



AIRDRIE MINOR BASKETBALL ASSOCIATION

Mini House and Travel Team Formation Policy

Approved November 3, 2025

Policy Details	
Approved by	AMBA Board of Directors
Date Approved	November 3, 2025
Policy Owner	Player Development and Evaluation Committee
Governing Bylaws	Updated to align with the AMBA Bylaws (2026)
Last Updated	September 2026

airdriebasketball.ca

1. PREAMBLE

The Airdrie Minor Basketball Association (AMBA) is committed to ensuring fairness, transparency, and inclusivity in the formation of travel teams. In alignment with **AMBA** and **Calgary Minor Basketball Association (CMBA)** bylaws and the **Alberta Basketball Association's (ABA) Equity, Diversity, and Inclusion Policy (2021)**, this policy establishes the framework for the **Evaluation Committee** and outlines how teams will be created in a collaborative and accountable manner.

Purpose

*The purpose of this policy is to ensure that **no single individual holds undue influence** in the selection or formation of mini house or travel teams.*

The Evaluation Committee is designed to integrate **objective player evaluation data** with **collective knowledge of player development**, ensuring that team placements support both individual growth and balanced team performance. Decisions will be made through **majority agreement** among committee members, ensuring that placements reflect fair consideration and consistency across divisions.

2. COMMITTEE COMPOSITION

- The **Evaluation Committee** shall consist of a **minimum of three (3) members**.
- Members may include:
 - Travel Team Coordinators
 - Mini House Coordinators
 - Player Development Coordinator
 - Other members appointed by the AMBA Board
- The committee should reflect AMBA's commitment to **diversity, equity, and inclusion** as outlined by the **ABA EDI Policy (2021)**.
- All members must be in good standing with AMBA and CMBA and have completed applicable screening and training (e.g., Respect in Sport, Vulnerable Sector Check).

3. PURPOSE AND SCOPE

The Evaluation Committee is responsible for:

- Reviewing all player evaluation data as gathered under the **AMBA Player Evaluations: Guidelines & Expectations**.
- Using evaluation results to inform player placement for all **AMBA Travel and Mini House Divisions**.
- Ensuring alignment with the **AMBA Team Placement Policy**, which emphasizes fairness, balance, and player development.
- Protecting the confidentiality and integrity of the evaluation and placement process.
- Making decisions based solely on player ability, development potential, and team balance, not personal preference or external pressure.

Coach Consultation

*Previous season coaches are consulted **only for clarification of player development, effort, and attitude, not for ranking or placement recommendations.***

- *Such discussions must occur in a structured, documented manner through the Division Coordinator or Committee Chair.*
- *Personal opinions, parent feedback, or informal conversations shall not be considered in placement decisions.*

4. DECISION-MAKING PROCESS

- Team placements shall be determined through majority agreement (**50% + 1**) among voting committee members present.
- Each committee member shall have one equal vote.
- If consensus cannot be achieved, the committee will re-review relevant evaluation data and coach observations before a final vote.
- The **AMBA President and/or Vice President** may serve in an advisory, non-voting role to ensure procedural compliance and consistency.

Documentation Requirement

All coach input used in decision-making must be summarized and retained with evaluation documentation to ensure transparency and accountability.

5. CONFLICT OF INTEREST

- Committee members must declare any **potential conflict of interest**, including **family, coaching, or personal relationships** that could reasonably be perceived to influence decision-making.
- It is recognized that many committee members will have prior coaching experience or familiarity with players; this alone does not constitute a conflict of interest.
- A conflict exists when a member has a **close family or personal relationship** (e.g., parent, guardian, sibling, or close friend) with a player under consideration, or when their impartiality could reasonably be questioned by others.
 - In these cases, or **if disagreement arises** regarding an affected player, the member **shall recuse themselves from voting** on that player's placement.
 - Where recusals lead to a tie or unresolved decision, the **AMBA President and/or Vice President and/or AMBA Board of Directors** may be asked to participate in the final vote or render a decision to ensure fairness and timely resolution.
- All recusals and conflict-related decisions shall be **documented** in the committee's meeting record for transparency and accountability.

6. ALIGNMENT WITH GOVERNING POLICIES

This policy must be implemented in accordance with:

Governing Document	Scope
AMBA Bylaws (2026)	Board powers, governance, and committee responsibilities
CMBA Bylaws (2024)	Member obligations and compliance requirements
ABA Equity, Diversity, and Inclusion Policy (2021)	Principles of equity, access, and respect
CMBA Participation Agreement (2025)	Code of conduct, fairness, and sportsmanship

7. CONFIDENTIALITY AND RECORDS

- Evaluation data, discussions, and deliberations of the committee are **strictly confidential**.
- All evaluation records will be securely stored **on Skill Shark and used for historical data when needed**. Data is destroyed in accordance with AMBA data retention procedures.

8. COMMUNICATION OF RESULTS

- Parents and players will be informed of placement decisions via **official AMBA communication channels** only (e.g., AMBA email or RAMP platform).
- **The Evaluation Committee shall not communicate with parents, guardians, or players about placement decisions prior to official notification from AMBA.**
- This ensures consistency, fairness, and confidentiality across all communications.

*Consistent with AMBA's established policies, **all placement decisions are final.***

9. APPEAL PROCESS

AMBA recognizes that questions or concerns may arise regarding player placement. While team placements are made carefully and collaboratively, AMBA provides a structured **Appeal Process** to ensure transparency and accountability.

Appeal at a Glance	
Who may appeal	A player's parent or legal guardian
Grounds	Procedural fairness or factual error only
Deadline	Within 7 days of official placement notification
Fee	\$100, non-refundable
Decision timeline	Within 14 days of appeal receipt

9.1 Eligibility to Appeal

- Only a player's parent or legal guardian may submit an appeal.
- Appeals must be based on **procedural fairness or factual error** in the evaluation or placement process, not disagreement with outcome or perceived skill level.

9.2 Submission Requirements

- Appeals must be submitted **within 7 days** of the official team placement notification.
- Appeals must be sent in writing to the **AMBA President** and **Vice President**, outlining the specific concern and supporting information.
- A **non-refundable fee of \$100** must accompany the appeal, payable to *Airdrie Minor Basketball Association*.
- This fee recognizes the volunteer time and administrative effort required for review and will be **reinvested into AMBA programming and player development**.

9.3 Review Process

- Upon receipt, the AMBA Board (minimum of three members, including the President or Vice President, where the Evaluation Committee will recuse themselves) will review the appeal.
- The review will include examination of:
 - Evaluation scores and supporting documentation
 - Input from evaluators or coordinators involved
 - Compliance with AMBA policies and procedures
- The committee may consult the Evaluation Committee for clarification but will make its own independent decision.
- The review process will be completed within **14 days** of appeal receipt, and the outcome will be communicated in writing to the parent or guardian.

9.4 Decision, Refunds, and Finality

- The decision of the AMBA Executive Committee is **final and binding**.
- Players remain rostered to their assigned team during the appeal process unless directed otherwise by the Board.

Refunds

*The AMBA refund policy applies to all appeals. Refunds will **not** be issued based on dissatisfaction with placement or the outcome of an appeal.*
*The \$100 appeal fee is **non-refundable**, regardless of the result of the review.*

10. REVIEW AND APPROVAL

This policy shall be reviewed by the AMBA Board of Directors as required by changes in CMBA or ABA governance standards. It shall remain in effect until amended or replaced by a motion of the AMBA Board.

Approved by Motion of the AMBA Board of Directors:

November 3, 2025

Updated to Align with AMBA Bylaws (2026):

September 2026

Signature (President):

Signature (Vice President):
