

Policy and Procedures Manual

Policy #1

Membership Fees

A. No fee shall be assessed or collected for membership in the Corporation. Membership shall not be transferable.

Policy#2

A. Fees

1. The registration fee will be set by the Board prior to the beginning of each season.
2. The fundraising fee will be set by the Board prior to the beginning of the season.
3. The evaluation/tryout fees will be set by the Board prior to the beginning of the season.
4. Deadline to register is June 30. After this date players, will be accepted based on availability within an appropriate division. A non-refundable late registration fee as outlined below will apply (fee does not apply to first time players in MLMHA and imports).
5. There will be NO registrations accepted after September 30th **except** for players moving into Meadow Lake. Any registrations received after this date will be dealt with by the Board on a case by case basis.
6. All registration and fundraising fees **must** accompany registration. Registration fees can be paid in two (2) payments with a minimum of 50% fees paid by June 30 and a second cheque post-dated August 15. Fundraising fees can be paid with a post-dated cheque for August 15 and must also be received with the registration.
7. Late registrations/fees will be subject to the below listed non-refundable fee:

After June 30	\$ 100.00
After August 15	\$150.00
After August 31	\$200.00
8. Any registrations that result in NSF fees will be subject to a \$25 fee and a suspension in the player's registration until fee is collected.
9. The refund policy for the registration fee will be as follows:

September-October 31	\$100 will be withheld
November 1-December 31	one-half of the registration
After December 31	No refunds
10. The refund policy for fundraising fees and late fees will be at the discretion of the Board.
11. No player will be allowed on the ice anytime without having first registered and paid all fees in full.
12. All evaluation/try-out fees must be paid in full before the player steps on the ice.
13. For those players who are not members of MLMHA and are trying out for an "AA" team exceptions to the due date will apply. Registration forms and payments must be received by October 5th. If the registration/fee is not received by this date, then that player will be suspended from further participation.

Revised October 2017

B. Eligibility

1. In order to participate in the MLMHA program, the player must meet residential qualifications as determined by the SHA.
2. The member must be in good standing with the Association and all delinquent fees paid in full.

Policy#3

A. Registration

1. Deadline to register players will be June 30 for the season commencing in September. See Policy#2.
2. For the purpose of SHA registration, MLMHA will be categorized as A, B or AA depending on centre / non-centres and combinations of population as determined by SHA.
3. Every player will register and play in the division that is appropriate for his/her age except as noted in Policy#16. Exceptions to this rule will apply for female players. First year Bantam players shall register with the Pee wee division and second year Bantam players will register with the Midget division when no Bantam female league exists.
4. Concession fees to SHA or the hockey authority will be the responsibility of the member. When acting in the best interest of MLMHA, the Association may elect to pay such fees.

5. No movement between divisions or Tiers after November 1st without the consent of the Board of Directors.
6. The program will run from September (ice in) to the end of March (ice out) and will begin with a conditioning / try-out camp for some age divisions. This camp will be open to players not registered with MLMHA for a fee to be determined by the Board.
7. The utilization of arenas will be up the discretion of the Board.

Revised January, 2014

B. Try-out Fees

1. Try-out fees shall be set by the Board of Directors at the Annual Spring Meeting.
2. All players must pay the fee before being allowed on the ice.
3. If a person registers for conditioning / try-out camp and fails to show up for conditioning / try-out camp there will be no refund unless there is an injury which will require a doctor's note.

C. Age Classifications - as of December 31st

- a) Initiation – 4, 5 and 6 years' old
- b) Novice - 7 and 8 years' old
- c) Atom - 9 and 10 years' old
- d) Pee Wee - 11 and 12 years' old
- e) Bantam - 13 and 14 years' old
- f) Midget - 15, 16 and 17 years' old
- g) Female (Peewee) –12 and under
- h) Female (Bantam) – 13 and 14 years' old
- h) Female (Midget) – 15, 16 and 17 years' old
- i) House - As determined by the Board based on the oldest eligible player composing the team's registration.

Revised September 2014

D. Teams

1. Commissioners will be responsible for the formation of all teams in their respective divisions. Tiering within the age groups will be allowed when there is a league for teams to play with the exception for Atom and Bantam age groups. If a Tier 1 league is not available, these divisions shall be allowed to form a tiered traveling tournament team. A tiered team within these two age groups **MUST** be formed if there is a minimum of nine (9) interested players. Every member of MLMHA has the right to try out for a tier 1 or higher team.
2. All divisions will follow the procedures outlined in Appendix 1 for evaluating players and formation of teams. Commissioners are responsible for appointing an evaluation coordinator to oversee the evaluation process. When a division has enough players for more than one STEP league team, those players shall be divided into teams of equal strength and ability.
3. All Divisions will have a **minimum of 14 players per team** except for Initiation which will have a minimum of 10 players per team.
4. All league fees, provincial team fees and SHA team certification fees will be paid for by MLMHA except where noted in other policies that they will not be paid.
5. No team may be removed from a league without a 2/3 majority vote by the Board of Directors.
6. At any time the Board may limit the number of players that are from outside the City and Rural Municipality of Meadow Lake in the composition of teams.
6. MLMHA teams shall participate in SHA or HC sanctioned events only.
7. All teams' participants and team officials shall follow the rules and codes of conduct set out by SHA, HC and MLMHA.
8. The House division is solely for the active participation of our youth where they have an opportunity to participate in hockey within a controlled and non-contact environment if the appropriate volunteers are available. The division will be based on the oldest member and teams will be divided accordingly based on age, ability and equalization.

9. The Board from time to time may need to limit the number of participants and or teams in any or all divisions based on the total number of players in the Association and available ice allocation for these divisions. To limit the number of participants in a Division there must be a motion passed at a Board of Director's meeting each year.

10. Any player or team official ejected from a game for abuse or harassment must proceed directly to the dressing room and remain in the dressing room or leave the rink area for the balance of the game. Any suspended person causing a disturbance at future games, while still under suspension shall be subject to further disciplinary action.

Revised January, 2017

E. Commissioner Responsibilities and Duties

1. Attend board meetings of MLMHA and any other meeting as required for your division. As a director of MLMHA your first priority shall be to the Association as a whole for the betterment of all involved and not for individual gain.

2. Manage your division to the best of your abilities and ensure that all players are properly registered with SHA, their respective league and team affiliations.

3. Attend the annual registration night to register players in your division and collect fees. Commissioners must know the registration fees, fundraising fees, any other applicable fees and refund policy of MLMHA and be able to communicate this information.

4. Ensure that your respective division conducts affairs in accordance with Meadow Lake Minor Hockey Association, HC and SHA rules, regulations and guidelines. Conform to the MLMHA Constitution and Policies.

5. As a first contact you must address the delinquent members in your division by advising them of the situation, arrange for a solution to put the member in good standing and at the decision of the Executive, remove the individual(s) from the Association until such time as they become in good standing with the Association. Contact the Director of Hockey Development to ensure that parents of your division have completed Respect in Sport and suspend any players that have not.

6. Appoint an evaluation co-ordinator to assist in the evaluation of players to assist with the formation of teams (See Appendix 1).

7. Establish good communications with parents, coaches and team officials. Ensure that players, parents, and coaches get acquainted early in the season by assisting in the coordination of a meeting with parents, coaches and teams. Show a genuine interest in how teams, players, coaches, peers and parents are getting along. Encourage parents to discuss any problems with their respective coaching staff. If solutions cannot be achieved, encourage parents and/or coaches to review the situation with the commissioner.

8. Ensure parents have read and signed the "Parent Code of Conduct" and understand their requirements.

9. Identify, recruit and develop coaches and managing staff for all teams within your division. Where possible, all candidates for the position of coach should be interviewed. Where it is necessary to establish a "short list", a Committee will choose the candidates for interviews enough days in advance to permit each candidate to be advised and to make plans to attend the interviews. Successful candidates will have demonstrated excellence in coaching, and attitudes that are in keeping with the Philosophy and Objectives of the Association. Ensure that all coaches and manager have the proper certification. If they do not have the certification, ensure they take the required training as soon as possible.

10. Once the ice scheduler provides a practice schedule, allocate the ice as equally as possible between teams and notify manager(s) of their teams practice times. Book tournaments for your division at the beginning of the year (September) and create a tournament committee to organize and operate the tournament(s).

11. Register teams for Provincials if applicable (Peewee and higher divisions). Register a carded tournament team if applicable (Novice and Atom).

12. Maintain an inventory of equipment and uniforms and determine what will be needed for the season.

13. Responsible for scheduling/cancellations of practices ensures scheduling/cancellations of games by coaches are carried out in accordance with MLMHA policies and practices.

14. Emphasize to parents that the game is for the players, not the parents. Request parents support the coaches, and managing staff of the team.

Revised February 2014

F. Coaches

A coach can be a tremendous asset to a young player's development in both life and sport and is why these selections must be made with the utmost amount of due diligence. The Board will always try to put in place good leaders and great role models. This policy is not intended to provide answers to every situation that will ever come up. In such situations decisions by MLMHA board will be final.

1. Selection – coaches for STEP/Tournament/Carded/Provincial teams will be volunteers and the commissioner of that division will determine selection.
2. Selection – coaches for AA teams will need to submit an application form/resume detailing their certification (existing and planned) and hockey experience to the Board by August 15th. An advertisement for the coach position(s) may be advertised using local media in advance of deadline. The Board shall then review the application forms/resumes received to determine selection. The Board shall hold interviews of each of the interested coaches. The interview committee will consist of the President, Vice President, Division Commissioner and the Director of Hockey Development plus any other board member the Board requires. The proceedings and discussions during the interview and/or board meetings to select the coach shall remain confidential at all times.
3. All coaches must hold the minimum certification required by SHA.
4. Any coaches/assistant coaches who have been fined by SHA for not having the appropriate certification will not be able to coach the following season until proof of completing the appropriate certification has been supplied to the Commissioner of the Division.

