COMPETITIVE MINOR HOCKEY PROGRAM HANDBOOK



June 12, 2024

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1.0 Competitive Minor Hockey Program Expectations

KVMHA is committed to providing a competitive minor hockey program, open to all members who wish to try out. KVMHA provides a fair assessment at the beginning of each season to allow members in U11, U13, U15 and U18 to try out for competitive teams. The number of teams in each division are determined each season based on the high standard of evaluations and the number of members who try out.

Players who choose to try out for the "AA", "A", and B categories of Competitive Minor Hockey also need to recognize that hockey at these levels can be more physically demanding. This is especially true at the U15 and U18 divisions since these divisions involve body contact

2.0 Season Start Up Meetings

The following meetings are necessary to ensure a smooth start up to our season. They provide key volunteers with the information necessary to run the player evaluation, Coach Selection, and Team Formation processes.

These meetings are chaired by the director of competitive hockey. It is their responsibility to look after the logistics and ensure these meeting are held as outlined below. (Some meetings may be combined if desired by the Director of competitive hockey, however it is important that the general flow of the meetings be followed. The Director of competitive hockey should use the experience level of the various participants to guide them when deciding if meetings can be combined.)

2.1 The competitive committee will meet prior to tryouts to prepare and ensure that the following is organized:

-Season start up meeting

- Coordinator selection
 - Develop plan for attendance and jersey distribution
 - Have evaluation sheets for evaluators
 - Collect and keep confidential the evaluation scores
 - Keep chain of custody confidential from evaluators, to coordinator, to competitive director
- Evaluators start up

-Competitive committee to align the evaluators for each competitive skate and games

- Ensure each evaluator has a clear understanding of the evaluation scoresheet, and how to score players

- Ensure that each evaluator understands and follows the confidentiality that is required throughout the tryout process.

3.0 Player Evaluation Overview

3.1 Evaluation Goals

"The goal is to provide a fair, consistent and comprehensive evaluation that will result in players participating at a level that is based upon the skill level when comparing them to athletes of the same age and category".

- Hockey Canada – Players Evaluation Selection

- To provide an environment that is fair for all players.
- To provide a safe environment for all players.
- To provide an open atmosphere where players and parents can ask questions to the committee

To create the best possible competitive teams to represent KVMHA.

3.2 Evaluation Team

3.2.1 Director of Competitive

- Oversee the end to end competitive processes as per the competitive handbook.
- Chair of the competitive committee
- Runs committee meeting (s) as required.
- Respond to any questions or concerns that may arise during the competitive process
- Reports to the board.
- Act as a support person for the director of technical development throughout the Player Evaluation Process.
- Work with the director of human resources and the coach selection committee to choose evaluators
- Collects all evaluation sheets from evaluators after evaluation.

3.2.2 Director of Technical Development

- Define the format and content (drill selection, non-contact scrimmages, low contact scrimmages, etc) of the on ice sessions to be used for the Player Evaluation Process.
- Define the evaluation criteria to be used by the evaluators during the on ice sessions.
- Act as a support person for the director of competitive hockey throughout the Player Evaluation Process.
- Work with the director of human resources and the coach selection committee to choose evaluators
- Meet with evaluators and coordinators to discuss expectations and to explain evaluation criteria
- Arrange checking clinics before the evaluation process begins for U15 and above
- Additional on-going responsibilities will include:

- Help determine association coach clinic requirements for the year
- Mentor coaches who are asking for assistance throughout the year or who have experienced difficulties
- Work with the coaches at the beginning of the year to ensure teams get off to a great start.)

