

Capital Region Female Minor Hockey Association (CRFMHA)

Player Evaluation Policy

Version 5.0

(Approved July 22, 2025)

Purpose: The purpose of the Player Evaluation Policy is to establish the process by which CRFMHA will select and place players on teams in all Divisions. Player selection and team formation will vary based on Category of play (Competitive and Recreational) and Division (U7 through U21).

Competitive

Preamble

- Player evaluation by the CRFMHA is based on direction and philosophies established by Hockey Canada through its Program of Excellence, BC Hockey and the Vancouver Island Amateur Hockey Association (VIAHA).
- Procedural Fairness in Player Selection - Policy Goals
 - Establish authority of Selection Committee (Board Support)
 - Establish objective selection criteria
 - Communicate selection criteria
 - Eliminate or minimize bias
 - Establish appeal process
- Selection Committee
 - The Selection Committee will be composed of:
 - VP Hockey Operations
 - Director of Competitive Hockey
 - Director of Coaching

- o The Team Head Coach is not part of the Selection Committee, but does have input to player selection as defined in Authority and Responsibilities.
- Evaluators
 - o A group of evaluators will be formed and will be composed primarily of individuals with significant experience in player evaluation.
 - o Only coaches without daughters or family members in the process can be part of the evaluation group.
 - o Evaluators should not be assigned to evaluate in Divisions that include players they have previously coached.
 - o Each member of the evaluation group will conduct their evaluations independent from the other members and will, at all times, behave in an objective and fair manner.
 - o Selection criteria will reflect the generally accepted level of performance for players at each of the three Divisions (U13, U15, U18). The criteria will be based on individual skills/tactics and team tactics and the ability of the player to perform these in game-like situations. Detailed criteria will be objectively established and provided to the evaluation group by the Director of Coaching. A meeting will be held with players and parents to outline the evaluation process and selection criteria.
- Timeline:
 - o Confirm ice contract: April 1
 - o Tryout date announcement: By April 30
 - o Confirm software package contract: June 15
 - o Technical Package: June 30
 - o Secure evaluators: June 30
 - o Tryout registration deadline: July 20
 - After July 20 a tryout may be possible, but is not guaranteed
 - Applications for a tryout after July 20 will be subject to review by the Selection Committee and a decision on approval will be made by August 15
 - Applications received after August 15 will be denied in all but the most exceptional circumstances
 - o Secure on-ice coaches: August 1

Evaluation Process

- Stage 1 of the evaluation process will consist of a minimum of three ice times per Division and where possible, will take place on three consecutive days (Friday-Sunday). Unsuccessful players may be reassigned to the next highest Category/level when Stage 1 is complete.
- By the end of Stage 1, up to six forwards and up to four defense will be selected based on their declared positions. Once these players are selected, the balance of the players will be considered in Stage 2 based on their ranking, without regard to their declared position.
- Goaltenders will be evaluated within the three sessions and goaltender specific drills will be incorporated. Depending on numbers, a separate goaltender session may be included.
- Fitness testing may be incorporated.
- In Stage 2, players will be placed in a team setting and will continue to be evaluated until final selections are made. This may consist of practices, scrimmages and, when VIAHA teams of appropriate skill and competition exist, exhibition games.
- Teams will be composed of 13-17 skaters and 1-2 goalies.
- Players released from Stage 2 will be reassigned to the next highest Category/level.
- If an offer to play on a Competitive team is declined, the player will be released and placed on a provisional Recreational squad. If there are factors (e.g. cost) that prevent the player from playing on the highest level team, such instances will be considered on a case-by-case basis by the Director of Competitive Hockey in conjunction with the VP Hockey Operations.
- Released players are entitled to an exit interview. Interview requests must be made to the Director of Competitive Hockey and scheduled within 14 days of the release date.
- Each player selected to the team will be required to sign a letter of commitment to team activities, including but not limited to, practices, games, tournaments, fitness training and other team events (See Appendix 1).

