



PELHAM MINOR HOCKEY ASSOCIATION



Representative Hockey Tryouts Policy

And Team Formation Agreement

Background:

PMHA has developed policies and procedures to oversee Representative Travel Team (BB or AE) hockey tryouts. This will ensure the tryouts are conducted in a manner that is fair, equitable and transparent to all participants. All players trying out shall be given equal opportunity to be selected to a team's roster. The key premise upon which the PMHA bases its tryouts is that each player plays at a level compatible with his or her skill, ability, attitude and experience level.

Depending on the required roster size the head coach should ensure as much as possible that the best overall hockey players earn a spot on the team, regardless of the position they traditionally play. The head coach must determine if a player is interested in playing a position they may not have played before so that if the coach selects the player, this can be part of a conversation with the player and parent.

Prior to Tryout Start Dates:

Head Coaches will receive a list of all players registered to tryout from the PMHA Registrar, and will contact all registered Players at least two days prior to Tryouts and provide the player with a group number, a jersey number and specific tryout dates and times. This may be done via the email address provided during registration, or via phone call.

Each Head Coach will provide the PMHA VP of Rep. with a confirmation list of all players with jersey numbers assigned as early as possible and in advance of the commencement of tryouts.

Prior to the Try Outs commencing, ALL parents and players should be given information regarding:

- Tryout description - procedures, starting dates, locations and length.
- Competitive/Rep teams general information regarding financial, travel considerations and time commitments
- All players will sign in at the Registration desk prior to their first ice time and will agree to abide by the PMHA rules instituted for tryouts.

Policy & Guidelines:

Section One - Team Tryouts:

1. PMHA will hold Representative Travel Hockey Tryouts for the Novice, Atom, Peewee, Bantam and Midget Representative BB and (when applicable) the AE teams.
2. Spring tryouts will run in late April and early May. Fall tryouts will be completed in early September. The BB Midget and any secondary Midget representative teams (Midget AE or Midget Minor teams) will have tryouts in late August/early September subject to ice availability, and subject to working around other tryout schedules for higher level teams (example Junior B or AA).

3. Tryouts in each division will start with BB tryouts progressing to AE tryouts. The PMHA will publish the schedule which is not negotiable without PMHA approval.
4. PMHA reserves the right to determine if an AE team is feasible within each division on an annual basis based on tryout registration numbers. Additionally, the PMHA analyzes the annual registration projections based on registration history and may determine during the Budget setting phase of business that an AE team is not possible or may have to be delayed in determining a final answer.
5. The minimum number of participants at tryouts for any division will be **34** in order for PMHA to *consider* an AE team for that division. Any deviation from this number may be considered by the PMHA Board depending on circumstances of the age or year.
6. Each tryout hour should be limited to a maximum of 25 players on the ice, in order to avoid confusion and to allow proper evaluation, whenever possible.
7. PMHA will set the tryout schedule, and one opportunity in the Spring will be provided for an exhibition game. (in the Fall tryouts for Midget level). Each team will receive an additional ice time for an exhibition game in September as part of the Tryout revenue collected.
8. No additional ice times beyond the schedule are offered. If for some reason an exceptional circumstance arises (such as when the exhibition game opponent cancelled at the last hour), a Head Coach may approach the PMHA through the VP Rep to request modification.
9. Teams are not permitted to make final releases outside of PMHA booked and hosted tryout ice typically. However, there are times when teams will be permitted to do so. This will be advised to the team's Head Coach by the PMHA when such a situation exists.
10. Teams are allowed to participate in exhibition games hosted by other centers, but they must be a familiar association who is also running tryouts – no exhibition games set up outside of normal OMHA rules for exhibition games.
11. All Tryout Exhibition game whether considered a HOME game or an AWAY game must be accompanied by a Travel Permit as per OMHA Regulations, which the Head Coach should carry on their person.
12. The PMHA will determine the FINAL date of Tryouts and will advise Head Coaches of this ice time in advance of Tryouts.

