



Policy & Procedures Manual

Rev: August 2024

New Westminster Minor Hockey Association

P.O. Box 456, New Westminster, BC V3L 4Y8

Table of Contents

| | |
|---|----------|
| 1. Player Issue | 4 |
| 1.1. Player Issues..... | 4 |
| 1.2. Sitting Players | 4 |
| 2. Selection Process and Classification | 4 |
| 2.1. Replaced by Appendix I..... | 4 |
| 2.2. Replaced by Appendix I..... | 4 |
| 2.3. Replaced by Appendix I..... | 4 |
| 2.4. Replaced by Appendix I..... | 4 |
| 2.5. Replaced by Appendix I..... | 4 |
| 2.6. Replaced by Appendix I..... | 4 |
| 2.7. Dress Code for “A” Teams | 4 |
| 2.8. “A” Team Name | 5 |
| 2.9. Hosting the Final Four | 5 |
| 2.10. Replaced by Appendix I..... | 5 |
| 2.11. Replaced by Appendix I..... | 5 |
| 2.12. Replaced by Appendix I..... | 5 |
| 3. Miscellaneous Player Issues | 5 |
| 3.1. Overage Players | 5 |
| 3.2. Underage Players (U21 Division) | 6 |
| 3.3. Return to Play Following an Injury..... | 6 |
| 3.4. Sponsorship..... | 6 |
| 3.5. Helmet Colour | 6 |
| 4. Team Leadership Issues | 6 |
| 4.1. Risk Management..... | 6 |
| 4.2. Criminal Record Check | 7 |
| 4.3. Games Between Association Teams | 7 |
| 4.4. Coach Selection – “A” and “C” Teams..... | 7 |
| 4.5. Non-Parent Head Coach Expense Reimbursement..... | 8 |
| 4.6. Team Manager / Treasurer Accounting Requirements | 9 |
| 4.7. Fines | 10 |
| 4.8. Individual Team Gaming Licenses..... | 10 |

| | |
|---|-----------|
| 5. Association-Wide Issues | 11 |
| 5.1. Complaints and Appeals Procedure..... | 11 |
| 5.2. Registration | 14 |
| 5.3. Financial Assistance..... | 16 |
| 5.4. Prevention of Harassment and Abuse | 17 |
| 5.5. Lifetime Members | 17 |
| 5.6. Trophies For Tournaments | 17 |
| 5.7. Financial Assistance Committee | 18 |
| 5.8. Scholarship Committee | 18 |
| 5.9. Awards Committee | 18 |
| 6. Locker Room Policy..... | 18 |
| 6.1. Supervision and Monitoring..... | 18 |
| 6.2. Co-ed Dressing | 19 |
| 6.3. Parents / Guardians in Locker Room | 19 |
| 6.4. Smart Phones / Other Electronic Recording Devices..... | 20 |
| 6.5. Miscellaneous Supervisory Policies..... | 20 |
| 7. Tournament Policy | 20 |
| 7.1. NWMHA Hosted Tournament: | 20 |
| 7.2. Out of Town Tournaments: | 21 |
| 7.3. Tournament Subsidies: | 21 |
| Appendix I | 22 |
| Evaluaction, Selection & Balancing Process | |

1. Player Issue

1.1. Player Issues

- 1.1.1. The policy of the Association is to promote the development of hockey skills and provide the best hockey experience for all players. Accordingly, substantially equal playing time will be given, to the greatest extent possible.
- 1.1.2. With U13, U15, U18 and U21 “A” teams, in the final minutes of a close contest, coaches may vary from the above policy. It is recommended, however, that coaches discuss this with their players and parents at the start of the season, so that everyone is aware of the coach’s approach.
- 1.1.3. Notwithstanding rule 1 above, coaches may sit players for disciplinary reasons. Coaches should keep a record of such discipline and, if any player is benched for disciplinary reasons three times in one season, the matter shall be brought to the attention of the Coach Coordinator and applicable Division Manager.

1.2. Sitting Players

- 1.2.1. Teams are not to sit any players on a team unless for injury, discipline, or suspension.
- 1.2.2. All skaters are to play every game. The team cannot elect to sit players on a rotation basis.

2. Selection Process and Classification

2.1. Replaced by Appendix I.

2.2. Replaced by Appendix I.

2.3. Replaced by Appendix I.

2.4. Replaced by Appendix I.

2.5. Replaced by Appendix I.

2.6. Replaced by Appendix I.

2.7. Dress Code for “A” Teams

- 2.7.1. All “A” teams are expected to adhere to a dress code. The team must all conform to one style outlined below.
- 2.7.2. As a minimum, players will be expected to wear either team jackets or appropriate dress attire (approx. equivalent to Business Casual).

2.7.3. To minimize the cost to families of acquiring team jackets yearly, NWMHA requires jacket crests to be based on a minimum requirement of the official Association logo. “New Westminster, Crown logo, Minor Hockey”. The minimal writing of the player’s name will allow the same jacket to meet multiple year dress code requirements.

2.7.4. If team jackets are chosen for the dress code, a poll of the parents must be taken and no one with a vested interest in the acquisition of such clothing may conduct the poll or vote. In the situation where a clear majority of families do not support one particular jacket and an impasse exists, the Head Coach of the “A” team will make the final decision.

2.7.5. Jacket colour will be black.

2.8. “A” Team Name

2.8.1. All “A” teams in NWMHA will be named the Royals.

2.9. Hosting the Final Four

2.9.1. On occasion NWMHA will host the final four for an “A” division, as determined by BC Hockey and PCAHA.

2.9.2. The person in charge of coordinating this event will be the Division Manager working in conjunction with the Team manager of the appropriate “A” team.

2.9.3. It is the responsibility of parents of the “A” team in that division to supply all the volunteer positions needed (i.e. time keeper, score keeper, 50-50 person, host) regardless if the team qualifies or not.

2.9.4. The ice allocator is responsible for providing three evening or weekend slots at Queens Park Arena where back-to-back games can be played. Due to the importance of these games, no game will be scheduled before 10am on weekends.

2.10. Replaced by Appendix I.

2.11. Replaced by Appendix I.

2.12. Replaced by Appendix I.

3. Miscellaneous Player Issues

3.1. Overage Players

3.1.1. Where a player is assessed and it is determined that he or she should play in a lower age division, that player shall play on a contact (i.e., non-checking) team, if one exists in the division in which they will play.

3.2. Underage Players (U21 Division)

- 3.2.1. U18-aged players shall not be permitted to play in the U21 Division if the result is to displace a U21-aged player. U18-aged players who are on a U21 team (which has made no cuts) when the team is carded may remain on that team for the balance of the year.

3.3. Return to Play Following an Injury

- 3.3.1. Common sense must prevail for players returning to the ice following minor injuries.
- 3.3.2. If, due to an injury, a player leaves a game or practice and is unable to return within that specific game or practice, the player must provide their coach with a doctor's note stating that the player is okay to return to play or practice.
- 3.3.3. Coaches must not allow a player on the ice if there is any question of neck or back injury (E.g. buzzing or tingling in a player's neck, back or legs).
- 3.3.4. Coaches must follow the Brain Injury Assessment Card re concussions when determining a player's readiness to return to play. The player must obtain a doctor's okay in order to participate on ice.

3.4. Sponsorship

- 3.4.1. The wearing of assigned sponsor bars is mandatory. Any player who refuses to wear a sponsor bar shall be suspended until the sponsor bar is affixed to the jersey.

3.5. Helmet Colour

- 3.5.1. Effective with the 2014-2015 season all players from the U11 Division up must wear black helmets.

4. Team Leadership Issues

4.1. Risk Management

- 4.1.1. All players must wear approved equipment.
- 4.1.2. All players must be aware that a potentially serious injury may occur as a result of a check from behind and that this type of check will not be part of any team's defensive strategy.
- 4.1.3. "Hazing" practices or "team initiation" rites are strictly prohibited.
- 4.1.4. Coaches are to ensure that players do proper stretches and warm-up exercises.
- 4.1.5. No players are to step on the ice until the ice resurfacing machine (the Zamboni) is off the ice and the gate has been closed.
- 4.1.6. A minimum of one coach is to be on the ice at all times with players during practice sessions, tryouts, etc. It is preferred that two coaches be on the ice running practices so that players are not standing around and all players are being equally instructed.

- 4.1.7. Two adult team officials/elected team parents are required to supervise the dressing room at any time when there are players in the dressing room.

4.2. Criminal Record Check

- 4.2.1. All NWMHA team officials (Coaches, Managers, HCSP) must complete a Criminal Record Check (CRC) on or before November 30 of the first season in which the person becomes a team official with NWMHA. The procedure to follow is on-line at: CRRP Applicant Based Online Service (<https://justice.gov.bc.ca/eCRC/>) Access Code: Please contact your division manager for the access number.
- 4.2.2. As part of this process you may be required to contact the local police department and arrange to have your fingerprints scanned. If this occurs, please contact the New Westminster Police Services and book an appointment. A letter indicating the criminal record check is required for volunteer purposes can be requested from your division manager (who will receive the letter for the President).
- 4.2.3. Clearance letters received by NWMHA will be valid for 5 years. The Registrar of NWMHA will be in receipt of the information and will track the information in the HCR system as a line item. It will be the responsibility of the VP3 Safety, along with Division Managers, to follow up with individuals requiring a CRC.
- 4.2.4. Any team official not completing a CRC within the required timeframe may be prevented from acting as a team official until such a time as the CRC process has been completed.

4.3. Games Between Association Teams

- 4.3.1. It is the policy of the New Westminster Minor Hockey Association that for any games or scrimmages involving players from A1, A2 and/or C teams from the same division, players and coaches for each team will be more or less equally drawn from the participating teams. (This policy shall not apply where such games are otherwise sanctioned; as, for example, if both teams participate in the same tournament.)

4.4. Coach Selection – “A” and “C” Teams

- 4.4.1. Hockey Coach Selection Committees shall be established for the purposes of interviewing and placement within the Association’s hockey teams. The Committee will consist of the President, the Coach Coordinator, the Division Manager and two other members of the executive appointed by the President.
- 4.4.2. If a member of the Committee is applying for a particular coaching position or otherwise is in a conflict position or unable to attend a coach selection committee session, that member will stand aside for that division and the First Vice-President will sit on the committee for that division.
- 4.4.3. A coach selected by the Coach Selection Committee shall not name nor have persons act as assistant coach(es) or team manager until after the team has been selected, if such persons are parents or guardians of players under consideration for that team.

- 4.4.4. A minimum of two advertisements shall be placed in a local or regional newspaper prior to coach selection, seeking applications for coach selections. The Coach Coordinator will provide all head coaches and assistant coaches from the previous season with coaching application forms.
- 4.4.5. Notices will be placed in Queens Park and Moody Park Arenas prior to coach selection.
- 4.4.6. The coaching applications shall be submitted to the Coach Coordinator or a member of the Coaching Selection Committee not later than April 30 for the following season.
- 4.4.7. The Coaching Selection Committee shall endeavor to meet with and choose (from the applicants available) the coaches for the Association's teams by no later than June 30 for the following season. The coaching selection committee is not obliged to appoint a coach from the applicants but has the option of rejecting all applicants.
- 4.4.8. The Coaching Selection Committee shall look for further applicants after the original deadline if the coaching positions are not filled.
- 4.4.9. These earlier deadlines are designed to help obtain the best possible coaches for the players of the Association.
- 4.4.10. Selections of coaches by a duly constituted Coach Selection Committee are subject to appeal only with respect to the process followed and not with respect to the judgment of the committee with respect to the selection of coaches.
- 4.4.11. The Coach Coordinator, if present, shall chair the committee. In the absence of the Coach Coordinator, the President shall chair the committee. In the absence of both the Coach Coordinator and the President, the Committee shall elect its own chair.
- 4.4.12. To the extent possible, a set list of questions will be agreed by the committee and asked of all candidates. Members of the committee shall be permitted to ask supplementary questions.
- 4.4.13. The Coach Selection Committee will monitor the conduct, performance and dedication of all coaches and other team officials within NWMHA and has the power to remove a coach or team official from the team roster if, in the determination of the committee, it is in the best interest of the association.
- 4.4.14. Decisions by the committee to remove a coach or team official are subject to appeal only with respect to the process followed and not with respect to the judgment of the committee.

4.5. Non-Parent Head Coach Expense Reimbursement

- 4.5.1. The Association acknowledges that Non-Parent Head Coaches may encounter financial expenses while volunteering their services. In support of these coaches and to ease any financial burden, the Association has established this reimbursement policy. Non-Parent Head Coaches are entitled to request reimbursement for reasonable travel expenses, mileage, and other costs incurred in their capacity as head coach, specifically those related to league-scheduled games. Under this policy, reimbursements are not available for Non-Parent Assistant Coaches, Parent Head Coaches, and Parent Assistant Coaches.

4.5.1.1. Eligible Activities: Reimbursements are available for expenses related to the following activities:

- Association-scheduled rep evaluation games.
- PCAHA league-scheduled games including tiering, balancing, regular season, playoffs, and provincial championships.
- Association-hosted tournaments.
- Association regular practice times, limited to once per week.
- Pre-approved clinics and courses.

4.5.1.2. Activities not explicitly listed as eligible for reimbursement are not covered by this policy. However, if the Team agrees in advance, such activities may be covered through team-based fundraising efforts.

4.5.1.3. Examples of ineligible activities include, but are not limited to, costs incurred because of team-funded supplemental practices, dryland training, team-scheduled exhibition games, and tournaments not hosted by the Association.

4.5.2. Mileage Reimbursements: The Association will reimburse costs associated with personal vehicle usage at the current per kilometre rates as outlined by the CRA. Travel related costs should be submitted a minimum of twice per season, and no more than monthly.

4.5.3. Additional Allowances:

4.5.3.1. Coaching Supply Allowances: The Association will provide a one-time reimbursement of up to \$100 per season for supplies or equipment related to the coaching of the team. This reimbursement can be claimed only once per team, and once per season.

4.5.3.2. Honorariums: The Team or Association may provide an additional honorarium to a Non-Parent Head Coach in recognition of their services. The honorarium is not mandatory and may be provided at the discretion of the Team or Executive. The total amount of any honorarium provided shall not exceed \$500 per calendar year.

