

TRAILS WEST HOCKEY ASSOCIATION

EVALUATION GUIDELINES

Approved September 3, 2020

This document is intended to reflect a typical evaluation process and is not reflective of the evaluation process that will be followed under the Government of Alberta Phase 2 restrictions. The Covid-19 section of this document along with the Hockey Calgary Return to Hockey plan will provide guidance for the 2020 evaluation process.

These guidelines are subject to change at any time with new direction provided by Alberta Health Services and the Government of Alberta.



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INTRODUCTION

The Trails West Hockey Association ("TWHA", "Trails West" or the "Association") conducts an annual evaluation program to place players on appropriate teams based on skill level for the upcoming hockey season. The TWHA evaluation program has evolved over the years and in general it is considered by many to be very effective and successful. This evaluation guideline outlines the principles that have been approved by the Board of Directors.

COVID-19

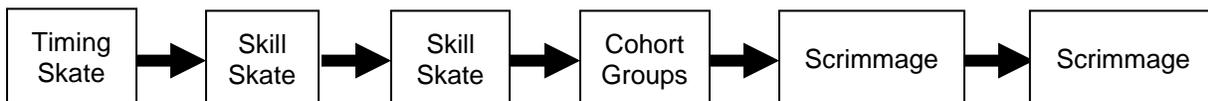
With the ongoing changes regarding COVID-19, the Association will continue to monitor and follow recommendations from Hockey Canada, Hockey Alberta, Hockey Calgary, Alberta Health Services, Government of Alberta and the Government of Canada. The current evaluation plan will follow the Hockey Calgary Return to Hockey plan dated **August 27, 2020**. A link to the Hockey Calgary Return to Hockey plan can be found on the Hockey Calgary or Trails West websites. The Association may be required to modify the evaluations process at any point and will provide the membership as much notice as possible regarding these changes.

At this time, following the Hockey Calgary Return to Hockey plan, Trails West is proposing the following evaluation model:

U7



U9, U11, U13, U15



U18



PLAYER EVALUATION OBJECTIVES

- Our number one goal is to place players on the team that is best aligned with their hockey skills in the time allotted with minimal stress to members, volunteers and our players.
- Evaluations will assess a player's total hockey skills based on individual drills and scrimmage sessions (as appropriate to the age group).
- To ensure that all players have a reasonable opportunity of being selected to a team appropriate to their skill level.
- To form teams to maintain balanced and competitive play where players can develop and participate equitably and have fun playing hockey throughout the season.

EVALUATION FAQ

- 1) Who is this guide for?
- 2) When do the evaluation sessions start?
- 3) How many evaluation sessions will there be?
- 4) What is being evaluated?
- 5) Who will do the evaluations?
- 6) What should the player bring to each session?
- 7) How are the players notified of their next evaluation session and standing within the process?
- 8) Will the player be evaluated in a skill or game environment?
- 9) What happens after the evaluation sessions?
- 10) How soon after the evaluations does the season start?

1) Who is this guide for?

This guide is for all TWHA hockey players from U9 to U18 who are not participating in the House League program. Learn to Skate (LTS) and U7 go through a shorter evaluation process. U21 players do not go through the evaluation process unless there is more than one team. U7 players will be evaluated according to the U7 manual on the Hockey Calgary website.

2) When do the evaluation sessions start?

Evaluation sessions generally begin each year at the start of September.

3) How many evaluation sessions will there be?

The number of evaluation sessions depends on the number of players registered in each age group. U7 players will skate in 2 sessions. U9, U11 and U13 players will skate in at least 4 sessions, including a timing skate at the start for player placement. U15 and U18 players will skate in at least 4 sessions, not including a timing skate. More information regarding the skates and player movement can be found on pages 8 – 11.

Goalies will participate in more sessions and in the case of U11 and U13 goalies, will also have one 'goalie only' session.

4) What is being evaluated?

See the On-Ice Evaluation section.

5) Who will do the evaluations?

Trails West uses prior year coaches, assistant coaches, and other qualified volunteers to fill the required positions during evaluations. Timing skates may be conducted by an independent company that is equipped with specialized equipment designed to time athletes. Goalie evaluations may use independent evaluators with expert goaltending backgrounds working within the guidelines set by Trails West. All parents will have the opportunity to volunteer for the roles of on ice helper and apply for a role as an off-ice evaluator.

The evaluation group for each age group generally consists of the following:

- Lead Age Group Coordinator
- Assistant Age Group Coordinator
- Evaluation Age Group Coordinator
- Data Entry Clerk(s)
- Data Entry Control Person
- On Ice Coordinator(s) (Ice Boss)
- On Ice Volunteers (Helpers)
- Off Ice Evaluators

The evaluation program is overseen by the following Board members:

- Co-Directors of Evaluations
- Vice President, Operations for the age group
- President
- Past President

Please refer to the **Evaluation Team – Roles & Responsibilities** section for a complete description of each position.

6) What should the player bring to each session?

