

# SOUTH SHORE MINOR HOCKEY ASSOCIATION PLAYERS RANKINGS & COACH SELECTION WORKFLOW

Official Operational Manual and Step-by-Step Workflow

## 1. COMMITTEE GOVERNANCE & CONFLICT OF INTEREST

**CRITICAL ELIGIBILITY REQUIREMENT:** It is the goal of SSMHA to name individuals as Chair of the Coaching Committee and the Chair of the Tryout Committee who do not have any player or family member involved in the tryout process. SSMHA will make all reasonable efforts to involve members that meet this requirement.

In the event where a suitable chair of either the coaches selection committee or tryout committee can not be identified meeting this provision, SSMHA will proceed with appointing the most suitable candidate from within these committees annually with the following provision:

- 1) For any divisions that either chair has a player or family member involved, the Chair of either committee must declare a conflict of interest, and immediately recuse themselves entirely from their respective committee's role for the specified division.
- 2) In such a scenario, one of the members of the coaching committee and/or tryout committee that is not in conflict will be appointed by the board to act as chair for the division that the primary named chair(s) are in conflict. By this process, the primary chair of each committee is to remain and act in such capacity for all remaining division levels to which no conflict exists.

## 2. PHASE 1: TRYOUT EVALUATIONS & DATA COLLECTION

Following the completion of the official tryout sessions, the communication of ranking metrics must strictly adhere to the following sequence:

Strict confidentiality must be maintained during the transfer of information and throughout the roster formation process.

Evaluators submit tryout results exclusively to the Division Coordinators.

The division coordinators are responsible for input of the evaluation scores for each session into a spreadsheet termed the “**Master List**”

A finalized “**Master List**” will be completed for each division level by the respected division coordinator. This document will include the following information:

- 1) Division Level
- 2) Players Name
- 3) Piny/Jersey Number ( if consistent)
- 4) Players Declared Position
- 5) Evaluation Scores for Skills Session 1, 2, and either game 2, or 3 or 4
- 6) Players Total Score ( calculated according to weighting)
- 7) Players Ranking
- 8) The top 12 players ( 7 F's 5D) and the top ranked goaltender highlighted for easy identification.

The Division Coordinator secures the data and delivers the “**Master List**” to the Chair of the Tryout Committee.

The Coaching Committee completes its assessment as per the SSMHA coach's selection policy, and delivers the “**Head Coach's Rankings List**” directly to the Chair of the Coaching Committee.

### STEP-BY-STEP MECHANICS PER POOL:

**Matching:** The Chair of the Coaching Committee and the Chair of the Tryout Committee jointly cross-reference the “**Head Coach's Ranking List**” and player rankings “**master list**” to match a player in the top 12 ( as stipulated in the **SSMHA Try-Out policy 2026-27**) to an eligible head coach for each team level. Additionally, if a non-parent head coach is the highest ranking candidate and accepts the position, this process of matching would cease to be necessary.

**The Offer:** The Chair of the Coaching Committee contacts the top-ranked eligible coaching candidate. If the candidate declines, the committees move to the next highest match option. Offers and candidate responses will be made in writing by way of email.

Once a head coaching candidate is contacted and accepts the head coaching offer, the chair of the coaching committee proceeds to inform the tryout committee chair, who will immediately contact the named head coach to complete their coaches selections.

**Coach's Picks:** The head coach is immediately provided with the opportunity to complete their roster by ways of coaches selections. If they elect to enact this right, they will be provided with the names and positions of the skaters and goaltenders eligible for selection to make their final roster selections. Coaches are permitted to select the required number of players to fulfill the pre-determined roster size and 1 goaltender from the eligible players (**as per the SSMHA Tryout policy 2026-27**). Coach's may be asked to provide their reasoning behind their selection(s).

A coach has the authority to waive this option, at which point the rosters will be completed in accordance to the **SSMHA Tryout policy 2026-27**.

**Submission:** The Tryout Committee Chair collects the finalized selections, packages the official roster alongside the named head coach info, and returns it to the Division Coordinator for release.

### 3. SEQUENTIAL TEAM FORMATION WORKFLOW

Teams must be constructed sequentially in descending tier order (AA, then A, then B, then C).

The matching process details for each tier are specified below:

| Team Tier | Automatic Roster Pool                                                                                                                                                                                                                                                                         | Coach's Picks Pool                                                                                                                                                                                                              | Post-Approval Action                                                                                            |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| "AA" Team | Top 12 ranked skaters ( Top 7F's and 5D).<br><br>A non-parent coach or one of the top 12 players matched to an eligible head coach.<br><br>Top Ranked Goaltender                                                                                                                              | Remaining skaters ranked inside the top 18 on the "master's List".<br><br>Goaltenders ranked 2nd and 3rd following game 2                                                                                                       | Tryout Committee Chair submits the finalized roster & head coach data back to Division Coordinator for release. |
| "A" Team  | Remaining 12 highest ranked skaters ( top 7F's and 5D). These must account for the F's and D parked after game 2.<br><br>A non-parent coach or one of the top 12 players matched to an eligible head coach.<br><br>Top Ranked Goaltender not selected to AA ( ranked 2nd or 3rd) after game 2 | The remaining 6 highest ranked skaters on the "master list" following the completion of game 3 ( and 4 if required).<br><br>Goaltenders ranked 4th after game 2 and 5th following game 3 or 4                                   | Tryout Committee Chair submits the finalized roster & head coach data back to Division Coordinator for release. |
| "B" Team  | The remaining 12 highest ranked skaters ( top 7 F's and Top 5D) as per the "master list" following game 3 and 4(if required),<br><br>A non-parent coach or one of the top 12 players matched to an eligible head coach.<br><br>Top ranked Goaltender not selected to A ( 4th of 5th)          | The remaining 6 highest ranked skaters on the "master list" following the completion of game 3 ( and 4 if required) subsequent to finalization of the "A Teams" roster.<br><br>Goaltenders ranked 6th-7th following game 3 or 4 | Tryout Committee Chair submits the finalized roster & head coach data back to Division Coordinator for release. |

### 4. "C" TEAM FORMATION & SPECIAL EXCEPTIONS

The remaining players and unique divisional scenarios are handled using the rules below:

**"C" Team Base:** All remaining players who were not selected for the "AA", "A", or "B" teams and any players that elected not to participate in the tryout process automatically form the "C" team roster.

**"C" Team Coaching:** The head coach for the "C" team will be selected using the exact same committee matching outline detailed above.

**Balancing:** If a division requires two teams at the same level (ie- C), in order to accommodate all remaining players while maintaining appropriately sized rosters, these teams will be balanced by the tryout committee. Balancing will employ the use of players rankings via the "**master list**" for those that participated in evaluations to formulate two equal teams. Confirmation of equality of the proposed teams will be measured by ways of a balancing game. Any necessary roster adjustments will be made and teams finalized following this game. These means will be used to divide players evenly and achieve equally competitive rosters. Head coach selection for both teams will still follow the matching structure outline.

### 5. FINAL PUBLIC ROSTER RELEASE

After each **team level** has completed their coach matching, coach picks, and roster formation, the Tryout Committee Chair submits everything back to the Division Coordinator. The Division Coordinator holds sole authority for the final public release of all team rosters and coaching announcements. The release of team rosters will be released as they become finalized. This is to ensure that SSMHA make all reasonable attempts to neither hinder or delay the formation of team rosters of other local associations within our region.