



August, 2024

TWHA Evaluation Appeal Procedure

During evaluations, members may submit questions regarding an evaluation to the applicable age group Vice President, Operations.

Following the completion of the evaluation process, Members may submit a formal appeal regarding the placement of a player (an “Appeal”). An Appeal must use the TWHA Evaluation Appeal Form (the “Form”) set forth at the end of this procedure. The Form must contain the following information:

1. The aspect of the TWHA evaluation guideline that the evaluators did not follow;
2. The impact of the error; and
3. A proposed resolution.

Once completed, please:

1. Submit the Form to the President of Trails West president@trailswesthockey.com , cc'ing the relevant Vice-President, Operations; and
2. E-transfer \$250 CAD (the Appeal Fee) to treasurer@trailswesthockey.com

Upon receipt of the Form and the Appeal Fee, TWHA will form an Ad-hoc Appeal Committee in a timely fashion with at least 3 (three) Board members, including either the President or Past President and a Parent Advocate who will represent the appealing member in the Appeal. The committee will strive to resolve the Appeal and issue a final and binding decision within 72 hours. If the Appeal is successful, TWHA will refund the Appeal Fee to the member.

Prior to commencing an Appeal, TWHA encourages members to review the TWHA Evaluation Guidelines carefully and follow the '24-hour' rule before initiating an Appeal.

Please be respectful and courteous and remember we are all volunteers!

If you wish to initiate an Appeal, the member must complete the following page and submit it to the President as set forth above.



August, 2024

TWHA Evaluation Appeal Form

Player Name: _____

Nature of the Appeal: _____

Aspect of the TWHA evaluation guideline that the evaluators did not follow:

The impact of the error:

Proposed resolution:

Other comments/suggestions:

Date: _____

Parent's Signature: _____

Parent's Email: _____