

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.

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.



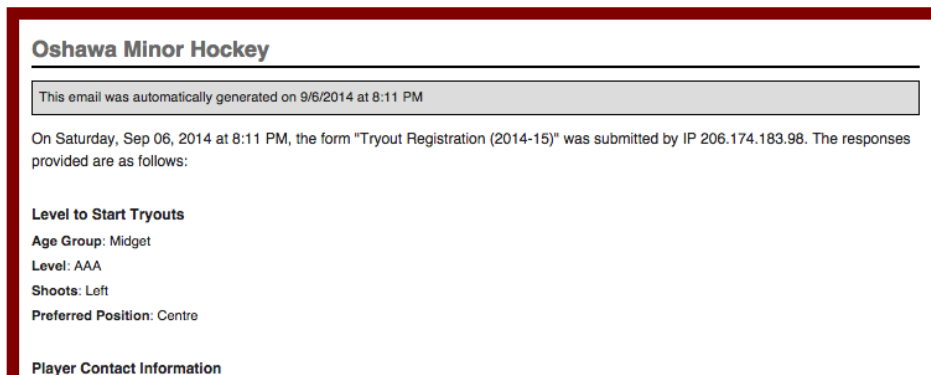
The form should be filled out well before tryout date so that the Head Coach can prepare for the tryout. You only need to submit this form once throughout the entire tryout period (it is valid for AAA, AA, A, AE).

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.

Our Minor Novice and Novice Development Programs will have a separate Registration Form that can also be found on the Tryouts menu of website. Separate Spring Skates will be held for these Age Groups.

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 tryouts@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.



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. You can do this through your phone or at the Oshawa MHA Tryout Helpdesk that is setup at the arena. 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.

Any changes made to your form will automatically generate an email to you of the entire form with revisions present.

Oshawa MHA Unique Code to Tryout Player

Each player will receive a unique tryout code for that teams tryout (ie one for AAA). You will receive your code either

- (1) through an email generated from website by the Head Coach. It will be sent to the email address provided on the Registration Form.
- (2) OR at the Tryout Desk when you arrive for the first tryout.

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.



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 can 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
<input type="text"/>	2 Blue	Forward
First Name	Last Name	Status
Wayne	Gretzky	Pending
Email Address	Code	
<input type="text"/>	2867	

Tryout Player List

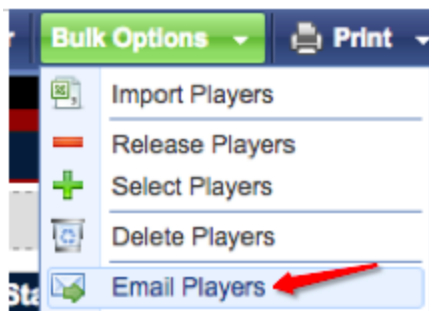
All players attending a tryout are identified with their unique Code. This Code will be displayed on the ‘Tryout Player List’ webpage of the team you are trying out for.

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. 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).

Email Communication using Tryout Player List Page

The Head Coach may use the Tryout Player List Page to communicate information to the players attending tryout. There is a feature called Bulk Email that can be used to send emails to the tryout players.



Using the Bulk Email to send Unique Code

This is very useful for sending a link to the page along with the Unique Code. It is highly recommended that the Coach use this feature to email all players prior to the start of the tryout. This will save a lot of time at the Tryout Helpdesk on first night.

Bulk Email Tryout Players

From Name: Coach Name
From Email: youremail@emailaddress.com
Subject: Midget A Tryout Information

Custom Message
You can add custom additional information / instructions in this area. Anything you write in this box will be sent to ALL recipients selected below. If you just want to send them the link to the tryout list and their tryout code, be sure to leave the box below checked. **(Custom message)**

Also include the Link **This provides Unique Code** Page as well as the Code for the recipient

Players Available: [Player] (Pending)
[Player] (Pending)
select players to receive email

Players To Be Emailed

I have double-checked this list to be accurate.

