



# BC Hockey Terms of Reference

Terms of Reference provide organizations with a shared understanding of what they are about and what they aim to accomplish.

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## **Members**

### ***Terms of Reference***

<b>Mandate</b>	The Members are responsible for ensuring BC Hockey acts in accordance with the BC Society Act and the BC Hockey Constitution, Bylaws, Regulations and Policies.
<b>Key Duties</b>	The Members will perform the following key duties: <ul style="list-style-type: none"><li>• Elect the Directors.</li><li>• If necessary, remove Directors.</li><li>• Propose, discuss, and make decisions on recommendations to implement, amend, or repeal BC Hockey Constitution, Bylaws, and Regulations.</li><li>• Approve the Audited Financial Statements.</li><li>• Appoint the Auditor.</li><li>• Approve the creation of new membership classes or changes to the established criteria for being a Member.</li><li>• Approve changes to the annual membership fees, annual registered Participant Assessments, reserve fund assessments, above minor game assessments, sanctioning fees and appeal fees.</li><li>• Approve changes to Members' rights or obligations.</li><li>• Promote the development and growth of the game within local jurisdictions.</li></ul>
<b>Authority</b>	The Members will exercise their authority in accordance with the BC Society Act, the BC Hockey Constitution, Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.
<b>Composition</b>	The Members are: <ul style="list-style-type: none"><li>• Amateur Senior and Junior Teams</li><li>• Amateur Hockey Leagues</li><li>• Amateur Hockey Associations</li><li>• Amateur District Hockey Associations</li><li>• Associate Members, and</li><li>• Persons serving on the BC Hockey Board of Directors</li></ul>
<b>Meetings</b>	The Members will meet in person once per year at the Annual General Meeting and at any Special General Meetings called.



<b>Resources</b>	The participation of Members in the Annual General Meeting and any Special General Meetings of BC Hockey will be funded by the Members' own resources. BC Hockey may establish programs to support and encourage such participation from time to time. Members will receive administrative support from the BC Hockey office with respect to their participation in BC Hockey's Annual General Meeting and Special General Meetings.
<b>Reporting</b>	The Society will maintain minutes of the Annual General Meeting and any Special General Meeting(s) and will make those minutes available to the Members and the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on July 23, 2015. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.



## **Board of Directors**

### *Terms of Reference*

<b>Mandate</b>	The Board of Directors is responsible to manage, or supervise the management of, the activities and affairs of BC Hockey.
<b>Key Duties</b>	<p>The Board of Directors will perform the following key duties:</p> <p><b>Governance</b></p> <ul style="list-style-type: none"><li>• Establish terms of reference and operating procedures for Members, the Board of Directors, Standing Committees, Divisional Committees and Task Groups, Work Groups and Program Committees and Delivery Groups.</li><li>• Review terms of reference as required and make revisions, as warranted.</li><li>• Ensure the Board of Directors and the Standing Committees review policies, for which they are responsible, a minimum of every two (2) years.</li><li>• Review requests for exemptions to the Society's Regulations and Policies, where authorized.</li><li>• Make proposals for new BC Hockey Articles, Bylaws, Regulations and Policies or to amend, or repeal the existing Constitution, Bylaws, Regulations and Policies.</li><li>• Review and make recommendations on proposals submitted by Members affecting the BC Hockey Constitution, Bylaws and Regulations</li><li>• Fill vacancies on the Board.</li><li>• Settle questions not provided for in the BC Hockey Constitution, Bylaws, Regulations and Policies.</li><li>• Approve the geographic boundaries of Districts.</li><li>• Adjudicate disputes between Members.</li><li>• Overrule decisions of Members that are inconsistent with those made by the Board of Directors or the BC Hockey Constitution, Bylaws, Regulations, Policies and Playing Rules, including any decision by a Member which deems a BC Hockey or Hockey Canada ruling less restrictive.</li></ul> <p><b>Management</b></p> <ul style="list-style-type: none"><li>• Formulate and monitor the implementation of the BC Hockey Strategic Plan.</li><li>• Appoint and dismiss the Chairs of the Nominating and Appeal Committees.</li><li>• Appoint and dismiss Standing Committee members.</li><li>• Establish Work Groups and appoint and dismiss their members.</li><li>• Conduct an annual performance review of the Chief Executive Officer.</li><li>• Appoint and dismiss the Chief Executive Officer of BC Hockey and approve the Chief Executive Officer's compensation in accordance with established Human Resources Policy.</li></ul>



	<ul style="list-style-type: none"><li>• Review and implement as warranted, recommendations of Committees and Work Groups.</li><li>• Review and make recommendations on all proposals to be considered by the Members.</li><li>• Compile items for decision by the Members.</li><li>• Ensure that the Member decisions, made in accordance with the Bylaws, are executed.</li><li>• Enter agreements from time to time with Hockey Canada, other Branches, or other organizations regarding matters of mutual interest that are consistent with BC Hockey's objectives.</li><li>• Approve agreements (sponsor, merchandising, etc.)</li><li>• Establish policies for entering into and approving contracts.</li><li>• Approve individuals to Chair the Tournament Directorate at championship competitions of the Society.</li><li>• Appoint individuals as the BC Hockey representative accompanying teams to regional and national championships or on international tours.</li><li>• Take disciplinary action against Members or registered participants in accordance with the BC Hockey Bylaws, Regulations and Policies.</li><li>• Grant or refuse new membership applications as presented by a report of the BC Hockey Chief Executive Officer.</li><li>• Require, as warranted, a team to satisfy, by evidence under statutory declaration that such team is conducting itself in accordance with the definition of an amateur as set out by Hockey Canada.</li><li>• Consider category reclassification requests in the Junior, Senior and Female Divisions.</li><li>• Consider relocation requests for teams in the Junior, Senior and Female Divisions.</li></ul> <p>Finance</p> <ul style="list-style-type: none"><li>• Approve the BC Hockey annual budget and adjustments thereto.</li><li>• Present changes to the annual membership fee and other fees to the Members for approval.</li><li>• Authorize expenditures other than current expenses within the approved budget guidelines.</li><li>• Borrow, raise or secure payments as a majority of the Board of Directors see fit providing it is within the budget, and providing it is in accordance with the provisions of the BC Hockey Bylaws.</li><li>• Add to any of the BC Hockey Reserve Funds.</li><li>• Supervise the collection of revenue of BC Hockey and the expenditure of money.</li><li>• Secure immediate access on demand or at the request of the Chair of the Board, to all books, vouchers, receipts and records that pertain to the finances or operations of a Member or of any League or Club affiliated with a Member.</li><li>• Recommend the appointment of an independent auditor to the Members at the Annual General Meeting.</li><li>• Monitor any type of insurance plan that the Board of Directors has approved for the benefit and protection of the Members and the registered participants and recommend changes as warranted.</li></ul>
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	<p>Other</p> <ul style="list-style-type: none"><li>• The Board of Directors will undertake other duties as required from time to time that are not specifically listed herein, in consideration of oversight and accountability responsibilities to the Members of BC Hockey.</li></ul>
<b>Authority</b>	<p>The Board of Directors will exercise its authority in accordance with the BC Society Act, the BC Hockey Articles, Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.</p>
<b>Composition</b>	<p>The Board of Directors will be composed of the following:</p> <ul style="list-style-type: none"><li>• Nine (9) Directors, including the Chair, elected by the Members,</li><li>• Up to one (1) Director appointed by the elected Directors</li></ul> <p>Elected Directors will serve two (2) year terms to a maximum of five (5) consecutive terms.</p> <p>The Chair will serve a two (2) year term to a maximum of two (2) consecutive terms.</p> <p>Five (5) Directors, including the Chair of the Board, will be elected in the even numbered years and four (4) Directors will be elected in the odd numbered years.</p> <p>The appointed Director shall commence at the date of such appointment and expire immediately upon the close of the next Annual General Meeting.</p>
<b>Meetings</b>	<p>The Board of Directors will meet in person a minimum of four (4) times per year and via telephone or video conference as required.</p>
<b>Resources</b>	<p>The Board of Directors will receive the necessary resources from BC Hockey to the extent approved in the annual budget to fulfill its mandate. It will also receive administrative support from the BC Hockey office.</p>
<b>Reporting</b>	<p>The Board of Directors will maintain minutes of its meetings and will make those minutes available to the Directors and the Members.</p> <p>The Board of Directors will maintain minutes of any in-camera meetings held in accordance with the BC Hockey In-Camera Meeting Policy and will make those minutes available to the Directors.</p>
<b>Approval &amp; Review</b>	<p>These Terms of Reference were approved by the BC Hockey Board of Directors on June 10, 2017. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.</p>



## Directors

### *Terms of Reference*

<b>Mandate</b>	<p>Directors are responsible for exercising authority and discharging duties by acting honestly and in good faith and have a fiduciary duty to act in the best interests of BC Hockey, exercising the care, due diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>
<b>Key Duties</b>	<p>Directors will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Duty of Care <ul style="list-style-type: none"> <li>❖ Exercise the care of a reasonably prudent person.</li> <li>❖ Offer personal perspectives and opinions on issues under consideration.</li> <li>❖ Voice clearly and explicitly at the time a decision is being discussed any opposition to that which is being considered.</li> <li>❖ Request the review of a decision, if there are reasonable grounds to believe the Board of Directors acted without full information or in a manner inconsistent with the Board or Directors' obligations.</li> <li>❖ Work cooperatively with fellow Directors and BC Hockey staff.</li> <li>❖ Know and respect the distinction between the roles of the Board of Directors and the BC Hockey staff.</li> <li>❖ Attend Board of Directors meetings.</li> <li>❖ Participate in decision making and policy setting.</li> <li>❖ Participate in risk assessment and strategic planning.</li> <li>❖ Ensure BC Hockey has written policies and controls in place.</li> </ul> </li> <li>• Duty of Loyalty <ul style="list-style-type: none"> <li>❖ Act with honesty and in good faith in the best interests of BC Hockey and not for personal gain.</li> <li>❖ Maintain solidarity with fellow Directors in support of decisions made in good faith from a reasonable presentation of facts.</li> <li>❖ Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the BC Hockey Constitution, Bylaws, Regulations and Policies.</li> </ul> </li> <li>• Duty of Obedience <ul style="list-style-type: none"> <li>❖ Be faithful to BC Hockey's Mission Statement.</li> <li>❖ Be informed of the legislation under which BC Hockey operates.</li> <li>❖ Be informed of the BC Hockey Constitution, Bylaws, Regulation, Policies and Playing Rules and other resources that pertain to the duties of the Directors.</li> <li>❖ Attend and be prepared for the Board of Directors and Member meetings, serve on Committees and Work Groups, and review minutes.</li> <li>❖ Be informed about activities of BC Hockey and general trends in sports.</li> <li>❖ Adhere to BC Hockey's procedures and restrictions on</li> </ul> </li> </ul>



	<p>publicly commenting on issues and information unless so authorized by the Board of Directors.</p> <ul style="list-style-type: none"><li>❖ Maintain confidentiality about information presented to the Board of Directors or discussions held by the Board of Directors, unless authorized to do otherwise.</li></ul>
<b>Authority</b>	<p>The Directors will exercise their authority in accordance with the BC Society Act, BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.</p>
<b>Composition</b>	<p>Directors are individuals, elected or in the case of the appointed Director, appointed in accordance with the BC Hockey Bylaws, who:</p> <ul style="list-style-type: none"><li>• Have been elected by the Members or, where necessary, appointed by the Board of Directors to fill a vacancy.</li><li>• Are ordinarily resident in British Columbia or the Yukon Territory.</li><li>• Are at least eighteen (18) years of age.</li><li>• Are not in an undischarged bankrupt.</li><li>• Have the capacity under law to contract.</li><li>• Have not been declared incapable by a court of Canada or in another country.</li><li>• Have divested themselves within thirty (30) days of taking office of any active Executive position with a Member organization.</li><li>• Have declared in advance of seeking election any conflict of interest in accordance with BC Hockey's Conflict of Interest Policy.</li></ul>
<b>Meetings</b>	<p>Directors will attend in person Board of Directors, Member and assigned Committee meetings and participate via telephone or video conference in meetings at the request of the Committee Chairs.</p>
<b>Resources</b>	<p>Directors will receive the necessary resources from BC Hockey to the extent approved in the annual budget to fulfill their mandate. They will also receive the necessary administrative support from the BC Hockey office.</p>
<b>Reporting</b>	<p>Directors will report their activities and actions made on behalf of BC Hockey to the Board of Directors.</p>
<b>Approval &amp; Review</b>	<p>These Terms of Reference were approved by the BC Hockey Board of Directors on June 10, 2017. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.</p>