Section 2 - Team Roster:

1. The **minimum** number of players for each team's final roster heading in to the hockey season will be as follows:
 - a. Novice Rep - 15 skaters and 2 goalies
 - b. Atom, Peewee teams – 14 skaters and 2 goalies are the minimums, unless otherwise authorized by the PMHA Board in advance of final cuts.
 - c. Bantam teams – 14 skaters and 2 goalies, unless otherwise authorized by the PMHA Board in advance of final cuts. However consideration should be given towards the injuries, suspensions and outside of hockey interest players may attain during the season and therefore 15 skaters should be considered.
 - d. Midget teams – 15 skaters should be the minimum, and Head Coaches may want to consider signing up to 17 skaters. Teams should be mindful of the goalie situation as well, and try to sign two goalies per team. If a team is taking less on the final roster, the Head Coach must request this in writing to the Division/Age Group Director and VP Rep before final cuts for approval.

**With all Rep teams, there are times when two goalies are not available, and therefore any rep team is entitled to keep just one goalie in these circumstances.*

2. These specific numbers may be altered and will be communicated to the Head Coaches prior to the beginning of the evaluations by VP Rep if the registration numbers warrant a different decision or direction.
3. Signing expectations at the end of Spring Tryouts are as follows:
 - a. Pelham BB team is required to sign the minimum team number. This potentially leaves one open roster spot available for a later decision.
 - b. Pelham AE team is required to sign the minimum team number. This potentially leaves one open roster spots available for a later decision.
 - c. Either team may sign their roster to the roster limit. This will declare the closed for additions at a later date. This is the Head Coach's decision during the Spring Tryout session and the Head Coach will advise the VP of Rep hockey of his choice.
 - d. In situation c above, only if a player leaves the team for reason of injury, disinterest, moving...etc...would a new player be permitted to sign at a later date.
 - e. Official team Rosters must be completed by September 15th or a minimum of 72 hours prior to the NDHL season starting - whichever comes first – for all age groups that are not Midget.
 - f. Midget will have a published deadline announced by the Board in September based on Tryout dates and schedule start dates.
4. **The BB team Head Coach will clearly communicate with the AE coach and VP Rep the final 2 players that are released to the AE team that are identified as potential call up to the BB team if for some reason the original roster is not maintained prior to the season commencing and the OMHA transfer deadline. This will be an agreement in writing.** If for ANY reason the BB is required to fill in a roster spot that is vacated after the Tryouts are completed, at ANY time, these identified players MUST leave the AE team and go to the BB team. This is not negotiable by the Head Coach of the member affected. The PMHA has a responsibility to have the BB team formed with the highest evaluated players which supersedes the “team chemistry” or “make up” of an AE team.
5. **The same regulation then applied for any AE team that is formed as 2.4.** The AE team must identify the last 2 players released should they need to “be called back” to the AE team.
6. BB teams and AE teams should also be prepared to offer these “last two players” an Offer of Affiliation prior to officially being released to AE or LL programs.
7. BB teams will leave the spring tryouts with at least 2 forwards, 2 defensemen, and 1 goalie signed to an Offer of Affiliation from the players who attended tryouts. AE teams should strive to attain the same if or when the numbers dictate this is possible.
8. To clarify, players who did NOT participate in Tryouts can still be signed as utilized as APs as per OMHA regulations. They will not however be rostered to the teams as regular players at a future date unless they had attended tryouts.

Section 3 - Players not attending Tryouts:

1. Attendance at scheduled PMHA Tryouts skates is mandatory for those who wish to be considered for a roster spot on a PMHA Representative Hockey team. Players cannot be evaluated if they are not on PMHA ice. If a participant misses one PMHA tryout ice time without having received a previous exemption from the PMHA President and VP of Rep Hockey, they will be considered not attending, and will be removed from PMHA Rep team consideration.
2. Any players that relocate to Pelham after Spring tryouts have been completed **MAY** be eligible to be given a minimum of 2 on-ice sessions in August/September – one of which one will be with the BB Rep team first, and/or AE team secondly, and will be subject to a Tryout Fee. These players have to be registered with the PMHA by August 31st to be eligible to tryout if they are “new to Town”.
3. The PMHA Board may also grant someone a late Tryout under certain circumstances as determined by the Board.

