Team Formation Handbook

2026/2027 Season

Executive Summary:

Professionalism, transparency, consistency, and integrity are critical to all aspects of registration, evaluations, and team formation. The following polices and procedures are foundational to registration, evaluations, and team formation, and are therefore reviewed and adopted by the Olds Minor Hockey Association Board of Directors on an annual basis. The polices and procedures included in this manual together constitute the Association's "Team Formation Handbook".

All players, parents/guardians, evaluators, Team Formation Committee members, and members of the Board of Directors are responsible to review and familiarize themselves with all policies and procedures prior to the commencement of evaluations.

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Proof of Residency Policy:

Player Residency:

- Player residency must meet the requirements set out in Hockey Canada's bylaws under "Section C: Residential Qualifications". Olds Minor Hockey registrants are strongly advised to read this section in its entirety.

Supporting Documentation Requirements:

- The Association requires a minimum of two items of supporting documentation from the list of acceptable supporting documentation to verify player residency.
- The Association reserves the right to request up to two additional item(s) of supporting documentation if, in its sole discretion, the Association deems it necessary.
- All supporting documentation must have the parent or legal guardian's name on the documentation.

Acceptable Supporting Documentation:

- The following documents, with conditions as specified, are acceptable forms of supporting documentation for the Association:

    - Utility bill (must include service address as well as mailing address);
    - Proof of school enrollment in Olds;
    - Current GST statement or Income Tax Assessment;
    - Homeowner or rental insurance statement;
    - If moving prior to the start of the season, a signed purchase/rental agreement with possession date;
    - If moving to a home under construction, a signed builder agreement with possession date;
    - Current property tax notice;
    - Void cheque with residence address and; and/or
    - Any other documentation which supports the player's claim to residency at the address.

Supporting Documentation Exclusions:

- The following documents are not acceptable forms of supporting documentation for the Association:

    - Cell phone bill; and
    - Documents which are more than one-year old.

Exceptional Circumstances:

- For circumstances not covered by this policy, the Board of Directors will make decisions on a case-by-case basis.

Disciplinary Action for Falsified Documentation:

- The falsification of registration information may be subject to additional disciplinary action from the Association in addition to the automatic playing suspension required by Hockey Canada and Hockey Alberta.

Positive Participation Policy:

Applicability of the Policy:

- All persons involved with the Olds Minor Hockey Association are expected to demonstrate appropriate behaviour at all times.
- All other Members of the Association and persons involved in the Association who are not explicitly referenced in the codes of conduct are expected to abide by the spirit of this policy and the codes of conduct.

Conduct Expectations:

- The details of the behaviour expected from board members, on-ice officials, coaches, parents/guardians, players, volunteers, and contracted workers are described in the respective “Code of Conduct” and the associated “Acknowledgement and Agreement Pledge” as part of the “Positive Participation Policy”.

Violation of Conduct Expectations:

- Violation of the "Positive Participation Policy" and the applicable "Code of Conduct" may result in disciplinary action at the determination of the Association, subject to a decision of the Disciplinary Committee as set out in the Association's bylaws, policies and procedures.
- The Association may refuse the participation of, suspend, or expel any person refusing to acknowledge, agree to, and abide by the "Positive Participation Policy", applicable "Code of Conduct", and the Association's bylaws, policies and procedures.

Parent/Guardian Code of Conduct:

Involvement in Olds Minor Hockey Association is a privilege and not a right. Parents/Guardians involved in Olds Minor Hockey are accountable to the Association for their conduct. This code applies to all parents/guardians. All parents/guardians are expected to always adhere to the following:

As an Olds Minor Hockey parent, I will:

Fair Play:

- Respect and adhere to all ideals, policies and rules determined by Hockey Canada, Hockey Alberta, Olds Minor Hockey Association, and our team's coaches.
- Show respect for the judgement and authority of the officials and coaches by supporting the decisions they make and not undermining their efforts. I will not verbally or otherwise abuse officials or coaches.
- Not approach the bench during a game situation unless summoned by a coach or official.
- Avoid confusing my child by coaching from the stands.

Safety:

- Ensure that my child's equipment is complete, safe and in good condition.
- Encourage my child to play by the rules and to resolve conflict in a positive manner without resorting to hostility or violence.

- Show respect before, during and after practices and games by not using abusive or foul language, or harassing players, coaches, officials, spectators, or other participants.
- Maintain self-control at all times.

Positive Competition:

- Exhibit a high degree of sportsmanship, teamwork and positive attitude when representing my child, their team, and the Association.
- Avoid unnecessary or exaggerated celebration of a goal scored or a game won that would embarrass or demean the opposing team.
- Refrain from behaviour which may create a negative, hostile or uncomfortable team environment.
- Support the team as a whole, not just my own child. I will not be critical of players, parents, coaches, or officials in the presence of players.
- Show respect for the feelings and abilities of my child, my child's teammates and the players on the opposing team by accepting their capabilities. I will not ridicule or yell at my child or other players for making a mistake or losing a game.
- Teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of a game, and make my child feel like a winner every time by offering praise for competing fairly and trying hard.

Respect:

- Ensure that my child is at practices and games on time, or I will contact the coach ahead of time.
- Attend all parent/guardian meetings scheduled by my child's coach or manager; in my absence, I will accept decisions made by the majority of team parents/guardians.
- If I wish to express concern or make a complaint, I will do so using the appropriate channels and in a positive and constructive manner.
- Respect the coaches, staff, players, parents, and spectators of opposing teams. I will demonstrate general respect for everyone at the rink, and will not verbally or otherwise abuse anyone.
- Respect and abide by the Association's "Social Media and Digital Policy"; and

- Follow Hockey Alberta policy regarding phone usage in the dressing room. I will not take photos or videos, record, or watch photos or videos in the dressing room as prescribed by Hockey Alberta policy.