## Chair of the Board

### *Terms of Reference*

<b>Mandate</b>	The Chair of the Board is responsible for managing the Board of Directors and representing BC Hockey to other organizations and to the public.
<b>Key Duties</b>	<p>The Chair of the Board will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Ensure the Board of Directors works effectively as a team.</li> <li>• Ensure a Board of Directors work plan is developed annually.</li> <li>• Ensure meeting agendas are focused on Board of Directors responsibilities.</li> <li>• Ensure meetings are efficiently managed and decision making is transparent.</li> <li>• Proof and authorize the Board of Directors meeting minutes for distribution.</li> <li>• Ensure Directors do not interfere in operations.</li> <li>• Ensure Directors comply with Board of Directors Terms for Reference.</li> <li>• Ensure conflict of interest issues are addressed sensitively and resolved constructively.</li> <li>• Ensure the Board of Director's work and authority, to the extent feasible, is evenly distributed among the Directors.</li> <li>• Provide opportunities for Directors to develop skills, understand the organization's culture and programs, and be trusted by staff so they might be prepared to consider the position of Chair of the Board.</li> <li>• Appoint Standing Committee, Minor Committee and Work Group chairs in consultation with the Board of Directors.</li> <li>• Appoint a Credentials Committee in advance of the Annual General Meeting and any Special General Meetings.</li> <li>• Ensure the Board of Directors assessment and Director self-assessments are conducted, reviewed and that action plans are developed to address deficiencies identified.</li> <li>• Ensure communications and accountability to Members and other key stakeholders and the public are adequate.</li> <li>• Represent BC Hockey at all Congresses of Hockey Canada.</li> <li>• Be a signing officer of BC Hockey.</li> <li>• Suspend, fine or take other disciplinary action or delegate the authority to do so.</li> <li>• Represent BC Hockey, in conjunction with the Chief Executive Officer, on matters involving the Government, Members, Registered Participants, external agencies, the media, and Hockey Canada.</li> <li>• Exercise all duties and powers of the Board of Directors when, in the case of emergency, it is impractical for the Chair to obtain a vote of the Board of Directors.</li> </ul>



<b>Authority</b>	The Chair of the Board will exercise authority in accordance with the BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.
<b>Composition</b>	<p>The Chair of the Board is a Director elected in the even numbered years for a two (2) year term and can serve a maximum of two (2) consecutive terms.</p> <p>The Chair of the Board is elected by the Members.</p>
<b>Resources</b>	The Chair of the Board will receive the necessary resources from BC Hockey to the extent approved in the annual budget to fulfill its mandate. The Chair will also receive administrative support from the BC Hockey office.
<b>Reporting</b>	The Chair of the Board reports, on behalf of the Board of Directors, to the Members.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on July 4, 2017. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.

## Standing Committees

### *Terms of Reference*

<b>Mandate</b>	The Standing Committees have an advisory role and bring the experience, expertise and judgement of a group of interested and informed individuals to bear on specific areas of BC Hockey's responsibilities.
<b>Key Duties</b>	<p>The Standing Committees will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Advise the Board of Directors on governance issues (Governance Committee).</li> <li>• Advise the Board of Directors on finance issues (Finance Committee).</li> <li>• Advise the Board of Directors on hockey development issues (Hockey Development Committee).</li> <li>• Advise the Board of Directors on human resource issues (Human Resources Committee).</li> <li>• Advise the Board of Directors on nominations (Nominating Committee).</li> <li>• Advise the Board of Directors on standards of behaviour issues (Conduct Committee).</li> <li>• Advise Board of Directors on risk management issues (Risk Management).</li> <li>• Undertake projects with respect to their areas of responsibility at the request of the Board of Directors.</li> <li>• Review policies for which they are responsible, at least every two (2) years.</li> </ul>
<b>Authority</b>	The Standing Committees will exercise their authority in accordance with the BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.
<b>Composition</b>	<p>Standing Committees will be composed of the following:</p> <ul style="list-style-type: none"> <li>• A Committee Chair, appointed by the Chair of the Board.</li> <li>• A minimum of four (4) members (including the Committee Chair) appointed by the Board of Directors.</li> <li>• Staff resource person(s) (non-voting).</li> </ul> <p>A quorum for meetings shall be a majority of the individuals who serve on the committee.            Committee members shall be appointed for a term of either one (1) or two (2) years and may be reappointed for subsequent terms.            Committee members serve at the pleasure of the Board of Directors and may be removed from office at any time at the absolute discretion of the Board of Directors.</p>



<b>Meetings</b>	Standing Committees will meet in person once per year or via telephone or video conference as required by their specific Terms of Reference. Additional telephone or video conference meetings can be called at the request of the Committee Chair. Additional in-person meetings require Board of Directors approval.
<b>Resources</b>	The Standing Committees will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill their mandate. They will also receive administrative support from the BC Hockey office.
<b>Reporting</b>	The Standing Committees report to the Board of Directors. The Standing Committees will maintain minutes of their meetings and will make those minutes available to the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on July 23, 2015. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.
<b>Other</b>	Standing Committee Chairs (Appendix A)



## **Appendix A - Standing Committee Chairs**

<p><b>Key Duties</b></p>	<p>The Standing Committee Chairs will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Preside over meetings of the Committee.</li><li>• Prepare meeting agendas focused on Committee responsibilities.</li><li>• Ensure the Committee works effectively.</li><li>• Ensure meetings are efficiently managed and decision-making is transparent.</li><li>• Ensure Committee members know and respect the distinction between the roles of the Committee and BC Hockey staff.</li><li>• Ensure conflict of interest issues are addressed sensitively and constructively.</li><li>• Proof and approve the meeting minutes prior to distribution.</li><li>• Ensure Committee recommendations are reported to the Board of Directors.</li><li>• Recommend to the Finance Committee an annual budget allocation and monitor expenditures of the committee against the approved budget.</li><li>• At the request of the Chair of the Board, make recommendations as to committee membership</li><li>• Provide the Committee with updates on actions taken with respect to recommendations.</li><li>• Report to the Board of Directors as requested by the Chair of the Board.</li></ul>
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## Conduct Committee

### *Terms of Reference*

<b>Mandate</b>	The Conduct Committee is responsible for establishing and monitoring standards of behaviour, identifying inappropriate behaviours, promoting proactive strategies, establishing and monitoring disciplinary policy and establishing and monitoring dispute resolution processes.
<b>Key Duties</b>	<p>The Conduct Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Promote national initiatives as set out by Hockey Canada.</li> <li>• Work with other Committees to ensure standards are adequate and review processes are in place.</li> <li>• Recommend to the Board of Directors Codes of Conduct (statements of standards of behaviour) for players, coaches, officials, administrators, volunteers, parents and spectators.</li> <li>• Promote positive behaviours and recommend to the Board of Directors a communication plan for distributing information and promoting positive behaviours around the game.</li> <li>• Identify inappropriate behaviours on and off the ice.</li> <li>• Recommend to the Board of Directors minimum suspension guidelines and recommend the mechanism(s) for dealing with individuals who qualify for minimum or indefinite suspensions.</li> <li>• Recommend to the Board of Directors policies for mediation of disputes between Members or between Members and Registered Participants.</li> <li>• Recommend policies to the Board of Directors and establish procedures for in-person hearings, telephone hearings, and hearings involving written documentation only.</li> <li>• Ensure appeal procedures are in place.</li> <li>• Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.</li> </ul>
<b>Authority</b>	The Conduct Committee will exercise its authority in accordance with the BC Hockey Bylaws, Regulations and Policies, and such additional provisions as set out in the Terms of Reference.
<b>Composition</b>	<p>The Conduct Committee will be composed of the following:</p> <ul style="list-style-type: none"> <li>• The Committee Chair who shall be a Director appointed by the Chair of the Board.</li> <li>• Committee members, a minimum of four (4) and a maximum of six (6) members (including the Committee Chair) appointed by the Board of Directors.</li> <li>• Staff resource person(s) (non-voting).</li> </ul>





<b>Meetings</b>	The Conduct Committee will meet in person a minimum of once per year and via telephone or video conference at the request of the Committee Chair.
<b>Resources</b>	The Conduct Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive administrative support from the BC Hockey office.
<b>Reporting</b>	The Conduct Committee reports to the Board of Directors. The Conduct Committee will maintain minutes of its meetings and will make those minutes available to Committee members and the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on April 3, 2016. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.

## Finance Committee

### *Terms of Reference*

<b>Mandate</b>	The Finance Committee is responsible for oversight related to BC Hockey's auditing, reporting, financial policies and strategies, and financial risk management.
<b>Key Duties</b>	<p>The Finance Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Advise the Board of Directors on financial compliance with legal and regulatory requirements including those outlined in the BC Society Act, the Income Tax Act, the BC Gaming Authority and by the Canada Revenue Agency.</li> <li>• Determine the adequacy of BC Hockey's internal financial controls and procedures for financial reporting to the Board of Directors and Members.</li> <li>• Develop and oversee the implementation of financial policies to safeguard BC Hockey's assets and revenue streams.</li> <li>• Ensure development of appropriate standards, authorities, and policies in the finance department and ensure management compliance with these.</li> <li>• Review quarterly financial statements as prepared by the Chief Executive Officer.</li> <li>• Review and make recommendations to the Board of Directors regarding the scope of the annual audit and audit fees to be paid.</li> <li>• Annually recommend the appointment of an auditor to the Board of Directors.</li> <li>• Review the annual audit and submit that report to the Board of Directors.</li> <li>• Ensure problems, issues or concerns raised by the auditor are promptly and satisfactorily addressed by the Board of Directors and BC Hockey staff.</li> <li>• As required, receive reports and advise the Board of Directors on any government investigations, litigation, contractual dispute, or legal matter.</li> <li>• Advise the Board of Directors on financial risk management.</li> <li>• Work with the BC Hockey staff to review and assess budgets, and advise on budget recommendations to the Board of Directors.</li> <li>• Review financial reporting on championships and special events BC Hockey is involved in.</li> <li>• Provide expertise to enhance the quality of the Board of Directors discussion on financial matters and facilitate effective Board of Directors financial decision-making.</li> <li>• Conduct financial investigations as warranted and recommend to the Board of Directors the retention of outside resources, including legal counsel or other experts and, if requested by the Board of Directors, oversee the services provided</li> <li>• Review policies for which the Finance Committee is responsible a minimum of every two (2) years.</li> <li>• Such additional duties as may be delegated to the Finance</li> </ul>



	Committee by the Board of Directors from time to time
<b>Authority</b>	The Finance Committee will exercise its authority in accordance with the BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.
<b>Composition</b>	<p>The Finance Committee will be composed of the following:</p> <ul style="list-style-type: none"><li>• The Committee Chair, who shall be a Director appointed by the Chair of the Board</li><li>• Committee members, a minimum of four (4) Directors and a maximum of seven (7) members (including the Committee Chair) appointed by the Board of Directors</li><li>• The Chief Executive Officer as an ex-officio member (non-voting)</li><li>• Staff resource person(s) (non-voting)</li></ul> <p>At least one (1) member of the Finance Committee will be certified by the Chartered Professional Accountants of BC or an equivalent body or will be financially literate as such qualifications are interpreted by the Board of Directors in its business judgment.</p>
<b>Meetings</b>	The Finance Committee will meet in person twice per year and via telephone or video conference at the request of the Committee Chair.
<b>Resources</b>	The Finance Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	The Finance Committee will report to the Board of Directors quarterly and to the Members at the Annual General Meeting. The Finance Committee will maintain minutes of meetings and will make those minutes available to Committee members and the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on Dec 14, 2015. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.