4. Players who intend/have already planned on moving to Pelham but are ***not*** PMHA property at spring tryout time may also participate in said **tryouts pending approval from the PMHA Registrar and President only** based on individual circumstances, and this will be determined in advance of Spring Tryouts starting and in accordance with OMHA/OHF regulations. (see section 4.1 of this policy) In some circumstances, players may become PMHA property (therefore new to PMHA) through other means – example an OMHA decision. These players may be considered for a PMHA tryout as long as the process can be completed prior to the roster deadline and may arrive to the PMHA after the August 31 registration deadline.
5. Players, who miss tryouts in the Spring due to injury, illness or another documented reason, must document their absence to the VP Rep and the PMHA Board before the tryouts have completed, and the Board reserves the right to grant a Fall tryout opportunity or not based solely on this submission. This provision does NOT include missing PMHA Tryouts to attend the Tryouts of another association's skates at Bantam or Peewee age hockey.
6. The VP Rep will provide the respective Head Coach and Division/Age Group Director with this information.
7. The Head Coach MAY then, after discussion with the VP Rep and Division/Age Group Director, request that the player attend practice sessions/Fall tryout ice times with the team in August/September in order to be properly evaluated.
8. In the case of illness or injury, a note from a medical doctor must be provided to the Head Coach and Division/Age Group Director to properly excuse the player. Proper return to play protocols must be followed by this player if they wish to receive a proper evaluation at a later date with the PMHA.
9. In rare circumstances, and by written request, a Head Coach may request signing an injured player that did not participate in Spring Tryouts. The Head Coach must be prepared to justify their reasoning for this request, and the Board as a whole will hear the case and provide a ruling. This will not be appealable.
- 10. Players who did not receive permission to be absent from Spring tryouts will not be granted a Fall tryout – NO EXCEPTIONS!**

Section 4 - Player Tryout Regulations:

1. All players MUST BE RESIDENTIALLY ELIGIBLE to participate on a PMHA Representative team according to OMHA guidelines. This eligibility must be confirmed at least 72 hours in advance of the final roster submission. Players who have been PMHA members must ensure the PMHA Registrar has their current and correct address information during registration. A player's eligibility to participate on PMHA Tryout ice will be determined by the Registrar, President and may also involve the Vice President of Rep Hockey in determining final answers.
2. Players must be registered and must pay the determined tryout fee IN FULL prior to stepping on the ice for PMHA tryouts. We do not process "walk up" registrations.
3. Players must be properly registered with PMHA (forms completed and payment submitted) prior to attending any tryout session, or have written permission from the PMHA Registrar to be attending tryout skates, which will need to be shown at the arena prior to participation.
4. Players are placed in a division based on OMHA age guidelines. Any players who desire **upwards movement** outside of their pre-determined OMHA age category will have to review the PMHA Exceptional Player Policy and follow those instructions. This must be finalized prior to the start of any PMHA tryout ice. Once PMHA tryouts have started, there is no upwards movement that will be considered for the season.
5. The Registrar will contact each Head Coach prior to the first tryout to confirm registration and payment is complete for each player. Any player showing up to tryouts without full payment of fees or completed registration cannot step on tryout ice without approval of the President/VP Rep and Registrar.
6. Each Head Coach will be provided an official Tryout List of players no less than 24 hours in advance of their first ice time.

