

16.0 Rep Evaluation Process Guidelines for Rep Evaluation Process (for Peewee, Bantam and Midget Divisions) General: The goal of the rep evaluation process is to determine the players who should be on the Surrey Female Hockey Association rep teams. Factors that influence the evaluation process:

1. Based on the numbers trying out for rep each year, flexibility will be required.
2. Players are to be selected to rep teams based on their current skills and abilities as exhibited during the rep evaluation process.
3. SFHA is committed to providing a fair evaluation to all players; however it is important to note that there will always be a level of subjectivity in any process used to evaluate players.

i) Management of the evaluation process - The evaluation process is managed by the SFHA Evaluation Coordinator and at least one Executive member at each division as appointed by the President. The Evaluation Coordinator and the Executive(s) are to work cooperatively to manage the evaluations and resolve any issues – any issue that cannot be informally resolved is to be escalated to the President who has the final authority to resolve the issue.

ii) Time of Evaluations - Evaluations take place at the beginning of each hockey season.

iii) Attendance of Evaluations - All players will be evaluated and are expected to attend all evaluation sessions.

a) Permission for absence - A player may be allowed to miss an evaluation session under appropriate circumstances (e.g. player is injured, other important commitments or an unforeseen event) – except for an unforeseen event, the player must have permission to miss an evaluation session. This permission needs to be obtained prior to the evaluation session from the applicable SFHA Divisional Coordinator or Executive member(s) helping to manage the evaluations at that division.

b) Protection - No player will be protected based on the results of any one session – skills or scrimmage.

c) Greater than One Absence from evaluations - In the event a player's evaluation is deemed to be incomplete due to a player's absence from one or

more evaluation sessions, the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division will make the decision as to that player's final placement.

iv) Exceptional Player Status - Players are required to play on their age-applicable rep team. In very rare cases, a highly exceptional player may be allowed to play on the rep team of a higher division; however this needs to be approved by the SFHA Executive and any approval will apply only for the current hockey season.

v) Player Injury during evaluations - If a player is injured prior to or during the time of the evaluations, and still wants to be considered for the rep team, a note from her doctor confirming the circumstances of the injury must be provided to the Divisional Coordinator as soon as practical. Upon her return, the head coach of the team in consultation with the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division will consider placement on the rep team based on her skills and abilities. Even though an effort will be made to accommodate injured players, SFHA cannot guarantee placement on a rep team under these circumstances.

vi) Authority of Evaluation Coordinator/Executive Member - At any time during the rep evaluation process, the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division have the authority to remove or suspend a player.

a) Removal of a Player - Any player can be removed from the rep evaluations if there is any concern about the safety of the player (e.g. a player is not sufficiently skilled enough to be involved in the rep evaluation process and is at potential risk of being injured).

b) Suspension of a Player - At any time during the rep evaluation process, the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division have the authority to suspend any player from a rep evaluation session (e.g. scrimmage)

If, in their opinion, the player is playing in an inappropriate fashion such as being excessively aggressive and/or playing in a dangerous manner (e.g. fighting or checking of players from behind). The President is to be informed of the suspension and a decision will be made regarding the appropriate follow-up action (e.g. warn player and allow the player to participate in the next session not allow the player to participate further until the matter has been further considered).

vii) Conflicts of Interest - In the case of a head coach who has a child trying out for the team he/she is coaching, his/her child must be rated sufficiently high enough that it would be reasonable for this player to be on the team. More specifically, being a coach does not guarantee his/her child a position on the team.

a) SFHA Approval - The only exception is, if the placement of the coach is in the best interests of SFHA and/or there are no other reasonable alternatives. SFHA Executive may then approve the placement of the player to the team; if this should occur, the team must carry one extra player on the team so not to displace a player who deserves to be on the rep team.

b) Evaluation Scores - In the case of a head coach who has a child trying out for the team he/she is coaching, his/her evaluation scores will not be considered in relation to his/her child. The scores of only the independent evaluators will be taken into consideration.

viii) Player Selection Committee –The player selection committee exists to review any player selection choices made by a head coach and to provide a qualified and independent recommendation to the Executive regarding the selection status of the player(s) in question. The player selection committee will consist of at least 2 independent evaluators not members of the SFHA plus one association member not in conflict with the players to be reviewed. The executive will appoint a person who is then responsible for assembling a player selection committee where required.

