

McKnight Hockey Association

PLAYER Evaluation Manual

2017-2018



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Forward

The evaluation process outlined in this document is intended to ensure that the best interests of our children is held paramount throughout the process and to also recognize that community hockey at McKnight Hockey Association is about fun, skill development, learning life lessons and what we hope will be the start of a lifelong love of the game of hockey.

The McKnight Evaluation Review Committee along with the McKnight Board will review the evaluation process annually. At the end of each season we survey our members, engage in an evaluation debrief by our Evaluation Review Committee, and we hold Board meetings at which the McKnight Board considers and votes its approval or non-acceptance of the Evaluation Review Committee's recommendations for change. This document is the result of all of these efforts.

The iteration of our evaluation process retains the cornerstones of our previous documentation. The reason for this is simple: McKnight's evaluation process is a good one. It is fair, it serves our children well, and it creates teams that are balanced and competitive. After our evaluation sessions are over, the right players are placed on the right teams, and in our view, there is no better process to evaluate our community hockey players.

We encourage every member to read our procedures to understand them and to volunteer to take part in the evaluation process in order to better understand why this process works as well as it does.

Cathy Gordon
President
McKnight Hockey Association

Introduction

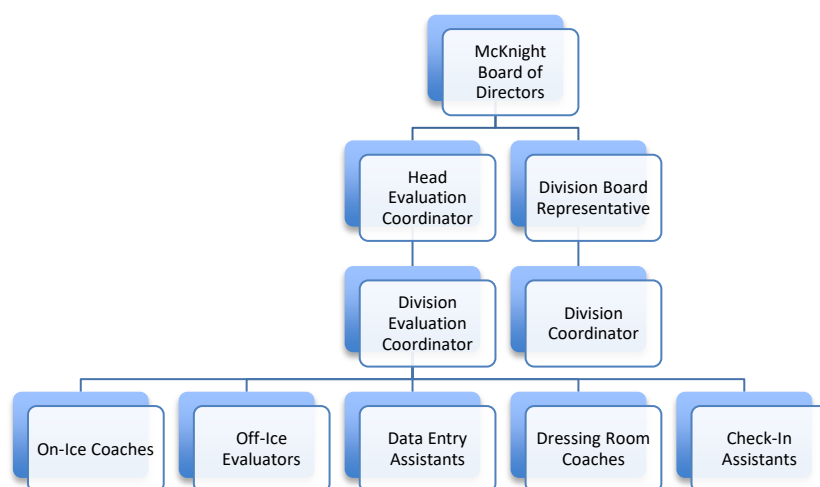
With over 600 hockey players registered, the McKnight Hockey Association evaluation manual is considered to be an absolute necessity. The player evaluation process marks the beginning of the hockey season and takes place prior to the start of the minor hockey season. This evaluation manual governs evaluations for players within the McKnight Hockey Association. There is a separate Goalie Evaluation manual that may be read in conjunction with this document. The two documents shall be read as complimentary and any provisions that can be read as contradictory in the two manuals shall be interpreted at the discretion of the Head Evaluation Coordinator with consultation from the McKnight Board where deemed appropriate.

The Program

Evaluation Objective

The objective of the evaluation process each year is to place all players in a team environment whereby their skill level will allow them to enjoy the game of hockey while developing both their athletic and interpersonal skills.

Evaluation Organization Chart



Evaluation Core Criteria

The Head Evaluation Coordinator, in consultation with the McKnight Board, will establish the general guidelines to be followed to best evaluate the skills of the players within each division, excluding Timbits. The Head Evaluation Coordinator will fine-tune these guidelines, in consultation with the Division Evaluation Coordinators, as deemed necessary to ensure the integrity of the program. The Division Evaluation Coordinators will have the responsibility to develop the on-ice program to effectively evaluate the criteria that has been established, the Division Evaluation Coordinator may use the resources provided for by McKnight Hockey.

However, in establishing these criteria and the on-ice program, the basic principles and philosophies of McKnight Hockey must always be followed. If in doubt, the Division Evaluation Coordinator should discuss the situation with the Head Evaluation Coordinator. This document cannot account for every situation that may arise during the evaluation process and at that time the Division Evaluation Coordinator and Head Evaluation Coordinator will make a decision that is in the best interest of the child and the association.

