



Minor Discipline Committee Terms of Reference

Established – October 2015

Last Amended – May 2024

PURPOSE

Under the direction and leadership of Hockey Alberta's Management, the Minor Discipline Committee is a standing, operational committee of Hockey Alberta that is charged with providing service to member MHAs, Leagues, and customers (players/ parents) through the playing rule and regulation discipline processes. The committee will also review discipline processes and procedures and recommend changes to enhance them. 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 Leagues and provide support on discipline processes;
- Communicate with League governors to solicit information and/ or receive reports of issues or concerns;
- Complete indefinite suspension processes, as outlined in the Minor Discipline Coordinator job description;
- Monitor, approve and track exhibition game, tournament and travel sanctioning requests;
- Monitor, administer and track disciplinary action for violations of playing rules and regulations;
- Receive and liaise with Staff Lead to review Carry Over Suspension and Suspension Deferral requests;
- Annually evaluate the discipline processes and recommend changes, as needed.

DECISION MAKING / AUTHORITY

Committee delegates are granted the authority to issue discipline in accordance with this Terms of Reference and the Minor Discipline 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. 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. The Chair will be appointed for two (2) year terms, and all other 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, the Chair and at least one (1) Minor Discipline 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.

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