



DIVISION COORDINATOR MANUAL

The Director of Evaluations oversees evaluations for the entire association – U7 thru U17. The Director will provide mentoring and training to our Division Coordinators to help meet our organizational requirements and ensure evaluation policies are being followed.

Division Coordinators will be required to recruit volunteers based on volunteer roles parent's chose during the registration process.

- Evaluation Assistants - Player check-in, pinny distribution, on-floor help, wash pinnies

A TEAM TRYOUT EVALUATION PROCESS

Sabrecats A Team tryouts will be independently run and evaluated utilizing the services of the Junior teams – coaches and players, as well as, vetted Sabrecats coaches. Players who make it through all A evaluations, but are cut after the final session, will be placed on a B level team without being required to participate in the B/C level tryouts.

Pre-Evaluation Coordinator Preparations:

A Team tryouts evaluation process observes athleticism and tactical skills to create a team.

- Send an early communication email to everyone that they will receive subsequent emails outlining when/where the evaluations will occur.
- Recruit Check-in persons.
- Recruit Pinny collect/wash person.
- Attend Coordinators meeting that will be held prior to evaluations commencing where you can collect balls and pinnies, clipboards, pens from Sabrecats locker room.

Evaluation Drills and Scrimmage:

A combination of Drills and Scrimmage utilizing the following general guidelines:

Session 1: skills and scrimmage (greater time on skills)

Session 2: skills and scrimmage (roughly equal time on both aspects)

Session 3: Skills and Scrimmage (greater time on scrimmage)

Session 4: All Game play

During Evaluations:

Communication with parents and players will need to occur to inform them of their subsequent floor times as they move through the process. At the end of each evaluation floor-time, any player may be cut. Players will need to be notified prior to the next series of evaluations whether they have been invited back to continue.

Post Evaluation Coordinator Requirements:

- Collect pinnies before players leave the field on last day of evaluations. Have the facilitators and volunteers standing at the doors to collect.
- Send an email to Head Coach with players who have made the team.

U7 EVALUATION PROCESS**Pre-Evaluation Coordinator Preparations:**

This division age coordinators most important function is communication with the parents. Making sure parents are aware of evaluation and season dates, and ensuring the players are properly equipped. Teams are created primarily on where they go to school, balancing by birthdate and observing athleticism to create team parity for this age division.

- Communicate with Executive Director to pull final registered player list. Keeping in mind there will likely be late registrants that will need team placement after evaluations.
- Create player/parent spreadsheets for email communication and team coordination.
- Send an early communication email to everyone including pertinent evaluation information including equipment requirements.
- Recruit volunteers (potential coaches) to help with evaluations.
- Recruit Check-in persons.
- Recruit Pinny collect/wash person.
- Attend Coordinators meeting that will be held prior to evaluations commencing where you can collect balls and pinnies from Sabrecats locker room.

Post Evaluation Coordinator Requirements:

- Once teams are divided (generally 10-12 players per team). The coordinator will work with coaches to communicate their team roster to parents/players. New teams can manage the schedule information once posted and recruit managers from within.
- Where there is a lack of coaches, work with the Director of Coaching to recruit parents to get involved.

U9 EVALUATION PROCESS**Pre-Evaluation Coordinator Preparations:**

This division age coordinators will facilitate an evaluation process that observes athleticism and skill development to create team parity. Ensure players are properly equipped by communicating requirements in early emails.

- Communicate with Executive Director to pull final registered player list. Keeping in mind there will likely be late registrants that will need team placement after evaluations.
- Create player/parent spreadsheets for email communication and team coordination.
- Send an early communication email to everyone that they will receive subsequent emails outlining when/where the evaluations will occur. In the primary email include equipment requirements.
- Recruit Check-in persons.
- Recruit Pinny collect/wash person.

- Attend Coordinators meeting that will be held prior to evaluations commencing where you can collect balls and pinnies, clipboards, pens from Sabrecats locker room.
- Run a de-brief session for your evaluators and facilitators to ensure everyone understands their roles and responsibilities.

Post Evaluation Coordinator Requirements:

- Once teams are divided (12-15 players per team). The coordinator will work with coaches to communicate their team roster to parents/players. New teams can manage the schedule information once posted and recruit managers within.
- Where there is a lack of coaches, work with the Director of Coaching to recruit parents to get involved.

U11 EVALUATION PROCESS

Pre-Evaluation Coordinator Preparations:

This division age coordinators will facilitate an evaluation process that considers multiple factors to create team parity. Ensure players are properly equipped by communicating requirements in early emails. Teams are created by balancing skill and athleticism to create team parity set for this age division using a pod system.

- Communicate with Executive Director to pull final registered player list. Keeping in mind there will likely be late registrants that will need team placement after evaluations.
- Create player/parent spreadsheets for email communication and team coordination.
- Send an early communication email to everyone that they will receive subsequent emails outlining when/where the evaluations will occur. In the primary email include equipment requirements.
- Recruit volunteers (potential coaches) to help with evaluations.
- Recruit Check-in persons.
- Recruit Pinny collect/wash person (one per floor).
- We use One-Click as our evaluation software – for data input, evaluation sheets, emailing session times
- Attend Coordinators meeting that will be held prior to evaluations commencing where you can collect balls and pinnies, clipboards, pens from Sabrecats locker room.

During the Evaluations:

Communication with parents and players will need to occur to inform them of their floor times as they move through the process.

Post Evaluation Coordinator Requirements:

- Collect pinnies before players leave the field on last day of evaluations. Have the facilitators and volunteers standing at the doors to collect. Parent volunteer to wash them.
- Once teams are selected (13-18 players per team). The coordinator will work with coaches to communicate their team roster to parents/players.
- Where there is a lack of coaches, work with the Director of Coaching to recruit parents to get involved.
- New teams can manage the schedule information once posted and recruit managers from within.

U13-U15-U17 B/C EVALUATION PROCESS

The U13-U15-U17 divisions are tiered into equal parity teams within 'B' and 'C' divisions based on the CDLA Tiering Document. Playoffs are played to determine city champions.

Pre-Evaluation Coordinator Preparations:

This division age coordinators will facilitate an evaluation process that observes athleticism and tactical skills to create teams within B and C. Where there is more than one team in each level division parity should be assessed.

- Create player/parent spreadsheets for email communication and team coordination.
- Send an early communication email to everyone that they will receive subsequent emails outlining when/where the evaluations will occur. In the primary email include equipment requirements.
- Recruit volunteers (potential coaches) to help with evaluations.
- Recruit Check-in persons.
- Recruit Pinny collect/wash person (one per floor).
- Attend Coordinators meeting that will be held prior to evaluations commencing where you can collect balls and pinnies, clipboards, pens from Sabrecats locker room.

During the Evaluations

- Communication with parents and players will need to occur to inform them of their floor times as they move through the process.

Post Evaluation Coordinator Requirements:

- Collect pinnies before players leave the field on last day of evaluations. Have the facilitators and volunteers standing at the doors to collect.
- Teams are divided (16-18 players per team). There should be enough pre-determined coaches at this level otherwise recruitment may be required.
- Coaches will communicate with their new teams, manage the schedule information once posted and recruit managers within.