

# U7 & U9 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](#).

For anyone who volunteered to be a coach, please be aware that you will be responsible for planning and running one team practice per week.

**Any coaches that want ideas for practice plans can contact Scott Ackles to be added**

All coaches and team personnel need certain requirements. Please see chart below.

### **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](#).

## Additional communication & information

Please communicate with your team managers that if they will be participating in events outside of the association, that they notify you so that you can re-distribute the ice that they will be missing and let skill providers know of the change.

As a division manager it is your responsibility to manage ice and return ice if necessary to our ice allocator, so that it can be re-purposed to the association. **LINK TO: ICE RETURN FORM**

Please familiarise yourself with the team manager manual. **LINK**

## Pre-Evaluation Skates

All kids will be scheduled for a series of pre-placement skates, to allow them to get comfortable before the evaluation/placement process begins. Once you have the number of skaters and the ice times, you can assign each skater's pre-placement ice times.

These pre-placement ice times will be run by volunteer coaches. We recommend pairing second-year coaches with first year. **(TAYLORS BIT)**

## 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](http://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.

There will be independent evaluators for days X & X, head coaches will be evaluating on days X & X. It is recommended that the coaching pool attend the final evaluations skate for all groups.

Please see the template for [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.

You will need to get pinnies from the Semiahmoo office, and ensure you have enough for all players.

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. Sometimes there are duplicate pinnies, so please ensure that they are not assigned to kids in the same ice time). 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](#).

### **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.

A skills coach will run all the evaluation drills and the head/assistant coaches will be on the ice to help. Independent evaluators will be in the stands (sitting away from other parents) to score the players. Evaluators 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 2 days 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 3.

Next, you'll need to re-assign pinnies for Day 3 evaluations, print the check-in sheet, coach evaluation sheets, etc.

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 will schedule the draft day with the Semiahmoo office and inform the head coaches when they will need to be there. You can use the template provided.

Please send any “friend requests” to the Semiahmoo office along with the final scores so that it can be inputted into the draft software ahead of time. Please inform parents that friend requests are not guaranteed.

The division manager will email all head coaches a final list of players with scores in preparation for the draft.

After the draft has been complete, the office will send you the final rosters to input into TeamSnap.

### **TeamSnap Rostering**

All the players will be preloaded into TeamSnap. All you need to do is roster them into their teams and skill groups. Please confirm with the office if kids will also be divided into “skill groups” for their skill sessions.

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.

U7: You will also need to allow time for the Initiation Winter Classic which is usually the last weekend before winter break.

U9: You will need to allow time for the March Madness Tournament, which is usually the last weekend of your season in March.

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 into TeamSnap.

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

**U7 Winter Classic**

This will be planned by the U7 division manager, with help from the Semiahmoo office. It will be a jamboree style tournament for both major and minor teams with pizza, swag bags, and games.

**U9 March Madness**

This will be planned by the Semiahmoo Office. It will be a jamboree style tournament for both major and minor teams with t-shirts, swag bags, and a whole lot of fun.

# Appendix A: Templates

[Season Introduction](#)  
[Volunteer Confirmation](#)  
[Evaluations Email](#)  
[Evaluations Spreadsheet](#)  
[Team Balancing](#)  
[Schedule](#)

## 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.

Pre evaluation skates will take place on <DATE> <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. Your division manager will communicate this via TeamSnap, so make sure to look out for the info there.

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](#) 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](#) 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](#) 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!

## Team Official Qualifications

SUMMARY: TEAM OFFICIAL QUALIFICATIONS				
TEAM TYPE	HEAD COACH	ASSISTANT COACH	SAFETY PERSON	MANAGER
HC - CARDED TEAMS (all "A" teams in U13 and above)	<b>Coaching Level</b> - Development 1 <b>Checking Qualification</b> - Yes (U13, U15) <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Coaching Level</b> - Development 1 <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Safety Program</b> - Yes <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes
U11 "A" Teams (PCAHA-carded)	<b>Coaching Level</b> - Coach 2 <b>Checking Qualification</b> - Yes <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Coaching Level</b> - Coach 2 <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Safety Program</b> - Yes <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes
"C" and non-HC-carded Female Teams, U11 and above	<b>Coaching Level</b> - Coach 2 <b>Checking Qualification</b> - Yes (U11 to U15) <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Coaching Level</b> - Coach 2 <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Safety Program</b> - Yes <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes
U7 and U9 (all)	<b>Coaching Level</b> - Coach 1 Intro to Coach <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Coaching Level</b> - Coach 1 Intro to Coach <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Safety Program</b> - Yes <b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes	<b>Respect in Sport</b> - Yes <b>CATT</b> - Yes <b>CRC</b> - Yes

**Note 1:** BC Hockey requires that each team designate a Head Coach.

**Note 2:** Each team must have at least one qualified Team Safety Person re-istered. Failure to have a qualified Team Safety Person registered with the team on or before December 1st will result in the team being ineligible for playoffs. Where there are no playoffs (U7 and U9), fines or other disciplinary action will result.

**Note 3:** All team officials must submit a current Criminal Record Check (CRC) and Vulnerable Sector (VS) check prior to participation.

**Note 4:** Development 1 Coaches must complete maintenance modules (professional development) to retain certification.

**Note 5:** Coaches who acquired Coach 2 + Coach Level in 2016-2017 or prior are also qualified at Coach 1 + Intro to Coach Level.

**Note 6:** On-ice helpers/volunteers rostered in HCR are not Team Officials and may not participate in games in any capacity.

# 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.

**LINK NEEDS FIXING**



Initiation Minor  
Evaluations.xlsx

## 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  
Team Balancing.xlsx

## **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.