



# Evaluation Volunteer Positions

## Division Evaluation Coordinator

The Division Evaluation Coordinators 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 team for a particular division. The following highlights the responsibilities and guidelines to complete each division evaluation in an efficient and fair manner.

### Time Commitment

Expected volunteer commitment is approximately 100 hours, commencing near the middle of August to the end of September.

### Before Evaluations

- Meeting with the Head Evaluation Coordinator and the Division Coordinators in the spring.
- Assemble a team of:
  - A minimum of 6 and no more than 12 off-ice evaluators preferably from both inside and outside your division in terms of experience and knowledge (but not required) who are able to commit to be present during at least 80% of the scheduled evaluations.
  - “Hockey Consultation Panel” that can be comprised McKnight coaches and/or other hockey knowledgeable experts.
  - 2 check-in assistant volunteers to assist in the management of the check-in process which includes checking the players’ helmet numbers with the evaluation skate roster and ensuring either a black or white jerseys.
  - A minimum of 2 on-ice volunteer coaches to run the players through the drills and each players’ bench for officiated evaluation sessions. These officials shall not be involved in any scoring during evaluations.
  - 2 volunteers (preferably coaches) to monitor the dressing rooms before and after evaluation skates.
- Ensure a complete understanding of the McKnight Evaluation Tool, (OneClickIce – “OCI”), and review the Electronic Evaluation Tool Manual.
- Review and ensure the division list of the registered players assigned to the division have been uploaded to the Electronic Evaluation Tool.
- Confirm the evaluation schedule and ice times with the ice schedulers. Adjust for any conflicts as necessary, and as per the Head Evaluation Coordinator.
- Verify the ages of all players in the division.
- Review the number of skaters and goalies.
- Organize a pre-evaluation meeting with parents to review the process, policies, and grievance procedure and answer any questions about the process.
- Organize a pre-evaluation meeting with evaluators to review all aspects of the process including training during the conditioning skates. This will include policies, procedures, evaluation drills, technical and evaluation focus and review of evaluation team conduct.
- Ensure all players and parents have a valid and active email address.



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## Division Evaluation Coordinator continued:

### During Evaluations

- Dedication of approximately 5.5 hours for every day of evaluation sessions is expected.
- Project the number of teams and sizes using the guidelines provided by Hockey Calgary and the McKnight Board, in consultation with the Head Evaluation Coordinator. Provide recommendations for the size and number of teams to the McKnight Board.
- Coordinate all on and off-ice volunteers.
- Work with the Goalie Evaluation Coordinator to get goalie placements for evaluation skates in conjunction with the 3rd party evaluation team.
- Submit, review, understand and ensure a clear understanding of the submitted scores of the off-ice evaluation teams.
- Be at the arena for all evaluation sessions.
- Ensure the consistency and integrity of the evaluation process by monitoring and maintaining Evaluator conduct and behaviour.
- Maintain an open line of communication with parents throughout the evaluation process as appropriate to the evaluation session in progress.
- Confirm player attendance for each ice session and ensure the accurate registration with correct helmet numbers for players.
- Track and maintain documentation for any players unable to participate in any on-ice session, including no-shows.
- Following each evaluation session, contact players by email regarding their next evaluations ice time. Communicate this information to the division coordinator to post on the divisional websites as a backup.
- Review and confirm that individual evaluators have signed evaluator score sheets.
- Review all evaluator scoring for anomalies and erratic evaluations.
- Identify bubble players.
- Ensure fair ice time for all players being evaluated.
- Review each ice session with Head Evaluation Coordinator.
- Ensure access to computer and a printer and 500 sheets of paper.

### Post Evaluations

- Provide all sick/injured and missing players' reports to the Head Evaluator and the Division Board Representative and any movement or decision that was made in that absence.
- Ensure that all evaluation data is organized and forwarded to the Division Board Representative.
- Address any grievances filed during the evaluation process with Head Evaluation Coordinator.
- Be available to answer questions to the Coach Selection Committee, if needed.
- Be available to meet with the McKnight Board to discuss the evaluation results.
- Be available to meet with the McKnight Evaluation Team in October to review the process for the season.
- Provide feedback to the Evaluation Review Committee concerning any recommendations and/or modifications to the McKnight Evaluation Policies and Procedures manual for the following season.



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## Off-Ice Evaluators

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

- Reports to the Division Evaluation 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;
- At the end of each ice time the evaluators will provide their score sheet to the Division Evaluation Coordinator;
- Evaluators are never to discuss any process or evaluation inquiries with any parents and should refer all such inquiries to the Division Evaluation Coordinators. The Division Evaluation Coordinators will address such concerns and/or pass those concerns onto the Head Evaluation Coordinator;
- The Evaluators should always be fair and impartial in grading each of the players.

## On-Ice Coaches

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

- Reports to the Division Evaluation Coordinator;
- Commit to be present during the scheduled evaluation sessions;
- 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;
- Verify with the Division Evaluation Coordinator that the off-ice evaluators have ample time and opportunity to review players in the evaluation session.

## Data Entry Assistants

The following highlights the responsibilities of the Data Entry Assistants:

- Reports to the Division Evaluation Coordinator;
- 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;

## Check-in Assistants

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

- Reports to the Division Evaluation Coordinator;
- Assist in the management of the “check-in” process and ensure any absences are immediately reported to the Division Evaluation Coordinator;
- Hand out helmet numbers at first evaluation skate.

## Dressing Room Coaches

The following highlights the responsibilities of the Dressing Room Coaches:

- Reports to the Division Evaluation Coordinator;
- Responsible for the supervision and safety of all players while in the dressing rooms before and after each evaluation ice session;