Team Involvement:

- Willingly help with team responsibilities such as fundraising, team laundry, working the clock or penalty box etc.
- Recognize the value and importance of the volunteers who give their time and resources to provide hockey programming for my child.

Player Code of Conduct:

Involvement in Olds Minor Hockey Association is a privilege and not a right. Players involved in Olds Minor Hockey are accountable to the Association for their conduct. This code applies to all players. All players are expected to always adhere to the following:

As an Olds Minor Hockey player, I will:

Fair Play:

- Respect and adhere to all ideals, policies and rules determined by Hockey Canada, Hockey Alberta, and Olds Minor Hockey Association.
- Respect the decisions, judgements and authority of the officials and coaches. I will remember that coaches and officials are there to help me.

Safety:

- Ensure that my equipment is complete, safe, and in good condition.
- Control my temper, and I understand that fighting and disrespectful or confrontational language and communication will not be tolerated.
- Never take photos in the dressing room, post or share negative or potentially damaging content about other players online, by text or email.

Positive Competition:

- Always exhibit a high degree of sportsmanship, respect for others, teamwork and self control when representing my team and Olds Minor Hockey.
- Not be critical of teammates and will never discuss teammates abilities except to encourage good team play.
- Remember that winning isn't everything and that having fun, improving skills, making friends, and doing my best are also important.
- Refrain from using foul language toward teammates, coaches, officials, opponents, and spectators.

Respect:

- Attend all games and practices on time, or contact the coach ahead of time if I will be late or not able to attend.
- Listen to my coaches' instructions.
- Respect the arena facilities and staff, at home and away, in which I am privileged to play. I will always behave myself in all public places, including hotel rooms, restaurants etc., and during minor hockey events. I will leave a positive impression of Olds Minor Hockey.
- Show respect for the feelings and abilities of my teammates and opponents.
- Avoid name calling, making derogatory comments about appearance, or threatening harm or any other words or actions that may negatively affect my teammates. I will help to make the dressing room and all hockey activities a safe and trusted place for all teammates.
- Follow Hockey Alberta policy regarding phone usage in the dressing room. I will not take photos or videos, record, or watching photos or videos in the dressing room, and only listen to music on my devices.

Personal Standards and Development:

- Play hockey because I want to, not because others want me to.
- Always practice and play to the best of my ability.

Player Release Policy:

Processing of Requests for Player Release:

- All requests must be made on the appropriate, fully completed, Hockey Alberta issued "Minor Hockey Player Movement Form" or, if applicable, the otherwise designated online Hockey Alberta form and/or portal.
- The player requesting release must be considered a resident or other approved player with Olds Minor Hockey Association.
- The Association will keep copies of all completed "Minor Hockey Player Movement Forms" on file.
- Former Olds Minor Hockey players that have received a one-year release and want to return to the Association mid-season must secure a release from their new minor hockey organization to return to Olds Minor Hockey.
- Former Olds Minor Hockey players that have received a permanent release and want to return to the Association at any time must secure a release from their new minor hockey organization to return to Olds Minor Hockey.

Scenarios Where Release Approval is Not Required:

- Movement by players registered with the Canadian Sport School Hockey League.
- Movement by any resident player seeking to play for any Junior team.
- Movement by any resident player seeking to play on an elite (AAA) team of that player's age category as defined in Hockey Alberta's Male Alberta Development Model or seeking to play on an elite (AAA or AA) team of that player's age category as defined in Hockey Alberta's Female Alberta Development Model for tryouts within recruitment areas or draw zones. Movement requests for players seeking to tryout outside the recruitment area or draw zone go directly to Hockey Alberta.

Approval Criteria for Automatic Sign-Off on a Request for Player Release:

- The President will automatically sign-off on player movement requests in the following circumstances:
    - If a request for underage player acceleration tryout request is declined under the Association's "Underage Player Acceleration Policy and Procedure".

Other Release Requests:

- For release requests that are not an automatic sign off under specified circumstances, the Board of Directors will consider player release requests on a case-by-case basis. The Board of Directors will, in considering the request, reasonably factor:
    - Personal or family circumstances of the player;
    - If the release may benefit the player's development opportunities; and/or
    - Any impacts the release may have on the Association in general.
- The player and/or family unit requesting release may provide the Board a written submission in addition to the standard "Minor Hockey Player Movement Form" outlining their rationale for the request for release.
- If warranted and upon the request of the Board only, the player and/or parent/legal guardian may appear before the Board to provide a verbal submission outlining their rationale for the request for the release.

Time Limitation:

- If Board consideration is required and the Board cannot convene or facilitate a vote on the matter within seven days of receipt of the request for player release, the Team Formation Committee will reasonably engage the decision-making factors outlined under "Other Release Requests" in this policy and make a determination on behalf of the Association.

Review of Declined Player Releases:

- Players whose player movement requests are declined by the Association have the right to route their request to Hockey Alberta for review.

Non-Resident (Import) Policy:

Resident Players:

- Resident players are players that *meet the requirements set out in Hockey Canada's bylaws under "Section C: Residential Qualifications"*.
- Verification of residency may be requested of players under the Association's "Proof of Residency Policy".
- Players that do not meet the definition and requirements of resident players are considered non-resident (import) players; there are, however, the Association identifies sub-categories of non-resident (import) players, with specific processes and considerations for each sub-category.

