



Team Liaison – Duties and Responsibilities

A team liaison plays a crucial role in facilitating the tryout process. Your job is to take care of the administration and logistics involved in the tryout process but it is the coach's job to select the players for his hockey team – it is important to be involved in the planning and organization but be careful not to involve yourself in the hockey decisions (i.e. it is not appropriate to offer advice, guidance, feedback or suggestions on players)

Best Practice

ORGANIZATION: Make sure to familiarize yourselves with your role as liaison (see page 2) before the tryouts and be sure to arrive at least 1hr15min before the first session - the players will be there waiting so the more organized you are in advance the better!

CHECK IN: You will need a list of all the players trying out at your age group so you can check them off as they arrive, assign them a jersey and record the number on your worksheet – you can use this list to also assign dressing rooms and take any notes that the parents/player may want to pass along to the coach (ie. Player isn't feeling well, will miss the first ice time, etc.)

EVALUATION PACKAGES: To make things easy for the coaches it is a good idea to prepare evaluators packages that included paper, pen, pencil, and evaluation templates all in a separate envelope for each evaluator (you will need to find out how many the coaches have). By providing all the materials in one envelope it is easier to make sure that all the documentation stays together. At the end of first releases, collect the envelopes with the paperwork keep it all in your own files and then reuse the envelopes with the same supplies for subsequent releases. The coaches know that they can use different documents during the evals as long as they eventually fill out our forms - whatever works for them.

REASSIGNMENTS VIA EMAIL: For the emails that go out at the end of the first release, there are two, first is a "you are moving on to the next phase" (game, practice) and the second is a "reassignment" letter. The coaches should provide you with the list of who is being reassigned and who is moving on. They may ask to have the emails customized or modified slightly and that is fine. A good safety check is to prepare the list of players to be reassigned, have the coach sign off on the list and carefully review to make sure that the list is 100% accurate. What is really important is to do a thorough review before sending the emails (via Goaline preferably).

FACE-TO-FACE REASSIGNMENTS: It is also a good idea to have a separate player list with lots of space on it to take notes as you get to the face-to-face reassignments so that when the coaches meet with the players you can record what the feedback was the coach gave to the reassigned player. You can submit the document with comments to the VP, Ops - so someone other than yourself has a record of what each player was told.

STAYING INFORMED: All coaches need to involve their liaisons in player releases, game lineups, goalie rotation or any other aspects that the coaches / evaluators might want to assess during the tryouts. It will be up to you to try to stay as involved in the process as possible.

WHEN IN DOUBT CONTACT THE VP, OPS... he is around to help!



Duties

1. Get jerseys/equipment from the Equipment Manager at the first tryout session – important to be at the rink a least 1hr 15mins ahead of time to get organized for this.
2. At the registration table, inform players which color to wear and which dressing room to use.
3. Ensure locker rooms are identified for teams (coordinate with arena staff).
4. Provide locker rooms for females during evaluations. Arena staff can assist.
5. Check in players as they arrive and hand out the try-out jerseys and record the number beside the players name on the sign in sheet so you have it for future ice times.
6. Talk to coaches about what information they require on the evaluation forms – some may want all the players trying for D on one sheet, or all the Forwards, etc.
7. Ensure there is a trainer present near a bench during the intra-squad.
8. The Liaison does not attend the away games.
9. Once the players are on the ice, ensure that evaluators are in an area where spectators are not.
10. After the final ice time of the first release, sit with the coaches / evaluators so that they can provide you with the list of players to be reassigned and the list of players to move on to the next phase.
11. Send the email notifications as soon as possible after the coaches provide the list and provide a copy of the list to the VP Ops so that they can notify the home associations of the players released.
12. Once the final ice sessions are complete and the coach is making his final roster, ensure that there is a room available for the coaches to talk privately with the player/parents.
13. Make note of all coaches' comments when a player is reassigned. Please ensure that your coaches are giving the players reassigned some positive reinforcement and some constructive advice on what skills to work on in the upcoming year. As a liaison, you are an observer and only intervene if a parent becomes agitated.

Once final rosters have been determined:

14. You are required to attend the first meeting of your assigned team and preside over the voting in of the Manager, Team Budget and other team officials. These votes are to be private and confidential, so bring pieces of paper entitled Manager and Budget (yes/no). Other team officials can be voted in by a show of hands.
15. Ensure that you get the full details on each person voted in (e.g. full name, phone numbers or e-mail).
16. The budget then goes to the Executive for approval.

Good luck!