



Elite Hockey Committee Terms of Reference

Established – April 2006

Amended – May 2024

PURPOSE

Under the direction and leadership of Hockey Alberta's Management, the Elite Hockey committee is a standing, operational committee of Hockey Alberta that is charged with implementing the day-to-day league operations of all Divisions of AA and AAA hockey. The committee will also review AA and AAA hockey and recommend changes to enhance it. From time to time, the committee will be charged with responding to proposed changes, objectives and/ or actions that have been identified by Hockey Alberta's Management. In completing its work, the committee will work in accordance with all Hockey Alberta Bylaws, Regulations, Policies and Procedures.

GOALS AND OBJECTIVES

Goals and objectives for the committee are established on an annual basis and can be derived from the Strategic Plan, be identified by Hockey Alberta's Management, and/ or be established by the committee through an annual planning meeting. All goals and objectives will be aligned with Hockey Alberta's Vision, Mission and Strategic Direction. Specific, annual duties of the committee are:

- Provide service to members, clients and stakeholders through the interpretation of Regulations;
- Encourage development opportunities for Players, Coaches, Teams and MHA's;
- Establish regular communication with Teams and MHA's and provide support related to operating standards;
- Establish a communications protocol for Teams and MHA's to solicit information and/ or report issues or concerns;
- Establish a conflict resolution process that fairly and effectively engages necessary committee members with Teams or MHA's to work through issues for the betterment of the players within the league;
- Set and operate Regular Season League schedules based on the League Policies and Procedures;
- Implement rules and procedures for how the league operates day to day (i.e. - game times, tie-breaking procedures, etc.);
- Administer Discipline in accordance with Hockey Alberta Regulations for conduct and playing rule violations;
- Coordinate Playoffs to determine Provincial Champions for the defined Divisions and Categories;
- Review submissions from Members and/ or recommend the reduction or addition of Teams, as well as the structure of any Draw Zone or Recruitment Areas;
- Host League meetings to engage the members to discuss the game and provide feedback on recommendations for change;
- Annually evaluate the AA and AAA hockey models and recommend changes (as needed).

DECISION MAKING / AUTHORITY

The committee is granted the authority to make decisions pertaining to day-to-day operations of AA and AAA hockey, in accordance with this Terms of Reference. Any formal decisions must be made via an official letter signed by Hockey Alberta's Management or the Commissioner.

Determining recommendations for change must be done through proper process and consultation. Prior to submitting any recommendations, the committee must have engaged the Member MHA's, and other relevant stakeholders. The committee will either reach consensus or hold a vote of the members in attendance on each



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subject at hand. Confirmed committee recommendations must be submitted to Hockey Alberta's Management for review and approval.

REPORTING

The committee operates under the authority of the President and CEO, and shall report in such a manner. Formal meetings will have notes kept and those notes will be submitted to Hockey Alberta's Management for reporting.

MEETING SCHEDULE

Meetings will be conducted in various forums, as deemed necessary. Any meeting may be conducted via video conference or in-person. The Staff Lead or Commissioner will call Executive meetings a minimum of four (4) times per year. The Staff Lead or Commissioner will call meetings of the Executive and Governors a minimum of two (2) times per year. A category Chair will call meetings by category of hockey a minimum of six (6) times per year. Additionally, the committee shall meet with the Member MHA's that host AA and AAA Teams a minimum of two (2) times during each season.

COMPOSITION

A Staff Member will be appointed by Hockey Alberta's Management to lead the committee. All committee members will be appointed by Hockey Alberta's Management, aligning terms with each hockey season. The Executive members shall be appointed for two (2) year terms and all other committee members for one (1) year terms. An individual may only serve as the Commissioner for a maximum of six (6) years. An individual may only serve as part of the committee (other than Staff) for a maximum of ten (10) years.

The committee shall consist of the following positions:

Executive

- Staff Lead
- Commissioner
- Chair - AEHL
- Chair - AFHL
- Chair – AA Male
- Referee-in-Chief

AEHL

- Vice Chair
- U18 AAA Governor
- U17 AAA Governor
- U15 AAA Governor

AFHL

- Vice Chair
- U18 AAA Governor
- U18 AA Governor
- U15 AA Governor
- U13 AA Governor

AA Male

- Governor – South
- Governor – Calgary
- Governor – North Rural
- Governor – North Metro
- Director (x3)

Additional Staff representatives may be appointed, in an ex-officio capacity, from time to time by Hockey Alberta's Management.