

Airdrie Minor Hockey Association

PLAYER Evaluation Manual

2017-2018



Table of Contents

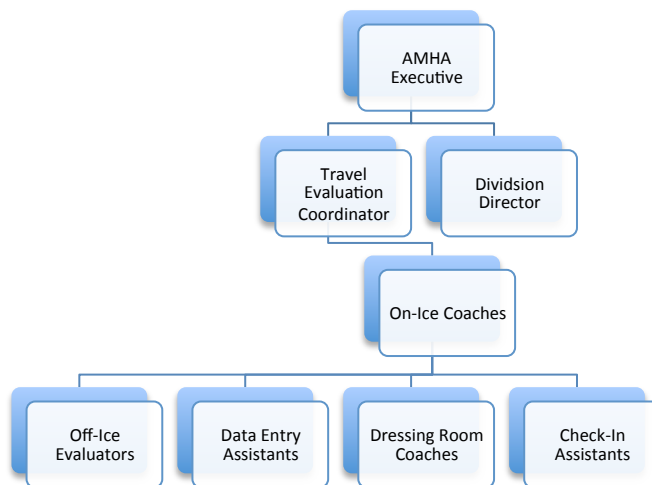
The Program	3
Tryout Process Objective	3
Evaluation Organization Chart	3
Tryout Core Criteria	3
The Travel Try Outs Team	4
VP of Competitive and VP of Programs.....	4
Division Directors	4
Travel Evaluations Coordinator.....	4
<i>Responsibilities and Guidelines:</i>	4
Division Director.....	4
<i>Responsibilities and Guidelines:</i>	4
On-Ice Coaches.....	5
Off-Ice Evaluators.....	6
Check-in Assistants.....	6
Data Entry Assistants	6
The Process	6
Evaluation Summary	6
<i>First Evaluation Ice Time</i>	7
<i>Second Evaluation Ice Time</i>	7
<i>Third Evaluation Ice Time</i>	7
<i>Fourth Evaluation Ice Time</i>	8
<i>Fifth Evaluation Ice Time</i>	Error! Bookmark not defined.
<i>Injuries and Illness</i>	10
<i>Conclusion of the ice times</i>	10
Evaluation Grievance Procedure	10
Goalie Evaluation Coordinators	Error! Bookmark not defined.

The Program

Tryout Process Objective

The objective of the tryout process each year is to place all players in a team environment whereby their skill level will allow them to enjoy the game of hockey while developing both their athletic and interpersonal skills.

Evaluation Organization Chart



Tryout Core Criteria

The Travel Evaluations Coordinator, in consultation with the Director of Hockey Operations and VP of Competitive will establish the general guidelines to be followed to best evaluate the skills of the players within each division, excluding Timbits. The Travel Evaluations Coordinator will fine-tune these guidelines, in consultation with each division director, as deemed necessary to ensure the integrity of the program. The Travel Evaluations Coordinator, Division Director, Director of Hockey Operations and VP of Competitive will have the responsibility to develop the on-ice program to effectively evaluate the criteria that has been established, the Travel Evaluations Coordinator may use the resources provided by Airdrie Minor Hockey.

However, in establishing these criteria and the on-ice program, the basic principles and philosophies of Airdrie Minor Hockey must always be followed. If in doubt, the Division Director should discuss the situation with the Travel Evaluations Coordinator. This document cannot account for every situation that may arise during the evaluation process and at that time the Division Director and the Travel Evaluations Coordinator with guidance from the Director of Hockey Operations and VP of Competitive will make a decision that is in the best interest of the player and the association.

The Travel Try Outs Team

Director of Hockey Operations and VP of Competitive

These two individuals are responsible for overseeing the tryout process.

Division Directors

The following highlights the responsibilities of each Division Director during the evaluation process:

- To establish a high visibility among the parents of players within their division;
- To assist in the communication of important evaluation information by posting it to the AMHA website and/or emailing it directly to the membership, as needed, and as directed by the Travel Evaluations Coordinator.

