



## **Elite Male Hockey Committee** **Terms of Reference**

**Drafted – April 2006**

**Revised – April 2020**

### **PURPOSE**

The committee is an operational standing committee and shall be charged with developing change for the advancement of “Elite” Male 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 Regulations;
- Encourage development opportunities for Players, Teams and MHA’s;
- Establish regular communication between Teams and MHA’s;
- Establish a communications protocol for Teams and MHA’s to solicit information and/or report issues / concerns;
- Establish a conflict resolution process that fairly and effectively engages necessary committee members with Teams / MHA’s to work through issues for the betterment of the players within the league;
- Review and adjudicate on elite player movement and player acceleration requests;
- Set and operate Regular Season League schedules based on guidelines as outlined in the League Policies and Procedures Handbook;
- Implement game play rules and procedures with regards to how the league operates day-to-day (i.e – game times, tie-breaking procedures);
- Administer Discipline in accordance with Hockey Alberta Regulations for conduct and rule violations;
- Coordinate Playoffs to determine a Provincial Champion;
- Host League meetings for the members to discuss the game and recommendations for change;
- Review submitted recommendations for reductions and/or expansions of teams and the assignment of MHA’s within the Draw Zones;
- Annually evaluate the entire Elite Male structure and recommend changes (as needed).

### **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**

The committee operates under the authority of the CEO and shall report in such a manner. All meetings will have notes kept and those will be submitted to the CEO (or designate). The committee, through its Chair and staff lead, shall report formally a minimum two times per year (January and May).



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### **MEETING SCHEDULE**

Meetings will be called by the Chair from time to time and be conducted via conference call or in person. The committee shall meet a minimum of six (6) times during the season.

### **COMPOSITION**

All delegates shall be appointed for two (2) year terms aligning with each hockey season and in a orderly fashion such that there would not be a complete turnover in the Committee in a single year. 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) U18 AAA Governor
- One (1) U16 AAA Governor
- One (1) U15 AAA Governor
- One (1) Representative from Hockey Calgary
- One (1) Representative from Hockey Edmonton
- Two (2) Representatives from member MHA's/ Elite Teams (North & South)
- A staff member shall be appointed as a representative of the CEO

### **DUTIES OF THE COMMITTEE**

#### Chair

- a. Preside over all Elite Male Hockey committee and League matters;
- b. Responsible to call all meetings, liaise with staff to prepare agendas and lead all meetings;
- c. Act as a liaison between the "committee" and the office of the CEO, attending meetings as necessary;
- d. Liaise with Hockey Alberta Staff to keep an accurate record of the proceedings of the League;
- e. Sit on all Elite Male Hockey Committee workgroups as an Ex-Officio member;
- f. 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 Elite Male Hockey committee and League matters and meetings in the absence of the Chair;
- b. Keep informed of the "League" activities and be prepared to assist and work with other members of the "committee" at any time;
- c. Work with the Referee in Chief to oversee and track complaints about Officiating and act as a liaison between the "League" and the Officials Committee;
- d. Work with assigned Governors on determining suspensions for major incidents to ensure consistency;
- e. Liaise with Staff to report financial statements at each "committee" and/or "League" meeting.



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### **Governors**

- a. The respective Division of Play Governor will be responsible to preside over the Division of Play and all day to day league operations of the respective Division;
- b. Be the first contact for teams within the defined Division for all League discipline matters;
- c. Shall oversee and approve the schedule of game play for their division of hockey;
- d. Shall oversee and approve all necessary game changes recommended by the “committee” or member MHA’s;
- e. Shall oversee the scheduling and organization of any special events specific to their division of hockey (e.g. Showcase weekends);
- f. Responsible for administering discipline. The Governor shall have the power to suspend, suspend and fine, and/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 Governor shall contact the Vice-Chair for advice and direction before implementing any disciplinary action;
- g. Accept protests filed by the members and immediately advise the Chair;
- h. Responsible to verify the accuracy of game stats periodically;
- i. Keep records of all suspensions;
- j. Assist the “committee” in matters of policy;
- k. Attend all meetings of the “committee” and “League”;
- l. Annually, chair a meeting with all Coaches and Managers before the start of League play;
- m. Chair any disciplinary review committees struck from time to time;
- n. Summarize at the Annual General Meeting, all suspensions, gross misconducts and match penalties for League information and trending purposes from the previous season.