The Evaluation Team

Division Board Representative

The Division Board Representative is the McKnight Board member assigned to each division to oversee its operations. Should a matter need to be brought to the Board's attention, it must be done through the Division Board Representative. If the President receives a report or complaint about a player, parent or coach, the President will report it to the Division Board representative to investigate.

Division Coordinator

The following highlights the responsibilities of the Division Coordinator during the evaluation process:

- To establish a high visibility among the parents of players within their division;
- To assist in the communication of important evaluation information by posting it to the McKnight Division website page, as needed, and as directed by the Division Evaluation Coordinator.

Head Evaluation Coordinator

The Head Evaluation Coordinator is the administrator appointed by the McKnight Board that initiates the evaluation process and oversees it to completion. The Head Evaluation Coordinator will coordinate the evaluation process throughout the various age divisions, excluding Timbits. The Head Evaluation Coordinator performs numerous tasks and duties listed below.

Responsibilities and Guidelines:

The following highlights the responsibilities and guidelines of the Head Evaluation Coordinator, in consultation with the McKnight Board:

- Shall select the Division Evaluation Coordinators for each division for the evaluation process;
- The McKnight Board recommends that there be two Division Evaluation Coordinators, whenever possible. When there are two, an effort will be made to have a first year parent alongside a second year parent, in an effort to meet the object of quality control and consistency from year to year. The use of one Division Evaluation Coordinator shall not be considered a breach within the guidelines;
- Review and assist the Division Evaluation Coordinators with the selection of their evaluation team;
- Coordinate the general evaluation guidelines for each division including completion date and evaluation ice times;
- Ensures that the McKnight Hockey principles and philosophies are adhered to throughout the evaluation process;
- Attempt to resolve any parent or player concerns during the evaluation process, at the request of the Division Evaluation Coordinators;

- Maintains communication with the Division Evaluation Coordinators during the entire evaluation process; and
- Presents final team selections to the McKnight Board for their approval, in conjunction with the Division Evaluation Coordinators.

Division Evaluation Coordinator

The Division Evaluation Coordinators are administrators who organize and are responsible for the evaluation process with a responsibility of placing players of similar skills and objectives on the same teams for a particular division.

Responsibilities and Guidelines:

The following highlights the responsibilities and guidelines to complete each division evaluation in an efficient and fair manner:

- When there are two coordinators, the one with more experience shall be considered the lead coordinator for that division, subject to the agreement of the two coordinators;
- Recruit a minimum of 6 off-ice evaluators preferably from inside and outside the division, but not required, that are able to commit to be present during at least 80% of the scheduled evaluations. Any variation from the minimum 6 evaluators shall not be considered a breach of these guidelines so long as reasonable efforts were made to recruit 6 evaluators.
 - The level of hockey knowledge will be a primary consideration in selecting the off-ice evaluators;
 - Ensure a balance of first year versus second year evaluators when recruiting and if possible have some out of division evaluators;
 - Ensure a balance of evaluators from a range of levels of play within your division. (For example: Atom has 6 teams, make every effort to have evaluators represented from all 6 teams, not just from one team);
- Inform evaluators of any player issues (minor injuries, illness, attitude, etc.) as previously set out herein;
- Recruit a “Hockey Consultation Panel” that could be comprised of McKnight coaches and/or respected hockey knowledgeable individuals. In the event of a tie between bubble players, the two Division Evaluation Coordinators, in consultation with the on-ice coaches, and the “Hockey Consultation Panel” members, may discuss a resolution for player placement. Through this consultative process the Division Evaluation Coordinators will make the final decisions on player placement.
- Recruit at least two volunteers (coaches) to run the on-ice drills or run each box during refereed games (see the "On-Ice Coaches"). Note that the on-ice coaches must wear helmets in the course of their participation on ice. On-ice coaches shall not provide scoring or evaluation sheets in the evaluation process;
- Review and understand the drills and skills identified within the practice plans to ensure a clear understanding of the on-ice process;
- At the beginning of each evaluation session the Division Evaluation Coordinators will identify any problem situations (injury, placement issues, new players, etc.) to the evaluators to the extent those issues are known to them.
- Maintain open lines of communication with parents and players as appropriate to the evaluation session and progress;