Travel Evaluations Coordinator

The Travel Evaluations Coordinator is the administrator appointed by the Airdrie Minor Hockey Board that initiates the evaluation process and oversees it to completion. The Travel Evaluations Coordinator will coordinate the evaluation process throughout the various age divisions, excluding Timbits. The Travel Evaluations Coordinator performs numerous tasks and duties listed below.

Responsibilities and Guidelines:

- Shall seek out and appoint volunteers required for each division's tryout process
 - Recruit a minimum of 6 off-ice evaluators preferably from outside your division, but not required, that is able to commit to be present during at least 80% of the scheduled evaluations. Any variation from the minimum 6 evaluators shall not be considered a breach of these guidelines so long as reasonable efforts were made to recruit 6 evaluators;
- Review and communicate the general evaluation guidelines for each division including completion date and evaluation ice times;
- Ensures that Airdrie Minor Hockey Hockey's principles and philosophies are adhered to throughout the evaluation process;
- Attempt to resolve any parent or player concerns during the evaluation process, at the request of the Division Directors;
- Maintains communication with the Division Directors, Director of Hockey Operations and VPs during the entire evaluation process; and
- Presents final team selections to the Airdrie Minor Hockey Board for their approval, in conjunction with the Division Directors.

Division Director

The Division Directors are administrators who organize and are responsible for the evaluation process with a responsibility of placing players of similar skills and objectives on the same teams for a particular division.

Responsibilities and Guidelines:

The following highlights the responsibilities and guidelines to complete each division evaluation in an efficient and fair manner:

- Review and assist the Travel Evaluations Coordinator with the selection of their division's evaluation team;

- The level of hockey knowledge will be a primary consideration in selecting the off-ice evaluators; Ensure a balance of first year versus second year evaluators when recruiting;
- Inform evaluators of any player issues (minor injuries, illness, attitude, etc.) as previously set out herein;
- Help to recruit a “Hockey Consultation Panel” that could be comprised of Airdrie Minor Hockey coaches and/or respected hockey knowledgeable individuals. In the event of a tie between bubble players, the two Division Directors, in consultation with the on-ice coaches, and the “Hockey Consultation Panel” members, may discuss a resolution for player placement. Through this consultative process the Division Directors will make the final decisions on player placement.
- Recruit at least two volunteers (coaches) to run the on-ice drills or run each box during scrimmages (see the "On-Ice Coaches"). Note that the on-ice coaches must wear helmets in the course of their participation on ice. On-ice coaches shall not provide scoring or evaluation sheets in the evaluation process;
- Review and understand the drills and skills (if and when in use) identified within the practice plans to ensure a clear understanding of the on-ice process;
- At the beginning of each evaluation session the Division Directors will identify any problem situations (injury, placement issues, new players, etc.) to the evaluators to the extent those issues are known to them.
- Maintain open lines of communication with parents and players as appropriate to the evaluation session and progress;
- Contact players by email for their first ice time.
- After each session, contact players by email indicating their next ice time.
- Review data – look for erratic evaluations or anomalies from the evaluator averages using the electronic evaluation tool;
- Work in conjunction with the Travel Evaluations Coordinator and the Airdrie Minor Hockey Board should any grievances arise that need to be addressed;

It is noted that all of the above responsibilities and guidelines are to be read in conjunction. No variation from these objectives shall be considered an automatic reason for grievance as these are stated and intended objectives.

On-Ice Coaches

The following highlights the responsibilities of the On-Ice Coaches:

- Reports to the Division Director;
- Reviews and understands the drills and skills identified within the practice plans to ensure a clear understanding of the on-ice process;
- Run the on-ice program at a pace that allows the off-ice evaluators to properly evaluate each player
- Ensure that players understand the drills and have equal opportunity to participate;
- Ensures dressing room etiquette and rules are being followed by players before and after session.