Eligibility to Apply for Non-Resident (Import) Player Status:

- The Association will consider import requests from non-resident (import) players:
    - Whose home association has no team in their age division;
    - Whose team in their home age division is full; or
    - Who would like to apply for an exception to play in Olds Minor Hockey.

General Processing of Requests to be a Non-Resident (Import) Player:

- All applying non-resident (import) players must complete and submit the appropriate Hockey Alberta Player Movement Form.
- All completed player movement forms must be submitted to registrar@oldsminorhockey.com by the registration deadline.
- Applying players must also provide a letter outlining the exceptional circumstances of their request for non-resident (import) status.
- Applications must be made on an annual basis for non-resident (import) players. There is no guarantee that non-resident (import) requests will be able to be accommodated by the Association every year, even if a player has been granted non-resident (import) status in previous seasons; however, if a non-resident (import) player with a permanent release is accepted by Olds Minor Hockey, there is no further requirement for the player to reapply for non-resident (import) status.
- Once a request for non-resident (import) status is approved, a link will be sent to the applicant to register, and the player must meet all other Olds Minor Hockey requirements to participate. Registration fees will be based on the date the "Player Movement Form" was submitted by the applicant to Olds Minor Hockey.

Non-Resident (Import) Mainstream Players General Provisions:

- In the event of surplus players in a specific age division, a resident mainstream player who registered before the registration deadline will be guaranteed a team placement ahead of a non-resident (import) mainstream player.

AA Non-Resident Players (U11, U13, U15, and U18):

Category One: Non-Resident (Import) AA Male Player From Associations Within the Designated Hockey Alberta Recruitment Zone:

- "Recruitment Area" for this category is as defined by Hockey Alberta.
- Olds Minor Hockey Association accepts non-resident (import) players for its U11 AA, U13 AA, U15 AA, and U18 AA teams from the following minor hockey associations, according to Hockey Alberta's AA model.
- The Association reserves the right to declare an "in need" for AA specific positions if the level of play among evaluated players is not to the expected competitive standard.
- There is no limit to the possible number of non-resident (import) players on each of Olds Minor Hockey's U11 AA, U13 AA, U15 AA and U18 AA teams in this category of non-resident (import) players.
- Non-resident players who fail to secure a spot on an Olds Minor Hockey AA team must return to their home association.
- Players who may want to be considered for mainstream if they do not secure AA placement must submit their request for non-resident (import) mainstream consideration during the registration process.
- Players trying out for U11 AA must fill out a "Hockey Alberta Notification of Tryout Form".

Category Two: Non-Resident (Import) AA Players From Associations Outside of the Designated Hockey Alberta Recruitment Zone:

- When the Board of Directors approves a non-resident (import) player application in this category, it is an approval to tryout and only for AA.
- There is no limit to the possible number of non-resident (import) players on each of Olds Minor Hockey's U11 AA, U13 AA, U15 AA and U18 AA teams in this category of non-resident (import) players.
- Non-resident players who fail to secure a spot on an Olds Minor Hockey AA team must return to their home association.

Female Non-Resident (Import) Players General Provisions:

- The Association aspires to grow female hockey locally and is therefore committed to forming two female teams for each age division; however, prospective female non-resident (import) players may want to be aware of the following to ensure they safeguard their ability to play elsewhere if the Association reaches its female non-resident (import) limit:

    - The Association is committed to filling the maximum roster positions for the formation of two female teams for each age division;
    - While the Association generally requires female non-resident (import) players to form two teams per division, Olds Minor Hockey will give first priority to and protect roster positions for resident female players;
    - Olds Minor Hockey will, having considered general registration numbers and all relevant criteria, notify female non-resident (import) applicants within seven days of close of registration if:
        - The female non-resident (import) player is assigned a roster spot;
        - Female non-resident (import) numbers will trigger non-resident (import) female tryouts; and/or
        - The Association intends to overage or underage players to eliminate the necessity of female tryouts.

Decision-Making for Non-Resident (Import) Applications:

- The Board of Directors is the sole decision-maker on non-resident (import) players.
- The Board of Directors will consider player non-resident (import) requests by or at the first board meeting after the close of registration, and only if a completed player movement form has been submitted.
- The Board of Directors may consider additional non-resident (import) requests after non-resident (import) requests have been considered by the Board after the close of registration, subject to team formation process and considerations.

Additional General Criteria for Considering Player Import Status:

- The Association endeavours to reasonably accommodate non-resident (import) requests, however, cannot guarantee that it can approve applications in any given season.
- When considering non-resident (import) requests, the Association will factor:
    - The general registration numbers of the Association and within age divisions;
    - Position needs in specific age divisions;
    - The first-priority commitment to resident players, where applicable;

    - Whether a player was previously approved as a non-resident (import) player; and/or
    - Relevant hockey history of the player.
- The Association, in accordance with Hockey Alberta requirements, will further consider player non-resident (import) requests in extenuating circumstances based on the following factors:
    - Location of workplace of parent(s)/guardian(s);
    - Location of the school of the player;
    - Distance of travel and/or accessibility to ice times for the player;
    - Need for the player in the Association; and/or
    - Other extenuating circumstances that are relevant considerations in compliance with Hockey Alberta requirements.

Ineligible Factors for Non-Resident Player (Import) Requests:

- The Association, in accordance with Hockey Alberta requirements, will not grant non-resident player (import) requests on grounds that are not considered extenuating circumstances such as tryout purposes only, coach preferences, teammate preferences, ice time preferences, or other similar factors.