Assistant Coaches

1. No assistant coaches shall be chosen until after the team has been chosen.
2. All assistant coaches must be approved by the division commissioner and by the Board for all AA teams.
3. All assistant coaches must hold the minimum certification required by SHA.

Revised February 2015

G. Coaches Clinics

1. The MLMHA may reimburse coaches for fees associated with attendance at NCCP clinics in cases where they are deemed necessary and are not offered in Meadow Lake. Prior approval of the Executive Committee will be obtained.

H. Duties and Responsibilities of Coaches

1. Coaches will follow the current rules and regulations of hockey as established by HC, SHA and MLMHA.
2. Coaches must assume responsibility for the conduct of their players on and off the ice during the time that they are under their supervision. Swearing, illegal use of sticks, roughing, and fighting reflect a lack of control by the team management, in addition, may result in disciplinary action. Any coach found guilty of ordering his player to intentionally hurt another player will be dealt with by the discipline committee and will be suspended until such time as an investigation is completed.
3. Coaches must conduct themselves in an exemplary manner. Any unseemly conduct, including excessive profanity, the use of illegal or intemperate use of alcohol or drugs, or the provision of such substances to players will be dealt with the Discipline Committee and may lead to the suspension or dismissal of the coach.
4. Coaches must become familiar with the philosophy and rules of the Association. Failure to follow either one or both may result in disciplinary action.
5. Coaches can expect full cooperation from the Board in dealing with players or parents who fail or refuse to comply with their reasonable expectations.
6. Provide opportunities for parents to inform the coaching staff and management as to the goals and objectives they feel are most important, that they would like emphasized and their expectations for their children (e.g. Parents Meeting).
7. Ensure that team rules are set at the start of the season. The parents and players shall provide their expectations as to fair ice time and equal opportunity for all players. It will be the coaches' responsibility to follow these expectations. The discipline committee will deal with any discrepancies as to fair ice time and equal opportunity and how it is being allocated. For all intents and purposes, all Tier II leagues will practice equal opportunity as set out by the players and parents. Tier I league may allow more leniency to equal opportunity but only if these

conditions/rules were set at the start of the season and agreed to by the Parents/Guardians of the players. Meetings regarding team rules and equal opportunity will be documented and approved by a 75% majority vote of the parents.

8. Ensuring that the Vice President or Ice Scheduler is contacted in the event of cancellations, so ice time may be utilized.

I. Team Managers

1. Subject to approval by his/her commissioner, a Coach may recommend a person to serve as Team Manager.
2. All team managers are expected to assist the coach and assistant by:
 - a) Scheduling, e-mailing and/or phoning related to the arrangements of games and tournaments.
 - b) Arranging meetings with parents as required.
 - c) Taking responsibility for all equipment issued to a team.
 - d) Assisting with fund raising and record keeping as required (See Article XII Section 3).
 - e) Carrying out such other duties as required by the constitution and bylaws of the MLMHA.
3. All managers must have the proper certification as set out by SHA. Any manager who has been fined by SHA for not having the appropriate certification will not be able to manage a team the following season until proof of completing the appropriate certification has been supplied to the Commissioner of the Division.
4. The team manager shall follow the procedures outlined in Article XII regarding team accounts.
5. Schedule volunteers for various duties throughout the year (i.e. 50/50, timekeeper, washing uniforms, etc.)
6. Ensure that the Referee co-ordinator is contacted in the event of cancellations.
7. Ensure the booth is notified of cancellations/additions to scheduled games, tournaments and provincials.
8. Must inform their Commissioner of any affiliated players as per policy 3(k).
9. Must contact their Commissioner regarding any changes to practice times, scheduling of exhibition games and changes to league games.

Revised October 2016

J. Trainer

1. Trainers will hold a trainer's certificate as accepted by HC.
2. Should hold a valid First Aid and CPR certificate.
3. Follow rules of HC, SHA, and MLMHA
4. Stays informed of the status of injured and sick players and advise coach.
5. Ensure any player returning from an injury is doing so with the consent of the medical professional, if any, who had prescribed treatment.
6. Complete injury forms when deemed necessary.

K. Affiliations (All Divisions)

1. MLMHA shall follow all SHA and league rules regarding player affiliations.
2. All player affiliations **MUST** be approved by the division commissioner **before** filing the form with SHA. Any conflict between the team manager and Commissioner shall be dealt with by the Board.
3. Any affiliated player **MUST** fulfill his/her responsibilities to his/her team before playing for the affiliated team.

Revised January 2014

L. Ice Schedule

1. All ice scheduling and cancellations shall be coordinated between the Ice Scheduler and Vice President, the division commissioner, and the team coaches.
2. Ten (10) days notice to the ice scheduler is **REQUIRED to cancel or reschedule** a PRACTICE. If less than the required notice, then the cancelling team **MUST** pay for the ice rental fee.
3. Ten (10) days notice to the ice scheduler is **REQUIRED to cancel or reschedule** a GAME. If less than the required notice, then the cancelling team **MUST** pay for the ice rental fee with the exception if an out of town team cancels.
4. All ice time is divided as fairly as possible amongst divisions and not by teams
5. The Executive Committee will have final decision if a complaint is filed in writing.
6. Order of preference will be given to ice times as follows:
 - a) SHA provincial
 - b) League playoffs
 - c) League games

- d) Tournaments (Initiation only)
- e) Practice
- f) Exhibition

Note: Where one team “bumps” another team for a particular ice time, per the order of preference above, the Executive Committee may award reasonable compensation to the “bumped” team. Any compensation awarded would be the responsibility of the team who “bumps” into the ice time.

7. The Board of Directors will ensure any additional ice will be assigned on an equitable basis to all teams within the organization. It will still be the coaches’ responsibility to periodically check and use available ice time.
8. The Executive Directors of MLMHA will decide on which ice time, events and arena rentals will be paid for under special circumstances (e.g. out of town arena rental).
9. A budget will be determined at the start of the season for all ice rentals including out of town. No person will book ice without the consent of the Vice President or Ice Scheduler.

Revised January 2017

Policy # 4 Referee Coordinator/Referee in Chief

1. Will be elected at the AGM and will form part of the Board of Directors.
2. Will be responsible through this organization to assign competent qualified officials to league, tournament, and exhibition games as requested by the Association.
3. In consultation with the Executive Committee, deal and investigate all matters requiring disciplinary action of game officials.
4. Shall organize and be responsible for the development of game officials through a Clinic and Supervision Program.
5. The Board may approve that the position of Referee Co-ordinator be held by two persons of which only one person will be delegated the Referee in Chief. This assignment will be determined at the Spring AGM.
6. **ONLY** the ice scheduler is authorized to contact the referee coordinator/referee in chief to schedule and cancel referees for games.

Revised October 2016

Policy #5 Uniforms and Equipment

1. The Commissioner shall be responsible for the purchase, maintenance, distribution and control of all MLMHA equipment for their division upon approval by the Board of Directors. As well as the following duties:
 - a) Maintain an accurate inventory at the start and end of each season.
 - b) All equipment when not in use shall be stored in a place approved by the Association.
 - c) Each team will be supplied with a minimum of one set of sweaters.
 - d) Sweaters are the sole property of the MLMHA, are to be used only for Association approved hockey games or Board approved events and shall be kept by the manager.
 - e) Sweaters should be laundered or dry cleaned throughout the season by designated team personnel.
 - f) Sweater donations are welcomed and shall be recognized by appropriate means as determined by the Board of Directors.
 - g) All equipment is to be budgeted for and ordered at the beginning of the season after approval by the Board of Directors.
 - h) MLMHA will supply each new player with a nametag. If a player loses their nametag, MLMHA will provide a new one for a fee of \$6.00.
 - i) MLMHA may supply goalie equipment for Initiation through Pee wee Divisions.
 - j) MLMHA will supply all jerseys for games. They will be the responsibility of each Division's Commissioner or designate and are not to be worn for practices.
 - k) MLMHA goal equipment is to be used for ice hockey only.
 - l) MLMHA goaltenders may acquire equipment for summer hockey school, summer hockey or hockey camps. They will be required to make a \$100.00 refundable deposit with respect to Policy 5 Article (1i).
 - m) For all intents and purposes, the MLMHA jersey colors will be green, white and black. The Board of Directors will approve any changes to the type and style of jerseys and the style of logo prior to purchase. It will be the responsibility of the Board to make any decision as to the allocation of such uniforms.