- Parents/Guardians of a selected player will be required to sign a letter of financial commitment, acknowledging the payment amounts and payment schedule for Competitive teams (See Appendix 1).
- Observations made throughout the Evaluation Process will be summarized and be made available to the team coaches to assist in player development..
- In order to facilitate the formation of Recreational teams, every effort will be made to conclude the evaluation process in a timely manner.
- Questions or concerns involving any aspect of the Evaluation Process must be directed to the Director of Competitive Hockey
- When supported by Competitive and Recreational registration numbers in a Division, the Hockey Operations Committee may choose to host multiple Competitive teams in one or more Divisions, with approval from the appropriate governing body (if necessary). If this is the case:
 - the decision will be made and an announcement made to all players registered in that Division at the conclusion of Phase 1;
 - principles of selection of a lower level Competitive team will be the same as for the first Competitive team;
 - In the event that there is insufficient interest to continue with multiple Competitive teams in any Division after final selections are made, all players in that Division who were not selected will be assigned to provisional Recreational squads.
- When supported by Spring registration numbers, the Hockey Operations Committee may choose to host multiple Spring teams. If this is the case:
 - the decision should be made well in advance of the spring season;
 - the evaluation process will be similar to the Competitive stream;
 - players registered with CRFMHA will be provided exclusive advanced registration;
 - players outside of CRFMHA will be eligible to participate, pending approval by BC Hockey through a Special Event Sanction, with a cap of 25% of the players for a team;
 - principles of selection of Spring teams will be the same as for Competitive teams, except;
 - evaluations will be limited to a single stage;

- o in the event that there is insufficient interest to continue with this program on one or more teams after the evaluation registration deadline, those players will be notified within three weeks.
- o Timeline:
 - Confirm ice contract: September 15
 - Tryout date announcement: By October 15
 - Technical Package: November 15
 - Secure evaluators: November 15
 - Tryout registration deadline: December 1
 - After December 1 a tryout may be possible, but is not guaranteed
 - Applications for a tryout after December 1 will be subject to review by the Selection Committee and a decision on acceptance will be made by December 23
 - Applications received after December 23 will be rejected in all but the most exceptional circumstances
 - Secure on-ice coaches: December 10

Authority and Responsibilities

- President - Support various roles as needed
- VP Hockey Operations – oversee the entire evaluation process
 - o Confirm final numbers of players selected for each team.
 - Determining factors will be the needs of the CRFMHA with input from the Competitive and Recreational Directors, as well as the results of the evaluation process
 - o Review evaluation process and present a summary report to the CRFMHA Board
- Director of Competitive Hockey
 - o Lead and coordinate administrative duties (in conjunction with the appropriate Director). These include:
 - Book ice through the Director of Ice Management

- Ensure timely communication with membership
 - Determine evaluation process and timelines
 - Select evaluation software or system
 - Determine evaluation criteria
 - Secure evaluators
 - Monitor player registration
 - Approve and integrate technical package into evaluation software
 - Secure teams for exhibition games
 - Secure necessary equipment (pucks, cones, first aid kits, tryout jerseys, etc.)
 - Secure on-ice and off-ice officials for scrimmage and exhibition games
 - Schedule meetings (player/parent meeting, evaluator meeting, on-ice coach orientation meeting etc)
 - Develop and deliver the Player/Parent meeting agenda
 - Assign player groups and numbers, distribute and collect jerseys
 - Ensure Hockey Canada Safety Program (HCSP) personnel are present at all ice sessions
 - Communicate which players are being assigned to the Recreational program at the completion of each evaluation stage
 - When requested, conduct player exit interviews following the “Rule of Two” protocol with Director of Coaching
- Director of Coaching
 - Lead and coordinate on-ice coaching (in conjunction with the appropriate Director). This includes:
 - Develop technical package (drills and plans for evaluation sessions) in conjunction with Director of Competitive Hockey
 - Secure on-ice coaches for evaluation sessions and bench coaches for scrimmages/exhibition games
 - Lead coach orientation session
 - Liaison between Director of Competitive Hockey, evaluators and on-ice coaches
 - Coordinate fitness testing, if incorporated in the evaluation process

- When requested, conduct player exit interviews following the “Rule of Two” protocol with Director of Competitive Hockey
- Summarize observations made during evaluation process and make them available to team coaches for purposes of player development
- Team Head Coach
 - During Stage 2, the Team Head Coach will have input into the last selection(s) to the team in consultation with the Selection Committee. The number of players this will involve will be determined by consensus, and will include review of player evaluation rankings (not scores) from Stage 1 and Stage 2 for all affected players to confirm appropriateness of selections. Considerations in final selections may include team size, variance in scores between affected players (i.e. “natural break”) and pending (late) player assessments.
 - If a Team Head Coach or any member of the Selection Committee has a daughter or family member who is still competing for a position on the team, that Team Head Coach or Director may not participate in the evaluation process.