Underage Player Acceleration Policy and Procedure:

Acceleration Request-to-Tryout Application and Processing Requirements:

- All players must register within their appropriate age division, even if they are applying for player acceleration.
- Players requesting to accelerate above their age division must complete the Player Acceleration Request-to-Tryout Form with their general registration. The acceleration tryout application fee must be paid within seven days of receiving the invoice from the Association for the fee. The acceleration tryout application fee is non-refundable.
- When a player acceleration tryout is compliant with Hockey Alberta and Association policy, the advancement is for evaluation purposes only and does not presume the player is guaranteed a roster position in the advanced age division.
- If the player's original age division evaluations are prior to the requested accelerated division evaluations, the player must attend their original age division evaluations

for team formation purposes in case they do not meet the rankings threshold for the accelerated age division.

- If a player secures a roster position in an age division that results in higher registration fees, the additional registration fees applicable to the higher division will be added to the player's outstanding fees.
- Acceleration applications must be made on an annual basis with registration.
- Applications for an acceleration tryout must be received by the general registration deadline.
- The Association reserves the right to waive the acceleration application process if the acceleration is proactively sought by the Association.

Supporting Documentation:

- The following supporting documents are required when a "Player Acceleration Request-to-Tryout Request Form" is submitted:

    - Player Resume:
        - List of teams and category for the past three years; and
        - List of additional programs or clinics attended.

    - Additional Background Information:
        - Brief letter from player and/or parents outlining the rationale for the acceleration tryout request; and
        - Contact information for a head or assistant coach reference.

- If a player was with another local minor hockey association in the previous season, supporting documentation from the previous local minor hockey association will be accepted.

Age Division Standards for Acceleration Consideration:

- Players must only be one year underage from the division they are applying for advancement to.
- Parents/guardians of players applying for an accelerated tryout must acknowledge and attest to the following standards, as applicable to their player's age division:

    Applications from players registered in U7, U9 and U11:

    - Players applying for an accelerated tryout from U9 to U11 must have consistent ability and intensity to participate in full ice practices and games.

Applications from players registered in U13:

- Male players in U13 division applying for advancement to U15 must be able to safely participate in contact hockey.

Decision-Making on Acceleration During Evaluations Process:

- Once the evaluation process has commenced, a player may be recommended for an acceleration tryout under the following conditions:
  - The independent evaluators make a recommendation to the Team Formation Executive;
  - The Team Formation Executive makes a unanimous recommendation to the Board of Directors;
  - The Board of Directors affirms the recommendation by majority decision; and
  - The player and player's parent or guardian consents to the acceleration tryout.

Team Placement for Players in Accelerated Tryouts:

Mainstream:

- The player must be evaluated in the top fifty percent of the accelerated age division.

AA Program:

- The underage player must evaluate to be selected for the AA team (for U11 to U18) in the accelerated age division, as outlined in the "Team Formation Policy and Procedure". If this ranking threshold is met, team placement for the accelerated player then falls within the "Team Formation Policy and Procedure".
- For the AA program, the Association will follow the guidelines laid out in Hockey Alberta's AA Hockey Model, and specifically abide by the maximum of one underage player per team.

Team Formation Decision-Making for Underage Player Advancement:

- The Association recognizes that acceleration decisions affect the individual player requesting acceleration, as well as players throughout the Association's hockey

program. Notwithstanding the requirements set out in this policy and procedure, the Board of Directors will be the final decision-maker for team formation for accelerated players only based on the recommendations of the Team Formation Committee.

- Even if a skater evaluates in the top fifty percent of evaluations rankings, the skater is not guaranteed underage player advancement based exclusively on evaluations rankings.
- The Board of Directors will make determinations for team formation for underage player advancement on the basis of the following:
    - The evaluations ranking of the underage player in contention for underage player advancement;
    - The evaluations rankings of other underage players in contention for underage player advancement;
    - Affected division registration numbers on potential team formation if allowing or disallowing the advancement of an underage player in a division may better balance player numbers between divisions;
    - The safety of the players in the lower age division and whether the size, speed, skill, strength, and other factors of the player requesting acceleration may detrimentally affect the safety of other players if he or she plays in an age division below his or her skill level;
    - The safety of the player requesting the acceleration and whether the size, speed, skill, strength, and other factors of the player will allow the player to safely compete with players in the higher age division; and
    - Under no circumstances will Board Members use the accelerated player(s) team formation discussion to otherwise influence other aspects of the team formation process.
- The decision of the Board of Directors will be final.

Players Who are <u>Not</u> Placed on an Accelerated Team:

Players Who are <u>Not</u> Placed on an Accelerated Team (U7 trying out for U9):

- A U7 player who is approved to tryout in an accelerated division, but who does <u>not</u> make the accelerated division as outlined by the "*Team Placement for Players in Accelerated Tryouts*" section in this policy, must then choose one of the following options that reasonably applies to their accelerated tryout circumstances:

- Return to mainstream evaluations in their current age division. The player will subsequently be placed based on the independent evaluators rankings and according to the "Team Formation Policy and Procedure"; or
- If applicable under the Association's "Player Release Policy", request a release to tryout in an accelerated age division with another minor hockey association.

