



AA Policies and Procedures

1. Responsibilities of

Various Parties involved:

- a) CMHA Executive, High-Performance Director To oversee the process of team formation.
- b) Determine coach selection. The Head Coaches of teams competing in the SCAHL will be selected prior to evaluations.
- c) To ensure that all documentation has been received and all fees have been paid before players participate in the sessions.
- d) To deal with all submitted grievances in accordance with the Grievance Procedure.

2. Parents

- a) To ensure that all necessary paperwork has been completed and fees paid before a player is allowed to participate in the team formation process.
- b) To ensure their child attends every session.
- c) To ensure that their child has all proper equipment and that it fits properly and is in good working order as per Hockey Canada's Official Playing Rules, Section 3.
- d) To be aware of the expectations of the evaluation process and ensure that their child is prepared and aware of the same.
- e) To ensure that they and their child are ready for the level of commitment that is expected.
- f) Avoid having any contact with any evaluators at any time during the evaluation process.

3. Players

- a) Attend every session.
- b) Follow the session leader instructions to the best of their abilities.

- c) Be ready on time, at least 15 minutes before their scheduled ice time.

4. Evaluators

- a) Remain impartial during the evaluation process.
- b) Report any attempts to approach, influence or interfere with them before, during, or after the evaluation process to the appropriate designate. At this point, it will be submitted to a VP for review.
- c) Maintain fair, consistent, and comprehensive evaluation of a player's total hockey skills.
- d) Always maintain confidentiality of player scores and rankings.
- e) Ensure the confidentiality and integrity of the information collected during the evaluation process.
- f) Communicate only with the High-Performance Director.

5. Coach Selection Policy

- a) Interviews of coach candidates for the "AA" Teams will be completed by a preselected committee. Any coach applicant that has, or potentially has, a child that may play for any of the teams in the divisions being interviewed for, are ineligible to be part of the interview process for that division. If no suitable coaches have applied, or are not selected through the interview process, the Committee may at its discretion select a suitable parent coach.
- b) Coaches are encouraged to select their own non-parent assistant coaches subject to the approval of the Coach Selection Committee. Coaches are subject to background checks and other scrutiny prior to selection or approval.

6. Coach Certifications

- a) The Coach Selection Committee has the authority and mandate to develop, communicate and enforce appropriate coaching and managerial policies and procedures on behalf of the Association.
- b) Coaches will meet the education standards established by Hockey Canada and Hockey Alberta.

7. Fair Play Principles

- a) CMHA supports its Fair Play Philosophy up to and inclusive of the U13 AA age category. The U15AA age group and older have a modified equal play Philosophy that allows coaches the ability to manage the playing time of each player at their discretion. We encourage all coaches and parents to review this.

8. Circumstances Regarding Players

- a) Late Arrival: If a duly registered resident player is attending out of town tryouts (AAA or as approved by the president) and is unable to attend any portion of the AA Hockey's evaluations, s/he will be allowed to participate in any remaining portion of the process. VP High Performance and High-Performance Director reserves the right to place players into tryouts and if deemed necessary request a spot be held on the team being formed to further evaluate the late arriving player.
- b) Illness or Injury: Any illness or injury which prevents participation in the team formation process must be reported to the High-Performance Director immediately. A medical doctor's note and/or other documentation will be required as part of notification. Prior to the player participating in the process or any Hockey activities, a "RETURN TO PLAY" note will also be required from your medical doctor. Team spots in this instance may not be held indefinitely and are at the discretion of a VP and High-Performance Director.
- c) Other Circumstances: Any other circumstance not covered in 1) or 2), but which prevents participation by a player, must be brought to the attention of the High-Performance Director immediately. The High-Performance Director along with a VP (nonparent of program) will rule on the legitimacy of the circumstances and may choose to impose mediating conditions or not.

9. Evaluations

- a) The responsibility of team formation is that of the High-Performance Director, Goalie Director and VP's (nonparent of program), Coaches, and the evaluation team.
- b) There are no roster spots promised to anyone, and this includes returning or affiliated Players.
- c) To ensure the integrity, transparency, fairness, and openness of the Team selection process, CMHA retains for use by Coaches independent evaluators to assist Coaches during the team formation process. Such evaluators are engaged to assist the Coaches in ranking and evaluating the Players at this stage. Coaches participate and contribute to the evaluation process and are encouraged to discuss with the evaluators as to how they formulated their ranking.
- d) During the evaluation process, Players are identified to the evaluators and Coaches by jersey color and number only. Names of Players are not provided to evaluators. The High-Performance Director audits this process but does not participate in evaluations. The High-Performance Director

ensures the Policies and Procedures are being adhered to and the process is fair to all Players trying out.

- e) Only coaches and evaluators are allowed to participate in the evaluations.
- f) Rankings of the Players provided by the evaluators and the totality of the Players' performance during the evaluation process will be considered in making final determinations.
- g) Goalie Placement Process for AA utilizes independent goalie evaluators to assist in the evaluation process.
- h) Final team rosters must be approved by the High-Performance Director and a VP (nonparent of program). This can be either verbal or written approval.
- i) Any circumstance that calls for deviation from this must be approved by the High-Performance Director and a VP (nonparent of program).

10. Team Size

- a) There shall only be one team selected for each division, however each division shall have a recommended minimum and maximum number of players as defined below. Team sizes shall ultimately be at the discretion of the High-Performance Director, a VP (nonparent of program).

11. Team Roster Policy

- a) Each "AA" Team must register a minimum number of skaters and 2 goaltenders but permitted to register a maximum number of skaters and goaltenders:
- b) Minimum 15 and maximum 17 players at the discretion of the High-Performance Director. All coaches must comply with the above roster maximum and minimum limits. Exceptions will only be made in very extraordinary circumstances and must be approved by the CMHA VP's and CMHA High Performance Director.

12. Grievances/Breaches of Conduct

- a) Concerns with respect to the evaluators, the evaluation process or any other related procedural matter must be submitted to the High-Performance Director in writing within ten days of the occurrence of the alleged incident. Any grievance received challenging only the ranking and subsequent team placement of a particular player will not be accepted.
- b) Disclaimer: While every attempt has been made to provide clear, accurate and detailed information, CMHA reserves the right to make changes as circumstances warrant.

13. AA Affiliation Policy

- a) The "AA" Hockey Model determines Affiliation Regulations for Teams involved in participation within the "AA" Hockey stream. As these rules can change year to year, please refer to the Hockey Alberta website for the current policy.

14. Annual Review

- a) CMHA will review its AA team formation procedures annually.
 - reviewed and amended June 13, 2023
 - approved _____.