

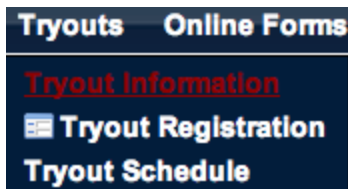


The following document has details on the Oshawa MHA procedure for Tryout Player Registration and Releases. Also make note of some Frequently Asked Questions at the bottom of this document.

All tryouts starting with September 2014 will use this procedure for processing player registrations and releases at a tryout.

Sign Up for Tryout

All players wishing to attend an Oshawa MHA tryout must complete the online form called Tryout Registration. This is found on the Oshawa MHA website under the menu called Tryouts.



The form should be filled out well before tryout date so that the Head Coach can prepare for the tryout. You only need to submit this form once throughout the entire tryout period.

All fields on the form must be filled out. It is very important that the player provides a valid email address and phone number to be contacted in case there is an issue with information on the form.

Upon pressing the Submit button on the Tryout Registration Form; an automated email will be sent to the submitter and to Oshawa MHA Tryout Coordinator (typically within 15 minutes). The submitter should review contents of the email. If there are any issues please send an email to admin@oshawahockey.com identifying any corrections required. If you choose to submit another Tryout Registration Form (not preferred), the first one will be manually deleted.

The email you receive will look something like this. Please note that this email does not contain your unique Player Code that will be used. You will receive your Unique Code at the desk when you show up for the first tryout.



Oshawa Minor Hockey

This email was automatically generated on 9/6/2014 at 8:11 PM

On Saturday, Sep 06, 2014 at 8:11 PM, the form "Tryout Registration (2014-15)" was submitted by IP 206.174.183.98. The responses provided are as follows:

Level to Start Tryouts
Age Group: Midget
Level: AAA
Shoots: Left
Preferred Position: Centre

Player Contact Information

Exception Cases

1. Signing up on night of tryout. It will still be required that you submit the Tryout Registration Form as this generates the unique Code to identify you throughout the tryout process. It is not possible at this time to use a mobile phone to fill in the form; therefore there will be an Oshawa MHA member with a laptop available to assist in getting the Form completed. This is the same for non-residents or residents new to Oshawa MHA.

Oshawa MHA Verification of Form Contents

The Oshawa MHA Tryout Coordinator will review the contents of form and verify such things as birth age matches tryout age, Oshawa or Non-Oshawa Resident, etc. If there are any issues the Tryout Coordinator will be in contact with you through the email address supplied or alternatively through contact phone number provided.

Please be patient on the timing as the Tryout Coordinator is not processing registration forms immediately, it may take 3-5 days.

Oshawa MHA Unique Code to Tryout Player

You will receive your Unique Code at the Tryout Desk when you show up for your first tryout session. Do not lose this code as it will be used to identify you on the teams tryout webpage. Also note that the Unique Code is only valid for that team (ie. AAA) that you are currently trying out for. If you get released, a new Unique Code will be generated for the next team (i.e. AA). The process will repeat itself and you will get your new Unique Code at the Tryout Desk when you show up for the first tryout of the new team.

Player Code Added to Tryout Teams Website

Prior to the tryout date for the team, the Oshawa MHA Tryout Coordinator will add you to the teams website page called 'Tryout Player List'. To find this page go to the

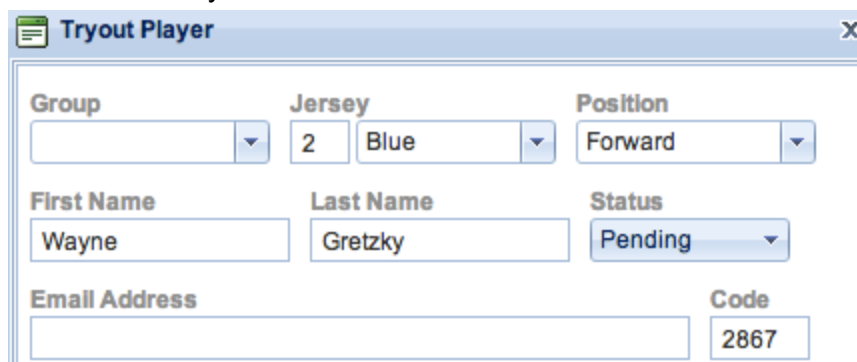
OshawaHockey.com website and select the team you are trying out for. Then select the menupage (on left side) called 'Tryout Player List'. Your Code (no names) will be in the list. Obviously you will not know your Code until you receive it at the first tryout session – just trust that it is on the team site.

