

TRIBORO YOUTH HOCKEY EVALUATION AND TEAM SELECTION PROCESS

I. **Purpose and Scope:** Triboro Youth Hockey has developed a fair, transparent and team oriented process with checks and balances for evaluating players in order to properly place on skill level determined teams. Triboro Youth Hockey believes it is important to ensure that players are placed on appropriate teams based on skill level most importantly for player safety as well as to maximize player development. The Board of Directors of the organization will review and approve all aspects of the process of evaluations, team selection and player movement including the selection and approval of the evaluation team members so as to ensure a fair and transparent process.

II. **The evaluation process will evaluate each level by age groups. The levels will be:**

1. Mites
2. Squirts
3. Pee Wees
4. Bantams
5. Midgets

III. **The evaluation process will consist of a team of people:**

Coaching Coordinator – will be appointed by the Board of Directors:

1. Must be in good standing with the program
2. Must be a Board Member
3. Will manage evaluations from start to finish in communication with the Board of Directors

Age Level Coordinators - will be appointed by the Coaching Coordinator/approved by the Board:

1. Must be in good standing with the program
2. Must be current with Mass Hockey and USA Hockey requirements

On-Ice Coaches – selected by the Age Level Coordinator/approved by the coaching coordinator:

1. Must be in good standing with the program.
2. Must be current with Mass Hockey and USA Hockey requirements
3. Not required to have a child in the program.

Coaching Committee- appointed by the Coaching Coordinator, approved by the board:

1. Age Level coordinators
2. Off-ice evaluators
3. Coaching Coordinator
4. Independent Board Member

Goalie Evaluator – appointed by the Coaching Coordinator and approved by the Board of Directors

1. Independent Goalie expert
2. Does not need to be part of the Organization
3. May require payment for services

IV. Coaching Coordinator Responsibilities:

1. Select age Level coordinators for the following season
 - a. Mite Coordinator
 - b. Squirt Coordinator
 - c. Pee Wee Coordinator
 - d. Bantam Coordinator
 - e. Midget Coordinator
2. Select the Coaching Committee, who must attend ALL evaluation.
 - a. Three (3) off-ice evaluators will be selected from present coaches from the AGE level being evaluated who will be coaching in the subsequent season at the same AGE level. The coaching coordinator can reduce to one (1) at his discretion especially for Mite Age levels.
 - b. Two (2) off-ice evaluators will be selected from present coaches who have coached at the AGE level before the AGE level being evaluated who will be coaching at the AGE level being evaluated in the subsequent season. The coaching coordinator can reduce to one (1) at his discretion especially for Mite Age levels.
 - c. One (1) coach/Board Member or a person appointed by the Coaching Coordinator that has no child at the age level being evaluated.

- d. One (1) coach/Board Member or a person appointed by the Coaching Coordinator and approved by the Board of Directors to oversee all proceeding from the start to finish. Person will not be an off-ice evaluator.
 - e. The Coaching Coordinator will also be part of the Coaching Committee. The Coaching coordinator will also be an off-ice evaluator in the case where there is an even number of evaluators and/or at his/her discretion.
- 2. Develop and communicate the detailed process and drills for on ice evaluations for each age level for each hour of on ice evaluations
 - 3. Prepare and distribute the Player evaluation forms including the evaluation criteria to be used by the off-ice evaluators.

V. On Ice Evaluation process:

- 1. Evaluation process for all age groups will consist of a minimum of 3 hours of on ice evaluations per player split over three (3) sessions.
 - a) Evaluation groups will be set up according to the number of players being evaluated and will initially be separated alphabetically or by other means so as to establish, as best as possible, balanced numbers by session.
 - i. Each player who is eligible for evaluation will be assigned a unique numbered and colored jersey at the time of sign in for the first session of evaluations.
 - ii. The Coaching coordinator will work to the best of his/her ability to evenly split by color jersey, players by age, experience level and preferred position as determined by registration information
 - iii. A player's number and color of jersey will not be changed at any point during the entire evaluation process without the approval of the Coaching Coordinator.
 - b) Process of evaluations for the first session will consist of drills involving:
 - i. Skating
 - ii. Passing
 - iii. Shooting
 - c) After the first session of evaluations, the Coaching Committee will spread both groups into an upper and lower group based on skill level as determined by evaluation results from the off-ice

evaluators. Groups will be as even as possible – FOR EXAMPLE – 30 players shall be divided as follows- 16/14, 15/15 or 14/16.

- d) Process of evaluations for the second session will consist of drills involving:
 - iv. Skating
 - v. Passing
 - vi. Shooting
- e) Process of evaluations for the third session will consist of a game scrimmage and/or drills based on game situations.
- f) All drills will be run identically for all groups in each session.
- g) Players will be evaluated based on their preferred position if indicated based on registration information especially at the higher age levels above MITE.
- h) The Coaching Committee will have the option, in any group evaluation, to hold player(s) who may have missed evaluations scores or that stand out and are agreed by majority of the off-ice evaluators to be reevaluated with the upper group. This action is not a firm requirement and is a player/parent option.
- i) The Coaching Coordinator or Age Level Coordinator will keep all evaluation sheets from off-ice evaluators until the end of the following season.
- j) All players will be notified by email when the skate for second and third evaluations will be held.
- k) Players who miss any evaluation session will be handled on an individual basis based on the information available to the Coaching Committee.
- l) Goaltenders will participate in the three evaluation sessions and will also be evaluated by the independent goalie expert. Any goaltender that also intends to skate out at anytime during the season should be evaluated as a skater as well as a goaltender.