## Governance Committee

### *Terms of Reference*

<b>Mandate</b>	<p>The Governance Committee is responsible for advising the Board of Directors on matters relating to BC Hockey’s governance processes and policies, structure, evaluation of the Board of Directors effectiveness, education and evaluation of the Directors, and for establishing policies for the hiring and evaluation of the Chief Executive Officer.</p>
<b>Key Duties</b>	<p>The Governance Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Make recommendations to the Board of Directors with respect to the functioning and structure of the Board of Directors and BC Hockey as a whole.</li> <li>• Audit compliance with the BC Society Act.</li> <li>• Audit compliance with the BC Hockey Articles, Bylaws, Regulations and Policies including the Terms of Reference.</li> <li>• Review the BC Hockey Articles, Bylaws and Regulations, and recommend revisions to the Board of Directors as required.</li> <li>• Review and advise on requests or recommendations from other Committees and the Members for amendments to the BC Hockey Articles, Bylaws, Regulations and Policies.</li> <li>• Monitor and recommend to the Board of Directors revisions to the Conflict of Interest policy.</li> <li>• Ensure proper orientation, support and continuing education for the Directors, analyse results of Board self-assessment and make recommendations to the Board of Directors for resulting action plans</li> <li>• Recommend to the Board of Directors policies and procedures for evaluating the performance of individual Directors and the Board of Directors as a whole.</li> <li>• Propose the method and timeline for strategic planning.</li> <li>• Propose policies to the Board of Directors for the recruitment, selection and evaluation of the Chief Executive Officer.</li> <li>• Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.</li> </ul>
<b>Authority</b>	<p>The Governance Committee will exercise its authority in accordance with the BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.</p>



<b>Composition</b>	<p>The Governance Committee will be composed of the following:</p> <ul style="list-style-type: none"><li>• The Committee Chair, who shall be a Director appointed by the Chair of the Board.</li><li>• Committee members, a minimum of four (4) and a maximum of six (6) members (including the Committee Chair) appointed by the Board of Directors.</li><li>• The Chief Executive Officer as an ex-officio member (non-voting)</li><li>• Staff resource person(s) (non-voting).</li></ul>
<b>Meetings</b>	<p>The Governance Committee will meet in person, once per year and via telephone or video conference at the request of the Committee Chair.</p>
<b>Resources</b>	<p>The Governance Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill their mandate. They will also receive administrative support from the BC Hockey office.</p>
<b>Reporting</b>	<p>The Governance Committee reports to the Board of Directors. The Governance Committee will maintain minutes of its meetings and will make those minutes available to committee members and to the Board of Directors.</p>
<b>Approval &amp; Review</b>	<p>These Terms of Reference were approved by the BC Hockey Board of Directors on April 3, 2016. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.</p>

## Hockey Development Committee

### *Terms of Reference*

<b>Mandate</b>	<p>The Hockey Development Committee is responsible for the general oversight of BC Hockey’s development programs by ensuring the establishment of program practice standards, monitoring compliance with such standards, monitoring performance of programs against approved objectives, and providing regulation and budget recommendations.</p>
<b>Key Duties</b>	<p>The Hockey Development Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Provide advice and recommendations to the Board of Directors on the BC Hockey Bylaws, Regulations and Policies.</li> <li>• Provide advice and recommendations to the Board of Directors on the annual budgets.</li> <li>• Provide advice and recommendations to the Board of Directors on the Strategic Plan.</li> <li>• Provide advice and recommendations to the Board of Directors for operational programs.</li> <li>• Communicate Board of Directors strategic direction and design implementation strategies to Program Committees and Delivery Work Groups.</li> </ul>
<b>Authority</b>	<p>The Hockey Development Committee will exercise its authority in accordance with the BC Hockey Bylaws, Regulations and Policies, and such additional provisions as set out in the Terms of Reference.</p>
<b>Composition</b>	<p>The Hockey Development Committee will be composed of the following:</p> <ul style="list-style-type: none"> <li>❖ The Committee Chair, who shall be a Director assigned by the Chair of the Board.</li> <li>❖ Committee Members:</li> <li>❖ Coach Coordinator</li> <li>❖ Female Program of Excellence Coordinator</li> <li>❖ Female Hockey Subject Matter Specialist</li> <li>❖ Female Midget AAA Coordinator</li> <li>❖ Male Program of Excellence Coordinator</li> <li>❖ Male Midget AAA Coordinator</li> <li>❖ Officiating Coordinator</li> <li>❖ Player Development Coordinator</li> <li>❖ Safety Coordinator</li> <li>❖ School Programming Coordinator</li> <li>❖ Female Development Coordinator</li> <li>• Staff Resource(s) (non-voting)</li> <li>• The Committee members are the identified BC Hockey Coordinators. The selection process for each is outlined in the “Appointment” section of their specific Terms of Reference.</li> </ul>



<b>Meetings</b>	The Hockey Development Committee will meet in person once per year and via telephone or video conference at the request of the Committee Chair.
<b>Resources</b>	The Hockey Development Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive administrative support from the BC Hockey office.
<b>Reporting</b>	The Hockey Development Committee reports to the Board of Directors. The Hockey Development Committee will maintain minutes of its meetings and will make those minutes available to Committee members and the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on February 28, 2017. The Board will review these Terms of Reference as required and make revisions, as warranted.
<b>Other</b>	<p>The following Program Coordinators' Key Duties are located in the corresponding Committee Terms of Reference; Coach Coordinator, Officiating Coordinator, Female Program of Excellence Coordinator, Female Midget AAA Coordinator, Male Program of Excellence Coordinator, Male Midget AAA Coordinator, Safety Coordinator, School Programming Coordinator.</p> <p>Female Development Coordinator (Appendix A)</p>



## Appendix A - Female Hockey Development Coordinator

<b>Key Duties</b>	<p>The Female Hockey Development Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Be a member of the Hockey Development Committee.</li><li>• Provide input related to the development of female hockey personnel and the “female game”.</li><li>• Encourage participation in female hockey.</li><li>• Promote female hockey events within BC Hockey.</li><li>• Assist District Female Hockey Committees in identifying goals and objectives within Districts.</li><li>• Assist District Female Hockey Committees / personnel with the promotion and delivery of female hockey programs.</li><li>• Promote the BC Hockey Female Long Term Athlete Development Model.</li><li>• Conduct seminars/workshops on the development of female hockey personnel and the “female game”.</li><li>• Issue instruction, give and circulate guidelines to build operational standards for female hockey programming.</li><li>• Liaise with Hockey Canada in cooperation with the BC Hockey Staff Resource.</li><li>• Assist with preparing and recommending budget components specific to female development.</li><li>• Identify Female Hockey Subject Matter Specialists regarding female hockey personnel and the “female game” for Program Committees.</li><li>• Maintain a strong working relation with the staff resource and Female Hockey Subject Matter Specialists on Program Committees.</li><li>• Such additional duties as may be delegated to the Female Hockey Development Coordinator by the Hockey Development Committee chair from time to time.</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the CEO.</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>



## Human Resources Committee

### *Terms of Reference*

<b>Mandate</b>	The Human Resources Committee is responsible for overseeing the establishment of employment policies for BC Hockey staff and policies related to volunteers, and for monitoring compliance with those policies.
<b>Key Duties</b>	<p>The Human Resources Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Review human resource management policies and procedures</li> <li>• Recommend to the Board of Directors the adoption and or revision of policies for human resource policies and procedures</li> <li>• Review employee benefit plans. Recommend to the Board of Directors the adoption an/or revision of employee benefit plans.</li> <li>• Monitor trends in human resource management areas.</li> <li>• Ensure compliance with relevant legislative and common law.</li> <li>• Develop tools for the Directors and the Board of Directors in order to comply with BC Hockey evaluation policies and procedures.</li> <li>• Monitor and evaluate relevant professional development opportunities for employees and volunteers.</li> <li>• Review policies for which they are responsible a minimum of every two (2) years.</li> <li>• Examine, recommend, implement and revise policies relevant to the recruitment, screening, orientation and retention of volunteers.</li> <li>• Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.</li> </ul>
<b>Authority</b>	The Human Resources Committee will exercise its authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.
<b>Composition</b>	<p>The Human Resources Committee will be composed of the following:</p> <ul style="list-style-type: none"> <li>• The Committee Chair, who shall be a Director appointed by the Chair of the Board</li> <li>• Committee members, a minimum of four (4) and a maximum of 6 members (including the Committee Chair) appointed by the Board of Directors</li> <li>• Staff resource person(s) (non-voting)</li> </ul>
<b>Meetings</b>	The Human Resources Committee will meet in person a minimum of once per year and via telephone or video conference at the request of the Committee Chair.



<b>Resources</b>	The Human Resources Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive administrative support from the BC Hockey office.
<b>Reporting</b>	The Human Resources Committee reports to the Board of Directors. The Human Resources Committee will maintain minutes of its meetings and will make those minutes available to Committee members and to the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on May 24, 2016. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.

## Nominating Committee

### *Terms of Reference*

<b>Mandate</b>	<p>The Nominating Committee is responsible for ensuring that the BC Hockey Board of Directors is composed of qualified and skilled persons capable of, and committed to, providing effective governance leadership to BC Hockey.</p> <p>The Nominating Committee will attempt to attract candidates who: represent diversity of gender; ethnicity; geographical location, and hockey experience and have specific skills and attributes beneficial to serving as a Director while meeting the eligibility requirements for being a Director set out in the BC Society Act.</p>
<b>Key Duties</b>	<p>The Nominating Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Work with the Governance Committee on establishing the skills and expertise required for the Board of Directors.</li> <li>• Ensure that candidates for election meet the qualifications to serve as a Director.</li> <li>• Promote a regional balance in the composition of the Board of Directors by recruiting candidates from different regions of British Columbia and the Yukon Territory.</li> <li>• Promote diversity of the Board of Directors in relation to gender, age, language, ethnicity, professional backgrounds and personal experiences.</li> <li>• Have regard to the specific and desired competencies required on the Board of Directors as a whole in soliciting nominations.</li> <li>• Provide a list of recommended eligible candidates.</li> <li>• Oversee all aspects of the election procedures leading up to and at the Annual General Meeting, including identifying and enforcing timelines and any other administrative requirements.</li> <li>• Where appropriate, identify individuals for future nomination as Directors and maintain this information for use by future Nominating Committees of BC Hockey.</li> <li>• Carry out these duties in a manner that encourages a long-term view of BC Hockey's leadership need, as well as Board of Directors succession planning.</li> <li>• Recommend to the Board of Directors the names of individuals recommended to fill any vacancies on the Board of Directors that occur between Annual General Meetings.</li> <li>• Monitor the selection process for Program Coordinators, Program Committee members and Program Delivery Group members</li> <li>• Accept nominations of qualified individuals from Members.</li> <li>• Seek, identify, and recruit qualified individuals to stand for election as Directors.</li> <li>• Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.</li> </ul>



