

7.6 Defensive Strategy by Zone

- Defensive
- Neutral
- Offensive
- Protecting the lead late in the game

7.7 Power Play Strategy

- Break out
- Entry
- Set up
- Face-offs

7.8 Penalty Kill Strategy

- Forecheck
- Refuse entry
- Defensive Zone
- Face-offs

7.9 Goalie Removed Strategy – For and Against

- Face-offs
- Attack
- Taking blueline

7.10 Shootout Strategy

- Pre-scouting information on opposition goaltender
- Sequence of shooters
- Ice conditions

Focus Points:

Sample Game Plan



Team Canada - Game Plan

www.HockeyCanada.ca

Date _____ Team _____ vs. _____

Line-Up _____ PP _____ PP _____

_____ PK _____ PK _____ PK

G1 _____ G2 _____

Opposition PowerPlay B.O. _____

O.Z. _____

B.O. O-Zone

Canada PenaltyKill F.C. _____

O.Z. _____

F.C. D-Zone

Opposition PenaltyKill F.C. _____

O.Z. _____

F.C. D-Zone

Canada PowerPlay B.O. _____

O.Z. _____

B.O. O-Zone

Opposition F.C. _____

O.Z. F.C. _____

N.Z. F.C. _____

B.O.'s _____

D.Zone Coverage _____

N.Z. Off _____

Canada B.O.'s _____

O.Z. F.C. _____

D.Zone Face-Off _____

N.Z. F.C. _____

N.Z. Off _____

Off.Zone Face-Off _____

D-Pinches _____

O.Z. Play _____

D. Face-Off _____

Off. Face-Off _____

O.Z. Play _____

D.Zone Coverage _____

Misc _____

Misc _____

- Keys To Winning**
- 1 _____
 - 2 _____
 - 3 _____

*The difference between failure and success
is doing a thing nearly right
and doing a thing exactly right.*

Edward Simmons

8.1 Pre-Game Meetings

- Specials teams
- Face-off – centers
- Defence pairings
- Units

8.2 Pre-Game Stretch (trainer)

8.3 Pre-Game Warm-up

- Physical
- Psychological
- Mental

8.4 Psychological Preparation

- Visuals
- Imagery
- Togetherness
- Give everyone a role and make it important
- Sense of entitlement

8.5 Coach's Focus

- Game responsibilities
- Immediate feedback
- Make adjustments on facts not pride
- Turn mistakes into momentum – timeouts
- Stay composed and focused under fire

8.6 Game Plan

- Believe in your plan
- Make it work
- Flexibility is important
- Maintain your focus

8.7 Evaluators

- Specific
- Accurate
- Solutions

8.8 Feedback

- Minor adjustments on the bench
- Major adjustments between periods
- Base decisions on facts not pride
- Post Game

Focus Points:

Don't measure yourself by what you have accomplished but by what you should have accomplished with your ability.

9.1 Statistical Information (In and Post Game)

- Specific measurable performance goals

9.2 Video Analysis (Between Periods and Post Game)

9.3 Game Evaluators (In and Post Game)

- Providing feedback – specific, accurate, solutions

9.4 Performance Feedback (In Game)

- On bench
- Between periods
- Time-outs

9.5 Player of the Game (Post Game)

- Levels of recognition

9.6 Report Cards (Post Game)

9.7 Individual Player Ratings (Post Game)

Focus Points:

Sample of Player Evaluation Sheet



Coaches Player Evaluation

www.HockeyCanada.ca

Player _____

Coach _____

Commitment

He will do whatever it takes to become the best he can be.

1 2

 Very Low
 Won't pay the price

3 4 5

 Moderate

6 7

 Very High
 Sets standard for all

Motivation

Has the inner strength to push himself to become the best

1 2

 Very Low
 Needs to be pushed

3 4 5

 Moderate

6 7

 Very High
 Knows how to prepare

Pressure Situations

When the going gets tough, he wants to be out there

1 2

 Very Low
 He panics often

3 4 5

 Moderate

6 7

 Very High
 Rises to the occasion

Team Cohesion

He sticks together with the group and remains united

1 2

 Very Low
 Selfish tendencies

3 4 5

 Moderate

6 7

 Very High
 Always dependable

Coachability

Very respectful of the coaching process

1 2

 Very Low
 Argumentative

3 4 5

 Moderate

6 7

 Very High
 Does everything asked

Mental Toughness

Rebounding from adversity (e.g. losing, tough coaching)

1 2

 Very Low
 He crumbles

3 4 5

 Moderate

6 7

 Very High
 Nothing bothers him

Hockey Sense

How he reads the game

1 2

 Very Low
 Makes poor decisions

3 4 5

 Moderate

6 7

 Very High
 Outstanding decisions

Leadership

Has the necessary tools to be an effective leader

1 2

 Very Low
 More of a follower

3 4 5

 Moderate

6 7

 Very High
 Inspiration to all

Overall Assessment

All Things considered I think his chances of playing in the NHL are . . .

1 2

 Very Low

3 4 5

 Moderate

6 7

 Very High

Other

Families and team should exist to allow ordinary people to do extraordinary things.

Ted Levitt - Scholar

10.1 Common Purpose

- To be your best

10.2 Team Recognition

- TSN Turning Point
- Helmet Award
- Golden Goose Award

10.3 Self Esteem

- Positive feedback
- Fulfillment of role opportunities
- Peer affirmation
- Coach affirmation
- Leadership opportunities

10.4 Special Events

- Team Building
- Togetherness
- Fun

Focus Points:

Dear Coach,

This guide was built to help you prepare for your next tournament/championship and hopefully other short term competitions in the future. Preparation is built on Best Practices: planning, implementing, measuring and evaluating, reviewing and improving, and commitment to success. This cycle should be the basis of your planning. It is recommended to you and your coaching staff that you involve a mentor to assist you in implementing this guide.

Wishing you the best in your pursuit in being the best!

Good luck!

"A lot of people believe in you...be sure you are one of them."

"To coach someone to be the best is a much higher honour than being the best."

"Good, better, best, the good never rest, till the good get better, and the better become the best."

"Every athlete has the will to win, the champion has the will to prepare to win."