



SAMHA Player Evaluations

August 2021

INTRODUCTION

The evaluation process is a fundamental component our program. This document is intended to provide our members with a detailed outline of SAMHA's process and policies. This document will act as the general guideline for all involved to ensure a consistent application of the principles of evaluation are applied throughout the process. We encourage all members to read this document and contact our Hockey Operations VP if you have any questions.

EVALUATION OBJECTIVES

SAMHA remains committed to supporting the following objectives throughout the evaluation process:

- Provide an impartial, consistent and comprehensive evaluation of a player's total hockey skills, resulting in the best chance to develop.
- To form teams that maintain a skill balance where players can develop, participate and have fun playing hockey.
- To develop an evaluation process that is transparent and trusted by players, parents, and coaches.
- To provide coaches with the opportunity and flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude.



ROLES & RESPONSIBILITIES

Evaluation Director

- Act as an impartial representative on behalf of St. Albert Minor Hockey Association, its members, and its players
- Form an Evaluation Committee annually with the Hockey Operations VP
- Responsible for overall coordination and oversight of player evaluations
- Participate in the ongoing review of the evaluation process and present proposals to the Evaluations Committee for changes to the player evaluation process
- Periodically attend evaluation sessions for all age groups and provide guidance ensuring the ongoing integrity and consistent application of processes as outlined in SAMHA Policies
- Ensure that any behaviour inconsistent with SAMHA's policies and procedures and Respect in Sport is immediately sent to the Admin VP and Executive Director

Executive Director

- Arbitrate any disputes arising during players' evaluations
- Participate in the ongoing review of the evaluation process and present proposals to the Evaluations Committee for changes to the player evaluation process
- Periodically attend evaluation sessions for all age groups and provide guidance ensuring the ongoing integrity and consistent application of processes as outlined in SAMHA Policies

Hockey Operations Committee Chair

- Coordinate on ice coaches with the Director of Coaches;
- Ensure each division has coordinated volunteers for the following: Check-In Desk, Jersey Handout, and Dressing Room/Bench Supervision
- Act in an unbiased and impartial manner during the evaluation process



ROLES & RESPONSIBILITIES

Administrator/Registrar

- Provide registration information with regular updates to evaluators
- Advise Evaluation Director of all pertinent timelines and procedures
- Post evaluation information on the website as required
- Participate in the draft process to support the transfer of players within Team Snap
- Ensure data integrity and confidentiality at all times throughout the process

Ice Allocator

- Work with the Evaluation Director and the Executive Director to schedule the appropriate number of skates per Age Group at the appropriate times
- Provide appropriate intervals between skates to accommodate data entry, review and posting of future skate times
- Liaison between SAMHA and the City of St. Albert facility operations

Division Directors

- Work with Division Manager and Hockey Operations Committee Chair to coordinate the volunteer scheduling as provided by the Evaluation Director
- Consistently ensure compliance with SAMHA Policies
- Act in a confidential manner ensuring the integrity of the evaluations process
- Be visible and accessible throughout the process to answer general questions from parents and player
- Communicate the process and skate times with the players and/or parent/guardians in a timely manner
- Responsible for notification of injured, absent or late players to the Evaluation Director
- Ensure that all necessary equipment including pucks, pylons, clip boards and other on-ice equipment are present for the beginning of each session and in good, working condition
- Assign and work with Check-in Desk/Jersey Coordinator for your division



ROLES & RESPONSIBILITIES

Volunteer On-ice Coaches

- Report to the Evaluation Director
- Submit their SAMHA Coach/Volunteer application through the SAMHA website
- Consistently ensure compliance with SAMHA Policies and Procedures
- Review and understand the drills and skills identified within the practice plans to ensure a clear understanding of the on-ice process
- Act in an unbiased and impartial manner during the evaluation process
- Keep the pace and flow of the drills to finish within the allocated ice time providing equal opportunity to all players
- Encourage players to perform to the best of their ability
- Ensure that players understand the drills and have equal opportunity to participate

Check-In Desk / Jersey Coordinator

- Each Division will have a Check-in Desk / Jersey Coordinator
- Check-in Desk/Jersey Coordinator reports to the Division Director for that specific age group
- Manage the “check-in desk” process and ensure any player absences are immediately reported to the Division Director
- Hand out jerseys and inform skaters of dressing room assignment, jersey number and colour;
- Maintain confidentiality of the team and number list, do not permit photos of players lists to be taken
- Collect all jerseys after each skating session and at the end of the day
- Arrange to have jerseys washed at the end of each session

Dressing Room & Bench Supervisors

- Reports to the Division Director
- Provide supervision in the dressing rooms prior to and after each session



ROLES & RESPONSIBILITIES

Continued...

- Manage the benches i.e. shift changes, player position rotation, player conduct, during scrimmage play ensuring that players stay in numerical order, or the assigned order for that skate time
- Consistently ensure compliance with SAMHA Policies and Procedures
- Act in an unbiased and impartial manner during the evaluation process
- Encourage players to perform to the best of their ability
- Responsible to not be on the same bench as their own child

Paid Evaluators

- Review and understand the drills and skills identified within the practice plans to ensure a clear understanding of the on-ice process
- Review the evaluation criteria prior to the process to ensure they are evaluating the same skill with the same intent as the other evaluators
- Stay physically separate and independent from all other Evaluators and parents during the evaluation program
- Provide a fair, unbiased and thorough analysis of all players
- Does not compare notes, scores or rankings with other Evaluators during sessions
- Will not share comments or opinions with any parents/players or other interested observers
- Maintain confidentiality of player scores and/or rankings at all times;
- Review evaluation rankings at the end of each session;
- Submit evaluation data immediately following the completion of each ice session



ROLES & RESPONSIBILITIES

Volunteer Evaluators

- Refer questions, comments or complaints that you may receive to the Division Director or Evaluation Director without offering comment on the question or complaint
- Immediately inform the Evaluation Director of any potential conflicts of interest prior to the start of a session, or as soon as it has been identified;
- Will not evaluate their own child
- Do not take any photographs of evaluation materials, team lists, sign in sheets etc
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Parent Responsibilities

- Attend the Town Hall meeting prior to evaluations starting
- Practice what you have learned in Respect in Sport
- Do not take any photographs of evaluations materials, team lists, sign in sheets etc.
- Be aware of the importance of evaluations and the corresponding schedules.
- September is the primary month for evaluations, and players are required to attend all scheduled sessions. Missed sessions may alter the process for all players.



ROLES & RESPONSIBILITIES

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Help your player to be prepared:

- Be at the rink early enough for your child to be completely ready 15 minutes before the ice time starts.
 - Players should be dressed and sitting on the benches in the dressing room with their sticks at the door.
 - Make sure all their equipment fits, skates are sharpened and all items are in the equipment bag when you leave your home.
 - Full equipment including neck and mouth guards are mandatory and must be in place for your child to participate in the evaluation process.
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- Promote positivity and support.
 - Understand the process yourself.
 - Be as informed as possible about the association's evaluation process Contact SAMHA early if you have a question or if your player is sick or injured.
 - Contact the Evaluation Director and the Division Director directly by email.
 - Respect the Association Evaluators and do not ask Evaluators for player information.
 - Promote and support having fun throughout the process

Evaluations Committee

An ad hoc committee formed each season to support planning and improvement of the evaluation process; committee is supported by the Board of Directors and operates under a defined term of reference