

CMHA Representative Evaluation Review Request

CMHA requires a Waiver at time of registration which provides that by registering in CMHA you agree that the placement of your child is solely at the discretion of the CMHA and its representatives. CMHA does acknowledge that there may be times that administrative errors are made or something is overlooked in its evaluations and have thus provided a process for parents to request a review of the placement decision of their child.

1) Key Important Notes:

- a) **Any Review Requests submitted prior to the mandated 12 hour “cooling off period will not be acknowledged nor responded to;**
- b) **All Review Requests are to be in writing using the “Evaluation Review Request Form” and submitted to the Division VP after 12 hours but prior to 36 hours of the release or 4 hours prior to next ice time;**
- c) **All Review Requests must be accompanied by a \$250 payment which is non-refundable except in the case where it is determined that the player is to be moved back to the pool from which they were released for further evaluation;**
- d) **A Request for Review must only be about your child. References to other players / parents will not be considered;**
- e) **Anonymous Review Requests will not be acknowledged nor accepted;**
- f) **Coach’s individual releases are not open for review;**
- g) **There will be no written evaluations provided in response to any review requests;**
- h) **Results of the Review Request are not appealable.**
- i) ***Keep in mind that it is more likely that the original decision will be maintained than overturned. There are very few instances where the fee has been refunded!***

2) Definitions:

Review Request – a structured process within the Rep Evaluations whereby a parent may request a review of the evaluation and placement decision of their child.

Division VP - Vice President in charge of the evaluation for the division.

Representative Player Selection Committee (‘RPSC’) – as defined by CMHA Policy V. B (1).

3) Process:

- a) All Review Requests and payments must be submitted to the Division VP via online form, who will ensure payment has been provided and will present the request to the RPSC;
- b) All Review Requests require a \$250 pre-payment by credit card which is refundable **only if the RPSC determines, after re-evaluation, the player is to be moved back to the pool from which they were released.**
 - credit card processing fees will not be refunded
 - collected fees will be used to provide financial assistance to rep teams travelling outside of the Lower Mainland for league or playoff games..
- c) RPSC will review their evaluation notes and scores and will provide the Division VP with their decision as to whether or not a re-evaluation will be provided who, in turn, will advise the parent submitting the request;
- d) Not all review requests will result in a re-evaluation. Upon review of the request and all documentation regarding that player, should the RPSC clearly feel that the decision to re-evaluate will not change the reassignment of the player there will be no re-evaluation. Refunds are NOT provided even if no re-evaluation occurs.
- e) Should the RPSC determine that a re-evaluation should take place, evaluators will objectively re-evaluate with scores and comments. **At no time during evaluations should there be any communication from the parents to the RPSC and in particular during this process.*

4) Timeframe:

- a) Due to the compressed time frame of evaluations, the standard "24 Hour Rule" is amended to 12 hours. This still allows both parties to have a cool down period so that the issue at hand can be dealt with rationally. **Any requests for review filed prior to the 12 hour cooling down period will NOT be responded to.*
- b) All requests for review of placement must be submitted in written form to the VP responsible for that group/level no later than 36 hours from the release or 4 hours prior the player's next on-ice session, whichever is sooner.
- c) The Division VP will meet with the RPSC before the player's next session to discuss any review requests. The player under review will be required to remain in the group that he/she has been reassigned to until the Review Request and/or re-evaluation is completed.

- d) If a re-evaluation is provided, evaluators will meet with RPSC immediately after the session to share the evaluation results of the player under review. At that time, a decision will be made to either keep the player in the assigned group or have the player reassigned to another group.
- e) The decision will be communicated via email from the Division VP. If desired, a subsequent meeting can be arranged for the parents to meet with the Development Coordinators or equivalent & RPSC (minimum of 2 members) to discuss the results of the evaluation review.
- f) After the meeting, the review process is complete and the results are not appealable.

LINK TO SUBMIT A REVIEW REQUEST: <https://form.jotform.com/232366490855060>