Policy #6 General Regulations

- a) During all practices and games, all required protective equipment is mandatory, regardless of the length of practice, for all players registered with MLMHA. Any player registered with MLMHA and helping as a coach will be required to wear all required protective equipment.
- b) At all levels, the required equipment shall be as determined by SHA.
- c) The only persons allowed to charge to MLMHA are the Directors of MLMHA. Permission may be granted to designated persons by prior approval from the Board of Directors by way of motion.
- d) Any time a player is injured; a HC accident report should be completed by the member and then submitted to SHA. It will be the player's responsibility to submit the required documentation and pay for all cost associated with the injury.
- e) Donations to MLMHA will be gratefully received.
- f) For delegates to SHA, League meetings and Coaches Clinics, MLMHA will pay for:
 - 2 registrations
 - Maximum \$150.00 with receipts for night accommodations
 - Mileage at 40 cents per km for one vehicle
 - Meals not covered by registration fees at rates of:
 - Breakfast - \$10.00
 - Lunch - \$15.00
 - Supper - \$20.00 (Receipts required when submitting expense claim)
- Report shall be made to the Board of Directors by the representative at the next scheduled meeting.
- n) Laser pointers and lights will be banned from the arena. Any person using a laser light will be banned from the arena at the discretion of the Executive Committee.
- o) Exhibition games – when there are exhibition games between Meadow Lake teams no refs will be paid for or scheduled by MLMHA. If there is an out of town team coming for an exhibition game in a regularly scheduled ice time for a division, then MLMHA will schedule and pay for refs. For any games scheduled over and above a division's scheduled ice time then the home team will be required to pay for all officials in accordance with the MLMHA approved referee pay scale as well as reimbursed MLMHA for ice fees.

Revised October 2016

Policy #7 Discipline Committee

- 1. MLMHA has a plan in place to handle misbehaviour. The object of this plan is to teach participants that they are responsible for their behavior and that there is no excuse for misbehaving. It is our intention to teach participants to make correct decisions when faced with choices. It is also our intention for participants to respect others as well as being respected. Every situation may require a different approach to discipline with a final decision being handled by the Discipline Committee. Suspensions from the team or minor hockey will be used in extreme circumstances.
- 2. (a) A complaint may be raised by any member of the Association, by members of another association (through their Association's Executive or Board of Directors), by league officials or by members of the Association's Board of Directors acting in response to a report from game officials or by any other party.
- (b) A complaint must be in writing, must identify the Discipline Issue by providing a summary of the incident and must identify the Complainant and must be received by the Director of Policies and Procedures.
- (c) Complaints or other Discipline Issues forwarded in writing to the Board of Directors from the Director of Policies and Procedures will be separated into one of two categories:
 - (1) If the issue requires the assessment of discipline for conduct matters, the issue will be turned over to the Discipline Committee for further notice;
 - (2) If the issue is policy or program related, it will be turned over to the Board of Directors.
- (d) Examples of incidents which may warrant disciplinary action are as follows:
 - Profanity by any member of the Association;
 - A player or team official who receives a game misconduct, gross or match penalty;
 - A team assessed two or more bench minors in one game;
 - A coach or players who through league notification has been assessed too many penalties;
 - Any member of the Association who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behaviour, on or off the ice which could include too many penalty minutes;
 - Use of alcohol, or other illegal substances, while representing the Association, through participation in a team activity;

- Any other inappropriate incident or behaviours.

3. The Discipline Committee shall comprise of four (4) members, being the Director of Policies and Procedures, the Commissioner of the respective division in which the action under investigation took place and two (2) others without conflict issues.

4. Chairperson - The Director of Policies and Procedures shall be the Chairperson of the Discipline Committee.

5. The Disciplinary Committee shall review the grievance within ten (10) days and determine if a hearing is required and shall set a date such a hearing.

6. Informal Process – If three members of the Discipline Committee believe that the matter can be dealt with on an informal basis without the necessity of a hearing, such committee may investigate the complaint; accept submission in writing or verbal submissions from the Complainant, person being investigated, and such other person(s) as may be required to ensure a fair and reasonable decision is rendered. The Discipline Committee shall provide written notice of its decision to the Complainant and the party being investigated within five (5) days. Should either the Complainant or party being investigated feel that the informal process has not satisfactorily resolved the issue, either may request in writing, that the Discipline Committee undertake a formal hearing.

7. Formal Process – The Discipline Committee shall establish a date and time for the formal process.

- a) At least five (5) days prior to the hearing the Complainant and Respondent (accused party) shall be issued a written “notice of Process”. The “notice of Process” will include two (2) dates, location and times, the nature of the grievance and any information to be provided to the Discipline Committee prior to the formal process meeting.
- b) At least two (2) days prior to the meeting dates the Respondent and the Complainant shall provide the Discipline Committee with a list of up to five (5) witnesses intended to appear at the formal process meeting. The Respondent must contact the Discipline Committee within 24 hours of their choice of selected date and time.
- c) The Discipline Committee shall also request the attendance by any other party whom the Committee believes should appear by delivering to each such witness a written “Notice of Process” which shall set out the date, location and time of the formal process meeting, the nature of the grievance and any other information to be provided to the Discipline Committee prior to the formal process meeting.
- d) The Respondent will then be brought in and asked to answer question in relation to the “Notice of Process” letter.
- e) If either the Complainant or the Respondent shall fail to appear at the formal process meetings, the hearing shall be conducted with the available witness and information available to the Discipline Committee.

8. Conduct of the Formal Process Meeting:

- a) Prior to the meeting any member of the Discipline Committee who is in or could be perceived to be in a conflict of interest shall declare such conflict and leave the process;
- b) The Chairperson of the Discipline Committee shall chair the formal process meeting and be responsible for the orderly conduct of the formal process meeting. If the Chairperson is not available, the remaining members of the Discipline Committee shall appoint a chairperson for the formal process meeting who shall be responsible for the orderly conduct of the meeting;
- c) Prior to commencement of the formal process meeting, the chairperson may either provide each witness with an information sheet on the formal process meeting or may hold a briefing session immediately prior to the commencement of the meeting to ensure all parties understand the hearing process;
- d) The witness will not be sworn in, nor will there be a transcript taken of the proceedings. Neither the Respondent nor the Complainant may make any kind of recording of the proceedings;
- e) The Respondent and Complainant must appear in person and may not be represented at the meeting by another individual. The only exception to this rule is that minors must be accompanied by a parent or legal guardian;
- f) The Discipline Committee comprises of volunteers who are not versed in the application of law. Accordingly, neither the Respondent nor Complainant may have legal counsel representing them at the formal process;
- g) The Complainant and the complainant’s witness shall appear before the Discipline Committee first. Each witness will appear individually and will not be present in the meeting room during the presentation by

- other witnesses. The Respondent shall not be present during these presentations, however, shall have the right to ask questions of each witness accounts or the issues presented;
- h) The Committee Chairperson may determine if a question asked by the Respondent is irrelevant to the investigation. The Chairperson shall inform the Respondent of the reason why the questions is not relevant. The question will be documented and remain part of the file for future reference;
 - i) The Respondent will then be asked to present their version of the events, which led to the complaint, and to respond to the information provided by the Complainant and their witnesses.
9. The Discipline Committee shall, with all dispatch, render a decision, and communicate that decision to both the Complainant and the Respondent. Such communication shall be confirmed in writing within five (5) days following the formal process meeting.
10. The Discipline Committee shall maintain a file on each matter referred to: comprising of completion of the original grievance, copies of all "Notices of Discipline Process", copies of the witness list, the notes made by each member of the Discipline Committee during the hearing and a copy of the written decision of the Committee. The Discipline Committee maintains such files in a locked file cabinet accessible solely by the Discipline Committee.
11. All documentation of grievances shall be kept at least ten (10) years with a copy of the decision in a separate file.
12. The findings of the Discipline Committee are final.

Policy #8 Game Rules

The MLMHA governs itself per the rules of the HC and SHA and officials are encouraged to enforce the rules consistently and impartially. Notwithstanding the foregoing, the Association reminds team officials and players alike to the following regulations:

1. Where penalties are assessed in numbers of games, this shall mean the next league, playoff, or previously scheduled tournament game(s). Players cannot take part in any game until their suspensions are served. Suspensions cannot be served in exhibition games. Please note that a suspension incurred for a violation of a league rule may be implemented at the discretion of the league.
2. Any player or team official who is ejected from the game is to proceed directly to the dressing room for the balance of the game or to leave the arena. Failure to do so will result in further disciplinary action by the Discipline Committee.
3. Unseemly conduct by On-Ice and Off-Ice officials shall be investigated by the Referee Coordinator/Referee in Chief who shall report to the President any matters requiring action by the Discipline Committee.
4. Off-ice Officials are expected to co-operate with the referee(s) to ensure that game sheets are properly filled out and signed by the on-ice officials and both coaches. Anyone refusing to comply with this requirement shall be reported to the President for further action.
5. The Commissioner of each Division shall monitor the conduct of players and team officials under his or her jurisdiction, and shall serve notice to any player or team official guilty of breach of discipline. The Commissioner may request the President to call any offending player or team official before the Discipline Committee for further action.
6. The MLMHA will enforce a policy of zero tolerance for performing enhancing drugs.
7. The MLMHA reserves the right to take additional disciplinary action where the behavior of any player, team official, parent or other person associated with the Association is of serious and continuing concern.
8. The MLMHA will enforce a policy of zero tolerance of any form of alcohol or narcotic by any team player, coach, or team official.
9. All players, coaches, parents, league officials, and Association officials should be aware of Risk Management and use CHA's guidelines in prevention of injuries and elimination or risks.
10. MLMHA enforces HC's ruling in regard to hazing or knowledge of it by any player, parent, or team official.
11. All persons involved with the MLMHA should understand and follow HC's fair play codes for players, coaches, parents, officials, spectators, and league organizers for the betterment of minor hockey.
12. The MLMHA will enforce a policy of **zero tolerance of any form of abuse of officials, players, coaches, spectators or Directors.**
13. No player is permitted on the ice before the Zamboni doors are closed.
14. No player is allowed on the ice at any time without a coach on the ice.

