

## Enter Hockey Saskatchewan Official Coaching Forms SODM and Sr./U18 Divisions

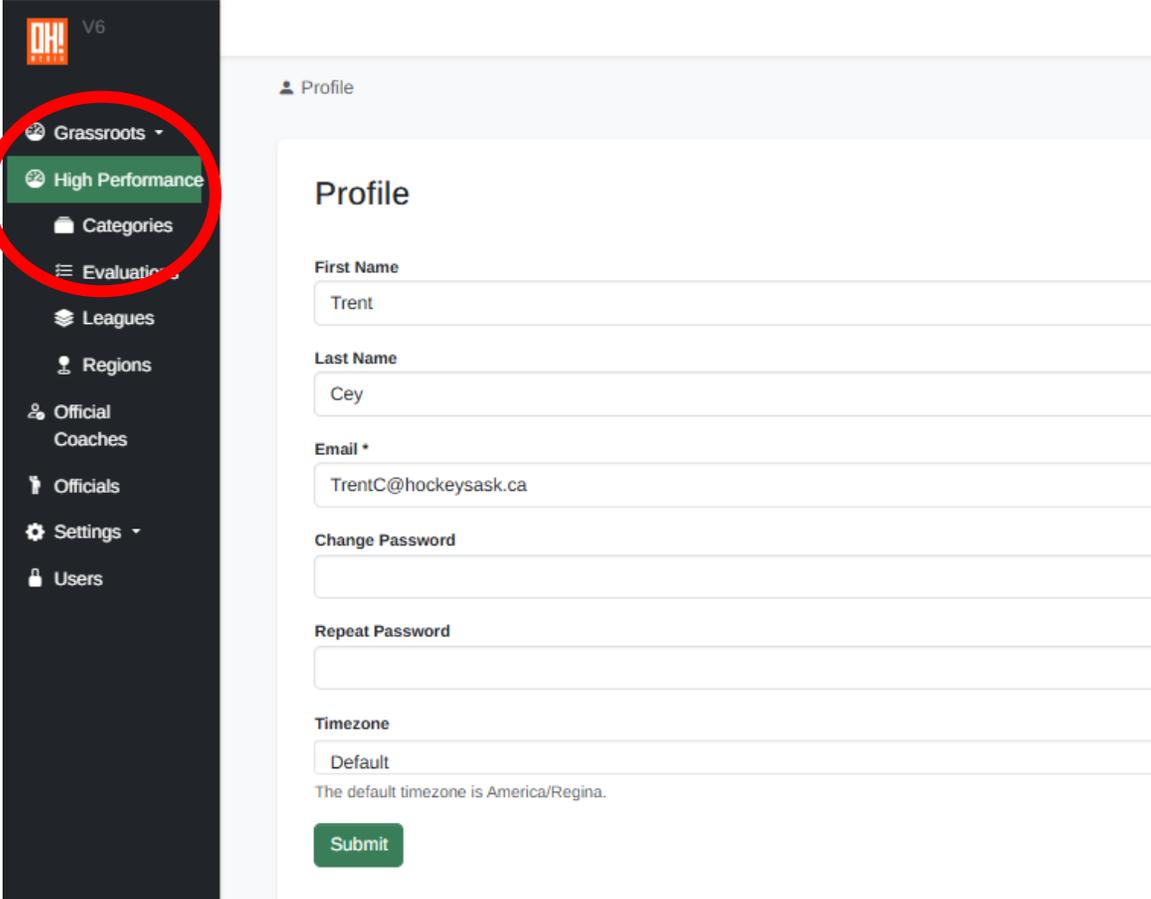
Supervision Website Link: <https://supervisions.hockeysask.ca/>

### Logging In

- Login with your email and the password will be HS\_xx123 (Capital HS\_ your initials in small letters, followed by 123. So, if your name is Trent Cey it would be HS\_tc123)
  - If that doesn't work you may have not been set up with a log in yet and you can contact Trent or Austin to create your account.
- Click **Submit**
- It will ask you to change your password, you can do this and enter your new password and Click **Submit** or ignore that step if you want to keep your assigned password.

### To Enter an Evaluation

- Click High Performance on the left-hand side and select Evaluations from the drop-down option.



The screenshot shows the user interface of the Hockey Saskatchewan Supervision website. On the left, a dark sidebar contains a menu with items: Grassroots, High Performance (circled in red), Categories, Evaluations, Leagues, Regions, Official Coaches, Officials, Settings, and Users. The main content area is titled 'Profile' and contains a form with the following fields: First Name (Trent), Last Name (Cey), Email \* (TrentC@hockeysask.ca), Change Password, Repeat Password, and Timezone (Default). A 'Submit' button is located at the bottom of the form. Below the form, a note states: 'The default timezone is America/Regina.'