4.6. Team Manager / Treasurer Accounting Requirements

4.6.1. All team managers are to be installed by the Head Coach of the team and then ratified by the parents.

4.6.2. The team manager/treasurer must keep a record of incoming and outgoing monies, including but not limited to 50/50 monies and fund-raising monies.

4.6.3. Receipts for expenditures are to be retained.

4.6.4. Team monies are to be kept separate from personal funds by means of a cash box, bank account or envelope.

4.6.5. The team manager/treasurer will make available a copy of the financial statement on request by a team parent.

- 4.6.6. The team treasurer will submit a copy of the Financial Statement including receipts, to the Treasurer of the NWMHA a minimum of ten days prior to the Annual General Meeting.
- 4.6.7. If team clothing is to be purchased, a vote of poll of the parents must be taken and no one with a vested interest in the acquisition of such clothing may conduct the poll or vote.
- 4.6.8. Surplus unspent funds at the end of the season may be returned to the parents, contributed to a charity or donated to the New Westminster Minor Hockey Association at the determination of the parents of the players on the team, by majority vote.

4.7. Fines

- 4.7.1. Pacific Coast Amateur Hockey Association has passed a motion that a fee will be charged associations for rescheduled games where a minimum of three weeks' notice has not been provided. This is an assessment fee for the referee assigners for U15 B and above. It is the policy of the New Westminster Minor Hockey Association to recover any such fines from the team responsible.
- 4.7.2. As the Pacific Coast Amateur Hockey Association has passed a resolution that the fine for a team no-show has been increased to \$300.00, it is a policy of the New Westminster Minor Hockey Association to recover such fines from the team responsible.

4.8. Individual Team Gaming Licenses

- 4.8.1. Teams wanting to apply for a Team Gaming License must advise the President and the Treasurer of NWMHA that your team is applying for a license.
- 4.8.2. You cannot apply as New Westminster Minor Hockey Association – this title is for the sole use of the Executive of NWMHA.
- 4.8.3. Apply as your team name and year for example: “New Westminster Minor Hockey U11 C3 23/24”.
- 4.8.4. Please forward a copy of your gaming license via email to the President and the Treasurer of NWMHA.
- 4.8.5. At the conclusion of your gaming event you are required, as part of your gaming license, to fill out a Gaming Event Revenue Form. Please forward a copy to the Gaming Policy and Enforcement Branch – Licensing and Grants Division, and the President and Treasurer of NWMHA.

5. Association-Wide Issues

5.1. Complaints and Appeals Procedure

5.1.1. General

- 5.1.1.1. Complaints by any member of the New Westminster Minor Hockey Association regarding any matter related to the welfare of a player will be made in writing and will be referred to the team officials, division manager and, if necessary, the Head Coach for resolution. If the parties concerned are unable to resolve the matter satisfactorily, then the matter may be referred in writing by the complainant to the President within seven days of the decision of the team officials, division manager and Coach Coordinator. The President will then either deal with the matter directly or refer it to the Grievance/Discipline Committee, the Appeal Committee or an ad hoc committee, as appropriate.
- 5.1.1.2. All other complaints by any member of the Association will be reported in writing to the President and will be made within 72 hours of the occurrence of the event leading to the complaint.
- 5.1.1.3. The President will contact the parties concerned and will either deal with the matter directly or refer it to the Grievance/Discipline Committee, the Appeal Committee, or an ad hoc committee, as appropriate.
- 5.1.1.4. In general, Association members should attempt to resolve all concerns and complaints at the Association level. Accordingly, letters of complaint, protest or appeal should not be written to the Pacific Coast Amateur Hockey Association, the British Columbia Amateur Hockey Association or the Hockey Canada without the matter first being referred to the President and Executive of the New Westminster Minor Hockey Association for resolution.
- 5.1.1.5. The President shall have the power to suspend any team, player, team official or referee for unacceptable conduct on or off the ice, profane or abusive language to any official, or for failure to comply with the NWMHA Constitution, By-Laws and Policies, pending review of the incident by the Grievance/Discipline Committee.
- 5.1.1.6. Mandatory Minimum Supplemental Suspensions:
- 5.1.1.6.1. Players and Team Officials will receive an additional NWMHA supplementary suspension consisting of a minimum of 2 games. This will be added to any Hockey Canada, BC Hockey, PCAHA or Presidents' C league suspensions received in the current season as a result of:
- A Second Gross Misconduct Penalty, or Second Match Penalty, or a combination of two Gross and Match Penalties, and subsequent Gross or Match Penalties.
 - A Second Major Penalty resulting in Hockey Canada Supplementary discipline, and subsequent Major Penalties.
 - Any combination of THREE of the following penalties during a season:

- Game Misconduct penalty, (whether incurred as a result of a Major Penalty infraction covered by the BC Hockey Minimum Suspension Guidelines or not)
- Gross Misconduct Penalty, or
- Match Penalty.
- And subsequent Game Misconduct, Gross or Match penalties.

5.1.1.7. These NWMHA (2 Game) minimum suspensions cannot be appealed through the NWMHA appeal process.

5.1.1.8. These minimum suspensions do not limit the power of the President or Grievance-Discipline committee from taking further disciplinary action. At any time the President can deal with matters of discipline directly or via the Grievance- Discipline Committee.

5.1.1.9. It is the responsibility of each team's Head Coach or Manager to advise the Division Manager of all significant penalties (Majors, Game Misconducts, Gross and Match penalties). The Division Manager will advise the President of any infractions that will trigger the NWMHA minimum supplemental suspension.

5.1.2. **Committees**

5.1.2.1. The following committees shall be formed annually:

5.1.2.2. **Grievance/Discipline Committee**

5.1.2.2.1. The Grievance/Discipline Committee shall consist of the First Vice-President of the Association (who shall be chair), the Third Vice-President, the Referee in Chief and two other members of the Executive appointed by the President prior to the first executive meeting in September. If any member of the Committee is directly involved in any matter being considered, the President may appoint a substitute from the Executive to the Committee to deal with the matter in question.

5.1.2.2.2. The duties of the Grievance/Discipline Committee will be:

5.1.2.2.2.1. To review any suspensions made by the President;

5.1.2.2.2.2. To review any other complaint or matter referred to the Grievance / Discipline Committee by the President.

5.1.2.3. **Appeal Committee**

5.1.2.3.1. The Appeal Committee shall consist of the Past President of the Association (who shall be chair), the Second Vice-President, the Treasurer and two other members of the Executive appointed by the President prior to the first executive meeting in September. If any member of the Committee is directly involved in any matter being considered, the President may appoint a substitute from the Executive to the Committee to deal with the matter in question.

5.1.2.3.2. The duties of the Appeal Committee will be:

5.1.2.3.2.1. To hear appeals from decisions made by the Grievance/Discipline Committee in accordance with the procedure set forth in Section D below;

5.1.2.3.2.2. To hear appeals of any other suspension or decision of a coach or team official, if deemed appropriate by the President.

5.1.3. Hearings by the Grievance / Discipline Committee

5.1.3.1. The person who is the subject of the complaint will be provided with copies of any relevant correspondence prior to the hearing and will be entitled to appear in person before the Grievance/Discipline Committee at the hearing of the matter. Players under the age of 19 will be accompanied by a parent or guardian at the hearing. The Grievance/Discipline Committee can request other persons involved in the matter to provide a letter and appear, if the Committee so wishes.

5.1.3.2. The Grievance/Discipline Committee will advise the persons concerned in writing of its decisions within seven days of the hearing and provide a copy of its decision to the President.

5.1.3.3. Grievance/Discipline Committee

5.1.4. Appeal to the Appeal Committee

5.1.4.1. Any member, team, player, team official, referee or executive committee member may appeal any decision of the Grievance/Discipline Committee to the Appeal Committee.

5.1.4.2. Any appeal to the Appeal Committee by the aggrieved party will be in writing outlining all particulars pertaining to the case and shall be delivered to the President of the Association within seven days of the appellant being notified of the decision of the Grievance/Discipline Committee.

5.1.4.3. The appellant and a member of the Grievance/Discipline Committee shall be entitled to appear in person before the Appeals Committee at the hearing of the matter. The Appeal Committee can request other persons involved in the matter to provide a letter and appear, if the Committee so wishes.

5.1.4.4. The appeal will be dealt with by the Appeal Committee within seven days of receiving the written appeal. The chair of the Appeal Committee will advise the participants in writing of its decision and provide a copy of its decision to the President.

5.1.5. Further Appeal to the Executive

5.1.5.1. Any member, team, player, official, referee or executive member may appeal the decision of the Appeal Committee to the Executive of the Association.

5.1.5.2. Any appeal to the Executive by the aggrieved party will be in writing outlining all particulars pertaining to the case and shall be delivered to the President of the Association

within seven days of the aggrieved party being notified of the decision of the Appeal Committee.

5.1.5.3. The appeal will be heard at the next Executive meeting. The appellant shall be entitled to appear in person before the Executive and shall then leave the meeting to allow the Executive to discuss the matter and reach its decision.

5.1.5.4. The President will advise the appellant and any other relevant persons in writing of the decision within seven days of the Executive meeting.

5.2. Registration

5.2.1. General Registration Information

5.2.1.1. No player may participate in any NWMHA activities unless that player is properly registered with NWMHA.

5.2.1.2. A player is considered properly registered when:

5.2.1.2.1. A registration form has been submitted and confirmed as completed by the Registrar, and

5.2.1.2.2. Registration fees are paid in full or are being paid in accordance with an approved payment schedule.

5.2.1.3. Failure to make timely payment(s) may result in a player being waitlisted, their registration being cancelled, or having their ability to participate in NWMHA activities revoked.

5.2.1.4. The NWMHA reserves the right to offer early registration discounts or other registration incentives, subject to approval by the Executive Committee.

5.2.1.5. Returning Player Registration:

5.2.1.5.1. Registration for returning players will commence on May 15th, or another date as otherwise established by the Registrar and posted on the NWMHA website.

5.2.1.5.2. Players from NWMHA who are not in good standing or have outstanding team or association and fees from a previous season must rectify their standing before they can register.

5.2.1.5.3. Registration does not guarantee returning players a place or position on a NWMHA team. Circumstances may dictate lower participant numbers in any given season. Priority will be determined based on the order in which returning members submitted their registration paid their registration fees.

5.2.1.6. New Player Registration:

5.2.1.6.1. Detailed registration procedures and forms will be posted on the NWMHA website and may be subject to periodic changes. All new player registration forms must be emailed to the Registrar.

5.2.2. **Withdrawals & Refunds**

5.2.2.1. No player may participate in any NWMHA activities unless that player is properly registered with NWMHA.

5.2.2.2. All requests for player withdrawals must be submitted in writing to the Registrar.

5.2.2.3. Withdrawal forms are available online through the NWMHA website.

5.2.2.4. Withdrawal requests and refunds are reviewed on a case-by-case basis by the Financial Assistance Committee. Decisions by the Financial Assistance Committee not subject to appeal.

5.2.2.5. **Refund guidelines:** The Committee will apply the following guidelines when reviewing refund requests:

5.2.2.5.1. Registration Fees:

- Withdrawal before September 1st: A \$100 Administration Fee will be applied.
- During the month of September: 50% will be refunded.
- After September 30th: No refunds will be provided.

5.2.2.5.2. Rep Evaluation Fees:

- Withdrawal on or before June 15th: 100% will be refunded.
- Withdrawal after June 15th: No refunds will be provided.

5.2.2.5.3. Medical Considerations: Withdrawals for medical reasons may be granted special consideration provided they are supported by appropriate documentation.

5.2.2.5.4. New To Hockey: Beginner players (first year in hockey) at any age may participate in up to 5 ice times and receive a partial refund. The refund considers the administrative and insurance costs as well as the percentage of the season remaining.

5.2.2.5.5. Disciplinary Matters: No refunds will be considered for any player who themselves or their family members are involved in disciplinary matters.

5.2.2.5.6. Transfers to Sanctioned Higher Level Teams: Players who obtain a release from NWMHA to play with a sanctioned higher-level team on or before October 31st, will receive a full refund of their registration and tryout fees, provided they have not participated in any NWMHA sessions.

5.3. **Financial Assistance**

- There are several external organizations that offer grants or bursaries that can be applied against outstanding registration fees. These grants may not fund 100% of the registration fees owing. Costs related to equipment, 'A' team tryout fees, and team fees may not be eligible for grant assistance.
- Some organizations that offer grants for hockey registration include Athletics 4 Kids (A4K), Jumpstart, Kid Sport Canada, Hockey Canada Foundation Assist Fund.
- For detailed information about each organization, including eligibility criteria, application deadlines, and the amount of funding they provide, please visit their respective websites.
- If a player is seeking to have their registration fees paid in full or part by an external organization, proof of your application for financial assistance must be forwarded to the Treasurer to comply with policy 5.2.1.

5.3.1. NWMHA Financial Assistance Fund

5.3.1.1. The NWMHA is committed to ensuring that financial constraints do not hinder our members' participation in hockey. We understand that some individuals may have exhausted all other options for financial assistance or may not qualify for funding from other organizations. In such cases, NWMHA offers the Financial Assistance Fund to provide additional relief.

5.3.1.2. Methods of Relief:

- Extended Payment Plan: NWMHA may offer the option of an extended payment plan to help ease the burden of registration fees.
- Special Subsidy: In unique cases, a special subsidy may be provided to eligible members.

5.3.1.3. Application Process: Applicants to the NWMHA Financial Assistance Fund must: (1) Contact the Treasurer, (2) provide proof of applications made to other funding organizations, (3) share the outcomes of those applications, and (4) specify the nature and amount of financial assistance requested.

5.3.1.4. Review Process: Requests for financial assistance are reviewed by the Financial Assistance Committee. The amount of funding available in any given year depends on the resources at our disposal and the number of applicants seeking assistance. All decisions made by the committee are considered final.

5.4. Prevention of Harassment and Abuse

5.4.1. The New Westminster Minor Hockey Association adopts the policies set out by the Hockey Canada and the British Columbia Amateur Hockey Association with regard to abusive behaviour towards participants. We, therefore, adopt as our policy the following:

- 5.4.1.1. There shall be no abuse or neglect, whether physical, emotional or sexual of any participant in New Westminster Minor Hockey programs. Every parent and volunteer member will take reasonable steps to safeguard the welfare of the participants of hockey and to protect all participants from any kind of maltreatment.
- 5.4.1.2. Harassment in all its forms will not be tolerated during the course of any hockey activity or program. All volunteers, on-ice officials, off-ice officials, parents, guardians and team officials are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment and following local and national policy guidelines for reporting or responding to more serious complaints of harassment. Players and other participants are expected to refrain from harassing behaviour and are encouraged to report incidents of harassment.

