



Team Formation Handbook

For Players, Parents, Evaluators and Board Members

Board Approved July 11, 2017

Olds Minor Hockey Mission Statement

The Olds Minor Hockey Association in active partnership with players, coaches, families and the community is committed to fostering the values of fairness, sportsmanship, safety, and leadership to all members of the OMHA.

Team Formation Objectives

- Create tiered teams as required by league regulations – Novice through Midget.
- To place all players on the team for which they are best suited, in a manner which is standardized, fair and transparent using a series of evaluation sessions.
- Create regional AA teams in Pee Wee, Bantam and Midget to compete in SCAHL
- Create regional Bantam Elite Female team to compete in Alberta Female Hockey League.

Responsibilities of Various Parties Involved

1) Olds Minor Hockey Board

- To oversee the process of team formation. Final team sizes and player distribution will be solely determined by the Board and may be adjusted at any point up until the final roster deadline as determined by Hockey Alberta. Players asked to change teams up until this deadline will be expected to do so. Team formation results will be posted in a timely manner.
- Determine Coach selection. The Head Coaches of teams competing in the SCAHL will be selected prior to evaluations. Coaches for the top tiered teams in the Pee Wee, Bantam and Midget divisions may be selected prior to evaluations. All other coaches may be named after Team Formation is completed.
- To ensure that all documentation has been received and all fees have been paid before players participate in the sessions.
- The Board will ensure the confidentiality and integrity of the information collected during the process. Confidential information will be destroyed after an appropriate time period.
- To deal with all submitted grievances in accordance with the Grievance Committee Procedure (amended Dec 11, 2013).
- Secure service of outside Evaluators to maintain impartiality of process.
- Drills will be posted on the Association website and/or on the wall across from the Association office prior to evaluations. Drills will be selected based on recommendations by the Coaches Committee.
- The Team Formation Committee will forward any reports of attempts to approach, influence or interference with any evaluator(s) before, during or after the evaluation phase of the process to the President or Grievance Committee Chair for investigation.

2) Individual Board Members

- To assist with the process in whatever appropriate manner possible.
- To excuse themselves from any situation involving their child(ren).
- To excuse themselves from any situation in which they are in conflict of interest.
- To keep information confidential.
- To support the decisions of the Committee/Board.

3) Parents

- To ensure that all necessary paperwork has been completed and fees paid before a player is allowed to participate in the team formation process..
- To ensure their child attends every session. For illness or injury, please refer to page 4, number 2, “illness or injury” section.
- To ensure that their child has all proper equipment and that it fits properly and is in good working order as per Hockey Canada’s Official Playing Rules, Section 3.
- To be aware of the expectations of the evaluation process and ensure that their child is prepared and aware of same.
- To ensure that they and their child are ready for the level of commitment expected at each level.
- Avoid having any contact whatsoever with any evaluators at any time during the evaluation process.
- Conduct themselves in a manner consistent with the OMHA Positive Participation Policy.

4) Players

- Attend every session.
- Follow the session leader instructions to the best of their abilities.
- Be ready on time, at least 15 minutes before their scheduled ice time.
- Conduct themselves in a manner consistent with the positive participation policy.

5) Evaluators

- Remain impartial during the evaluation process.
- Report any attempts to approach, influence or interfere with them before, during, or after the evaluation process to the appropriate designate. At this point, it will be submitted to the grievance committee chair for investigation as per the Grievance Committee Procedure.
- Maintain fair, consistent, and comprehensive evaluation of a player’s total hockey skills.
- Maintain confidentiality of player scores and rankings at all times.
- Ensure the confidentiality and integrity of the information collected during the process.

- Communicate only with the President, Vice President, Evaluation Coordinator or specific designates.
 - Provide Evaluation rankings and results to designated OMHA representatives in a timely, professional manner
-

Circumstances Regarding Resident Players

OMHA defines Resident players as those players who do not bring another LMHA's "numbers" as outlined in Hockey Alberta Regulation Appendix "V" – Provincial Categorization by Division. While considering the foregoing, if the player's place of residence is outside of the OMHA's defined boundary, a completed Hockey Alberta player movement form will be required at time of registration.

1)Attending Out of Town Try outs

LATE ARRIVAL: If a duly registered resident player is attending out of town try outs (AAA or as approved by the President) and is unable to attend any portion of the Olds Minor Hockey's evaluations, s/he will be allowed to participate in any remaining portion of the process. The head evaluator may, if deemed necessary, request a spot be held on the team being formed to further evaluate the late arriving player. From subsequent evaluation sessions or team play the held spot will be filled by the late arrival or the last cut from the team being formed.