<b>Authority</b>	<p>The Nominating Committee will exercise its authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.</p> <p>Election of the Directors and Chair of the Board of Directors shall be in accordance with BC Hockey Bylaws.</p>
<b>Composition</b>	<p>The Nominating Committee will be composed of the following:</p> <ul style="list-style-type: none"><li>• The Committee Chair, appointed by the Chair of the Board</li><li>• Committee members, a minimum of four (4) and a maximum of six (6) members (including the Committee Chair) appointed by the Board of Directors</li><li>• Staff resource person(s) (non-voting)</li></ul> <p>The committee members shall be individuals who are at arm's length from the Board of Directors.</p> <p>No member of the Nominating Committee may be seeking office in the election.</p>
<b>Meetings</b>	<p>The Nominating Committee will meet via telephone or video conference at the request of the Committee Chair.</p>
<b>Resources</b>	<p>The Nominating Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive administrative support from the BC Hockey office.</p>
<b>Reporting</b>	<p>The Nominating Committee reports to the Board of Directors. The Nominating Committee will maintain minutes of meetings and will make those minutes available to Committee members and to the Board of Directors.</p>
<b>Approval &amp; Review</b>	<p>These Terms of Reference were approved by the BC Hockey Board of Directors on July 23, 2015. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.</p>
<b>Other</b>	<p>Nominating Procedures Regulation</p>

## Risk Management Committee

### *Terms of Reference*

<b>Mandate</b>	The Risk Management Committee is responsible for ensuring the development and implementation of a comprehensive risk management program and for monitoring compliance with program standards and objectives
<b>Key Duties</b>	<p>The Risk Management Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Oversee and monitor the development and implementation of a comprehensive risk management program.</li> <li>• Consider Operational/Program Risks, Compliance Risks, Communication Risks, External Risks, Governance Risks, and Financial Risks.</li> <li>• Make recommendations to the Board of Directors on identifying, evaluating and mitigating risks, using a combination of methods to retain, reduce, transfer and avoid risks. Provide expertise to enhance the quality of Board discussions on risk management and facilitate effective Board decision-making.</li> <li>• Advise the Board of Directors on the adequacy and effectiveness of key risk management policies and documents and the impact on BC Hockey.</li> <li>• Review policies for which they are responsible a minimum of every two (2) years.</li> <li>• Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.</li> </ul>
<b>Authority</b>	The Risk Management Committee will exercise its authority in accordance with the BC Hockey Bylaws Regulations and Policies and such additional provisions as set out in the Terms of Reference.
<b>Composition</b>	<p>The Risk Management Committee will be composed of the following:</p> <ul style="list-style-type: none"> <li>• The Committee Chair, who shall be a Director appointed by the Chair of the Board.</li> <li>• Committee members, a minimum of four (4) and a maximum of six (6) members (including the Committee Chair and the Safety Coordinator) appointed by the Board of Directors.</li> <li>• Staff resource person(s) (non-voting)</li> </ul>



<b>Meetings</b>	The Risk Management Committee will meet in person a minimum of once per year and via telephone or video conference at the request of the Committee Chair.
<b>Resources</b>	The Risk Management Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive administrative support from the BC Hockey office.
<b>Reporting</b>	The Risk Management Committee reports to the Board of Directors. The Risk Management Committee will maintain minutes of its meetings and will make those minutes available to the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on April 3, 2016. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.

## Work Groups

### *Terms of Reference*

<p><b>Mandate</b></p>	<p>The Chair of the Board, in consultation with the Board of Directors and the Chief Executive Officer, may establish Work Groups to undertake a specific issue or project that is to be completed within a defined period of time and provide a report to the Board of Directors.</p>
<p><b>Key Duties</b></p>	<p>The Work Groups will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Ensure an understanding of the task or project assigned.</li> <li>• Remain within the confines of their Work Group parameters so as to not overlap with other group's / person's responsibilities.</li> <li>• To become familiar with opportunities and challenges associated with the task or project.</li> <li>• Develop strategies and timelines for investigating and accomplishing the task or project.</li> <li>• Determine the best method for communicating results obtained by the Work Group.</li> <li>• Make recommendations related to the task or project to the Board of Directors.</li> </ul>
<p><b>Authority</b></p>	<p>The Work Groups will exercise its authority in accordance with BC Hockey Bylaws, Regulations and Policies, and such additional provisions as set out in the Terms of Reference.</p>
<p><b>Composition</b></p>	<p>Work Groups will be composed of the following:</p> <ul style="list-style-type: none"> <li>• The Work Group Chair, an individual appointed by the Chair of the Board.</li> <li>• Work Group members, a minimum of four (4) and a maximum of eight (8) members (including the Work Group Chair) appointed by the Chair of the Board.</li> <li>• Staff resource person(s) (non-voting).</li> </ul> <p>The Work Group will be dissolved after it has completed its assigned task or project.</p>
<p><b>Meetings</b></p>	<p>The Work Groups will meet in person and via telephone or video conference at the request of the Work Group Chair.</p>
<p><b>Resources</b></p>	<p>The Work Groups will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill their mandate. They will also receive administrative support from the BC Hockey office.</p>



<b>Reporting</b>	Work Groups report to the Board of Directors. The Work Group will maintain minutes of its meetings and will make those minutes available to Work Group members and the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors July 23, 2015. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.
<b>Other</b>	Work Group Chairs (Appendix A) Work Group Template (Appendix B)





## **Appendix A - Work Group Chairs**

<b>Key Duties</b>	<p>The Work Group Chairs will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Preside over all meetings of the Work Group.</li><li>• Prepare meeting agendas focused on Work Group responsibilities.</li><li>• Proof and approve the meeting minutes prior to distribution.</li><li>• Ensure the Work Group works effectively.</li><li>• Ensure meetings are efficiently managed and decision-making is transparent.</li><li>• Ensure Work Group recommendations are reported to the Board of Directors.</li><li>• Ensure Work Group members know and respect the distinction between the roles of the Work Group and BC Hockey staff.</li><li>• Ensure conflict of interest issues are addressed sensitively and constructively.</li><li>• Provide Work Group with updates on actions taken with respect to their recommendations.</li></ul>
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## Appendix B - Work Group Template

Name (ABC Work Group)

<b>Mandate</b>	
<b>Deadline for Completion</b>	
<b>Key Duties</b>	The ABC Work Group will perform the following key duties:
<b>Authority</b>	The ABC Work Group will exercise its authority in accordance with BC Hockey Bylaws, Regulations, and Policies, and such additional provisions as set out in the Terms of Reference.
<b>Composition</b>	
<b>Meetings</b>	The ABC Work Group will meet in person and via telephone or video conference at the request of the Work Group Chair.
<b>Resources</b>	The ABC Work Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive administrative support from the BC Hockey office.
<b>Reporting</b>	The ABC Work Group will maintain minutes of its meetings and will make those minutes available to ABC Work Group members and the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on XXXXXXXX. The Board of Directors will review these Terms of Reference as required and will make revisions, as warranted.
<b>Other</b>	

**Credentials Committee Work Group  
Terms of Reference**

<b>Mandate</b>	<p>The Credentials Committee Work Group will deal with any issues that may arise at a BC Hockey General Meeting with respect to</p> <ul style="list-style-type: none"> <li>(a) eligibility of representatives of BC Hockey members to vote and otherwise participate in the general meeting, and</li> <li>(b) delegate voting cards.</li> </ul>
<b>Deadline for Completion</b>	<p>The Credentials Committee Work Group deadline for completion is at the conclusion of the Annual General Meeting.</p>
<b>Key Duties</b>	<p>The Credentials Committee Work Group will perform the following key duties:</p> <ol style="list-style-type: none"> <li>1. Rule on any issues arising with respect to:             <ul style="list-style-type: none"> <li>a) certificates of appointment as a delegate or proxy forms submitted by BC Hockey members;</li> <li>b) voting cards, which are presented to general meeting delegates and are the sole means by which voting is to occur; and</li> <li>c) eligibility of BC Hockey members to be represented at and to have their delegates or proxies participate in and vote at a general meeting.</li> </ul> </li> <li>2. Report to the Chair of the Board, or to any acting Chair of proceedings at the general meeting, as requested as to the number of delegates and number of voting cards issued.</li> </ol> <p>The Credentials Committee Work Group will be supported in its work by BC Hockey staff assigned to the general meeting registration desk. Such staff shall administer the receipt and verification of delegate appointment and proxy appointment voting forms and the distribution of Voting Cards. In all situations that arise at the Registration Desk with respect to voting eligibility, the delegate will be referred to the Credentials Committee Work Group for determination of eligibility.</p> <p>The Credentials Committee Work Group will also be supported in its work by BC Hockey's Director, Finance and Administration, who shall provide information from BC Hockey's financial records with respect to outstanding accounts of BC Hockey members, including registration fees, all of which must be paid prior to voting cards being presented to delegates.</p> <p>Members shall support their position with respect to any matters to be determined by the Credentials Committee Work Group with written documentation.</p>
<b>Authority</b>	<p>The Credentials Committee Work Group will exercise its authority in</p>



	accordance with BC Hockey Bylaws, Regulations and Policies, and in particular with BC Hockey Bylaws 222, 405, 407, 410 and 411, Appendix A, and in accordance with these Terms of Reference.
<b>Composition</b>	The Credentials Committee Work Group will be appointed by the Chair of the Board and will consist of three (3) Directors, Life Members, or other individuals with experience on the BC Hockey Board or Executive Committee. Consideration shall be given to selecting work group members who will not be running for office during the general meeting.
<b>Meetings</b>	The Credentials Committee Work Group will meet in person on the first day of a general meeting for orientation, and during the general meeting as required and when issues arise. Should any issues arise in advance of a general meeting requiring input of the Credentials Committee Work Group, then it may meet via telephone or audio conference at the request of the Credentials Committee Work Group Chair.
<b>Resources</b>	The Credentials Committee Work Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive administrative support from the BC Hockey office.
<b>Reporting</b>	The Credentials Committee Work Group will provide written confirmation of decisions made with respect any controversial credentials issues.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on May 24, 2016. The Board of Directors will review these terms of reference as required and will make revisions, as warranted.

## Minor Hockey Organizational Development Work Group

### *Terms of Reference*

<b>Mandate</b>	<p>The Minor Hockey Organizational Development Work Group is responsible to research and recommend to the BC Hockey Board of Directors; implementation strategies, Best Practices, and monitoring strategies designed to progress the governance, administrative and operational capacity of Minor Hockey Associations and District Associations.</p>
<b>Key Duties</b>	<p>The Members will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• examine the priority of needs in member organizations;</li> <li>• recommend the development of components of a Minor Hockey Organizational Development initiative;</li> <li>• cooperate with Hockey Canada’s Model Association program;</li> <li>• research ways to educate Associations about Best Practices in Association development;</li> <li>• update knowledge and Professional Development opportunities in regard to organizational design,</li> <li>• identify the opportunities and challenges associated with this initiative</li> <li>• research, report, promote, and recommend technological advances to assist in expanding administrative and operational capacity of organizations</li> <li>• recommend communication strategies that will develop synergies among Associations</li> <li>• recommend promotional strategies for program components.</li> <li>• research and recommend recruitment, Professional Development opportunities and retention strategies for Association personnel</li> <li>• make related recommendations to the Board.</li> </ul>
<b>Authority</b>	<p>The Work Groups will exercise its authority in accordance with BC Hockey Bylaws, Regulations and Policies, and such additional provisions as are set out in the Terms of Reference.</p>
<b>Composition</b>	<p>The Work Group will be composed of:</p> <ul style="list-style-type: none"> <li>• The Work Group Chair, appointed by the Chair of the Board.</li> <li>• Work Group members, a minimum of four (4) and a maximum of eight (8) members (including the Work Group Chair) appointed by the Chair of the Board.</li> <li>• Staff resource person(s) (non-voting).</li> </ul> <p>The Work Group will be dissolved after it has completed its assigned task or project.</p>



<b>Meetings</b>	The Work Group will meet in person and via teleconference at the request of the Chair.
<b>Resources</b>	The Work Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill their mandate. BC Hockey staff will provide administrative support required by the Work Group.
<b>Reporting</b>	The Work Group will maintain minutes of its meetings and reports formally through those minutes, made available to the Board in a timely manner.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the Board of BC Hockey on December 20, 2016. The Board will review these Terms of Reference on a regular basis and will make revisions, as warranted.
<b>Other</b>	Work Group Chairs (Appendix A)