5.5. Lifetime Members

5.5.1. Life membership may be bestowed upon any member of the Association for distinctive services. Nominations for life membership must be made by an executive member and be submitted to the executive along with a supporting resume at the last regular meeting of the executive of the current season. Such approvals and briefs shall be attached and become part of the minutes of the Annual General Meeting of the Association. Life members will have voting privileges at all duly constituted general meetings.

5.6. Trophies For Tournaments

5.6.1. Although the number of trophies for tournaments will vary from time to time, it is a policy of this Association that:

- 5.6.1.1. If there are twelve or more teams in a tournament, trophies will be awarded to the teams finishing in the top four places.
 - 5.6.1.2. If there are fewer than twelve teams, trophies will be awarded to the teams finishing in the top three places only.
- 5.6.2. In the lower divisions (U13 and younger), each player may receive a t-shirt, draw prize or something of a similar nature, but not all players shall receive trophies.

5.7. Financial Assistance Committee

- 5.7.1. The committee will consist of the Treasurer, the Registrar and the President.
- 5.7.2. All meetings of the committee are completely confidential.
- 5.7.3. The mandate of the committee is to review and decide on any requests for financial assistance.

5.8. Scholarship Committee

- 5.8.1. The scholarship committee will consist of the Treasurer (Chair), the President, the U21 Division Manager, the U18 Division Manager, and the Coach Coordinator of NWMHA.
- 5.8.2. The mandate of the committee is to review and decide on the awarding of scholarships.

5.9. Awards Committee

- 5.9.1. The awards committee will consist of the U13 Division Manager, the U15 Division Manager, the U18 Division Manager, the Coach Coordinator of NWMHA and the Chairperson appointed by the Executive.
- 5.9.2. The mandate of the committee is to review and decide on the “Awards” to be presented at the NWMHA AGM or Awards Night.

6. Locker Room Policy

6.1. Supervision and Monitoring

- 6.1.1. Players should be supervised by two or more team officials (or designates) at all times (the “Two Deep Method”). At no time should a single adult be in the locker room with the player(s) – especially when players are showering or changing. This includes leaving a parent or guardian alone with his/her child.
- 6.1.2. The safety person should always treat injuries within the sight of others. If it is necessary to move to the locker room to treat the injury, another adult must be present with him/her.
- 6.1.3. Whenever possible, there shall be two female supervisors for female teams. However, if this is not possible, one female and one male supervisor would be deemed acceptable, provided that the male supervisor remains outside of the locker room (but within hearing distance) when players are changing and showering.

6.2. Co-ed Dressing

- 6.2.1. In all cases where members of a team include both male and female players, the following dress code will apply in the team locker room:
 - 6.2.1.1. Male players will not undress to less than a minimum of shorts while females are present.
 - 6.2.1.2. Female players will not undress to less than a minimum of shorts and a t-shirt while males are present.
- 6.2.2. When separate facilities exist for both male and female players, males and females shall make use of these separate facilities in order to change to the point where they can adhere to the co-ed dress code noted above. (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] locker room.)
- 6.2.3. When separate facilities do not exist for both male and female players:
 - 6.2.3.1. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
 - 6.2.3.2. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

6.3. Parents / Guardians in Locker Room

- 6.3.1. Except for parents or guardians of U7 - U11 players, we discourage all parents/guardians from entering locker rooms. If a player needs assistance with his/her uniform, if a player is injured, or if a player's disability warrants assistance, then we ask parents/guardians to inform coaches ahead of time that they will be assisting their player.
- 6.3.2. With our youngest age groups it is necessary for parents and guardians to assist players with their equipment – particularly with skate tying. We encourage parents/guardians to teach their players as soon as possible how to dress and undress independently. These young players should never undress to less than shorts and t-shirts.
- 6.3.3. In circumstances where parents or guardians are in the locker room, coaches are permitted to ask that parents/guardians leave for 15 minutes before and after the game so that coaches may speak to their team without parental distraction.
- 6.3.4. With older players, the coach may (at his/her discretion) prohibit parents and guardians from entering the locker room.

6.4. Smart Phones / Other Electronic Recording Devices

- 6.4.1. Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms as telephones, photographic or recording devices.
- 6.4.2. If phones or other mobile devices must be used, they should be taken outside of the locker room.
- 6.4.3. As much as possible, we encourage our players who own smart phones or other mobile devices to not bring them into the locker room. If, however, it is necessary to do so, they should not be used in the locker room for any reason – even to check texts or voice mail.
- 6.4.4. Coaches may, on occasion, choose to use video playback as an instructional tool. This is an acceptable use of technology in the locker room by the coach only – provided that it is confined to playback mode. No recording of any kind may occur in the locker room.

6.5. Miscellaneous Supervisory Policies

- 6.5.1. Road Trips: Team personnel and players should not share accommodation, regardless of the potential cost saving or other seeming benefits, unless the Two Deep Method is observed.
- 6.5.2. Physical Contact: Team personnel should, in general, avoid touching a player. The comfort level and dignity of the player should always be a priority. Any touch should be limited to “safe areas” such as hand to shoulder.
- 6.5.3. Supervision in Sport and Training Facilities: No player should ever be left to wait unsupervised in any sport or training facility. Parents and guardians are not to leave their player unsupervised, nor leave their player alone with a single team official. The Two Deep Method must always be observed.

7. Tournament Policy

7.1. NWMHA Hosted Tournament:

- 7.1.1. All U11 C Teams are to participate in the NWMHA Bobby Love “C” Tournament scheduled in March for each hockey season.
- 7.1.2. All U13 C Teams are to participate in the NWMHA Al Hughes “C” Tournament scheduled in March for each hockey season.
- 7.1.3. All U18 C teams and U13 Rep Teams (including any A2 team) and all C Teams are to participate in the NWMHA Herb House Tournament (A and C divisions) scheduled in December of each season.

- 7.1.4. Parents/guardians of players who participate in the New Westminster-hosted tournaments will assist in the coordination of the tournament (e.g. volunteering for the tournament committee, running the clock, scoresheet). Players of families who do not assist may not be permitted to play in the tournament or their families will be subject to a fine. The decision will be made by a committee consisting of the Tournament Director, President and Treasurer of NWMHA.

7.2. Out of Town Tournaments:

- 7.2.1. In order to apply and participate in any hockey tournament requiring overnight stays, a team must request a permission letter from the President of NWMHA. This request should be made in writing a minimum of 4 weeks prior to the tournament and must include the following information:
- 7.2.1.1. Team Name, Head Coach, Dates of Tournament, City, Province/State, Arena or Arena Name, Name of Tournament, Host Association Name
- 7.2.2. In order to keep team costs to an affordable amount for every player, the President of NWMHA will approve one away tournament requiring overnight stays per A and C Teams in each division per hockey season. Any team wanting to enter a second tournament requiring overnight stays must submit a request to the President a minimum of six weeks in advance of the tournament outlining justification for the second tournament, evidence of parental support and detailing all associated costs. Note: Teams are expected to fundraise, so the justification shows that there is unanimous parental support for this second 'away' tournament. We recognize that some players' families will simply 'cut a cheque'; however, some initiative needs to be demonstrated to the association thus ensuring that no single player's family is unduly penalized by a team decision.

7.3. Tournament Subsidies:

- 7.3.1. NWMHA strives to provide each A Team and C Team a subsidy towards the cost of one hockey tournament (amount to be confirmed each September, dependent upon the association's budget for the upcoming hockey season).

Appendix I

EVALUATION, SELECTION, AND BALANCING PROCESS

("A" TEAMS, "C" TEAMS, "MAJOR" TEAMS, AND "MINOR" TEAMS)

APPENDIX 1: TABLE OF CONTENTS

| | |
|--|-----------|
| 1. CLASSIFICATION OF TEAMS..... | 24 |
| 1.1. Divisions..... | 24 |
| 1.2. "A1" Teams in U11, U13, U15, and U18 | 24 |
| 1.3. "A2" Teams in U11, U13, U15, and U18 | 24 |
| 1.4. "C" Teams in U11, U13, U15, and U18 | 25 |
| 1.5. "A" and "C" Teams in U21 | 25 |
| 1.6. Major and Minor Teams in U7 and U9 | 25 |
| 2. EVALUATION & SELECTION PROCESS FOR “A” TEAMS IN U11, U13, U15, and U18 | 26 |
| 2.1. General | 26 |
| 2.2. Pre-Evaluation and Selection Process Activities | 26 |
| 2.3. Three-Stage Process | 31 |
| 2.4. Stage 1 – Independent Evaluation of Players Trying Out for All "A" Teams..... | 31 |
| 2.5. Stage 2 – Final Formation of "A1" Teams..... | 37 |
| 2.6. Stage 3 – Final Formation of "A2" Teams (If Any) | 38 |
| 2.7. Communication of Stage 2 and Stage 3 Releases | 40 |
| 2.8. Assistant Coaches and Team Officials for "A" Teams..... | 41 |
| 2.9. Mandatory Attendance at "A" Team Tryouts..... | 41 |
| 2.10. Self-Releases from Evaluation and Selection Process | 44 |
| 2.11. Taxi Squads | 46 |
| 2.12. De-Carding of "A" Players | 46 |
| 2.13. Appeals of Releases..... | 48 |
| 3. FORMATION AND BALANCING OF "C" TEAMS IN U11, U13, U15, AND U18..... | 49 |
| 4. FORMATION AND BALANCING OF "MAJOR" AND "MINOR" TEAMS IN U7 AND U9 | 51 |

1. CLASSIFICATION OF TEAMS

1.1. DIVISIONS

1.1.1. In accordance with the Pacific Coast Amateur Hockey Association (the "**PCAHA**") Rules and Regulations for Minor Hockey (the "**PCAHA Rules**"), the Association shall divide its players into the following divisions ("**Divisions**");

1.1.1.1. "U7", which shall be open to players 6 years old and younger on December 31 of the applicable playing season ("**U7**");

1.1.1.2. "U9", which shall be open to players 8 years old and younger on December 31 of the applicable playing season ("**U9**");

1.1.1.3. "U11", which shall be open to players 10 years old and younger on December 31 of the applicable playing season ("**U11**");

1.1.1.4. "U13", which shall be open to players 12 years old and younger on December 31 of the applicable playing season ("**U13**");

1.1.1.5. "U15", which shall be open to players 14 years old and younger on December 31 of the applicable playing season ("**U15**");

1.1.1.6. "U18", which shall be open to players 17 years old and younger on December 31 of the applicable playing season ("**U18**"); and

1.1.1.7. "U21", which shall be open to players 20 years old and younger on December 31 of the applicable playing season ("**U21**").

1.2. "A1" TEAMS IN U11, U13, U15, AND U18

1.2.1. In each of U11, U13, U15, and U18, the Association shall form at least one primary "A" team in each playing season, for which players shall be selected in accordance with the process set forth in Section 2 below ("**A1**").

1.3. "A2" TEAMS IN U11, U13, U15, AND U18

1.3.1. In any of U11, U13, U15, or U18, the Association may, but is not required to, form a secondary "A" team ("**A2**") in a playing season.

1.3.2. The determination on whether the Association will form an "A2" team in a Division in any playing season will be made in accordance with the process set forth in Section 2.4.12 below.

1.3.3. If it is determined that an "A2" team will be formed in a Division in any playing season, the players for the "A2" team shall be selected in accordance with Section 2 below.

1.4. "C" TEAMS IN U11, U13, U15, AND U18

- 1.4.1. In each of U11, U13, U15, and U18, the Association shall form at least one "C" team. Any players who are not selected for an "A1" team or an "A2" team (if any) in a Division shall be assigned to a "C" team in the Division.
- 1.4.2. Where the Association has more than one "C" team in a Division, these "C" teams shall be equally competitively balanced, meaning that they shall be balanced on the basis of the skill level of the players and their competitive strength. The process that shall be followed for balancing multiple "C" teams in a Division is set forth in Section 3 below.

1.5. "A" AND "C" TEAMS IN U21

- 1.5.1. In U21, the Association may, but is not required to, form an "A1" team, for which players shall be selected in accordance with Section 2 below.
- 1.5.2. The determination on whether to form an "A1" team in U21 shall be made at the discretion of the Executive of the Association.
- 1.5.3. In the event that the Association elects not to form an "A1" team in U21, all players in U21 shall be allocated to one or more "C" teams in the Division.
- 1.5.4. Where the Association has more than one "C" team in U21, these "C" teams shall be equally competitively balanced, meaning that they shall be balanced on the basis of the skill level of the players and their competitive strength. The process that shall be followed for balancing multiple "C" teams in U21 is set forth in Section 3 below.

1.6. MAJOR AND MINOR TEAMS IN U7 AND U9

- 1.6.1. In each of U7 and U9, the Association may, but is not required to, divide its players into "proficient" or "major" teams ("**Major Teams**") and "developing" or "minor" teams ("**Minor Teams**") in accordance with the PCAHA Rules.
- 1.6.2. The determination on whether to form Major Teams and Minor Teams in U7 and/or U9 in a playing season shall be made in accordance with the process set forth in Section 4 below.
- 1.6.3. In the event that the Association determines to form Major Teams and Minor Teams in U7 and/or U9 in a playing season, they shall be formed in accordance with the process set forth in Section 4 below.
- 1.6.4. In the event that the Association determines to form more than one Major Team and/or more than one Minor Team in U7 or U9, the applicable Major Teams shall be equally competitively balanced and the applicable Minor Teams shall be equally competitively balanced.
- 1.6.5. In the event that the Association determines not to form Major Teams and Minor Teams in either or both of U7 and/or U9, all teams in the applicable Division shall be equally competitively balanced, meaning that they shall be balanced on the basis of the skill level of the players and their competitive strength.

- 1.6.6. In accordance with the PCAHA Rules, "All-Star", "Rep", or "Select" teams of any kind are strictly prohibited in U7 and U9. Any team official or other individual organizing or attempting to organize an "All-Star", "Rep", or "Select" team in U7 or U9, shall be subject to discipline and suspension, at the discretion of the Executive of the Association.

