

# EVALUATIONS MANUAL

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## *SECTION 1: EVALUATION AND TEAM SELECTION PROCESS*

### **1. Evaluation Coordinator**

The Club Association Presidents in any given zone will agree to appoint a knowledgeable, impartial person to act as the Evaluation Coordinator for each Zone. Evaluation Coordinators are not to be directly involved in the evaluation and team selection process. They are appointed for administrative purposes only. The Evaluation Coordinator role can be held by the Zone Coordinator.

1.1 The role of the Evaluation Coordinator is to:

- a) Supervise the evaluation and team selection process for each zone;
- b) Ensure that the process proceeds with fairness and impartiality;
- c) Coordinate ice times within the Zone, ensure that on-ice instructors are scheduled and recruit and schedule evaluators for the evaluation process;
- d) Be available to answer any questions or concerns that the Coaching staff and/or Evaluators may have during the evaluation process;
- e) Collect and calculate all evaluation scores and provide them to the Team Staff;
- f) Provide on-ice instructors with an on-ice evaluation plan including drills, set-up, etc.;
- g) Provide each Evaluator with a list of athletes to evaluate at each ice time;
- h) Provide uniformity and consistency in the evaluation process such that athlete and parent expectations are managed in a fair manner;

1.2 The Evaluation Coordinator, in conjunction with the Club Association representatives and the Head Coach shall be responsible for creating evaluation teams for the purpose of athlete evaluations.

## 2. The Evaluation Process

- 2.1 Evaluations shall be documented, shall remain confidential and shall not be supplied to the general membership. It shall be unwarranted under any circumstance to disclose athlete evaluation information to anyone, either during or after the tryout process, except as may be required to address a grievance.
- 2.2 The Evaluation Process will include both skill assessment and game skill assessment.

## 3. Evaluation Roles

During an evaluation there are roles played by the coaches, evaluators, Associations, Evaluation Coordinator and athletes and their parents or guardians. In order to help complete the evaluation process it is important to delegate out responsibilities help ensure that all areas are covered.

### 3.1 Evaluators:

- a) Are responsible for evaluating the athletes assigned to them by the Evaluation Coordinator.
- b) Should have experience playing or coaching at a competitive level to be eligible. Head Coaches, by definition are automatically evaluators. Evaluators with competitive experience from other sports may also be considered.
- c) Evaluators shall assess skills such as skating, ring control, ringette sense, game knowledge, drive and sportsmanship. The degree of assessment will be dependent on the division being evaluated. Coaches may also consider factors such as dedication, compatibility, self-discipline and willingness to learn in their selection process.

3.2 **Club Associations:** shall be responsible for appointing evaluators for a given zone on a ratio of one evaluator for each six (6) athletes evaluating.

3.3 Remuneration can be provided to evaluators as per Club Association policies and/or practice. Team Staff shall not be remunerated under any circumstances.

### 3.4 On-ice Instructors and Coaches:

- a) Should provide instruction and demonstration of the drills.
- b) Should refrain from providing feedback for improvement unless it is related to how the athlete is completing the drill.

### 3.5 The Head Coach and Team Staff:

- a) Should attend all evaluations and communicate with the Evaluations Coordinator and evaluators about what they are looking for and if they have any questions/concerns.
- b) Should observe participants and maintain their own evaluation notes to use as reference.

3.6 Parents of athletes evaluating are ineligible to act as an Evaluator.

## 4. Evaluation Set-up

4.1 To set up the evaluation follow the best practices below:

- a) Provide all evaluators with copies of the skill assessment criteria.
- b) Pre-set the athlete numbers on each set of evaluator scorecards. Ensure that evaluators receive random athlete number assignments do not give sequential numbers i.e. 1, 2, 3, 4, etc.
- c) Maintain an evaluator to athlete ratio of 1:6. If short do not exceed 1:8.
- d) Athletes should be in random order of pinnie numbers to ensure that evaluators are able to watch each athlete as they participate in the skill.
- e) Evaluators should be able to view the entire ice service comfortably and the Evaluation Coordinator or a delegate should strive to keep parents and guardians separated from evaluators.

4.2 All evaluations should include a scrimmage to give athletes the opportunity to demonstrate their ringette game knowledge, experience and skill. All evaluation processes should include one to two ice times to host scrimmages.

### 4.3 Scrimmage:

- a) Athletes should be divided into two teams that are fairly equitable in number of athletes and skill.
- b) Positions of athletes should be taken into account when forming teams and assigning athletes to teams.
- c) Athletes will need to be prepared to play different positions during the scrimmages.
- d) It is recommended that referees are utilized to facilitate scrimmages in U14 and above to ensure that athletes are adhering to the basic rules of ringette and playing safely. Also, having referees for evaluation scrimmages gives evaluators and coaches the ability to focus on evaluating the athletes.