Players Who are Not Placed on an Accelerated Team (U9 trying out for U11, U11 trying out for U13, U13 trying out for U15, U15 trying out for U18):

- A player who is approved to tryout in an accelerated division, but who does not make the AA team in the accelerated division as outlined by the "*Team Placement for Players in Accelerated Tryouts*" section in this policy, must then choose one of the following options that reasonably applies to their accelerated tryout circumstances:

    - Return to their current age division to tryout for AA, if applicable (applies to U11 to U15 only);
    - Return to mainstream evaluations to tryout in the accelerated division;
    - Return to mainstream evaluations in their current age division. The player will subsequently be placed based on the independent evaluators rankings and according to the "Team Formation Policy and Procedure"; or
    - If applicable under the Association's "Player Release Policy", request a release to tryout in an accelerated age division with another minor hockey association.

Player Refund Request Policy:

Refund Eligibility and Rates:

Refunds will be prorated based on the full registration amount according to the following schedule and based on the date the player ceases participation:

- Prior to the Start of Conditioning Camp: 100% refund, less the non-refundable deposit.
- Prior to September 15: 75% refund, less the non-refundable deposit.
- Prior to December 31: 50% refund, less the non-refundable deposit.

    - The non-refundable deposit for the upcoming season is $100.

- Players who secure a roster position for a higher ranked team outside of the Association will receive a full refund of all fees.
- Conditioning camp fees are fully refundable if the registrant withdraws before the conditioning program begins. No refunds will be issued if a player starts conditioning camp but does not complete it.
- In the event the Association cancels an event or program, registrants will receive a full refund.

Refund Limitations:

- A reasonable portion of all registration fees will be deemed a non-refundable deposit and will be clearly indicated at the time of registration. The amount of the non-refundable deposit is subject to change on an annual basis.
- Refunds will not be given, in whole or in part, when a player is subject to a disciplinary action outcome.

Refund Request Deadlines:

- Refund requests received after December 31 will only be considered for medical reasons, and only if the request is supported by a doctor's note.

Refund Request Submission Requirements:

- All family units requesting a registration refund must complete and submit the "Player Refund Request Form".

Extenuating Circumstances:

- The Board of Directors may, in its sole discretion, depart from the refund rates and deadlines prescribed by policy in extenuating circumstances that are not directly addressed through this policy such as, but not limited to:
    - The necessity of a Family Unit to remove a player due to unexpected life circumstances;

- A player moves away from the designated Hockey Alberta recruitment zone; and
- Other extenuating circumstances that do not otherwise, at the discretion of the board, compromise the interests of the Association.

Evaluations Policy:

Purpose of Evaluations:

- The Association purposes to provide fair, consistent and comprehensive evaluations 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 evaluations process is to provide the very best possible conditions for players to showcase their skills by providing a fair opportunity for the player to be seen as often and in as many situations as possible.

Evaluations Participation Requirements:

- All players must have their registration completed, fees paid in advance, the Association's Positive Participation Policy and all player and parent pledge forms acknowledged and signed prior to being allowed to participate in evaluation sessions.
- If a player participates in AA evaluations and has not paid for registration in the mainstream program, they cannot subsequently participate in mainstream evaluations until they have registered and paid the applicable amount.
- All players must participate in the evaluations sessions they are assigned to, unless exempted under the "Evaluations Exemptions Policy". Players who miss a scheduled session without receiving a formal exemption will be deemed to forfeit the evaluation skate that is missed.
- The Association may allow a player with a legitimate emergency to reschedule an evaluation skate in rare circumstances, however, will not permit the rescheduling of assigned evaluation skates for ice time, teammate, coach, evaluator, scheduling or any other preferences that could be perceived as giving advantage to the player. Players who miss a scheduled session without receiving a formal exemption will be deemed to forfeit the evaluation skate that is missed.

Terms of Player Commitments From Spring Evaluations:

- Players who receive a commitment from Olds Minor Hockey Association must still comply with Hockey Alberta regulations, as well as the Association's "Evaluations Policy" and "Evaluations Exemption Policy and Procedure" by participating in fall evaluations.
- Players will receive a standardized letter from the Association.
- Selected players will not be required to pay the fall evaluations registration fee, however, will still be required to pay the conditioning camp fee, if applicable. If a player has not registered before the late fees come into effect, they will be required to pay the late fees.
- Player selections arising from Olds Minor Hockey Association's spring evaluations are considered commitments from the Association to the player, and not solely commitments from the head coach to the player. The Association will honour commitments to the player even if there is a head coach adjustment after spring evaluations for the subsequent season.

General Evaluations Considerations:

- The Association will assign skaters to evaluation sessions based on random assignment by the Registrar. Special requests and requests to be reassigned from assigned skates will not be considered by the Association, except for circumstances permitted under the "Evaluations Exemption Policy".
- The Association reserves the right for the independent evaluators to temporarily reduce the number of skaters to allow the evaluators better opportunity to evaluate players currently ranked in the middle of the group. If exercised, the reduction in skaters will only occur for one of the three evaluation skates.
- Skaters participating in U11 evaluation sessions must make the line change at the buzzer. Shifts will be one minute and thirty seconds.

Late Registration:

- If registration occurs after the annual registration deadline, it must be approved by the Board of Directors for the player to be included in the team formation process. The Board will consider late registration requests on a case-by-case basis, and consider factors such as:

    - General Association and specific team numbers;
    - Position needs in specific age divisions;
    - The first-priority commitment to resident players; and/or
    - Other relevant factors specific to the late registration request.

Standard of Evaluators:

- The Association engages independent evaluators on an annual basis to maintain impartiality of the evaluations process.
- The Association prescribes a minimum of three qualified and independent evaluators for every ice session during evaluations to ensure each player is comprehensively evaluated.