Please note this page as it will be one of the primary communication tools for you during the tryout. The Coach may choose to provide additional information such as Jersey Color, Jersey Number, Tryout time, participation in Exh Games, etc.

Head Coach Setup Prior to First Tryout

Prior to the first tryout the Head Coach will set up each player. This is why it is important that you register before tryout night. The Head Coach will optionally pre-assign Jersey Number and Color. The Group field is freeform text and can be used to designate such things as Tryout Time, Exhibition Game participation, etc. You will note the Status is set to Pending which indicates the player is attending tryouts for your team.

This view is only visible to the Head Coach.



Group	Jersey	Position
	2 Blue	Forward
First Name	Last Name	Status
Wayne	Gretzky	Pending
Email Address	Code	
	2867	

Tryout Player List

All players attending a tryout are identified with their unique Code. This Code will be displayed on the 'Tryout Player List' webpage of the team you are trying out for.

The website is configured such that if a player is released from the team they will automatically be placed on the team one level immediately below. HOWEVER, a new Code will be generated for the next team (your original tryout Code is no longer valid as it remains with the team). For example, if you (Code) are released from AAA you will still see your Code on the AAA site as 'Released'. You will be given a new Code on the AA site (which you get from Tryout Desk at first AA tryout you attend). The exception is non-resident players who

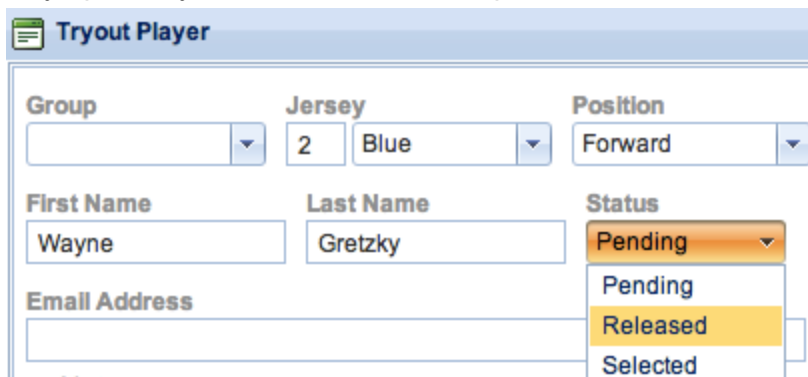
must return to their home centre (the Tryout Admin will manually remove them from the team tryout web page).

Release Procedure

The Head Coach will not be doing releases at the rink and will be using their teams Tryout Player List page to inform players. The Player can complete the tryout and go home to view the results. This is the same process regardless of whether it is the final Tryout night (ie. team being formed) or at start of the Tryouts.