- e) Volunteers can be placed on each of the benches to assist athletes with exiting and entering the ice.
- f) If multiple goalies are attending the evaluation scrimmages the goalies should be rotated consistently between each team to ensure that all goalies have the opportunity to exhibit their skill and ability.
- g) If teams appear unbalanced the Evaluation Coordinator can move athletes around to help balance out the athletes.

#### 4.4 Best Practices:

- a) Associations must use the Ringette BC athlete evaluations for U12, U14, U16, and U19.
- b) Evaluations for U14, U16 and U19 can be found by [clicking here](#).
- c) Teams are formed based on the results of the athlete evaluations.
- d) Coaches will have access to all evaluations forms to assist them in team formation.
- e) The top evaluated athlete in an evaluation may not score a “5” on the scorecard because evaluations are criteria based verses ranking based. Meaning athletes are not scored or ranked against each other.
- f) All athlete movement requests will require an evaluation to support the request by any Association to retreat an athlete to a lower division, or to place them in a higher division.

## 5. Zone Team Selection

The Evaluation Coordinator will form the Zone Team Selection Committee who will assist with selection process. The Selection Committee should include the Evaluation Coordinator, the Head Coach, and one other member of the Team Staff.

### 5.1. Zone Team Selection Committee's Objectives in the Evaluation Process:

- a) To provide a fair and impartial assessment of an athlete’s total Ringette skills during the skating and scrimmage sessions;
- b) To ensure appropriate evaluation documentation was created and reviewed;

### 5.2. Zone Team Selection Committee’s Objectives in the Team Formation process:

- a) To provide Head Coaches with some flexibility to build a team based on their own coaching philosophy and knowledge of athlete skills and attitude;

- b) To form teams composed of athletes of similar ability where the athletes can develop and participate equitably and have satisfaction playing ringette at the competitive level during the season; and
- c) To form teams that are competitive in the Leagues in which they play and capable of challenging for Provincial and Western Canadian Championships.

## 6. Role of the Association

Zone team evaluation schedule shall be organized by the Club Associations and should adhere to the Zone Team Guidelines. The schedule should consider overarching goals of a fair and efficient evaluation process.

- a) There will be a minimum of three (3) and a maximum of five (5) evaluation sessions hosted. Athletes should be able to attend two thirds of the offered evaluation sessions before being released. One of those evaluations should cover individual skills such as skating and ringette skills and one should be game play. The number will be dependent on the number of athletes evaluating in a specific zone. The evaluations will consist of skills and game play.
- b) Club Associations within a zone will come to an agreement as to the provision of ice for evaluations.
- c) Club – Associations and League Boards will determine evaluation fees, if any.
- d) If a Zone or Association requires an adjustment to the timelines, they must apply to Ringette BC in writing in a timely manner.
- e) The maximum athletes on the ice for a given evaluation will be determined by the Club Associations that make up the Zone. The evaluations will be restricted to athletes who have indicated they wish to try out for the respective zone team.
- f) The number of athletes assigned to each evaluator should not exceed a ratio of six (6) athletes per evaluator.
- g) The number of athletes per ice time should be considered when recruiting evaluators.

## 7. Team Formation

The Head Coach, in consultation with their Zone Selection Committee, will make the final athlete selection decisions for each Zone Representative team.

- a) Final team formation should reflect athlete ordinals with only minor variation. 70 per cent of the roster will be made up of the athletes with the highest ordinals while 30% of

the roster, as well as any affiliate athletes, may be determined by the Head Coach. At the discretion of the Head Coach, the roster may be formed by position.

For Example: The team may have 70% forwards and 70% defense through formal evaluations, and the Head Coach selects the remaining 30%. Or, the Head Coach can take the top 70% regardless of position and select the remaining 30%.

- b) The Head Coach will submit the final roster to Ringette BC with confirmed compliance to the 70/30 Team Formation rules.
- c) The evaluators, Head Coach, Club Associations and Ringette BC must keep the individual athlete ordinals confidential.
- d) An athlete's ranking may be adversely affected by factors such as attitude or team cohesion. The Team Staff must communicate this to all athletes during the selection process if there are concerns.

## 8. Athlete Participation in the Evaluation Process

- a) If an athlete misses the evaluation because of illness, injury or family emergency, the U14 Zone Evaluation Coordinator and Head Coach may decide whether this athlete will be selected as part of the discretionary 30% and/or be evaluated at a later date.
- b) Athletes must be informed on the evaluation criteria. All athletes will do the same drills as a means of ensuring fairness.
- c) Athletes will be assessed using the Ringette BC U14 athlete evaluation criteria.
- d) As per Ringette BC policy, all athletes evaluate to earn their spots each season. This is to include returning athletes from prior seasons.

