

## Appendix D: Travel Tryouts

### Summary of Roles & Responsibilities

The table below summarizes the primary roles and responsibilities during tryouts.

	Evaluation	Team Formation	Communication
<b>VP of Travel</b>	<ul style="list-style-type: none"> <li>● Plan and manage tryout process</li> <li>● Determine evaluation scorecard criteria</li> <li>● Work with EP Girls' Varsity Head Coach to hire additional Staff Member for the tryout process.</li> <li>● Review policy &amp; criteria with evaluators</li> </ul>	<ul style="list-style-type: none"> <li>● Facilitate Team Formation Committee and process</li> <li>● Provide all evaluation documents</li> <li>● Maintain all final tryout documents</li> <li>● Provide player evaluations from prior year to the Team Formation Committee and Grade Coaches</li> </ul>	<ul style="list-style-type: none"> <li>● Post final teams</li> <li>● Maintain all tryout documentation</li> </ul>
<b>EP Girls' Varsity Head Coach</b>	<ul style="list-style-type: none"> <li>● Determine evaluation scorecard criteria</li> <li>● Work with EP Girls' Varsity Head Coach to hire additional Staff Member for the tryout process.</li> <li>● Debrief with Coaching Director after evaluations are completed</li> </ul>	<ul style="list-style-type: none"> <li>● Participate on Team Formation Committee</li> </ul>	<ul style="list-style-type: none"> <li>● Set expectations with parents about tryout policies during the parent meeting</li> </ul>
<b>Coaching Director(s)</b>	<ul style="list-style-type: none"> <li>● Review policy &amp; criteria with evaluators</li> <li>● Oversee evaluators (if eligible)</li> <li>● Debrief with evaluators and collect final scorecards (if eligible)</li> </ul>	<ul style="list-style-type: none"> <li>● Participate on Team Formation Committee, when eligible</li> <li>● Share evaluator results with Team Formation Committee (if eligible)</li> <li>● Facilitate drills/scrimmages for Team Formation Committee observation, when eligible</li> <li>● Validate VP of Travel's documentation of evaluation and team selection results</li> </ul>	<ul style="list-style-type: none"> <li>● Communicate tryout feedback to parents/players if requested</li> <li>● Proactively communicate tryout feedback to parent/players of anyone referred to the in-house program as not travel ready.</li> </ul>
<b>EP Girls' Varsity Staff Member</b>	<ul style="list-style-type: none"> <li>● Conduct evaluations, complete evaluation forms, score and rank players, advise on "natural break" points for teams</li> <li>● Debrief with Coaching Director after evaluations are completed</li> </ul>	<ul style="list-style-type: none"> <li>● Participate on Team Formation Committee</li> </ul>	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>Grade-Level Head Coaches</b>	<ul style="list-style-type: none"> <li>● Provide previous year feedback at end of previous season</li> </ul>	<ul style="list-style-type: none"> <li>● Participate on Team Formation Committee when eligible</li> <li>● Propose their team roster based on the rules of team formation</li> </ul>	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>EPGBA Board</b>	<ul style="list-style-type: none"> <li>● Set dates for tryouts</li> <li>● Assist with tryout check-in</li> <li>● Collect checks</li> <li>● Review quality of evaluators per policy</li> </ul>	<ul style="list-style-type: none"> <li>● Assist with tryout check-in</li> <li>● Approve any irregular team formations if needed (e.g. &lt;7 or &gt;10 player teams)</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure that tryout process is transparent and well communicated</li> <li>● Update policies as needed</li> </ul>

	Evaluation	Team Formation	Communication
<b>Parents</b> (if not in one of the roles above)	<ul style="list-style-type: none"> <li>● Prepare player for tryouts by sharing the tryout process and evaluation scorecard</li> <li>● Provide ample notification and documentation if player will miss tryouts for an excused reason</li> <li>● Support player</li> <li>● Pay all fees</li> </ul>	<ul style="list-style-type: none"> <li>● Support player</li> </ul>	<ul style="list-style-type: none"> <li>● Support player</li> </ul>