ix) Size of Rep Teams – Where possible the size of the rep team will be 15 skaters. However where skill set and evaluations contain a large discrepancy between players; the coach with the Player Selection Committee and executive may determine the final roster size.

x) Player Withdrawal – A parent of any player who is no longer interested in trying out for the rep team should immediately notify their Divisional Coordinator

xi) Discussion of the Evaluation – Discussions concerning the placement of a child of the head coach, Divisional Coordinator or Evaluation Coordinator are to be done without them being present to help ensure transparency and fairness.

xii) Communication during Evaluation Phases - Parents and players are **not to contact** the evaluators (including the head coach) during the rep evaluation process. All communications are to be directed to the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division. There will be no exceptions to this in an effort to ensure transparency throughout the process.

xiii) Appeals of player evaluation – Please refer to the Evaluation Player Appeals process.

16.1 Evaluations Phase One ('A' Teams and Atom C1) - The first phase of the process will consist of four evaluation sessions (skills and scrimmages) either two skills sessions/two scrimmages or one skills session/three scrimmages at each division.

1. Players will be evaluated on their technical skills and game-play abilities as per the selection criteria.
2. Players will be ranked based on their accumulated score derived from the evaluation process.
3. If possible, the same team of evaluators is to be used for both the skills and scrimmage evaluation sessions.
4. The scores/rating of each player is to be kept confidential.

i) Evaluation of Bantam and Midget - Players at the Bantam and Midget divisions will be evaluated and are to be placed on a rep team based on their declared positions (e.g. a player trying out as a forward is to be placed on the rep team as a forward); however exceptions may be made at these divisions if deemed appropriate by the head coach and the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division.

ii) Evaluation of Peewee - Players at the Peewee division will be evaluated and are to be placed on a rep team based on their declared positions (e.g. a player trying out as a forward is to be placed on the rep team as a forward); however more flexibility may be given at this division around the declared positions and the final assignment of players to the rep team. Exceptions may be made at this division if deemed appropriate by the head coach and the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at this division.

iii) Evaluation of Atom C1 - Players at the Atom division will be evaluated and are to be placed on the C1 team based on their declared positions (e.g. a player trying out as a forward is to be placed on the rep team as a forward); however greater flexibility may be given at this division around the declared positions and the final assignment of players to the team. Exceptions may be made at this division if deemed appropriate by the head coach and the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at this division.

iv) Process of Evaluations - The process for evaluations is outlined below; however it is important to understand that some flexibility and modifications may be required to address unique or unexpected situations that may arise during the evaluation process (For example, a small number of players trying out for a rep team in a specific division). The Evaluation Coordinator and the head coach of each division will develop the skills sessions.

a) Assigned Numbers - Each player will be assigned a numbered bib. This number, along with their indicated position, is the only information that is given to the evaluators.

b) Weighted Skills and Scrimmages - After each evaluation session (skills and scrimmages), the evaluators will meet with the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division to review and discuss the players' evaluations. The skills and scrimmage evaluation ratio per division, as per Hockey Canada Guidelines, are as follows:

Division	Skills	Scrimmages
Atom	50%	50%
Peewee	50%	50%
Bantam	40%	60%
Midget	30%	70%

c) Skills Session(s) - Evaluators will rate players on basic, technical skills during the skills sessions.

d) Player releases after skills session(s) - After the skills session(s), the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division may reduce the pool of players competing for the rep team of the division to a maximum of 30 skaters and 4 goalies. The released players will report to any evaluations being conducted at the "C" level.

e) Scrimmage Sessions - Players will be divided into 2 similar groups and will scrimmage against each other. During the scrimmage session, players will be evaluated on their game-play abilities, as outlined in the selection criteria.

g) Confidentiality - All evaluation forms are to be turned into the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division at the end of each session.

h) Records and Ranking - During the evaluation process, the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division will maintain an up-to-date ranking of all players and retain all completed evaluation forms and related documentation until no longer needed.