3.2.3 Technical Goaltending Coordinator

- Define the format and content (drill selection, etc) of the goaltender technical session(s)
- Define the evaluation criteria to be used by the Goaltender Evaluators during the goaltender technical session(s) and during the Player Evaluation sessions
- Recruit Goaltender Evaluators based on their goaltending/training experience
- Oversee the Goaltender Evaluation for U11 and above divisions
- Communicate with the Division Coordinator regarding goaltender assignments to specific Player Evaluation sessions
- Identify and assign sufficient on ice staff for goaltender technical skates based on requirements identified by the Technical Goaltending Coordinator-

3.2.4 Director of Human Resource

- Co-Chair the competitive Committee
- Recommend Evaluators and Head Coaches for the U11 thru U18 age divisions to the competitive committee for ratification
- The competitive Committee may recommend and/or name Assistant Coaches to teams. Conversely, the completive Committee may identify individuals to Head Coaches who are not to be selected as Assistant Coaches.
- The Competitive Committee shall determine the acceptability of all Assistant Coaches recommended to them by the Head Coach

3.2.5 Competitive Committee

The role of the Competitive Committee during the Player Evaluation Process is one of management and guidance. As well the Competitive Committee acts as the adjudicator in cases where the Evaluators or Coordinators cannot resolve issues. Their duties include:

- Development of initial evaluation ice schedule in conjunction with Director of Ice and Ice Scheduler
- Oversee the Player Evaluation and Team Formation processes for U11 thru U18
- Involved in the selection of Evaluators and Coaches
- Management of Coordinators and Evaluators during selection process.

- Schedule on ice officials through the referee in chief for all evaluations and balancing games involving scrimmages.
- Adjudication of conflicts during the evaluation process
- Maintain records of all evaluations until evaluations process is complete
- Within each group organize players on to scrimmage teams with appropriate numbers and dressing rooms
- Review all cases where KVMHA has multiple teams at a category and explain to Coaches how affiliate players will be fairly split among the teams. (Ex. 2 "AA" teams drawing affiliates from 1"A" team.)
- Adds all evaluations scores into a spreadsheet and totals scores

3.2.6 Division Coordinator

- Management of the day-to-day needs of the Evaluation process for all categories ("AA", "A",B")
- Organize time keepers and coaches to run benches
- Assignment of jerseys to each player at the beginning of each ice time.
- Distribute and collect the evaluation sheets and follow the chain of custody.
- Ensure all equipment required for each on ice session (evaluation sheets, pens, etc) is available
- Ensure copies of the Evaluation Criteria is available for all players and parents online. This is to allow players to be informed of the expectations of evaluations.
- Be visible throughout the tryout dates for logistical questions from players and parents not including questions to the competitive committee.
- In cooperation with the on-ice personnel, ensure that players compete within the rules of the game.
- Notify all families following their child's skate of their promotion and their new schedule as a result, or that the child's schedule will remain the same as previously communicated.
- Notify Director of Competitive hockey in the event of issues arising around player promotion

3.2.7 Evaluator

- The Evaluator may or may not be a member of the pool for coaches.
- The Evaluator will provide an unbiased opinion of players based on the player's performance in the individual skate. This will be carried out by:
 - Review the evaluation criteria prior to the process to ensure that all evaluators are evaluating the same skill with the same intent

- Remain attentive throughout the entire ice session that is being evaluated (i.e. arrive before the players enter the ice surface and remain until players leave the ice surface)
- Score the individual players on a comparative basis and record the results on the evaluation form provided
- Rank players in accordance with guidelines provided by competitive committee.
- Do not discuss or share information with <u>any</u> players or parents. Refer <u>all</u> questions or concerns to the competitive committee without offering comment on the question or complaint.
- Evaluators CAN NOT have a child on the ice for the session that they are evaluating. It is preferred that evaluators DO NOT have a child in the division for the skate that they are evaluating. This will provide further validity to the fairness of the process.