Off-Ice Evaluators

The following highlights the responsibilities of the Off-Ice Evaluators:

- Reports to the Division Director and Travel Evaluations Coordinator;
- Commit to be present during at least 80% of the scheduled evaluation sessions;
- Review and understand the drills and skills identified within the practice plans to ensure a clear understanding of the on-ice process;
- Evaluators must maintain impartiality at all times and are not to evaluate their own children or any other player they cannot make an impartial assessment;
- **To ensure impartiality and result independence, evaluators should remain in their designated areas, separate from each other and the parents.**
- At the end of each ice time the evaluators will provide their score sheet to the Division Director or Travel Evaluations Coordinator;
- Evaluators are never to discuss any process or evaluation inquiries with any parents and should refer all such inquiries to the Division Directors. The Division Directors will address such concerns and/or pass those concerns onto the Travel Evaluations Coordinator;
- The Evaluators should always be fair and impartial in grading each of the players:

Check-in Assistants

The following highlights the responsibilities of the Check-in Assistants:

- Reports to the Division Director;
- Assist in the management of the “check-in” process and ensure any absences are immediately reported to the Division Director;
- Hand out helmet numbers at first evaluation skate.
- Ensure each player has both a BLACK and WHITE jersey.

Data Entry Assistants

The following highlights the responsibilities of the Data Entry Assistants:

- Reports to the Division Director;
- Collect and manage all evaluation score sheets;
- Enter data into file to be imported into electronic evaluation system
- Ensure data integrity, and confidentiality at all times throughout the process;

The Process

Evaluation Summary

The following is a summary of the evaluation process that will be used by Airdrie Minor Hockey Hockey. This program is designed to be a fair and calculated approach for the evaluation process.

All levels where evaluations are required utilize the general guidelines described below. Airdrie Minor Hockey will utilize an Electronic Evaluation Tool, designed to provide a clear concise picture of where each player’s scores rank in conjunction with each other, saving Division Directors hours of volunteer time sifting through various evaluation score sheets.

First Evaluation Ice Time

Will be a Time Trial for Novice, Atom, Pee Wee, Bantam. Midget players will participate in their first evaluation skate (scrimmage).

Second Evaluation Ice Time

The second ice time organizes players based on the evaluation results of the time trial session. The players will be split based upon the number of groups and the number of players enrolled. The below table shows an estimate of how kids start in skate 1 and move to skate 2. All numbers of groups and number of kids per group are estimates and can vary at the discretion of the Division Director, Travel Evaluations Coordinator and VP. This example shows four groups and may vary based on number of skaters:

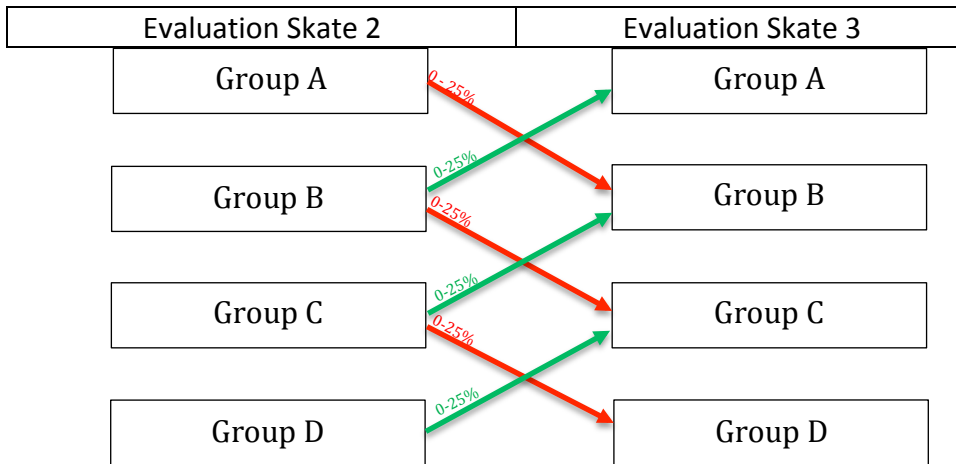
Evaluation Skate 1 (alphabet)	Evaluation Skate 2
Group A	Top 20-25% from skate 1
Group B	Second 25% from skate 1
Group C	Third 25% from skate 1
Group D	Fourth 25-30% from skate 1

The players will be split into a relatively even number of groups depending upon the number of ice times available. This split shall be done solely based upon the rankings in the first evaluation skills session.

The second evaluation will be based on skills for the younger divisions and the higher divisions may start introducing game play at this point. A ranking system of 1 - 5 will be utilized for evaluation ice session 2.

