



GUIDELINES FOR SUPPORT STAFF

On-ice Coaches

During the ice sessions there should be a minimum of one lead coach and 2 assistants for the duration of the session. The responsibilities of the on-ice staff include:

- ◆ Keep up the pace and flow of the drills to finish within the allotted period. In order to accomplish this it is imperative the lead is aware of the time for each drill and the order that the drills occur.
- ◆ Drills should be kept in the same order for each session
- ◆ The warm-up should be controlled by the coaches to ensure a brisk and adequate stretch
- ◆ If possible pre-ice the players prior to the session so that they are aware of the drills and the order which they will go through them
- ◆ 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 out of their control it is the coaches discretion to allow the player to perform the skill a 2nd time
- ◆ Check that all players have the proper protective equipment
- ◆ Encourage the players to perform to the best of their ability
- ◆ Do not share any of your personal insight with parents/players/other observers that may appear to bias or alter the process
- ◆ Verify with evaluators that they have had ample time and opportunity to review players in the given drill.

Evaluator Guidelines

As much as possible there should be a consistency of evaluators for a given age group or division. This continuity ensures that the players are being observed by a group of evaluators who have a benchmark for performance and knowledge of the overall ability of the group that they are observing. Generally the evaluators should:

- ◆ Review all of the drills and skills to be observed so that you are clear on the on-ice process
- ◆ Review the evaluation criteria prior to the process to ensure that all evaluators are evaluating the same skill with the same intent
- ◆ Stay separate from the other evaluators and the spectators during the entire on-ice process
- ◆ Make sure that all evaluators have the same evaluation page with the same pen numbers and colours
- ◆ Review your marks at the end of the session to ensure you have not made any entry errors
- ◆ Evaluation documents should be gathered by the Division coordinator at the completion of each ice session
- ◆ Do not share your comments or opinions with any players/ parents or other interested observers
- ◆ Refer questions, comments or complaints that you may receive to the Division coordinator, Evaluation coordinator or MHA executive without offering comment on the question or complaint.





Coordinator Guidelines

The success of the evaluation sessions from an administrative perspective will often be measured on the preparation that is done for the ice sessions to keep players well organized and in order. Generally the coordinator should:

- ◆ Ensure that each player has a jersey or piney with the correct number corresponding to their tryout number
- ◆ Ensure that all equipment including pucks, pylons and other ice time equipment are present for the beginning of the session
- ◆ Deal with any late arriving registrations or players who have attended the incorrect ice session.
- ◆ Coordinate dressing room supervision since often there are no coaches assigned to the teams prior to the completion of evaluation

Guidelines for Contacting Players and Parents

As soon as you are aware of evaluation locations and times the parents and players must be informed. It is absolutely essential for the process to be effective to have a strong communication structure to avoid missed selection times and player absenteeism. Here are a few guidelines to keep stakeholders in the loop:

- ◆ Begin phoning as soon as you receive the list so that players and parents receive as much notice as possible
- ◆ Identify yourself and the reason for calling
- ◆ Advise players of the date, time, location of their scheduled selection session. It is strongly encouraged to speak with a parent to ensure that the information has been written down by the player
- ◆ Advise players to arrive a minimum of 30 minutes prior to the tryout in order to register and assign the proper jersey
- ◆ Log your calls and who you talked with so that there is a clear record of contact being made
- ◆ Do not leave messages with children other than the player, leave your number under either scenario so that the parent can call back.
- ◆ If you leave a message on an answering machine provide all details for the scheduled selection and ensure you leave a call back for the parent to confirm the time. Try to make contact directly even if a message has been left on a machine
- ◆ Return your completed contacted list to the Division coordinator so that there is a record kept of the communication of information.