MISSED ENTIRELY: If a duly registered resident player is attending out of town try outs (AAA or as approved by the president) and is unable to attend Olds Minor Hockey's evaluation sessions in their entirety, then a spot will be held on the team being formed pending the return of the player (scenario A) or notification that the player will not be returning as they have been successful in making the out of town team (scenario B).

Scenario A: If the player returns they will be placed on the lowest tiered team and the head coach of the next higher tiered team will be asked to select between the returning player and last cut from their team (the comparison player). The Coach's decision is final and is not appealable through OMHA. If the returning player is selected to move up, then the process will begin again on the next higher team.

Once a Comparison Player is selected to move up, then the last cuts from each team will move up a level.

Scenario B: All last cuts move up a team.

(The resident player must have registered with the Association, paid outstanding fees (including team formations fees if applicable) and received permission to try out to participate in out of town sessions.)

2) Illness or Injury

Any illness or injury which prevents participation in the team formation process must be reported to the Division Coordinator immediately. A doctor's note and/or other documentation will be required as part of notification. Prior to the player participating in the process or any Hockey activities, a "RETURN TO PLAY" note will also be required from the doctor. Team spots in this instance cannot be held indefinitely. A Return to Play note must authorize full participation prior to or on the second Friday in November. For the AA Regional teams, a team spot will be held up to six weeks from the first day of tryouts with a doctor note.

LATE INJURY ARRIVAL: If a duly registered Olds Minor Hockey player is injured or ill and is unable to attend any portion of the Olds Minor Hockey's evaluations, s/he will be allowed to participate in any remaining portion of the process. The head evaluator may, if deemed necessary, request a spot be held on the team being formed to further evaluate the late arriving player. From subsequent evaluation sessions or team play the held spot will be filled by the late arrival or the last cut from the team being formed.

INJURY OR ILLNESS THAT OCCURS DURING EVALUATION PROCESS: If a duly registered Olds Minor Hockey player is injured or ill and is unable to attend the remaining portion of the Olds Minor Hockey's evaluations due to an injury that occurs during the evaluation process, the Evaluators will be asked if they have had sufficient time to make an accurate assessment of the player against their peers. If the Evaluators feel that an accurate assessment has been made, the OMHA Board will review the Evaluators recommendations and vote to accept them, weighing the evaluation rankings in the sessions attended prior to the injury.

MISSED ENTIRELY DUE TO ILLNESS OR INJURY: If a duly registered Olds Minor Hockey player is injured or ill and is unable to attend Olds Minor Hockey's evaluation sessions in their entirety, then a spot will be held on the team being formed pending the return of the player and the player will be carded on the lowest tiered team. When the player is eligible to return, the head coach of the next higher tiered team will be asked to select between the returning player and last cut from their team (the comparison player). The Coach's decision is final and is not appealable through OMHA. If the returning player is selected to move up, then the process will begin again on the next higher team.

Once a Comparison Player is selected to move up, then the last cuts from each team will move up a level.

(The ill or injured player must have registered with the Association, paid outstanding fees (including tryout fees if applicable) and have provided a doctor's note.)

3) Other Circumstances

Any other circumstance not covered in 1) or 2), but which prevents participation by a player must be brought to the attention of the Team Formation Committee immediately. The Committee will rule on the legitimacy of the circumstances and may choose to impose mediating conditions or not.

Circumstances Regarding Non-resident Players

Players who do not meet the Association's resident player definition as defined above are considered "imports" for the purposes of team formation. The OMHA Board will accept applications from import players, on a case by case basis. All imports must present the appropriate, completed Hockey Alberta player movement form prior to skating. If import players participate in the evaluation process for non-AA teams and then choose to leave (unless due to injury or illness) to play in another association, without full participation up to November 1st, they will forfeit eligibility to the OMHA refund policy.

Underage Players

The Board, at its discretion and always taking player safety into consideration, may choose to allow underage players in a division in order to better balance player numbers between divisions. However, notwithstanding the preceding:

- The Olds Minor Hockey Association (OMHA) does not actively support or promote the "fast tracking" of players upwards between Age Divisions.
- The Board will only consider fast tracking under exceptional circumstances, not on a routine basis.
- Size alone does not determinate if a player has the capabilities to succeed at an advanced age Division
- The player must clearly exhibit maturity beyond that of their peers
- The player's skill level must be at a stage where they exceed the minimum requirements for the next age division.
- It is expected that upon evaluation, the player should easily be a top-echelon player on the highest tiered team, and evaluated in the top half of the highest tiered team.
- Underage applications will not be accepted for male import players

