



PLAYER EVALUATIONS & TEAM DRAFT (Single Letter Teams)

The following standardizations have been implemented by Hockey West Island (HWI) and the HWI Technical Team to provide information to all HWI families, convenors, and coaching staff.

With this document, HWI aims to create:

- transparency in the process of player placement.
- a structured format for on-ice evaluations and team drafts at all age divisions.
- an understanding of the process in place during team formation.
- fair and balanced teams.
- an understanding of conflict resolution.

SPECIAL REQUESTS:

1. Generally, requests will only be considered in exceptional circumstances and will be dealt with on a case-by-case basis. Balanced team formation will take precedence over requests.

Examples of possible requests that will be considered,

- a. siblings/twins.
 - b. transportation issues, i.e. single-parent household.
 - c. extreme cases where players cannot be on the same team.
2. Any player requests shall be submitted to the division Convenor and VP Single Letter in writing.

HWI email addresses can be found here:

<https://www.hockeywestisland.org/contact/>

3. Unless it becomes relevant, the details of the request will remain strictly confidential.

TEAM STAFF:

1. Selected head coaches may select one assistant coach OR manager prior to the draft.
2. All coaches are approved by the division Convenor and HWI Vice-president Single Letter (VP SL).

3. All coaches and staff must have appropriate qualifications under Hockey Canada, Hockey Quebec, and the Lac Saint Louis region
4. Those wishing to be considered to be a head coach or assistant coach should advise their level's convenor as well as VP Single Letter. In the event that there are multiple qualified candidates, the convenor and VP Single Letters will choose the coaches after speaking with each considered candidate.
5. Except in exceptional cases which are to be discussed with the division Convenor and VP SL, coaches may not recruit players for their specific team. Any players who register after teams are formed will be evaluated by the division Convenor and will be placed on a team determined by the need to ensure balanced teams – both in skill level and overall player numbers.
6. Coaches may not sit in the stands with the Tech Team evaluators during evaluation sessions until all player scores are finalized, nor may they share any details about the players or their experiences in prior seasons.

EVALUATION PROCESS:

At the beginning of the season, an evaluation of players' overall skill levels will be conducted. The evaluation process will consist of the following procedure for all divisions – U7 through U18.

1. One week prior to the start date of HWI evaluations, division Convenors will receive a list of their respective player registrations. Division Convenors will contact the players/families through TeamSnap and confirm the dates and times of evaluation sessions. This info will also be posted on the HWI website.
2. At the first evaluation session, each player will receive a player number from the division Convenor. This same player number will be displayed at all times on-ice during all evaluations and scrimmages.
3. Depending upon age level, evaluations will consist of skill evaluation and scrimmage play.
4. During on-ice evaluations, the evaluators will utilize a predetermined evaluation worksheet created by the HWI Tech Team in conjunction with division Convenors and VP SL.
5. Players will be ranked using a number system of 1 through 5. Half-number scoring will be allowed.
6. Following completion of all on-ice evaluations, including scrimmage games, the division Convenor and VP SL will ensure that players are in the appropriate final group levels (ex: A, B, C) for team drafting based on the evaluation from the technical team. Anomalies (vast differences) for any player on the evaluation worksheets will be reviewed by the division Convenor.

PRIOR TO DRAFT DAY:

The team composition will be determined by the number of players in a level. This composition is dictated by Hockey Quebec as listed in the Administrative Regulations (4.1), and shall be confirmed for each level by VP Single Letters.

The division Convenor will arrange a Team Draft with their respective Head Coaches. In advance of the Team Draft, the division Convenor shall provide their coaches with an overall summary of the players' rankings

The Team Draft shall take place prior to balancing games being played.

TEAM DRAFT PROCESS:

A player who played at a certain level in the year prior is not guaranteed to play at that level in the second year. e.g., a player who played U11 A in their first year of U11 is not guaranteed to play in U11 A in their second year of U11. Players are evaluated on their current abilities in comparison to the rest of the group.

Single Letter Draft may occur before Double Letter Draft is concluded, with "holes" drafted in place of the players coming down, assuming it is possible to do so with the available information. Conditional picks, if agreed between coaches and convenor, can be made in this case.

A player who has been released, (cut) from the double letter try-outs is not guaranteed any level in single letters (ex. A). They will be evaluated against their cohorts in the single-letter program to determine their appropriate placement. This includes the final cuts.