### **Member Representatives (Hockey Calgary, Hockey Edmonton, North & South)**

- a. Review and recommend change (if necessary) to the Elite Male Regulations and Draw Zones.
- b. Act as a liaison between the “Committee” and the MHA’s and teams.
- c. Communicate regularly with the MHA’s and teams in their respective geographic area.
- d. Attend meetings with the MHA’s and teams in their respective geographic area as required.
- e. Attend all meetings of the “committee” and “league” as required.

### **LEAGUE MANAGEMENT STRUCTURE**

The Elite Male Hockey Committee will oversee the following positions to help implement and administer Elite Male Hockey through the League. These positions shall be appointed one (1) year terms and shall consist of the following:

- Two (2) U18 AAA Division Directors (North & South)
- Two (2) U16 AAA Division Directors (North & South)
- Two (2) U15 AAA Division Directors (North & South)
- One (1) Secretary
- One (1) Treasurer
- One (1) Marketing & Communications Director
- One (1) Referee In Chief



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### **DUTIES OF LEAGUE MANAGEMENT STRUCTURE**

Division Directors – Shall be appointed by Elite Male Committee.

- a. Assist the Governor in performing his/her duties;
- b. Shall oversee and preside over all division of hockey coach meetings;
- c. Shall be responsible for the nomination of Player of the Month candidates and presentation of all monthly award winners. Coordinate and make POM nominee/winner presentations at league games;
- d. Shall be responsible for the nomination of recipients of individual division of hockey awards;
- e. Presentation of Regular Season and Playoff winner trophies to winning teams;
- f. Work with the Marketing and Communications Director to build a process for gathering of League and team news for publishing at least monthly on the website;
- g. Attend games as league representative as able and/or directed/required;
- h. Serve as league liaison to team management and coaching staff's to ensure objectives/rules are known and adhered to;
- i. Attend all playoff games that have potential to be series clinching;
- j. Attend team and/or association year end functions to distribute league awards and scholarships;
- k. Attend all meetings of the "league";
- l. Attend meetings of the "Committee" when asked by the Governor.

Secretary – Shall be appointed by the CEO

- a. Record and distribute minutes of all league and Elite Male Hockey meetings within 14 days following any meeting;
- b. Ensure communication of all league meetings are sent to proper League and team personnel;
- c. Publish and update annually a members list of all coaches, team officials, association officers and League officers;
- d. Support Chair and Vice-Chair with any other league or Elite Male Hockey requests.

Treasurer – Shall be appointed by the CEO

- a. Manage bank account(s) of the league, including signatories as required;
- b. Keep books and records;
- c. Collect revenue and pay disbursements;
- d. Establish financial controls to help ensure that Budgeted amounts are not exceeded without proper authorization;
- e. Prepare budget for each hockey season; prepare multi-year financial forecasts as and when required;
- f. Prepare financial statements for the league;
- g. Have the financial statements independently reviewed by at least four (4) members of the league or, if chosen by the League, an independent auditor;
- h. Answer questions on financial matters to the League, Hockey Alberta or league members.

Marketing & Communications Director – Shall be appointed by the CEO

- a. Advise and provide recommendations on League "branding" matters to the Committee;
- b. Determine a marketing plan for the promotion of the League;
- c. Establish a sponsorship program for the League;
- d. Work with member teams to secure content that can be shared on a weekly basis on the League Website, to improve the overall image of the league.



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Referee in Chief – Shall be appointed by the CEO

- a. Recruit volunteers to ensure that League games at all levels have competent officials assigned;
- b. Develop and manage a program of supervising, evaluating and coaching on ice officials for the League;
- c. Build and manage a process to track complaints about Officials;
- d. Work with Division Governors on discipline matters as required;
- e. Working with the Manager, Officiating, advise on the development program for on ice officials working the League.