## 9. Coaches and Team Staff

- a) Head Coaches and other Team Staff with children evaluating may review evaluation scores of all athletes except their own child until their child has been independently assessed by the remainder of the Evaluation Team.
- b) If the evaluation results determine that the child of any bench staff are not sufficient for the child to qualify within the top 70% of participants, a meeting of the Zone Evaluation Coordinator and the Club Association designates shall be convened prior to the final team roster being announcement. If the child does not have evaluation scores that place them in the top 70%, the Head Coach may select that child as part of the discretionary 30%. However, it is important to note that this may not support team cohesion. If it is determined that the child will not be named to the Team and the bench staff is no longer willing to coach the team, alternatives shall be discussed.



Suggestions include:

- i. Inviting qualified potential Assistant Coaches to take on the role as replacement.
  - ii. Inviting unsuccessful applicants from another zone to consider the role. In the event the potential replacement Head Coach has an athlete being assessed, this shall also be considered in whether the coach shall be invited to take the team.
- c) At no time shall a Coach provide ordinal scores or input on their own child.
- d) In the event of two teams in a Zone, the Coaches, in consultation with the Evaluation Coordinator, will consider the balancing of potential Assistant Coaches to each team. In the event that the athletes of Assistant Coaches are evaluating, the group must come to an agreement regarding the drafting process for selecting the athlete. In the event that an agreement cannot be determined, the Evaluation Coordinator will have final say. This decision will be based on ordinal scores from the evaluation team.

## SECTION 2: ATHLETE SELECTION

### 1. Number of Athletes per Team

In Age Divisions with One (1) Team

#### 1.1 As per the U14 Zone Guidelines:

- a) There will be a minimum of eleven (11) and a maximum of fourteen (14) athletes per zone team including goalies. Up to four athletes, (three skaters and one goalie) may also be selected as affiliates.

Please see Ringette BC [U14 Zone Team Guidelines](#) for more information on affiliates.

- b) In zones with a large number of athletes evaluating, the Head Coach, with input from the ordinals provided by the Evaluation Coordinator will make first releases after a minimum of three evaluations to allow Coaches and designated Evaluators to assess the remaining athletes in a more competitive situation. The designated Evaluation Coordinator will provide the Head Coach with a summary of the evaluation scores to assist with the releases.

Example 1: U14 Zone – 30 athletes start evaluations for one team. Ordinal scores are to be used to reduce group to a maximum of 19 athletes after the third evaluation. (Decision to release more athletes is at the discretions of the Head Coach).

- c) Head Coaches are encouraged to expand the team to the full complement of 13 athletes if evaluation scores support the skills required to play at this level.
- d) Head Coach will inform successful and unsuccessful athletes of their status within one week of final evaluation

#### 1.2 As per the U16/U19 Zone Guidelines:

- e) There will be a minimum of eleven (11) athletes per zone team including goalies. Up to four athletes, (three skaters and one goalie) may also be selected as affiliates.

Please see Ringette BC [U16/U19 Zone Team Guidelines](#) for more information on affiliates.

- f) In zones with a large number of athletes evaluating, the Head Coach, with input from the ordinals provided by the Evaluation Coordinator will make first releases after a minimum of three evaluations to allow Coaches and designated Evaluators to assess the remaining athletes in a more competitive situation. The designated Evaluation Coordinator will provide the Head Coach with a summary of the evaluation scores to assist with the releases.

## 2. Number of Athletes per Team

### In Age Divisions with Two (2) or More Teams

- 2.1 If there are two (2) teams being formed within a zone, (as per the Ringette BC U14 Zone Division Guidelines), there will be a minimum of eleven (11) athletes and a maximum of thirteen (13) athletes per team (including goalies). In addition, the roster may include a maximum of four affiliates (three skaters and one goalie).
  - i. Requests for exceeding the 13 athlete maximum will not be entertained to ensure the goals of maximum playing time and athlete development occur.
- 2.2 After the first three evaluations, the Head Coaches of the two teams shall meet with the Evaluation Coordinator and decide on the approximate size of the two teams (11 to 13 athletes per team). At the appropriate time, the Head Coaches shall inform the parent group in an in-person meeting (with a follow up email) with all parents of the affected age group to let them know the planned size of the two formed teams.
- 2.3 If athlete evaluations result in an insufficient number of athletes with the necessary skills to play at the Zone level for two teams, the Evaluation Coordinator for the Zone must inform the Club Association Presidents of the Zone as well as the League President. If the League and Club Association Presidents agree, a request may be made to Ringette BC to proceed with a single team. (This shall be decided by Ringette BC in consultation with the League, the Club Association Presidents from the Zone and the Evaluation coordinator)
- 2.4 If two teams are being formed, Draft procedure in Section 3 shall be used.