THE TEAM DRAFT SHALL BE CONDUCTED AS FOLLOWS:

1. The division Convenor shall govern the team draft. Disputes shall be resolved at the discretion of the VP Single Letter
2. Only the head coach, or designate, and their assistant for each team shall attend the team draft
3. The division Convenor and each head coach/designate shall have a summary of all players showing their respective ranking, as determined solely by the on-ice evaluations and scrimmages.
4. Any special requests from parents will not be announced unless a conflicting pick is attempted. Balanced teams take precedence over requests. Examples of special requests are listed on page 1 of this document.
5. Coaches shall each pick one player at a time to ensure team balancing Coach 1: Pick 1 -> Coach 2: Picks 2&3 -> Coach 1: Pick 4 —> back and forth. At the Convenor's discretion, this draft order may be changed, but the new draft order will be communicated in advance of the draft to all coaches and VP SL
6. Protected players shall be placed on the team first. Protected players are those of the head coach and one assistant coach OR manager (chosen prior to the draft). There shall be a limit of two protected players per team unless one is a goaltender. In the event of a goaltender being the protected player, the opposing team shall draft a goaltender of their choosing. This does not count as the first

- pick, but goaltenders will be considered in the scoring to determine the draft sequence.
7. The team with the weakest scored protected pair (or trio in the case of goaltenders) picks first, and in the case of multiple teams, the strength of protected pairs determines the draft sequence.
 8. Next, following the draft sequence, players are selected to match up with the rankings of the protected players. i.e. protected players are ranked 3, 3, 1 – remaining teams select a 3, 3, 1. And vice versa
 - a. Example 1: two protected players per team in a 3-team draft, means that after this round, each of the teams will have 6 players and equal total scores.
 - b. Example 2: One team has two protected players (skater+goalie), the other has 3 (2 protected skaters + goalie) Two teams. After this exercise, each team will have 5 players drafted and equal total scores
 9. Goalies (if not already selected) are selected next. Consideration shall be afforded to a team that receives a lower-skill ranked goalie than another team, i.e. the team with the lower-skilled goalie will receive one additional strong ranked skater over a team with a higher-skilled ranked goalie.
 10. Players considered on the bubble are those who are not guaranteed a spot in a level but are available for the draft. These hold a score in the top third of the lower level (B-C bubble would mean bottom third of B but top third of C)
 11. During the Team Draft, no coach may choose two players at a time.
 12. During or after the Team Draft, no coach may interfere with the selection of another coach's pick. Issues are to be decided by the Convenor and VP SL.
 13. There shall not be any player trades between coaches outside of formal team balancing.
 14. Following the team draft, division Convenors will create teams in TeamSnap and roster the players and coaching staff. Each coach shall contact their respective team and provide introductions and team information. The coach shall advise all team players/families that the teams shall remain in a state of flux up until and immediately following the balancing games – that players may be moved to ensure balanced teams.
 15. Following completion of any balancing games, the division Convenor shall meet with all head coaches to discuss team balance, and whether or not any player balance trades are necessary.
 16. In the event that any player balance trades are necessary,
 - a. The division Convenor shall advise the VP SL.
 - b. The division Convenor and coaches of the players involved will advise the players/families of the trade.
 - c. Players must understand that if they are traded, they are expected to play on that team.

The Draft should take place in a neutral location and all reasonable efforts should be made to ensure that only participants in the draft are present and aware of the

proceedings.

All evaluations, draft discussions, player special requests, and the rankings of all players are confidential. The draft must remain confidential to ensure the privacy of all players and families. Any failure to comply could result in sanctions against the offending party.

CONFLICT RESOLUTION:

In the instance of disputes arising during the evaluation process and team draft process, the head coach shall advise the division Convenor in writing of his/her concerns. The division Convenor shall notify the VP Single Letter of the issue(s). A meeting shall be held as quickly as possible regarding the issue(s). In attendance shall be the VP SL, division Convenor, and respective head coach. Failing resolution of the issue(s), the VP SL shall bring the matter to the HWI Board, which will decide the matter. All disputes regarding evaluation and team draft shall be made in writing no later than three weeks following the start of the season.

1. **IN-SEASON CONFLICT RESOLUTION:** In the instance of disputes arising during the season, the head coach shall advise the division Convenor in writing of his/her concern(s). The division Convenor shall notify the VP SL of the issue(s). A meeting shall be held within two weeks of the VP SL receiving the written complaint from the division Convenor. In attendance shall be the VP SL, division Convenor, and respective head coach. Failing resolution of the issue(s), the VP SL shall bring the matter to the HWI Board, which will decide the matter.
2. These rules and procedures are general guidelines. Circumstances and issues arising outside of these procedures will be dealt with on a case-by-case basis. Any and all decisions made by the Board in all matters pertaining to HWI shall be binding and absolute.

Coaches selected for HWI Single Letter teams endeavour to make all the right decisions. However, they are not infallible. Coaches will select players based on balancing the teams evenly and the individual player's ability. Some selections will not be as easily understood as others but the HWI board has confidence in our coaching selections to create the most balanced and fair combination of players to build a team. They will endeavour to teach all players individual and team skills, tactics, self-discipline and good sportsmanship.