



## **U11 AA Committee Terms of Reference**

**Established – May 2024**

### **PURPOSE**

Under the direction and leadership of Hockey Alberta's Management, the U11 AA Committee is a standing, operational committee of Hockey Alberta that is charged with implementing the day-to-day league operations of U11 AA hockey. The committee will annually review the U11 AA hockey model 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 Regional and/ or 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 U11 AA hockey model and recommend changes (as needed).

### **DECISION MAKING / AUTHORITY**

The committee is granted the authority to make decisions pertaining to day-to-day operations of U11 AA hockey, 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. Prior to submitting any recommendations, the committee must have engaged the Member MHA's, and other relevant



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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.

### **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 Committee meetings a minimum of four (4) times per year. Additionally, the committee shall meet with the Member MHA's that host U11 AA 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 Chair and Vice Chair 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 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 consist of the following positions:

- Staff Lead
- Chair
- Vice-Chair
- Governor (a maximum of 4)

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