Players:

All Association players are responsible to:

- Attend every evaluation session they are assigned to, unless exempted by Association policy;
- Follow the session leader's instructions to the best of the player's abilities;
- Respect maximum shift times as outlined by Olds Minor Hockey policy and/or the bench coach during evaluation skates;
- Follow Hockey Alberta policy regarding phone usage in the dressing room. Players are prohibited from taking photos or videos, recording, or watching photos or videos in the dressing room, and may only listen to music on their devices;
- Be ready at least 15 minutes before their scheduled ice time; and
- Conduct themselves in a manner consistent with the Association's "Positive Participation Policy";

Parents and/or Guardians:

All Association parents/guardians are responsible to:

- Ensure all necessary paperwork has been completed and fees paid before a player is allowed to participate in the team formation process;
- Ensure their child attends every evaluation session they are assigned to, unless exempted by Association policy;
- Ensure their child has all the proper equipment, that it fits properly, and is in good working order in compliance with Section 3 of Hockey Canada's Official Playing Rules;
- Be aware of the expectations of the evaluation process and ensure that their child is prepared and aware of the same;
- Familiarize themselves with all Olds Minor Hockey policies and procedures, especially those that constitute the "Team Formation Handbook", and ensure their child is prepared and aware of the same;
- Ensure that they and their child are ready for the level of commitment expected at each level of the Association's hockey program;
- Avoid having any contact whatsoever with any evaluators at any time during the evaluation process;
- Follow Hockey Alberta policy regarding phone usage in the dressing room. Parents/guardians are prohibited from taking photos or videos, recording, or

watching photos or videos in the dressing room as prescribed by Hockey Alberta policy; and
- Conduct themselves in a manner consistent with the Association's "Positive Participation Policy".

Evaluators:

All Association evaluators are responsible to:

- Remain impartial during the evaluations process;
- Report any attempts to approach, influence or interfere with evaluators before, during, or after the evaluation process to the appropriate Association designate. All reports 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;
- Score and rank all players utilizing only the formally approved ranking tools provided by the Association;
- Ensure the confidentiality and integrity of the information collected during the evaluations process;
- Maintain confidentiality of all final player scores and rankings, without exception;
- Communicate only with the Evaluations Coordinator/Team Formation Committee Chair or other specified Association designate on general evaluations matters; and
- Provide evaluation rankings to the Evaluations Coordinator/Team Formation Committee Chair and the designated Team Formation Executive in a timely, professional manner.

Evaluations Coordinator/Team Formation Committee Chair:

The Evaluations Coordinator/Team Formation Committee Chair is responsible to:

- Secure independent evaluators with the approval of the Board to perform the Association's evaluations;
- Ensure the independent evaluators have access to and understand the Association's evaluations processes and expectations;
- Serve as primary liaison between the independent evaluators and the Association;
- Convene and lead meetings of the Team Formation Committee in advance of evaluations to ensure all committee members understand the policies and

procedures that must be adhered to by the committee, following evaluations to apply the "Team Formation Policy and Procedure" with the Team Formation Executive, and following the team formation process to debrief on and identify policy and procedure improvements for the following season;
- When prescribed by Association policy and only after evaluation rankings are applied to the "Team Formation Policy and Procedure", provide coaches with the shortlist of player rankings and declared positions the coach may exercise coach player selection from and provide oversight to the integrity of the coach player selection process;
- Finalize the team formation recommendations with the designated Team Formation Executive named under the "Team Formation Policy and Procedure" and request ratification for the outcome; and
- Ensure the confidentiality and integrity of the information collected throughout the evaluations and team formation process, and that all confidential information is destroyed following the February 10 Hockey Canada Registry deadline.

Team Formation Committee and/or Team Formation Executive:

The Team Formation Committee and/or Team Formation Executive is responsible to:

- Review the team formation process in advance of evaluations and make a recommendation to the Board of Directors for adoption of the "Team Formation Handbook";
- Assist the Evaluations Coordinator/Team Formation Committee Chair in overseeing the process, integrity, and decision-making of team formation in alignment with the "Team Formation Policy and Procedure";
- Post team formation results within forty-eight hours of the final evaluation skate;
- Maintain the confidentiality and integrity of the information collected throughout the evaluations and team formation process, and ensure that all confidential information is destroyed following the February 10 Hockey Canada Registry deadline.
- Without exception, forward any reports of attempts to approach, influence or interfere with any evaluator(s) before, during or after the evaluation phase of the process according to Grievance Committee Procedure for investigation; and
- Debrief on the team formation process in a timely manner and, as necessary, make recommendations for policy and procedure improvements for consideration prior to the subsequent season.

Board of Directors:

The Association Board of Directors is responsible to:

- Approve the engagement of independent evaluators to maintain impartiality of the evaluations process.
- Ensure that all player documentation has been received and all fees paid before players participate in evaluation sessions;
- Determine coach selection as set out in the Association's "Coach Appointment Committee Terms of Reference, Policy, and Procedure".

Individual Board Members:

All Association members of the Board of Directors are responsible to:

- Assist with the facilitation of the evaluations process when appropriate and only when requested;
- Recuse themselves from any situation involving their child(ren);
- Recuse themselves from any situation in which they are in real or perceived conflict of interest in accordance with Association bylaws;
- Keep information confidential; and
- Support the decisions of the Team Formation Committee and/or Team Formation Executive according to Olds Minor Hockey Association policies and procedures.

Grievance Committee:
The Grievance Committee is responsible to:

- As required, convene in a timely manner to address grievances arising from reported attempts to approach, influence or interfere with any evaluator(s) before, during or after the evaluations process according to Grievance Committee Procedure.

Operational Appendix:

https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Officiating/Downloads/rulebook