



On-Ice Evaluation Coordinator

One (1) On-Ice Eval Coordinator shall be appointed by the Director of Evaluations to assist with overseeing the following age divisions: U7, U9 (House League included), U11 (& House League included), U13, U15 & U18. Duties of the On-Ice Eval 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.
- 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 drills & evaluation skate management, the Evaluation Coordinator will be the primary contact for the On-Ice Eval Leads.
 - Will oversee on-ice activities to ensure consistency between ice times.
 - Will support Pathway Skates with drills to ensure consistency for players.
- **Work closely with, and provide active: Leadership, collaboration, direction and support to the following:** On-Ice Eval Leads, Assistant Coordinators and On-Ice Eval Helpers.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

On-Ice Eval Lead

One (1) On-Ice Eval Lead 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 Eval 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.
- Reports to the On-Ice Eval Coordinator.
- Available to help on-ice with age groups evaluations, is required.
- Assisting with participant evaluations on-ice within their respective age division(s) and be a part of the Evaluation Committee.
- Supervises on-ice helpers that were assigned to your age division, and review the schedule of all on-ice helpers for correctness.
- Liaise with the Off-Ice Eval Coordinator; in the event that a participant is not listed on the grouping list for evaluations – to ensure they are evaluated correctly on the ice.
- Liaise with the Goalie Div Lead to incorporate goalies into evaluation sessions
- Liaise between the On-Ice Helpers and the Director of Evaluations; as a first point of contact during the evaluation process.
- Support and provide direction to: On-Ice Helpers, Bench and Eval Time Keeping volunteers.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

Off-Ice Evaluation Coordinator

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- Length of term: only required during evaluations. Non-voting.
- Does not attend monthly Board Meetings. Can attend the Annual General Meeting.
- Report to the Director and Assistant Director of Evaluations.
- **Working knowledge of Excel is required.**
- This role involves **a large amount of presence** at the arena during your age division evaluations.
- Assisting with evaluations within their respective age division and be a part of the Evaluation Committee.
- Supervises 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 Off-Ice Eval Coordinator is **NOT** permitted to enter the scores **of the age group that their own child(ren)'s evaluated with.**
- Liaise between the parents and the Director of Evaluations; as a first point of contact during the evaluation process.
- Immediately report concerns to the Director and Assistant Director of Evaluations.
- **Work closely with, and provide active: Leadership, collaboration, direction and support to the following:** Director / Assistant Director of Evaluations, Off-Ice Eval Leads, Off-Ice Eval Assistants, and evaluators; within your age division.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a 'Full Credit Position'.**

Off-Ice Eval Lead

One (1) Off-Ice Eval Lead 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 Off-Ice Eval 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 Off-Ice Eval Coordinator.
- **Working knowledge of Excel is required.**
- This role involves **a large amount of presence** at the arena during your age division evaluations.
- Assisting with evaluations within their respective age division and be a part of the Evaluation Committee.
- Supervises the evaluators that were assigned to your age division and review the schedule of evaluators for correctness.
- Work with the Off-Ice Eval Lead with regards to inputting evaluation scores; as required. This Off-Ice Eval Lead 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.
- Immediately report concerns to the Off-Ice Eval Lead for your age division.
- **Work closely with, and provide active: Leadership, collaboration, direction and support to the following:** Director / Assistant Director of Evaluations, Off-Ice Eval Assistants, and evaluators as needed.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a 'Full Credit Position'.**



Off-Ice Eval Assistants

One (1) Off-Ice Eval Assistant 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 Off-Ice Eval Assistant 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 Off-Ice Eval Lead, for their respective age division.
- **Working knowledge of Excel is required.**
- This role involves **a large amount of presence** at the arena during your age division evaluations.
- Assist the Off-Ice Eval Lead, Lead, On-Ice Eval Lead and Director & Assistant Director of Evaluations during the evaluation process.
- Will be responsible for data entry, as required.
 - This Off-Ice Eval Assistant 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 Off-Ice Eval Lead with communications; as required.
- Immediately report concerns to the Off-Ice Eval Lead; for further follow up to the Off-Ice Eval Coordinator.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a 'Full Credit Position'.**

Bench 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:

- To sign up, you must utilize the volunteer link that is provided on the SW Hockey website.
- Bench Parent volunteers should not sign up for the age division that their child(ren) play in, and;
 - 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 On-Ice Eval Lead and/or the On-Ice Eval Coordinator; with respect to the participant(s) that may need more / less ice time, and may be required to "shuffle" the lines as directed.
- Check in with the appropriate On-Ice Eval Lead and/or On-Ice Eval Coordinator, upon arrival.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – Signing up is required. Refer to Approved Opportunity Sheet located on the SWH website, as well as Signup.com for applicable credits.**



Evaluation Time Keepers

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

- **ALREADY HAS** a strong working knowledge of the time clocks.
- Start and stop the time clock; as directed by the On-Ice Eval Lead and/or On-Ice Eval Coordinator.
- Evaluation Time Keepers **should not** sign up for time keeping duties for the same age division in which their child(ren) is evaluating in.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – Signing up is required. Refer to Approved Opportunity Sheet located on the SWH website, as well as Signup.com for applicable credits.**

Evaluators

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

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

- Only required during evaluations. Non-Voting.
- Does not attend monthly Board Meetings. Can attend the Annual General Meeting.
- Reports to the:
 - Off-Ice Eval Coordinator
 - Off-Ice Eval Lead and/or
 - Off-Ice Eval 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 principles outlined in the Evaluation Guidelines; as determined by SW Hockey.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – Signing up is required. Refer to Approved Opportunity Sheet located on the SWH website, as well as Signup.com for applicable credits.**

Interested?

Contact:

Director of Evaluations: evaluations@southwesthockey.ca

Assistant Director of Evaluations: asst-evaluations@southwesthockey.ca