**Appendix A**

**Work Group Chair**

<p><b>Key Duties</b></p>	<p>The Work Group Chair will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Preside over all meetings of the Work Group.</li><li>• Prepare meeting agendas focused on Work Group responsibilities.</li><li>• Proof and approve the meeting minutes prior to their distribution.</li><li>• Ensure the Work Group works effectively.</li><li>• Ensure meetings are efficiently managed and decision-making is transparent.</li><li>• Ensure Work Group recommendations are reported to the Board.</li><li>• Ensure Work Group members know and respect the distinction between the roles of the Work Group and staff.</li><li>• Ensure conflict of interest issues are addressed sensitively and constructively.</li><li>• Provide Work Group with updates on actions taken with respect to their recommendations.</li></ul>
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## Truth and Reconciliation Work Group

### *Terms of Reference*

<b>Mandate</b>	<p>The Truth and Reconciliation Work Group will work towards the implementation of Recommendations 87-91 of the Truth and Reconciliation Commission's Call to Action, within the parameters of BC Hockey's present structure. The overall goal will be to ensure that every hockey program in BC is inclusive of Aboriginal people at all levels while respecting their unique history and culture.</p>
<b>Key Duties</b>	<p>The Work Group will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Construct uniform operational standards.</li> <li>• Research, establish, and implement strategies that seek to involve Aboriginal people in all aspects of hockey, in a way that is meaningful, respectful, and inclusive.</li> <li>• Seek guidance from present Aboriginal sporting structures on how to build a model of reconciliation for BC Hockey.</li> <li>• Assist with constructing program budget and fee structure.</li> <li>• Design program components.</li> <li>• Draft and approve design of communication and promotional material</li> <li>• Build administrative components of program.</li> <li>• Recommend policy, regulations, and bylaws.</li> <li>• Develop criteria for an Annual Aboriginal Impact Award at BC Hockey recognizing Aboriginal people who have impacted the game</li> <li>• Design branch workshops</li> <li>• Act as liaison between Operations and Policy.</li> <li>• Promote the program to Hockey Canada and within the Branch.</li> <li>• Seek funding opportunities.</li> <li>• Seek input from respected Aboriginal leaders in BC First Nation Communities.</li> </ul>
<b>Authority</b>	<p>The Truth and Reconciliation Work Group will exercise its authority in accordance with BC Hockey Bylaws, Regulations, Policies and such additional provisions as set out in the Terms of Reference. Any recommendations will be approved by the Board of Directors.</p>
<b>Composition</b>	<p>The Work Group will be composed of:</p> <ul style="list-style-type: none"> <li>▪ Work Group Chair</li> <li>▪ Staff Resource; Chief Executive Officer - Barry Petrachenko</li> <li>▪ Work Group members:             <ul style="list-style-type: none"> <li>○ 3 individuals as Partners from the Aboriginal Sport, Recreation and Physical Activity Partners Council</li> <li>○ 4-6 members representing BC Hockey</li> </ul> </li> </ul>





<b>Meetings</b>	The Truth and Reconciliation Work Group will meet in person at least once per year and via conference call / video conference, as determined by the Work Group Chair.
<b>Resources</b>	The Truth and Reconciliation Work Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget to fulfill its mandate. It will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	The Truth and Reconciliation Work Group will report to the Board. The Work Group Chair will maintain minutes of meetings and will share minutes with Work Group members, and Board.
<b>Approval and Review</b>	These Terms of Reference were approved by the Board of BC Hockey on February 29, 2016. The Board will review these Terms of Reference on a regular basis and will make revisions, as warranted.
<b>Other</b>	The completion deadline is May 31, 2017. The work group may be reconvened at this time.

## Task Groups

### *Terms of Reference*

<b>Mandate</b>	The Chief Executive Officer may establish Task Groups to assist BC Hockey in completing specific operational tasks
<b>Key Duties</b>	<p>The Task Groups will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Ensure an understanding of the task or project assigned.</li> <li>• Remain within the confines of the Task Group parameters so as to not overlap with other group's / person's responsibilities.</li> <li>• To become familiar with opportunities and challenges associated with the task or project.</li> <li>• Develop strategies and timelines for accomplishing the task or project.</li> <li>• Determine the best method for communicating results obtained by the Task Group.</li> <li>• Make recommendations related to the task or project to the Program Coordinator or designate.</li> </ul>
<b>Authority</b>	The Task Groups will exercise their authority in accordance with BC Hockey Bylaws, Regulations and Policies, and such additional provisions as set out in the Terms of Reference.
<b>Appointment</b>	<p>Appointed by the CEO.</p> <p>The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required position(s) will be circulated annually (incumbents are required to indicate a desire to continue in the position).</p>
<b>Composition</b>	<p>Task Groups will be composed of individuals appointed by the Chief Executive Officer, or designate, in conjunction with the applicable Program Coordinator.</p> <p>The number of participants on a Task Group will vary depending on the nature of the task(s) undertaken.</p> <p>The Task Groups will be dissolved upon completion of the assigned task or project.</p>
<b>Meetings</b>	The Task Groups will meet in person and via telephone or video conference at the request of the Program Coordinator.
<b>Resources</b>	The Task Groups will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill their mandate. They will also receive administrative support from the BC Hockey office.



<b>Reporting</b>	The Task Group will report to the Chief Executive Officer or designate.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on February 28, 2017. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.



## Appendix A – Minor Championship Task Group Members

<b>Key Duties</b>	<p>Minor Championship Task Group Members will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Attend orientation seminars when required</li><li>• Preparation / operate BC Hockey Championships</li><li>• Attend video conferences with Host Committee members and communicate with hosts as required</li><li>• Review documents submitted by Host Committees and forward for approval to ensure they meet BC Hockey standards</li><li>• Attend BC Hockey Championships as required</li><li>• Encourage host bid submission(s) for Championships</li><li>• Relay all pertinent BC Hockey information to Championship hosts in the District</li><li>• Submit Championship reports as requested</li><li>• Promote members activity in Championships</li><li>• Act as a communication liaison in regard to Championship information</li><li>• Relay recommendations to the Minor Hockey Championships Coordinator</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the CEO.</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required position(s) will be circulated annually (incumbents are required to indicate a desire to continue in the position).</li></ul>



## **Appendix B – Minor Discipline Task Group Members**

<b>Key Duties</b>	Minor Discipline Task Group Members will perform the following key duties: <ul style="list-style-type: none"><li>• Attend orientation seminars when required</li><li>• Enter all suspensions on the HCR</li><li>• Conduct investigations as requested</li><li>• Provide direction regarding general conduct of all levels of minor hockey in the District</li><li>• In cooperation with the CEO, provide clarification on BC Hockey Regulations regarding ineligible players, protests and discipline</li><li>• Relay recommendations to the Minor Discipline Coordinator</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the Chief Executive Officer (CEO).</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>

**Appendix C – Minor Operations Task Group Members**

<p><b>Key Duties</b></p>	<p>Minor Operations Task Group Members will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Attend orientation seminars when required</li> <li>• Relay all pertinent BC Hockey communications to members in the District</li> <li>• Assist members in complying with team registration requirements</li> <li>• Assist members with recreational team player movement situations</li> <li>• Process member USA travel and exhibition game approval</li> <li>• Approve, log and report tournament sanctions</li> <li>• Submit written reports regarding the feelings of members and leagues regarding team relocations and new team applications from Above Minor.</li> <li>• Serve on reclassification committee(s)</li> <li>• Consider support for residential waivers</li> <li>• Approve recreational team player’s participation on a higher division or category team</li> <li>• On request review all District IATs on the HCR</li> <li>• Give support/non-support on team roster requests (i.e. returning cards used on rosters in error, back dating player releases, late registration after deadlines – example Affiliation deadline)</li> <li>• Give their support/non-support on applications for Non-Members participating in BC Hockey leagues</li> <li>• Assist in helping MHAs without Goaltenders find a replacement from another MHA and provide a letter of support</li> <li>• Give support/non-support on Tournament Team Requests</li> <li>• Give support / non-support on recreational relief player requests</li> <li>• Relay recommendations to the Minor Hockey Operations Coordinator</li> </ul>
<p><b>Appointment</b></p>	<ul style="list-style-type: none"> <li>• Appointed by the Chief Executive Officer (CEO).</li> <li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li> </ul>



## **Appendix D – Minor Relations and Communications Task Group Members**

<b>Key Duties</b>	<p>Minor Relations and Communications Task Group Members will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Attend orientation seminars when required</li><li>• Relay all pertinent BC Hockey communications to members</li><li>• Submit reports of member activities as requested</li><li>• Promote members activity in BC Hockey programs</li><li>• Serve on the selection committee for Association of the Year</li><li>• Act as a communication liaison with members and BC Hockey including information on interpretations of Rules, Policy, Regulations and Bylaws</li><li>• Act as a communication liaison to registered participants in regard to program information, enquiries and complaints</li><li>• program information</li><li>• Act as a liaison with Above Minor programs</li><li>• Relay recommendations to the Minor Hockey Relations and Communications Coordinator</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the Chief Executive Officer (CEO).</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>

## Divisional Committees

### *Terms of Reference*

<b>Mandate</b>	<p>The Divisional Committees are recommending bodies responsible for making recommendations related to athlete development, for providing opportunities for discussion and communication between divisional or between regional representatives and for providing recommendations to the Board of Directors regarding key issues.</p>
<b>Key Duties</b>	<p>The Divisional Committees will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Share best practices for the recruitment and retention of players, officials, team officials, volunteers and local executives.</li> <li>• Share best practices for the incorporation of Long Term Player Development (LTPD) within programs.</li> <li>• Share best practices for the selection and evaluation of team officials and teams.</li> <li>• Share best practices for organizing and administering teams.</li> <li>• Share best practices for organizing and administering leagues.</li> <li>• Share best practices for hosting provincial, regional, and national championships and for hosting special events.</li> <li>• Recommend hosting sites for provincial, regional and national championships.</li> <li>• Share best practices for promoting the sport of hockey.</li> <li>• Review BC Hockey Bylaws and Regulations and recommend revisions, as warranted.</li> <li>• Provide feedback to the Board of Directors on new policy proposals or policy revisions.</li> <li>• Provide a venue for communication and interaction between the Members and the Board of Directors to ensure that decisions affecting BC Hockey are made in the best interests of the advancement of amateur hockey.</li> <li>• Discuss BC Hockey programs and initiatives that will be promoted to associations, leagues, teams and registered participants.</li> <li>• Present to the Board of Directors, as required, direction with respect to matters of concern and interest to the Members including issues relating to the administration of hockey and the delivery of the programs.</li> <li>• Such additional duties as may be delegated to the Divisional Committees by the Board of Directors from time to time.</li> </ul>





<b>Composition</b>	<p>The Divisional Committees will be composed of the following:</p> <ul style="list-style-type: none"><li>• A Committee Chair and in some cases a Vice Chair – who shall be as outlined in their respective Terms of Reference.</li><li>• Committee members as outlined in their respective Terms of Reference.</li><li>• Staff Resource Person (non-voting)</li></ul>
<b>Authority</b>	<p>The Divisional Committees will exercise its authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.</p>
<b>Meetings</b>	<p>The Divisional Committees will meet in person, twice per year and via telephone or video conference at the request of the Committee Chair.</p>
<b>Resources</b>	<p>The Divisional Committees will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. They will also receive administrative support from the BC Hockey office.</p>
<b>Reporting</b>	<p>Divisional Committees report to the Board of Directors. The Divisional Committees will maintain minutes of meetings and will make those minutes available to Committee members and the Board of Directors.</p>
<b>Approval &amp; Review</b>	<p>These Terms of Reference were approved by the BC Hockey Board of Directors on August 30, 2016. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.</p>
<b>Other</b>	<p>Divisional Committee Chairs (Appendix A)</p>