- Contact players by email for their first conditioning ice time. These times will also need to be forwarded to the Division Coordinator to be posted on the Division website;
 - After each session, contact players by email indicating their next ice time. These times will also need to be forwarded to the Division Coordinator to be posted on the Division website, as it is the players/parents responsibility to check the website for their player ice times;
 - Review data – look for erratic evaluations or anomalies from the evaluator averages using the electronic evaluation tool;
- Work in conjunction with the Head Evaluation Coordinator and the McKnight Board should any grievances arise that need to be addressed;

It is noted that all of the above responsibilities and guidelines are to be read in conjunction. No variation from these objectives shall be considered an automatic reason for grievance as these are stated and intended objectives.

On-Ice Coaches

The following highlights the responsibilities of the On-Ice Coaches:

- Reports to the Division Evaluation Coordinator;
- Reviews and understands the drills and skills identified within the practice plans to ensure a clear understanding of the on-ice process;
- Run the on-ice program at a pace that allows the off-ice evaluators to properly evaluate each player;
- Ensure that players understand the drills and have equal opportunity to participate;
- Verify with the Division Evaluation Coordinator that the off-ice evaluators have ample time and opportunity to review players in the evaluation session.

Off-Ice Evaluators

The following highlights the responsibilities of the Off-Ice Evaluators:

- Reports to the Division Evaluation Coordinator;
- Commit to be present during at least 80% of the scheduled evaluation sessions;
- Review and understand the drills and skills identified within the practice plans to ensure a clear understanding of the on-ice process;
- Evaluators must maintain impartiality at all times and are not to evaluate their own children or any other player they cannot make an impartial assessment;
- To ensure impartiality and result independence, evaluators should remain in their designated areas, separate from each other and the parents.
- At the end of each ice time the evaluators will provide their score sheet to the Division Evaluation Coordinator;
- Evaluators are never to discuss any process or evaluation inquiries with any parents and should refer all such inquiries to the Division Evaluation Coordinators. The Division Evaluation Coordinators will address such concerns and/or pass those concerns onto the Head Evaluation Coordinator;
- The Evaluators should always be fair and impartial in grading each of the players.

Dressing Room Coaches

The following highlights the responsibilities of the Dressing Room Coaches:

- Reports to the Division Evaluation Coordinator;
- Responsible for the supervision and safety of all players while in the dressing rooms before and after each evaluation ice session.

Check-in Assistants

The following highlights the responsibilities of the Check-in Assistants:

- Reports to the Division Evaluation Coordinator;
- Assist in the management of the “check-in” process and ensure any absences are immediately reported to the Division Evaluation Coordinator;
- Hand out helmet numbers at first evaluation skate.

Data Entry Assistants

The following highlights the responsibilities of the Data Entry Assistants:

- Reports to the Division Evaluation Coordinator;
- Collect and manage all evaluation score sheets;
- Enter data into file to be imported into electronic evaluation system;
- Ensure data integrity and confidentiality at all times throughout the process.

The Evaluation Process

Evaluation Summary

The following is a summary of the evaluation process used by McKnight Hockey. This program is designed to be a fair and calculated approach for the evaluation process.

All levels where evaluations are required utilize the general guidelines described below. McKnight utilizes an Electronic Evaluation Tool, designed to provide a clear concise picture of where each player's scores rank in conjunction with each other, saving Division Evaluation Coordinators hours of volunteer time sifting through various evaluation score sheets.

Conditioning Skates

McKnight Hockey will schedule two conditioning skate sessions for each player who will take part in the evaluations. These conditioning sessions will allow all players to understand what will be evaluated during their first ice time. Conditioning skates are part of the evaluation process, and it is recommended that all players participate in all conditioning skates.

First Evaluation Ice Time

All age categories are divided into groups of approximately 20-25 players, depending on the number of players enrolled in each division. The groups will be equally divided based on the team played on during the last season and then by last name to create groups with as much parity as possible. This will work by equally spreading players from each team from last season into evaluation groups based on last name (no ranking of players from coaches will be used). The first ice time will be entirely skills based for all age groups. Given the potential difference in skill levels players will be advised of safety concerns. Scoring for the first ice time will be set at 1 – 10 (1=best, 10=weakest). Evaluators will

submit their score sheets to the Division Evaluation Coordinator to be forwarded to the data entry assistants for input into the Evaluation program. Each division will have its own set of evaluation categories based on the skills and ability of each division.

