



CENTRAL ALBERTA HOCKEY LEAGUE

Executive Memorandum

October 30, 2023

To: To the Attention of All CAHL Member Associations

Re: CAHL Tiering Meeting for the CAHL 2023 – 2024 Season

This season we will be on-line for the upcoming tiering meetings. In an effort to do that we will use the same process as last season in accomplishing the meeting and allowing for each of you to have a voice and provide feedback as you feel you need to. To that end we would like to propose this for your review:

- We will be sending out the Governors Recommendations as soon as possible on Sunday, November 5th. You will have all division recommendations that evening or night at some point. There will be no geographical splits at this point as there will not be any time to complete them.
- For all Age Divisions we would like to get all feedback on requested changes and your rationale to do that to your age Division VP by 5:00 pm Monday, November 6th. We then will update the divisions and send them back out with the teams that are moving up shown and the ones who want to move down shaded so everyone is aware what the Member Directors intent is for the teams in question.
- We would like to host the meetings on Monday November 6th (for U11 and U15) and Tuesday November 7th (for U13 and U18) as we have lots of work to do to get ready for the regular season. These will start at 7:00 pm and go until they are done.
- We will have backup people assigned to each moderator and presenter in case of a communication issue we can have someone step in immediately and continue with the discussion and presentation without delay.
- The following process will be used for each tier discussion:
 - Lead Governors of each division will present their tiers one at a time. There will be no geographic splits shown as there is not any time to do this under this process.
 - Geographic tier splits from the Monday meeting will be done Monday night and sent out to all Members when done. These can be discussed briefly at the Tuesday meeting; they will be considered final at that time but are subject to change due to any appeals. Once any appeals are completed, then they will go to scheduling for their use the assigned schedule style being used and at that time with no additional changes allowed unless we find a massive or inappropriate error.
 - We will try and get the Geographic tier splits for Tuesdays Meeting done in advance, if not they will be done that night and sent out to the Directors for review, should there be objections that will be addressed by you notifying us that you are appealing the decision on Wednesday nights meeting.
 - Appeals will be collected until Tuesday November 6th at 5:00 pm for U11 and U15 and Wednesday November 7th at 5:00 pm for U13 and U18.
 - Wednesday, November 8th starting at 7:00 pm will be reserved for appeals or as a backup plan if we do not get the divisions done in the first two evenings. All appeals will be resolved no later than end of day November 9th. A meeting invite will go out to you for this meeting, attend as you wish. It is however your opportunity to object if you disagree with what the team is trying to appeal.
 - Once complete, volunteers will begin to create the geographical splits, schedule assignments or arrangements and any inter-league play assignments so scheduling can begin.
 - Hockey Alberta has requested we work with other Leagues and complete some Inter-League Play this season. This will alter some of the team schedules and tiers in the North but should not be disruptive. There is an intended benefit for our teams as well in this request. This should be focused only in the Non-Body Checking divisions
 - We may need to utilize a reduced travel processes should tiers get to small and the travel distances get too large. It is a way to play regionally for the regular season and then reorganize for playoffs. We have used this before and if you have questions please let me know. This very likely will be used for the Non Body Checking divisions tiers this season.

How can you help us?

Please consider these ways to make this run smoother:

- All meetings will be recorded so we have a record of the events and discussions in the meetings. Should we need to review them later for reference of what was presented, argued or disputed we will be able to do that.
- Declare any conflict of interest you may have when discussing any of your teams. Just be honest and transparent.
- Come to the meeting with as much factual data as possible from your teams. How the team feels about a situation does not matter here. We just want clear factual reasons why they are saying or asking for the outcomes. This form is available to help you and your team with this.

