



BCLA Minor Directorate
Provincials Tiering Placement (PTP) Review and Process

Minor Directorate Operating Policies:

12.02 (b). The Minor Directorate will have the final authority, with rationale, to make sure the teams are placed in the appropriate tiers for Provincial Championship games to the best of the ability of the Minor Directorate. This placement would take place at the June meeting of the Minor Directorate, following the declaration deadline. Should a team be moved, they would have the opportunity to withdraw their declaration without fines (indicated in 12.06).

12.06. If a team withdraws from participation in the Provincial Championship Tournament after declaration, the parent association could be fined \$1,000.00. After a provincial berth is confirmed/assigned, the parent association could be subject to a \$3,000.00 fine per team that withdraws. This policy shall be printed on the Provincial Declaration Form. It is further understood that Recognition Ceremonies are a part of the Provincial Championship Tournament and that teams participating in a Provincial Championship must also participate in the Recognition Ceremonies. Teams failing to participate in these Ceremonies will also be subject to the fines as indicated. A “Team” is defined as the roster declared at the Coaches Meeting.

The tiering placement process is as follows:

1. Requests for Provincial Tiering Placement Review by the Minor Directorate before **May 31** and said request must be turned in 4 days before the June MD Declaration meeting. MD to appoint a single representative to collect data = *MD Rep* (i.e., PPD, Secretary). Note; as this is an appeal of a Commission’s decision of team placement, BCLA appeal process/fee is in effect (see Appendix A in BCLA Operating Policy for details).
2. The Challenger’s request must have rationale with it (must be more than the fact that the team won a tournament) and why they are asking for the review in detail. The Challenger must validate this and provide at least one or more of the following pieces of information, in writing:
 - a. selection of game results (tournaments or league play)
 - b. game sheet(s) (if available)
 - c. league standings (if available)
 - d. witness statements (email)
3. The following may request a review of the placement of a team from another commission: League Commissioners, Zone Reps, Commission Chairs.

| | | |
|---|---|--|
| Team or President from other club/association | Must send to their own Commission Chair or Zone Rep | If valid and Commission Chair or Zone Rep agrees, then request is sent to MD PTP Rep |
| Commissioner or Zone Rep | Must submit request to their own Commission Chair | If valid and Commission Chair agrees, then request is sent to MD PTP Rep |

| | | |
|--|-------------------------|---|
| Commission Chair or MD Chair | >>> | Must submit to MD PTP Rep |
| MD Vice Chair or Provincial Playoff Director | Must submit to MD Chair | If Chair agrees, then request is sent to MD PTP Rep |

4. All requests must have rationale and any supporting documentation that they feel the MD needs to look at and sent in when the request goes in. Nothing can or will be added at the (June) Declaration meeting.
5. The *MD Rep* will contact the Commission Chair of the Team in Question. They will confirm where the team is placed or will be placed. If the team has been moved, then the *MD Rep* will advise the Challenger. If the team has not been moved, the PPD will let the Chair know that a PTP Review of the team has been made.
6. The Commission Chair of the Team in Question will notify the League Commissioner and Association President, both of whom shall advise the Team Head Coach, of the PTP Review. The Commission Chair will collect the documentation to support their decision (4 days to gather in 2013). They can provide any or all of the following: copies of score sheets, meeting minutes of their Provincials declaration meeting, the reason why the team was placed where it was, complete league standings, and the PTP Screening Tool. The Commission Chair **MUST** also ask the Team in Question if they will allow their Declaration to stand at a different (moved) level, should their team be moved, along with a Team Contact (so that we can contact them again in Step 7). All this information will be sent to the *MD Rep* before the meeting.
7. The *MD Rep* will bring the Challenge info to the meeting (if the team declared for Provincials), and the Commission Chair can defend the Team in Question's placement. The Challenge(s) will be the first thing on the agenda (motion to discussion) ~ this will give the Commission Chair time to contact the team if there is indeed a PTP change in declaration, before MD talks about the balance of declarations. If the team has been moved up (or down) the team can withdraw from Provincials without any fines. If the Team in Question did not send a response to their potential movement AND is not able to be contacted on Saturday morning, should the team be mover, the team's declaration **WILL STAND** in the new tier and all fines will be in place.

NOTE: Due to the fact that a team's appeal of this PTP Review is built into step number 6, there is no further appeal to this decision.

| | |
|---------------------------------------|---|
| <i>MD Rep</i> | Motions Challenge (PTP Review) to floor, for <u>discussion only</u> . |
| MD Rep | Presents Challenge information. |
| MD Rep or Commission Chair | Presents declaration rationale/placement. |
| Questions and other discussion | |
| Member | Can motion team's movement |