Full equipment is always mandatory. This includes:

- Protective cup
- Shin Pads
- Hockey Pants
- Shoulder Pads
- Elbow Pads
- Skates
- Hockey Gloves
- Hockey Stick
- CSA Approved Helmet w/ Full Shield or Cage
- Neck Guard
- Mouth Guard

Players will be assigned a numbered pinney for the duration of evaluations upon their arrival at the rink. The evaluators will only know the player's pinney number – not their name. At each U9 and U11 ice time, players will be notified whether they are a 'red' or 'white' pinney for the session. The red and white assignments are determined based on the rankings of prior sessions such that the red and white groups are, in aggregate, of equal ability. U13, U15 and U18 will follow a similar process with players being informed of their pinney color upon check-in to each ice time.

7) How are the players notified of their next evaluation session and standing within the process?

During the evaluation process, members will be notified by email or by updating the website prior to 7:00 am the morning after each evaluation session. The Age Groups Coordinators will provide this information to each age group. **Please ensure you continue to check the TWHA website to determine the players next evaluation session time.**

8) Will the player be evaluated in a skill or game environment?

At the younger age levels, a greater emphasis will be placed on the evaluation of skills. As the players get older, the scrimmage sessions will have a greater overall impact on the player's placement within the age group.

9) What happens after the evaluation sessions?

Upon completion of evaluations, the evaluation group finalizes rankings, coordinates coach applicants, and assigns teams. This will typically take at least 2-3 days.

Once teams are assigned, players will be contacted by the coach of their team. The coach will outline:

- Practice schedule
- Game schedule
- Introduction of other coaches
- Setting of the first team meeting of players, parents, & coaches

10) How soon after the evaluations does the season start?

Team practices will start very shortly after the evaluations are completed – usually within 1-2 days.

EVALUATION TEAM – ROLES & RESPONSIBILITIES

Following registration, each parent will be given the opportunity to participate in the evaluation process. Volunteer positions include:

- Lead Age Group Coordinator
- Assistant Age Group Coordinator
- Evaluation Age Group Coordinator
- Data Entry Clerks (typically 2 per age group)
- Data Entry Control Person
- On ice coordinator (Ice Boss) (typically 2-4 per age group)
- On ice assistant (typically 2-4 per ice time)
- Off ice evaluator (typically 12 per ice time)
- Parent Advocate

The Lead Age Group Coordinator and Assistant Age Group Coordinator for each age group are selected by the Vice President, Operations for that age group and approved by the President. The Lead Age Group Coordinator then selects the support team for evaluations and the Vice-President, Operations for each age group and the Co-Directors of Evaluations approve the recommendations/selections. Where practical, volunteers should represent the balance of the membership participating in the evaluation session (i.e. reflect a balance of first and second year players).

Co-Directors of Evaluations

Typically, the Co-Directors of Evaluations (Board members) will focus on annual improvements to the evaluation process and its successful implementation. The Co-Directors of Evaluations are responsible for ensuring the evaluation process flows smoothly and is executed consistent with the evaluation guideline. The Co-Directors of Evaluations support the Vice Presidents, Operations and Age Group Coordinators to ensure process consistency and accuracy.

Age Group Coordinators (1st & 2nd Year Parents)

Manage the activities and details of the evaluation process, including:

- Conducting the pre-evaluation meeting
- Together with the Vice President, Operations, responsible for the selection of the on-ice and the off-ice volunteer coordinators
- Oversee the scheduling of the on-ice volunteers and the off-ice evaluators
- Handing out pinnies
- Collecting pinnies at the end of evaluations
- Giving session specific instructions to the on and off ice volunteers
- Training the Data Entry Clerks on the use of the spreadsheet
- Overseeing of the data entry
- Inform players of their next session time

Generally, it is encouraged that the Lead Age Group Coordinator be the primary coordinator for each age group, with guidance given by the Assistant Age Group Coordinator. At least one of the Age Group Coordinators is required to be present at all evaluation sessions.

Evaluation Age Group Coordinator

The Evaluation Age Group Coordinators are primarily responsible for the scheduling of the on-ice volunteers and off-ice evaluators. The Evaluation Age Group Coordinators will also assist the Age Group Coordinators in managing the activities and details of the evaluation process.

Data Entry Clerks

The Data Entry Clerks enter all data and ensure data integrity. When possible, each age group will have 2 people in this position to add another level of data checking.

Prerequisites: Good understanding of Microsoft Excel.

Data Entry Control Person

After each evaluation session, once all data and player movement is approved by the Vice Presidents, Operations and the Co-Directors of Evaluations, the Data Entry Control Person is responsible for entering all such data and player movement into the master workbooks for each age category.

Prerequisites: Good understanding of Microsoft Excel.

On Ice Coordinators

Are responsible for all on ice activity including:

- Ensuring the on-ice volunteers understand the session details (drill plans, etc.)
- Explaining the drills to the players
- Ensuring the session runs on time
- Communication with off ice evaluators, as required

On Ice Volunteers

The on-ice volunteers report to the on-ice coordinator and help ensure the drills run smoothly. This includes telling players when to go and when not to, ensuring players compete against different players in drills, ensuring pylons are kept in place, that drills have pucks, that the players understand what is expected, etc.