## **Appendix A - Divisional Committee Chairs**

<b>Key Duties</b>	<p>The Divisional Committee Chairs will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Preside over all meetings of the Divisional Committee.</li><li>• Prepare meeting agendas focused on Divisional Committee responsibilities.</li><li>• Proof and approve meeting minutes prior to distribution.</li><li>• Ensure the Divisional Committee works effectively.</li><li>• Ensure meetings are efficiently managed and decision-making is transparent.</li><li>• Ensure Divisional Committee recommendations are reported to the Board of Directors.</li><li>• Ensure Divisional Committee members know and respect the distinction between the roles of the Divisional Committee and BC Hockey staff.</li><li>• Ensure conflict of interest issues are addressed sensitively and constructively.</li><li>• Provide Divisional Committee members with updates on actions taken with respect to recommendations.</li></ul>
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## Adult Male Committee

### *Terms of Reference*

<b>Mandate</b>	<p>The Adult Male Committee is responsible for making recommendations for athlete development within Senior recreational and competitive hockey, for sharing best practices, and for providing the Board of Directors with advice on key issues affecting adult male hockey.</p>
<b>Key Duties</b>	<p>The Adult Male Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Share best practices for the recruitment and retention of players, officials, team officials, volunteers and local executives.</li> <li>• Share best practices for the incorporation of Long Term Player Development (LTPD) within Adult Male recreational and competitive programs</li> <li>• Share best practices for the selection and evaluation of team officials.</li> <li>• Share best practices for the evaluation and selection of players.</li> <li>• Share best practices for organizing and administering Leagues.</li> <li>• Share best practices for promoting the sport and Leagues.</li> <li>• Share best practices for hosting provincial, regional, and national championships and for hosting All-Star games and other special events.</li> <li>• Share best practices for bidding on national championships.</li> <li>• Recommend provincial, regional, and national championship host sites</li> <li>• Share best practices for promoting the sport of hockey.</li> <li>• Review BC Hockey Bylaws, Regulations and Policies and recommend revisions, as warranted.</li> <li>• Review playing rules and recommend revisions, as warranted.</li> <li>• Provide feedback to the Board on new policy proposals or policy revisions.</li> <li>• Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.</li> </ul>
<b>Composition</b>	<p>The Adult Male Committee will be composed of the following:</p> <ul style="list-style-type: none"> <li>• Committee Chair, who shall be the Adult Male Division Coordinator.</li> <li>• A Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)</li> <li>• Senior League President(s) or representative</li> <li>• Independent Senior team representative(s).</li> <li>• BC Intercollegiate Hockey League representative</li> <li>• CANLAN Ice Sports representative</li> <li>• Staff Resource Person (non-voting)</li> </ul>



<b>Authority</b>	The Adult Male Committee will exercise its authority in accordance with BC Hockey Bylaws, Regulations, and Policies and such additional provisions as set out in the Terms of Reference.
<b>Meetings</b>	The Adult Male Committee will meet in person, twice per year and via telephone or video conference at the request of the Committee Chair.
<b>Resources</b>	The Adult Male Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive administrative support from the BC Hockey office.
<b>Reporting</b>	The Adult Male Committee reports to the Board of Directors The Adult Male Committee will maintain minutes of its meetings and will make those minutes available to Committee members and the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on February 28, 2017. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.
<b>Other</b>	Adult Male Division Coordinator Key Duties (Appendix A)

**Appendix A - Adult Male Division Coordinator**

<p><b>Key Duties</b></p>	<p>The Adult Male Division Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Organize delivery of serve area components</li> <li>• Identify, schedule and monitor any Above Minor Task Group(s) for the Division</li> <li>• Organize the orientation of any Above Minor Task Group(s) for the Division</li> <li>• Assist with guiding teams and leagues with implementation</li> <li>• Attend Divisional events as required to represent BC Hockey</li> <li>• Relay operational issues to the Chief Executive Officer or staff resource</li> <li>• Present Divisional workshops on service areas as required</li> <li>• Supervise the general conduct of teams and leagues in the Division</li> <li>• Process Match Penalties and Gross Misconducts in the Division</li> <li>• Report acceptability of new member applications for the Division</li> <li>• Develop programs and opportunities for the Division</li> <li>• Represent BC Hockey at Hockey Canada meetings as required</li> <li>• Attend BC Hockey meetings as requested</li> <li>• Be a member of the respective Above Minor Divisional Committee</li> <li>• Attend and supervise BC Hockey Championships for the Division</li> <li>• Represent BC Hockey at Regional and National Championships outside BC for the Division</li> <li>• Submit reports as required</li> <li>• Liaise with Minor and other Above Minor Divisions</li> <li>• Liaise with development programs</li> <li>• Promote the Division at Branch, District and local levels</li> <li>• Communication at the District and local level</li> </ul>
<p><b>Qualification</b></p>	<ul style="list-style-type: none"> <li>• Strong commitment to the Division's operation and development</li> <li>• Must have good administration, organizational, and communication skills</li> <li>• Commitment to the key duties as outlined in the Terms of Reference</li> <li>• Experience as a service area subject matter specialist is desirable</li> <li>• Respect in Sport certification</li> <li>• Criminal Record Check / Vulnerable Persons Check</li> </ul>
<p><b>Appointment</b></p>	<ul style="list-style-type: none"> <li>• Appointed by the Chief Executive Officer (CEO).</li> <li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li> </ul>

## Female Committee

### *Terms of Reference*

<b>Mandate</b>	<p>The Female Committee is responsible for making recommendations for athlete development related to; Junior and Senior recreational and competitive hockey, for sharing best practices, and for providing the Board of Directors with advice on key issues affecting female hockey</p>
<b>Key Duties</b>	<p>The Female Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Share best practices for the recruitment and retention of players, officials, team officials, volunteers and local executives.</li> <li>• Share best practices for the incorporation of Long Term Player Development (LTPD) within the Female Midget AAA, Sport School and Junior and Senior Female programs.</li> <li>• Share best practices for the selection and evaluation of team officials.</li> <li>• Share best practices for the evaluation and selection of players.</li> <li>• Share best practices for organizing and administering Leagues.</li> <li>• Share best practices for promoting the sport and their Leagues.</li> <li>• Share best practices for hosting provincial, regional, and national championships and for hosting All-Star games and other special events.</li> <li>• Share best practices for bidding on regional and national championships and coordinating bids.</li> <li>• Recommend provincial, regional, and national championship host sites.</li> <li>• Share best practices for promoting the sport of hockey.</li> <li>• Review BC Hockey Bylaws, Regulations and Policies and recommend revisions, as warranted.</li> <li>• Review playing rules and recommend revisions, as warranted.</li> <li>• Provide feedback to the Board of Directors on new policy proposals or policy revisions.</li> <li>• Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.</li> </ul>



<b>Composition</b>	<p>The Female Committee will be composed of the following:</p> <ul style="list-style-type: none"><li>• Committee Chair, who shall be the Female Division Coordinator</li><li>• A Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)</li><li>• Junior League President or their representative</li><li>• Senior Female League President(s) or their representative(s)</li><li>• A Female Senior team(s) representative from each District with Senior Female team(s)</li><li>• CANLAN Ice Sports representative</li><li>• Staff Resource Person (non-voting)</li></ul>
<b>Authority</b>	<p>The Female Committee will exercise its authority in accordance with BC Hockey Bylaws, Regulations, and Policies and such additional provisions as set out in the Terms of Reference.</p>
<b>Meetings</b>	<p>The Female Committee will meet in person, twice per year and via telephone or video conference at the request of the Committee Chair.</p>
<b>Resources</b>	<p>The Female Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive administrative support from the BC Hockey office.</p>
<b>Reporting</b>	<p>The Female Committee reports to the Board of Directors. The Female Committee will maintain minutes of its meetings and will make those minutes available to Committee members and the Board of Directors.</p>
<b>Approval &amp; Review</b>	<p>These Terms of Reference were approved by the BC Hockey Board of Directors February 28, 2017. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.</p>
<b>Other</b>	<p>Female Division Coordinator Key Duties (Appendix A)</p>

## Appendix A - Female Division Coordinator

Each Above Minor Coordinator may require service area subject matter specialists. If so, the job description would include the identification, scheduling and monitoring of Task Group(s) for the Division in cooperation with the Chief Executive Officer.

<p><b>Key Duties</b></p>	<p>The Adult Female Division Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Organize delivery of serve area components</li> <li>• Identify, schedule and monitor any Above Minor Task Group(s) for the Division</li> <li>• Organize the orientation of any Above Minor Task Group(s) for the Division</li> <li>• Assist with guiding teams and leagues with implementation</li> <li>• Attend Divisional events as required to represent BC Hockey</li> <li>• Relay operational issues to the Chief Executive Officer or staff resource</li> <li>• Present Divisional workshops on service areas as required</li> <li>• Supervise the general conduct of teams and leagues in the Division</li> <li>• Process Match Penalties and Gross Misconducts in the Division</li> <li>• Report acceptability of new member applications for the Division</li> <li>• Develop programs and opportunities for the Division</li> <li>• Represent BC Hockey at Hockey Canada meetings as required</li> <li>• Attend BC Hockey meetings as requested</li> <li>• Be a member of the respective Above Minor Divisional Committee</li> <li>• Attend and supervise BC Hockey Championships for the Division</li> <li>• Represent BC Hockey at Regional and National Championships outside BC for the Division</li> <li>• Submit reports as required</li> <li>• Liaise with Minor and other Above Minor Divisions</li> <li>• Liaise with development programs</li> <li>• Promote the Division at Branch, District and local levels</li> <li>• Communication at the District and local level</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Strong commitment to the Division's operation and development</li> <li>• Must have good administration, organizational, and communication skills</li> <li>• Commitment to the key duties as outlined in the Terms of Reference</li> <li>• Experience as a service area subject matter specialist is desirable</li> <li>• Respect in Sport certification</li> <li>• Criminal Record Check / Vulnerable Persons Check</li> </ul>
<p><b>Appointment</b></p>	<ul style="list-style-type: none"> <li>• Appointed by the Chief Executive Officer (CEO).</li> <li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li> </ul>



## Junior Committee

### *Terms of Reference*

<b>Mandate</b>	<p>The Junior Committee is responsible for making recommendations for the business and operational relationships of Junior A and Junior B male teams and leagues, for making recommendations for athlete development within Junior hockey, for sharing best practices in these areas, and for providing the Board of Directors with advice on key issues affecting junior hockey.</p>
<b>Key Duties</b>	<p>The Junior Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Share best practices for the recruitment and retention of players, officials, team officials, volunteers and local executives.</li> <li>• Share best practices for the incorporation of Long Term Player Development (LTPD) within Major Midget AAA, Sport School and Junior programs.</li> <li>• Share best practices for the selection and evaluation of team officials.</li> <li>• Share best practices for the evaluation and selection of players.</li> <li>• Share best practices for organizing and administering Leagues.</li> <li>• Share best practices for promoting the sport and their Leagues.</li> <li>• Share best practices for hosting provincial, regional, and national championships and for hosting All-Star games and other special events.</li> <li>• Share best practices for bidding on regional and national championships and coordinating bids.</li> <li>• Recommend provincial, regional, and national championship host sites</li> <li>• Share best practices for promoting the sport of hockey.</li> <li>• Review BC Hockey Bylaws, Regulations and Policies and recommend revisions, as warranted.</li> <li>• Review playing rules and recommend revisions, as warranted.</li> <li>• Provide feedback to the Board of Directors on new policy proposals or policy revisions.</li> <li>• Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.</li> </ul>



<b>Composition</b>	<p>The Junior Committee will be composed of the following:</p> <ul style="list-style-type: none"><li>• Committee Chair, who shall be the Junior Division Coordinator</li><li>• A Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)</li><li>• Junior A League President or their representative</li><li>• Junior B League Presidents or their representatives</li><li>• Staff Resource Person (non-voting)</li><li>• Western Hockey League (WHL) Representative (non-voting)<ul style="list-style-type: none"><li>○ The WHL Representative is only required to attend at least one (1) meeting per year.</li></ul></li></ul>
<b>Authority</b>	<p>The Junior Committee will exercise its authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.</p>
<b>Meetings</b>	<p>The Junior Committee will meet in person twice per year and via telephone or video conference at the request of the Committee Chair.</p>
<b>Resources</b>	<p>The Junior Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive administrative support from the BC Hockey office.</p>
<b>Reporting</b>	<p>The Junior Committee reports to the Board of Directors. The Junior Committee will maintain minutes of its meetings and will make those minutes available to Committee members and the Board of Directors.</p>
<b>Approval &amp; Review</b>	<p>These Terms of Reference were approved by the BC Hockey Board of Directors on July 4, 2017. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.</p>
<b>Other</b>	<p>Junior Division Coordinator Key Duties (Appendix A)</p>

## Appendix A - Junior Division Coordinator

Each Above Minor Coordinator may require service area subject matter specialists. If so, the job description would include the identification, scheduling and monitoring of Task Group(s) for the Division in cooperation with the Chief Executive Officer.