- Click **+ Add Evaluation** In the top right corner

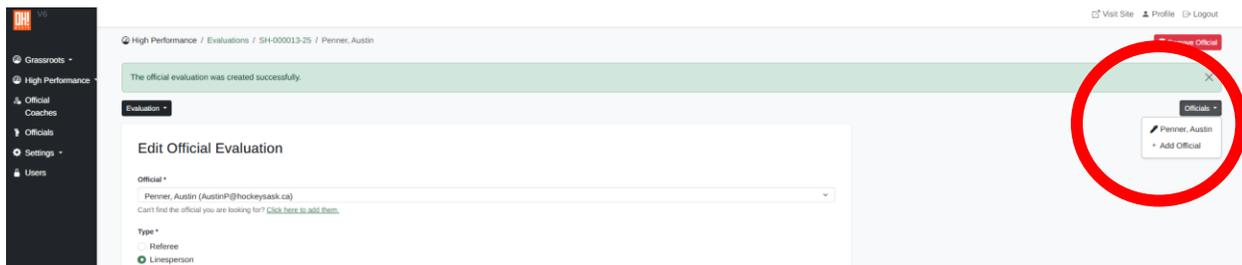
- Enter in Game Info
  - Select League from the drop down option:
    - SJHL, PJHL, U18MAAAHL, FU18AAAHL, U18AAHL, U16AAHL, U15AAHL, CSSHL, ACAC, Sask First, MUsports, FUsports, Female Jr., or Senior/U18/Jr.C
    - Note that selecting the proper league will send a submitted report to the league RIC automatically.
  - Select Region from the drop down option:
    - North High Performance (SJHL, PJHL, U18MAAAHL, MU sport), South High Performance (SJHL, PJHL, U18MAAAHL, MU sport, ACAC), Female High Performance (FU18AAAHL, FUsports, Female Jr.), For All other division select the appropriate region based on who assigned the officials North Central – Ray Baumann, West – Jarred Wilkinson, Southwest – Dawson Switzer, Saskatoon – Jordan Boyd, Regina – Ken Gaudet, East – Curtis Geisler.
    - Note that selecting the proper region will send a submitted report to the assignor for that region automatically.
  - Home Team
  - Away Team
  - Date/Time
  - Location
- Click **Save**
- Click **Officials** and select + Add Official



- Select the Official from the drop down at the top you can find official by starting to type a name.
- If the official is not in the list click [click here to add them](#)
  - Note that once they are added they will remain in the system so ensure that you add the email properly that would be used in the future.
- Select Referee or Linesperson

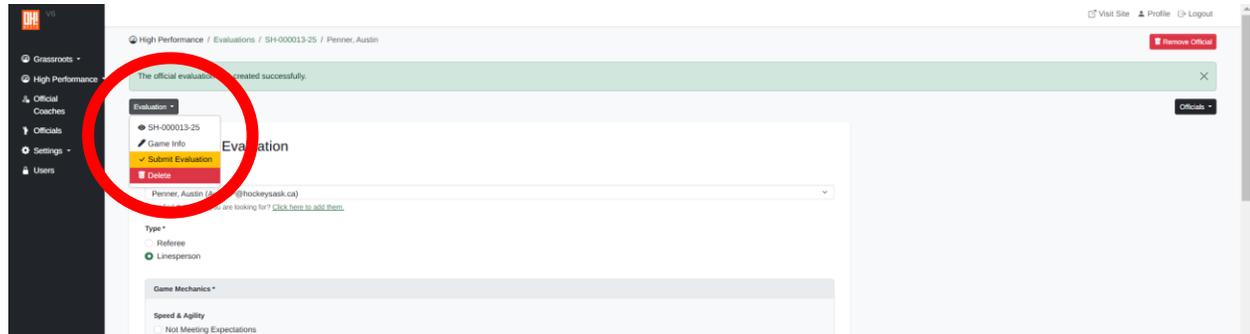
- Check appropriate boxes for the sections: Game Mechanics, Communication & Rapport, and either Referee Judgement & Game Management or Linesperson Judgement and Game Management (Note that you can check as many or as few boxes as you want).
- There is one Comment box for all the notes for the official.
- Confidential Score is from (1-10) Note that the official does not see this score this is used to help with rankings that will be seen by the league RIC, assignor Trent Cey and Lyle Wilhelm, these number will be pulled out of the reports in the future and will be used for league rankings.
  - The Scale is as follows:
    - 1-3 Beginner/Entry Level – Can cover games at this level with a stronger partner
    - 4-6 Approaching – Efficient at this level, maybe able to work a playoff game at this level
    - 7-8 Proficient – Expect to work regularly during the season and into the playoffs at this level
    - 9-10 Mastery – Potential league/provincial final candidate at this level.
- Confidential Comments this box is seen just by the assignor that was selected, yourself as the official coach and those selected for this league. So comments like, if an official should be added to a new SODM roster or removed from a league roster can be added here and is a summary of that official.
- Click **Save**

Now you can repeat this process for as many officials that you are entering it doesn't limit you to just 4 officials per game if you are at a camp where there are multiple officials skating games.



## To Submit Your Evaluation

- Once all official's information has been saved Click **Evaluation \** and select **Submit Evaluation**



It will ask you to confirm your submission click **OK**

Edit the game type and add any other comments about the game which again are confidential, but similar to the group texts that are sent out for some of the leagues by assignors. These are not going to be seen by the officials only the official coach, assignor and league administrators, Trent and Lyle. Example Had a major penalty in this game that may need to be reviewed. Or this was a provincial game and the entire crew can keep working, etc.

Click **Submit**

You will be sent an email from Hockey Sask Supervisions [no-reply@hockeysask.ca](mailto:no-reply@hockeysask.ca) with a link to review your submission as well as the official will receive a link to review their copy, Trent and Lyle will receive a link and the assignor and league administrators will receive a copy.

Reminder to submit reports and expense forms on the new Fillable PDF Expense form monthly to help us keep the reports and rankings accurate and the budget on track for each league.

Thanks for your time and dedication to helping coach and mentor officials within Hockey Saskatchewan.