Policy #9 Tournament, League Games and SHA Playoffs

1. Tournaments are under the control of the Division's Tournament Committee. Admission may be charged at the gate with the stipulation that all MLMHA players/coaches be admitted free. Tournament fees are to be collected by the hosting Division and will be used for tournament expenses. Any remaining money will be used for transportation and out of town tournament fees only. (Upon parent approval in the division, the said funds may be allocated for year-end gifts.) Home teams will not be charged entry fees for local tournaments. Referees, linesmen and ice fees shall be covered by the tournament fees. MLMHA will not cover these expenses for the Novice to Midget divisions. MLMHA will pay for the referees, linesmen and ice fees for the Initiation division only.
2. League Games - Any team playing in a league may charge admission at the gate, except where it is prohibited by the governing League bylaws. Gate money is to be used by the team for travel expenses for players and coaches only. Additional funds are to be derived from other sources.
3. Provincial Playoffs - MLMHA will only have one representative team per Provincial classification.
4. All tournaments must be sanctioned.
5. Any player, team official or team that has been registered by MLMHA and participates in an unsanctioned event will be dealt with by the Board and/or the Discipline Committee.
6. Definition of a sanctioned event is that as defined by SHA.
7. All teams travelling out of the province for tournament must receive a travel permit from SHA before the event.

Policy #10 Conduct of Parents and Spectators

Parent/guardians and spectator responsibilities shall be centered on commitment and support.

1. Registering with MLMHA means not only a commitment to your child, but a commitment to the coaching staff and other players on the team. Parent/guardians must be committed to their team from the beginning of the season until the completion of the team's hockey season.
2. Parent/guardians shall make every effort to ensure their child attends all practices, games and tournaments for the team and arrives at the time specified by the team. If a player cannot make a practice/game/tournament the manager or coach of the team must be informed with a valid reason. Invalid reasons can result in reprimand as decided by the coaches and manager of the team in consultation with the commissioner.
3. MLMHA will not tolerate inappropriate behaviour by Coaches, Managers, Assistants, Players, Parent/guardians, or fans. Such individuals will be subject to discipline as determined by the Disciplinary Committee.
4. Conduct of Spectators and Team Followers: Parent/guardians or spectators who are abusive to referees, game officials, players, team officials or other spectators will be subject to discipline as determined by the Disciplinary Committee.
5. Complete any courses as required by SHA or appropriate league.
6. One (1) parent/guardian of each player **MUST** complete the Respect in Sport - parent course. **Proof of completion must be presented at the time of registration** with the exception of initiation parents/guardians who will have until October 31. Failure to comply with this policy will result in the suspension of the player from ALL ice sessions until proof of completion has been received. The course can be found on either the SHA or Hockey Canada's website.
7. No person may question the decision of a coach or team officials or confront a coach or team officials before, during or after a game or practice if the intent of the conversation may lead to a volatile or confrontational situation. The persons involved must wait a **minimum** of 24 hours after the game or practice to address the situation. If the situation requires immediate attention, the Executive Committee shall be contacted to intervene.
8. Any parent/guardian/spectator ejected from a game for abuse or harassment must leave the arena. Failure to do so shall result in the RCMP being called. Any suspended person causing a disturbance at future games, while still under suspension shall be subject to further disciplinary action.
9. The use of cell phones, videography or photography equipment in any manner is strictly prohibited in dressing rooms during any MLMHA event.
10. **Remember hockey is for your child's enjoyment and any negative comments/complaints about MLMHA, board members, coaches, managers, assistants, players, and parents/guardians shall be kept to yourself (including posts to social media) or brought to the attention of a board member in writing.**

11. Transgressions of the Code of Conduct shall be subject to discipline as determined by the Disciplinary Committee.

Revised October 2017

Policy #11 Recognition

The Board of Directors intends to recognize those individuals whose commitment and service to minor hockey and to the MLMHA. Accordingly, the Board will establish and implement a suitable awards policy.

Policy #12

A) MLMHA Annual Fundraiser

1. The Fundraising Chairperson will determine what type of fundraiser will be done for the year (e.g. draft, raffle calendar, etc.). He/she will present the idea to the Board of Directors for approval. The RCMP will deal with fraud or theft pertaining to fundraising activities.
2. Each member is required to sell the required number as pre-determined by the Board of Directors at the start of the season.
3. The Fundraising Chairperson will be responsible to obtain the proper lottery license, and look after initial distribution of the fundraiser information and report any problems back to the Board of Directors.
4. The Fundraising Chairperson will be responsible for determining the winners. All draws should be conducted in a public place.
5. The Fundraising Chairperson is responsible for creating and distributing forms tracking tickets given to each division. The Commissioners will be responsible for completing the form detailing each player and how many tickets were sold by each player. Failure to complete the form correctly will eliminate those players who have sold over the minimum from any draws. This form shall be returned to the Fundraising Chairperson by the division commissioners upon collection by the due date.
6. It will be the responsibility of each Division's commissioner to collect the fundraising money, and submit to the Treasurer. Any player who does not submit the required amount will be suspended from all ice time until the correct money has been collected or the Board of Directors has made a ruling to allow the player to resume.
7. The fundraising chairperson will be responsible to generate reconciliation showing the number of players to the number of tickets sold.
8. At the conclusion of the fundraising project, the Fundraising chairperson will submit a final report to the Board.

B) Board Signs (Meadow Lake Arena)

1. The Board of Directors will appoint an individual to oversee and manage the sale of the Board signs at the Spring General Meeting. This person should be available to attend Board meeting throughout the year. All policy related to the management of the Board signs will be decided by appointed individual with guidance from the Board of MLMHA and the Meadow Lake Skating Club.
2. The person appointed to oversee the board signs must report the income/expenses to the Board twice per year as well as a listing of signs and dates of renewal.
3. Rental rates will be reviewed on an annual basis with consultation with the Meadow Lake Skating Club.

C) Delinquents

1. Any member not fulfilling their contractual obligation for fundraising activity will be placed on a delinquent list and their membership suspended until the Board of Directors has reviewed the situation.

D) Team Fundraisers

1. All teams MUST sell the MLMHA discount cards as their first fundraiser. With the exception for 'AA' midget male and female teams, no other team will not be able to do any other fundraiser without prior board approval.
2. Any teams that are found to be in violation of the above policy, will be fined \$500 which must be paid by November 30. If the fine is not paid by then, and/or fundraising continues, practice ice time will be cancelled for that team until such time as the team is in compliance.

Revised November, 2016

Policy#13 Theft

Any people involved or suspected in theft or any other criminal activity against the Association or within the organization (individual teams) will be dealt with by the RCMP or appropriate authorities. The Executive

Committee will suspend all memberships with those involved until such time an investigation is complete and a decision is made regarding the incident.

Policy#14 Website Maintenance

The Board will assign an individual to maintain and operate their website. It will be this individual that makes timely updates to the site and takes direction from the Board as to content.

Policy#15 Ice Scheduler Responsibilities

The Ice Scheduler shall:

- a) Be responsible for the allocation of all ice slots that Meadow Lake Minor Hockey secures for use during the season with the assistance of the Vice-President.
- b) Be responsible for updating the schedule board in the Meadow Lake Arena or appointed someone to do so.
- c) Possess and exercise such powers and fulfill such duties as the Board from time to time assign by passage of specific motion.
- d) Ensure that the Master Schedule is distributed to the Board as changes occur and forward to the web master for uploading onto the MLMHA website
- f) Forward dates and times of all games and game changes to the Referee in Chief and Booth operator.

Policy #16 Under Age Players

1. At registration ALL players MUST register in their appropriate age classification.
2. Players will be permitted to move age categories with Board of Director approval only. The request by the parent/guardian must be made in writing to any Board member. This letter MUST be received at the same time as registration of the player. The request should outline reasons for why the player should be moved to the older age group.
3. The Board shall deal with the request before try-outs for that age division, if applicable, or within one-week time of the Board receiving request.

Revised January, 2014

Policy#17 Player Ice Time

-Coaches shall within reason give equal playing time to all team members. There may be variations on the implementation of this in terms of discipline issues, suspensions and other matters but these should generally have a minimum impact.

-Guidelines are as follows:

1. Midget, Bantam and Peewee Tier 1 and above – It is accepted that these teams play in extremely competitive leagues and ice times for players will be determined by the Head Coach and approved by the parents.
2. Female, Midget, Bantam and Peewee Tier 2 and Atom Tier 1 – Players will be given fair playing opportunities. At the first parents meeting, coaches SHALL outline and receive consensus from the team parents as to what constitutes “Fair playing opportunities”. The majority of parent’s wishes shall be followed.
3. Atom Tier 2, Novice and Initiation – all players shall receive EQUAL playing time.
4. Atom, Peewee, Bantam and Midget Goaltenders – when more than one (1) goaltender exists per team than each goaltender shall play equal time except when they fall in category 1 above. Goalies are to be assured equal ice time like all players on the team. Where there is only one designated goaltender on a team, this rule will not apply.
5. Initiation and Novice Goaltenders -There is no designated goaltender and all players shall be given the opportunity to play at all positions.

Policy#18 Code of Conduct for Players

Players shall recognize that coaches, managers and other team officials are placed in a position of “loco parentis” (acting as responsible and reasonable parents) by the Association. As such they are charged with controlling and directing player behaviour both on and off the ice, at all hockey or team activities, while representing the

Association. Players are, therefore, subject to **disciplinary action** at the team, league or Association level, should they exhibit behaviour that transgresses these guidelines/expectations.

