

# **Ottawa Jr. 67's AAA Hockey Club**

## **Team Liaison Duties**

- 1. Contact Coaches and introduce yourself (contact numbers and e-mail) and make them aware you are their contact between players/parents and themselves. You will be introduced at the Townhall meetings.**
- 2. At the July Townhall session assign tryout jerseys and record numbers.**
- 3. Handout teams lists for tryouts. Make extra copies for all the evaluators.**
- 4. Arrive one hour prior to the start of evaluations for your liaison group and bring extra paper and pens and tape for your coaches as well as to label doors for teams.**
- 5. Ensure locker rooms are identified for teams (coordinate with arena staff and/or the Liaison from the previous sessions).**
- 6. Provide locker rooms for females during evaluations. If locker rooms are not available, they will have to change in the restrooms.**
- 7. Check in players as they arrive and hand out the try-out jerseys (for those who missed the Townhall) and record the number beside the players name if not already assigned prior to arriving at the arena.**
- 8. Ensure that all players are registered with the Ottawa Junior 67 AAA AND All players must be registered with their home association or they are not allowed on the ice (this must be verified with the Ottawa Jr. 67 Registrar prior to going out on the ice for a try out). Talk to coaches about what information they require.**
- 9. Ensure you have parents to operate the doors for the players to go on and off the ice. One defense and one offense for each box and the parent must not have a child in that box. Also ensure there is a trainer present.**
- 10. Once the players are on the ice, ensure that no parents/spectators are in the evaluators' section (which will be identified).**
- 11. After each ice session, coordinate with the coaches and inform the players when the next session is. Ensure the players know ahead of time that you will be entering the dressing room to speak with them.**
- 12. Once the First two sessions are completed and releases are to be made, ensure that there is a room available for the coaches to talk privately with the player/parents. The President and VP of Operations will be available for this.**
- 13. Make note of all coaches' comments when a player is re-assigned. Please ensure that your coaches are giving the players re-assigned some positive reinforcement and some constructive advice on what skills to work on in the upcoming year. Make sure those waiting are far away from the door.**
- 14. As a liaison, you are an observer and only intervene if a parent becomes agitated. To assist with the flow of players through, provide the coaches with the next player's name/number so that the correct evaluations/advice are given.**

**Once Teams have been determined:**

**As liaison, you are required to attend the first meeting of your AAA team and preside over the selection of the Manager, Team Budget, Auction Coordinator, Public Relations Rep. These votes are to be private and confidential, so it helps to bring pieces of paper entitled Manager and Budget (yes/no). The Tournament Coordinator can be voted in by a show of hands.**

**Ensure that you get the full details on each person voted in (e.g. full name, phone numbers and e-mail addresses).**

**The budget then goes to the Executive for approval.**

**Throughout the year, there will be a mid season Coaches evaluation as well as a year end coaches evaluation. You can send out the evaluations to your Managers prior to you attending a game or practice as long as parents know you will be attending to collect these forms and if they wish to discuss anything with you. These evaluations are private and confidential and go directly to the President.**

**This is a great opportunity to meet some great coaches and kids!**