http://www.cahlhockey.net/files/cahl_tiering_data_form.pdf

http://www.cahlhockey.net/files/cahl_tiering_data_form.docx

- Submit your upward changes or objections to the age Division VP if you do not agree with the Governors Group recommended placements of your team(s) with as detailed response as possible. The Governors Group have very detailed notes and the website has scoring information so you need to come prepared to explain why you are correct and they are not.
- Identify to us as soon as possible if your teams can play each other if they appear in the same tier at the end of the retiering process.
- Moderators will only be providing 2 minutes of time for you to make your point. If you are making progress towards a solution, time will be added.
- Should there be a disagreement that cannot be resolved with a short extension of the time, the Governor recommendation will stand and the Member will be able to appeal that decision to a special committee to help with this. This is our only suggestion to allow the on-line meetings to be shorter and the members still being allowed due process to continue to discuss the concerns they have about the placements.
- Please remember all teams will make playoffs. However, if your team may be too strong for the recommended tier, please move them up. There is no room in this process for a correction. If any teams are caught hiding, trying to "sandbag through game effort/actions or playing time/shift manipulations in games" for regular season placements or are way too strong for the tier they are located be warned, there are rules to deal with that when the complaints come in. Let's not be forced to remove a team from playoffs because of a misplaced team or these intentions are identified later this season.
- If you are interested in being part of the appeal committee or have someone who would like to be part of this committee, please let me know as soon as possible. We will need your help here and it would be appreciated.

Please let me know if you have any questions or concerns. I am available if you would like to discuss any of this.



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Summary Retiering Process and Outline of the CAHL Retiering Meetings

- Governors complete their recommendations for all team placements and submit them to the Governor in Chief Sunday November 5th.
- Those will be communicated to the CAHL Directors as the divisions are available that day regardless of the time.
- Directors have until 5:00 pm November 6th to communicate to each age Division VP if and who they want to change up or down. Upwards movement will be approved at that time and the team moved up. Any down movement must be talked about at the meetings. We will try and get that updated and sent to all members again. If we run out of time we will just present it at the meeting and send it out when done.
- November 6th starting at 7:00 pm, The League Secretary will complete a Roll Call and then the meeting will start. Each tier (U11 and U15) will follow this format:
 - The League Secretary or support person will present the Computer Screen with the most up to date Recommendations list we have at the time. No geographic groups will be presented until later.
 - The Lead Governor will read out the tier, the Moderator (CAHL President or Designate) will call one at a time each member Director for feedback involved in the tier.
 - One call will be made from the Floor for other parties who disagree with the placements. These will be addressed if they are short discussions in nature. If deemed too long by the Moderator, it will be deemed an appeal and we will move onward. The person would have an opportunity to present rationale at the Appeals meeting on Wednesday.
 - Once the Tier or Division is done we are not going back to it. If you have a problem with it, we will consider it an appeal if submitted by 5:00 pm the day following the Meeting.
- At the end of Monday's Meeting, a committee will begin creating the Geographical tiers and the schedules that will be assigned to tiers. These will be sent out when they are done to the Member Directors for review. This will include U13 and U18 if we can get it all done that night.
- November 7th starting at 7:00 pm, The League Secretary will complete a Roll Call and then the meeting will start. Each tier (U13 and U18) will follow this format:
 - The League Secretary will complete a Roll Call and then the meeting will start.
 - The League Secretary or support person will present the Computer Screen with the most up to date Recommendations list we have at the time. We may be able to share the Geographic groups if not they will be presented later.
 - The Lead Governor will read out the tier, the Moderator (CAHL President or Designate) will call one at a time each member Director for feedback involved in the tier.
 - One call will be made from the Floor for other parties who disagree with the placements. These will be addressed if they are short discussions in nature. If deemed too long by the Moderator, it will be deemed an appeal and we will move onward. The person would have an opportunity to present rationale at the Appeals meeting on Wednesday.
 - Once the Tier or Division is done we are not going back to it. If you have a problem with it, we will consider it an appeal if submitted by 5:00 pm the day following the Meeting.
- November 8th, starting at 7:00 pm, will be the appeals meeting. This is a must attend meeting for any members whose team has been appealed, who has appealed their placement or if a member objects to a team's Placement. If you are not impacted, you can attend as you wish. The moderator will call for the members involved in the appeal from the list we have created. Each tier one at a time, starting with U11 to U18 follow this format:
 - When requested, the League Secretary or support person will present the Computer Screen with the most up to date Recommendations list we have at the time. We may be able to share the Geographic groups if not they will be presented later.
 - The Appealed placements and then Geographic complaints will be addressed for U11 and U15.
 - The Appealed placements and then Geographic complaints will be addressed for U13 and U18.
- At the end of the meeting all discussion or movement will stop around team tier placements and onto the Regular Season processes.