Players shall:

- (a) comply to and obey all reasonable direction of the coaching staff, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards;
- (b) Protest unreasonable direction in a respectful, courteous fashion;
- (c) Comply with all Association, League, Saskatchewan Hockey Association, Hockey Alberta (if applicable) and Hockey Canada rules;
- (d) Demonstrate a positive attitude to the game, practice and learning in general;
- (e) Arrive for games, practice and other team functions at the time specified by the team;
- (f) Have all equipment (see policy# 6) maintained in good repair and ready for use prior to games and practice; returning any Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear;
- (g) Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment, well in advance of the activity;
- (h) Demonstrate respect for coaches, game officials, teammates, opposing players/coaches and officials by refraining from profanity, verbal, physical or any other abuse (including physical gestures) at all times;
- (i) Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited and shall be subject to appropriate disciplinary action;
- (j) Dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting, which does not place excessive financial burden on the player or parent/guardian);
- (k) Refrain from the use of; or associating with those (excluding parent(s) or guardian(s) who use; alcohol, tobacco, chewing tobacco or other banned or illegal substances, while participating in a team activity on or off the ice;
- (l) Recognize that they are subject to the authority of the team and the Association for the time spent in the arena before, during and after any game or practice, and for the full extent of any road trip from the time the bus leaves Meadow Lake until its time of return. Further, any road trip is a fully functional team activity and behaviour in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.

Policy #19 General and Team issues and concerns

1. All issues and concerns must be dealt with in a spirit of shared mutual respect within one week of incident occurrence.

2. Regarding general issues and concerns:

(a) Unless otherwise specified, the procedure for resolving Issues and Concerns in MLMHA is to take the Issue and Concern through the following levels in order:

- i. 24 Hour cool off period;
- ii. Team Manager;
- iii. Head Coach;
- iv. Division Commissioner;
- v. File Formal Written Grievance in writing with the Director of Policy and Procedure.

(b) MLMHA will not entertain lawyers present at the Board of Directors meetings, with the exception of a lawyer representing MLMHA;

3. Regarding team issues and concerns:

- a) At the first parents meeting for the team, each Head Coach will outline their manner of dealing with parent/guardian's Issues and Concerns. If there is a Team Issue and Concern, begin by addressing it with the process outlined at the parents meeting;
- b) The Head Coach has the ultimate responsibility for the team and will discuss Issues and Concerns with parent/guardians; however, some practical etiquette and common sense must be remembered. If you have an Issue and Concern, about or at a particular game, discuss the issue after waiting for 24 hours. Following the procedures outlined by the coach and waiting for 24 hours will result in a better discussion and more effective resolution to the issue;
- c) The Head Coach is expected to exercise a high level of integrity and confidentiality in dealing with Issues and Concerns. A Head Coach is to strive to do the best job they can for the players, parent/guardians and team. Raising an Issue and Concern cannot be held against a player.

4. Regarding evaluation issues and concerns:

- a) The Director of Policies and Procedures shall investigate all Evaluation Issues and Concerns with the appropriate Division Commissioner;
- b) All Evaluation Issues and Concerns must be in writing, signed and delivered to the Director of Policies and Procedures after observing a 24 hour cool off period. The complaint must contain a date, time and description of the event, its location, the division involved and a contact phone number. The Director of Policies and Procedures may contact this person for clarification of the event in question to obtain further information and shall conduct an investigation;
- c) Once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the Complainant feel that the issue is still not resolved; the issue will be forwarded onto the President or if the President is in conflict, another suitable member must be selected to assume this role, for future action. At no time, shall a player be re-assessed or re-evaluated regarding any on ice evaluation in response to an Evaluation Issue and Concern;
- d) MLMHA recognizes the need for privacy and discretion in the gathering of all information relating to a complaint. The Director of Policies and Procedures will use the utmost discretion in investigating the complaint. The name of the complainant will be held in confidence whenever possible.

Policy#20 Player Release

Player releases will be granted based on SHA policies.

Policy#21 Evaluation Issues, Concerns and Grievances

The Director of Policies and Procedures shall investigate all evaluation issues, concerns and grievances with the appropriate Commissioner, Evaluation Coordinator and Evaluators.

Rules and Guidelines

- 1) All evaluation issues, concerns and grievances must be in writing, signed and delivered to the Director of Policies and Procedures indicating the reason for the complaint within seven (7) days of the team rosters being finalized.
- 2) The complaint must contain a description of the event, its location, the division involved, etc. and a contact phone number. The Director of Policies and Procedures may contact this person for clarification of the event in question to obtain further information.
- 3) Once the investigation has concluded, a written response will be sent to the Complainant explaining the process followed and the outcome reached. Should the Complainant feel that the issue is still not resolved; the issue will be forwarded on to the Board of Directors for future investigation.
- 4) MLMHA recognizes the need for privacy and discretion in the gathering of all information. The Director of Policies and Procedures will use the utmost discretion in investigating the complaint. The name of the Complainant will be held in confidence whenever possible.

Policy #22 Co-ed Dressing Room Policy

MLMHA adheres to Hockey Canada's policy 6.6 on Co-Ed Dressing Rooms. This policy in essence states that in all age groups Pee Wee and above, females and males will change in separate dressing rooms.

We seek to provide an environment where both genders have a chance to participate in and enjoy playing hockey.

We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport.

Policy #23 Social Networking Policy

Social networking is defined as using the Internet to send messages, videos, images, writing blog entries, etc. Social networks focus on building communities online with others of similar interests. MLMHA understands and appreciates the importance of social networking as it relates to the personal lives of its members.

Some common-sense rules should guide MLMHA members when using social media. Failure to follow these guidelines may result in disciplinary action from the MLMHA Discipline Committee.

Members should not make statements that are demeaning to MLMHA volunteers, its programs, employees, on-ice or off-ice officials, players, members, coaches, sponsors or any other persons associated with MLMHA.

Members should not communicate confidential information that may include medical history (injuries or other), family situations, game plans or strategies and any other information that is deemed confidential.

Members should not share photos, videos or comments that promote negative influences or criminal behavior, including but not limited to: physical violence, drug use, alcohol abuse, public intoxication, etc. (Example, posting a fight online would be considered inappropriate).

Members should not post inappropriate, derogatory, racist or sexist comments of any kind that contradict the policies outlined by the MLMHA and SHA.

Policy#24 Carded Tournament Team

The Atom and Novice Division shall be allowed to form a carded team. The coaches must reveal their intentions to form a carded team to the Commissioner by December 31st. All Atom/Novice players must be notified of the tryout. The try-out must follow the procedures outline in Appendix 1. SHA dates must be followed regarding when this team is allowed to practice and play games. Application form is available on the SHA website and needs to be filed with SHA by the date indicated on the form. In the event that there is no carded team, players may be released to play in another centre provided the hockey is a higher caliber of hockey than is available within the MLMHA.

During January and February, practice times for any carded team must be allocated to the carded team from within the divisions allotted ice times and no weekend ice unless the carded team pays for the ice time in advance. For March, a maximum of two (2) practices per week will be allowed.

Revised January, 2017

Policy#25 Criminal Record Checks

To ensure the safety of all players, coaches, assistant coaches, managers, trainers and anyone else registered with MLMHA in a formal capacity with any team will be subject to a criminal record check.

MLMHA requires that criminal record checks must be done every three (3) years. It is to be presented to the Commissioner at the beginning of the season and no later than October 31. The commissioner will then forward to the Vice President for safe keeping. No above official will be permitted to participate in any team event until the submission of their criminal record check. The criminal record check submitted must **not** be more than nine (9) months old.

Criminal record checks can be done at the local RCMP office.

Any concerns based on the criminal record check can and will be addressed Commissioner, Director of Policies and Procedures and/or the President of MLMHA. MLMHA has the discretion to deny the application of any individual depending on the results of the criminal record check.

Revised May, 2014

Appendix 1. Evaluation and Team Selection Process

INITIATION AND NOVICE EVALUATION & TEAM FORMATION PROCESS

Propose

- ✓ To establish guidelines and procedures for player evaluations and placement within the Initiation and Novice Division.

Overview

- ✓ The number of players on each team will be determined by registration numbers.
- ✓ To complete a successful evaluation of the players the following personnel will be required:
 - Evaluator coordinator – To co-ordinate, record and summarize all the evaluation forms of the evaluators. This person would not be performing evaluations or related to someone doing evaluations. This person will also be responsible for the determining the on-ice drills for the skill evaluations and evaluation forms to be used. Consultation with other evaluator coordinators, coaches and commissioners is encouraged. Coordinators should consider reviewing the player evaluation manual on the Hockey Canada website.
 - Evaluators – Included in this will be the head coaches only. It is expected that the evaluators be present for all the sessions. There shall be a minimum of four (4) evaluators.
 - Registration personnel – Two people to handle handing out jerseys/pinnies and registration at initial ice session. Also, they will need to be present for the final scrimmage portion of the evaluations. These can be parents of players within the Division.
 - Bench persons – For the scrimmage portions, parents are needed to handle the gates/benches of both teams. A sign-up sheet will be at the registration desk at tryouts.
- ✓ All player notification prior to the ice session will be done by e-mail if possible.
- ✓ A meeting with Director of Hockey Development, Division Commissioner, Evaluator Coordinator and the head coaches shall be held prior to the first ice session to delegate the appropriate duties and determine the on-ice drills to be followed during the skill sessions. Minutes of this meeting must be recorded and shall be distributed to the parents and to the Secretary.

Player Eligibility

- ✓ Evaluations for Initiation/Novice teams are open to all Initiation/Novice aged hockey players (male and female) that are, as per MLMHA regulations, registered with MLMHA and paid the appropriate fees.