2. EVALUATION & SELECTION PROCESS FOR "A" TEAMS IN U11, U13, U15, AND U18

2.1. GENERAL

- 2.1.1. This Section 2 sets forth the process that will be followed by the Association to evaluate and select players for the Association's "A" teams in U11, U13, U15, U18, and U21 (if any).
- 2.1.2. At all times, all players seeking to be selected for "A" teams shall be evaluated and selected objectively, impartially, consistently, and transparently, and shall be given a fair and equal opportunity to be evaluated and selected.
- 2.1.3. At all times, all players seeking to be selected for "A" teams shall be evaluated and selected for "A" teams based exclusively on their performance, skill level, and compete level as demonstrated during the evaluation and selection process described in this Section 2, without reference to any extraneous factors or criteria such as past performance, relationships with coaches, relationships with team officials, relationships with the Executive of the Association, relationships with players or parents of players, financial incentives, or otherwise.
- 2.1.4. Under no circumstances will an individual with any actual or perceived conflicts of interest be permitted to participate in the evaluation and selection of players for an "A" team in a Division. Without limiting the generality of the foregoing, at no point shall any individual with any relationship with any player trying out for an "A" team in a Division be permitted to participate in the evaluation or selection of any players for an "A" team in that Division or be permitted to communicate with the individuals responsible for the evaluation or selection of players for an "A" team in that Division, subject to those individuals who need to communicate with them to effect the evaluation and selection process. In the event of any dispute over whether an individual has an actual or perceived conflict of interest that would preclude that individual from participating in the evaluation or selection of players for an "A" team in a Division, the dispute shall be resolved by the Executive of the Association.

2.2. PRE-EVALUATION AND SELECTION PROCESS ACTIVITIES

- 2.2.1. Registration and Pre-Selection Process Requirements: In order to be considered for selection to an "A" team and to participate in the evaluation and selection process set out in this Section 2:
 - 2.2.1.1. players must indicate their intent to tryout for an "A" team and pay the applicable tryout fee by no later than the date communicated by the Registrar each year;
 - 2.2.1.2. players must indicate whether they are trying out as a skater or as a goaltender. A player who elects to try out as a skater in U15, U18, or U21 must also indicate a preference to play either forward or defence;
 - 2.2.1.3. players must be fully registered with the Association and have paid all required fees, including registration fees and tryout fees;

- 2.2.1.4. players in U15, U18, or U21 who have not previously played in hockey where bodychecking was permitted must provide written proof of completion of a bodychecking clinic from a qualified organization;
 - 2.2.1.5. at least one parent or guardian of every player trying out for an "A" team must review the President Letter defined in Section 2.2.8 below;
 - 2.2.1.6. at least one parent or guardian of every player trying out for an "A" team must attend or review a recording of the Mandatory Parent Meeting described in in Section 2.2.9 below; and
 - 2.2.1.7. at least one parent or guardian of every player trying out for an "A" team must sign a form acknowledging that: (a) they have reviewed and understood the President Letter; (b) they have attended or reviewed a recording of the Mandatory Parent Meeting; and (c) they will complete the "Respect in Sport for Parents" program by no later than October 15, failing which their child or children will be suspended from participating further with an "A" team until such time as they have completed the program (the "**Acknowledgment Form**").
- 2.2.2. Disqualification for Failure to Complete Registration and Pre-Selection Requirements: Compliance with the requirements set out in Section 2.2.1 above shall be confirmed by the Division Manager for each Division prior to the commencement of the evaluation and selection process in Section 2.4 below. If any of the requirements set out in Section 2.2.1 above have not been completed by a player and/or his or her parents or guardians (as applicable) prior to the commencement of the evaluation and selection process in Section 2.4 below, such player shall not be permitted to participate in the process and shall be disqualified from consideration for any of the Association's "A" teams for that playing season.
- 2.2.3. Appointment of Independent Evaluation Committee
- 2.2.3.1. Prior to the commencement of the evaluation and selection process for the Association's "A" teams, the President or a delegate of the President shall identify and appoint independent third-party evaluators who shall act as an independent evaluation committee for each Division (the "**Independent Evaluation Committee**").
 - 2.2.3.2. The Independent Evaluation Committee for each Division shall consist of at least two independent third-party evaluators qualified to evaluate the performance, skill, and compete level of skaters (the "**Independent Skater Evaluators**"), and at least one independent third-party evaluator qualified to evaluate the performance, skill, and compete level of goaltenders (the "**Independent Goalie Evaluator**").
 - 2.2.3.3. No members of the Association, parents or guardians of players in the Association, the Executives of the Association, or any coaches in the Association may be part of an Independent Evaluation Committee, and no members of an Independent Evaluation Committee in a Division may have any pre-existing relationship with any players trying out for an "A" team in that Division, the parents or guardians of any players trying out for an "A" team in that Division, or the coaches in that Division.

- 2.2.3.4. In the event that a player, parent, guardian, or coach has a pre-existing relationship with a member of the Independent Evaluation Committee, such player, parent, guardian, or coach shall report that fact to the President of the Association. Thereafter, the Executive of the Association shall, in its sole discretion, determine whether the pre-existing relationship is of such a nature that it should preclude that individual from participating on such Independent Evaluation Committee, or whether measures should be introduced to mitigate any actual or perceived conflicts of interest that may arise from such pre-existing relationship. The decision of the Executive of the Association in this regard shall be final and not subject to appeal.

2.2.4. Identification of Team Size for "A" Teams

- 2.2.4.1. Prior to the commencement of the evaluation and selection process set out in Section 2.4 below, the President shall, in consultation with the Registrar, the Ice Allocator, and the applicable Division Manager, identify the number of players each "A" team will have in each Division (the "**Team Size**"), subject to Sections 2.2.4.2 to 2.2.4.4 below.
- 2.2.4.2. All teams in a Division, including all "A" teams and "C" teams, must have an equal number of players, subject to "A" teams being permitted to carry up to two more players or one fewer player than "C" teams, as determined by the President pursuant to Section 2.2.4.1 above.
- 2.2.4.3. All teams in a Division, including all "A" teams and "C" teams, must have a minimum number of one goaltender. If there are a greater number of goaltenders in a Division than there are teams, "A" teams and "C" teams may carry up to two goaltenders, in which event each goaltender must be given the opportunity to play an equal number of games as the other. The decision on which team(s) shall carry more than one goaltender shall be made by the President, in consultation with the Registrar, the Ice Allocator, the applicable Division Manager, and the Independent Goalie Evaluator.
- 2.2.4.4. For the avoidance of doubt, it is the President, in consultation with the Registrar, the Ice Allocator, and the applicable Division Manager, that shall exclusively determine the number of players and goaltenders each "A" team and "C" team in a Division will carry in any given playing season in accordance with Section 2.2.4.1 above. In exceptional circumstances only, the Executive of the Association may, in its sole discretion, and on the application of an A1 Final Selection Committee (defined in Section 2.5.1 below) or A2 Final Selection Committee (defined in Section 2.6.2 below), allow an "A" team to carry a greater or fewer number of players than set out in Section 2.2.4.2 above.

2.2.5. Preparation Sessions

- 2.2.5.1. Prior to the commencement of the evaluation and selection process set out in Section 2.4 below, the Association shall endeavour to run preparation sessions in the month of August for each Division that all players in a Division will be permitted, but not mandated, to attend (the "**Preparation Sessions**").
- 2.2.5.2. The dates of the Preparation Sessions shall be determined by the Ice Allocator, in consultation with the Division Managers.

- 2.2.5.3. Once the dates of the Preparation Sessions have been determined, they shall be circulated by the applicable Division Manager to the families of each player in the Division, and shall be organized by the Division Manager.
- 2.2.5.4. The focus of the Preparation Sessions shall be on conditioning, skating, and skill refinement, and they will be run by volunteer coaches who may not include the Head Coaches of any "A" teams in the same Division.
- 2.2.5.5. Under no circumstances shall a player's attendance at or performance in the Preparation Sessions play any role whatsoever in the evaluation or selection of a player for an "A" team in that playing season.

2.2.6. Assignment of Pinnie Numbers

- 2.2.6.1. Prior to the commencement of the evaluation and selection process, each player trying out for an "A" team will be assigned a numbered pinnie at random by the applicable Division Manager which they will wear for each on-ice session during Stage 1 of the evaluation and selection process set forth in Section 2.4 below.
- 2.2.6.2. At no point during Stage 1 of the evaluation and selection process will the name of a player be disclosed to the Independent Evaluation Committee, and the only identifying information that will be made available to the Independent Evaluation Committee during Stage 1 will be the player's pinnie number.
- 2.2.6.3. At the commencement and conclusion of each on-ice session in a Division during Stage 1, the applicable Division Manager shall distribute and collect pinnies from players participating in such on-ice sessions, so that they may be washed by the applicable Division Manager between and after each session, time permitting.

2.2.7. Permitted Equipment for Selection Process

- 2.2.7.1. During Stage 1 of the evaluation and selection process set forth in Section 2.4 below, players must wear all required protective equipment. Any player found not wearing all required protective equipment must be sent off the ice and must not be permitted to return until he or she has put on the missing required protective equipment.
- 2.2.7.2. All skaters and goaltenders shall attend tryouts with neutral-coloured jerseys, neutral-coloured socks, white or black stick tape, and a black helmet with no identifying information. Any equipment with team colours, team logos, or names may not be worn during tryouts, or must be covered.
- 2.2.7.3. The Division Manager for each Division shall be responsible for ensuring that all players participating in Stage 1 have the appropriate equipment and attire as required in this Section 2.2.7.

2.2.8. President Letter to Parents

- 2.2.8.1. Prior to the commencement of the evaluation and selection process, the President shall prepare a letter addressed to the parents of players trying out for "A" teams summarizing

the process to be followed, and enclosing a copy of this Section 2 and the Acknowledgment Form (the "**President Letter**").

- 2.2.8.2. The Division Manager for each Division shall ensure that the President Letter is provided to the players, parents, and guardians of each player trying out for an "A" team.

2.2.9. Mandatory Parent Meeting

- 2.2.9.1. Prior to the commencement of the selection process, the President and the Coaching Coordinator, or delegates of the President and Coaching Coordinator, shall carry out a parent meeting to be attended by at least one parent or guardian of each player trying out for an "A" team for the purpose of summarizing the process to be followed in the selection process and to answer any questions parents or guardians may have (the "**Mandatory Parent Meeting**").
- 2.2.9.2. The Mandatory Parent Meeting must be attended by at least one parent or guardian for each player trying out for an "A" team. If a parent or guardian is unable to attend the Mandatory Parent Meeting, a video-recording of the Mandatory Parent Meeting must be reviewed by such parent or guardian prior to the commencement of the evaluation and selection process set out in this Section 2.4 below.
- 2.2.9.3. The Division Manager for each Division shall confirm that the parent or guardian of each player trying out for an "A" team has attended or reviewed a recording of the Mandatory Parent Meeting.

2.2.10. Notification of Tryout Session Dates

- 2.2.10.1. The dates on which the evaluation and selection process for Stage 1 set out in Section 2.4 below for each Division shall be determined by the Ice Allocator, in consultation with the applicable Division Manager.
- 2.2.10.2. In August of each playing season, the Division Manager for each Division shall notify the family of each player trying out for an "A" team in that Division of the dates and times on which Stage 1 of the evaluation and selection process will take place for that Division.

2.2.11. Identification of Volunteer Coaches and Drills for Stage 1 of the Evaluation and Selection Process

- 2.2.11.1. In August of each playing season, the Division Manager for each Division shall identify and organize volunteer coaches who shall run the on-ice sessions during Stage 1 of the evaluation and selection process set out in Section 2.4 below.
- 2.2.11.2. The drills that will take place in Stage 1 shall be standardized for all players in a Division, and shall be developed by the Independent Evaluation Committee and the Coaching Coordinator. The Division Manager for each Division shall ensure that the drills and intra-squad scrimmages that will be carried out during Stage 1 of the evaluation and selection process are organized at least one week prior to the commencement of Stage 1 set out in Section 2.4 below.

- 2.2.11.3. At least one week prior to the commencement of Stage 1 of the evaluation and selection process set out in Section 2.4 below, the Division Manager for each Division shall provide the family of each player trying out for an "A" team in that Division details of the drills and intra-squad scrimmages that will be carried out during Stage 1 of the evaluation and selection process.

2.3. THREE-STAGE PROCESS

- 2.3.1. The evaluation and selection process for "A" teams shall be undertaken in three stages:
 - 2.3.1.1. Stage 1, which shall consist of an independent evaluation of all players trying out for any "A" team in each Division by the Independent Evaluation Committee, to identify the top 13-23 skaters and top 1-3 goaltenders in each Division who will proceed to Stage 2, as set out in Section 2.4 below;
 - 2.3.1.2. Stage 2, which shall include the final formation of "A1" teams from the top 13-23 players and top 1-3 goaltenders who advanced from Stage 1, as set out in Section 2.5 below; and
 - 2.3.1.3. Stage 3, which shall include the final formation of "A2" teams, if any, from the remaining top 13-23 skaters and top 1-3 goaltenders identified in Stage 1 who were not selected for "A1" teams in Stage 2, as set out in Section 2.6 below.

2.4. STAGE 1 – INDEPENDENT EVALUATION OF PLAYERS TRYING OUT FOR ALL "A" TEAMS

- 2.4.1. General: Stage 1 of the selection process shall consist of the evaluation of all players trying out for any "A" team in each Division by the Independent Evaluation Committee, for the purpose of identifying the top 13-23 skaters and top 1-3 goaltenders who will advance to Stage 2 of the selection process and, if necessary, Stage 3 of the selection process.
- 2.4.2. Timing: Subject to the availability of ice, the Association shall endeavour to commence Stage 1 on the Tuesday immediately following Labour Day and complete it on the Sunday immediately following Labour Day, except in circumstances in which the Executive of the Association believes it is in the best interest of the Association for Stage 1 to be carried out on earlier or later dates. At the latest, however, Stage 1 must be completed by no later than three days prior to the PCAHA team declaration deadline.
- 2.4.3. Conflicts of Interest
 - 2.4.3.1. The evaluation of players in Stage 1 will be carried out exclusively by the Independent Evaluation Committee, without any input or interference by the Executive of the Association, the Association's coaches, or any of the Association's players or their families, with the aim of arriving at an independent, objective, impartial, and fair evaluation of all players trying out for an "A" team and to avoid any actual or perceived conflicts of interest.