Evaluations Scoring:

- The following will be evaluated throughout evaluations:

Skating Skills:

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

Puck Control Skills:

- Passing & Receiving
- Puck Handling
- Shooting

Compete and Game Sense:

- Consistency of Work Ethic
- Intensity of Work Ethic
- Puck Battling
- Positional Play

Goaltending Skills (if applicable):

- Movement
- Puck Tracking
- Puck Handling

Please note that this [new section] to the "Evaluations Policy" will take effect for the 2027-2028 Season:

[Evaluations Sessions:

- Mainstream evaluation skates for U11, U13, U15, and U18 may consist of one skills session and two games or three games, at the discretion of the Evaluations Committee.
- AA evaluation skates may consist of one skills session and two games or three games, at the head coach's discretion. If a head coach has not yet been appointed, the determination will be at the discretion of the Evaluations Committee.
- The determination whether the evaluations sessions will be one skills session and two games or three games must be made before the first conditioning skate and be specified in the evaluations schedule that is made available to skaters.]

Rankings Carryover:

- Evaluation rankings from AA evaluation camps do not carry into the next level of evaluations, however, resident players who progress to the AA program pre-season tournament will automatically be placed on the A mainstream team without further evaluation or the requirement to participate in evaluation sessions.
- If a skater misses a fall evaluation in a manner that is consistent with the Association's "Evaluations Exemption Policy and Procedure", the player's spring evaluation ranking may be utilized provided the head coach consults with the Evaluations Coordinator.

Attempts to Influence or Interfere with Evaluators:

- Attempts to approach, influence or interfere with evaluators before, during, or after the evaluations process will be reported to the appropriate Association designate by the evaluators, without exception.
- All reports of alleged attempts to approach, influence or interfere with evaluators will be submitted to the Grievance Committee and investigated according to Grievance Committee Procedure.

Confidentiality of Evaluations:

- Evaluation rankings will not be shared with general Members of the Association.
- Evaluation rankings will not be shared with any member of the Board of Directors, except for:
    - Board Members officially appointed for a review of a grievance as prescribed by the Association's Grievance Procedure. In this circumstance, relevant evaluation rankings may be shared with Grievance Committee Members charged to address the matter only if evaluation rankings are relevant to the substance of the matter being investigated;
    - Board Members officially appointed to the team formation process as prescribed by the Team Formation Policy; and

    - Approved coaches with player selection according to the Team Formation Policy, will be given limited access to rankings only of the players that the coach may select picks from.
- All persons entrusted with ranking information are bound by strict confidentiality, without exception.
- Under no circumstance will numerical evaluation scores or rankings ever be conveyed to a Member submitting a grievance.
- All ranking information will be destroyed following the February 10 Hockey Canada Registry deadline.

Grievances Arising from Evaluations:

- Concerns with respect to the evaluators, the evaluation process or any other related procedural matters must be submitted to the Grievance Committee 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.

Evaluations: Roles and Responsibilities

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.

Evaluations Exemption Policy and Procedure:

Late Arrival to Olds Minor Hockey Evaluations Due to Player Attending Out-of-Town Tryouts:

- If a registered player is attending out of town AAA tryouts and is unable to attend a portion of the Olds Minor Hockey's evaluations, the player will be allowed to participate in any remaining portion of the evaluations process.
- Resident players or players from within the designated Hockey Alberta recruitment zone may, if deemed necessary, request a spot be held on the team being formed to further evaluate the late arriving player. To facilitate this process, the Registrar will notify the Division Coordinator, who will then notify the Evaluations Coordinator, with the Evaluations Coordinator determining whether a request to hold a spot is warranted.
- The player must have registered with the Association, paid applicable fees, and received a release (if required) to participate in out-of-town tryouts.
- 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 during team formation.

Complete Absence from Olds Minor Hockey Evaluations Due to Player Attending Out-of-Town Tryouts:

- If a registered player is attending out of town tryouts 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" as outlined below) or notification that the player will not be returning as they have been successful in making the out of town team ("scenario B" as outlined below).
- The player must have registered with the Association, paid applicable fees, and received a release (if required) to try out to participate in out-of-town tryouts.

Scenario A:

- *If the player returns to Olds Minor Hockey, players released from AAA will get a AA tryout.*
- *Players who are released from AA or only trying out for mainstream will be placed on the lowest tiered team in their division. 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 Olds Minor Hockey. 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 may move up a level.

Scenario B: All last cuts may move up a team.

- *A skater who is named to a AAA exhibition roster will automatically be placed on the appropriate AA team upon return to Olds Minor Hockey. *In response to the unprecedented circumstances arising out of Cochrane Minor Hockey Association's and Red Deer Minor Hockey Association's approach to rostering their exhibition games, in effect for the 2026-2027 season for U15, U17, and/or U18 only the Team Formation Committee reserves the right to place skaters returning to Olds Minor Hockey Association from Cochrane Minor Hockey Association and Red Deer Minor Hockey Association to the appropriate "exhibition roster" instead of the "team".*
- *Olds Minor Hockey cannot guarantee that more than two goalie spots can be held on a AA exhibition team. Goalies may be evaluated by the Evaluations Coordinator, the Team Formation Executive, and/or head coach upon return.*

Please note that the following [amendment] to the "Evaluations Exemption Policy and Procedure" will take effect for the 2027-2028 Season:

[Scenario B: All last cuts may move up a team.