Evaluations Criteria

- ✓ During the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following:
 - Skating – forwards, backwards, agility, speed and quickness
 - Puck skills – puck handling, shooting, passing

Evaluation Process

- ✓ The evaluation process will consist of at least the following:
 - Two (2) skill sessions
 - One (1) controlled scrimmages
- ✓ For all sessions, the players will be divided into equal groups based on numbers.
- ✓ All players will be given a jersey that they will use for the evaluations. At the conclusion of the evaluations, the players will return the jersey to the registration person. The Evaluator Coordinator shall have a master list of all players and the numbers assigned to them.

- ✓ All evaluators will be given a list of players/numbers for the ice session from the Evaluation Coordinator. Each evaluator will give all players one overall grade between 1 and 6. At the conclusion of each ice session, the evaluators will hand in their completed forms to the evaluator coordinator.
- ✓ The evaluator coordinator will record all the grades for all the players. Each player will receive one single score between 1 and 6 based on the AVERAGE of ALL the evaluators' grades for all the sessions.
- ✓ At the conclusion of the evaluation process, the players will be ranked from 1 to n based on their grade.
- ✓ Evaluations are to be kept confidential and at no time should this information be discussed with parents. A final report should be written for each player that was evaluated outlining the players' strengths and areas of improvement. This report card shall be given to the player within one week of the final evaluation.
- ✓ Once the teams have been sorted, rosters finalized and all conflicts dealt with the evaluator coordinator will destroy the evaluation forms.

Team Selection

1. Each player will be assigned a final ranking of 1 to 6 to the nearest decimal point.
2. The Division Commissioner will make-up the teams based on the final grades. The Director of Hockey Development and the head coaches will agree that the teams are of equal caliber before continuing.
3. Coaches will randomly draw for their team.
4. If the coach's child is not on his selected team, then the coach's child will be traded to his team. The trade will be with a player of equal grade.
5. Trades will only be allowed between players of equal rankings. The maximum amount of trades permitted for any one team will be three transactions of one player for another one player of equal grade. A goalie can only be traded for another goalie.
6. Assistant coaches will not be selected until the team selection process is complete.

Once all Head Coaches have indicated that they have completed the process the rosters will be deemed to be FINAL. This will only occur at the drafting table.

Parents/guardians who are dissatisfied with the final team rosters have the ability to apply to the Director of Policy and Procedures as outlined in Policy #21. The Director of Policy and Procedures has the power to veto all team rosters and have the Commissioner re-draft teams if the above procedures were not followed correctly. All evaluations/team selections can be reviewed by the Board of Directors at any time.

ATOM EVALUATION
&
TEAM FORMATION PROCESS

Propose

- ✓ To establish guidelines and procedures for player evaluations and placement within the Atom Division.

Overview

- ✓ The number of players on each team in a given Tier will be determined by registration numbers.
- To complete a successful evaluation of the players the following personnel will be required:
 - Evaluator coordinator – To co-ordinate, record and summarize all the evaluation forms of the evaluators. This person would not be performing evaluations or related to someone doing evaluations. This person will also be responsible for the determining the on-ice drills for the skill evaluations and evaluation forms to be used. Consultation with other evaluator coordinators, coaches and commissioners is encouraged. Coordinators should consider reviewing the player evaluation manual on the Hockey Canada website.
 - Evaluators – Included in this will be the head coaches and independents. It is expected that the evaluators be there for all the sessions. There shall be a minimum of three (4) evaluators with at least two (2) being independents.
 - Registration personnel – Two people to handle handing out jerseys/pinnies at initial ice session and take attendance at all sessions. Also, they will need to be present for the final scrimmage portion of the evaluations.
 - Bench persons – For the scrimmage portions, parents are needed to handle the gates/benches of both teams.
- ✓ All player notification prior to the ice session will be done by e-mail.
- ✓ A meeting with Director of Hockey Development, Division Commissioner, Evaluator coordinator, and the evaluators shall be held prior to the first ice session to delegate the appropriate duties and determine the on-ice drills to be followed during the skill sessions. Minutes of this meeting must be recorded and shall be distributed to the parents and to the Secretary.

Player Eligibility

- ✓ Evaluations for Tier 1 and Tier 2 are open to all Atom aged hockey players (male and female) that are, as per MLMHA regulations, registered with MLMHA and paid the appropriate fee.
- ✓ Upon registration, a player will have the ability to register to try out for Tier 1 or 2. It is the understanding that registering for a Tier does not guarantee a placement on a Tier team.
- ✓ To be eligible for the Tier 1 or Tier 2 team selection, all players must be registered for **and** attend the evaluations of that particular Tier.
- ✓ Players must communicate their absence to the Division Commissioner, prior to their assigned session. Failure to communicate their absence may make that player ineligible for the team selection.
- ✓ Injured players may be asked to supply a medical report to the Division Commissioner.
- ✓ Once the Tier 1/2 evaluations have started, late registrations and transfers for Tier 1/2 will be accepted up to the final evaluation session of that particular Tier.

Evaluations Criteria

- ✓ During the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following:
 - Skating – forwards, backwards, agility, speed and quickness
 - Puck skills – puck handling, shooting, passing
 - Individual tactics – 1 vs. 1, etc.
 - Hockey sense

Evaluation Process Overview

- ✓ For all sessions, the players will be divided into equal groups based on numbers.
- ✓ All players will be given a jersey that they will use for the evaluations. At the conclusion of the final scrimmage session of that Tier, the players will return the jersey to the registration person.
- ✓ All evaluators will be given a list of players/numbers for the ice session. Each evaluator will give all players one overall grade between 1 and 6. At the conclusion of each ice session, the evaluators will hand in their completed forms to the evaluator coordinator.
- ✓ If coaches are being used as evaluator, the coach will not evaluate their own child. Only the independent evaluators will evaluate the coaches' child.
- ✓ The evaluator coordinator will record all the grades for all the players. Each player will receive one single score between 1 and 6 based on the **AVERAGE** of **ALL** the evaluators' grades for all the sessions of that Tier.
- ✓ Evaluations are to be kept confidential and at no time should this information be discussed with parents. A final report should be written for each player that was evaluated outlining the players' strengths and areas of improvement. This report card shall be given to the player within one week of the final evaluation.
- ✓ Once the teams have been sorted, roster finalized and all conflicts resolved the evaluator coordinator will destroy the evaluation forms.

Tier 1 - Evaluation Process

- ✓ The evaluation process will consist of at least the following:
 - Two (2) skill sessions
 - Two (2) controlled scrimmages
- ✓ At the conclusion of the Tier 1 evaluation process, the players will be ranked from 1 to n based on their grade in all four (4) evaluation sessions.
- ✓ Once the team selection has occurred, players not placed on a Tier 1 team will be advised of the Tier 2 evaluation dates within 48 hours via e-mail.
- ✓ Goaltenders will be evaluated by an independent goaltender evaluator and placed on teams by evaluation score.

Tier 2 - Evaluation Process

- ✓ The Tier 2 evaluations will be for all players not placed on a Tier 1 team and for those not wanting to be on the Tier 1 team.
- ✓ The evaluation process will consist of the following:
 - Two (2) controlled scrimmages
 - Two (2) skill sessions
- ✓ At the conclusion of the Tier 2 evaluation process, the players will be ranked from 1 to n based on their grade for all the sessions.

Team Selection – Tier 1

1. Each player will be assigned a final ranking of 1 to 6 to the nearest decimal point.
2. The players will be listed in numerical order.
3. A minimum of the top 14 players including a goalie will be drafted to the Tier 1 team.

Team Selection - Tier 2

4. Each player will be assigned a final ranking of 1 to 6 to the nearest decimal point.
5. The Division Commissioner will make-up the teams based on the final grades. The Director of Hockey Development and head coaches will agree that the teams are of equal caliber before continuing.
6. Coaches will randomly draw for their team.
7. If the coach's child is not on his selected team, then the coach's child will be traded to his team. The trade will be with a player of equal grade.
8. Trades will only be allowed between players of equal rankings. The maximum amount of trades permitted for any one team will be three transactions of one player for another one player. A goalie can only be traded for another goalie.

9. Assistant coaches will only be assigned based on the rosters.

Once all Head Coaches have indicated that they have completed the process the rosters will be deemed to be FINAL. This will only occur at the drafting table.

Parents/guardians who are dissatisfied with the final team rosters have the ability to apply to the Director of Policies and Procedures as outlined in Policy#21. Thee Director of Policies and Procedures has the power to veto all team rosters and have the Commissioner re-draft teams if the above procedures were not followed correctly. All evaluations/team selections can be reviewed by the Board of Directors at any time.

PEE WEE EVALUATION
&
TEAM FORMATION PROCESS

Propose

- ✓ To establish guidelines and procedures for player evaluations and placement within the Pee Wee Division.

Overview

- ✓ The number of players on each team in a given Tier will be determined by registration numbers.
- ✓ To complete a successful evaluation of the players the following personnel will be required:
 - Evaluator coordinator – To co-ordinate, record and summarize all the evaluation forms of the evaluators. This person would not be performing evaluations or related to someone doing evaluations. This person will also be responsible for the determining the on-ice drills for the skill evaluations and evaluation forms to be used. Consultation with other evaluator coordinators, coaches and commissioners is encouraged. Coordinators should consider reviewing the player evaluation manual on the Hockey Canada website.
 - Evaluators – Included in this will be the head coaches and independents. It is expected that the evaluators be present for all the sessions. There shall be a minimum of three (3) evaluators with at least two (2) being independent.
 - Registration personnel – Two people to handle handing out jerseys/pinnies and registration at initial ice session. Also, they will need to be present for the final scrimmage portion of the evaluations. These can be parents from within the division.
 - Bench persons – For the scrimmage portions, parents are needed to handle the gates/benches of both teams.
- ✓ All player notification prior to the ice session will be done via e-mail.
- ✓ A meeting with the Director of Hockey Development, Division Commissioner, Evaluator Coordinator and the Evaluators shall be held prior to the first ice session to delegate the appropriate duties and determine the on-ice drills to be followed during the skill sessions. Minutes of this meeting must be recorded and shall be distributed to the parents and to the Secretary.