Third Evaluation Ice Time

The third ice time will mix up players at the top or bottom of their level in order to test the rankings to date and to expose initially lower ranked players to higher ranked players. The below table shows an estimate of how kids start in skate 2 and move to skate 3. Numbers of groups and number of players moving between groups are estimates and may vary. Player movement will vary to ensure that similar ranked players have the best chance to skate against each other.



Atom and older divisions will also be looking to evaluate players as forwards or defense as further set out herein and as part of the game play. Game play should be restricted to 5 on 5 although it need not be exclusively, and for the Pee wee divisions and above, may be present for any simulated game situations. Player movement will also have to account for positions in Atom and above which will have an impact on player movement as well.

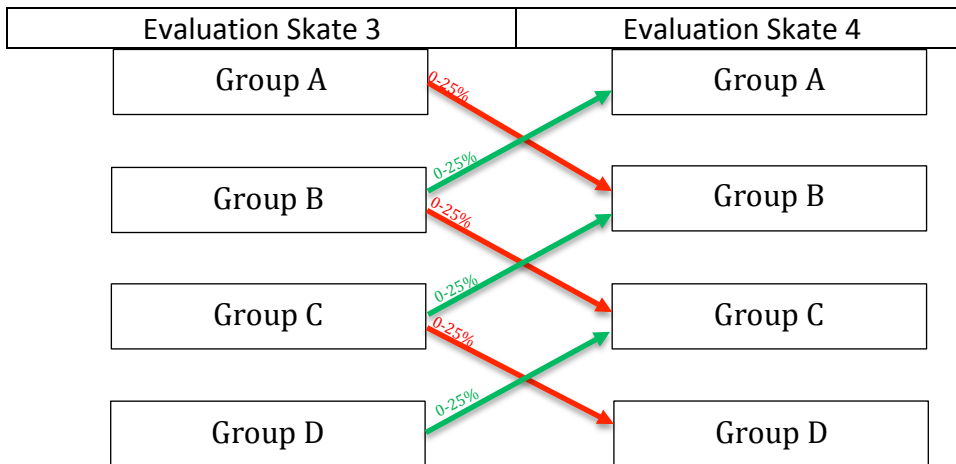
This process allows players to be compared with other players with skills two levels above their current position. Players are then moved, as required, one group up or down. Care must be taken as players in Group B should all do very well against their comparative Group D. Therefore only the very top level players in Group D should be moved up to Group C and only the weakest players in Group C should be moved to Group D. This is equally the case in the larger divisions when evaluating more groups.

At the end of the third session the Division Directors may start to identify the core members of the teams. At the discretion of the Division Director Players may be locked onto teams following this skate. These players will have clearly shown through their scores in the first three skates that they should be placed on a specific team. These players nor their parents will be notified that they have been locked onto a team therefor they will be expected to participate in the remaining skates.

Fourth Evaluation Ice Time

This is the final try out ice time for all division

This ice time may return players to their natural sequence as below and thereby operates in the same manner as evaluation ice time 3. The players will be split based on their performance rankings in the third evaluation ice time. Sizes of each group will vary to ensure that players competing for similar teams (bubble players) are on the same ice so they can be graded against each other where possible.



A ranking system of 1 - 5 shall be utilized for this ice session.

This final ice session will be organized as a controlled scrimmage to give the players a full game atmosphere for the evaluation. On-Ice Coaches along with other selected volunteers shall run the benches. The On-Ice Coaches shall use reasonable efforts to ensure equal ice distribution subject to position, proper bench conduct by players, and ensure other volunteers operating gates or otherwise on the bench are not impacting the evaluation process.

The groupings are set as per the fourth ice time performance rankings but they may be utilized or split so that the process will most effectively target the players that were identified as bubble players. It is recognized that there are players that may, on their rankings, move from one team to another several times throughout the evaluation process but that movement is not indefinite and as such at the end of this session the final team placement recommendations will be made notwithstanding that the player may have, if evaluations continued, moved up or down yet again.

