

40.21 Evaluation Coordinator

One (1) Evaluation Coordinator (which is a Board Coordinator position); shall be appointed by the Executive to fill the term. In the event a vacancy occurs with this position during the season, guidelines are set forth in **SECTION 5.0**

Duties of the Evaluation Coordinator include but are not limited to:

- 1-year term.
- Non-voting.
- Reports to the Director and Assistant Director of Evaluations.
- Does not attend monthly Board Meetings; except by invite, as needed.
- Attends the Annual General Meeting.
- In conjunction with the Assistant Director of Evaluations:
 - Will oversee the on-ice operations of the evaluation process at one specified location (arena); on a nightly basis.
 - To ensure consistency in drill / evaluation skate management the Evaluation Coordinator will be the primary contact for on-ice evaluation helpers.
 - Will oversee on-ice activities to ensure consistency between ice times.
 - Will provide support and guidance for evaluators.
- In conjunction with both the Director and Assistant Director of Evaluations:
 - Shadow and observe the role of the Director and Assistant Director of Evaluations.
 - Assist with overseeing the Evaluation Support, and Evaluation Lead/Assistant Coordinators.
- Shall be responsible for supporting the Assistant Director of Evaluations in coordinating and overseeing evaluations and ensure participants are assigned to teams at their appropriate playing levels.
- **Director reporting portfolio includes, but not limited to:** Evaluation Support and Evaluation Lead Coordinators. In absence of an Assistant Director of Evaluations, the Evaluation Coordinator would report to the Director of Evaluations.
- **Support and provide direction, as required to:** Evaluation Support, Evaluation Lead & Assistant Coordinators, evaluators and on-ice evaluation helpers.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

40.30 Evaluation Support Coordinator

One Evaluation Support Coordinator shall be appointed by the Director of Evaluations for the following Age Divisions:

- House League, U7 and U9
- U11 & U13
- U15 & U18

Duties of the Evaluation Support Coordinator include, but are not limited to:

- Length of term: only required during evaluations.
- Non-voting.
- Does not attend monthly Board Meetings.
- Can attend the Annual General Meeting.
- Reports to the Director and Assistant Director of Evaluations.
- Fully understands the evaluation process and has reviewed the Evaluation Procedures & Guidelines.
- Review scores & recommend participant movement to the Director & Assistant Director of Evaluations.

- Distribute responsibilities and workload appropriately to the Evaluation Leads and Assistants of your age division; while working closely with them.
- Immediately communicate disputes to the Director and/or the Assistant Director of Evaluations.
- **Direct reporting includes, but not limited to:** Evaluation Lead Coordinators. In absence of an Evaluation Support Coordinator; the Eval Lead Coordinator would report to the Evaluation Coordinator.
- **Support and provide direction to:** Evaluation Leads and Evaluation Assistant Coordinators within your age division, evaluators and on-ice eval helpers.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

40.31 Evaluation Lead Coordinator

One (1) Evaluation Lead Coordinator shall be appointed by the Director of Evaluations for each of the following age divisions; in which SW Hockey registers one (1) or more teams with Hockey Calgary:

U7	U9	U11	U13	U15	U18
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Duties of the Evaluation Lead Coordinator include, but are not limited to:

- Length of term: only required during evaluations.
- Non-voting.
- Does not attend monthly Board Meetings.
- Can attend the Annual General Meeting.
- Report to their respective Evaluation Support Coordinator.
- Working knowledge of Excel is required.
- Assisting with participant evaluations within their respective age division and be a part of the Evaluation Committee.
- Supervise the evaluators that were assigned to your age division and review the schedule of evaluators for correctness
- Work with the Director and Assistant Director of Evaluations with inputting evaluation scores; as required. This Evaluation Lead Coordinator is **NOT** permitted to enter the scores **of the age group that their own child(ren)’s evaluated with.**
- Point of contact for the Welcome Table volunteers; in the event that a participant is not listed on the grouping list for evaluations.
- Liaise between the parents and the Director of Evaluations; as a first point of contact during the evaluation process.
- Send evaluation communications to the families; as required.
- Immediately report concerns to the Evaluation Support Coordinator.
- **Direct reporting includes, but not limited to:** Evaluation Assistant Coordinators. In absence of an Evaluation Lead Coordinator; the Eval Assistant Coordinator would report to the Evaluation Support Coordinator.
- **Support and provide direction to:** Evaluation Assistant Coordinators within your age division, evaluators and on-ice eval helpers.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