- 2.4.3.2. The identity of the Independent Evaluation Committee shall be kept confidential from players, the parents or guardians of players, and coaches until immediately prior to the commencement of Stage 1. In the event that a player, a parent or guardian of a player, or a coach discovers that he or she has a pre-existing relationship with a member of the Independent Evaluation Committee, this shall be immediately disclosed to the President of the Association so that a determination can be made pursuant to Section 2.2.3.4.
- 2.4.3.3. Any direct or indirect communications between any players or the family members of players with any member of the Independent Evaluation Committee during Stage 1 are strictly prohibited to avoid any actual or perceived conflicts of interest, and members of the Independent Evaluation Committee shall be kept separate and sequestered from players and their families during the Stage 1 process to minimize the risk of any such communications occurring. If it is discovered that any player or family member of a player has communicated or attempted to communicate with any member of the Independent Evaluation Committee during the Stage 1 process, that player will be subject to discipline by the Executive of the Association, including but not limited to potential disqualification from any of the Association's "A" teams for a full playing season.
- 2.4.3.4. Any direct or indirect communications between any coaches of "A" teams and any member of the Independent Evaluation Committee during Stage 1 are strictly prohibited to avoid any actual or perceived conflicts of interest, and members of the Independent Evaluation Committee shall be kept separate and sequestered from coaches of "A" teams during the Stage 1 process to minimize the risk of any such communications. If it is discovered that any coach of an "A" team has communicated or attempted to communicate with any member of the Independent Evaluation Committee during the Stage 1 process, that coach will be subject to discipline by the Executive, including but not limited to potential disqualification from coaching any of the Association's "A" teams for a full playing season.
- 2.4.3.5. In the event that a parent coach is selected to act as a Head Coach of an "A" team, the child of that coach shall not automatically qualify for an "A" team, and will be evaluated no differently than any other child trying out for an "A" team in accordance with this Section 2.

2.4.4. Stage 1 Sessions – U11

- 2.4.4.1. For U11, Stage 1 shall consist of four on-ice sessions, including two individual skill assessment sessions and two intra-squad scrimmages, that are to be organized by the Division Manager.
- 2.4.4.2. During Stage 1, each player is presumptively entitled to attend all four on-ice sessions before any releases can be made. However, the Independent Evaluation Committee may, in its sole discretion, release one or more players from the selection process after every player has had an opportunity to attend a minimum of one individual skill assessment session and one intra-squad scrimmage if:

- 2.4.4.2.1. the Independent Evaluation Committee comes to the view that safety requires that these players be released after these sessions; or
- 2.4.4.2.2. the Independent Evaluation Committee comes to the view that the players to be released are evidently not in the top 13-23 skaters or top 1-3 goaltenders who will advance to Stages 2 or 3 of the evaluation and selection process.
- 2.4.4.3. In addition to the foregoing Stage 1 sessions, goaltenders shall attend at least one separate skill assessment session at which their individual skills shall be evaluated by the Independent Goalie Evaluator.

2.4.5. Stage 1 Sessions – U13, U15, U18, and U21

- 2.4.5.1. For U13, U15, U18, and U21 (if any), Stage 1 shall consist of four on-ice sessions, including one individual skill assessment session and three intra-squad scrimmages, that are to be organized by the Division Manager.
- 2.4.5.2. During Stage 1, each player is presumptively entitled to attend all four on-ice sessions before any releases can be made. However, the Independent Evaluation Committee may, in its sole discretion, release one or more players from the selection process after every player has had an opportunity to attend a minimum of one individual skill assessment session and one intra-squad scrimmage if:
 - 2.4.5.2.1. the Independent Evaluation Committee comes to the view that safety requires that these players be released after these sessions; or
 - 2.4.5.2.2. the Independent Evaluation Committee comes to the view that the players to be released are evidently not in the top 13-23 skaters or top 1-3 goaltenders who will advance to Stages 2 or 3.
- 2.4.5.3. In U15, U18, and U21, skaters must be permitted to participate in the Stage 1 sessions at their preferred position of forward or defence.
- 2.4.5.4. In addition to the foregoing Stage 1 sessions, goaltenders shall attend at least one separate skill assessment session at which their individual skills shall be evaluated by the Independent Goalie Evaluator.
- 2.4.6. Attendance at Stage 1 Mandatory: In order to be considered for selection to an "A" team, attendance at all Stage 1 sessions applicable to a player is mandatory and failure to attend any Stage 1 session shall result in the immediate disqualification of the applicable player from playing on any of the Association's "A" teams for that playing season, subject to Section 2.9 below.
- 2.4.7. Running of Stage 1 Sessions: In accordance with Section 2.2.11 above, the Stage 1 sessions shall be run by the volunteer coaches identified and organized by the Division Manager, using the drills provided to the families of players in advance of its commencement. These volunteer coaches may not include the Head Coach of the "A1" team.

2.4.8. Viewing of Stage 1 Sessions

2.4.8.1. During the Stage 1 sessions, the parents or guardians of players may attend to watch the tryouts from a location separate and apart from the Independent Evaluation Committee as follows:

2.4.8.1.1. For Stage 1 sessions that take place at Moody Park Arena, parents may observe the Stage 1 sessions from the lobby area, but may not enter the rink area where the Independent Evaluation Committee will be carrying out their independent evaluations.

2.4.8.1.2. For Stage 1 sessions that take place at Queen's Park Arena, parents may observe the Stage 1 Sessions from seats on the Visitor side of the Arena, but may not enter the seating area on the Home side of the arena, where the Independent Evaluation Committee will be carrying out their independent evaluations.

2.4.8.2. During the Stage 1 sessions, the Head Coaches of the "A" teams may attend to watch the tryouts from a location separate and apart from the parents and guardians of players and the Independent Evaluation Committee as follows:

2.4.8.2.1. For Stage 1 sessions that take place at Moody Park Arena, Head Coaches may observe the Stage 1 sessions from the rink area of the Arena sequestered from the Independent Evaluation Committee, and may not approach or otherwise communicate with the Independent Evaluation Committee.

2.4.8.2.2. For Stage 1 sessions that take place at Queen's Park Arena, Head Coaches may observe the Stage 1 Sessions from an area on the Home side of the Arena sequestered from the Independent Evaluation Committee, and may not approach or otherwise communicate with the Independent Evaluation Committee.

2.4.8.3. The 3rd Vice President (Risk Management) of the Association, or a delegate of the 3rd Vice President (Risk Management), shall attend the Stage 1 sessions and shall be responsible for enforcing the viewing rules set forth in this Section 2.4.8.

2.4.9. Stage 1 Assessment Criteria: During Stage 1, all skaters and goaltenders will be evaluated by the Independent Evaluation Committee based on criteria to be determined by the Independent Evaluators and the Coach Coordinator prior to the commencement of Stage 1. In the event of dispute, the matter shall be escalated to the Executive of the Association for resolution.

2.4.10. Player Scores and Rankings

2.4.10.1. At the conclusion of the Stage 1 sessions, the scores of each player shall be aggregated by the Independent Evaluation Committee (the "**Player Scores**").

- 2.4.10.2. Based on the Player Scores, all of the skaters and goaltenders participating in the Stage 1 sessions shall be ranked by the Independent Evaluation Committee in descending order (the "**Player Rankings**").
- 2.4.10.3. The Independent Evaluation Committee shall also be asked to provide constructive feedback to every player participating in the Stage 1 process on potential areas for improvement that can be relayed to the players and their families at the conclusion of Stage 1 (the "**Player Feedback**").
- 2.4.10.4. The Player Scores, Player Rankings, and Player Feedback shall be sent by the Independent Evaluation Committee to the Division Manager, the President, the Coach Coordinator, and the 3rd Vice President (Risk Management).
- 2.4.10.5. The Player Scores, Player Rankings, and Player Feedback shall be kept strictly confidential. However, subject to editorial revisions made to the Player Feedback by the Division Manager, each player's Player Scores, Player Ranking, and Player Feedback shall be provided to each individual player and his or her family at the conclusion of the Stage 1 process. For the avoidance of doubt, however, the Player Scores, Player Rankings, or Player Feedback of any other player may not be provided or otherwise discussed with a player, his or her family, or otherwise.
- 2.4.11. Players Advancing to Stage 2 of the Selection Process: Based on the Team Size of "A" teams identified by the President in accordance with Section 2.2.4 above, the top 13-23 skaters and top 1-3 goaltenders identified by the Independent Evaluation Committee in the Player Rankings shall proceed to Stage 2 of the selection process set out in Section 2.5 below. The number of players proceeding to Stage 2 shall be the Team Size identified by the President pursuant to Section 2.2.4 above plus 5 skaters and 1 goaltender, or such lesser number determined by the President in the event there are a fewer number of players who participate in Stage 1 of the evaluation and selection process. For example, if the President indicates that the Team Size for an "A" team shall be 15 skaters and 2 goaltenders, the total number of players advancing to Stage 2 from Stage 1 shall be 20 skaters (15 skaters + 5 skaters) and 3 goaltenders (2 goaltenders + 1 goaltender), or such lesser number determined by the President in the event there are a fewer number of players who participate in Stage 1 of the evaluation and selection process.
- 2.4.12. Determination on Creation of "A2" Teams
 - 2.4.12.1. At the conclusion of Stage 1, an "A2 Committee" consisting of the President, the Registrar, the Coach Coordinator, and the applicable Division Manager (or their delegates) shall be formed for each Division to determine whether an "A2" team will be formed for that Division (the "**A2 Committee**").
 - 2.4.12.2. To avoid actual or perceived conflicts of interest, a Division Manager with a child eligible for inclusion on an A2 team may not sit on an A2 Committee, in which case another independent member of the Executive of the Association shall be appointed by the President to sit on the applicable A2 Committee in place and instead of the Division Manager.

2.4.12.3. The A2 Committee for each Division shall consider the following factors when determining whether to form an "A2" team in that Division:

2.4.12.3.1. whether there are a sufficient number of skaters and goaltenders in the Division who have tried out to form a full "A2" team, based on the Team Size identified by the President pursuant to Section 2.2.4 above.

2.4.12.3.2. whether there exist a sufficient number of players and goaltenders with sufficiently high overall Player Scores to form a competitive "A2" team;

2.4.12.3.3. whether there are available qualified coaches to coach an "A2" team;

2.4.12.3.4. whether the formation of an "A2" team would render the "C" teams in the Division uncompetitive, such that it would impair the development and morale of "C" team players; and

2.4.12.3.5. any other criteria the A2 Committee deems relevant.

2.4.12.4. For the avoidance of doubt, an "A2" team will not be formed in a Division unless a sufficient number of players have participated in Stage 1 of the evaluation and selection process to form two full "A" teams in accordance with the Team Size identified in Section 2.2.4 above. This means that at least two times the number of players required by Section 2.2.4 for a single "A" team in a Division must participate in Stage 1 for an "A2" team to be considered by an A2 Committee. If a fewer number of players participate in Stage 1, then no "A2" team shall be formed in that Division.

2.4.12.5. When considering whether to form "A2" teams in a Division, the applicable A2 Committee may consult with and obtain the input of the Independent Evaluation Committee.

2.4.12.6. In the event that an A2 Committee cannot reach a unanimous consensus on whether to form an "A2" team in a Division, the matter shall be referred to the Executive of the Association for its determination.

2.4.12.7. The decision on whether "A2" teams will be formed in any Division must be made by no later than the day before the team declaration deadline promulgated by the PCAHA Rules.

2.4.12.8. In the event that an A2 Committee determines to form an "A2" team in a Division, the formation of the "A2" team shall take place in accordance with Section 2.6 below, after the "A1" team in the Division has been formed in accordance with Section 2.5 below.

2.4.13. Communication of Stage 1 Releases

2.4.13.1. Any releases made during Stage 1 shall be communicated by the applicable Division Manager to the released player and his or her family by a standardized email. The applicable Division Manager shall also communicate the applicable Player Score, Player Ranking, and Player Feedback to any player released during Stage 1 when they become available. Under no circumstances are releases to be posted in a public forum.

- 2.4.13.2. In the event that an A2 Committee determines not to proceed with the formation of an "A2" team in a Division, any player released during Stage 1 and his or her family shall be advised of that fact by the Division Manager, and the applicable player shall be assigned to a "C" team in the Division.
- 2.4.13.3. In the event that an A2 Committee determines to proceed with the formation of an "A2" team in a Division, the applicable player and his or her family shall be advised of that fact by the Division Manager, and shall be informed of the expected dates on which final tryouts for the "A2" team shall take place.

2.5. STAGE 2 – FINAL FORMATION OF "A1" TEAMS

- 2.5.1. Formation of A1 Final Selection Committees: Following the conclusion of Stage 1 in Section 2.4 above, a committee shall be formed for each Division to undertake the final selection of players for the "A1" team in that Division from the players advancing from Stage 1 (the "**A1 Final Selection Committees**"). The A1 Final Selection Committees for each Division shall consist of:
 - 2.5.1.1. the Independent Skater Evaluators, or alternative Independent Skater Evaluators appointed by the President or a delegate of the President;
 - 2.5.1.2. the Independent Goalie Evaluator, or an alternative Independent Goalie Evaluator appointed by the President or a delegate of the President;
 - 2.5.1.3. the Head Coach for the Division's "A1" team; and
 - 2.5.1.4. one independent member of the Executive of the Association with no direct relationship with any of the players trying out for the "A1" team, as appointed by the President or a delegate of the President.
- 2.5.2. Stage 2 Exhibition Games:
 - 2.5.2.1. During Stage 2, each player advancing from Stage 1 will participate in exhibition games in which they will be evaluated by the applicable A1 Final Selection Committee.
 - 2.5.2.2. The exhibition games in Stage 2 shall be organized by the Division Manager, in consultation with the A1 Final Selection Committee to ensure that all members of the Committee are available to attend the exhibition games. The Division Manager shall endeavour to schedule these games well in advance of the commencement of Stage 2 to avoid any schedule conflicts for the A1 Final Selection Committee.
 - 2.5.2.3. Every player advancing from Stage 1, including all returning players, is required to play in a minimum of two exhibition games before any releases may be made.
 - 2.5.2.4. In U15, U18, and U21, skaters must be permitted to participate in the Stage 2 exhibition games at their preferred position of forward or defence.