VI. Process of Selecting Age Level Teams.

Immediately following the final evaluation session (same day/night), the Coaching Coordinator will organize a meeting with the Coaching Committee to complete the process of selecting the age level teams.

1. Guidelines used for the process of selecting teams:
 - a. Amount of teams will first be determined by number of players as well as goaltenders, when necessary.
 - b. Placement of players will be heavy loaded from the lower team to upper team allowing for movement once the season starts for two reasons:
 - i. New Triboro membership

- ii. Players who may have been misplaced when season starts or have improved dramatically over the off season.
 - c. Player placement on teams will be determined using all the tools available to the Coaching Committee (see Tools used by Coaching Committee).
 - d. All players will be placed on teams based on skill level as demonstrated during the evaluation process. For safety reasons, players who have not demonstrated sufficient skills to play team hockey at the respective levels may be recommended to attend or re-attend learn to skate, mosquitoes or other programs to develop basic hockey and skating skills.
 - 2. Tools used by Coaching Committee:
 - a. A minimum of three (3) sessions of on-ice evaluations of players utilizing the process and evaluation criteria and forms.
 - i. Off-ice evaluators will not evaluate their own child
 - b. Coach supplied player rating sheets (beginning, mid and final) with all players for the present team played and coached. To be completed before evaluations by all coaches on that team together and put on one sheet and signed by all coaches on that team. The Coaching coordinator will oversee, distribute and collect player evaluations during the season.
 - c. Coaches rating sheet will be used also for “bubble players” determined by:
 - i. 1st/2nd year players
 - ii. Preferred position of play depending on team needs
 - iii. Conversation with coach who coached players over the past season in case of a situation when 2 players are:
 - 1. On the Same team
 - 2. Both 1st year players
 - 3. Both 2nd year players
 - ii. Input will be presented to Coaching Committee and Coaching Coordinator and decision will be made at that time.
3. Once initial team selection has been completed, a final review of the team placements will occur to identify any placements that additional review may be required. Instances that may warrant additional review include players that moved up or down a significant number of levels in one season. For example a Mite 4 selected for Squirt 1 or Squirt 1 selected to Pee Wee 4. All tools used by Coaching Committee can be used and verified in this process including discussions with previous player coaches and coaches in season and final player evaluations.

4. Player movement may be required (see section VII) once the season has begun and will be coordinated by the Coaching Coordinator with the age Level coordinators then presented to the Board of Directors for approval. The player/parents and coaches will be notified of any recommended player movements. In all cases player movement will only be possible during the open roster periods as defined by the leagues we participate in. Typically the deadline is December 1st of the season.
5. Goaltenders team selection will be based on skill ranking as determined by the independent Goalie evaluator as well as evaluations by the off-ice evaluators. A player that is registered as a goalie and a skater needs to be placed on the team based on the level of the players skating as first priority and goalie as second priority.

VI. Process for Selecting Coaches:

1. All coaches will have filled out a coaches application requesting position they want to coach the next year with information on past years coaching history as well as hockey information, back ground, level of play attained.
2. Coaching Coordinator, with age Level coordinators will meet on the same night, if possible or within 1-2 weeks from the completion of the player evaluations and discuss and select coaches for the coming year. Head coach and maximum of 3 assistant coaches to meet USA and Mass Hockey guidelines.
3. Coaching Coordinator will complete a list of all eligible coaches and present to the Board of Directors for approval.
4. Once Board of Directors has approved the coaching positions, all coaches eligible and selected by the Coaching Coordinator and Age Level coordinators will meet within 2-3 weeks of the player evaluations and will be given a USA roster of players.
5. All coaches will be required to attend the coaches meeting and no players are to be notified until after the meeting on the first business day following the meeting.
6. The Head Coach of each team will notify each player's parent or guardian within 2 days of the coaching meeting by phone or email.

VII. Process for Player Re-Evaluation and Movement.

1. All player movement will happen at the beginning of the following season prior to the deadline to finalize rosters with the leagues we participate. The process will be as follows:

2. Coaches from each team will monitor and evaluate if any player(s) may require player movement based on skill level that is distinctively greater as compared to a majority of the team. In no case will a player be recommended to move down.
3. The Head Coach will notify the Coaching Coordinator and age Level coordinator by email before any discussion with player, other coaches at different level as well as parents or guardians involved.
4. Coaching Coordinator along with the age Level coordinator will communicate with the coach and schedule a time with next available practice and re-evaluate the player with a minimum of 2 members of the Coaching Committee. The Coaching Committee members present will make the sole decision if player movement is recommended.
5. Coaching Coordinator will then recommend movement of the player to the Board of Directors for approval to move the said player or players.
6. Once the Board of Directors approves movement of said player(s) the Coaching Coordinator will notify the age Level coordinator who will contact the coaching staff of the said player's team who will in turn notify parent/players of said movement – immediately and without delay.

VIII. Process for Parent Issues with Team Placement.

1. Upon receipt of a formal communication either verbal, written or email by a parent or guardian of a player, the Head Coach or other person who has been contacted, will notify the Coaching Coordinator and age Level coordinator before any discussion with other coaches at different levels as well as parents or guardians involved.
2. Coaching Coordinator along with the age Level coordinator will review the communication from the parent and determine if further action may be required.
3. If further action is deemed appropriate, the steps in section VII 4, 5, and 6 (**Process for Player Re-Evaluation and Movement**) will be followed.
4. If a player movement is not deemed appropriate or approved by the Board, the parent or guardian will be promptly notified by the Age coordinator of the programs decision.