v) Placement at end of Phase One - At the completion of this Phase One, players will either continue with the rep evaluation process or be released to the “C” level. Players will be ranked based on their accumulated score derived from the evaluation process. The assignments of players to the Phase 2 rep evaluations or to the “C” level will be determined by their final rankings in consultation with the head coach.

a) Players of similarity - If players have similar skills and ability (including attitude), consideration may be given to an older player and/or is the choice of the head coach.

b) Number of Players moving to Phase Two - A maximum of 20 skaters and 3 goalies will move on to the Phase 2 rep evaluations. (Note: Non-SFHA players are not counted in the maximum number, so more than 20 skaters/3 goalies may be placed in the Phase 2 evaluations.)

c) Player Selection Committee during evaluations - A player selection committee’s reviews may include but not limited to the following circumstances:

End of phase 1 – Teams less than 15 skaters - A head coach has identified prior to the completion of Phase 1 of the evaluations that he/she would like to roster less than 15 skaters, assuming that 15 or more skaters are trying out. In this instance the player selection committee will evaluate the player(s) in question regarding their ability to compete at the level of the team she is trying out for and will provide their opinion at the end of phase 2 regarding whether or not to uphold the coach’s decision.

Or

Cuts from the top 2/3 review - A head coach has identified prior to the end of Phase 1 of evaluations that he/she would like to cut a player ranked within the top two thirds of the 15 player roster. The player selection committee will evaluate the proposed player to be cut and provide their opinion at the end of phase 2 regarding whether or not to uphold the coach’s decision.

Concerns by Executive or Evaluation Coordinator - A particular situation can be raised as an issue of concern by an executive member and/or the Evaluation Coordinator. In this case the player development committee will be introduced to review and provide their opinion on the matter at hand.

Final decision - Once the player selection committee has made their decision it

will be forwarded to the executive for review and a final decision will be made at that time by the executive.

vi) Communication of Phase one results - The placement of players at the end of the Phase 1 evaluations may be communicated directly in person or by telephone (e.g. to a parent), by email or posted on the SFHA website.

16.2 Phase Two Evaluations - The second phase will consist of evaluation of the top rated players on a team level. Additional evaluation sessions may be added if the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division deem it necessary and ice-time is available.

i) Length of Phase Two - Phase 2 of the evaluation process will end within 14 days of the start of this phase; unless a delay is needed due to unforeseen circumstances

ii) Evaluator - The evaluations of this phase are conducted by the head coach of the team. If deemed necessary by the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division, other evaluators may be used to provide additional feedback.

iii) Player skills and abilities - During this phase, the head coach is to consider the player's skills and abilities during practices and exhibition games. Exhibition games against outside competition are to be played and head coaches are required to give the "bubble" players ample opportunity to play during these games.

iv) Final releases - At the end of the Phase 2 evaluations are to be done by the head coach in consultation with the Player Selection Committee in helping to manage the evaluations at that division.

a) Phase One Scores - The evaluation scores of Phase One is a factor to be considered in the final releases; however the head coach has some flexibility in building his/her team in a manner that he/she feels will make it a competitive team. If players have similar skills and ability (including attitude), consideration may be given to an older player and/or is the choice of the head coach.

b) Final Roster – As previously stated, the size of the roster will be a joint discussion/decision with the Head Coach, Player Selection Committee and the executive. The head coach will decide on the final

rostered names of the team.

c) Communication - The releases are to be done in a confidential and respectful manner. The head coach with preferably the Executive member(s) helping to manage the evaluations at that division are to meet with each player and provide a verbal summary of the player's evaluation results to help promote player development.

d) Parental Presence - It can be disappointing for some of the players who make it to Phase 2 evaluations and then are released from the rep team, so at the Peewee division, SFHA strongly recommends at least one parent be present during the meeting with the player to provide encouragement and/or comfort if needed.

16.3 Import Player Policy

For the purpose of promoting the growth and development of female hockey, PCAHA Rules permit female players who reside outside the boundaries of an association to move into that association on a season by season basis.

Tyke, Novice, Atom and Juvenile aged players may move to a neighbouring association if their residential association does not offer a Female team in their division. Peewee, Bantam and Midget players may move for the same reasons, or if there is no Hockey Canada Carded Female team – an “A” team – in the player's residential association.

