

	Title	Evaluation Grievance Policy
	Policy #	Operational - 8.1.2
	Draft Date	December 1, 2019
	Approved Date	March 31, 2020
	Revised Date	
	Owned By	Executive Committee

## 1.0 OVERVIEW

This policy is intended to be utilized when the outlined evaluation process is not followed and a decision is rendered which impacts the placement of a player or goaltender to a program, tier and/or level of play as a result.

Grievances concerning the improper conduct of any AMHA personnel associated to the evaluation process will be dealt with in accordance with AMHA Respect Matters #2.1 policy.

## 2.0 POLICY

In all instances the 24-hour rule shall be adhered to prior to the submitting of a grievance associated to the evaluation process.

In all circumstance's evaluation notes, scores, rankings and any other material associated to the evaluation process will not be released, unless deemed absolutely necessary by the individuals assigned to investigate the grievance.

At no time shall a player or goaltender be re-assessed, re-evaluated or re-ranked regarding any on-ice evaluation in response to an evaluation grievance.

Evaluation grievances will be addressed as quickly as possible.

A response to the grievance will be provided in written form.

Evaluation grievances must be received within one week of the conclusion of the AMHA evaluation process and team creation. Grievances obtained outside of this period will not be acted upon.

## 3.0 GRIEVANCE PARAMETERS

Individuals wanting to submit an evaluation grievance are required to review and understand this policy.

### 3.1 The Evaluation Process

The Evaluation Process could involve sessions of timed skates, skills skates, games and tryouts. Each session is observed by a group of evaluators. At the conclusion of each session the evaluators meet and rank the observed players and/or goaltenders. To determine the player and goaltender rankings, the evaluators utilize group discussion, notes, recordings and/or software programs.

In all circumstances the process is to be adhered to with the exception of circumstances involving an injured player or goaltender. (see specific Injured Player Policy #8.1.1 and Injured Goaltender Policy #8.3.1)

### 3.2 The Evaluation Decision

The Evaluation Decision is the final placement of a player or goaltender to a specific program, tier or level of play based on the evaluation process.

Only grievances associated to the Evaluation Process which impact the evaluation decision will be acted upon.

Grievances based solely on the Evaluation Decision which places a player or goaltender to a specific program, tier or level will not be acted upon.

## 4.0 GRIEVANCE PROCESS

4.1 Grievances are to be made in writing and submitted to any member of the AMHA Executive Committee.

4.2 The following must be included in the written grievance:

- The Division(s) for which the grievance relates;
- The exact aspect(s) of the Evaluation Process being grieved;
- Any supporting documentation or information;
- The contact information of the individual submitting the grievance;
- Any resolution(s) being sought.

4.3 The Executive Member receiving the grievance will evaluate the submission to determine if the grievance meets the requirements of this policy and/or merits the necessity of an investigation.

4.4 If the Executive Member receiving the grievance determines that the grievance will be acted upon, he or she will appoint a member of the AMHA Board, who is unrelated to the nature of the grievance, to investigate.

4.5 The member of the AMHA board appointed to conduct the investigation may obtain the assistance of up to two AMHA related individuals (with the approval of the Executive Committee Member who received the grievance) to conduct the investigation. The

additional individuals may include an unrelated Parent of an AMHA player/goaltender, AMHA Staff, AMHA Committee Member, AMHA Directors, AMHA Coordinators, etc.

- 4.6 The AMHA Board Member assigned to investigate the grievance may contact the individual who submitted the grievance to obtain clarity and/or further information. In most cases this contact is encouraged.
- 4.7 The investigation will be thorough, complete and timely.
- 4.8 The investigation results and recommendations will be provided to the Executive Committee Member who received the grievance for review and final decision.
- 4.9 The Executive Committee Member who received the grievance will provide a response in writing to the individual who submitted the grievance.
- 4.10 The response provided by the Executive Committee Member is final. Appeals will not be acted upon.