



Female Hockey ADM Committee **Terms of Reference**

Drafted – April 2016

PURPOSE

The committee is an operational standing committee and shall be charged with developing change for the advancement of “Elite” and “AAA” Female hockey through recommendation to the Chief Executive Officer (CEO) of the organization. This shall be done with proper process and consultation of the member teams and stakeholders of this level of hockey. Additionally, as required the committee shall be charged with responding to proposed change and advancement to the game through actions of the Board and CEO. The committee will work in conjunction with all Hockey Alberta Bylaws, Regulations, Policies and Procedures.

GOALS AND OBJECTIVES

The Goals and objectives are established on an annual basis based on the direction derived from the Strategic Plan. Additionally, specific goals for the committee should be established by the committee, on an annual basis based on the mandate and authority as already mentioned. In order to establish these, the committee needs to work closely with the CEO (or designate) to ensure the proper alignment of committee work to organizational priorities. Specifically:

- Provide service to members, clients and stakeholders through the interpretation of Regulations;
- Encourage development opportunities for Players, Teams and MHA's;
- Establish regular communication with Teams and MHA's;
- Review and recommend changes (if necessary) with respect to the reduction and addition of Teams, as well as on the assignment of MHA's within the Recruitment Areas;
- Establish a communications protocol and conflict resolutions procedure to ensure good governance;
- Administer player movement and player acceleration;
- Set and operate a Regular Season League schedule based on guidelines as outlined in the Female Hockey ADM;
- Coordinate Playoffs to determine a Provincial Champion;
- Administer Discipline in accordance with Hockey Alberta Regulations for conduct and rule violations;
- Host League meetings for the members to discuss the game and make recommendations for change to the ADM;
- Implement rules with regard to how the league operates day to day (i.e. - game times, tie-breaking procedures)

DECISION MAKING / AUTHORITY

The committee will either reach consensus or hold a vote of the members in attendance on each subject at hand. Each decision will be submitted to the CEO (or designate) as a recommendation.

REPORTING

All meetings will have notes kept and those will be submitted to the CEO (or designate) for reporting to the Board. The committee is a committee under the authority of the CEO and shall report in such a manner. In addition to any regular communication the committee, through its Chair and lead staff liaison, shall report formally a minimum two times per year.

MEETING SCHEDULE

Meetings will be held from time to time, as needed, via conference call or in person. The committee shall meet with the member MHA's that host ADM Teams a minimum of two (2) times during the season.



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COMPOSITION

The Chair of the committee shall be appointed for a two (2) term. All other delegates shall be appointed for one (1) year terms aligning with each hockey season. Delegates will be appointed by the CEO and the committee shall consist of the following positions:

- One (1) Chair
- One (1) Vice-Chair
- One (1) Midget AAA Director
- One (1) Midget Elite Director
- One (1) Bantam Elite Director
- A staff member shall be appointed as a representative of the CEO
- A representative from the board may be appointed from time to time, in an ex-officio capacity

DUTIES OF THE COMMITTEE

Chair

- a. Is responsible for liaising with Staff to call all meetings and preside over same;
- b. Should liaise with the Staff to prepare an Agenda prior to the meetings;
- c. Will act as a liaison between the “committee” and the office of the CEO, attending meetings as necessary;
- d. Shall liaise with Staff to keep an accurate record of the proceedings of the “League”;
- e. May sit on all workgroups as an Ex-Officio member;
- f. At any duly constituted meeting of the “League”, the Chair shall have the power to appoint workgroups to deal with specific problems, to report on these problems and also to state their recommendations. Once a workgroup struck has fulfilled the purpose for which it was called, the workgroup shall be disbanded;

Vice-Chair

- a. Preside over league matters and meetings in the absence of the Chair;
- b. Will keep informed of the “League” activities and be prepared to assist and work with other members of the “committee” at any time;
- c. Will oversee and track complaints about Officials and act as a liaison between the “League” and the Referees Association;
- d. Will work with assigned Directors on dealing out suspensions for major incidents to ensure consistency.
- e. Shall liaise with Staff to report financial statements at each “committee” and/or “League” meeting.

Directors

- a. Shall have the power to suspend, suspend and fine, or discipline any coach, manager, player, trainer, or other official connected with a team playing within this “League” and under its’ jurisdiction for any infringement of the rules or regulations of either this “league”, Hockey Alberta or Hockey Canada. To obtain consistency within this League each Director shall contact the Vice-Chair for advice and direction before implementing any disciplinary action;
- b. Shall oversee and approve all necessary game changes recommended by the “committee” or member Minor Hockey Associations;
- c. Accept protests filed by the members and immediately advise the Chair;
- d. Is responsible to verify the accuracy of game stats directly following the weekend of games played;
- e. To assist the “committee” in matters of policy;
- f. Attend all meetings of the “committee” and “League”.