Scoring is rated on the basis of a player being given an evaluation comparative to only those players on the ice at the same time. During these evaluations the evaluators are required to ensure that they group their scores accordingly (1/3 of the players are ranked in the top, 1/3 are ranked in the middle and 1/3 are ranked at bottom of the group to the best of their ability). Once the numbers are recorded on the sheet and entered into the electronic evaluation system, they cannot be altered by anyone. The Division Evaluation Coordinators then review the data and players are ranked accordingly. A variance in the use of the above scoring system shall not be considered a breach within the guidelines.

Second Evaluation Ice Time

The second ice time organizes players based on the evaluation results of the first evaluation skills session. Players will be divided based upon the number of groups and the number of players enrolled. The table below shows an example of how players start in skate 1 and move to skate 2. The numbers of groups and number of players per group are estimates and can vary at the discretion of the Division Evaluation Coordinator. This example shows four groups:

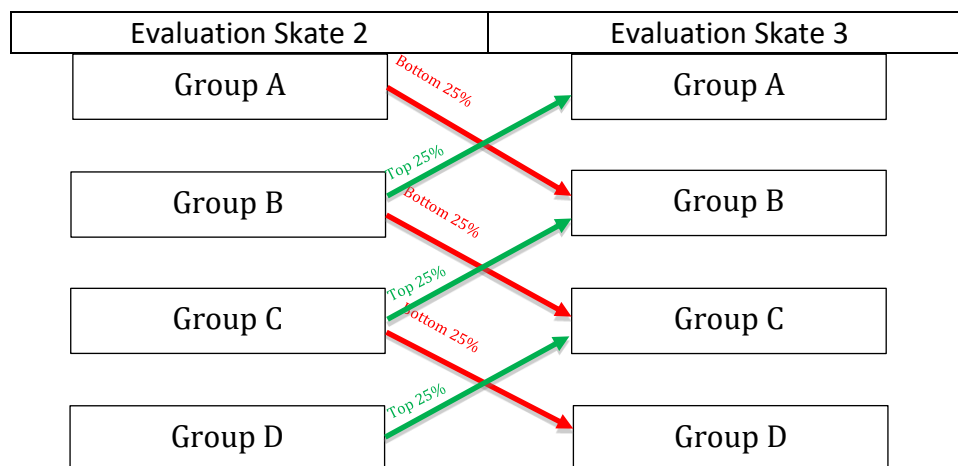
Evaluation Skate 1 (parity)	Evaluation Skate 2
Group A	Top 25% from skate 1
Group B	Second 25% from skate 1
Group C	Third 25% from skate 1
Group D	Fourth 25% from skate 1

Players will be divided into a relatively even number of groups depending upon the number of ice times available. This division shall be done solely based upon the rankings in the first evaluation skills session.

During the second evaluation ice time, scoring will be based on skills for the lower divisions, a combination of skills and game play for the middle divisions, and game play for the higher divisions. Each division will introduce game play at a different stage during the evaluation process; this is based on the Hockey Canada Skills Pyramid guidelines. Scoring for the second ice time will be set at 1 - 5 (1=best, 5=weakest). Scoring is rated on the basis of a player being given an evaluation comparative to only those players on the ice at the same time.

Third Evaluation Ice Time

The third ice time will mix up players at the top or bottom of each group in order to test the rankings to date and to expose initially lower ranked players to higher ranked players. The table below shows an example of how players start in skate 2 and may move for skate 3. Numbers of groups and number of players moving between groups are estimates and may vary.