<p><b>Key Duties</b></p>	<p>The Junior Division Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Organize delivery of serve area components</li> <li>• Identify, schedule and monitor any Above Minor Task Group(s) for the Division</li> <li>• Organize the orientation of any Above Minor Task Group(s) for the Division</li> <li>• Assist with guiding teams and leagues with implementation</li> <li>• Attend Divisional events as required to represent BC Hockey</li> <li>• Relay operational issues to the Chief Executive Officer or staff resource</li> <li>• Present Divisional workshops on service areas as required</li> <li>• Supervise the general conduct of teams and leagues in the Division</li> <li>• Process Match Penalties and Gross Misconducts in the Division</li> <li>• Report acceptability of new member applications for the Division</li> <li>• Develop programs and opportunities for the Division</li> <li>• Represent BC Hockey at Hockey Canada meetings as required</li> <li>• Attend BC Hockey meetings as requested</li> <li>• Be a member of the respective Above Minor Divisional Committee</li> <li>• Attend and supervise BC Hockey Championships for the Division</li> <li>• Represent BC Hockey at Regional and National Championships outside BC for the Division</li> <li>• Submit reports as required</li> <li>• Liaise with Minor and other Above Minor Divisions</li> <li>• Liaise with development programs</li> <li>• Promote the Division at Branch, District and local levels</li> <li>• Communication at the District and local level</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Strong commitment to the Division's operation and development</li> <li>• Must have good administration, organizational, and communication skills</li> <li>• Commitment to the key duties as outlined in the Terms of Reference</li> <li>• Experience as a service area subject matter specialist is desirable</li> <li>• Respect in Sport certification</li> <li>• Criminal Record Check / Vulnerable Persons Check</li> </ul>
<p><b>Appointment</b></p>	<ul style="list-style-type: none"> <li>• Appointed by the Chief Executive Officer (CEO).</li> <li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li> </ul>

## Minor Committee

### *Terms of Reference*

<b>Mandate</b>	<p>The Minor Committee is a consulting body advising on proposed changes to policy which directly affect the minor hockey membership, by way of consultation during the development of and prior to the implementation of such adjustments, is responsible for making recommendations for athlete development within the recreational and competitive streams of minor hockey, for sharing best practices, and for providing the Board of Directors with advice on key issues affecting minor hockey.</p>
<b>Key Duties</b>	<p>The Minor Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Share best practices for the recruitment and retention of players, officials, team officials, volunteers and local executives.</li> <li>• Share best practices for the incorporation of Long Term Player Development (LTPD) within District and Association programs.</li> <li>• Share best practices for the selection and evaluation of team officials and teams.</li> <li>• Share best practices for organizing recreational and 'carded' teams.</li> <li>• Share best practices for organizing and administering district leagues.</li> <li>• Share best practices for hosting jamborees, local tournaments, exhibition games, all-star games, and provincial championship tournaments.</li> <li>• Monitor and recommend revisions to the tiering structure.</li> <li>• Recommend provincial championship host sites, playoff schedules, and host committee tournament proposals</li> <li>• Share best practices for promoting the sport of hockey.</li> <li>• Review BC Hockey Bylaws and Regulations and recommend revisions, as warranted.</li> <li>• Provide feedback to the Board of Directors on new policy proposals or policy revisions.</li> <li>• Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.</li> </ul>
<b>Composition</b>	<p>The Minor Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• A Committee Chair and Vice Chair – Directors appointed by the Chair of the Board</li> <li>• The District Association representatives.</li> <li>• Staff Resource Person (non-voting)</li> </ul>
<b>Authority</b>	<p>The Minor Committee will exercise its authority in accordance with BC Hockey Bylaws Regulations, and Policies and such additional provisions as set out in the Terms of Reference.</p>



<b>Meetings</b>	The Minor Committee will meet in person, twice per year and via telephone or video conference at the request of the Committee Chair.
<b>Resources</b>	The Minor Committee will receive the necessary resources from BC Hockey to fulfill its mandate. It will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	The Minor Committee will maintain minutes of its meetings and will make those minutes available to committee members and the Board of Directors.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on July 23, 2015. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.

## Appendix A – Minor Championship Coordinator

<p><b>Key Duties</b></p>	<p>The Minor Championship Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Attend orientation seminars when required</li> <li>• Oversee Task Groups in the preparation / operation of the BC Hockey Minor Championships</li> <li>• Attend monthly video conferences with Hosts and / or Task Groups</li> <li>• Communicate with Hosts and Task Groups as required.</li> <li>• Review requests submitted by Host Committees and approve to meet BC Hockey standards</li> <li>• Attend BC Hockey Championships as required</li> <li>• Act as a resource for Championships host bid submission(s)</li> <li>• Act as a Championships Selection Committee member</li> <li>• Relay all pertinent BC Hockey information to Championship Task Groups and Hosts</li> <li>• Submit Championship reports as requested</li> <li>• Promote Minor Associations' activity in Championships</li> <li>• Act as a communication liaison in regard to Championship information</li> <li>• Relay recommendations to the Minor Committee</li> <li>• Provide direction for the Championship Task Group</li> <li>• Act as a resource for the Championship Task Group</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Familiarity and strong commitment to operating BC Hockey Championships in the District</li> <li>• Strong communication skills</li> <li>• Availability for time commitment</li> <li>• Trained at Branch orientation(s)</li> <li>• Respect in Sport certification</li> <li>• Criminal Record Check / Vulnerable Persons Check</li> </ul>
<p><b>Appointment</b></p>	<ul style="list-style-type: none"> <li>• Appointed by the Chief Executive Officer (CEO).</li> <li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li> </ul>



## Appendix B – Minor Discipline Coordinator

<b>Key Duties</b>	<p>The Minor Discipline Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Attend orientation seminars when required</li><li>• Enter suspensions on the Hockey Canada Registry (HCR) and / or ensure Task Group members enter all suspensions</li><li>• Conduct and / or ensure Task Group members complete investigations as required</li><li>• Provide direction regarding general conduct of all levels of minor hockey in the Branch</li><li>• In cooperation with the Chief Executive Officer (CEO), provide clarification on BC Hockey Regulations regarding protests and discipline.</li><li>• Relay recommendations to the Minor Committee</li><li>• Provide direction to the Discipline Task Group</li><li>• Act as a resource for the Discipline Task Group</li><li>• Collect reports from Discipline Task Group members and collate to a Branch report as required</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Familiarity and strong commitment to upholding BC Hockey Rules, Bylaws and Regulations</li><li>• Strong communication skills</li><li>• Availability for time commitment</li><li>• Trained at Branch orientation(s)</li><li>• Respect in Sport certification</li><li>• Criminal Record Check / Vulnerable Persons Check</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the Chief Executive Officer (CEO).</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>

## Appendix C – Minor Operations Coordinator

<p><b>Key Duties</b></p>	<p>The Minor Operations Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Attend orientation seminars when required</li> <li>• Relay all pertinent BC Hockey communications to members or to Task Group members</li> <li>• Assist Task Group members or members in complying with team registration requirements</li> <li>• Assist Task Group members or members with recreational team player movement situations</li> <li>• Assist Task Group members with USA travel and exhibition game approval</li> <li>• Assist Task Group members approve, log and report tournament sanctions</li> <li>• Ensure Task Group members submit written reports regarding the feelings of District members and leagues operating in the District regarding team relocations and new team applications from Above Minor</li> <li>• Ensure Task Group members serve on reclassification committee(s)</li> <li>• Ensure Task Group members consider support for residential waivers</li> <li>• Ensure Task Group members approve recreational team player's participation on a higher division or category team</li> <li>• Provide direction to the Minor Hockey Member Operations Task Group</li> <li>• Act as a resource for the Minor Hockey Member Operations Task Group</li> <li>• Collect reports from Minor Member Operations Task Group members and collate to a Branch report as required.</li> <li>• Ensure Task Group members review all District IATs on the HCR</li> <li>• Ensure Task Group members give support/non-support on team roster requests (i.e. returning cards used on rosters in error, back dating player releases, late registration after deadlines – example Affiliation deadline)</li> <li>• Ensure Task Group members give their support/non-support on applications for Non-Members participating in BC Hockey leagues</li> <li>• Ensure Task Group members assist in helping MHAs without Goaltenders find a replacement from another MHA and provide a letter of support</li> <li>• Ensure Task Group members give support/non-support on Tournament Team Requests</li> <li>• Ensure Task Group members give support / non-support on recreational relief player requests</li> <li>• Relay recommendations to the Minor Committee</li> </ul>
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<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Familiarity and strong commitment to assisting with District member's operations</li><li>• Skilled in District member relationship building as well as external relations</li><li>• Strong communication skills</li><li>• Availability for time commitment</li><li>• Trained at Branch orientation(s)</li><li>• Respect in Sport certification</li><li>• Criminal Record Check / Vulnerable Persons Check</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the Chief Executive Officer (CEO).</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>

## Appendix D – Minor Relations and Communications Coordinator

<p><b>Key Duties</b></p>	<p>The Minor Relations and Communications Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Attend orientation seminars when required</li> <li>• Relay all pertinent BC Hockey communications to Task Group members or Branch members</li> <li>• Submit reports or collate Task Group members reports of member activities as requested</li> <li>• Promote District members activity in BC Hockey Programs</li> <li>• Serve on the selection committee for Association of the Year</li> <li>• Act as a communication liaison with the Task Group members and BC Hockey including information on interpretations of Rules, Policy, Regulations and By-Laws</li> <li>• Act as a communication liaison to registered participants in regard to program information, enquiries and complaints</li> <li>• Act as a liaison with Above Minor programs</li> <li>• Relay recommendations to the Minor Committee</li> <li>• Provide direction to the Minor Hockey Relations and Communication Task Group</li> <li>• Act as a resource for the Minor Hockey Relations and Communications Task Group</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Familiarity and strong commitment to building District relations and external relations</li> <li>• Strong communication skills</li> <li>• Availability for time commitment</li> <li>• Trained at Branch orientation(s)</li> <li>• Respect in Sport certification</li> <li>• Criminal Record Check / Vulnerable Persons Check</li> </ul>
<p><b>Appointment</b></p>	<ul style="list-style-type: none"> <li>• Appointed by the Chief Executive Officer (CEO).</li> <li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li> </ul>

## Program Committees and Program Delivery Groups

### *Terms of Reference*

### Coaching Committee

<b>Mandate</b>	<p>The Coaching Committee provides technical information, general oversight and monitoring of the delivery of the Hockey Canada National Coach Certification Program and the National Coach Mentorship Program and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program.</p>
<b>Key Duties</b>	<p>The Coaching Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Construct uniform operational standards</li> <li>• Establish and implement strategies for the recruitment and retention of coaches</li> <li>• Establish and implement strategies for the incorporation of Long Term Player Development (LTPD) within the coaching program</li> <li>• Assist with constructing program budget</li> <li>• Design program components</li> <li>• Build administrative components of program</li> <li>• Recommend policy and regulations</li> <li>• Assist in the development of program promotion design</li> <li>• Assist in the development of program communication design</li> <li>• Design Branch workshops</li> <li>• Act as a liaison between Operations and Policy</li> <li>• Liaise with national programs</li> </ul>
<b>Composition</b>	<p>The Coaching Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – Coach Coordinator</li> <li>• A Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)</li> <li>• Committee members – 4-8 Subject matter specialists</li> <li>• Staff Resource person (non-voting)</li> </ul>