TWHA will provide training as required.

Off Ice Evaluators***General Principles***

1. We will strive for as many evaluators at each session as possible. Large numbers of evaluators are critical given the wide discrepancy of evaluation scores which occur at all ages and levels.
2. First time evaluators are encouraged to consult with a member of the Evaluation Team prior to conducting their first evaluation to help explain the evaluation sheet and provide scoring tips to ensure the evaluation is conducted properly.
3. It is preferable, but not a requirement, that evaluators not have children on the ice while they evaluate. Evaluators may not evaluate their own child.
4. Coaches and assistant coaches will evaluate most of our evaluation sessions. Other qualified hockey folks may apply to evaluate as well. Non-coaches should facilitate on-ice evaluation sessions where practical.
5. Evaluators are encouraged to work independently while the players are on the ice to ensure that discussion doesn't distract from seeing play on the ice. Evaluators are to form their own decisions on players but discussion with other evaluators can happen if comparing notes benefits the accuracy of the player ranking. Off-ice evaluators must be in attendance for the entire ice session.
6. If an evaluator's scores are regularly inconsistent with those of other evaluators, the VP Operations may decide to excuse the evaluator for the balance of the evaluation season.
7. Evaluators will each sign an 'evaluation pledge' every time they submit an evaluation sheet that is consistent with Trails West Evaluation principles.
8. Off ice evaluators are required to arrive 10 minutes prior to each session.

The off-ice evaluators report to the Age Group Coordinators and Evaluation Age Group Coordinator and are responsible for filling out the evaluation sheets for each session.

The level of hockey knowledge will be a primary consideration in selecting off-ice evaluators who did not coach the prior year. While not an absolute requirement, it is preferable that the individual have previous hockey experience either in the form of actually playing the game for an extended period of time or through many hours of observation as a coach, manager or fan. Having a minimum of 8-12 evaluators for each session is essential for the evaluation program to succeed. The higher the number of people we have, the better the system will run. This in turn increases the overall numbers who understand and appreciate the TWHA evaluation program.

Head coach applicants eligible for 'lock and pick' teams should attend the last 3 evaluation sessions in order to properly assess 'pick' candidates.

TWHA will provide training as per the specific evaluation criteria, use of the evaluation form, etc. Evaluator's will sign the following pledge each time they submit an evaluation scoresheet:

I conducted this evaluation fairly, impartially and to the best of my ability. I believe the relative rankings I have submitted appropriately reflect the overall hockey skills demonstrated during the ice time.

Whenever possible, in the age groups where players have declared positions (Pee Wee to U18), evaluators will not be allowed to evaluate the positional group that their athlete is in.

PARENT ADVOCATE

Trails West utilizes a Parent Advocate position where one or more individuals represent the parents and players being evaluated. Parent Advocates are not directly involved in the operational component of the evaluation program. Rather, they have access to evaluation data in order to represent parents and players who have concerns, to ensure fairness for all, and as part of our audit process. The Parent Advocate may also be asked by the President to perform random or specific audits of evaluation data and to provide a report on the accuracy and fairness of the TWHA evaluation program to the membership following the completion of our evaluations. Parent Advocates will be selected by the President and the Co-Directors of Evaluations. To avoid a conflict of interest they will not be involved in any other part of the evaluations process and will only perform audit duties while representing the players and parents. Their purpose is to hold Trails West and our volunteers accountable and to ensure fairness and transparency in the evaluations process.

PRE-EVALUATION MEETING

At the beginning of the annual evaluation program (usually late August or early September), the Lead Age Group Coordinator and Evaluation Age Group Coordinator for each group may call a meeting of all the evaluators to review the overall philosophy of the evaluation program of Trails West. Guidance will be provided on what to specifically look for during a session, how to utilize the forms provided to effect movement and what is required per ice time in the form of final player rankings from each evaluator. A summary sheet of the skills to focus on, specific to each age group, will be pasted on the back of the clipboards for reference.

INITIAL PLACEMENT OF PLAYERS

Players are placed into their initial group based on the teams and divisions they last played for. U9 players will be placed based on the results of a timing skate. For the 2020 season, U11, U13 and U15 players will initially be placed in groups based on the prior years' team and then re-distributed within one group after the results of the timing skate. U18 players will be placed in groups based on the prior years' team and will not participate in a timing skate.

The drills within the timing skate will focus on several hockey skills such as forward skating, backward skating, turning around cones, transitioning around cones and puck control. Each drill will have a percentage weighting as decided by the Co-Director of Evaluations and VP of Operations that is applied towards the overall ranking of each player.

U15 and U18 players are required to designate either body checking or non-body checking during the registration process. After evaluations start, players are permitted to switch from body checking to non-body checking, but players that start in non-body checking cannot switch to body checking.