As a leading female association, SFHA works collaboratively with PCAHA by accepting registration applications from players from neighbouring associations.

i) Composition of Carded Teams - In the case of the Peewee, Bantam and Midget “A” teams, SFHA ensures that a minimum of two-thirds of the team is comprised of

Surrey resident players and that where a Surrey resident player and a player from a neighbouring association are deemed to be equally skilled, preference will be given to the Surrey resident player.

a) Various factors - may be considered in placing a non-SFHA player on a SFHA rep team. The placement of a player from another female association on a SFHA rep team must be approved by the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that

division.

b) Further Clarification of the 2/3 Rule – Import players must be ranked in the top 2/3 of the evaluated group by the independent evaluators, in their declared position. Where numbers are insufficient the Executive will make the final decision on how many import players will be allowed.

17.0 Guidelines for “C1” Evaluation Process - Atom, Peewee and Bantam Divisions

The goal of this evaluation process is to determine the skills and abilities of players within the SFHA “C” program and place them on teams based on their skills/abilities (e.g. C1 team or C2 team). SFHA is committed to providing a fair evaluation to all players; however it is important to note that there will always be a level of subjectivity in any process used to evaluate players.

i) Management of the evaluation process - The evaluation process is managed by the SFHA Evaluation Coordinator and at least one Executive member at each division as appointed by the President. The Evaluation Coordinator and the Executive(s) are to work cooperatively to manage the evaluations and resolve any issues – any issue that cannot be informally resolved is to be escalated to the President who has the final authority to resolve the issue.

ii) Time of Evaluations - Evaluations take place at the beginning of each hockey season during Phase 2.

iii) Attendance of Evaluations - All players will be evaluated and are expected to attend all evaluation sessions.

a) Permission for absence - A player may be allowed to miss an evaluation session under appropriate circumstances (e.g. player is injured, other important commitments or an unforeseen event) – except for an unforeseen event, the player must have permission to miss an evaluation session. In the event of an approved player absence, the Player Evaluation Committee will average the score of the player whilst allowing only 1 score (the 1 session not attended) to be omitted. The permission for absence needs to be obtained prior to the evaluation session from the applicable SFHA Divisional Coordinator or Executive member(s) helping to manage the evaluations at that division.

b) Protection - No player will be protected based on the results of any one session – skills or scrimmage.

c) Greater than One Absence from evaluations - In the event a player's evaluation is deemed to be incomplete due to a player's absence from one or more evaluation sessions, the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division will make the decision as to that player's final placement.

i) Evaluations - As applicable, SFHA will use the same general principles as the rep evaluation process in an attempt to ensure fairness and to ensure the correct placement of players on "C" teams within the same division; however the specific procedures (e.g. the number of skills sessions/scrimmages) may be different than the rep evaluation process. The method of evaluation will be determined on a divisional basis based on the factors and/or circumstances of the division.

ii) Evaluators - The evaluations of the skills session(s) and scrimmage(s) at each division are to be conducted by a minimum of three evaluators: the appointed head coach of the C1 team and two independent evaluators possessing a strong hockey background.

iii) Conflict of Interest - In the case of a head coach who has a child trying out for the C1 team he/she is coaching, his/her child must be rated sufficiently high enough that it would be reasonable for this player to be on the team. More specifically, being a coach does not guarantee his/her child a position on the C1 team.

a) SFHA Approval - The only exception is, if the placement of the coach is in the best interests of SFHA and/or there are no other reasonable alternatives, the SFHA Executive may then approve the placement of the player to the team – if this should occur, the team must carry one extra player on the team as not to displace a player who deserves to be on the C1 team.

b) Evaluation scores - In the case of a head coach who has a child trying out for the C1 team he/she is coaching, his/her evaluation scores will not be considered in relation to his/her child. The scores of only the independent evaluators will be taken into consideration.

iv) Exceptions to C1 evaluations - A player still participating in the rep evaluation process is not required to attend the C1 evaluations until such time the player is released from the rep team.

a) Phase Two releases - A player released from the rep team at the end of the Phase Two rep evaluation process will be assigned to the C1 team. An

exception may be made if further evaluation at the C1 level or circumstances exist that make it appropriate for the player to be placed on the C2 team.

b) Approval - Exceptions must be approved by the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at this division.