3.2.8 On-ice Personnel

- To follow the on-ice session plan as provided to them
- Keep up the pace and flow of the drills to finish within the allotted time period. If possible brief the players prior to the session so that they are aware of the drills and the order which they will go through them
- Ensure the players understand each drill (the intent of the evaluation is to put the players in a situation where they can show their skills and not struggle with understanding the drill)
- If a player has their performance affected by items out of their control it is the onice personnel's discretion to allow the player to perform the skill a 2nd time
- Check that all players have the proper protective equipment
- All on ice personal must wear a CSA approved properly fastened helmet
- Encourage the players to perform to the best of their ability
- In cooperation with the Coordinator, ensure that players compete within the rules of the game.
- Do not share any of your personal insight with parents/players/other observers that may appear to bias or alter the process

4.0 Evaluator Selection

The competitive Committee is responsible for the selection of Evaluators.

To ensure that qualified individuals are considered the Competitive Committee shall actively recruit prospective candidates and use the following criteria:

- Overall hockey knowledge
- Caliber of teams coached
- Caliber of hockey played

• Required to evaluate an age group outside the division/level that their child participates in.

4.1 Process for Evaluator Selections

- Evaluators are chosen prior to the commencement of player evaluations
- Coaches are named only after the completion of Player Evaluations and Team Selections

The Committee will endeavor to name enough evaluators for each division such that there should always be a minimum of three Evaluators available for each Player Evaluation Skate.

In the case of Goaltender Evaluators:

- Goaltender Evaluators are selected based on goaltending/training experience
- The Committee will endeavor to name enough Goaltender Evaluators for each division such that there is a best effort to have a minimum of two (2) Goaltender Evaluators available for each Player Evaluation Skate
- Evaluators stay with their assigned division for the entire evaluation process (some evaluators may be assigned to more than one division)
- Evaluators are not permitted to evaluate the division in which their child is registered (example: an Evaluator with a goalie in U11 cannot evaluate U11 goalies)

5.0 Evaluation Process

Evaluation scoring shall be based on a player's performance during the current evaluation process. All evaluation data will be held in confidence by Competitive Director of KVMHA from season to season. Scores will remain confidential information.

For the U11, U13, and U15 divisions the overall evaluation process consists of a one hour technical skate and up to four intra-squad games. The minimum number of skates during the tryout process is three (3). Players are evaluated by independent evaluators using a point rating system. The scoring guide ranges from 1-4 for both the technical skate and the inter-squad games.

The goaltender evaluation process consists of one technical session and up to four intra-squad games.

The evaluation process for U11, U13 and U15 is further broken down into two phases:

<u> Phase 1:</u>

Phase one includes the technical skate and two to three (if needed) intra-squad games. After this phase is completed, all evaluation scores are tabulated and the players are placed in one of two groups: AA or A.

<u> Phase 2:</u>

If there is more than one team per AA or A, there will be a balancing game to determine each team is balanced.

5.1 U11, U13, U15 Evaluations

In order to give each and every player a fair opportunity to exhibit the range of skills that they possess players will be evaluated in both skill/drill (technical skate) and game environments.

The on-ice content for the technical skate is pre-defined by the Director of Technical Development.

All evaluations and scoring criteria are to be held in confidence between the Evaluators and the Director of Competitive Hockey/President. All conversations must remain confidential.

Players involved in "AAA" tryouts are expected, if registered for KVMHA tryouts, to attend all session that do not conflict with their AAA tryout.5.1.6 Injured or Absent Player Placement page 14) and complete the KVMHA tryout process.

Once evaluations are completed, the evaluation forms are to be compiled by the Director of Divisions for retention for 1 year.

The evaluation forms to be used are located in the Appendix of this document.

5.1.1 Initial Player Placement

5.1.1.1 Skaters

Every effort will be made to balance teams for the initial two intra-squad games so as to provide a competitive and fair environment for players to be evaluated. First year players will be distributed evenly on all teams.

Teams will continue to be balanced for the remaining intra-squad games (phase 2 games).

5.1.1.2 Goaltenders

The same process outlined in section 5.1.1.1 will be used for goaltenders.