This Transition Matrix will change each year as it depends on the number of registered players and returning players, etc. These factors are reviewed each year as soon as Registration closes. The Transition Matrix will be recommended by the Vice President, Operations for each age group and approved by the Co-Directors of Evaluations in advance of the commencement of evaluations. The President and Past President may be consulted as required.

When players have played the previous season in a division with multiple balanced Trails West teams, prior years' evaluation results and coach rankings may be used to place players in their initial group if the volume of players requires their assignment across two or more starting groups. The Trails West evaluations team may also elect to add an additional skate for the purpose of forming starting groups with players from multiple balanced teams. In addition, if a goalie switches to a player position, the Vice President, Operations and the Co-Directors of Evaluations shall determine the initial starting group for such player, which will not be based on the team or division the player last played for and may result in the player starting in the bottom group.

ON ICE EVALUATION PROGRAM

The following general philosophies apply to the on-ice evaluation program.

- Common hockey skills are evaluated across all age groups, but the specific details on each skill and how much they are to be emphasized in the evaluation will be defined for each age group separately. Evaluators must be able to account for their opinions and it should be readily apparent to any onlooker that the system being applied in any age group is institutionally based and not simply the invention of the coordinators for that group.
- Make use of two Age Group Coordinators at each level when possible to provide these individuals with a sounding board on difficult decisions and make them accountable to someone else. In addition, include an Evaluation Age Group Coordinators for each level.
- The Vice President, Operations for each age group, after consulting with his/her evaluations team, shall make a recommendation for all player movements after each ice session. Unless the applicable Co-Director of Evaluations disagrees with the recommendations, the player movement shall be approved. In the event that the applicable Co-Director of Evaluations disagrees with any decision/recommendation, then the matter shall be referred to the other Co-Director of Evaluations for approval. In the event that the VP, Operations and the Co-Directors of Evaluations are unable to resolve the matter, then the matter shall be referred to the President for approval. The Past-President may approve movements or other decisions if timely approval is otherwise not practical.

The on-ice program for each age group is developed by the Vice President, Operations for the applicable age group and must be approved by the Co-Directors of Evaluations. Any amendments to the approved drill programs must be approved by the Co-Directors of Evaluations. This group will follow the Hockey Canada guidelines to ensure that the drills are appropriate for the age level and group, and that they allow the players to demonstrate their skill level in all pertinent areas.

The on-ice programs will be posted to the TWHA website under the evaluations tab each year for players to view. Note that although the on-ice programs are posted in advance, the drills are subject to change prior to evaluations starting.

The following is a general reference example of the skills that evaluators are looking for.

Skating - Acceleration, speed, mobility, agility, balance, stride, crossovers, pivots, acceleration out of turns, quick feet, controlled skating, change of pace.

- Can the players perform the basic forward and backward stride?
- Are the players knees well bent with the back slightly forward and the head up, or is the player hunched over, bending at the waist with little knee bend?
- Good skaters will use long strides with a complete recovery of the stride leg before striding with the other leg. Their strides will look very smooth and appear not to require much effort to move around the ice.
- Does the player look smooth when they skate or do they appear off balance?
- Can the player turn in both directions with little trouble or do they struggle to turn in one or both directions?
- Can the player stop in both directions? Younger players will often have trouble stopping in one direction.
- Can the player keep up with the play or do they struggle to stay with the other players on the ice?

Passing - Passing, receiving, passing choices, on backhand, unselfish with the puck, presents a good target, receives and retains with control, touch passing.

- Can the player pass the puck to its intended target with minimal effort?
- Can the player make an accurate pass to a moving target?
- Can the player receive a pass on their backhand or do they tend to shift their body to receive the pass on the forehand?
- Can the player pass the puck off of the backhand with some speed and accuracy?
- Does the player call for the puck vs. banging their stick on the ice or saying nothing at all?
- Does the player passing the puck make eye contact with the intended receiver or do they just pass the puck blindly?
- Can the player execute a saucer pass over sticks and other obstacles?
- Can the player pass the puck off of the boards to another player?
- Does the player have the basic skills to execute a forehand pass?
- When the player passes the puck do they slap at it or is the motion smooth with the player following through to the intended target?

Puck Control - Head up, smooth and quiet, good hands, protection, in small spaces, in traffic.

- Does the player appear to be comfortable handling the puck while skating or do they appear to fight the puck and have trouble skating with some speed while handling it?
- Can the player keep his/her head up while carrying the puck?
- Can they execute dekes and fakes with the puck?
- Can they stop quickly or change directions while handling the puck?
- Can the player continue to handle the puck while in traffic and under pressure?
- Does the player get pushed or checked off the puck easily?

Shooting - Power, accuracy, quick release, can shoot in motion, goal scorer, rebound control, variety of shots.

- Can the player execute the technique of a wrist shot, snap shot and backhand?
- Does the player follow through to the target on all shots?
- Can the player raise the puck?
- Is the puck shot with some velocity?
- Can the player release the shot quickly or does it take more time to get the shot away.
- Does the puck sit flat in the air or does it wobble?
- Can the player execute a one-time shot?
- Is the player accurate when shooting?

