



Minor Leagues Committee Terms of Reference

**Established – April 2014
Last Amended – May 2024**

PURPOSE

Under the direction and leadership of Hockey Alberta's Management, the Minor Leagues Committee is a standing, operational committee of Hockey Alberta that is charged with enhancing the customer (player/parent) experience by establishing consistent operations of the Minor Hockey season. The committee will also review the tiered Minor Hockey structure 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;
- Establish an implement standardized operating directives, regulations and/ or policies across all tiered Minor Hockey Leagues;
- Set and operate Regular Season League schedules based on the Alberta ONE directives, 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;
- Host League meetings to engage the members to discuss the game and provide feedback on recommendations for change;
- Communicate with MHAs to solicit information and/ or receive reports of issues or concerns;
- Annually evaluate the tiered Minor Hockey structure and recommend changes, as needed.

DECISION MAKING / AUTHORITY

Committee delegates are granted the authority to make decisions about League operations, in accordance with this Terms of Reference. Any formal decisions must be made via an official letter signed by Hockey Alberta's Management.

Determining recommendations for change must be done through proper process and consultation of key stakeholders. 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 subject at hand. Confirmed committee recommendations must be submitted to Hockey Alberta's Management for review and approval.



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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 Chair will call meetings a minimum of four (4) times per year.

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 Chair will be appointed for two (2) year terms, and all other committee members will be appointed for one (1) year terms. An individual may only serve as the Chair of the committee 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 be comprised of the Staff Lead, a Chair, a maximum of three (3) committee members that are not part of a League, and one (1) representative from each tiered Minor Hockey League.

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