7. Players will be required to complete a receipt of attendance upon their arrival at the first tryout session, and will be asked to sign off on understanding the process of the PMHA tryouts when checking in at the Registration table.
8. Every player paying a tryout fee will be assured a minimum of 3 tryouts/skates within their division.
9. Players must attend all scheduled ice times with no exceptions, except where stated in Section 3 of this policy.
10. Failure to attend two of the first three scheduled ice times will result in rescinding of the Tryout clause pertaining to receiving a minimum of three skates.
11. Players not registered prior to the start of the spring evaluation session will forfeit their entitlement to two evaluation sessions.
12. These players may be released after one evaluation session. A Head Coach is not obligated to hold a roster spot for a player if that player has not attended tryouts.
13. All players are to wear PMHA supplied evaluation jerseys.
14. Players are not permitted to wear Rep style jerseys, pants, or socks during evaluations when possible. Player outfits on tryout ice should be team neutral as to not influence independent evaluators with certain colored or styles of equipment received on past Rep teams.
15. All players trying out shall be given equal opportunity to be selected.
16. Initial releases may be made after the second tryout for divisions with AE teams and after the third tryout for divisions with no AE team.
17. ***ALL Registered players must try out for the Rep BB team first.*** If they are released from the BB team, only then will they be eligible to try out for the AE (if AE is offered). The Head Coach of the BB team must provide No player may try out for an AE team without a release from the BB team. The BB Head Coach will communicate the names of released players to the Board member overseeing those Tryouts, and to the Registrar, ASAP.
18. If a player situation requires a decision on giving a Release without skating, it will be made by the PMHA Board or sub-committee of the Board familiar with the Tryout process. The player will make the request to the Board, in written form, with an explanation of the circumstances of the special request. A minimum of four Board members must participate in the decision.
19. The AE selection process will not typically begin when possible until after the third BB tryout has been completed, but the AE teams can begin their assessment skates following the second Rep BB tryout.
20. Players released from BB teams will be placed onto AE tryout rosters (if AE team is offered). If there is no AE team, the players will be placed in local league. Names of players released from the Rep/BB teams must be conveyed to the PMHA Registrar immediately upon their release.
21. ***If a player is offered a position on a BB team and it is refused, the player will forfeit their opportunity to try out for AE, and will be reassigned to Local League. Only under exceptional situations will the Board consider allowing this. A process as outlined in 4.18 will need to occur here as well.***
22. A player, who has tried out for the AE team and is unsuccessful, will be assigned to a local league team.
23. A participant who has been released from the PMHA BB **and** AE team (when AE team is offered) may request an NRP from the PMHA to attend skates at another centre.
24. If Rep tryouts are missed for any reason other than medical or other pre-determined reason, and no communication has been made to the PMHA Board members responsible, the player will be reassigned to Local League.
25. The target date to finalize team rosters will be in accordance with PMHA, League, OMHA and Hockey Canada guidelines once the regular season has started.

Section 5 - Additional Tryout Notes for Novice Rep:

1. Players who are 7 years old are permitted to try out for the Novice Rep BB team as per new OMHA regulations published in March 2018. However, as per the OMHA, players that are seven MUST review the PMHA Exceptional Player Policy and the provisions included within specifically pertinent to this category.
2. A maximum of TWO seven year olds participants will be considered for the Novice BB team final roster and this is pending OMHA approval. This does not matter what position the participant's plays.
3. The Novice team must sign the minimum number of AP's identified for the other PMHA Rep teams before September 15th. The Novice Head Coach will sign three AP's during his final cuts, but can wait on any remaining AP signings until after the summer.
4. The Novice BB team may be permitted to sign up between 13 & 14 skaters coming out of Spring Tryouts, with the approval of the Division/Age Group Director and the VP Rep, however, by September 15th, they will sign the final skaters to their roster to bring the number to 15. This allows a player to improve over the summer and come back for further evaluation.
5. **The Novice Rep team is mandated to take 15 skaters on their roster for development purposes.**

Section 6 - Evaluation and Staffing Requirements:

1. The PMHA will ensure that there is a certified trainer for all on and off ice sessions conducted by our teams during the tryout process. This may have to include the parent of a participant on the ice; however the safety of participants supersedes any "optics" this may present.
2. All Head Coaches will arrange for supervision in dressing rooms at all times during the try-outs. These supervisors need to have a police check verified prior to the date of commencement.
3. Head Coaches will receive a copy of the PMHA Tryout Policy and will acknowledge they are in receipt of these and will follow the guidelines as detailed in these documents.
4. Head Coaches and Division/Age Group Director will meet during the tryouts to discuss/review the selection/assignment of players.
5. The Head Coach is required to utilize independent evaluators during the selection of their team. All Head Coaches will submit to VP Rep, a minimum of 2 names of independent evaluators for tryouts. Approved Head Coaches from each level of PMHA Hockey will also be available to assist in the evaluation process. PMHA will provide qualified assistants to aid in running tryouts if they are required on the ice.
6. **The PMHA Board may also have an evaluator at each tryout skate whose evaluation must be considered by Head Coaches in team selection.**
7. All Head Coaches will use standard evaluation forms approved by PMHA for all player evaluations and ensure each player is assigned a completed form. Evaluation sheets are to be retained by the Head Coach at the conclusion of the evaluations in case a player or parent wishes to have further discussions regarding evaluations. At the conclusion of tryouts, all evaluation sheets are to be forwarded by the Head Coach to the Division Director and VP of Representative hockey. The evaluations will be retained for a period of time in the event a player or parent wishes to have further discussions regarding evaluations.
8. No parent of a player trying out for a team (with the exception of the Head Coach) shall be on the ice or the bench during any of the tryouts. No parent of a player trying out for a team shall be named to the coaching staff prior to completion of tryouts. The exception to this is after the second tryout, one bench staff/Assistant Coach can be presented to the VP Rep for review. If approved, this individual can assist with any remaining tryouts.
9. All other bench staff names are to be submitted for approval to the VP Rep following tryouts. This list of staff will also be subject to PMHA Board review for approval. No position as a staff member is guaranteed as requested by the Head Coach. **The PMHA reserves the right to**

refuse any staff member or volunteer from participating with any PMHA team Rep or LL. If refusal occurs, this decision does not have to be discussed with the Head Coach, but will be discussed with the rejected candidate.

10. Head Coaches should develop a potential list of bench staff but should not promise anyone a position prior to PMHA approval. Preference is given to qualified, non-parent bench staff. Past performance is also given consideration. Player evaluation will also be considered when a parent is being presented as a staff member.
11. Coaches may add staff members to their official staff list who do not have a child trying out for the team at any time, and those people will still require PMHA approval.
12. During PMHA Tryout Exhibition games, there may be the need to utilize parents in attendance that possesses qualifications to ensure the game can be staffed according to OMHA rules. Inclusion of these parents does not guarantee their child a spot on the team, and should not be seen as a situation of advantage. The PMHA has a responsibility to ensure proper staffing is present or the game may not be played.

7 - Coach Guidelines for Releases & Final Rostering:

1. PMHA will not have their entire team signed prior to the final scheduled PMHA skate/game. Teams will use the final scheduled ice time to determine their final team. The PMHA Board will annually provide a schedule of releases to each team and each division based on the number of players registered. This will be followed by Head Coaches during the Tryout process.
2. Releases will be done using letters and/or in person individually. Given the large number of players trying out in certain divisions, letters can be used for the first and second round of releases. Subsequently, individual meetings are required.
3. All individual meetings will be conducted by, at a minimum, the Head Coach and Division/Age Group Director (or another PMHA Board member). The Division/Age Group Director (or another PMHA Board member) must be included in all player signing/release meetings. Parents of all players in Peewee division and below are to be included in all individual meetings. Parents of all players in Bantam and Midget will be given the option of being in the individual meeting.
4. Assistant coaches / staff that are team parents as well will NOT be a part of the player release meeting. In some circumstances, the Head Coach may request one staff / prospective staff member to be present and this request must be received by the VP Rep and Division/Age Group Director prior to approval.
5. Meetings where players are being released must be completed with the utmost respect. A strategic plan for respectful and ***considerate player exit from the facility must be taken into consideration*** due to the potential for an emotional reaction. Players must not be forced to return to or through an area where other players or parents have gathered. Coaches must accommodate this mandate.
6. Prior to the final selection of a team's players and any meeting of players being signed or released during the last skate for a team, the Head Coach will convene with the Division/Age Group Director and/or VP Rep to review the final player selections. The Division/Age Group Director and/or VP Rep may have input into the selections for the final positions or request a review from the Head Coach regarding his choices. All Head Coaches will provide final player selections and bench staff selections on the final day of tryouts to the VP Rep. The VP Rep, in consultation with respective Division/Age Group Directors, will review selections and will notify Head Coaches if approved. The VP Rep will then forward the provisional roster to the Registrar for proper documentation purposes.