Participation

- Only players registered with CRFMHA are eligible to participate in the evaluation process.
- The Board will set a fee for the evaluation process. Payment must be received in full prior to the first evaluation session.
- In the event that a player is unable to attend one or more of the evaluation sessions to which they are assigned, the parent(s) should immediately contact the Director of Competitive Hockey (who will inform the VP Hockey Operations), explain the reason for the absence and provide an estimated time of return. In cases of illness or injury, a note from the attending physician may be required to accompany a player's request for exemption.
- If the VP Hockey Operations excuses the absence, the player shall be evaluated based on the sessions attended. Absences due to illness or injury and family emergencies shall generally be excused. Unexcused absences may result in the player not being evaluated and being assigned to the Recreational level.

- In cases where illness or injury eliminates a player from participation for a significant portion of the evaluation process, and the player is not assigned to a team, a roster spot may be held until such time the player is fit to return. In cases where, in the opinion of the Selection Committee, there is insufficient information for placement in a particular skill group, a spot will not be held. In all cases, Return to Play protocols will apply.
- Requests for exemption can be submitted to the Director of Competitive Hockey at any time and, once received, will be considered in consultation with the VP Hockey Operations. Requests will be categorized according to the reason:
 - Uncontrolled - such as documented illness, injury, personal/family tragedy will generally be considered.
 - Controllable - such as vacation, social events will generally not be considered.
- A player may apply to be evaluated as an Underage Player. The VIAHA Underage Exemption form must be submitted to CRFMHA by August 10.
 - The Underage Player may participate in Stage 1 of the evaluation exclusively with the higher level Division.
 - To be considered for selection, after Stage 1 the Underage Player must rank in the top 25% of available roster spots on the team.
 - An Underage Goaltender must rank as the top goaltender in Stage 1 in order to advance to Stage 2.
 - If the Underage Player is not successful after Stage 1 of the evaluation they will be returned to the lower Division and be part of the Stage 2 evaluation process of that Division.
 - If the Underage Player is successful after Stage 1 of the evaluation process they will continue with the higher Division team.
 - At any time after Stage 1 of the process, the Underage Player may be returned to the lower Division evaluation. This determination will be made by the VP Hockey Operations, the Director of Competitive Hockey and the Director of Coaching.
- A player may be removed from the evaluation process at the discretion of the Selection Committee due to insufficient skill and experience that could endanger the safety of that player. A full refund of the evaluation fee will be applied in these cases.

Late Assessments

- Late assessments may apply to:
 - Late releases from BCEHL
 - Players granted an exemption before tryouts as defined in Participation
 - Selected players injured during tryouts
 - Players registering with CRFMHA after the start of Stage 1 who have not tried out for another team (co-ed or female) in the District
- Late assessments will consider:
 - The availability of roster space on the team
 - The playing history of the player
 - The date the late player is eligible to participate in evaluations
- No rostered player will be displaced.
- An evaluation fee equal to the amount other players paid must be received before the player enters the process.
- The Selection Committee will be responsible for the evaluation of the player. Depending on when the player enters the process, evaluations may include independent evaluators and/or the Team Head Coach (if they do not have a daughter or family member still being evaluated).
- Late assessments will be completed as soon as reasonably possible after the player is eligible for evaluation.
- For a player who is assessed late to qualify for selection to the team, they must score higher than the lowest ranked player on the existing roster.

Appeals

- An appeal of an evaluation will be considered by an Appeal Committee established by the CRFMHA Board. Proper grounds for an appeal are issues related to procedural fairness and must be clearly indicated. An appeal may result in a detailed re-evaluation of a player only if the Appeal Committee determines that the principles of procedural fairness were not followed with respect to the player selection decision.
- Appeal Process
 - Send an Appeal Form (see Appendix 2) to the VP Hockey Operations within 48 hours of the player being released.