The Division Directors will establish the team placements with the bubble players ranked according to the evaluation process on a score system of 1 – 5. **It is recognized that in the event of a virtual tie between two or more players and where only one of those players can make a higher team, the benefit of the higher team shall be given to a second year player.** The Hockey Consultation Panel will also be brought into his process to ensure the best placement of each player in their peer group.

No player shall be permitted or advised to miss this ice session notwithstanding their performance or ranking in ice sessions 1 through 4. The ultimate authority for team placement will rest with the Airdrie Minor Hockey Board.

Injuries and Illness

If a player is injured or has a serious illness which prevents them from participating in the evaluation process a doctor's note must be supplied to the Division Director. At this point the Division Director will consult any or all of the following to ensure proper placement of this player; off-ice evaluator's, Hockey Consultation Panel, on ice Coaches, past coaches of the player. The people and groups consulted will be determined by how many ice times during the evaluations have been missed and the timing of the absences. The Travel Evaluations Coordinator will be made aware of the absences and the decisions that were made by these groups as result of these.

Conclusion of the ice times

The Division Directors with the Travel Evaluations Coordinator shall present their recommendations to the Airdrie Minor Hockey Board following the final evaluation ice session.

No teams shall be definitely set until all returning players are appropriately considered under this policy, for the same reasons as set out in the grievance section of this manual. Any inconsistencies in this manual shall be resolved in a manner consistent with the Airdrie Minor Hockey policies, objectives and mission statement by the Division Directors and/or the Travel Evaluations Coordinator with consultation with the Airdrie Minor Hockey Executive where deemed necessary.

Willful misconduct that jeopardizes the integrity of the Airdrie Minor Hockey evaluation process by any volunteer during the evaluations, including Travel Evaluations Coordinator, Division Directors, On-Ice Coaches, Off-Ice Evaluators, or Data Entry Assistants, or others shall be dealt with directly by the Airdrie Minor Hockey Board and/or the Airdrie Minor Hockey Dispute Resolution Committee.

Evaluation Grievance Procedure

Mid-evaluation grievances may be made only to the Division Directors and will be reviewed with the Travel Evaluations Coordinator and the Director of Hockey Operations and VP of Competitive and in regards to compliance with the evaluation process.

All team selections are final. All decisions of the Evaluation Committee are final when reviewed and approved by the Airdrie Minor Hockey Board. The Airdrie Minor Hockey Board maintains the right to make changes after this process in the case of exceptional circumstances.

Post-evaluation grievances will be reviewed as follows:

1. By the Travel Evaluations Coordinator,
2. By the Division Board Representative,
3. By the Board of Directors,
4. By the Discipline Review Committee,
5. By the President, as needed.

Post-evaluation grievances will be addressed as quickly as practical. Grievances about player evaluations and team placements must be received after 24 hours of team selection and no later than

48 hours of team selections. Grievances should be submitted in writing using the attached format and indicate:

1. The perceived error of the Airdrie Minor Hockey Evaluation Manual that was not followed;
2. The impact;
3. A proposed resolution.

A grievance resolution will consider the impact on all players (not just the player(s) included in the grievance). A grievance resolution may not change player placement but may change process for the upcoming season.

Should a request to move a player be included as part of the proposed resolution, the following factors must be considered in the process:

Is there room for movement such that the team sizes remain in compliance with the Hockey Alberta guidelines and requirements for team sizes? This includes the guidelines for team size and differentiation of team sizes within a community. No player will be moved down a team as a result of a grievance of another player.

The Travel Evaluations Coordinator will ensure that the griever has read, signed and submitted the Fair Play Code for Parents, as well, confirms that the griever has completed the Hockey Alberta Respect In Sport Parent Program. Any grievance that does not follow the spirit of the Respect in Sport program of Airdrie Minor Hockey Evaluation Code of Ethics may be refused and not reviewed.

Parents who have a grievance regarding a player's evaluation or team placement do not have the right to review evaluation forms or evaluation tabulations. These forms and tabulations may be reviewed by the Evaluation Committee as part of any review that is directed. Division Directors must submit all evaluation records available to the Division Board Representative and will be kept on file for two weeks following team placement unless still under review.