5.1.2 Skater Evaluation

- Each skate is to be evaluated independent of previous skates (i.e. Evaluators are instructed to evaluate the players based only on what they see that particular skate)
 - Evaluators will assign scores for each criterion on the evaluation sheet.
 - Evaluators must provide a score for each criterion for every skater on the ice.
- If a Coordinator has a child on the ice during an evaluation skate the Director of Competitive Hockey or their designate will take the place of the Coordinator. The Coordinator shall not be involved in the evaluation of that particular skate and shall not be permitted in the room during the tabulation of results or any resulting discussions for that particular skate.
- Evaluators are not permitted to evaluate any skate that their child participates.

5.1.3 Goaltender Evaluation

Goaltenders will be evaluated independently of skating players and under a unique evaluation and selection process.

• Goaltenders will be evaluated at one (1) Technical Evaluation Session designed specifically for this purpose and also during the intra-squad games.

5.1.4 Divisions

5.1.4.1 U11

- Players in the U11 division shall not tryout for forward or defense instead, they will be evaluated as a skater or as a goaltender and evaluators will choose the top "players" for AA and A.
- U11 players will be evaluated following the process outlined in section 5.0. This includes a one hour technical skate and up to four intra-squad games.

5.1.4.2 U13

• Players in the U13 division will try out for forward or defense – and evaluators will choose the top "players" for AA and A.

• U13 players will be evaluated following the process outlined in section 5.0. This includes a one hour technical skate and up to four intra-squad games.

5.1.4.3 U15

- Players in the U15 division will try out for forward or defense and evaluators will choose the top "players" for AA and A.
- U15 players will be evaluated following the process outlined in section 5.0. This includes a one hour technical skate and up to four intra-squad games.

5.1.5 Contact of Players

- The primary method of communication during the tryout and player evaluation process will be via the KVMHA website. Player groupings and related schedules will be posted under the "tryout" tab.
- Parents with questions regarding the final position of their son or daughter should be referred to the Director of Competitive Hockey.

5.1.6 Injured or Absent Player Placement

A) Injured or Absent Player Prior to Evaluations

A player who is unable to participate in evaluations due to a medical problem or injury, or who is absent with cause for the entire evaluation session may appeal to the President to be seeded based on the seeding of his/her peers from the previous year.

A player returning part way through the evaluation process from a medical problem or injury or who was absent with cause may appeal to the President to begin their evaluation where the majority of his/her peers from the previous year currently reside. Movement from that point forward, either up or down, will be based upon the returning player's performance.

B) Injured or Absent Player during Evaluations

A player who is unable to participate in evaluations due to a medical problem or injury, or who is absent with cause after the evaluation process has commenced will have their most recent evaluation session placement recorded. At the same time, the majority of his/her peers from the previous year will have their corresponding evaluation session placement recorded and the relative difference determined. The player may appeal to the Competitive Committee to have this relative difference used to seed the absent player at the conclusion of evaluations.

C) Notes:

The above are guidelines only on how to place absent players during or at the conclusion of the evaluation process. The ultimate decision of if to apply and how to apply the above guidelines for any absent player, with or without cause, rests with the Competitive Committee. A player who is unable to participate in evaluations due to a medical problem or injury may be required to produce a certificate signed by a primary healthcare provider. The Competitive Committee in consultation with the evaluation team may move a player, either up or down, to a group where their skill level is more comparable if there is supporting evidence for such movement.

5.2 U18 Evaluations

A more traditional tryout process is followed to choose our top U18 team(s). Instead of evaluating players concurrently for various levels of play;

- Players in the U18 division shall indicate in which position they wish to be evaluated (forward, defense, or goaltender).
- All Player Evaluation skates for U18 players will consist of a 5 minute warm up skate followed by 50-55 minutes of scrimmage.

5.2.1 Central U18 Hockey League (CMHL) Evaluations

Players who register for the Central U18 Hockey League (CMHL) evaluations will be divided by the U18 Coordinator into similarly sized evaluation Groups with similar composition based on past performance and former level of play. As part of this planning the U18 coordinator should check with team representatives of High School and U18 "AAA" to obtain an estimate of the number of players and their positions who will likely be returning to the association.