Update **Cancel**

Using the Bulk Email to send Exhibition Game participation

In addition it is highly recommended that the Head Coach use the Bulk Email option to communicate if a player is attending Hour 1 or Hour 2. And also if they are playing in a tryout exhibition game. This information can be placed in the custom message area.

Bulk Email Tryout Players

From Name: Coach Name
From Email: youremail@emailaddress.com
Subject: Midget A Tryout Information

Custom Message
You are playing in the game vs. Clarington on Monday night.
Notify players playing in game or which hour they are on

Also include the Link to the Tryout List Page as well as the Code for the recipient

Players Available: [Player] (Pending)
[Player] (Pending)
Select players

Players To Be Emailed

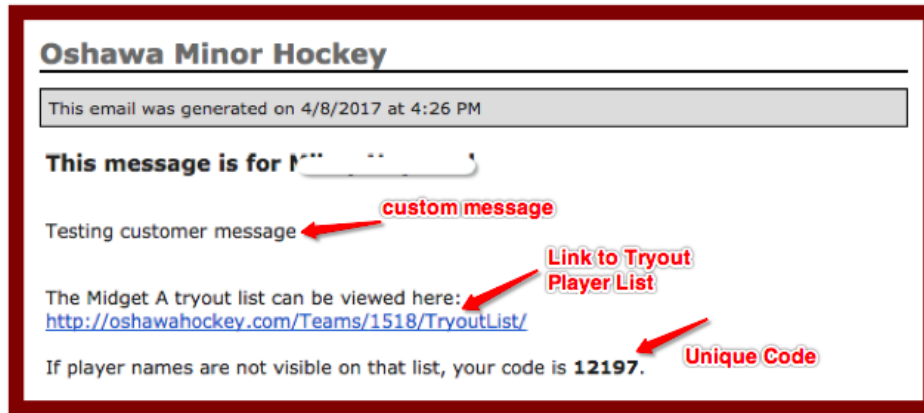
Email Generated

This is what the email looks like that is generated to player.

Midget A Tryout Information

Inbox x

to me



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 window titled "Bulk Release Tryout Players". It contains a paragraph of instructions: "This page will list all the players currently marked as 'pending' in the list on the left. For each of the players you wish to release, you can..." followed by a bulleted list: "• 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 is another paragraph: "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." At the bottom, there are two boxes: "Players Available" containing "John Doe" and "Wayne Gretzky", and "Players To Be Released" which is empty. Between the boxes are four arrow 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.

Group	Jersey	Blue	Position
<input type="text"/>	2	<input type="text"/>	Forward
First Name	Last Name	Status	
Wayne	Gretzky	Pending	
Email Address	<input type="text"/>		
Notes	<input type="text"/>		

or

This page will list all the players currently marked as "pending" in the list on the left. For each of the players you wish to select, you can...

- 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

After you've chosen all the players you wish to select, please double-check that the list of players in the right-hand box includes **only** those you wish to select (make the team). After verifying that list is accurate, click the Update button.

Players Available		Players To Be Selected
John Doe	<input type="button" value=">"/>	
Wayne Gretzky	<input type="button" value="<"/>	
	<input type="button" value=">>"/>	
	<input type="button" value="<<"/>	

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 tryouts@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).

Check your junk mail first, and if not present then 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 tryouts@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 tryouts@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 an Oshawa resident and released from AAA tryouts - I want a AAA Waiver.

As per the OHF, if you are a resident of Oshawa, have attended your centres AAA tryouts, and been released by the Head Coach - you may request a AAA Waiver to tryout at another centre.



These are done electronically so please visit the website under Tryouts and read the Request AAA Waiver page.

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

No.

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).
7.Mar.2016	M.Hayward	Refresh of procedure to correct email addresses.
7.Mar.2019	Hayward	FAQ updates. Removed reference to NRP and added AAA Waiver request. Added Development Program to Page 1