Positional Play - Ability to see the play developing both offensively and defensively and moves to support, judgment, anticipation, understands systems, disciplined.

- Does the player seem to understand where he/she are to play on the ice?
- Do they support the puck in defensive and offensive situations?
- Does the player show patience or do they tend to panic when pressured?
- Do they protect the middle lane and force opposing players inside out?
- Can the player angle another player off of the puck?
- Does the player force the play or do they wait too long?

Checking - Concept of angling, good body position with balance and control, defensive side position, aggressive checker, strength, taking checks.

- Can the player execute basic stick and body checks?
- Does the checking player recover the puck?
- Does the player check properly with their hands down or do they get their arms up to give a check?
- Can the player receive a check properly, not turning their back and staying close to the boards?
- Does the player play aggressively and pursue the puck?
- Does the player shy away from other players?

The U11 and below evaluation programs will be designed to assess all skaters as athletes based on their general hockey abilities. There will be no evaluations specific to forwards or defensemen.

PLAYER MOVEMENT

Movement will occur between different groups AFTER the ice times have been completed. The Age Group Coordinators are responsible for tabulating the results after each ice time. The Vice President, Operations, after consulting with his/her evaluations team, shall make a recommendation after each ice session for movement of players into a higher group to test their skills against higher grouped players.

U9 players will initially be placed based on the results of the timing skate. U11, U13 and U15 players will initially be placed in groups based on the prior years' team and then re-distributed within one group after the results of the timing skate. U18 players will be placed in groups based on the prior years' team and will not participate in a timing skate. In the event that an age group without a timing skate is lacking volunteer support, a timing skate may be used to initially place players and shorten the evaluation process.

Following the initial placement after the timing skate (if applicable), the following ice sessions for each age group will be focused on upward movement, the filling of the vacant groups and the balancing of the number of players in each group. Attendance is critical to ensure that all players are starting in the most appropriate group by the third session.

Groups 1, 2 and a portion of Group 3 are intentionally left empty and the subsequent groups are filled based on prior-year divisions. Initial group sizes should target 20-30 skaters. Combinations of first year and returning divisions will be determined by the Vice President, Operations for the age group (after consulting with his/her evaluations team) and approved by the Co-Directors of Evaluations. The President and Past-President may be consulted as required. For illustration purposes, a sample combination of U11 groups is shown below:

Group	Returning	Skaters	Incoming	Skaters	Total
1					
2					
3	U11 1,2	20			20
4	U11 3,4	14			14
5			U9 1	28	28
6	U11 5,6	34			34
7			U9 2	31	31
8	U11 7	22			22
9			U9 3	26	26
10			House League		20
					195

After the timing skate (if applicable), each player will be re-distributed within one group of their starting group. Groups 1, 2 and 3 will be filled gradually over subsequent skates. Ultimate group sizes should target no more than 26-34 skaters to help facilitate optimal evaluation. Cascading movement will follow across all groups. An illustration of player movement of U11 groups is shown below:

Group	move	Final #	Group										
1										26	1		
2				20	10		30	16		26	2		
3		18	30	20		30	20		32	12	20	3	
4	28	12			32	20		32	22		24	4	
5			23	31	16		31	20		32	14	18	5
6	28	8			32	16		34	21		25	6	
7			23	31	12		30	18		32	12	20	7
8	28	8			34	11		33	20		25	8	
9			23	31	14		33	10		23	12	11	9
10	24	8			16	16		0	0		0	10	
												195	

These numbers are provided for illustrative purposes only. Actual numbers will vary from year to year. Movement plans will be decided on in advance of the evaluation sessions by the Vice President, Operations for the age group (after consulting with his/her evaluations team) and approved by the Co-Directors of Evaluations. The President and Past-President may be consulted as required. They should review the movement of the prior season and take into consideration targeted 'end group' sizes which will best facilitate key evaluation decisions. For example, if teams 1 and 2 will each have 15 skaters, it is not desirable to have 30 skaters in the final group 1 skate. It would not be possible for a player from skate 2 to 'make' team 2 and it would be difficult for evaluators to differentiate between skaters 15 and 16 (the decision that matters). For U11 and below (no positions), target end groups of 24 players (1.75 x team size) is preferred. Similar principles would apply to U13 and above where players are evaluated by position (targeting 14-15 forwards and 10-11 defencemen in the final group).

An illustration of ending U11 groups is shown below:

Team	Players	1	2	3	4	5	6	7	8	9	Goal	Size
1A	15	13	2									15
1B	15	13	2									15
2A	15		11	4								15
2B	15		11	4								15
3A	15			6	9							15
3B	15			6	9							15
4A	15				3	9	3					15
4B	15				3	9	3					15
5A	15						10	5				15
5B	15						9	6				15
6A	15							5	10			15
6B	15							4	11			15
7A	15								4	11		15
13	195	26	26	20	24	18	25	20	25	11	0	195

After evaluations have commenced, movement plans may only be revised based on agreement of the Vice President, Operations for the age group and the Co-Directors of Evaluations. The President and Past-President may be consulted as required. Revisions should be avoided but may be agreed to in the event of ties or other unique circumstances.