The evaluators will assess each evaluation group using the skater evaluation criteria and the goaltender evaluation criteria located in the appendix. Each player wishing to tryout is to be guaranteed a minimum of 3 tryouts for evaluation before being released.

After a minimum of 3 evaluations have been completed for each player the U18 coordinator will facilitate a session with the evaluators to determine final player selections to the team(s). Based on this session, if in the opinion of the Director of Competitive, in consultation with the U18 coordinator it is determined to be beneficial, and if feasible based on time constraints, a maximum of 3 additional players may be retained (per team) and the Head Coach(es) may be named and one or more exhibition games may be scheduled to assist the Head Coach(es) in making final player selections.

5.3 Conflicts during the Evaluation Process

- All conflicts will be directed to the competitive committee. The decision on how solve the issue/concern rests with the competitive committee
- Appeal process A 24 hour wait period must be observed before a grievance is filed. A letter of appeal must be submitted to the competitive committee who will forward to the Vice President. The President will consider the appeal and the President's decision will be final.

6.0 Coach Selection

The competitive Committee is responsible for the selection of all Head and Assistant Coaches.

To ensure that qualified individuals are considered the Committee shall actively recruit prospective candidates and use the following criteria:

- Seniority (tenure) and caliber of teams coached
- Certification acquired
- Criminal Check status
- Coaching philosophy
- Willingness to take required training
- Past adherence to policies
- Caliber of hockey played
- Experience coaching within KVMHA
- Overall coaching experience
- Level of coaching certification obtained
- Coaches must fill out a coaches application form and submit it to the Director of Human Resources
- The competitive committee will review in confidence the previous year's feedback evaluations for those Coaches who have applied for a position within their division.
- The competitive committee will develop the actual interview process such as questions, time, location, format, etc. This process shall include a weighting of categories of questions such as technical, administrative, philosophy, leadership, etc. The interview may be waived where the applicant has served as a KVMHA Coach the previous year, has had no previous coaching "issues', is known by the Committee, is applying for a team similar to previous experience, and meets the selection criteria.
- Any new coaching applicants will be interviewed by the competitive committee.

6.1 Process for Coach Selections

- Head Coaches are named by the competitive committee only after the Player Evaluation Process is complete.
- The competitive committee may recommend and/or name Assistant Coaches for teams
- Head Coaches may select only one (1) Assistant Coach prior to the Team Selection being completed, and this may only be done <u>after</u> consultation with the Director of Human Resources as the Chair of the Coach Selection Committee.
- Additional assistants and a Team Manager may only be selected after the Team Selection is complete
- In the event of an absence of Coaches at a particular level, the Coach Selection Committee may select potential Coaches

7.0 Flow of Information to the Registrar

- The Registrar, through the Director of Competitive Hockey shall receive a list of all players, Coaches, Managers, and any other team officials, by team, before the team's first game.
- The Registrar will compile the HNB Player Roster Forms for each team by utilizing the Hockey Canada Registry System. Thereafter, all changes to team rosters must be approved by the Division Coordinator and the Director of Competitive Hockey or by the President.

8.0 Player Affiliation

Affiliation is the process which permits a player to play in a higher division (U11, U13, etc) or category ("B", "A", "AA") as a temporary replacement for another player.

KVMHA views affiliation as a positive experience and as an opportunity for the players involved. Therefore it is expected that lower division/category coaches will encourage affiliation when it does not conflict with their team and that higher division/category coaches will offer the opportunity to as many different players as possible, keeping in mind that winning games is not the primary objective but player development is.

Prior to being invited to practice or play with the higher division/category team an affiliated player must first be identified as such on the team's roster within the Hockey Canada Registry (HCR) and proof of affiliation approval must exist.

To affiliate players the process to be followed is as such (Note: forwarding the email indicates approval):

- (a) The higher division/category coach emails his affiliation request to the lower division/category coach;
- (b) The lower division/category coach forwards the email to the player/parent;
- (c) The parent forwards the email string to the KVMHA President;
- (d) The KVMHA President forwards the email string to the KVMHA Registrar and to the NBMHC District Director to have the affiliated player entered into the HCR with the higher division/category team.