## SECTION 3: DRAFTING PROCEDURE

(MORE THAN ONE TEAM IN THE DIVISION)

### 1. Determining the Draft

1.1 Prior to a draft but no sooner than after the first three assessments, athletes who do not demonstrate the skill to play at the Zone level shall be released. This process will allow the Evaluators an opportunity to evaluate those athletes that have the potential to play at the Zone level. The numbers of eligible athletes shall be reduced to team size + a maximum of six athletes. (Decision to release more athletes is at the discretions of the Head Coach).

1.2 Further evaluations will be used by the Evaluation Team and Head Coach to assess eligible athletes. Head Coach(es) may further reduce size of evaluation group at any time after the third evaluation and before the final evaluation.

Example 1: U14 Zone - 40 athletes attend evaluations and there are two teams being formed. Ordinal scores are to be used to reduce group to a maximum of 32 athletes after the third evaluation.

1.3 At no time will requests from either athlete or family for ride sharing, friendships, etc., come into play when drafting athletes onto teams. Athletes and their families join the Zone program with the understanding that there will be additional requirements on the family in regards to cost and travel.

1.4 Head Coaches must use drafting procedure below to select teams in accordance with the following format:

#### DRAFT - REVERSING ORDER

| Coach #1 | Coach #2 | Round         |
|----------|----------|---------------|
| 1st Pick | 2nd Pick | Round 1       |
| 4th Pick | 3rd Pick | Round 2       |
| 5th Pick | 6th Pick | Round 3       |
| 8th Pick | 7th Pick | Round 4, etc. |

- a) Skaters and goalies shall be drafted in two (2) separate drafts;
- b) First pick shall be decided by a coin flip. The winner of the coin flip will have the choice to draft goalies or skaters first in addition to the first pick of the first draft;

- c) The loser of the coin flip will have the first pick of the second draft;
- d) Draft order shall not be published and will only be known to the Team Staff and the Evaluation Coordinator;
- e) The Evaluation Coordinator or Zone Coordinator will ensure that the Coaches are aware of and follow the drafting procedures. The Evaluation Coordinator will also observe the draft;
- f) Only the Evaluation Coordinator or Zone Coordinator along with the Head Coaches are to be involved in the draft;
- g) Requests for Coaches and Teams will not be considered. Team Formation will follow the draft process;
- h) Coaches' Children: When two (2) or more teams are to be formed involving parents as Head and/or Assistant Coaches, the Head Coaches and the Evaluation Coordinator/Zone Coordinator will meet prior to the draft to determine which round of the draft that the parent is to select their child. Ordinal scores from the Evaluation Team may be used as a guide to assist in this process. During the draft, their child must be selected in the pre-determined position. If unanimous agreement cannot be reached, the Evaluation Coordinator or Zone Coordinator will make the decision regarding draft round. Such decision shall be final.

## Appendix – Evaluation Supporting Documents

### 1. Evaluation Criteria

All U14 Zone teams in BC will evaluate athletes using the Ringette BC U14 Evaluation Criteria. The evaluation criteria allows for each individual athlete to receive an individual evaluation score based on their performance in specific skills. Evaluators are to provide athletes with a score that reflects that athlete's ability to demonstrate a skill as specified on the criteria guides.

### 2. Evaluation Resources

- [Evaluation criteria charts](#)
- [Evaluation team score card](#)

### 3. Evaluation On-ice Resources

- [On-ice evaluation session plans](#)

## Ringette Canada's Guiding Principles of Competition – All Divisions

To pledge to the Ringette Canada Guiding Principles of Competition [click here](#).

- 1) Ringette experiences are **meaningful for all participants and teams** from the beginning to the end of each season.
- 2) Ringette is always a **fun, positive experience**.
- 3) Every ringette participant, coach, official, volunteer and administrator has an opportunity to improve.
- 4) The system of competition (tournaments, leagues and championships) supports each participant in seeking their level of **personal excellence** based on their definition of success. Participants can **choose to enroll** in a program which places them on the **excellence pathway**.
- 5) Nobody is disadvantaged by playing at a "lower" level. Participants are provided access to appropriate development pathways to progress to a "higher" level if they desire.
- 6) The system of competition supports and rewards LTAD-based training informed by [Ringette Canada's Athlete Development Matrix](#).
- 7) Competition reflects the **True Sport Principles** and the values of Ringette Canada.

If you have questions regarding the above information please do not hesitate to email the Ringette BC Executive Director at [executivedirector@bcringette.org](mailto:executivedirector@bcringette.org) or call 604-629-6583.