- 2.5.3. Stage 2 Assessment Criteria: During Stage 2, all skaters and goaltenders will be evaluated by the A1 Final Selection Committee based on whatever criteria they determine to be relevant including, but not limited to, skill, positional play, positional needs, hockey sense, attitude, desire, work ethic, competitiveness, teamwork, athleticism, and fitness.
- 2.5.4. Coaching of Exhibition Games: The Head Coach of the applicable "A1" team shall act as the Head Coach in the exhibition games during Stage 2, and shall endeavour to provide every player with an equal amount of ice time and a fair and equal opportunity to demonstrate their abilities during the exhibition games. The remainder of the A1 Final Selection Committee is permitted, but is not required, to stand on the bench and be present in the dressing room prior to, during, and after exhibition games to assist the Head Coach and to otherwise observe the players who are trying out for the applicable "A1" team.
- 2.5.5. Final "A1" Team Formation
- 2.5.5.1. At the conclusion of Stage 2, the A1 Final Selection Committee for each Division shall meet and attempt to agree, by consensus, on the final "A1" team to be formed. In particular, at the conclusion of Stage 2, the A1 Final Selection Committee shall release the number of players required to achieve the Team Size determined by the President pursuant to Section 2.2.4 above. The A1 Final Selection Committee shall attempt to agree by consensus on the players to be released. In the event of any disagreement, the Independent Skater Evaluators shall have the final say on the skater(s) to be released, and the Independent Goalie Evaluator shall have the final say on the goaltender(s) to be released.
- 2.5.5.2. In no circumstances shall the Head Coach of the "A1" team be permitted to participate in the discussion or evaluation of his or her own child during Stage 2, and the Head Coach must leave the room while his or her own child is being discussed by the A1 Final Selection Committee. The evaluation and final selection or release of such player shall be made unilaterally by the remaining members of the A1 Final Selection Committee.
- 2.5.5.3. In the event that a child of the Head Coach of an "A1" team is released, the Head Coach may elect to stay on or withdraw as Head Coach of the team. In the event that the Head Coach withdraws, the Coach Coordinator shall invite other interested individuals to submit applications for Head Coach of the "A1" team. Thereafter, the Hockey Coach Selection Committee for that Division shall select a new Head Coach for such "A1" team.
- 2.5.6. Deadline to Form "A1" Teams: Stage 2 must be complete, and all "A1" teams must be formed, by no later than three (3) weeks after Labour Day in every playing season, although efforts shall be made to form those teams sooner, if possible.

2.6. STAGE 3 – FINAL FORMATION OF "A2" TEAMS (IF ANY)

- 2.6.1. Appointment of Head Coach for "A2" Team: In the event that an A2 Committee determines to form an "A2" team in a Division pursuant to Section 2.4.12 above, the Coach Coordinator shall invite interested individuals to submit applications. Thereafter, the Hockey Coach Selection Committee for that Division shall select the Head Coach for such "A2" team.

- 2.6.2. Formation of A2 Final Selection Committees: In the event that an A2 Committee determines to form an "A2" team in a Division pursuant to Section 2.4.12 above, following the conclusion of Stage 2 in Section 2.5 above, a committee shall be formed for that Division to undertake the final selection of players for the "A2" team in that Division (the "**A2 Final Selection Committees**"). The A2 Final Selection Committees for each Division shall consist of:
- 2.6.2.1. the Independent Skater Evaluators, or alternative Independent Skater Evaluators appointed by the President or a delegate of the President;
 - 2.6.2.2. the Independent Goalie Evaluator, or an alternative Independent Goalie Evaluator appointed by the President or a delegate of the President;
 - 2.6.2.3. the Head Coach for the Division's "A2" team; and
 - 2.6.2.4. one independent member of the Executive of the Association with no direct relationship with any of the players trying out for the "A2" team, as appointed by the President or a delegate of the President.
- 2.6.3. Players Advancing to Stage 3: Based on the Team Size of "A" teams identified by the President in accordance with Section 2.2.4 above, the top 13-23 skaters and top 1-3 goaltenders identified by the Independent Evaluation Committee in Stage 1 who were not selected for an "A1" team in Stage 2 shall participate in Stage 3 set out in this Section 2.5. The number of players proceeding to Stage 3 shall be the Team Size identified by the President pursuant to Section 2.2.4 above plus 5 skaters and 1 goaltender, or such lesser number of players determined by the President in the event there are a fewer number of players who participate in Stage 1 of the evaluation and selection process. For example, if the President indicates that the Team Size for an "A" team shall be 15 skaters and 2 goaltenders, the total number of players advancing to Stage 3 shall be 20 skaters (15 skaters + 5 skaters) and 3 goaltenders (2 goaltenders + 1 goaltender), or such lesser number of players determined by the President in the event there are a fewer number of players who participate in Stage 1 of the evaluation and selection process.
- 2.6.4. Stage 3 Exhibition Games:
- 2.6.4.1. During Stage 3, each player will participate in exhibition games in which they will be evaluated by the applicable A2 Final Selection Committee.
 - 2.6.4.2. The exhibition games in Stage 3 shall be organized by the Division Manager, in consultation with the A2 Final Selection Committee to ensure that all members of the Committee are available to attend the exhibition games. The Division Manager shall endeavour to schedule these games well in advance of the commencement of Stage 3 to avoid any schedule conflicts for the A2 Final Selection Committee.
 - 2.6.4.3. Every player, including any returning player, is required to play in a minimum of two exhibition games before any releases may be made.
 - 2.6.4.4. In U15, U18, and U21, skaters must be permitted to participate in the Stage 3 exhibition games at their preferred position of forward or defence.

- 2.6.5. Stage 3 Assessment Criteria: During Stage 3, all skaters and goaltenders will be evaluated by the A2 Final Selection Committee based on whatever criteria it determines to be relevant including, but not limited to, skill, positional play, positional needs, hockey sense, attitude, desire, work ethic, competitiveness, teamwork, athleticism, and fitness.
- 2.6.6. Coaching of Exhibition Games: The Head Coach of the applicable "A2" team shall act as the Head Coach in the exhibition games during Stage 3, and shall endeavour to provide every player with an equal amount of ice time and a fair and equal opportunity to demonstrate his or her abilities during the exhibition games. The remainder of the A2 Final Selection Committee is permitted, but is not required, to stand on the bench and be present in the dressing room prior to, during, and after exhibition games to assist the Head Coach and to otherwise observe the players who are trying out for the applicable "A2" team.
- 2.6.7. Final "A2" Team Formation
- 2.6.7.1. At the conclusion of Stage 3, the A2 Final Selection Committee for each Division shall meet and attempt to agree, by consensus, on the final "A2" team to be formed. In particular, at the conclusion of Stage 3, the A2 Final Selection Committee shall release the number of players required to achieve the Team Size determined by the President pursuant to Section 2.2.4 above. The A2 Final Selection Committee shall attempt to agree by consensus on the players to be released. In the event of any disagreement, the Independent Skater Evaluators shall have the final say on the skater(s) to be released, and the Independent Goalie Evaluator shall have the final say on the goaltender(s) to be released.
- 2.6.7.2. In no circumstances shall the Head Coach of the "A2" team be permitted to participate in the discussion or evaluation of his or her own child during Stage 3, and the Head Coach must leave the room while his or her own child is being discussed by the A2 Final Selection Committee. The evaluation and final selection or release of such player shall be made unilaterally by the remaining members of the A2 Final Selection Committee.
- 2.6.7.3. In the event that the child of the Head Coach of an "A2" team is released, the Head Coach may elect to stay on or withdraw as Head Coach of the team. In the event that the Head Coach withdraws, the Coach Coordinator shall invite other interested individuals to submit applications for Head Coach of the "A2" team. Thereafter, the Hockey Coach Selection Committee for that Division shall select a new Head Coach for such "A2" team.
- 2.6.8. Deadline to Form "A2" Teams: Stage 3 must be complete, and all "A2" teams must be formed, by no later than four (4) weeks after Labour Day in every playing season, although efforts shall be made to form those teams sooner, if possible.

2.7. COMMUNICATION OF STAGE 2 AND STAGE 3 RELEASES

- 2.7.1. All player releases in Stage 2 and Stage 3 are to be conducted in-person at a home arena (*i.e.*, Moody Park Arena or Queen's Park Arena) or by a telephone call to the applicable player and his or her family by the Head Coach and the Division Manager. Under no circumstances are releases to be made at away rinks, left as a voicemail, delivered by email, or posted in a public forum.

- 2.7.2. During the release of players in Stage 2 and Stage 3, the Head Coach should provide constructive feedback to the player being released and advise the player on what he or she does well and what he or she can improve upon. In all circumstances, every effort should be made to leave the player with a positive message.
- 2.7.3. In all circumstances, the Head Coach and Division Manager should be sensitive to how players are feeling when advising them of their release, and should make every effort to avoid embarrassing or criticizing a player being released.

2.8. ASSISTANT COACHES AND TEAM OFFICIALS FOR "A" TEAMS

- 2.8.1. Assistant Coaches and Team Officials: Assistant coaches and other team officials for an "A" team may not be named or participate in any way in the selection or evaluation process prior to the final formation of the applicable "A" team.

2.9. MANDATORY ATTENDANCE AT "A" TEAM TRYOUTS

- 2.9.1. Mandatory Attendance: Every player trying out for an "A" team must attend all sessions and exhibitions games applicable to that player in the evaluation and selection process, failing which such players will forfeit their opportunity to play on an "A" team for that playing season, and will be immediately assigned to a "C" team in their Division, except as provided in this Section 2.9.
- 2.9.2. Acceptable Absences: In the event that a player trying out for an "A" team is unable to attend one or more sessions or exhibition games applicable to that player during the evaluation and selection process for an "A" team for any of the following reasons, that player shall generally be excused subject to the conditions set out below:
 - 2.9.2.1. In the event that a player is unable to attend a session or exhibition game due to sickness or injury, that player must provide a letter from a physician to the Coach Coordinator and Division Manager confirming this fact in advance of the applicable session or exhibition game.
 - 2.9.2.2. In the event that a player is unable to attend a session or exhibition game due to a family emergency, that player must apply to Coach Coordinator and Division Manager in writing for permission to be excused from participating in that session or exhibition game in advance of the applicable session or exhibition game.
 - 2.9.2.3. In the event that a player is unable to attend a session or exhibition game due to a religious holiday, that player must apply to Coach Coordinator and Division Manager in writing for permission to be excused from participating in that session or exhibition game in advance of the applicable session or exhibition game.
 - 2.9.2.4. In the event that a player is unable to attend a session or exhibition game due to a conflict with a tryout for a BCEHL or Junior team, that player must apply to Coach Coordinator and Division Manager in writing in advance of the applicable session or exhibition game.

- 2.9.2.5. In the event that a player trying is unable to attend a session or exhibition game due to a work or education-related obligation, that player must provide a letter from his or her employer or educational authority to the Coach Coordinator and Division Manager confirming this fact in advance of the applicable session or exhibition game. If work or educational-related obligations require a player to miss more than one session, then the continued participation of that player in the evaluation and selection process for an "A" team shall be at the discretion of the Executive of the Association.
- 2.9.2.6. In the event that a player is unable to attend a session or exhibition game due to exceptional circumstances not identified herein, that player must apply to the Coach Coordinator and Division Manager in writing for permission to be excused in advance of the applicable session or exhibition game.
- 2.9.3. Unacceptable Absences: In no circumstances shall vacation, holiday travel, social, or similar personal commitments be considered an acceptable basis for failure to attend any sessions or exhibition games applicable to a player trying out for an "A" team, and any failure to attend a session or exhibition game for any unauthorized reason shall result in the immediate forfeiture of that player of his or her opportunity to play on an "A" team for that playing season.
- 2.9.4. Disputes over Acceptable Absences
- 2.9.4.1. In the event that the Coach Coordinator and Division Manager do not agree on whether a player's absence should be permitted, the matter shall be escalated to the Executive of the Association for final determination.
- 2.9.4.2. In the event that the Coach Coordinator and Division Manager do not provide permission for a player to miss a session or exhibition game, the applicable player may appeal the decision to the Executive of the Association within 24-hours of that decision being made by the Coach Coordinator and Division Manager for a final determination.
- 2.9.5. Process to be Followed if Absent Player Attends At Least One Skill Assessment and One Intra-Squad Scrimmage in Stage 1
- 2.9.5.1. In the event that a player is able to attend at least one skill assessment and one intra-squad scrimmage in Stage 1, that player shall be provided with a Player Score and a Player Ranking in the ordinary course by the Independent Evaluation Committee.
- 2.9.5.2. In the event the player receives a Player Ranking that would qualify that player for advancement to Stage 2 for selection to an "A1" team, and that player is unable to participate in the minimum two exhibition games due to an acceptable absence, that player shall be assigned to the "A2" team for the Division (if any) or a "C" team for that Division (if there is no "A2" team in the Division). The player will then be evaluated by the A1 Final Selection Committee for a minimum of two on-ice sessions with the "A2" or "C" team consisting of at least one practice and one game. The A1 Final Selection Committee shall then decide whether the player should be added to the applicable "A1" team. In the event of disagreement among the members of the A1 Final Selection Committee, the

Independent Skater Evaluators and the Independent Goalie Evaluators shall have the final say in respect of skaters and goaltenders, respectively.

- 2.9.5.3. In the event the player receives a Player Ranking that would qualify that player for advancement to Stage 3 for selection to an "A2" team, and that player is unable to participate in the minimum two exhibition games due to an acceptable absence, that player shall be assigned to a "C" team for that Division. The player will then be evaluated by the A2 Final Selection Committee for a minimum of two on-ice sessions with the "C" team, consisting of at least one practice and one game. The A2 Final Selection Committee shall then decide whether the player should be added to the applicable "A2" team. In the event of disagreement among the members of the A2 Final Selection Committee, the Independent Skater Evaluators and the Independent Goalie Evaluators shall have the final say in respect of skaters and goaltenders, respectively.

2.9.6. Process to be Followed if Absent Player Cannot Attend at Least One Skill Assessment and One Intra-Squad Scrimmage in Stage 1

- 2.9.6.1. In the event that a player who has indicated an intent to try out for an "A" team and has paid the tryout fee by the date indicated by the Registrar in accordance with Section 2.2.1.1 above is unable to attend at least one skill assessment and one intra-squad scrimmage in Stage 1 due to an acceptable absence, that player shall be assigned to a "C" team in the Division.