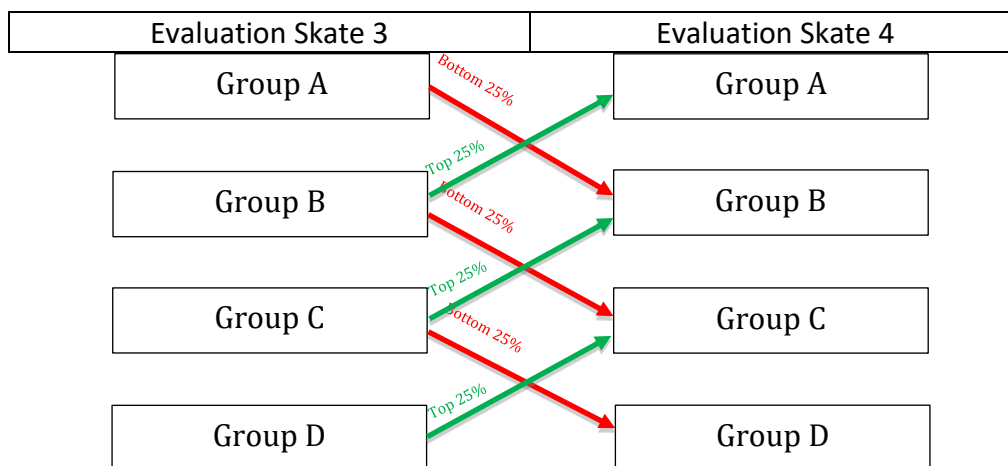
Levels PeeWee and above will also be evaluating players based on their position, forward or defense, as further set out herein and as part of the game play. Game play should be restricted to 5 on 5 although it need not be exclusively, and for the PeeWee divisions and above, may be present for any simulated game situations. Player movement will also have to account for positions in PeeWee and above which will have an impact on player movement as well.

The process allows players to be compared with other players with skills two levels above their current position. Players are then moved, as required, one group up or down. Care must be taken as players in Group B should all do very well against their comparative Group D. Therefore only the very top level players in Group D should be moved up to Group C and only the weakest players in Group C should be moved to Group D. This is equally the case in the larger divisions when evaluating more groups.

At the end of the third session the Division Evaluation Coordinators may start to identify the core members of each of the teams. At the discretion of the Division Evaluation Coordinator players may be locked onto teams following this skate. Most of the locks will be done after the fourth skate however if players are clearly set for top or bottom teams they will be locked at this point. Neither the players nor their parents will be notified about being locked onto a team and therefore they will be expected to participate in all of the remaining skates.

Fourth Evaluation Ice Time

This ice time may return players to their natural sequence as below and thereby operates in the same manner as evaluation ice time 3. The players will be divided again based on their performance rankings in the third evaluation ice time. Scoring for this ice time will be set at 1 - 5 (1=best, 5=weakest).



At the conclusion of this ice time the Division Evaluation Coordinators will either start to or continue to lock players onto their teams. These players will have clearly shown through their scores in the first four skates that they should be placed on a specific team. This will then identify bubble players that need to have a more focused look to ensure proper placement on teams. A bubble player in skate 5 is a player that through the first 4 skates show they could either play on, for example Team 2 or Team 3. These players will have the benefit of getting a final look on skate 5 to ensure they are placed within their peer group. The Hockey Consultation Panel may be used in skate 4 and 5 to help with the decisions of player placement if the evaluators have scored these players in a virtual tie or if a discrepancy appears as game play progresses.

Fifth Evaluation Ice Time

This final ice session will be organized as a controlled scrimmage to give the players a full game atmosphere for the evaluation. On-Ice Coaches along with other selected volunteers shall run the benches. The On-Ice Coaches shall use reasonable efforts to ensure equal ice time subject to position, proper bench conduct by players, and ensure other volunteers operating gates or otherwise on the bench are not impacting the evaluation process.

The groups are set as per the fourth ice time performance rankings but they may be utilized or split so that the process will most effectively target the players that were identified as bubble players. It is recognized that there are players that may, on their rankings, move from one team to another several times throughout the evaluation process but that movement is not indefinite and as such at the end of this session the final team placement recommendations will be made notwithstanding that the player may have, if evaluations continued, moved up or down yet again.

The Division Evaluation Coordinators will establish the team placements with the bubble players ranked according to the evaluation process on a score system of 1 – 5. It is recognized that in the event of a tie between two or more players and where only one of those players can make a higher team, the benefit of the higher team shall be given to a second year player. The Hockey Consultation Panel will also be brought into his process to ensure the best placement of each player in his or her peer group.