18.0 Guidelines for “C” Evaluation Process - Midget and Juvenile

Divisions The goal of this evaluation process is to determine the skills and abilities of players within the SFHA “C” program and place them on balanced teams based on their skills/abilities.

i) Evaluations - As applicable, SFHA will use the same general principles as the rep evaluation process in an attempt to ensure fairness and to ensure the correct placement of players on balanced “C” teams within the same division; however the specific procedures (e.g. who conducts the evaluations and the number of skills sessions/scrimmages) may be different than the rep evaluation process. The method of evaluation will be determined on a divisional basis based on the factors and/or circumstances of the division.

ii) Evaluators - The evaluations of the skills session(s) and scrimmage(s) at each division are to be conducted by a minimum of three evaluators: the appointed head coaches of the teams and at least one independent evaluator possessing a strong hockey background.

19.0 Affiliation Process An affiliate player is defined as a registered player who is temporarily included on the playing roster of a team in a higher division or tier than what they are registered. PLEASE NOTE: Parents must NOT approach the Coach of the higher team.

i) Decision to affiliate - Identifying players for affiliation is strictly the decision of the coach of the higher team (team that the player may be affiliated).

ii) Obtaining Permission to affiliate- The coach of the higher team must obtain permission from the coach of the players’ regularly rostered team prior to asking the affiliate to play in a game.

iii) PCAHA regulations regarding Affiliation- It is the responsibility of the Head Coach to ensure players that are affiliated are in compliance with PCAHA and to monitor the number of games players are permitted to play.

19.1 Rep Teams - To support player development, head coaches are strongly encouraged to affiliate the released players.

i) Priority given to Regularly Rostered Team - Affiliate players must give first priority to games, practices and team events of their regularly rostered team.

ii) Process for affiliation - The affiliation of players must be done in accordance with BC Hockey and/or PCAHA rules so that the player does not become ineligible to play on her regularly rostered team. This is for carded (“rep”) teams only.

19.2 House “C” Teams As per PCAHA rules non-carded teams (“house”) a player may be temporarily placed on the roster and play only if the following apply:

1. 12 or fewer skaters for a particular game or
2. no goaltender available for a particular game
3. and with PCAHA league manager permission.

20.0 Appeals of Player Placement A player’s placement can be appealed by the player or parent. In general, appeals will only be considered for the **following reasons**:

1. Perceived bias against a player due to their race or religion.
2. Perceived bias due to a conflict of interest between the evaluators or the coaching staff of the rep team involved in the rep evaluation process.
3. Significant current or past issues between the parent(s) of the player and the members of the coaching staff.
4. An error in the process that had a negative material effect on the player’s evaluation ranking – for example, an error was made in calculating the player’s evaluation score.
5. Tangible factors that may have affected a player’s ability to be properly evaluated such as physical injuries, illness and/or the inability to attend the evaluation sessions. Note: These factors will only be considered if the parent(s) and/or player have followed the required procedure of providing prior notification

i) Contact Evaluation Coordinator - Prior to initiating an appeal, it is recommended that the player and/or parents contact the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division to request an explanation about the player’s placement.

a) Request for an appeal - If the player and/or parents are still unsatisfied, an

appeal may be made to the SFHA Review Committee as outlined in the SFHA Bylaws. ***An appeal must be made between forty-eight (48)-seventy-two (72) hours of the player's placement. The appropriate form which can be found on the Association's website must be completed and submitted to the President within this timeframe.***

21.0 Appeal Committee for Player Evaluations The Appeal Committee will consist of the Evaluation Coordinator, and two executive members as assigned by the President. NOTE: At his/her discretion, the President has the authority to modify the composition of the Appeal Committee (e.g. due to the Division Director being unavailable, potential conflict of interest, etc.).

i) Authority of the Committee - If the appeal is not supported by the Appeal Committee, the person submitting the appeal shall be notified of this decision in writing as soon as reasonably possible; maximum 3 business days.

ii) Hearing of the Appeal - If the Appeal Committee supports the appeal, a hearing is to be held as soon as reasonably possibly taking into consideration that expediency is important as this process may affect the movement of players; maximum of 10 business days.