Once identified as an affiliated player all requests for that player by the higher division/category team requires permission from the lower division/category coach.

The higher division/category coach must request permission from the lower division/category coach. The request must never be made directly to the player or parents without the knowledge of the lower division/category coach. The lower division/category coach will agree or disagree with the request based on not disrupting his teams "on-ice" activities.

Note: Affiliate players must follow all outlined HNB rules and regulations regarding affiliates.

APPENDIX SKATER EVALUATION CRITERIA

(Taken from Hockey Canada Player Evaluation and Selection Manual)

Skating - Acceleration, speed, mobility, agility, balance, stride, crossovers, pivots, acceleration out of turns, quick feet, controlled skating, change of pace.

- Can the players perform the basic forward and backward stride?
- Are the players knees well bent with the back slightly forward and the head up, or is the player hunched over, bending at the waist with little knee bend?
- Good skaters will use long strides with a complete recovery of the stride leg before striding with the other leg. Their strides will look very smooth and appear not to require much effort to move around the ice?
- Does the player look smooth when they skate or do they appear off balance?
- Can the player turn in both directions with little trouble or do they struggle to turn in one or both directions?
- Can the player stop in both directions? Younger players will often have trouble stopping in one direction?
- Can the player keep up with the play or do they struggle to stay with the other players on the ice?

Passing - Passing, receiving, passing choices, on backhand, unselfish with the puck, presents a good target, receives and retains with control, touch passing.

Puck Control - Head ups, smooth and quiet, good hands, protection, in small spaces, in traffic.

Shooting - Power, accuracy, quick release, can shoot in motion, goal scorer, rebound control, variety of shots.

Positional Play - Ability to see the play developing both offensively and defensively and moves to support, judgment, anticipation, understands systems, disciplined.

Checking Concept - Angling, good body position with balance and control, defensive side position, aggressive checker, strength, taking checks.

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	<u>SKATER</u>	EV	ALUATION	SHEET - TE	CHNICAL SKATE	FORM FOR	EVALUATO	RS				
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TIME:						4 - OUTSTANDING/DOMINATE						
EVALUATO	R NAME:					3 - ABOVE AVERAGE						
DIVISION:						2 - AVERAGE 1 - BELOW AVERAGE						
ARENA:		_				1 - BELOW						
		_										
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Goaltender Evaluation

SCRIMMAGE

Heavier weighting for goaltender evaluations is placed on the scrimmage sessions as these sessions demonstrate performance in "game" situations. Each goaltender is tracked throughout the scrimmage sessions and is evaluated in the following categories:

- Saves
- Rebound Control
- Positioning
- Overall play and confidence/net presence

(NOTE: The number of goals against is not used as a measurement of goaltenders in the scrimmages. There are too many variables in scrimmages that make it unfair to judge based on goals against.)

Things to consider that also effect the above:

- Quality of opposing players
- Quality of scoring chances
- Was the play even between the two teams (was the play mostly in one teams end or even between the two)

GOALTENDER EVALUATION SHEET (TECHNICAL)

						V IVII D V	ocartoine			rtaniting		July								
Group #	Technical																	Scale	for Scrin	nmage
		_																5 - Outs		
Skate #	Technical	_																4 - Abov 3 - Avera	ve Averag	е
Evaluator		_																2 - Belo	w Averag	e
Division		_																1 - Deve	lopment	Required
			Skills																	
				Ska	ating						Genera				Balance	/ Agility				
		Shu	uffles		ush	C-0	Cuts	Stance	Stick	Glove F	Position	But	tterfly	Butter	ly Slide			Х		
Pinney #	Name	Left	Right	Left	Right	Front	Back	Overall	On-ice 5 Hole	Blocker	Trapper	Overall	Up-down Opp leg	Left	Right	Left	Right	Work Ethic	Total	Rank
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