- 2.9.6.2. That player will then be evaluated by the Independent Evaluation Committee for a minimum of two on-ice sessions with the "C" team, consisting of at least one practice and one game, and assigned a Player Score and Player Ranking, as if that player had participated in Stage 1.

- 2.9.6.2.1. In the event that player receives a Player Ranking that would have qualified that player to advance to Stage 2 for selection to an "A1" team, and Stage 2 is not yet complete, that player shall then be entitled to participate in Stage 2 and be considered for selection to the "A1" team in the ordinary course.

- 2.9.6.2.2. In the event that player receives a Player Ranking that would have qualified that player to advance to Stage 2 for selection to an "A1" team, and Stage 2 is complete, that player will then be evaluated by the A1 Final Selection Committee for a minimum of two on-ice sessions with the "C" team consisting of at least one practice and one game. The A1 Final Selection Committee shall then decide whether the player should be added to the applicable "A1" team. In the event of disagreement among the members of the A1 Final Selection Committee, the Independent Skater Evaluators and the Independent Goalie Evaluators shall have the final say in respect of skaters and goaltenders, respectively.

2.9.6.2.3. In the event that player receives a Player Ranking that would have qualified that player to advance to Stage 3 for selection to an "A2" team, and Stage 3 is not yet complete, that player shall then be entitled to participate in Stage 3 and be considered for selection to the "A2" team in the ordinary course.

2.9.6.2.4. In the event that player receives a Player Ranking that would have qualified that player to advance to Stage 3 for selection to an "A2" team, and Stage 3 is complete, that player will then be evaluated by the A2 Final Selection Committee for a minimum of two on-ice sessions with the "C" team consisting of at least one practice and one game. The A2 Final Selection Committee shall then decide whether the player should be added to the applicable "A2" team. In the event of disagreement among the members of the A2 Final Selection Committee, the Independent Skater Evaluators and the Independent Goalie Evaluators shall have the final say in respect of skaters and goaltenders, respectively.

2.9.7. Deadlines for Players Unable to Participate in Tryouts Due to Acceptable Absences: Players unable to participate in evaluation and selection process due to an acceptable absence may be selected for an "A1" or "A2" team until the roster freeze deadline promulgated by the PCAHA.

2.9.8. No Releases of Players: In the event that a player with an acceptable absence is added to an "A1" or "A2" team in accordance with this Section 2.9 after such "A1" or "A2" teams have been finally formed at the conclusion of Stages 2 or 3, respectively, no players shall be released from such "A1" or "A2" teams to make room for such player, and such player shall simply be added to the applicable team. In the event that the addition of such a player to an "A1" or "A2" team would cause the applicable team to exceed the maximum number of players permitted by the PCAHA Rules, the Executive of the Association shall determine the appropriate course of action.

2.9.9. Application: For the avoidance of doubt, this Section 2.9 only applies to players who have indicated an intent to try out for an "A" team and have paid the tryout fee by the date indicated by the Registrar in accordance with Section 2.2.1.1 above.

2.10. SELF-RELEASES FROM EVALUATION AND SELECTION PROCESS

2.10.1. Self-Releases Discouraged: Decisions regarding the number of teams in each Division, the number of "A" and "C" teams in each Division, and the Team Size of each team in each Division, are based in part on the number of players who have indicated an intent to try out for an "A" team and have paid the tryout fee in accordance with Section 2.2.1.1 above. Likewise, players who participate in tryouts for "A" teams, but subsequently elect to withdraw either during the applicable tryout or after the applicable "A" teams have been formed, can cause significant difficulties and hardships for other players trying out for "A" teams and for the players on the teams they seek to join. As a result, withdrawing from the evaluation and selection process for "A" after the deadline set by the Registrar to indicate an intent to try out for an "A" team and to pay the tryout fee is strongly discouraged, and the following restrictions have been imposed to minimize the risk of this occurring:

- 2.10.1.1. In U13, U15, U18, and U21: (a) any player who withdraws from the evaluation and selection process after the deadline set by the Registrar to indicate an intent to try out for an "A" team and to pay the tryout fee pursuant to Section 2.2.1.1 above, or (b) any player who withdraws from an "A" team after having been selected for an "A" team, will not be permitted to try out for an "A" team in the Association the subsequent year.
- 2.10.1.2. In U11: (a) any player who withdraws from the evaluation and selection process after the deadline set by the Registrar to indicate an intent to try out for an "A" team and to pay the tryout fee pursuant to Section 2.2.1.1 above, or (b) any player who withdraws from an "A" team after having been selected for an "A" team, may apply for permission to the Executive of the Association to tryout in the subsequent year, which permission shall not be unreasonably withheld.
- 2.10.1.3. Any players who withdraw from the evaluation and selection process after the deadline set by the Registrar to indicate an intent to try out for an "A" team and to pay the tryout fee pursuant to Section 2.2.1.1 above shall not receive a refund for said tryout fee.
- 2.10.2. Self-Releases During Stage 2: In the event that a player who has advanced to Stage 2 elects to withdraw from the evaluation and selection process during Stage 2, the player with the highest Player Ranking from Stage 1 who did not previously advance to Stage 2 shall advance to Stage 2.
- 2.10.3. Self-Releases During Stage 3: In the event that a player who has advanced to Stage 3 elects to withdraw from the evaluation and selection process during Stage 3, the player with the highest Player Ranking from Stage 1 who did not advance to Stage 3 shall advance to Stage 3.
- 2.10.4. Self-Releases After "A" Teams Finally Formed:
 - 2.10.4.1. In the event that a player self-releases from an "A1" team after it is finally formed at the conclusion of Stage 2, the A1 Final Selection Committee shall select one of the players it released in Stage 2 and assign that player to the "A1" team. In the event that player is on an "A2" team, the A2 Final Selection Committee shall replace that player by selecting one of the players it released in Stage 3 and assign that player to the "A2" team.
 - 2.10.4.2. In the event that a player self-releases from an "A2" team after it is finally formed at the conclusion of Stage 3, the A2 Final Selection Committee shall select one of the players it released in Stage 3 and assign that player to the "A2" team.
 - 2.10.4.3. In the event that there do not exist a sufficient number of players on the release list from Stages 2 or 3 to replace a self-releasing player, then the A1 Final Selection Committee or A2 Final Selection Committee, as applicable, may select a replacement player from the highest ranked players from Stage 1 who did not advance to Stages 2 or 3, as applicable. In that event, a process for the selection of those players shall be established by the President, Coach Coordinator, and Division Manager that resembles, to the maximum extent possible, the selection process in Stages 2 and 3 above.
 - 2.10.4.4. In the event that there do not remain any players who participated in Stage 1 who can replace a player self-releasing from an "A1" or "A2" team after they have been finally formed, the President, Coach Coordinator, and the Division Manager shall do one of the following three things:

- 2.10.4.4.1. de-card the team in its entirety, establish a new "C" team, and re-distribute the players from the de-carded team to form balanced "C" teams;
- 2.10.4.4.2. organize a new evaluation and selection process to fill the available spots on the applicable "A1" or "A2" team that shall resemble, to the maximum extent possible, the selection process set out in Stages 1, 2, and 3, and invite all players in the Division to participate in that process; or
- 2.10.4.4.3. permit the applicable "A1" or "A2" team to continue with a reduced team size.
- 2.10.4.5. In the event of disagreement among the President, Coach Coordinator, and Division Manager in Section 2.10.4.4, the matter shall be determined by the Executive of the Association.

2.11. TAXI SQUADS

- 2.11.1. All of the players released during the final team formation process in Stage 2 and Stage 3 (if any) shall be allocated to a taxi squad for the applicable "A1" and "A2" teams, respectively (the "**Taxi Squads**").
- 2.11.2. Taxi Squad players shall be entitled to attend a minimum of one practice a week with their respective "A1" or "A2" teams, and shall also be entitled to attend any additional on- or off-ice practices and team functions with their respective "A1" and "A2" teams at the same additional cost incurred by "A1" and "A2" players.
- 2.11.3. Head Coaches of "A1" and "A2" teams shall make every effort to play Taxi Squad players in games in the event of any absence of an "A1" or "A2" player, as applicable, so long as those Taxi Squad players are regularly attending at least one practice a week with the applicable "A1" or "A2" team.
- 2.11.4. In the event of any absences that require the addition of players to the roster of an "A1" or "A2" team for games, Taxi Squad players regularly attending at least one practice a week with the applicable team shall be given first priority for games ahead of any call-up of affiliated players from any another team in the Association.

2.12. DE-CARDING OF "A" PLAYERS

- 2.12.1. In addition to the PCAHA Rules, the following rules shall apply to the de-carding of players on the Association's "A" teams:
 - 2.12.1.1. A Head Coach of an "A" team may apply to the Executive of the Association for permission to de-card a player in either of the following two circumstances:
 - 2.12.1.1.1. where there is a severe discipline problem associated with the applicable player; or
 - 2.12.1.1.2. where the player is not playing to the expected performance level for his or her category of "A" hockey.

- 2.12.1.2. A Head Coach may only apply to de-card a player on the basis of Section 2.12.1.1.2:
 - 2.12.1.2.1. in U15, U18, or U21, and cannot seek to de-card a player on that basis in U11 or U13;
 - 2.12.1.2.2. a maximum of two times in any given playing season; and
 - 2.12.1.2.3. prior to December 10 of any given playing season.
- 2.12.1.3. No applications may be made to de-card a player for any reason after the date promulgated by the PCAHA for the freezing of team rosters.
- 2.12.1.4. Upon receiving an application pursuant to Section 2.12.1.1, the Executive of the Association shall review and consider all surrounding circumstances and shall give the applicable player and his or her parents or guardians an opportunity to meet with the Executive, either virtually or in-person, to provide the player and his or her parents or guardians with the opportunity to be heard. Thereafter, the Executive shall make a final and binding decision on the application, which shall not be subject to appeal.
- 2.12.1.5. If the Executive of the Association grants a Head Coach's application to de-card a player, the player shall be replaced with a player from a lower "A" team in Division (if one exists) or a "C" team in the Division (if a lower "A" does not exist). To accomplish this, the A1 Final Selection Committee or A2 Final Selection Committee (as applicable) shall be re-constituted to decide what player shall replace the de-carded player. First priority shall be given to a Taxi Squad player who is attending at least one practice a week with the applicable "A" team. In the event of disagreement among the A1 Final Selection Committee or A2 Final Selection Committee (as applicable), the applicable Independent Skater Evaluators or Independent Goalie Evaluator shall have the final say.
- 2.12.1.6. In cases where a player is de-carded for disciplinary reasons pursuant to Section 2.12.1.1.1, the player shall automatically be assigned to a "C" team.
- 2.12.1.7. In cases where a player is de-carded for performance reasons pursuant to Section 2.12.1.1.2, the player shall be assigned to the lower level "A" team in the Division if one exists, or a "C" team in the Division if a lower level "A" team does not exist. If a lower level "A" team exists, the player shall be evaluated by the Head Coach of that lower level "A" team for a minimum of one practice and one game. The Head Coach of that lower level "A" team shall then decide to either keep the player for the remainder of the season, or assign the player to a "C" team. In the event the Head Coach of the lower level "A" team decides to keep the player, no players shall be released from such "A" team to make room for such player, and such player shall simply be added to the applicable team. In the event that the addition of such a player to a lower level "A" team would cause the applicable team to exceed the maximum number of players permitted by the PCAHA Rules, the Executive of the Association shall determine the appropriate course of action.

2.13. APPEALS OF RELEASES

- 2.13.1. Following his or her release from an "A" team during the evaluation and selection process, a player may appeal his or her release by submitting a notice of appeal in writing to the President (the "**Notice of Appeal**").
- 2.13.2. The Notice of Appeal must be submitted within 48 hours of the player receiving notification of his or her release. Any failure to submit a Notice of Appeal within this timeframe shall result in the immediate dismissal of an appeal, and a player waives his or her right to appeal a release after 48 hours has elapsed.
- 2.13.3. The Notice of Appeal must: (i) be made in writing, (ii) clearly state the reasons for the appeal, and (iii) be supported by evidence documenting the reasons for the appeal. No verbal appeals will be accepted, and any failure to adhere to these requirements shall result in the immediate dismissal of an appeal.
- 2.13.4. Appeals may only be based on the following grounds:
 - 2.13.4.1. a failure to adhere to the Association's evaluation and selection process set forth in this Section 2, which patently and manifestly resulted in the player being unjustly released; or
 - 2.13.4.2. the release of the player was patently and manifestly the result of impropriety, a reasonable apprehension of bias, or nepotism.
- 2.13.5. Following the receipt of an appeal, the President or a delegate of the President shall appoint a panel of three persons to review and adjudicate the appeal (the "**Panel**"), which Panel can include the President. The Panel shall be comprised of persons with no significant relationship with the appellant, who was not involved in the decisions being reviewed, and for whom there is no reasonable apprehension of bias.
- 2.13.6. Following its appointment, the Panel shall:
 - 2.13.6.1. review and consider the information and evidence provided in the Notice of Appeal;
 - 2.13.6.2. obtain information from the Independent Evaluation Committee, the A1 Final Selection Committee, and/or the A2 Selection Committee (as applicable) regarding the allegations raised in the Notice of Appeal;
 - 2.13.6.3. review the Player Scores, Player Rankings, and Player Feedback relating to the allegations raised in the Notice of Appeal; and
 - 2.13.6.4. provide the appellant with an opportunity to meet with the panel, either virtually or in-person, to provide the appellant with a further opportunity to make submissions to the Panel.

- 2.13.7. Subject to any reasonable extensions that the Panel may request from the President or a delegate of the President, the Panel shall endeavor to render a decision within 72 hours of its appointment in writing and with the reasons underlying its decision. In the event that the Panel determines that none of the grounds for appeal noted in Section 2.13.4 have been established, the appeal shall be dismissed. In the event that the Panel determines that any of the grounds for appeal noted in 2.13.4 have been established, it shall identify what the appropriate remedy should be.
- 2.13.8. The decision by the Panel shall be final and binding and not be subject to further appeal.

