Initiation Minor (H1) Division Manager Guide

Thank you for stepping up as Division Manager!

This guide contains some instructions and templates to help you run a smooth hockey season.

Have a great season!

Pre-Season Communication

**Reaching out to Volunteers (Late August - Early September)**

I recommend getting this done early so you know how many coaches/managers you have and if you’ll need to recruit more.

Look through your registration spreadsheet and identify those who have volunteered for Head Coach, Assistant Coach, Team Manager or Safety Person.

You can send them an email to confirm the name and contact information for the parent who is volunteering.

Please see the template for [Volunteer Confirmation Email](#Volunteer_Confirmation_Email).

**Introduction Email (Early September)**

You’ll want to email all the parents in your division in late August or early September.

You can use the template provided and customize it to your liking. Be sure to fill in any of the yellow highlighted fields so that it pertains to your season.

Please see the template for [Season Introduction Email](#Season_Introduction_Email).

Evaluations

**Scheduling Evaluations (Early September)**

Once you’re provided with your division’s evaluation time slots by the ice allocator, you can break your players into equal groups (usually alphabetical) for the first day. For example, if you have 40 players and 2 ice times for Saturday evaluations, you’ll schedule 20 for each session.

The second day of evaluations will be based on the scores from Day 1 so you won’t need to create a schedule for Day 2 in advance. Just let players know the tentative times.

You need 2 volunteers per evaluation time slot to check-in players, assign/collect pinnies, etc. You can create a free sign-up form via volunteersignup.org. You may also want to include 4-5 slots per evaluation session for on-ice assistant coaches to help with the evaluation process.

Once you have your schedule for Day 1 complete and your volunteer form created, you can email the parents using the template provided.

Please see the template for [Evaluations Email](#Evaluations_Email).

**Planning Evaluations (Mid-September)**

There’s not a lot to plan here as evaluations are straightforward. To prepare, you’ll need to print off some evaluation templates and assign pinnies for Day 1.

Check-in Sheet: This is what your volunteers will use to hand out pinnies. Assign each player a pinnie colour/number and make note of this as you’ll need it later to compile the evaluation scores. Print 2 copies (1 for the check-in table, 1 for you).

Evaluation Sheet: This is what your head coaches will use to score the players. Only put the pinnie colour/number on the sheet. Do not include the player’s name. Print 1 copy for each head coach (and a few extras just in case).

Evaluation Scoring: This is what you’ll use to compile the evaluation scores. This is for your eyes only. Input the scores from each coach to get an average. You’ll use the Day 1 scores to separate the players into the top half and bottom half for the second day of evaluations.

You’ll want to let the head coaches know that they’ll be the off-ice evaluators. They will need to attend ALL evaluation session regardless of whether their child is on the ice. You can send them a copy of the evaluation template in advance and suggest that they bring a clipboard (or something hard to write on) and a pencil.

Please see the template for [Evaluation Spreadsheet](#Evaluation_Spreadsheet).

**During Evaluations**

Arrive at the arena early to prep your volunteers. It is critical that they hand out the correct pinnies to the correct players.

Darin will run all the evaluation drills and the assistant coaches will be on the ice to help. Head coaches will be in the stands (sitting away from other parents) to score the players. Head coaches will give you their evaluation scores at the end of the session.

At the end of each session, ensure that all pinnies are returned as you’ll need them for subsequent sessions. You can get your volunteers to help with this.

After the first day of evaluations is complete, you’ll need to enter in all the scores to determine who your top half and bottom half are. Simply enter the scores into the spreadsheet, then sort by average total score.

Schedule your top half for one session, the bottom half for the other session. Email the parents ASAP with their schedule time for Day 2.

Next, you’ll need to re-assign pinnies for Day 2 evaluations, print the check-in sheet, coach evaluation sheets, etc.

Everything will run the same as Day 1. Coaches will score players again, you’ll collect/compile the scores, and use the Day 1 and Day 2 averages to determine the final evaluation score.

Creating the Teams

**Building Teams (ASAP after Evaluations)**

Once the evaluations are done, you can start building the teams. You can use the template provided.

You’ll need to move players around to find the right fit. Teams should have a similar number of coaches and the total evaluation scores (all players’ scores from the team added together) should be as close as possible.

It’s up to you if you want to accommodate friend requests. It’s more important to have balanced teams. Also, H1 players will spend most of their ice time in their skill groups so being with a friend has little impact anyway.

Please see the template for [Team Balancing](#Team_Balancing).

**TeamSnap Rostering**

All the players will be preloaded into TeamSnap. All you need to do is roster them.

You can see rostering instructions here:

<https://helpme.teamsnap.com/article/242-assigning-members-to-a-division-or-team#drag-drop-rostering>

Be sure to also input your team officials (i.e. coaches, manager, safety) and give each Team Manager permissions to manage the team.

Creating the Schedule

**Schedule**

You can actually start the schedule as soon as you have your confirmed ice times. You don’t need to wait until the teams are built.

You will need to schedule in 4 “Fun Days” where you’ll have mini games instead of the skills with Darren. Please let Suzanne know ASAP once you’ve scheduled the fun days so that she can cancel Darren for those days. All teams will be on the ice for the full 2 hours on Fun Day. The ice will be split into two mini rinks for teams to play each other. You will also need to allow time for the Initiation Winter Classic which is usually the last weekend before winter break.

Create your schedule and balance the ice times as best you can. Teams should have a variety of time slots and other teams to practice with. You should also assign a home team and a visitor team for dressing room purposes. At all times, there needs to be 1 home and 1 visitor dressing room available for the next teams/divisions on the ice.