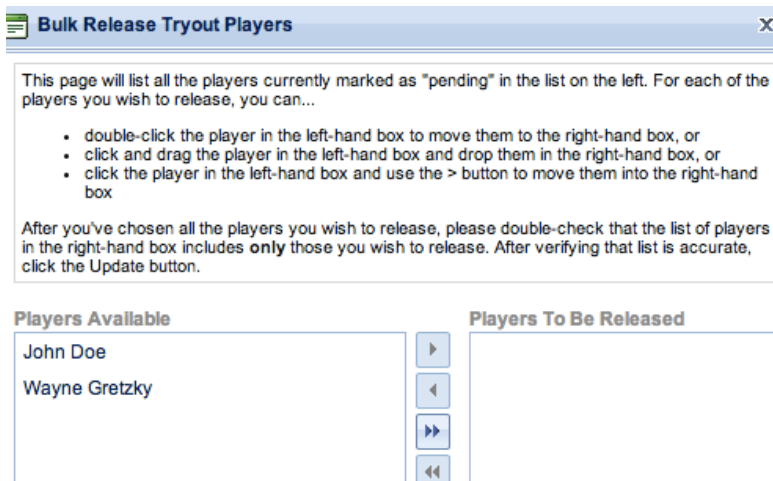
The Head Coach is committed to viewing players for the full length of the tryout session without distraction. As a result the Head Coach has up to 3 hours after tryout to update the webpage (Tryout Player List) on his team site. The Head Coach can use this time to consult with his advisors and/or discuss player selection with Oshawa MHA.

The Head Coach will enter the Tryout Player List and change the Status to Released. He may optionally use the Bulk Release process.



The screenshot shows a web form titled "Tryout Player". It contains several input fields and dropdown menus. The "Group" field is empty. The "Jersey" field contains the number "2". The "Position" dropdown is set to "Forward". The "First Name" field contains "Wayne" and the "Last Name" field contains "Gretzky". The "Status" dropdown is currently set to "Pending" and is open, showing options for "Pending", "Released", and "Selected". The "Released" option is highlighted in yellow. There is also an "Email Address" field which is empty.

OR



The screenshot shows a dialog box titled "Bulk Release Tryout Players". It contains a list of instructions for releasing players:

- double-click the player in the left-hand box to move them to the right-hand box, or
- click and drag the player in the left-hand box and drop them in the right-hand box, or
- click the player in the left-hand box and use the > button to move them into the right-hand box

Below the instructions, there is a note: "After you've chosen all the players you wish to release, please double-check that the list of players in the right-hand box includes **only** those you wish to release. After verifying that list is accurate, click the Update button."

The dialog box is divided into two sections: "Players Available" and "Players To Be Released". The "Players Available" section contains a list with "John Doe" and "Wayne Gretzky". The "Players To Be Released" section is currently empty. Between the two sections are four buttons: a right arrow (▶), a left arrow (◀), a double right arrow (▶▶), and a double left arrow (◀◀).



Please be patient as it may take up to 2 hours for updates to occur. You may check the timestamp at bottom of that Tryout Player List web page to get an idea if updates have been made.

If you have any issues during the Tryout period please contact RepTeams@oshawahockey.com indicating what is wrong.

Prior to Final Night

If the Head Coach has Released the player, the Code will remain on the site and have the status changed to 'Released'. As mentioned above, you will automatically be placed onto the level below with a new Code. You will get this new Code when you attend the first tryout of the next team.

Final Night

The Tryout Player List page will behave the same way as described above. **NOTE: If you are attending the final tryout and it is your intention not to accept a position on the team if offered; out of courtesy to everyone involved please let the Head Coach know before the end of that tryout.**

