



CENTRAL ALBERTA HOCKEY LEAGUE

Executive Memorandum



November 4, 2024

To: To the Attention of All CAHL Member Associations

Re: CAHL Tiering Meeting for the CAHL 2024 – 2025 Season

Firstly, I would like to take a moment and apologize for our activities intruding on a very important day this year and to speak of great thankfulness to those who we honour on Monday, November 11th. That day we will we honor many generations of brave Canadian men and women who put themselves in harm's way defending our peace and freedom while proudly being part of our Canadian Armed forces. They have all made sacrifices so we can be here today living as Canadians do and enjoying one of our many passions of hockey.

You will receive online meeting invitations shortly. To be consistent in what we do 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 10th. You will have all age 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. Please remember, geographic splits are based on the lowest travel of all teams in the tier in question. Members have to help our neighbours in the outer areas of the league to make this work. We use split tier play to help with this but the Directors have accepted members into the League and all Members are responsible to support them accordingly.
- 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 11th. We then will try to 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 11th (for U11 and U15) and Tuesday November 12th (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 issues. Then we can have someone step in immediately and continue with the discussion and presentation without delay.
- The following process will be used for each age division and 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.
 - Each Director can disagree and present an argument to why the CAHL Governors Group is not correct and why it should be changed.
 - 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 forms being submitted or appeal decisions. Once any appeals are completed, then they will go to scheduling for their use with 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 Tuesday's 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.

NEW

This season, at your request and approval, we will allow the Directors and their teams an opportunity if they formally disagree, to override the CAHL Governors Group Recommendation of tier placement. This involves agreeing to accept all risks and then formally requesting to stay or move to a tier after the Governors have recommended them a higher tier. It is attached later in this document and as below.

NOTE: In order to be eligible to use the disagreement form you must declare your appeal of the decision as we have described in this letter.

This form *TRIAL CAHL TIERING PLACEMENT DISAGREEMENT FORM FOR THE 2024 – 2025 Regular Season* is labelled and is on the website under forms here – [CAHL Forms page on Website](#)

CAHL Directors will be allowed to formally use this form at the end of each night's meetings or after the appeal meeting as chosen by the Director. It must be returned and signed not later than 4:00 pm on Thursday November 14th if you are going to use this option.

- Appeals will be collected until Tuesday November 12th at 5:00 pm for U11 and U15 and Wednesday November 13th at 5:00 pm for U13 and U18.
- Wednesday, November 13th 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 13th. 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-tier play assignments so scheduling can begin.
- 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 lower tiers in the age division tiers this season.


How can you help us?

Please consider these ways to make this run smoother:

- 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
- All presentations need to be based on facts and data. I will stop anyone who starts talking about how the coach(s) or they feel about it. No feelings allowed, just facts and data in these presentation and feedback meetings.
- Right at the start declare any conflict of interest you may have when discussing any of your teams. Just be honest and transparent. This includes any relationships with the teams, overage players on the teams you want to discuss as well. You likely will be asked how many overage players are on the team and the scoring stats so be prepared to do that.
- 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.
- 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. They will be split apart at your request.

- 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.
- During the Retiering meetings, at the end of the Directors presentation, if they still disagree they have the option to appeal the Governor recommendation or decision. The Director must advise the meeting they are going to appeal the decision so it can be properly recorded. This is how we have always done.

So to clearly state, the Director has the option of the appeal and has communicated that is the intent. Further discussion with the team involved will continue as always.

- For those who choose to appeal the decision after the meeting, that must be submitted to the Divisions VP as described in this letter.
-  At the end of each night, there will be time for Directors to advise the meeting that either the Trial Disagreement Form will be used to disagree with the recommendation or continue with the appeal on Wednesday evening.

NOTE: In order to be eligible to use the disagreement form you must declare your appeal of the decision as we have described here. This will be first time we use the Trial Formal Disagreement form. It does fit well into our processes and will be used this season. Please read it carefully before considering to sign and submitting it as it will bypass the Governor's Group Recommendations.