ADDENDUMS:

SUMMER ON ICE PRACTICES

1. Teams are allowed summer on ice practices. These sessions must be completed before the fall BB and AE travel session begin.
2. PMHA teams ARE NOT PERMITTED TO PLAY IN ANY EXHIBITION GAMES OF ANY KIND during the summer months. The exception to this is if the team decides to enter a league (with rules and a schedule etc) and this requires the approval of the PMHA Board first.
3. PMHA Representative teams are forbidden from participating in exhibition games or skates in any variety with entities that have been designated as Non-Sanctioned hockey teams or leagues pursuant to the OMHA 2015 mandate on Outlaw Hockey.
4. Each team will be limited to 6 sessions as a team and permission from the VP Rep must be occurring in writing. If a team has a plan for more than this number, a letter to the Board in advance is required explaining why this is necessary and requested.
5. Summer practices are optional to all players and are not to be used as evaluation in any way. Only players registered to PMHA and still on an active team or tryout roster are allowed to be on the ice with a PMHA Rep team.
6. A registered Coach and Trainer with the PMHA from either the previous season or the upcoming season must be present at all times. On ice help must meet OMHA requirements. A list of on ice help must be submitted to the PMHA Registrar.
7. All summer practices must be approved by either the V.P. Rep or President.
8. The practices must be made available to all rostered players. Coaches should keep records that all players were contacted and notice of any players who declined. Email records of players declining would be recommended.
9. The practices should be booked through the PMHA Ice Scheduler when possible. This will ensure proper Insurance coverage for the sessions. It is not the Ice Scheduler's responsibility to find the ice, this needs to be done by the coach and a list of time(s) and locations must be submitted to the Ice Scheduler for booking. Request must be done at least 2 weeks prior to the practice time and location sought.
10. Teams are responsible for providing direct and full payment to the facility for all ice booked.
11. Any team participating in summer practices will need to submit a statement of funds collected and paid, to the VP Rep. These sessions are not intended to raise funds to be used by the team during the season.

SUMMER OFF ICE ACTIVITIES

1. Teams are allowed summer "off ice" activities. These sessions must be completed before the fall BB and AE rep travel session begin.
2. Each team will be limited to 4 sessions as a team and permission from the VP Rep must be occurring in writing. If a team has a plan for more than this number, a letter to the Board in advance is required explaining why this is necessary and requested.
3. All activities are optional to all players and are not to be used as evaluation sessions. Only players registered to PMHA and still on an active team or tryout roster are allowed to be involved in the off-ice activities.
4. **A registered Coach and Trainer with PMHA should be present at all times.**
5. All summer off ice activities must be approved by either the V.P. Rep or President.

6. The activities must be made available to all rostered players. Coaches should keep records that all players were contacted and notice of any players who declined. Email records of players declining would be recommended.
7. Teams are fully responsible to get proper insurance coverage and permission of use when running off ice or dryland sessions as a PMHA team.
8. Teams are responsible for providing direct and full payment to the facility for all off ice events booked.
9. Any team participating in summer practices will need to submit a statement of funds collected and paid, to the VP Rep. These sessions are not intended to raise funds to be used by the team during the season.

Policy History:

Original written as Section 9 in the PMHA Policy Manual of 2005.

Revised in April 2015.

Revised in February 2016.

Revised in March & April 2017.

Additions made in February 2018 and approved by Board

Numerous changes and clarifications provided in April 2018 to address some changing operational items.

Acknowledgment of:

**PMHA Tryout Policy and Procedural Documents
And Team Formation Guidelines**

I hereby acknowledge the receipt of said policy and tryout procedures, and agree to follow these policies, and ensure all future team staff members comply with the same.

I agree to treat the players at tryouts with respect and fairness during on-ice sessions, during assessments and evaluations, during discussions about team composition, during any exhibition game play, and during signings or releases of that player to or from the roster.

Head Coach Name: _____

Signature of Head Coach: _____

Date: _____