RANKING & WEIGHTING SESSIONS

The purpose of the first two evaluation sessions (after a timing skate, if applicable) is to identify candidates for upward movement. This balances the number of players in each group and allows all players the best opportunity to be evaluated in the appropriate group.

Typically, there will be 5-6 evaluators in each section so this means there will 5-6 separate assessments of a particular player at the end of each ice session. The final assessment ranking of a particular group will

be determined by an aggregate score obtained by combining all results and is based on the evaluation criteria provided by TWHA. The criteria will include a combination of technical hockey skills, physical ability and mental aptitude for the game to provide an all-encompassing assessment. The coordinators then average the assessments of each player for a particular ice session on to a summary spreadsheet to arrive at the total day average for each player in a particular group. Based on this information a day ranking is determined for players in a particular age group. This means all players will be assigned a number from 1-175 for example if there are 175 players registered.

A weighting is provided to each day based on the following standard format:

FIVE-DAY EVALUATION FORMAT

Session 1	Session 2	Session 3	Session 4	Session 5	Total
not weighed	not weighted	15%	35%	50%	100%

The day rank of each session is then weighted by the formula prescribed above and then these results are totaled to arrive at an overall final ranking for the entire group. The overall final rank represents the basis from which the team selection process begins. In the event that there are only 4 sessions, the weighting for the final 3 sessions would remain the same and one of the “not weighted” sessions would be eliminated.

All players are encouraged to attend all sessions of the evaluation to ensure they are properly assessed by the system.

EVALUATION ATTENDANCE

Missing Evaluation Ice Times

In the event that a player elects to simply not show up for a session, they will potentially suffer in the overall final assessment from a lack of weighting during a particular day. This may have the effect of lowering their overall final ranking which may jeopardize the team they ultimately end up on.

Legitimate Personal, Family & Medical Emergencies

Legitimate personal, family and medical emergencies are situations where the coordinators will generally not count that day in the final player ranking. Each particular case will be reviewed separately, and a recommendation will be determined by the applicable Vice President, Operations with the approval of the Co-Directors of Evaluations to help determine the best course of action. Players missing evaluations to attend school trips and other non-emergency absences must first obtain approval from the Vice President, Operations for their age group and will then be scored using the same process as an injured player. All player scoring due to absences must be approved by the Vice President, Operations and the Co-Directors of Evaluations. In the event that the Vice President, Operations and the Co-Directors of Evaluations are unable to resolve the matter, then the matter shall be referred to the President for approval.

Injuries and Sickness

If a player becomes injured or sick during the off-season and is unable to attend any of the evaluation sessions for the upcoming year, the parents of the player must contact the Age Group Coordinators directly to explain the situation. The player will then be placed in either the pick group or lock group of the appropriate team based on the prior year's coach assessment of the player and other relevant data, such placement to be approved by the Vice President, Operations and the Co-Directors of Evaluations. In the event that the Vice President, Operations and the Co-Directors of Evaluations are unable to resolve the matter, then the matter shall be referred to the President for approval.

For example, if an injured player is initially placed as the 3rd ranked forward overall, out of a total of 80 forwards based on the prior year's coach assessment of the player, chances are they would secure a spot within the lock group for forwards on Team #1 had they attended the evaluation. Since the player is legitimately unable to attend, the general guideline is to place the player within the lock group for the forwards of Team #1. This ensures the player is treated fairly based on past experience and ability.

Players who evaluate in some sessions, but miss other sessions due to injury, sickness or an approved absence will be placed using a combination of the current year's results and the prior year's coach assessment of the player. The ultimate placement of players must be approved by the Vice President, Operations and the Co-Directors of Evaluations. In the event that the Vice President, Operations and the Co-Directors of Evaluations are unable to resolve the matter, then the matter shall be referred to the President for approval.

Each particular case will be reviewed separately, and a recommendation will be determined by the applicable Vice President, Operations with the approval of the Co-Director of Evaluations (and the President, as necessary) to help determine the best course of action.

Players Returning from Calgary Royals Tryouts

Players that return from tryouts with the Calgary Royals will be placed within the TWHA evaluation program based on the team they played on last year and the prior year's coaching evaluations. The overall goal is to place players returning from the Calgary Royals within TWHA at a level that is consistent with their ability and does not penalize them for their efforts within the Calgary Royals organization.

New Players

For the first evaluation, players new to TWHA will be placed in the group of their age division based on the Hockey Calgary division they played in the prior season. Players new to Hockey Calgary will be placed in an appropriate age group based on the recommendation of the Vice President, Operations for the age group (after consulting with his/her evaluations team) and approved by the Co-Directors of Evaluations, subject to the understanding that new players may be moved down an evaluation group if they place in the bottom 20% of an evaluation session.