No player shall be permitted or advised to miss this ice session notwithstanding their performance or ranking in ice sessions 1 through 4. The ultimate authority for team placement will rest with the McKnight Board.

Special Age Group Considerations

Timbits (5-6 year olds)

All evaluation procedures will be as outlined by the Hockey Calgary Timbits Manual.

Novice (7-8 year olds)

In conjunction with this document, the Hockey Calgary Novice Development League Manual will govern Novice Evaluations. The two documents shall be read as complimentary and any provisions that can be read contradictory in the two policy's shall be interpreted at the discretion of the Head Evaluation Coordinator with appropriate consultation from the McKnight Board where deemed appropriate.

Atom (9-10 year olds)

The Atom evaluation program is designed so that Atom players do not have to choose a designated Forward or Defense position prior to the evaluation process.

PeeWee and above (11+ years old)

PeeWee, Bantam, Midget and Junior C players are requested to choose a designated Forward or Defense position prior to the evaluation process, as per the online registration questions. At the discretion of each division evaluators may evaluate all positions or may be asked to only evaluate forwards or defensemen during game play.

Bantam and Midget

Update to Bantam Evaluations 2015-2016 and Midget 2016-2017:

Background:

- Hockey Calgary has sanctioned through the president's council that Division 4 and below will be non-checking hockey for both Bantam and Midget.
- McKnight hockey has given the option for players to choose to play non-contact in order for all children to enjoy the game of hockey at the community level.
- Players that make a team that is slotted division 4 or lower will not play contact hockey for the season even if the player was trying out for contact teams.

Goals:

- To run a safe and competitive evaluations for all players regardless of choice to play non-contact or try out for contact teams.
- To allow a player that has chosen non-contact the right to have no contact in evaluations.
- Come up with a plan that will allow for non-contact players a chance to make the highest team possible in the non-checking divisions if their skill warrants the placement.
- Allow players that chose to try out for contact hockey a chance to make the team(s) that will be slotted in Div 3 or higher.

Method:

- At the discretion of the division coordinators the below method may be used if the number of non-checking numbers are high enough to warrant separate evaluations.

Skate 1 and conditioning skates

- All players (checking and non-checking) will participate in conditioning skates and evaluation skate 1 together. Each of these groups will be parity groups based on the team played during last season and will be as even as possible across all groups. At the completion of this skate the top scores that have chosen checking will be placed in group A and then the remaining groups will be filled with next best scores. The players that have chosen non-checking will be slotted in non-checking groups and await their next ice time.

Skate 2

- Checking groups will participate in this skate. There will be some position skills evaluated as well as game play at the end of the session. The kids that have selected non-checking will not participate in this skate.

Skate 3

- The checking group will have full game play and will be scheduled after quadrant hockey has completed its final cuts if possible. At the conclusion of this skate the first round of players will be locked onto teams and the bubble players will be created.
- The non-checking group will have a position skill ice time game play at the end of the session.

Skate 4

- Checking groups will have a full hour game play for their final evaluation. At the end of this session the Checking teams will be locked in and finalized. All players that did not get placed on checking teams will then participate in the non-checking evaluations (skate 5 and 6).

Skate 5

- Full hour game play. These will comprise of all players that have selected non-checking as well as the players that did not get selected onto any of the checking teams. Groups will be slotted based on results of Skate 1 when all players competed against each other as well as the non-checking skills session vs skate 2-4 in contact as best the evaluators can. This will ensure the players that chose non-checking have a chance to skate with top end of this group if scores warrant it. At the conclusion of this skate some locks may be done if scores dictate this.

Skate 6

- Final skate and will be full game play. All kids competing for the non-checking teams will skate in this session. At the conclusion of this skate all players will have been assigned a team in the non-checking divisions.

Skate 1 60 min	Skate 2 75 min	Skate 3 60 min	Skate 4 60 min	Skate 5 60 min	Skate 6 60 min
Parity Group A	Check group A Skill and game play	Check Group A Game Play – first locks at end	Check Group A Game Play – Lock Team 1 and 2		
Parity Group B	Check group B Skill and game play	Check Group B Game Play - first locks at end	Check Group B Game Play – Lock Team 3 remaining players to Non-Checking		
Parity Group C		Non-Checking Position skill and conditioning		Non Check Group A First Locks after skate	Non Check Group A Teams Lock
Parity Group D				Non Check Group B First Locks after skate	Non Check Group B Teams Lock

Junior C

If Junior C registration exceeds the maximum roster size, a reasonable evaluation process will be conducted as per Board approval.