- For AA Program OMHA will follow the guidelines laid out in the 2017-2018 Hockey Alberta Bylaws and Regulations. If accepted, in order to make the team the underage player must evaluate in the top third of skaters at their position.
 - The decision of the Board will be final and not subject to appeal
 - Applications must be received a minimum of 14 days prior to the start of the Team Formation Sessions.
 - The following supporting documents are required:
 - Player Resume:
 - list of teams and category
 - list of additional programs or clinics attended
 - Previous Head Coach and Assistant Coach Endorsement Detailing:
 - skills assessment (both acquired and lacking)
 - summary of player development through season
 - team systems knowledge and situational awareness
 - Previous Age Coordinator Report:
 - player maturity and conduct
 - rapport with other players
 - any discipline issues
 - level of parental involvement
-

Other Administrative Matters

All players must have their registration completed and fees paid in advance and all player and parent Positive Participation Policies acknowledged and accepted prior to being allowed to participate in evaluation sessions.

Evaluation rankings from AA evaluation camps **do not** carry into the next level of evaluations.

After a minimum of 3 skates, OMHA may, at their discretion, reduce the number of skaters to allow the evaluators a better opportunity to evaluate players currently ranked in the middle of the group.

Fees

If a player participates in AA evaluations and has not paid for registration in the non AA program, they cannot participate in evaluations until they have registered and paid the applicable amount.

The deadline for registration in order to be included in the team formation process is SEPTEMBER 1. If registration occurs after the deadline, it must be approved the OMHA Executive for the player to be included in the team formation process.

In the event of surplus players in a particular division, a resident player will be guaranteed a team placement ahead of a non- resident player. Resident players for the regional AA teams include players from associations in Olds, Bowden, Carstairs, Didsbury, Innisfail, Kneehill and Sundre as per Hockey Alberta's AA model. Resident players for the Bantam Elite Female team include all associations within the Olds draw zone as outlined in the Hockey Alberta Female ADM. This policy would be voided in the event the association declares as 'in need' for AA and Elite teams.

Grievances/Breaches of Conduct

Concerns with respect to the evaluators, the evaluation process or any other related procedural matter must be submitted to the Board in writing within ten days of the occurrence of the alleged incident. Any grievance received challenging only the ranking and subsequent team placement of a particular player will not be accepted as a bona fide grievance and any grievance submission fee may be forfeited.

Disclaimer: While every attempt has been made to provide, clear, accurate and detailed information, Olds Minor Hockey reserves the right to make changes as circumstances warrant.

Additional Information about Evaluations

"To provide a fair, consistent and comprehensive evaluation that will result in players participating at a level that is based upon their skill level, when compared to athletes of the same age and category"

The primary goal of the evaluation process is to provide the very best possible conditions for the players to showcase their skills. At the best of times, evaluations are a very subjective endeavour. The best you can do is provide a fair opportunity for the player to be seen as often as possible and in as many situations as possible.

Evaluation rankings will not be shared with general members of the Association and will not normally be shared with any Board member other than the Team Formation Committee Chairperson, Evaluation Coordinator, President, or Vice President. The exception is that in the case of a review of a grievance, that information will only be shared with the Grievance Sub-Committee established for that specific purpose. **Under no circumstance will numerical evaluation scores or rankings ever be conveyed to a member submitting a grievance.**

What Will Be Evaluated At Each Ice Session?

Skating Skills:

- Forward & Backward Skating
- Starting & Stopping
- Pivots & Turns

Puck Control Skills:

- Passing & Receiving
- Puck Handling & Shooting

Work Ethic:

- Does the player work his or her hardest at all drills or is their work ethic inconsistent or less than 100%?
- Does the child perform the drill as described?
- What is the child's attitude towards the evaluations and drills?
- Do they listen to the directions? Do they want the puck and do they work hard to get it?
- Do they work hard at getting to openings and/or participating in the play?
- Does the child only work when he/she has the puck, or only when on offense?

FACTS ABOUT PLAYER EVALUATIONS IN MINOR HOCKEY

1. The evaluation process should include:

- Specific individual drills as well as testing of technical skills.
- Competitive drills designed to test work ethic and determination.
- Teaching to see which players understand, listen and can apply to the drill situation.
- Scrimmage or game situations.

2. You will never satisfy everyone because we are all biased to our own needs and wants whether we are coaches, parents, or directors!

Therefore we can only be seen as fair and open and know that the process will stand scrutiny.

Team Formation Policy

When numbers in a specified age division warrant that more than one team needs to be created, Olds Minor Hockey will designate players to those teams as per the following specified methods:

Initiation: The objective is to have teams as equal to each other as possible. To that end, the Division Coordinator will chair a Committee of no less than three people to establish those teams.

