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| <b>TITLE</b>         | <b>EVALUATION GRIEVANCE POLICY</b> |
| <b>POLICY #</b>      | Operational 8.1.1.2                |
| <b>APPROVED DATE</b> | April 25, 2024                     |
| <b>REVISED DATE</b>  |                                    |
| <b>OWNED BY</b>      | Executive Committee                |

**1.0 OVERVIEW**

This policy is intended to be utilized when the outlined evaluation process is not followed and a decision is rendered which impacts the placement of a player or goaltender to a program, tier and/or level of play as a result.

Grievances concerning the improper conduct of any BMHA personnel associated to the evaluation process will be dealt with in accordance with BMHA Respect Matters #2.1 policy.

**2.0 POLICY**

In all instances the 24-hour rule shall be adhered to prior to the submitting of a grievance associated to the evaluation process.

In all circumstance’s evaluation notes, scores, rankings and any other material associated to the evaluation process will not be released, unless deemed absolutely necessary by the individuals assigned to investigate the grievance.

At no time shall a player or goaltender be re-assessed, reevaluated or re-ranked regarding any on-ice evaluation in response to an evaluation grievance.

Evaluation grievances will be addressed as quickly as possible.

A response to the grievance will be provided in written form.

Evaluation grievances must be received within one week of the conclusion of the BMHA evaluation process and team creation. Grievances obtained outside of this period will not be acted upon.

### **3.0 GRIEVANCE PARAMETERS**

Individuals wanting to submit an evaluation grievance are required to review and understand this policy.

#### **3.1 The Evaluation Process**

The Evaluation Process could involve sessions of timed skates, skills skates, games and tryouts. Each session is observed by a group of evaluators. At the conclusion of each session the evaluators meet and rank the observed players and/or goaltenders. To determine the player and goaltender rankings, the evaluators utilize group discussion, notes, and/or software programs.

In all circumstances the process is to be adhered to with the exception of circumstances involving an injured player or goaltender. (see Injured Player Policy #8.1.1)

#### **3.2 The Evaluation Decision**

The Evaluation Decision is the final placement of a player or goaltender to a specific program, tier or level of play based on the evaluation process.

Only grievances associated to the Evaluation Process which impact the evaluation decision will be acted upon.

Grievances based solely on the Evaluation Decision which places a player or goaltender to a specific program, tier or level will not be acted upon.

### **4.0 GRIEVANCE PROCESS**

**4.1** Grievances are to be made in writing and submitted to any member of the BMHA Executive Committee.

**4.2** The following must be included in the written grievance:

- The Division(s) for which the grievance relates;
- The exact aspect(s) of the Evaluation Process being grieved;

- Any supporting documentation or information;
- The contact information of the individual submitting the grievance;
- Any resolution(s) being sought.

**4.3** The Executive Member receiving the grievance will call a special meeting of the BMHA Executives to evaluate the submission to determine if the grievance meets the requirements of this policy and/or merits the necessity of an investigation.

**4.4** If the BMHA Executives determine that the grievance will be acted upon, they will appoint a member of the BMHA Board, who is unrelated to the nature of the grievance, to investigate.

**4.5** The member of the BMHA board appointed to conduct the investigation may obtain the assistance of up to two BMHA related individuals (with the approval of the Executive Committee Member who received the grievance) to conduct the investigation. The additional individuals may include an unrelated Parent of an BMHA player/goaltender, BMHA Staff, BMHA Committee Member, BMHA Directors, BMHA Coordinators, etc.

**4.6** The BMHA Board Member assigned to investigate the grievance may contact the individual who submitted the grievance to obtain clarity and/or further information. In most cases this contact is encouraged.

**4.7** The investigation will be thorough, complete and timely.

**4.8** The investigation results and recommendations will be provided to the Executive Committee Member who received the grievance for review and final decision.

**4.9** The Executive Committee Member who received the grievance will provide a response in writing to the individual who submitted the grievance.

**4.10** The response provided by the Executive Committee Member is final. Appeals will not be acted upon.