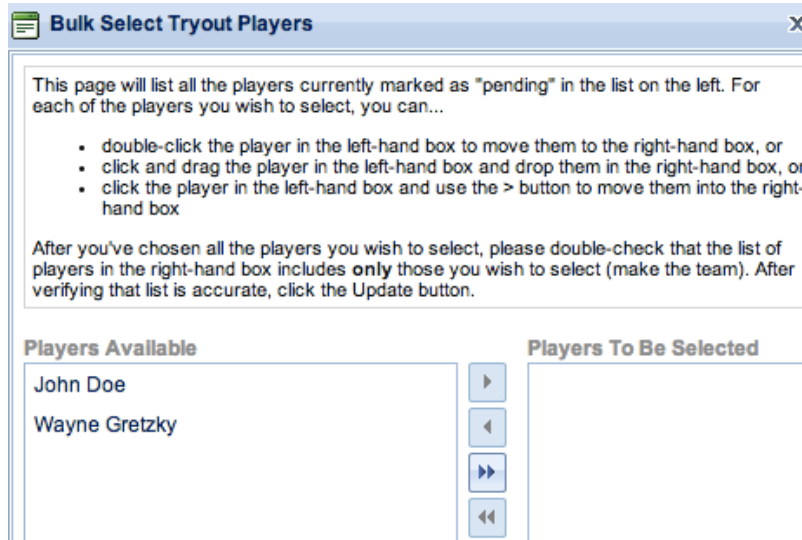
Selection to the Team

The Head Coach will be sending an email indicating that the team will be meeting the next day at a specific arena and a specific time. This is required in order for each Player to provide cheques for the completion of Registration with the Team. It is very important that you attend this meeting as the Head Coach must provide Player information to Oshawa MHA Registrar immediately after tryouts are completed.

The Head Coach will enter the Tryout Player List for their team and change the Status to Selected. He may optionally use the Bulk Select process.

The screenshot shows a web form titled "Tryout Player". It contains several input fields and dropdown menus. The "Group" field is empty. The "Jersey" field contains the number "2" and the "Blue" color. The "Position" dropdown is set to "Forward". The "First Name" field contains "Wayne" and the "Last Name" field contains "Gretzky". The "Status" dropdown is currently set to "Pending", with a menu open showing options for "Pending", "Released", and "Selected". The "Email Address" field is empty. There is also a "Notes" field at the bottom.

or



Frequently Asked Questions.

I noticed an error on my Registration Form that I submitted, how do I correct it?

Forward your email you received with form submission data to the admin@oshawahockey.com email address with the changes you require. It is preferred you do not submit another Tryout Registration Form, however, if you do the Tryout Admin will delete your original.

It has been 1 day since I submitted the form and I have not received my system generated confirmation email. (the email shown on Page 2).

Please submit another Tryout Registration Form as the email confirmation replies should be processed with 1-2 hours maximum.

I have forgotten my Code.

Double check with your child, if you still can't find the Code then you must send an email to admin@oshawahockey.com with your Players Name and team trying out for. The Admin will search for your code and provide to you.

I have decided that I don't want to start at the Level (i.e. AAA) I submitted on the Registration Tryout Form.

Send an email to RepTeams@oshawahockey.com and admin@oshawahockey.com indicating at what level you would like to begin. Please note that Oshawa MHA has a policy that it is mandatory you tryout for one level above where you played last season. If you choose not to adhere, please see the Manual of Operations for consequences.



It is not the last night of Tryouts and my Code shows on the site as Released, however, the same code is not on the team one level below.

As mentioned, when you are Released you will automatically be placed on the Level below, however, you will get a new Code generated. The Head Coach of the new Level will be in contact with you as their first tryout night approaches. Please be patient and trust that you are on that list.

I made the team, however, I can't make the Parent Meeting night to provide cheques.

Please contact the Head Coach immediately and arrange to drop off as soon as possible. The Head Coach must provide this information to the Oshawa MHA Registrar.

I was released from the Team but would like to speak to the Coach.

Please wait until the level of tryouts is complete as it is a stressful and emotional time for everyone involved. If you have an immediate concern and can't wait please contact RepTeams@oshawahockey.com.

I am a non-resident player that was released. Am I still eligible to play for Oshawa MHA?

No with the exception of AA NRP eligible players that were participating in AAA tryouts on a Waiver Form. Provided they are within the Oshawa MHA centre zone (typically Port Perry) you must now get the AA NRP Form and bring to AA tryouts. If in doubt, please send an email to admin@oshawahockey.com and we will confirm.

Change history

Date	Who	Change
25.July.2014	M.Hayward	Original document
7.Sept.2014	M.Hayward	Edited the release procedure to note that players released from their original tryout team level will have their code stay on that teams site (as Released status). They will be automatically placed onto the Level below, however, will receive a new Code.
13.Jan.2015	M.Hayward	Cleaned up the process to more clearly document that a New Code is generated when you are released. In addition, new Codes are obtained when you show up for the first tryout date of that team (you will not know your code before the first tryout).



PROCEDURE