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.

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



Terry Siverson
 President CAHL
president@cahlhockey.net
 403-854-0275

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 10th. They will then be provided to the President for communication to the Directors.
- 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 11th 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 11th 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 or not able to be resolved, it will be confirmed with the Director and 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 and each following night, there will be time for Directors to advise the meeting after deciding to appeal the decision that the Trial form to disagree with the decision can be used.
- Also 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 12th 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 or not able to be resolved, it will be confirmed with the Director and 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 13th, 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 will be addressed for U11 and U15.
 - The Appealed placements and 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.



CENTRAL ALBERTA HOCKEY LEAGUE

TRIAL TIERING PLACEMENT DISAGREEMENT FORM FOR THE 2024 – 2025 Regular Season

To: CAHL Leadership Group and Members

Re: Formal Request to disagree with the CAHL Tiering process and Governors Group Recommendations

This letter is to advise all CAHL Directors and Members that the following CAHL Member Team and Local Minor Hockey Association is formally disagreeing with the outcomes of the CAHL Tiering Process. A formal appeal of the decision has been submitted and the dispute resolution process has occurred.

CAHL Member Association Name: _____

Team Name (including current tier and colour): _____

CAHL Recommended Tier: _____

Team Requested Tier: _____
(Tier Only – No Colour Choice allowed)

This approval is conditional to the following by all parties signing at the bottom of this page and returning it to the CAHL President.

The above-mentioned team and CAHL Member will accept all responsibility for incorrect placement in the requested tier. This will be initiated due to any Member unbalanced competition complaint regarding this team and determined by the review of the situation within the CAHL Complaints process. It will be assessed under CAHL Game Regulations 2f. This Member team above is accepting that if they fall outside of the CAHL Competitive Model that they will accept the outcome up to and including the following:

- Be reassigned to a Modified Playoff processes if available
- Potential removal of the Teams Provincial Eligibility where applicable
- Potential removal from Tier Playoffs
- Potential removal from Tier Final Round Playoffs

NOTE: This form must be fully completed and returned to the CAHL President before the change will be made on the team placement for CAHL Regular season games.

Thank you,

Terry Siverson
CAHL President
president@cahlhockey.net

The parties acknowledge and have signed below that they have read and understand that this signed request will be reviewed should complaints be submitted as per CAHL Game Regulations 2f. Should a complaint be submitted this request will be addressed as mentioned above and we accept the risks associated with our request

	Print Name	Signature
Local MHA President		
CAHL Director		
Team Head Coach		

Noted Supplemental Information to the Tiering Placement Disagreement Form

CAHL Game Regulation 2f

- (f) If at any time, in any tier, competition becomes unfair or un-balanced the CAHL Executive reserves the right to take action to correct it. When this is identified the CAHL Executive will:
- confirm with the member association that all players and the team was created following acceptable assignment of players to teams based on skill and performance ability.
 - confirm that league declaration and tiering processes if applicable have been followed.
 - confirm the current play of the team is beyond or below its current competition.
 - confirm the team volunteers and its players are not directly or indirectly attempting to otherwise influence proper tiering processes by any means.

If at any time either of the following is identified:

- a situation of un-balanced or unfair competition becomes apparent;
- that team volunteers or its players have taken actions that are a travesty to sportsmanship of League Play;

Then the CAHL Executive may:

- Move the team to a new higher or lower tier if available at that time
- Create a separate tier of more matched competition levels
- Advise the team in question that there is not a place for them to play in the CAHL for their competition level and they will no longer play CAHL assigned games against other CAHL Members.
- Suspend the team from CAHL Play until a decision can be made on what the course of action will be for the team
- Issue an Executive order detailing any other actions that the team or association will comply with in the time frame identified.

NOTE: Complaints about improper team placement under this unbalanced competition policy will not be accepted after the second full weekend of play in January of the Regular Season.