Player Eligibility

- ✓ Evaluations for Tier 1 and Tier 2 are open to all Pee Wee aged hockey players (male and female) that are, as per MLMHA regulations, registered with MLMHA and paid the appropriate fee.
- ✓ Upon registration, a player will have the ability to register to try out for Tier 1 or Tier 2. It is the understanding that registering for Tier 1/2 does not guarantee a placement on a Tier 1 or Tier 2 team.
- ✓ To be eligible for the Tier 1 or Tier 2 team selection draft, all players must be registered for **and** attend the evaluations of that particular Tier.
- ✓ Players must communicate their absence to the division commissioner or designate, prior to their assigned session. Failure to communicate their absence may make that player ineligible for the team selection draft.
- ✓ Injured players must supply a medical report to the Division Commissioner.
- ✓ Once the Tier 1 or Tier 2 evaluations have started, late registrations and transfers for Tier 1 and Tier 2 will be accepted up to the final evaluation session of that particular Tier.

Evaluations Criteria

- ✓ During the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following:
 - Skating – forwards, backwards, agility, speed and quickness
 - Puck skills – puck handling, shooting, passing
 - Individual tactics – 1 vs. 1, etc.

- Contact – does the player engage or does the player shy away
- Hockey sense

Evaluation Process Overview

- ✓ For all sessions, the players will be divided into equal groups based on numbers.
- ✓ All players will be given a jersey that they will use for the evaluations. At the conclusion of the final scrimmage session of that Tier, the players will return the jersey to the registration person.
- ✓ All evaluators will be given a list of players/numbers for the ice session. Each evaluator will give all players one overall grade between 1 and 6. At the conclusion of each ice session, the evaluators will hand in their completed forms to the evaluator coordinator.
- ✓ The coaches/commissioner will not evaluate their own child. Only the independent evaluators will evaluate the coaches'/commissioner's children.
- ✓ The evaluator coordinator will record all the grades for all the players. Each player will receive one single score between 1 and 6 based on the **AVERAGE** of **ALL** the evaluators' grades for all the sessions of that Tier.
- ✓ Evaluations are to be kept confidential and at no time should this information be discussed with parents. A final report should be written for each player that was evaluated outlining the players' strengths and areas of improvement. This report card shall be given to the player within one week of the final evaluation.
- ✓ Once the teams have been sorted, rosters finalized and all conflicts resolved the evaluator coordinator will destroy the evaluation forms.
- ✓ Goaltenders will be evaluated by an independent goaltender evaluator and placed on teams by evaluation score.

Tier 1 - Evaluation Process

- ✓ The evaluation process for Tier 1 will consist of the following:
 - Two (2) skill sessions
 - Two (2) controlled scrimmages
 - One (1) goalie skill session
- ✓ At the conclusion of the evaluation process, the players will be ranked from 1 to n based on their grade.
- ✓ At the conclusion of the Tier 1 evaluation process, the players will be ranked from 1 to n based on their grade in all evaluation sessions.
- ✓ Once the team selection draft has occurred, players not placed on a Tier 1 team will be advised of the Tier 2 evaluation dates within 48 hours via e-mail.

Tier 2 - Evaluation Process

- ✓ The Tier 2 evaluations will be for all players not placed on a Tier 1 team and those choosing not to be on the Tier 1 team.
- ✓ The evaluation process will consist of at least the following:
 - Two (2) skills sessions
 - Two (2) controlled scrimmages
 - One (1) goalie skill session
- ✓ At the conclusion of the Tier 2 evaluation process, the players will be ranked from 1 to n based on their grade for all the sessions.

Team Selection – Tier 1

1. Each player will be assigned a final ranking of 1 to 6 to the nearest decimal point.
2. The players will be listed in numerical order.
3. A minimum of the top 14 players including a goalie will be drafted to the Tier 1 team.

Team Selection - Tier 2

4. Each player will be assigned a final ranking of 1 to 6 to the nearest decimal point.
5. The Division Commissioner will make-up the teams based on the final grades. The Director of Hockey Development and head coaches will agree that the teams are of equal caliber before continuing.

- 6.Coaches will randomly draw for their team.
- 7.If the coach's child is not on his selected team, then the coach's child will be traded to his team. The trade will be with a player of equal grade.
- 8.Trades will only be allowed between players of equal rankings. The maximum amount of trades permitted for any one team will be three transactions of one player for another one player. A goalie can only be traded for another goalie.
- 9.Assistant coaches will not be selected until the team selection process is complete.

Once all Head Coaches have indicated that they have completed the process the rosters will be deemed to be FINAL. This will only occur at the drafting table.

Parents/guardians who are dissatisfied with the final team rosters have the ability to apply to the Director of Policies and Procedures as outline in Polict#21. The Director of Policies and Procedures has the power to veto all team rosters and have the Commissioner re-draft teams if the above procedures were not followed correctly. All evaluations/team selections can be reviewed by the Board of Directors at any time.

BANTAM EVALUATION
&
TEAM FORMATION PROCESS

Propose

- ✓ To establish guidelines and procedures for player evaluations and placement within the Bantam Divisions.

Overview

- ✓ The number of players on each team in a given Tier will be determined by registration numbers.
- ✓ To complete a successful evaluation of the players the following personnel will be required:
 - Evaluator coordinator – To co-ordinate, record and summarize all the evaluation forms of the evaluators. This person would not be performing evaluations or related to someone doing evaluations. This person will also be responsible for the determining the on-ice drills for the skill evaluations and evaluation forms to be used. Consultation with other evaluator coordinators, coaches and commissioners is encouraged. Coordinators should consider reviewing the player evaluation manual on the Hockey Canada website.
 - Evaluators – Included in this will be the head coaches and independents. It is expected that the evaluators be present for all sessions. There should be a minimum of three (3) evaluators with at least two (2) being independent.
 - Registration personnel – Two people to handle handing out jerseys/pinnies at initial ice session and take attendance at all sessions. Also, they will need to be present for the final scrimmage portion of the evaluations.
 - Bench persons – For the scrimmage portions, parents are needed to handle the gates/benches of both teams.
- ✓ All player notification prior to the ice session will be done by e-mail.
- ✓ A meeting with Director of Hockey Development, Division Commissioner, Evaluator Coordinator and the evaluators shall be held prior to the first ice session to delegate the appropriate duties. Minutes of this meeting must be recorded and shall be distributed to the parents and to the Secretary.

Player Eligibility

- ✓ Evaluations for Tier 1 and Tier 2 are open to all Bantam aged hockey players (male and female) that are, as per MLMHA regulations, registered with MLMHA and paid the appropriate evaluation fee.
- ✓ Upon registration, a player will have the ability to register to try-out for Tier 1 or Tier 2. It is the understanding that registering for Tier 1 or Tier 2 does not guarantee a placement on a Tier 1 or Tier 2 team.
- ✓ To be eligible for the Tier 1 or Tier 2 team selection draft, all players must be registered for **and** attend the evaluations of that particular Tier.
- ✓ Players must communicate their absence to the division director, prior to their assigned sessions. Failure to communicate their absence may make that player ineligible for the team selection draft.
- ✓ Injured players may be asked to supply a medical report to the Division Commissioner.
- ✓ Once the Tier 1 or Tier 2 evaluations have started, late registrations and transfers for Tier 1 and Tier 2 will be accepted up to the final evaluation session of that particular Tier.

Evaluations Criteria

- ✓ During the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following:
 - Skating – forwards, backwards, agility, speed and quickness
 - Puck skills – puck handling, shooting, passing
 - Individual tactics – 1 vs. 1, etc.
 - Contact – does the player engage or does the player shy away
 - Hockey sense

Evaluation Process Overview

- ✓ For all sessions, the players will be divided into equal groups based on numbers.
- ✓ All players will be given a jersey that they will use for the evaluations. At the conclusion of the final scrimmage session of that Tier, the players will return the jersey to the registration person.
- ✓ All evaluators will be given a list of players/numbers for the ice session. Each evaluator will give all players one overall grade between 1 and 6. At the conclusion of each ice session, the evaluators will hand in their completed forms to the evaluator coordinator.
- ✓ The coaches will not evaluate their own child. Only the independent evaluators will evaluate the coaches' children.
- ✓ The evaluator coordinator will record all the grades for all the players. Each player will receive one single score between 1 and 6 based on the **AVERAGE** of **ALL** the evaluators' grades for all the sessions of that Tier.
- ✓ Evaluations are to be kept confidential and at no time should this information be discussed with parents.
- ✓ Once the teams have been sorted, rosters finalized and all conflicts dealt with, the evaluator coordinator shall destroy the evaluation forms. A final report should be written for each player that was evaluated outlining the players' strengths and areas of improvement. This report card shall be given to the player within one week of the final evaluation.
- ✓ Goaltenders will be evaluated by an independent goaltender evaluator and placed on teams by evaluation score.

