



Blackfalds Minor Hockey Association

Division Director

The Blackfalds Minor Hockey Division Directors are a pivotal point of contact between the teams within their respected divisions and the BMHA Executive. The purpose of the Division Director role is to provide leadership and direction during the Evaluation Process, day-to-day and long-term operation of the divisions. Due to a potential conflict of interest, a Division Director shall not lead a division that contains a member of their immediate family.

Requirements:

- Good organization skills
- Good communication skills; verbal and written
- Flexibility to deal with non-routine issues as they arise
- An understanding of the BMHA Bylaws and Rules & Regulations
- An understanding of the BMHA Evaluation process
- An understanding of the BMHA Grievance process

Roles & Responsibilities

Evaluation Process:

- Facilitate the Evaluation and Team Selection Process
- Know the process completely
- Organize a minimum of 3 non-biased evaluators
- Collect and compile player/parent information list from BMHA Registrar
- Determine initial try-out formats. Includes:
- Arranging on-ice coaches (in cooperation with BMHA Coach Liaison). Meet with coaches prior to evaluations
 - Developing drill sets (in cooperation with BMHA Coach Liaison)
 - Arranging player jerseys and dressing room assignments
 - Providing evaluation sheets for the evaluators
 - Collect evaluation sheets and calculate evaluation results after every ice session
 - Compile completed evaluations and distribute players to appropriate teams according to results
 - Provide BMHA Webmaster with player placement updates during and at the end of the evaluation process. Information to be posted on the BMHA website *blackfaldsminorhockeyassociation.com*
- Hand in the results of the player evaluations to the BMHA Coach Liaison
- Handle parent questions/concerns
- Facilitate any parent/BMHA meeting arising from evaluations

Pre-Season:

- Participate in Head Coach selection (Lead: Coach Liaison)

Start of Season:

- Establish contact with team managers
- Ensure contact information is correct and current
- Establish contact with team representatives for the tournament committee and help the committee get started
- Be a key stake holder and participant in tournament organization and planning. Work with BMHA Tournament Coordinator and Division Tournament representatives
- Meet with all coaches, BMHA Coach Liaison and BMHA Equipment coordinator to communicate season goals, expectations and responsibilities

Duration of Season:

- Attend BMHA Executive meeting as required
- Attend Division Director meetings
- Provide Division update reports to BMHA Executive (Vice President) prior to BMHA Executive meetings with focus on significant items
- Act as liaison for BMHA to teams within division
- Be a resource for coaches, managers, parents and players within the division
- Ensure BMHA Rules & Regulations are followed by division teams (coaches/managers/parents/players) to maintain a safe and controlled atmosphere in which all can enjoy and participate in
- Facilitate and organize any meetings with coaches/parents/players as required for disciplinary or other matters
- Provide any Grievance information to the BMHA Vice President (or designate) when issues cannot be resolved at the Division level. Grievance process will be followed.
- Actively demonstrate and support the BMHA Rules & Regulations with regards to safety, fair play, development, Respect In Sport, general principles and conflict resolution

Evaluations & Team Selection Process

Division Director Guidelines

Communication and the availability of information to the players, parents and all others involved in the evaluation process is of the utmost importance to provide every opportunity for all to attend and participate. The success of the evaluation sessions from an administrative perspective is often measured on the preparation that is done for the on-ice sessions to keep the process organized and on schedule.

Directors should:

Pre-Evaluation

- Compile a parents/players information list from the BMHA Registrar
- Develop ice session schedule (with BMHA Ice Convener)
- Communicate scheduled dates, times and locations of ice sessions to parents and players
- BMHA Website, email
- Assign jersey colors and numbers for each player
- Organize storage for jerseys during evaluation process (with BMHA Equipment Manager)
- Organize required equipment: pucks, pylons, etc. (with BMHA Equipment Manager)
- Organize at least 3 unbiased evaluators for each Division (1 for goalies if required)
- Develop on-ice skills session drill schedule (with BMHA Coach Liaison)

- Develop dressing room schedule to accommodate the number of players and groups during the on-ice sessions
- Organize dressing room supervision
- Organize Officials and Penalty Box staff (Timekeeper, etc.) for Black & White games
- Organize unbiased Players Bench staff for Black & White games ('door openers')
- Develop evaluations packages, include:
 - evaluation sheets with each players jersey color and number (NO PLAYER NAMES)
 - copy of the on-ice skills drill schedule for the on-ice session