Once complete, send your schedule to the head coaches and team managers. The team managers will need to enter the schedules for their respective teams.

Please see the template for [Initiation Minor Schedule](#Schedule_Template).

**Fun Day**

You’ll have around 4 fun days (you can do more or less if you want). This is one of the highlights for the kids as they love to play actual games.

You’ll need some volunteers to run the time clock and play music. You can do a volunteer sign-up form.

For Fun Day, ask coaches to arrive a little early to help set up the mini boards, which are found at the far end of the South Surrey Arena.

Additionally, you’ll need to cram all 4 teams into 2 dressing rooms to leave dressing rooms for whoever has the ice after you.

**Initiation Winter Classic**

This will be planned by the Initiation Winter Classic Tournament Leader. It will be similar to Fun Day, but with pizza, swag bags, and games for both H1 and H2.

Appendix A:

Templates

[Season Introduction](#Season_Introduction_Email)

[Volunteer Confirmation](#Volunteer_Confirmation_Email)

[Evaluations Email](#Evaluations_Email)

[Evaluations Spreadsheet](#Evaluation_Spreadsheet)

[Team Balancing](#Team_Balancing)

[Schedule](#Schedule_Template)

**Season Introduction Email**

Hello,

You are receiving this message as your child is registered for the upcoming <SEASON YEAR/DIVISION> hockey season. I am your Division Manager this year.

Evaluations will take place on <DATE> and <DATE>. Your specific evaluation time will be emailed to you shortly. We conduct player evaluations in order to create balanced teams and tiered skill groups.

Our division will have <#> teams this season. Hockey runs right through long weekends but shuts down over Christmas break for 2 weeks.

The *tentative*days for this season are:

- <DAY/TIME/LOCATION>

- <DAY/TIME/LOCATION>

***All dates & times above are subject to change. This is a rotating/fluid schedule and you cannot request to have particular dates or times.***

Important dates to note on your calendar:

- <SPECIAL EVENTS>

**Coaches**: If you are new to coaching or need to update/renew courses, [CLICK HERE](http://www.semihockey.ca/get-involved/coaches/) to get started. New coaches, please get started with the online criminal records check, concussion awareness training and respect in sport.

**Team Managers:** If you are new to managing or need to update/renew courses, [CLICK HERE](http://www.semihockey.ca/get-involved/team-manager-resources/) to get started. New managers, please get started with the online criminal records check, concussion awareness training and respect in sport.

**Safety People:**If you are new to the safety position or need to update/renew courses, [CLICK HERE](http://www.semihockey.ca/get-involved/safety/) to get started. New safety people, please get started with the online criminal records check, concussion awareness training, respect in sport and online safety course.

Enjoy the rest of your summer and see you all soon!

**Volunteer Confirmation Email**

Hello,

With less than a month to go before our hockey season starts, I’m starting to check in with volunteers to confirm their interest and have them get started on completing their qualifications.

Registration notes indicate interest in the role of <Position>.

Please reply back to confirm the name and contact information (email address and best phone number) for the individual who is volunteering.

Thank you!

**Evaluations Email**

Hello Parents,

Welcome to Initiation Minor (H1)!

We are excited to get hockey season underway and I’m happy to share with you some information regarding the upcoming evaluations.

Our H1 evaluations will take place on <DATE> and <DATE>.

The purpose of H1 evaluations is to determine the skill level of each player so that I can build balanced teams to start the season. Every player will be provided equal and ample opportunity to learn and grow over the course of the season, regardless of their skill level.

**Your first evaluation time is:**

**<DATE>**
**<TIME>**
**<LOCATION>**

On Sunday, players will be evaluated in tiered skill groups. Please be prepared to attend evaluations on Sunday at either <TIME> or <TIME>. Your session time for Sunday will be communicated to you on Saturday evening after Day 1 of the skill evaluations.

**Check-in Procedure**
Upon arrival, players will check-in at the registration table in the lower lobby. The registration table will be open 30 minutes prior to the start of your session.

Each player will be assigned a numbered pinnie to wear during the evaluation session. Pinnies will be collected at the end of each session. Please note that pinnies are not to be taken home!

**During Evaluations**
Please ensure that players are dressed with their skates laced and ready to go 10 minutes before their scheduled session start.

Parents may sit in the bleachers and are asked not to interact with the evaluation team as they will be focusing their undivided attention on the player assessments.

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, full mask and chin strap
* BNQ Approved neck/ throat guard
* Practice jersey and socks

Players should not wear "elite" or "spring team" jerseys during evaluations. Players should wear helmets, gloves and pants that are predominantly black in colour.

**Volunteers Needed!**
We need some volunteers to help with the registration table (checking in players, handing out and collecting pinnies, etc.). This a great opportunity to get some volunteer credits!

Please sign up for a spot here:

<VOLUNTEER SIGN-UP LINK>

See you at the rink!

<DIVISION MANAGER NAME>

Initiation Minor Division Manager

Phone: <DIVISION MANAGER PHONE NUMBER>

E-mail: <DIVISION MANAGER E-MAIL ADDRESS>

**Evaluation Spreadsheet**

This Excel spreadsheet has everything you need to successfully run your evaluations.

You’ll need to assign your players a pinnie color/number and adjust each sheet accordingly.

There are tabs for coach evaluation sheets, schedules, and compiling the results.

Double click the following icon to open the Excel document.



**Initiation Minor Team Balancing**

This Excel spreadsheet has everything you need to build and balance your teams.

Double click the following icon to open the Excel document.



**Initiation Minor Schedule**

This Excel spreadsheet has everything you need to create a schedule for your division.

Double click the following icon to open the Excel document.