3. FORMATION AND BALANCING OF "C" TEAMS IN U11, U13, U15, AND U18

- 3.1. Determination on Number of "C" Teams in a Division: Once Stage 1 in Section 2.4 is complete, and the A2 Committee for a Division has decided on whether an "A2" team shall be formed in accordance with Section 2.4.12 above, the President shall, in consultation with the Registrar, the Coach Coordinator, and the Division Manager, determine the number of "C" teams that will be formed in that Division.
- 3.2. Appointment of Head Coaches for "C" Teams in a Division: Once Stage 1 in Section 2.4 is complete, and the President has determined the number of "C" teams that will be formed in that Division, the Hockey Coach Selection Committee for that Division shall select the Head Coach for each "C" team in the Division.
- 3.3. Assignment of Players to "C" Teams: All players in a Division who (i) elect not to participate in the tryout process set forth in Section 2 above, or (ii) are released at the conclusion of Stage 2 or Stage 3 (if any), shall be assigned to "C" teams in the Division.
- 3.4. Competitive Balancing of "C" Teams
- 3.4.1. In the event there is more than one "C" team in a Division, those teams shall be equally competitively balanced, meaning that they shall be balanced on the basis of the skill level of the players and their competitive strength.
- 3.4.2. To commence the balancing process, all "C" players shall be evaluated by an Independent Evaluation Committee in a minimum of one skill assessment and one intra-squad scrimmage and assigned a Player Score and Player Ranking.
- 3.4.3. Players shall then be divided by the Division Manager into squads ("**Squads**"), based on the Player Scores and Player Rankings, with the goal of developing balanced "C" Squads that are equally competitively balanced. In the event of any dispute over the formation of Squads, the matter shall be escalated to the President and Coach Coordinator for final determination.
- 3.4.4. The Squads shall thereafter play a minimum of two balancing games against one another (the "**Balancing Games**"), to ascertain whether the Squads are equally competitively balanced with one another.
- 3.4.5. If it is agreed by the Division Manager and the Head Coaches of the "C" teams that the Squads are competitively balanced, no further Balancing Games are required, and final "C" teams may be finally formed based on the Squads, subject to Section 3.5 below.

- 3.4.6. If it is agreed by the Division Manager and Head Coaches of the "C" teams that the Squads are not competitively balanced, or the Division Manager and Head Coaches disagree on whether the Squads are competitively balanced, the Division Manager and the Head Coaches shall discuss and agree on any player movements that may be required to accomplish competitively balanced Squads. In the event of disagreement, the Division Manager shall have the final say. Thereafter, two additional Balancing Games shall take place to assess whether the Squads are competitively balanced.
- 3.4.7. Following the second round of Balancing Games, the "C" teams shall be finally formed by the Division Manager, in consultation with the Head Coaches of the "C" teams, subject to Section 3.5 below.
- 3.4.8. In the event of disagreement among the Division Manager and Head Coaches regarding the formation of final "C" teams, the matter shall be escalated to the President or a delegate of the President for a final decision.
- 3.5. Additional Matters for Consideration in the Final Formation of "C" Teams: When finally forming "C" teams, the Division Manager shall also take into account (i) parent or guardian requests associated with scheduling conflicts with other activities, (ii) parent or guardian requests associated with car-pooling needs, (iii) scheduling needs of Head Coaches, (iv) the scheduling needs of potential Team Managers and Safeties, and (iv) any other criteria the Division Manager deems relevant. For the avoidance of doubt, however, none of the above shall override the requirement for equally competitively balanced "C" teams pursuant to Section 3.4.1 above.
- 3.6. Deadline for Final Formation of "C" Teams: All "C" teams shall be finally formed by no later than October 15 of each playing season.
- 3.7. Appointment of Assistant Coaches, Team Managers, and Safeties: The Division Manager shall appoint Assistant Coaches, Team Managers, and Safeties for each "C" team in a Division. However, the appointment of Assistant Coaches, Team Managers, and Safeties for "C" teams shall only take place after "C" teams have been finally formed.
- 3.8. Shared Practices
- 3.8.1. To promote further development within the Association, "C" team practices will be considered open to players from other "C" teams in the same Division in order to allow all players the opportunity to participate in multiple practices each week.
- 3.8.2. Notwithstanding Section 3.8.1, if the player to adult ratio recommended by the PCAHA or Hockey Canada is regularly exceeded at practices, the Head Coach may apply to the applicable Division Manager for permission to design a schedule that meets the needs of the applicable players and the team. In the event of any dispute, the matter shall be escalated to the President for resolution.
- 3.8.3. Players will only be permitted to attend the practices of other "C" teams if they are attending their own team practices, and Section 3.8.1 should not be interpreted as allowing players to attend the practices of other "C" teams in place and instead of their own team practices.

4. FORMATION AND BALANCING OF "MAJOR" AND "MINOR" TEAMS IN U7 AND U9

4.1. Team Sizes

- 4.1.1. At the start of the season, the President shall, in consultation with the Registrar, the Ice Allocator, and the applicable Division Manager, identify the number of players each team will have in each of U7 and U9.
- 4.1.2. All teams in each of U7 and U9, including all Major and Minor Teams, if any, must have an equal number of players. If there are an uneven number of players to form teams of equal sizes in U7 or U9, Major Teams may carry a greater number of players than Minor Teams.
- 4.1.3. In exceptional circumstances only, the Executive of the Association may, in its sole discretion, allow a Major Team to carry a fewer number of players than Minor Teams in either of U7 or U9.

4.2. Preparation Sessions

- 4.2.1. At the start of the season, the Division Manager for each of U7 and U9 shall randomly divide the players registered in the applicable Division by alphabetical order into Squads of equal sizes.
- 4.2.2. Each of those Squads shall thereafter complete a minimum of four Preparation Sessions organized by the Division Manager, the focus of which shall be on conditioning, skating, and skill refinement. The players on any Squad may attend the Preparation Sessions scheduled for their Squad, and the Preparation Sessions scheduled for any other Squad in the same Division.
- 4.2.3. The dates of the Preparation Sessions shall be determined by the Ice Allocator, in consultation with the Division Managers.
- 4.2.4. Once the dates of the Preparation Sessions have been determined, they shall be circulated by the Division Manager to the families of each player in the Division.
- 4.2.5. The Preparation Sessions shall be run by volunteer coaches identified and organized by the Division Manager.

4.3. Evaluation Sessions for Placement of Players

- 4.3.1. Following the Preparation Sessions, each player in U7 and U9 shall then be evaluated by two on-ice Independent Skater Evaluators in a minimum of one skill assessment and one intra-squad scrimmage for each player (cross-ice for U7, and half-ice for U9) (the "**Evaluation Sessions**").
- 4.3.2. The Independent Skater Evaluators shall evaluate each player based on criteria to be determined in consultation with the Division Manager, the Coach Coordinator, and the President, and based on those criteria, assign each player a Player Score of between 0 and 5, with 0 representing "beginner" and 5 representing "advanced".
- 4.3.3. The Independent Skater Evaluators shall then rank all of the players in each of U7 and U9 in descending order based on the Player Scores and assign each player a Player Rank. The Player Score and Player Rank for each player shall then be provided to the applicable Division Manager, the President, and the Coach Coordinator.

- 4.3.4. The Player Scores and Player Rankings shall be kept strictly confidential, save as to the Division Manager, the President, the Coach Coordinator, and the family of each individual player. The Player Scores and Player Rankings of any player may not be disclosed or discussed with any other player, his or her family, or with any coaches.
- 4.3.5. In the Evaluation Sessions, players will be evaluated as skaters only, and not as goaltenders.
- 4.4. Determination on Whether to Form Major and Minor Teams
 - 4.4.1. Following the Evaluation Sessions set out in Section 4.3 above, a committee for each of U7 and U9 consisting of the President, the Division Manager, and the Coach Coordinator (the "**Major/Minor Team Committees**") shall be formed to determine:
 - 4.4.1.1. whether Major and Minor Teams shall be established in the applicable Division; and
 - 4.4.1.2. if so, whether more than one Major Team shall be established in the applicable Division.
 - 4.4.2. When considering whether to form a Major Team in a Division, the Major/Minor Team Committees for each of U7 and U9 shall be guided, but not bound, by the following principles:
 - 4.4.2.1. if there exist 11 or fewer players in U7 or U9 with a minimum Player Score of 3.5, it is unlikely that any Major Teams in the applicable Division are warranted;
 - 4.4.2.2. if there exist between 12 and 23 players in U7 or U9 with a minimum Player Score of 3.5, it is likely that one Major Team in the applicable Division is warranted; and
 - 4.4.2.3. if there exist more than 24 players in a Division with a minimum Player Score of 3.5, it is likely that two Major Teams in the applicable Division are warranted.
 - 4.4.3. In making their determination, the Major/Minor Team Committees may take any other criteria they deem relevant into account, including but not limited to the impact that the formation of Major Teams may have on the morale and development of players on Minor Teams.
 - 4.4.4. In making its determination, the Major/Minor Team Committees may consult with the Independent Skater Evaluators for their input.
 - 4.4.5. In the event of disagreement among the members of the Major/Minor Team Committees on whether to form Major and Minor Teams in either of U7 or U9, the matter shall be referred to the Executive of the Association for resolution.
- 4.5. Formation of One Major Team: In the event that the Major/Minor Team Committee in either of U7 or U9 determine to form a single Major Team, the number of players assigned to the Major Team shall be based on the Team Size determined by the President pursuant to Section 4.1 above, and shall consist of the players with the highest Player Ranks. For example, if the President determines that the Team Size of teams in U7 or U9 is 18 players, then the 18 players with the highest Player Rank shall be assigned to the Major Team. The remaining players shall be assigned to the Minor Team(s).

- 4.6. Formation of Two Major Teams: In the event that the Major/Minor Team Committee in either of U7 or U9 determine to form two Major Teams, the number of players assigned to each of the Major Teams shall be the Team Size determined by the President pursuant to Section 4.1 above, and shall consist of the players with the highest Player Ranks. For example, if the President determines that the Team Size of teams in U7 or U9 is 18 players, then the 36 players with the highest Player Rank shall be divided equally between the two Major Teams. The remaining players shall be assigned to the Minor Team(s).
- 4.7. Formation of No Minor Teams: In the event that the Major/Minor Team Committee in either of U7 or U9 determine to form no Major Teams in their Division, all players in the Division shall be divided equally among Minor Teams.
- 4.8. Competitive Balancing of Multiple Major and/or Multiple Minor Teams
- 4.8.1. In the event there are multiple Major Teams in either of U7 or U9, those teams shall be equally competitively balanced with one another, meaning that they shall be balanced on the basis of the skill level of the players and their competitive strength.
- 4.8.2. In the event that there are multiple Minor Teams in either of U7 or U9, those teams shall be equally competitively balanced with one another, meaning that they shall be balanced on the basis of the skill level of the players and their competitive strength.
- 4.8.3. The balancing of multiple Major Teams and/or multiple Minor Teams shall be done by the Division Manager, in consultation with the President, on the basis of the Player Scores and Player Ranks provided to the players by the Independent Skater Evaluators, subject to Section 4.9 below.
- 4.8.4. In the event of any dispute associated with the balancing of Major Teams or Minor Teams, such dispute shall be escalated to the President for resolution.
- 4.9. Additional Matters for Consideration in the Balancing of Major and Minor Teams: When balancing multiple Major Teams or multiple Minor Teams, the Division Manager shall also take into account (i) parent or guardian requests associated with scheduling conflicts with other activities, (ii) parent or guardian requests associated with car-pooling needs, (iii) scheduling needs of potential Head Coaches, (iv) the scheduling needs of potential Team Managers and Safeties, and (iv) any other criteria the Division Manager deems relevant. For the avoidance of doubt, however, none of the above shall override the requirement for equally competitively balanced Major Teams and Minor Teams pursuant to Section 4.8 above.
- 4.10. Deadline for Final Formation of U7 and U9 Teams: All U7 and U9 teams shall be finally formed by no later than October 15 of each playing season.
- 4.11. Appointment of Head Coaches, Assistant Coaches, Team Managers, and Safeties: Once all U7 and U9 teams have been finally formed, the Hockey Coach Selection Committee for each Division shall select the Head Coach for each team in the Division. The Assistant Coaches, the Team Managers, and the Safeties for each team shall thereafter be appointed by the applicable Division Manager.

- 4.12. Further Evaluation Sessions: Following the formation of U7 and U9 teams, further evaluation sessions shall take place of U7 and U9 players by the Independent Skater Evaluators in accordance with recommendations made by the PCAHA and Hockey Canada for the purpose of assisting coaches in evaluating the progress of players and targeting the skills requiring further development.
- 4.13. Shared Practices: To promote further development within the Association, U7 and U9 team practices shall be considered open to players from other teams in the same Division in order to allow all players the opportunity to participate in multiple practices each week, in accordance with the foregoing principles:
- 4.13.1.1. If there are multiple Major Teams and multiple Minor Teams in a Division, players on each Major Team shall be entitled to attend practices of the other Major Team, and players on each Minor Team shall be entitled to attend the practices of the other Minor Team.
 - 4.13.1.2. If there is a single Major Team and multiple Minor Teams in a Division, all players on all teams in the Division shall be entitled to attend the practice of any other team in the Division.
 - 4.13.1.3. If there are multiple Major Teams and a single Minor Team in a Division, all players on all teams in the Division shall be entitled to attend the practice of any other team in the Division.
 - 4.13.1.4. If there is a single Major Team and a single Minor Team in a Division, all players on all teams in the Division shall be entitled to attend the practice of any other team in the Division.
 - 4.13.1.5. Notwithstanding Sections 4.13.1.1 to 4.13.1.4 above, if the player to adult ratio recommended by the PCAHA or Hockey Canada is regularly exceeded at practices, a Head Coach may apply to the applicable Division Manager for permission to design a schedule that meets the needs of the applicable players and the team. In the event of any dispute, the matter shall be escalated to the President for resolution.
 - 4.13.1.6. Players will only be permitted to attend the practices of other teams if they are attending their own team practices, and Sections 4.13.1.1 to 4.13.1.4 should not be interpreted as allowing players to attend the practices of other teams in their Division in place and instead of their own team practices.
- 4.14. Same Developmental Streams: The creation of Major and Minor teams is for the purpose of maximizing the developmental potential of players on both Major teams and Minor teams, and ensuring every player is given a fair and equal opportunity to maximize their development. As a result, Major teams shall not be treated as "All-Star", "Rep", "Select" or "A" teams and shall not be treated as preparatory programs for "A" teams in higher Divisions. In all circumstances, the Association shall treat Major Teams and Minor Teams as being on the same developmental pathway with one another, and shall apply the same rules, regulations and principles to each, for the purpose of maximizing the developmental potential of all players in U7 and U9.