LOCK & PICK GROUPS

After the completion of evaluations and the tabulation of the final overall rankings for a particular age group, the lock and pick groups are determined. Briefly stated, the lock group represents a set group of players that are the head of the list when a particular team is being selected and the pick group represents the remaining portion of the list from which coaches select players to complete their rosters for the ensuing year. The lock players are automatically added to the team being selected and the players in the pick group are candidates for the remaining spots on the team in question.

Coaches are encouraged to use the current year's evaluation scores and the prior year's coach assessments of players as a guide to making their picks. Coaches should attend and evaluate the last 3 evaluation sessions appropriate for the team they are selecting to support their pick option. Coaches must justify their pick based on hockey decisions that are acceptable to the President, Vice President Operations and the Co-Director of Evaluations. Coaches may elect to default to the current year's evaluation ranking. The evaluation ranking will be used if the coach has not been finalized when teams are formed. Lock and Pick discussions and decisions are to be kept confidential amongst the evaluation team and other observers and must not be disclosed to affected players or parents.

All potential Head coaches will be notified in advance of when the Lock and Pick process will occur. If a team designated Head or Assistant coaches are not available within a reasonable time frame during the Lock and Pick process the Vice President, Operations and Co-Directors of Evaluations may elect to disallow Lock and Pick for that team and move on to the team below.

The following is the recommended lock and pick group sizes for U13 through U18:

Size of Team (1)	Position Declared	Total Players	Lock Group	Pick Group	Number of Pick Group Selected
14	Fwd	9	6	6	3
	Def	5	3	4	2
15	Fwd	9	6	6	3
	Def	6	4	4	2

16	Fwd	10	7	6	3
	Def	6	4	4	2

Note: (1) – The size of the teams excludes the goalies as they are selected separately using a similar lock and pick process. Typically, the highest ranked goalie is 'locked'. The coach may then pick between the next 2 highest ranked goalies. In cases where Trails West does not have two goalies per team the Lock and Pick process for goalies will be modified at the discretion of the Vice President, Operations and the Co-Directors of Evaluations. In the event that the Vice President, Operations and the Co-Directors of Evaluations are unable to resolve the matter, then the matter shall be referred to the President for approval.

The following is the recommended lock and pick group sizes for U11 1 – 3:

Size of Team (skaters)	Lock Group	Pick Group	Picks
14	11	6	3
15	12	6	3
16	13	6	3

Lock & Pick will not be used for U11 4 and below, U9 and U7. When multiple balanced teams are required in a single Hockey Calgary division, the Lock and Pick process could be modified at the discretion of the Vice President, Operations and the Co-Directors of Evaluations. In the event that the Vice President, Operations and the Co-Directors of Evaluations are unable to resolve the matter, then the matter shall be referred to the President for approval.

GOALTENDER EVALUATIONS

The evaluation of goaltenders is made difficult due to the specialized nature of the position, and the unique abilities and experience required of the evaluators.

For U11 and U13 goaltenders, a goaltender pre-evaluation camp will be held prior to the start of the formal evaluation process; attendance is mandatory for all players that wish to evaluate as goaltenders at this camp, all goaltenders will be evaluated by external evaluators hired by Trails West. Goalies will then be evaluated during the player skates by external evaluators hired by Trails West. Notwithstanding the above, in the event that external evaluators are not able to attend an evaluation session due to unforeseen circumstances, then appropriately qualified internal evaluators from Trails West will act as emergency replacements for such an evaluation session. U15 to U18 goaltenders will not have a pre-evaluation camp.

The following are the seven main points of focus of the goaltender skills that evaluators are assessing:

1. Skating/Mobility
2. Agility/Speed
3. Rebound control/Tracking
4. Post play/Behind the net
5. Stick handling/Puck play/Active stick
6. Hockey sense
7. Composure/Mental toughness

Evaluators will focus more on points 1 through 4/5 as these make up the vast majority of a goalie's game. A strong point of concern is the goalie's technique and skating mobility as this is the foundation to a goalie's game. That being said, technique is not what the evaluators solely base their rankings on.

Goalies can then expect movement through the groups depending on how they evaluate in each ice session. If a tie-break is required during the evaluations, the pre-evaluation session ranking will be used as the primary tie-break, followed by the previous years' level of play as the secondary tie-break, followed by a mutually agreed upon final tie-break from the external evaluators. For U11 and U13 goalies, their ranking in the pre-evaluation session will be used to determine their initial placement into evaluation groups. For

U15 and U18 goalies, the initial goalie placement in the evaluation groups is based on the team that they played on in the previous season, consistent with the methodology on how the players were initially placed into groups.

Goalie movement differs slightly from the process in place for skater movement for the following reasons:

- Evaluation sessions are designed to include at least 3 goalies at each evaluation session when practical
- Scheduling requirements require some goalies to move 'up', 'down', or 'across' a group to satisfy the above requirements. Every effort will be made to ensure upward and lateral movement only, however, goalies who perform poorly in consecutive sessions may be moved downward for comparison against a lower group at the recommendation of the external goalie evaluators or the Vice President, Operations of the age group.