- *A skater who is named to a AAA exhibition roster will automatically be placed on the appropriate AA ~~team~~ exhibition roster upon return to Olds Minor Hockey.*
- ~~*Olds Minor Hockey cannot guarantee that more than two goalie spots can be held on a AA exhibition team. Goalies may be evaluated by the Evaluations Coordinator, the Team Formation Executive, and/or head coach upon return.]*~~

Requirements for Declarations of Illness or Injury:

- Any illness or injury which prevents participation in the evaluations or team formation process must be reported to the Division Coordinator immediately. A doctor's note and/or other documentation may be required as part of notification, at the discretion of the Division Coordinator. The Division Coordinator will liaise directly with the Evaluations Coordinator.
- Prior to the player participating in the process or any hockey activities, a "Return to Play" note may also be required from the doctor. Team spots in this instance cannot be held indefinitely.
- If required, 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 may, at the discretion of the Team Formation Executive and the head coach, be held from the first day of tryouts with a doctor's note. In the event of a major or long-term injury, the Team Formation Executive may bring the matter to the Board of Directors for consideration.

Player Partial Absence from Evaluations Process Due to Injury or Illness:

- If a registered player is injured or ill and is unable to attend a portion of evaluations, the player will be allowed to participate in any remaining portion of the process.
- The independent 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. If the independent evaluator, in consultation with the Evaluations Coordinator, determines that there has been sufficient evaluation of the player, the weighted average of the number of skates participated in by the player will be used for team formation by the Team Formation Executive.

Player Injury or Illness that Occurs During the Evaluation Process:

- If a registered player becomes injured or ill and is unable to attend the remaining portion of evaluations due to an injury or illness that occurs during the evaluation process, the independent evaluator will be asked if they have had sufficient time to make an accurate assessment of the player against their peers.
- If the independent evaluator, in consultation with the Evaluations Coordinator, determines that there has been sufficient evaluation of the player, the weighted average of the number of skates participated in by the player will be used for team formation by the Team Formation Executive.
- The independent evaluator may, if deemed necessary and in consultation with the Evaluations Coordinator, 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.

Player Complete Absence from Evaluations Process Due to Injury or Illness:

- If a registered mainstream player is injured or ill and unable to attend the evaluation process in its entirety, a spot will be held on the team being formed pending the return of the player and the player will be placed on the lowest tiered mainstream team.
- If a registered AA player is injured or ill and unable to attend the evaluation process in its entirety, the head coach may, if deemed necessary and in consultation with the Evaluations Coordinator, request a spot be held on the team being formed to further evaluate the unevaluated player up until November 15; 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.

- 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 head coach's decision is final and is not appealable through Olds Minor Hockey Association. If the player is selected to move up, then the process will begin again on the next higher team. Once a "comparison player" is selected to a team, then the last cuts from each team may move up a level.
- If a returning AA player (post-evaluations) does not make the AA team, they will then be placed on the lowest tiered team in their division and the mainstream selection process begins.
- The ill or injured player must have registered with the Association, paid applicable fees, provided a doctor's note for the exemption, and met other conditions outlined under "*Requirements for Declarations of Illness or Injury"*.

Externally Prescribed Health Protocols:

- A player required to observe government, Hockey Canada, and/or Hockey Alberta health protocols during the evaluations process will be given the same consideration outlined in this policy for injured and ill players.

Other Circumstances Affecting Player Participation in Evaluations Process:

- Any other circumstance(s) which prevents participation by a player, must be brought to the attention of the Division Coordinator immediately.
- The Division Coordinator will liaise directly with the Evaluations Coordinator. The Team Formation Executive will rule on the legitimacy of the circumstances and may choose to impose mediating conditions or not.

Team Formation Policy and Procedure:

Transparency of Team Formation Policy and Procedure:

- The Association will publish the team formation policies and procedures before the evaluations process is implemented.
- All policies and procedures relevant to player registration, evaluations, and the team formation process will constitute the "Team Formation Handbook".

Team Formation Objectives:

- The purpose of team formation is for the Association to fulfill the following objectives:
    - Place all players on the team for which they are best suited, in a manner which is standardized, fair, and transparent through a series of evaluation sessions and the application of Association policy and procedure;
    - Create tiered teams as required by league regulations for U9 through U18 age divisions;
    - Create regional AA teams in U11, U13, U15, U18 to compete in the Alberta Elite Hockey League, or as otherwise assigned by Hockey Alberta; and
    - Create teams that are meaningfully competitive among comparators.
- The Team Formation Committee may make recommendations to the Board of Directors for tiering adjustments based on the following:
    - Number of evaluated skaters to be considered for team formation purposes;
    - League competitiveness and other Association considerations; and
    - Evaluations rankings.

Team Formation Size and Distribution:

- When player numbers in a specified age division warrant that more than one team needs to be created, the Association will designate players to those teams as specified by the following methods:

    - **U7:** The objective is to have teams as equal as possible. To that end, the Division Coordinator will chair a Committee of no less than two people composed of either the Evaluations Coordinator/Team Formation Committee Chair and/or the head coach (if in place) to establish U7 teams. In addition to equality between U7 teams, the following factors will also be considered for team placement:
        - The distribution of volunteer resources;
        - First and second year players;
        - Friend requests; and
        - Other considerations in the interests of the Association.
    - **U9:** The objective is to form tiered teams formed based on evaluation rankings.
    - **U11:** The objective and league requirement is to create tiered teams formed based on evaluation rankings.
    - **U13 and above:** The objective and league requirement is to create tiered teams formed based on evaluation rankings. All players U13 and above are required to declare final position for evaluations (forward, defense, or goaltending) before the first evaluation skate. Rankings for team formation in U13 and above are based on declared position.

