



Officiating Committee Terms of Reference

Established – February 2018

Last Amended – May 2024

PURPOSE

Under the direction and leadership of Hockey Alberta's Management, the Officiating Committee is a standing, operational committee of Hockey Alberta that is charged with training and developing officials. The committee will also review the officiating training and development programs 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:

- Deliver the Hockey Canada Officiating Program (HCOP), training Hockey Alberta registered officials;
- Establish, and activate on, a recruitment plan to engage new people as an official;
- Establish, and activate on, an official's development plan to support, supervise, mentor, develop and evaluate officials within the jurisdiction of HA;
- Provide service to leagues, member organizations and other stakeholders regarding the training, development, and supervision of officials;
- Establish standards, an officials code of conduct, and conduct management processes, and investigate and adjudicate on discipline for officials;
- Lead and guide the regional sub-committees to ensure they are properly resourced and functioning effectively;
- Supervise and classify officials for upgrades within the HCOP levels;
- Select and appoint officials for provincial, regional and national championship games/events, as requested;
- Track the accomplishments of Hockey Alberta officials and report to Management;
- Ensure communication and consultation with other HA committees in developing and determining recommendations for improving the game.

DECISION MAKING / AUTHORITY

Through the Chair, the committee is granted the authority to make decisions pertaining to day-to-day operations in accordance with this Terms of Reference. Any formal decisions must be issued 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 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.



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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 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 a two (2) year term, 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 consist of the following positions:

- Manager, Officiating
- Chair
- Data Coordinator
- Male Development Coordinator
- Female Development Coordinator (*must be a woman*)
- Supervision Coordinator
- Grassroots Coordinator
- Regional Coordinators (x6)

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