For illustration purposes, please refer to Appendix A for an example of U13 goaltender movement from 2016.

Final ranking for goalies is based on the average over their last 3 sessions (30%, 30% 40%).

It is important for goalies to be aware, that when they elect to evaluate at the goaltender position, they will be expected to remain at that position through the balance of the year. Specifically, players that evaluate and are placed on a team as a goaltender must be designated as a goaltender in the Hockey Canada Registry. Players who are designated as goaltenders cannot play in a game as a skater as per Hockey Canada rules.

The number of goaltenders per team will vary depending on the number of eligible candidates and the number of teams in a particular age group. Trails West will indicate to goalies following the pre-evaluation sessions whether or not they can reasonably expect to be placed on a team as a goalie through the evaluation sessions. In instances where it is likely that a goalie will not be placed on a team, the parents will be informed at that point, such that the goalie can then be evaluated as a player or elect to be released to another Association. This will occur when there are more goalies interested in playing the position than there are positions on the teams.

The general guideline is 2 goaltenders per team for all teams depending on the enrollment within each age group. This is done to ensure all our goaltenders are given the opportunity to develop at the highest level possible. If the enrollment numbers do work out such that there are not two goalies per team then it will be up to the discretion of the Hockey Operations Group to determine which team (s) should be allotted one goalie.

The highest ranked goalie within an age group becomes a lock for the first team and the coach of team 1 has the option to pick his second goalie from the next two ranked goaltenders (this assumes the Division 1 team goes with two goaltenders – see above). The remaining goaltender not selected becomes a lock for the second team and the coach of team 2 can select his second goaltender from the next two available goaltenders. This process will continue on down the line until all goaltenders are accounted for. In cases where Trails West does not have two goalies per team the Lock and Pick process for goalies will be modified at the discretion of the Vice President, Operations and the Co-Directors of Evaluations. In the event that the Vice President, Operations and the Co-Directors of Evaluations are unable to resolve the matter, then the matter shall be referred to the President for approval.

The number of goaltenders selected per team will largely depend on the enrollment for this position at each age level. In the event there are more goalies than positions available (after the assignment of 2 goalies per team), the remaining goaltenders will have the election of either returning as skaters or asking for a release to another association as a goaltender. Each instance will be evaluated and managed on a case by case basis by the Hockey Operations group.

PROCESS OF SELECTING TEAMS

As noted above, the team selection process commences when the first team coach attends a meeting or conference call with the coordinator(s) to complete the selection of their team from the designated pick group. At this time, the lock group is communicated to the coach and he is provided with the remaining list of players that will make up the balance of his/her team from the pick group. Upon request, coaches are also afforded the opportunity to review the prior year's coach assessments of players to assist in the selections of their teams. The coach then selects the balance of his/her team based on the Lock & Pick group formulas presented above. If a coach does not default to the current year's evaluation ranking in selecting his team, then the coach must justify to the applicable Vice President, Operations of the age group and the other board approved member of the evaluation team that is involved with the lock and pick process (being one of the Co-Directors of Evaluations, the President or the Past President) why any player(s) is/are being passed over for a lower ranked player(s) in the pick group. It is the responsibility of the applicable Vice President, Operations for the age group and the other board approved member of the evaluation team that is involved with the lock and pick process (being one of the Co-Directors of Evaluations, the President or the Past President) to ensure this system is adhered to.

Once Team #1 is finalized, the process repeats itself until all the players are accounted for and the teams are formalized. At this point, it is up to the respective coaches to contact the players individually to inform them of the teams they have been selected to participate on for the upcoming hockey season.

In U9, U11 and U13, where balanced teams are mandated by Hockey Calgary, the "snake" process shall be followed during team selection. When any other age group requires multiple balanced teams the "snake" process shall also apply.

QUESTIONS, SUGGESTIONS & CONCERNS

Questions, suggestions or other concerns should be addressed to: evaluations@trailswesthockey.com. Age group and data coordinators are very busy during the evaluation season and are not expected to directly address member questions or concerns during the evaluation process (they are accountable to the applicable Vice President, Operations and the Board).

For Evaluation grievances, please refer to the grievance process as outlined on the Trails West website. A copy of the grievance form can also be found on the website.

PLEASE BE COURTEOUS AND REMEMBER WE ARE ALL VOLUNTEERS!

Appendix A – U13 Goalie Movement Plan

Key:

- Goalie # for the session
- Planned source: X.yy, where xx = prior session #, and yy = prior ranking
- Ranking (approximate in some cases). The official ranking will be in the workbook
- Result of the state, in order (best at the top)
- State #

Peewee 2016 Goalie Plan

Trails West

Group	Pinney Number	Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Day 8		Day 9		Day 10		Group			
		Goalie	From	Rank	Result	Goalie	From	Rank	Result		Goalie	From	Rank												
1																									
1																									
2																									
3																									
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7																									
8																									
9																									
Session		1-1		1-2		2-1		2-2		3-1		3-2		4-1		4-2		5-1		5-2					