- A payment of \$100 must accompany the Appeal Form. If the appeal is successful the \$100 will be returned.
- All appeals will be reviewed and adjudicated by the CRFMHA Appeal Committee. The decision of the Appeal Committee is final.
- A meeting of the Appeal Committee will be scheduled for within 3 - 4 days following the completion of the evaluation and selection process and may be cancelled if no appeals are filed.
- A member of the Appeal Committee will declare a conflict of interest and they will not participate in any such review where one exists. The Appeal Committee will communicate its decision in writing in a timely manner.

Recreational

- As mandated by VIAHA, balanced teams will be the goal with consideration given to availability of coaches and goaltenders, residency, arena location within the CRFMHA boundaries and distribution of the CRFMHA ice contracts.
- Recreational players will undergo a less formal but equally important evaluation process. Based on registration numbers and recommendations from the Director of Recreational Hockey, the VP Hockey Operations will determine the number of Recreational teams in each Division.
- Preliminary squads will be formed by the Director of Recreational Hockey based on numbers and residency of the players. Initial ice times over the first few weeks of the season will consist of practices and scrimmages that will be used to assess the skill level of the players and overall balance of the squads.
- Whenever possible, final team placement will be determined by the end of CRFMHA Week 3 by the Director of Recreational Hockey in consultation with the Team Head Coaches and the Director of Coaching.
- Based on skill level and experience, consideration will be given to age exemptions (i.e. overage or underage). Such requests should be made to the Registrar who will communicate the requests to the Director of Recreational Hockey. Applications will be reviewed by the Director of Recreational Hockey in conjunction with the Director of Coaching, then approved (or denied) by the President and must adhere to the relevant VIAHA and BC Hockey policies.

- When supported by U11 registration numbers, the Hockey Operations Committee may choose to host a U11 Recreational Development Team, with approval from the appropriate governing body (if necessary). If this is the case:
 - the decision should be made well in advance of the following season;
 - eligible CRFMHA players should be made aware of this opportunity at the earliest opportunity;
 - the application process will be similar to the Competitive stream;
 - only players registered with CRFMHA will be eligible to participate;
 - Underage U9 players may apply for evaluation for a U11 Development Team in keeping with District Policy;
 - the evaluation fee will be the same as that posted on-line for Competitive Tryouts and subject to a similar cancellation policy;
 - the evaluations will be limited to a single stage only and final selections will be made at the conclusion;
 - players are selected based on skill, not positional preference;
 - there will be no input from the Team Head Coach or prospective Team Head Coach on final roster selections unless the Team Head Coach is a non-parent or the Team Head Coach's daughter or family member has secured a roster spot;
 - In the event that there is insufficient interest to continue with this program after the application deadline, all players will be placed on provisional Recreational squads, according to the principles listed above.
 - Timeline:
 - Confirmation of program announcement: by August 15
 - Technical Package: Labour Day
 - Secure evaluators: Labour Day
 - Evaluation registration deadline: Labour Day
 - Beyond one week past Labour Day an evaluation may be possible, but is not guaranteed
 - Applications for evaluation received more than a week after Labour Day will be subject to review by the Selection Committee
 - Secure on-ice coaches: Labour Day

- Although categorically a Recreational team, a U11 Development team will receive considerations from CRFMHA comparable to a Competitive team, with commensurate ice allocation and fees.
- **SPECIAL NOTES** (refer to VIAHA Handbook):
 - in order to compete in the VIAHA U11 Development League, the minimum team size is 15 players;
 - a player who is selected to the U11 Development Team as a goaltender may play as a skater;
 - CRFMHA recommends this be at the discretion of the coach;
 - a player who is selected to the U11 Development Team is not eligible to “Dual Roster” (register on a second Recreational team);
 - VIAHA Goaltender Relief (GR) rules exclude U11 Development. The team must use Affiliate Players (AP) as alternates (only).

