



## **Minor Administration Committee** **Terms of Reference**

**Drafted – October 2015**

**Revised – April 2016**

### **PURPOSE**

The committee shall be charged with developing change for the advancement of Minor 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 interpretations of Minor Regulations
- Review and recommend changes to improve and grow Minor Hockey
- Establish processes for approvals of player and team registrations
- Administrate the player residency and movement process through HCR
- Monitor affiliation requests and administrate the approval process
- Support Provincial Categorization process
- Establish regular communication with MHA's and Minor Leagues

### **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 a minimum of two (2) times during the season.

### **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) representative from each minor hockey region (9 Zones)
- 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
- Other individuals may be appointed by the CEO from time to time