Evaluation Process – Tier 1

- ✓ The evaluation process for Tier 1 will consist of at least the following:
 - Three (3) controlled scrimmages
 - One (1) goalie skill session
- ✓ After the Tier 1 evaluations have started a player can choose to opt out of Tier 1 and request to be placed in Tier 2 if they wish. To opt out they must submit their request in writing to the Division Commissioner prior to the second scrimmage of the Tier 1 evaluations. Placement for any subsequent requests made after the second scrimmage will be at the discretion of the Division Commissioner.
- ✓ At the conclusion of the first stage of the evaluation process, the players will be ranked from 1 to n based on their grade.
- ✓ Once the team selection draft has occurred, players not placed on a Tier 1 team will be advised of the Tier 2 evaluation dates within 48 hours via e-mail.

Tier 2 - Evaluation Process

- ✓ The Tier 2 evaluations will be for all players not placed on a Tier 1 team and the players that chose to go directly to Tier 2.
- ✓ The evaluation process will consist of the following:
 - Three (3) controlled scrimmages
 - One (1) goalie skill session.
- ✓ At the conclusion of the Tier 2 evaluation process, the players will be ranked from 1 to n based on their grade.

Team Selection – Tier 1

1. Each player will be assigned a final ranking of 1 to 6 to the nearest decimal point.
2. The players will be listed in numerical order.
3. A minimum of the top 14 players including a goalie will be drafted to the Tier 1 team.

Team Selection - Tier 2

4. Each player will be assigned a final ranking of 1 to 6 to the nearest decimal point.
5. The Division Commissioner will make-up the teams based on the final grades. The Director of Hockey Development and head coaches will agree that the teams are of equal caliber before continuing.
6. Coaches will randomly draw for their team.
7. If the coach's child is not on his selected team, then the coach's child will be traded to his team. The trade will be with a player of equal grade.

8. Trades will only be allowed between players of equal rankings. The maximum amount of trades permitted for any one team will be three transactions of one player for another one player. A goalie can only be traded for another goalie.

9. Assistant coaches will not be selected until the team selection process is complete.

Once all Head Coaches have indicated that they have completed the process the rosters will be deemed to be FINAL. This will only occur at the drafting table.

Parents/guardians who are dissatisfied with the final team rosters have the ability to apply to the Director of Policies and Procedures as outlined in Policy#21. The Director of Policies and Procedures has the power to veto all team rosters and have the Commissioner re-draft teams if the above procedures were not followed correctly. All evaluations/team selections can be reviewed by the Board of Directors at any time.

MIDGET EVALUATION
&
TEAM FORMATION PROCESS

Propose

- ✓ To establish guidelines and procedures for player evaluations and placement within the Midget Division.

Overview

- ✓ The number of players on each team in a given Tier will be determined by registration numbers.
- ✓ To complete a successful evaluation of the players the following personnel will be required:
 - Evaluator coordinator – To co-ordinate, record and summarize all the evaluation forms of the evaluators. This person would not be performing evaluations or related to someone doing evaluations. This person will also be responsible for the determining the on-ice drills for the skill evaluations and evaluation forms to be used. Consultation with other evaluator coordinators, coaches and commissioners is encouraged. Coordinators should consider reviewing the player evaluation manual on the Hockey Canada website.
 - Evaluators – Included in this will be the head coaches and independents. Ideally a minimum of three (3) evaluators per session with a minimum of three (3) independents.
 - Registration personnel – Two people to handle handing out jerseys and registration at initial ice session. Also, they will need to be present for the final scrimmage portion of the evaluations. These can be parents from within the division.
 - Bench persons – For the scrimmage portions, parents are needed to handle the gates/benches of both teams. A sign-up sheet will be at the registration desk at tryouts.
- ✓ All player notification prior to the ice session will be done by e-mail.
- ✓ A meeting with Director of Hockey Development, Division Commissioner, Evaluator coordinator and the evaluators shall be held prior to the first ice session to delegate the appropriate duties. Minutes of this meeting must be recorded and shall be distributed to the parents and Secretary.

Player Eligibility

- ✓ Evaluations are open to all Midget aged hockey players (male and female) that are, as per MLMHA regulations, registered with MLMHA and paid the appropriate evaluation fee.
- ✓ Upon registration, a player will have the ability to register to try-out for Tier 1 or Tier 2. It is the understanding that registering for Tier 1 or Tier 2 does not guarantee a placement on a Tier 1 or Tier 2 team.
- ✓ To be eligible for the Tier 1 or Tier 2 team selection draft, all players must be registered for **and** attend the evaluations of that particular Tier.
- ✓ Players must communicate their absence to the Division Commissioner, prior to their assigned session. Failure to communicate their absence may make that player ineligible for the team selection draft.
- ✓ Injured players may be asked to supply a medical report to the Division Commissioner.
- ✓ Once the Tier 1 or Tier 2 evaluations have started, late registrations and transfers for Tier 1 and Tier 2 will be accepted up to the final evaluation session of that particular Tier.

Evaluations Criteria

- ✓ During the course of the evaluations, the evaluators will be evaluating and grading the players on criteria that includes the following:
 - Skating – forwards, backwards, agility, speed and quickness
 - Puck skills – puck handling, shooting, passing
 - Individual tactics – 1 vs. 1, etc.
 - Contact – does the player engage or does the player shy away
 - Hockey sense Goaltenders will be evaluated by an independent goaltender evaluator and placed on teams by evaluation score.

Tier 1 - Evaluation Process

- ✓ The evaluation process for Tier 1 will consist of at least the following:
 - Four (4) controlled scrimmages
 - One (1) goalie skill session
- ✓ All evaluators will be given a list of players/numbers for the ice session. Each evaluator will give all players one overall grade between 1 and 6. At the conclusion of each ice session, the evaluators will hand in their completed forms to the evaluator coordinator.
- ✓ The evaluator coordinator will record all the grades for all the players. Each player will receive one single score between 1 and 6 based on the **AVERAGE** of **ALL** the evaluators' grades for all the sessions.
- ✓ After the Tier 1 evaluations have started a player can choose to opt out of Tier 1 and request to be placed in Tier 2 if they wish. To opt out they must submit their request in writing to the Division Commissioner prior to the second scrimmage of the Tier 1 evaluations. Placement for any subsequent requests made after the second scrimmage will be at the discretion of the Division Director.
- ✓ At the conclusion of the evaluation process, the players will be ranked from 1 to n based on their grade.
- ✓ Once the team selection draft has occurred, players not placed on a Tier 1 team will be advised of the Tier 2 evaluation dates within 48 hours via e-mail.
- ✓ Evaluations are to be kept confidential and at no time should this information be discussed with parents. A final report should be written for each player that was evaluated outlining the players' strengths and areas of improvement. This report card shall be given to the player within one week of the final evaluation.
- ✓ Once the teams have been sorted and the rosters finalized the evaluator coordinator shall destroy the evaluation forms.
- ✓ Goaltenders will be evaluated by an independent goaltender evaluator and placed on teams by evaluation score.

Tier 2 - Evaluation Process

- ✓ The Tier 2 evaluations will be for all players not placed on a Tier 1 team and the players that chose to go directly to Tier 2.
- ✓ The evaluation process will consist of the following:
 - Three (3) controlled scrimmages
 - One (1) goalie skill session
- ✓ For all scrimmages, the players will be divided into equal groups based on numbers.
- ✓ All players will be given a jersey that they will use for the scrimmages. At the conclusion of the third scrimmage, the players will return the jersey to the registration person.
- ✓ All evaluators will be given a list of players/numbers for the ice session. Each evaluator will give all players one overall grade between 1 and 6. At the conclusion of each ice session, the evaluators will hand in their completed forms to the evaluator coordinator.
- ✓ The evaluator coordinator will record all the grades for all the players. Each player will receive one single score between 1 and 6 based on the **AVERAGE** of **ALL** the evaluator's grades for all the sessions.
- ✓ At the conclusion of the third scrimmage, the players will be ranked from 1 to n based on their grade.
- ✓ Evaluations are to be kept confidential and at no time should this information be discussed with parents. Once the teams have been sorted, rosters finalized and all conflicts resolved the evaluator coordinator shall destroy the evaluation forms.

Team Selection – Tier 1

1. Each player will be assigned a final ranking of 1 to 6 to the nearest decimal point.
2. The players will be listed in numerical order.
3. A minimum of the top 14 players including a goalie will be drafted to the Tier 1 team.

Team Selection - Tier 2

4. Each player will be assigned a final ranking of 1 to 6 to the nearest decimal point.

- 5.The Division Commissioner will make-up the teams based on the final grades. The Director of Hockey Development and head coaches will agree that the teams are of equal caliber before continuing.
- 6.Coaches will randomly draw for their team.
- 7.If the coach's child is not on his selected team, then the coach's child will be traded to his team. The trade will be with a player of equal grade.
- 8.Trades will only be allowed between players of equal rankings. The maximum amount of trades permitted for any one team will be three transactions of one player for another one player. A goalie can only be traded for another goalie.
- 9.Assistant coaches will not be selected until the team selection process is complete.

Once all Head Coaches have indicated that they have completed the process the rosters will be deemed to be FINAL. This will only occur at the drafting table.

Parents/guardians who are dissatisfied with the final team rosters have the ability to apply to the Director of Policies and Procedures as outlined in Policy#21. The Director of Policies and Procedures has the power to veto all team rosters and have the Commissioner re-draft teams if the above procedures were not followed correctly. All evaluations/team selections can be reviewed by the Board of Directors at any time.

FEMALE EVALUATION
&
TEAM FORMATION PROCESS

If there are enough players to make more than one team in an age category, then the Female Commissioner will follow the appropriate age category evaluations process.