Injuries and Illness

If a player is injured or has an illness that prevents him/her from participating in the evaluation process a doctor's note must be supplied to the Division Evaluation Coordinator. At this point the Division Evaluation Coordinator will consult with any and/or all of the following persons to ensure proper placement of this player: Off-ice Evaluators, Hockey Consultation Panel, On-Ice Coaches, and past coaches of the player. Depending on the timing of the absences and how many evaluation ice times have been missed, this will determine who will be consulted. The Head Evaluation Coordinator will be made aware of the absences and the recommendations made during these consultations.

Conclusion of the Ice Times

The Division Evaluation Coordinators with the Head Evaluation Coordinator shall present their recommendations to the McKnight Board following the final evaluation ice session. As stated earlier, where there are two Division Evaluation Coordinators, if they do not agree on player placement or team make-up this shall be disclosed to the McKnight Board in the approval process and shall be done with specific reference to this manual.

No teams shall be definitely set until all returning players are appropriately considered under this policy, for the same reasons as set out in the grievance section of this manual. Any inconsistencies in this manual shall be resolved in a manner consistent with the McKnight policies, objectives and mission statement by the Division Evaluation Coordinators and/or the Head Evaluation Coordinator with consultation with the McKnight Board where deemed necessary.

Willful misconduct that jeopardizes the integrity of the McKnight evaluation process by any volunteer during the evaluations, including Head Evaluation Coordinator, Division Evaluation Coordinators, On-Ice Coaches, Off-Ice Evaluators, or Data Entry Assistants, or others shall be dealt with directly by the McKnight Board and/or the McKnight Dispute Resolution Committee.

Goalie Evaluations

Goalie evaluations shall be conducted in a manner consistent with the Goalie Evaluation Manual.

Appendix 1 – McKnight Evaluation Grievance Procedure

All decisions of the Evaluation Committee are final when reviewed and approved by the McKnight Board. The McKnight Board maintains the right to make changes after this process in the case of exceptional circumstances.

Post-evaluation grievances will follow this process:

- All formal grievances will be submitted in writing to the Head Evaluation Coordinator.
- Recommendations by the Head Evaluation Coordinator will then be submitted to the Division Board Rep for McKnight Board review and approval.
- If a decision cannot be agreed upon, the McKnight President will make the final decision (tie-breaker).
- All responses to the grievance writer shall come from the Head Evaluation Coordinator. This information will then be shared with the Division Evaluation Coordinators, Division Coordinators and the Head Coordinator for information purposes only.

Post-evaluation grievances will be addressed as quickly as possible. Grievances about player evaluations and team placements must be received no sooner than 24 hours after team selection and no later than 48 hours after team selection. Grievances shall be submitted online to the Head Evaluation Coordinator using the online form and shall indicate:

1. The perceived error of the McKnight Evaluation Manual that was not followed;
2. The impact;
3. A proposed resolution.

A grievance resolution will consider the impact on ALL players (not just the player(s) included in the grievance). A grievance resolution may not change player placement but may change process for the upcoming season.

Should a request to move a player be included as part of the proposed resolution, the following factors must be considered in the process:

Is there room for movement such that the team sizes remain in compliance with the Hockey Calgary guidelines and requirements for team sizes? This includes the guidelines for team size and differentiation of team sizes within a community. No player will be moved down a team as a result of a grievance of another player.

Parents will be required to confirm that they have completed the Hockey Calgary Respect In Sport - Parent program. No grievance will be accepted should it not follow the Hockey Calgary Respect In Sport program and the McKnight Evaluation Parent Code of Conduct.

Parents who have a grievance regarding a player's evaluation or team placement do not have the right to review evaluation forms or evaluation tabulations.

Appendix 1 – Evaluation Timeline

Appendix 2 – McKnight Evaluation Grievance Procedure FAQ

Appendix 3 – McKnight Evaluation Grievance Form

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