- In age 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).
- If there is an unreasonable balance between declared defensive and forward skaters which may detrimentally affect the team formation process, the Team Formation Committee will convene to determine an appropriate course of action to facilitate fair team formation.
- Goalies will be placed on the appropriate teams based on skill level identified by the independent evaluator's rankings, number of goalies being evaluated, and comparison/alignment of skill set between goalies.

Evaluation Rankings:

- To ensure that each evaluator has the equal weighting and input into player rankings, players will be ranked by scores by each evaluator and rankings (not scores) from all evaluators will be subsequently averaged to arrive at an individual player's final overall ranking.

Example of Evaluation Rankings:

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**

Spring Evaluations and Player Commitments:

- If Olds Minor Hockey Association engages in spring evaluations as permitted by Hockey Alberta and if a head coach is selected prior to spring evaluations, the coach may commit up to a maximum of six (6) forwards, four (4) defense, and one (1) goaltender or, in the case of U11AA, up to a maximum of ten (10) skaters and one

(1) goaltender following spring evaluations. The remainder of the roster will be finalized at fall evaluations, subject to the "Team Formation Policy and Procedure".

- If no head coach is selected prior to spring evaluations, the board may, upon the recommendation from the Team Formation Committee, select up to a maximum of the top evaluated three (3) forwards, two (2) defence, and one (1) goaltender or, in the case of U11AA, up to a maximum of the top evaluated five (5) skaters and one (1) goaltender.
- If no coach has been selected by fall evaluations, the team will be formed according to the "Team Formation Policy and Procedure".

Coach Selections: U11AA, U13 AA, U15 AA & U18 AA:

AA Coach's Player Selection Structure

- Coach's player selections will be completed for the U11 AA, U13 AA, U15 AA and U18 AA teams based on information from evaluations in circumstances where the head coach has successfully applied and has been approved by the Board of Directors prior to evaluations. If no coach has been selected, the team will be formed based entirely upon the independent evaluator's rankings.

Goalie Placement Process for AA teams only:

- Evaluators will rank goalies.
- Coaches will choose goalies from the top ranked goalies.

Skater Selection Process for AA teams only:

- Evaluators will rank all skaters <u>within their positions</u>.
- The thirty skaters who play in the black and gold game will be evaluated by the independent evaluators and have their fourth skate included in their weighted average for final rankings.
- Coaches will select skaters for the pre-season tournament, in consultation with the Team Formation Executive, from the rankings following the black and gold game.

Skater Selection Process for U11 AA team only:

- Evaluators will rank all skaters <u>regardless of position</u>.
- The thirty skaters who play in the black and gold game will be evaluated by the independent evaluators and have their fourth skate included in their weighted average for final rankings.
- Coaches will select skaters for the pre-season tournament, in consultation with the Team Formation Executive, from the rankings following the black and gold game.

Coach Selections for U13 A, U15 A & U18 A and U13 B, U15 B & U18 B Teams Only:

- Coach's player selections will be completed for the mainstream "A" and "B" teams based on the chart below.
- If no coach has been selected, the team will be formed based entirely upon the independent evaluator's rankings.

Designated Locks and Coach Selections for A and B Team Selection Only:

Skaters on Team	***The Evaluators Select***	***The Coach Selects***	***From the Next***
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	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
18	Top 13 Skaters	5 Skaters	10 Ranked Skaters

Goalie Placement A and B Mainstream Teams Only:

- First goalie will be chosen by evaluation rankings.
- Second goalie will be chosen by the coach from second and third ranked evaluated goalies.
- Goalies coming back from higher level tryouts may replace either of the goalies chosen.
- Olds Minor Hockey may accept eligible additional goalies to have two goaltenders per team in U11, U13, U15, and U18.
- All other teams from U11 to U18 will be chosen solely by independent evaluations rankings, including goaltenders.

Team Formation Decision-Making:

- When the Evaluations Coordinator/Team Formation Committee Chair receives the final rankings from the independent evaluator(s), the Evaluations Coordinator/Team Formation Committee Chair will convene the following Association designates,

known as the “Team Formation Executive”, to collectively review the rankings and apply the “Team Formation Policy and Procedure”:

    - The President, or in the President’s absence, the Vice-President; and
    - One member of the Team Formation Committee in addition to the Evaluations Coordinator/Team Formation Committee Chair as chosen by random draw for each team formation, as required.
- All members of the Team Formation Executive reviewing the rankings must recuse themselves from team formation reviews in which they have a real or perceived conflict of interest according to Association bylaws, without exception.
- If the President, Vice-President, Evaluations Coordinator/Team Formation Committee Chair, and/or the randomly drawn member must recuse from a team formation review due to a conflict of interest or cannot attend the review for other reasons, successive random draws from among the members of the Team Formation Committee will occur until a total of three persons can collectively review the rankings and apply the “Team Formation Policy and Procedure”.
- Team Formation Committee Members, except for the Evaluations Coordinator/Team Formation Committee Chair, may reserve the right to opt out of the Team Formation Executive random draw for participation.
- Once the review team is established, they will:
    - Collectively review the rankings;
    - Determine team placement based on the “Team Formation Policy and Procedure”;
    - Oversee the coach player selection process, when applicable;
    - Finalize the player team placements based on the above; and
    - Post the team formation results in a timely manner.
- Final team sizes and player distribution will be solely determined by the Team Formation Executive 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.