

HHHA CCYHL TRYOUT PROCEDURES
2011-2012

1. Check In Process:

- a. Check In and Jersey Pickup:
 - i. Pick up jersey and given team assignment.
 - ii. Volunteers direct players getting dressed as their check in has been completed.
- b. Information Table:
 - i. Staffed by Diane Wirth
 - 1. To answer questions, help direct families, have computer for back up.
- c. Evaluation Sheets:
 - i. After check in is completed, the jersey number will be placed on evaluation sheets, printed and given to Hockey Director, Skill Development Director and coaches for each division.
 - ii. Back up evaluation sheets will be emailed to Hockey Director.

2. Helpers:

- a. Jersey check out – 3
 - i. Separate players into proper teams.
 - ii. Ensure that players are assigned the correct jersey number, no duplicate numbers.
 - iii. Ensure that players are placed in the right position.
 - iv. Tryout Committee will collect helpers for jersey check out.
- b. Equipment Managers – 3
 - i. For all tryout sessions, will ensure that there are water bottles, pucks and cones at each rink being used.
 - ii. Will collect all water bottles, pucks and cones after tryout sessions.
- c. Locker room helpers – 4
 - i. Maintain safety and decorum is maintained in the locker rooms.
 - ii. Make sure players clean locker rooms prior to leaving the locker room.
 - iii. Will collect tryout jerseys at the conclusion of tryouts.
- d. Computer person – 1
 - i. Print the final rosters of teams and obtain the signature of the Hockey Director to ensure the lists are accurate and approved prior to being posted on the web site.
- e. Coaches Room Food – 2
 - i. Make sure that we have food (snacks) and drinks available for the evaluation staff in the coach's room.
 - ii. Tryout Committee will collect helpers for food/drink.

3. Evaluation Staff:

- a. Evaluation staff for each division shall consist of all of the head coaches of that division and evaluators are required to attend every try-out session for their division. It is the head coach's responsibility to ensure that an assistant coach attends the tryout sessions in the event that the head coach is unable to attend. Hockey Director and Skill Development Director will be at each try-out session.

- b. In order to ensure the confidentiality of the evaluation information, all evaluators will be required to turn in their evaluation sheets after each session to the Hockey Director or Skill Development Director after each session. The try-out information will remain confidential – No Exceptions.
- c. In an effort to maintain objectivity, all coaches and evaluators are required to make every effort to not engage in conversation with any parents of players participating in the tryouts. It is human nature for parents to want to know how their player is doing and as such even the appearance of a discussion or the lack of discussion with a parent can lead to vast speculation. As such it is the HHA policy to refrain from any conversation with parents in an effort to prevent parent speculation.
- d. Coach's Room: During the tryout process only HHA approved officials, evaluators and coaches are allowed in the Coach's room. Parents and players will not be allowed in the Coach's room. In order to allow coaches and evaluators to perform their required tasks without disruptions, no players or parents will be allowed in the Coach's Room unless requested by Executive Hockey Director or Skill Development Director.

4. CCYHL Try-out Sessions Format:

- a. Try-outs for Midget are scheduled to start Friday August 19, 2011.
- b. Try-outs for Pee Wee and Bantam are scheduled to start Friday August 26, 2011.
- c. All players within their age group will begin their try-out together for CCYHL teams.
- d. The schedule will be posted on the HHA web site and sent via Constant Contact to HHA members.
- e. Tryouts for all divisions and teams shall consist of four sessions.
 - i. Session 1: Individual Skills – 1hour 15mins
 - ii. Session 2: Individual Skills/Scrimmage #1 – 1hour
 - iii. Session 3: Individual Skills/Scrimmage #2 – 1hour
 - iv. Session 4: Individual Skills/Scrimmage #4 – 1hour
- f. Goalie Try-outs:
 - i. All goalies trying out for a travel team will need to participate in the goalie evaluation sessions which will be run by Matt Gassman, HHA Goalie Director.
 - ii. Goalies will then attend all regular evaluation sessions for the level in which they wish to tryout, in addition to the goalie evaluation session.

5. CCYHL Selection Procedures:

- a. The Hockey Director, Skill Development Director and Head Coach of the team being selected will be responsible for collecting and reviewing all evaluation sheets. Upon evaluating all of the information made available to them; the Executive Hockey Director, Skill Development Director and Head Coach will then select the players for the team.
- b. The Hockey Director and Skill Development Director will voice their opinions regarding the players on a selected roster and may include other information which is available to them. Additional information to be considered may include previous teams made, any disciplinary issues, etc.

- c. Should a disagreement over the evaluation/selection of a player occur; the Hockey Director or the Skill Development Director will make the final decision.
 - d. Final team selection has to be signed off by the Hockey Director prior to it being posted on the website.
- 6. CCYHL Player Selection**
- a. Player separation for all divisions and teams will begin following the second ice session. Players will be placed in their appropriate level for the final two ice sessions. All announcements will be handled in the same manner as the final roster announcement procedure below, with the exception that the first separation list will place players at the appropriate level for their final two ice sessions. The final list will have each player assigned to which team they have made.
- 7. CCYHL Posting of List and Final Team Roster Announcements:**
- a. Player Notification:
 - i. At the conclusion of the tryout session the announcement of final rosters and player placement will be posted on the HSHA website.
 - ii. Player Conduct During Tryouts and Team Announcement:
 - 1. Players are expected to demonstrate respect to all players during this process.
 - 2. No harassment of any kind including trash talking, and verbal or physical taunting will be tolerated.
 - b. Parent Notification:
 - i. Parents will receive their announcement of the team list at the same time as the players via the HSHA website.
 - ii. Parent Conduct During Tryouts and Team Announcement:
 - 1. Realization that this is a stressful process for all parties involved.
 - 2. In an effort to main respect for all of the participants in the process, please refrain from discussion with Executive Hockey Director, Skill Development Director and all Coaches involved with the selection process about your player's progress.
 - 3. A reminder that there is a Zero Tolerance Policy is in effect and a reminder of the 24-hour rule. Outbursts of anger and/or frustration will not be tolerated.
- 8. Tryout Jersey Collection:**
- a. Players will retain their tryout jerseys unless they are required to change jerseys directed by the Hockey Director or Skill Development Director.
 - b. At the conclusion of try-outs all jerseys will be collected. If a player does not turn in their jersey they will be invoiced a \$25 fee.
- 9. Problem Solvers and Helpers:**
- a. When encountering an upset parent or player, please advise/remind them of the 24 hour rule. Please do not engage in a verbal battle with a parent in front of others.
 - b. Parents will be allowed to set up a meeting with the Hockey Director to discuss their player's evaluation once try-outs have been completed. However, this option will not occur while any of the try-out process is ongoing.

10. Coaching Advisory Committee:

- a. Will consist of the following: Hockey Director, Skill Development Director, Goalie Director and one member from the HHHA BOD whose player(s) is not in the division in question.
- b. Will be responsible for handling and assisting with the following circumstances:
 - i. Dealing with players that are hurt and cannot be at try-outs.
 - ii. Dealing with goalies that are hurt and cannot be at try-outs.
 - iii. Dealing with players that are sick and cannot make try-outs.
 - iv. Dealing with goalies that are sick and cannot make try-outs.
 - v. Dealing with players that will be out of town and cannot make try-outs.
 - vi. Dealing with goalies that will be out of town and cannot make try-outs.
 - vii. Dealing with players that come in from outside of Colorado.
 - viii. Dealing with coaches that do not follow the guidelines in picking players.