40.32 Evaluation Assistant Coordinator

Up to two (2) Evaluation Assistant Coordinators shall be appointed by the Director of Evaluations for each of the following age divisions; in which SW Hockey registers one (1) or more teams with Hockey Calgary:

U7	U9	U11	U13	U15	U18
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If there are two (2) Evaluation Assistant Coordinators, the tasks will be divided as follows. If there is only one (1) Assistant Coordinator, then that volunteer will need to cover ALL tasks.

Duties of the first Evaluation Assistant Coordinator include, but are not limited to:

- Length of term: only required during evaluations.
- Non-voting.
- Does not attend monthly Board Meetings.
- Can attend the Annual General Meeting.
- Reports to the Evaluation Lead Coordinator.
- Assist the Evaluation Lead Coordinator, Evaluation Support Coordinator and Director & Assistant Director of Evaluations during the evaluation process.
- Will be responsible for data entry, as required.
 - This Assistant Coordinator is **NOT** permitted to enter the scores of the group that their own child(ren)'s evaluated with.
- Assist with supervising the evaluators that were assigned to your age division and review the schedule of evaluators for correctness
- Point of contact, as needed, for the Welcome Table volunteers; in the event that a participant is not listed on the grouping list for evaluations
- Assist the Evaluation Lead with communications; as required.
- Immediately report concerns to the Evaluation Lead Coordinator; for further follow up to the Evaluation Support Coordinator etc.
- **Volunteer Bond Category – This is a 'Full Credit Position'.**

Duties of the **second** Evaluation Assistant Coordinator include, but are not limited to:

- Length of term: only required during evaluations.
- Non-voting.
- Does not attend monthly Board Meetings.
- Can attend the Annual General Meeting.
- Reports to the Evaluation Lead Coordinator.
- Assist the Evaluation Lead Coordinator, Evaluation Support Coordinator and Director & Assistant Director of Evaluations during the evaluation process.
- Communicate with the Director of Volunteers during evaluations with regards to the 'Welcome Table' and 'signing-in' of participants. Ensures the Evaluation Lead Coordinators are providing required information.
- Point of contact for the Welcome Table volunteers; in the event that a participant is not listed on the grouping list for evaluations
- Oversees that the evaluators are maintaining their Volunteer Bond Time Sheets; and ensuring they have the appropriate person verifying their hours.
 - Evaluator hours must be submitted to the Director of Volunteers by **September 30th**.
- Immediately report concerns to the Evaluation Lead Coordinator; for further follow up to the Evaluation Support Coordinator etc.

40.40 Goalie Lead / Mentor

One (1) Goalie Lead / Mentor shall be appointed by the Director of Coaches for each of the following Age Divisions in which SW Hockey registers goalies on teams with Hockey Calgary.

U11	U13	U15	U18
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Duties of the Goalie Lead / Mentor include but are not limited to:

- Assist with goalie evaluations; as required.
- Champion the recruitment and skill development of the goaltenders.
- Serves as a resource to help team coaches find goaltender coaches in order to properly equip their goaltenders and to find goaltender material (e.g., videos).
- Support and develop standard goaltender practice drills for teams.
- Coach Mentors are permitted to be on the bench for any SW Hockey team; as determined by the Director of Coaches.
- Observing team practices and games, to then provide feedback to the coaching staff.
- Monthly communication with the head coaches.
- Coach Mentors are expected to help multiple teams at various age levels.
- Coach Mentors will refer to the Hockey Canada / Hockey Alberta / Hockey Calgary guidelines for each specific age division goalie; when working with assigned teams.
- Teams may request help or an evaluation from a Goalie Lead / Mentor at any time during the season.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

40.33 Evaluators

Multiple evaluators will be required to assist with the evaluation process.