APPENDIX 1

CRFMHA Competitive Player Commitment Agreement

Choosing to play competitive hockey demands a substantially higher level of commitment, not just from the player, but also from the entire family. This high level of commitment is necessary to ensure fairness to the coaching staff and teammates who are equally dedicated. The success of the entire program relies on the combined dedication and commitment of coaches, team personnel, players and parents.

By accepting a spot on a CRFMHA competitive team, another player was denied this opportunity, and players are expected to make hockey their priority sport/activity for the season. As such, players will be required to participate in all team functions and commit to the team's schedule including dryland training, practices, games, and tournaments unless there are unforeseen circumstances, such as illness, injury or personal/family tragedy.

Missing scheduled team events not only compromises a player's own development, but that of the whole team. Parents are expected to encourage and support the commitments their children have made as players. Failure to adhere to the commitment level stipulated by CRFMHA and the team may lead to disciplinary action at the coach's discretion, and in severe cases, removal from the program. Any disciplinary action taken due to a breach of the Competitive Player Commitment Agreement will be reported to the Director of Competitive Hockey, who will keep a record for each disciplined player.

Expectations and Responsibilities

So that I might be the best player and teammate that I can be, my parents and I agree to the following:

1. I will play competitive hockey because I want to;
2. I will arrange my schedule so that I am available for all dryland, practices, games, and tournaments. If I am going to be late or cannot attend, my parents will inform

the coach or manager ahead of time using the agreed-upon communication channels;

3. I will give 100% effort in all team events including dryland, practices, games, and other training;
4. I will give my coaches or trainer my full attention at dryland, practices, games, and other training. I will not distract others during these activities;
5. I will listen to my coaches instructions and follow them to the best of my ability;
6. I will always encourage, and never criticize my teammates - at practice, in the dressing room, or during games;
7. I will respect my teammates, coaches, opponents, and officials, and I will play the game with good sportsmanship;
8. I will come to each game, on time, well rested, and with a commitment to my coach and team;
9. If I/my parents have an issue to discuss with my coach, we will schedule a meeting to do so observing the 24 hour rule and following the agreed-upon communication channels;
10. I will adhere to all other rules and regulations set forth in the Hockey Canada Code of Conduct, Fair Play Code, or as otherwise announced by CRFMHA.

Playing competitive hockey is a privilege. Selection and participation in the competitive program is not dictated by skill alone. If players and/or parents are unable or unwilling to meet the necessary commitments, another player will be given the opportunity.

This Agreement is designed to prevent any potential misunderstandings regarding the required commitment to play competitive hockey. Within 24 hours of receiving this Agreement, selected players and their parents are expected to sign and return this document, thereby confirming their commitment and understanding of the expectations outlined herein.

Should a player choose not to accept a spot on a CRFMHA competitive team, or withdraw from the team once accepted, the decision will be final and the player will be re-assigned to the Recreational Division.

☐ I ACCEPT the offer to play on a CRFMHA competitive team. I have read and understood the Competitive Player Commitment Agreement and agree to be bound by its terms and conditions as long as I am a member of the team.

☐ I REJECT the offer to play on a CRFMHA competitive team.

Player Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

FOR PARENTS/GUARDIANS ONLY:

I acknowledge that the cost of participating on a Competitive team is higher than the cost of participating on a Recreational team. The payment schedule for Rep Fees payable to CRFMHA has been made available to me and I acknowledge I will pay the required fees on time, to maintain my player's status as a CRFMHA member in good standing.

In addition to Rep Fees paid to CRFMHA for predetermined costs of hosting the team, I understand I will be required to pay Team Fees (to a team account) to help fund the operational costs of the team including, but not limited to, tournament registration fees, dryland training, additional development, and non-parent coaching. The payment schedule for Team Fees will be determined by team personnel at the start of the season. Further to this, I recognize there will be travel expenses associated with Interlock games and out-of-town tournaments (e.g. fuel, ferry, accommodation, meals), for which I will be responsible.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

CAPITAL REGION FEMALE MINOR HOCKEY ASSOCIATION

- **Proof of payment of \$100 must be submitted with this application.**
- **Application must be submitted within 48 hours of the reassignment of the player.**

<p>_____</p> <p>Signature of Parent/ Guardian</p>	<p>_____</p> <p>Date/time of submission</p>
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