



Minor Administration Committee Terms of Reference

Established – October 2015

Last Amended – May 2024

PURPOSE

Under the direction and leadership of Hockey Alberta's Management, the Minor Administration Committee is a standing, operational committee of Hockey Alberta that is charged with providing service to member MHAs and customers (players/ parents) through the Team, Player and Team Official registration processes. The committee will also review registration processes and procedures 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 regular communication with MHA's and provide support on registration processes;
- Communicate with MHA registrars to solicit information and/ or receive reports of issues or concerns;
- Monitor and approve Player and Team Official transfers and registration in the HCR;
- Monitor and complete Affiliations and Team Approvals in the HCR;
- Receive and liaise with Staff Lead to review Overage Player and Oversize Team requests;
- Annually evaluate the registration processes and recommend changes, as needed.

DECISION MAKING / AUTHORITY

Committee delegates are granted the authority to approve requests in the HCR in accordance with this Terms of Reference and the Minor Administration Coordinator job description. 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.

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.



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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. All 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 and at least one (1) Minor Administration Coordinator for each geographic region identified by Hockey Alberta, including one (1) individual appointed by Hockey Calgary and one (1) individual appointed by Hockey Edmonton. One of the Minor Administration Coordinators will be appointed as the Chair of the committee.

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