Duties of the evaluators include, but are not limited to:

- Length of term: only required during evaluations.
- Non-voting.
- Does not attend monthly Board Meetings.
- Can attend the Annual General Meeting.
- Reports to the Evaluation Support Coordinator, Evaluation Lead Coordinator and/or Evaluation Assistant; as assigned to.
- **Will not evaluate the age division in which their child plays in.**
- **Must attend** information session(s) **before being eligible** to perform evaluation duties.
- Expected to attend their assigned evaluation session(s).
- Must sign an “Evaluators Code of Ethics”, in order to evaluate.
- Evaluators may be asked to join ‘committee picks’ as deemed necessary; where confidentiality is paramount.
- Evaluate participants in accordance to the Evaluation Guidelines; as determined by SW Hockey.
- Must complete an Evaluator Time Sheet (in reference to the Volunteer Bond), which must also be verified by an approved verifier. Evaluators are to hold on to these sheets until the full required hours are completed for the Volunteer Bond, and then submitted accordingly to the Director of Volunteers.
 - If your bond hours are not fulfilled during evaluations, you **MUST** hold on to your time sheet and record upcoming volunteer hours; until the full amount has been achieved, then submitted to the Director of Volunteers.
- **Volunteer Bond Category – This is Option #4 – Tracked Hours.**

40.34 Bench Parent Volunteers

Multiple Bench Parent Volunteers will be required to assist with this task. Bench Parent Volunteers will be required for the Age Division of U9 and older.

Duties of the Bench Parent Volunteers include, but are not limited to:

- In order to be eligible for volunteering, you must contact the, Evaluation Lead / Assistant for the age division you want to volunteer for, and they will schedule you accordingly.
- In order to focus on assigned task(s), Bench Parent volunteers **will not** be assigned to the age division that their child(ren) play in.
 - Bench Parents are **NOT** permitted on the same bench as their child.
- No 'coaching' or 'cheering' will be permitted while on the bench.
- Parents will take instruction from the Evaluation Coordinator(s); with respect to the participant(s) that may need more / less ice time, and may be required to "shuffle" the lines as directed.
- Must check in with the, must check in with the appropriate Evaluation Lead / Assistant upon arrival.
- Volunteers are to ensure their time sheet is filled out and then signed / verified by an approved verifier.
- **Volunteer Bond Category – This is Option #4 – Tracked Hours.**

40.35 Evaluation Time Keepers

Multiple volunteers are required to assist with this task. Duties include, but are not limited to:

- **Must already have** a strong working knowledge of the time clocks.
- Starting and stopping the time clock; as directed by the Evaluation Coordinators.
- In order to focus on the assigned task, Evaluation Time Keepers will not be assigned for time keeping duties for the same age division in which their child(ren) is evaluating in.
- **Volunteer Bond Category – This is Option #4 – Tracked Hours.**

40.36 On-Ice Helpers

Multiple volunteers are required to assist with this task. Duties include, but are not limited to:

- Report to the Evaluation Coordinator.
- Ensure participants are in order according to the process laid out by the Director of Evaluations.
- May need to accurately demonstrate the drills that participants are to execute for evaluations.
- Keep the pace and flow of the drills to ensure the session is completed in the allotted time period; by monitoring the time each drill is taking.
- Check that participants have the proper protective hockey equipment.
- Do not share any of your personal insight with parents / players or other observers that may appear bias or alter the process.
- Before moving on to the next drill, verify with the Evaluation Coordinator if the evaluators have had ample time and opportunity to review participants.
- **Volunteer Bond Category – This is Option #4 – Tracked Hours.**