Evaluation Sessions

- Facilitate Process and guidance to players, parents and support staff
- Set-up station (table) to greet players, supply assigned jersey and direct them to dressing rooms
- Meet with unbiased evaluators and distribute evaluation packages
- Meet with on-ice coaches as required
- Ensure required equipment is available
- Ensure dressing room supervisors are present
- Ensure Players Bench & Penalty Box Staff is arranged
- Ensure Officials are scheduled for Black & White games
- Collect jerseys at the end of each ice session
- Collect evaluation sheets and total evaluation scores at the end of each ice session
- Distribute players as required based on evaluation results: refer to Evaluation and Team Selection

Process document for direction on each division

- Post updates on BMHA Website (through BMHA Webmaster)
- Deal with parent/player questions & concerns

Evaluation Forms

Evaluation forms will be provided by the Division Directors to the evaluators. The purpose of these forms is to provide BMHA with a consistent framework of how the information on each player can be gathered and administered.

- All forms use a 1-10 scale (1=POOR, 10=OUTSTANDING). This scale provides a broad enough range so that evaluators can be instructed to use whole numbers only (0.5, .25, etc. are not permitted).
- The 1-10 scale should be used fully within each session. The goal of the ice sessions is to be able to rank the players on the ice from top to bottom. It is imperative to have an accurate ranking of players of the players from each ice session.

Evaluator Guidelines

As much as possible there should be a consistency of evaluators for the division. As a Division Director, this continuity ensures that the players are being observed by a group of evaluators who have an unbiased benchmark for performance and knowledge of the overall ability of the group they are evaluating.

The Division Directors will provide evaluation packages to the Evaluators that will include Evaluation Forms with all on-ice player numbers and jersey colors. A copy of the drill schedule should be included for the on-ice Skills Sessions.

*Player names are **not** to appear in the Evaluation Packages

The Division Directors will help the Evaluators to:

- Review all of the drills and skills so on-ice process is understood
- Review the evaluation criteria prior to the process to ensure that all evaluators are evaluating the same skill with the same intent
- Ensure they are stationed separated from the other evaluators and spectators during the on-ice sessions
- Ensure they all have the same evaluation sheet with accurate jersey color and numbers
- Review their marks at the end of each session to ensure no errors were made
- Ensure evaluation documents are given to the Division Director at the completion of each ice session
- Ensure they do not share evaluation results, comments or opinions with any players/parents/coaches or other interested parties
- Ensure questions, comments or complaints are referred to the Division Director without offering comment

On-Ice Coaches

During the on-ice sessions there should be a minimum of one lead coach and two assistants present on the ice.

The responsibilities of the on-ice staff include:

- Check that all players have the proper protective equipment
- Keep up the pace and flow on the ice in order to finish all drills within the allotted time period. In order to accomplish this it is imperative the lead coach is aware of the time for each drill and the order that the drills occur.
- The same drills should be kept in the same order for each session. Drills may differ by age group
- Warm-up to be controlled by the coaches to ensure a brisk and adequate stretch (3-5minutes)
- If possible, review the on-ice drills with the players prior to the session so they are aware of the order the drills will occur
- Ensure the players understand the drill, it is the lead coaches responsibility to put the players in a situation where they can show their skill and not struggle with understanding the drill
- If a player has their performance affected by items of their control it is the discretion on-ice coaches to allow the player to perform the drill an additional time
- Encourage players to perform to the best of their ability
- Verify with evaluators that they have had ample time to review all the players in the given drill
- Do not share any personal insight with parents/players/other observers that may appear to bias or alter the process

Communication with Players and Parents

As soon as the evaluation dates, times and location have been determined the parents and players must be informed. It is essential to ensure a strong communication structure is place to avoid player absenteeism due to circumstances within BMHA control.

- Provide evaluation dates, times and locations to BMHA Webmaster, to be posted on BMHA website
- Email parents/players to notify them of evaluation dates, times and locations
- Ensure the information sent via email and posted on the BMHA website is accurate and consistent
- Advise parents/players to arrive a minimum 45 minutes prior to their ice time on order to check-in and receive their assigned jersey
- Once the evaluation sessions have started ALL communication with regards to schedule changes, ice session player roster changes, Black & White game team rosters and team selection announcements will be done through the BMHA website (via BMHA Webmaster)