Novice and above: The objective and league requirement is to create tiered teams. To that end, Olds Minor Hockey will implement a team selection process that is standardized, fair and transparent. Olds Minor Hockey may choose to establish a committee of no less than three people to manage this process. Olds Minor Hockey may contract the services of independent third parties to assist with all or part of the process.

All players will have to declare final position for tryouts, (eg. Forward, Defense, Goaltending), no later than immediately following first Evaluation Skate.

Olds Minor Hockey will strive to achieve the following team sizes:

Initiation: 10 - 12 skaters, Novice: 11-14, Atom: 12 - 15 skaters, Pee Wee: 13 - 16 skaters, Bantam: 14 - 17 skaters, Midget: 15 - 17 skaters

In divisions where player numbers do not divide evenly between the number of teams contemplated, the extra number(s) will initially be placed on the lower tiered team(s). This includes goalies.

To ensure that each evaluator has the same weighting and input into player rankings, rankings (not scores) from all evaluators be averaged to arrive at an individual player's final overall ranking. See illustration below:

Evaluator A~ Evaluator B~ Evaluator C~ Final

A	#12-1st	#19-2nd	#18-3rd	#25-4th	#13-5rd	#10-6th
B	#12-1st	#19-2nd	#18-3rd	#25-4th	#10-5th	#13-6th
C	#12-1st	#19-2nd	#13-3rd	#25-4th	#18-5th	#10-6th
Final	#12-1.00	#19-2.00	#18-3.66	#25-4.00	#13-4.66	#10-5.66

AA and Bantam Female Elite Coach's Player Selections

AA Coach's Player Selection Structure

Coach's player selections will be completed for the Pee Wee "AA", Bantam "AA", Bantam Elite and Midget "AA" teams based on the chart below in circumstances where the Head Coach has successfully applied and has been approved by the OMHA Board prior to evaluations. If no coach has been selected, the team will be formed based entirely upon the Evaluator's rankings.

Goalie Placement Process for AA, Bantam Elite Female teams only:

- First goalie will be chosen by evaluator
- Second goalie will be chosen by coach from second and third and fourth place evaluated goalies.

Skater Selection for 'AA' and Elite Teams:

<i>Skaters on Team</i>	<i>The Evaluators Select</i>	<i>The Coach Selects</i>	<i>From the Next</i>
15	Top 5 F, Top 3 D	7 Skaters (Min 2 D)	22 Ranked
16	Top 5 F, Top 3 D	8 Skaters (Min 2 D)	24 Ranked
17	Top 5 F, Top 4 D	8 Skaters (Min 2 D)	25 Ranked

Top Tiered Team Coach's Player Selections: Pee Wee, Bantam & Midget

Coach's player selections will be completed for the Pee Wee, Bantam and Midget "A" teams (male and female) based on the chart below. If no coach has been selected, the team will be formed based entirely upon the Evaluator's rankings

<i>Skaters on Team</i>	<i>The Evaluators Select</i>	<i>The Coach Selects</i>	<i>From the Next</i>
9	Top 7 Skaters	2 Skaters	4 Ranked Skaters
10	Top 8 Skaters	2 Skaters	4 Ranked Skaters
11	Top 8 Skaters	3 Skaters	6 Ranked Skaters
12	Top 9 Skaters	3 Skaters	6 Ranked Skaters
13	Top 9 Skaters	4 Skaters	8 Ranked Skaters
14	Top 10 Skaters	4 Skaters	8 Ranked Skaters
15	Top 10 Skaters	5 Skaters	10 Ranked Skaters
16	Top 11 Skaters	5 Skaters	10 Ranked Skaters
17	Top 12 Skaters	5 Skaters	10 Ranked Skaters

Goalie Placement Process for the highest-level Peewee, Bantam and Midget level teams only

- First goalie will be chosen by evaluator
- Second goalie will be chosen by coach from second and third place evaluated goalies.

OMHA may actively recruit eligible additional goalies to have 2 goaltenders per team in Pee Wee / Bantam / Midget

All other teams from Novice to Midget will be chosen solely by outside evaluators, including Goaltenders.

In the event that a quorum board meeting is not possible, a committee of no fewer than five OMHA Board members will implement the policy and make the specific decisions needed at each stage of the process. Those members will sign the official copy reflecting their decisions. Those copies will be submitted to the Association Secretary for inclusion in the records.

Olds Minor Hockey will publish the procedures to be used at least two weeks before the selection process is implemented. This will be called the Team Formation Handbook.

Annual Review

Olds Minor Hockey will review its team formation procedures annually.