**Coaching Program Delivery Group**

<p><b>Mandate</b></p>	<p>The Coaching Program Delivery Group is responsible to monitor the program and to deliver the program components at the expected level.</p>
<p><b>Key Duties</b></p>	<p>The Coaching Program Delivery Group will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Organize program delivery components</li> <li>• Maintain program materials inventory</li> <li>• Identify, schedule and monitor instructional personnel</li> <li>• Organize the training of instructional personnel</li> <li>• Assist with guiding local implementation</li> <li>• Attend District events to represent program</li> <li>• Relay operational issues to Program Committee</li> <li>• District workshop operation (if required)</li> <li>• Promotion at district and local level</li> <li>• Communication at the district and local level</li> </ul>
<p><b>Composition</b></p>	<p>The Coaching Program Delivery Group will be composed of:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – Coach Coordinator and Staff Resource Person (non-voting)</li> <li>• Committee members will be:             <ul style="list-style-type: none"> <li>❖ Lower Mainland Coach Coordinator(s)</li> <li>❖ Vancouver Island Coach Coordinator(s)</li> <li>❖ Okanagan Coach Coordinator(s)</li> <li>❖ North West Coach Coordinator</li> <li>❖ North Central Coach Coordinator</li> <li>❖ North East Yukon Coach Coordinator</li> <li>❖ Kootenay Coach Coordinator(s)</li> </ul> </li> </ul> <p>It is the responsibility of the Program Delivery Group Chairs to recommend delivery group members.</p>



### **Coaching Program Committee and Program Delivery Group**

<b>Appointment</b>	Appointed by the CEO. The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).
<b>Authority</b>	The Coaching Committee and the Program Delivery Group will exercise their authority in accordance with BC Hockey Bylaws, Regulations, Policies and such additional provisions as set out in the Terms of Reference.
<b>Meetings</b>	The Coaching Committee will meet in person at least once per year and via conference call / video conference as determined by the Committee Chair. The Program Delivery Group will meet via conference call / video conference, as determined by the Committee Chair.
<b>Resources</b>	The Coaching Committee and the Program Delivery Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. They will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	<p>The Coaching Committee reports to the Hockey Development Committee through the Coach Coordinator. The Coaching Committee will maintain minutes of its meetings and will share minutes with committee members and the Hockey Development Committee.</p> <p>The Program Delivery Group reports to the Coach Coordinator and Chief Executive Officer. The Program Delivery Group will maintain minutes of its meetings and will share minutes with the Program Delivery Group members and the Coaching Committee.</p>
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on February 28, 2017. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.
<b>Other</b>	Coach Coordinator Key Duties (Appendix A)

## Appendix A - Coach Coordinator

<p><b>Key Duties</b></p>	<p>The Coach Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Be a member of the Hockey Development Committee.</li> <li>• Preside over all meetings of the Coaching Committee.</li> <li>• Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.</li> <li>• Ensure the Committee works effectively as a team.</li> <li>• Efficiently manage meetings with transparent decision-making.</li> <li>• Create a Committee environment that does not duplicate operations.</li> <li>• Manage conflict of interest issues sensitively and constructively.</li> <li>• Proof and approve the meeting minutes prior to their distribution.</li> <li>• Ensure Committee recommendations are reported to the Hockey Development Committee.</li> <li>• Provide Committee with updates on the disposition of actions taken with respect to their recommendations.</li> <li>• Act as a Group Leader for the Coaching Program Delivery Group.</li> <li>• Assist the staff resource person and District Coach Coordinators in the delivery of the coaching program.</li> <li>• Conduct seminars/workshops on coaching.</li> <li>• Issue instruction, give and circulate guidelines to build coaching operational standards.</li> <li>• Attend Provincial and National seminars, on request.</li> <li>• Attend BC Hockey Meetings, on request.</li> <li>• Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.</li> <li>• Assist in building / recommending the program budget.</li> <li>• Identify Subject matter experts for the Coach Committee.</li> <li>• Recommend Coach Committee members.</li> <li>• Recommend Coaching Delivery group members in cooperation with the staff resource.</li> <li>• Maintain a strong working relation with the staff resource and Workgroup members.</li> <li>• Such additional duties as may be delegated to the Coaching Coordinator by the Hockey Development Committee Chair from time to time.</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Strong interest and personal commitment to athlete development</li> <li>• Strong interest and personal commitment to coaching development</li> <li>• Good communication, administrative and organizational skills</li> <li>• Ability to present workshops</li> <li>• Ability to work in conjunction with BC Hockey staff, BC Hockey Board of Directors and Mino Hockey Association representatives to design and implement programs aimed at the local, district, and provincial levels.</li> <li>• Trained in all NCCP programs is recommended</li> <li>• RIS certification</li> <li>• Criminal Record Check</li> </ul>



<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the Chief Executive Officer (CEO).</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>
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## Appendix B - Coach Mentor Coordinator

<p><b>Key Duties</b></p>	<p>The Coach Mentor Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Serve as a member of the BC Hockey Coach Committee if requested</li> <li>• Key Duties indicated as outlined in the Coach Committee Terms of Reference</li> <li>• Assist in the delivery of coach mentorship programs</li> <li>• Recommend Program of Excellence Coach Mentors</li> <li>• Assist in the promotion of NCCP and Coach Mentorship and Instructional Stream programming.</li> <li>• Train mentorship instructors</li> <li>• Conduct mentorship experiences</li> <li>• Attend provincial and national seminars upon request</li> <li>• Serve as BC Hockey Master Mentor to Hockey Canada</li> <li>• Act as a resource for ongoing support of BC Hockey Coach Delivery Group Members, Local Coach Mentor Coordinators, and Coach Mentors</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Strong interest and personal commitment to athlete development</li> <li>• Strong interest and personal commitment to coach development</li> <li>• Ability to present workshops</li> <li>• Ability to work with BC Hockey staff, BC Hockey Delivery Group Members, BC Hockey Coach Committee to design and implement programs aimed at the local, district and provincial levels</li> <li>• NCCP High performance I is recommended</li> <li>• RIS certification</li> <li>• Criminal Record Check</li> </ul>
<p><b>Appointment</b></p>	<ul style="list-style-type: none"> <li>• Appointed by the Chief Executive Officer (CEO).</li> <li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li> </ul>





## Appendix C – NCCP Evaluation Coordinator

<b>Key Duties</b>	<p>The NCCP Evaluation Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Preside over all Branch/District Evaluator Training meetings</li><li>• Ensure that Evaluation training meets requirements set forth by Hockey Canada and The Coaching Association of Canada</li><li>• Ensure evaluation recommendations are taken to the Coach Committee</li><li>• Assist the staff resource person in managing/tracking Development 1 and High Performance 1 Field Evaluations.</li><li>• Conduct seminars/workshops on evaluation</li><li>• Issue instruction, create and circulate evaluation guidelines</li><li>• Attend Provincial and National seminars, on request</li><li>• Attend BC Hockey AGM, on request</li><li>• Assist in building/recommending program budget</li><li>• Identify Development 1 and Program of Excellence evaluators</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the CEO.</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).</li></ul>

## Female Program of Excellence Committee

<b>Mandate</b>	<p>The Female Program of Excellence Committee provides general oversight and monitoring of the delivery of a Program of Excellence program for female players, in cooperation with Hockey Canada’s Program of Excellence, and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program.</p>
<b>Key Duties</b>	<p>The Female Program of Excellence Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Construct uniform operational standards</li> <li>• Establish and implement strategies for the recruitment and retention of female program of excellence athletes</li> <li>• Establish and implement strategies for the incorporation of Long Term Player Development (LTPD) within the Female Program of Excellence.</li> <li>• Assist with constructing program budget</li> <li>• Design program components</li> <li>• Build administrative components of program</li> <li>• Recommend policy and regulations</li> <li>• Assist in the development of program promotion design</li> <li>• Assist in the development of program communication design</li> <li>• Design Branch workshops</li> <li>• Act as a liaison between Operations and Policy</li> <li>• Liaise with national programs</li> </ul>
<b>Composition</b>	<p>The Female Program of Excellence Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – Female Program of Excellence Coordinator</li> <li>• A Board Director assigned to act as a liaison between the Committee and the Board. (non-voting)</li> <li>• Committee members - 4-8 Subject matter specialists</li> <li>• Staff Resource person (non-voting)</li> </ul>
<b>Appointment</b>	<ul style="list-style-type: none"> <li>• Appointed by the CEO.</li> <li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).</li> </ul>

**Female Program of Excellence Delivery Group**

<p><b>Mandate</b></p>	<p>The Female Program of Excellence Delivery Group is responsible to monitor the program and to deliver the program components at the expected level.</p>
<p><b>Key Duties</b></p>	<p>The Female Program of Excellence Delivery Group will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Organize program delivery components</li> <li>• Maintain program materials inventory</li> <li>• Identify, schedule and monitor instructional personnel</li> <li>• Organize the training of instructional personnel</li> <li>• Assist with guiding local implementation</li> <li>• Attend District events to represent program</li> <li>• Relay operational issues to Program Committee</li> <li>• District workshop operation (if required)</li> <li>• Promotion at district and local level</li> <li>• Communication at the district and local level</li> </ul>
<p><b>Composition</b></p>	<p>The Female Program of Excellence Delivery Group will be composed of:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – Female Program of Excellence Coordinator and Staff Resource Person (non-voting)</li> <li>• Committee members will be:             <ul style="list-style-type: none"> <li>❖ Lower Mainland Female Program of Excellence Coordinator(s)</li> <li>❖ Vancouver Island Female Program of Excellence Coordinator(s)</li> <li>❖ Okanagan Female Program of Excellence Coordinator(s)</li> <li>❖ North Female Program of Excellence Coordinator</li> <li>❖ Kootenay Female Program of Excellence Coordinator(s)</li> </ul> </li> </ul> <p>It is the responsibility of the Delivery Group Chairs to recommend delivery group members.</p>



**Female Program of Excellence Committee and Program Delivery Group**

<b>Appointment</b>	Appointed by the CEO. The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).
<b>Authority</b>	The Female Program of Excellence Committee and the Program Delivery Group will exercise their authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.
<b>Meetings</b>	The Female Program of Excellence Committee will meet in person at least once per year and via conference call / video conference, as determined by the Committee Chair. The Program Delivery Group will meet via conference call / video conference, as determined by the Committee Chair.
<b>Resources</b>	The Female Program of Excellence Committee and the Program Delivery Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. They will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	<p>The Female Program of Excellence Committee reports to the Hockey Development Committee through the Female Program of Excellence Coordinator. The Female Program of Excellence Committee will maintain minutes of its meetings and will share minutes with committee members and the Hockey Development Committee.</p> <p>The Program Delivery Group reports to the Female Program of Excellence Coordinator and Chief Executive Officer. The Program Delivery Group will maintain minutes of its meetings and will share minutes with the Program Delivery Group members and the Female Program of Excellence Committee.</p>
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on February 28, 2017. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.
<b>Other</b>	Female Program of Excellence Coordinator Key Duties (Appendix A)

## Appendix A - Female Program of Excellence Coordinator

<p><b>Key Duties</b></p>	<p>The Female Program of Excellence Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Be a member of the Hockey Development Committee.</li> <li>• Preside over all meetings of the Female Program of Excellence Committee.</li> <li>• Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.</li> <li>• Ensure the Committee works effectively as a team.</li> <li>• Efficiently manage meetings with transparent decision-making.</li> <li>• Create a Committee environment that does not duplicate operations.</li> <li>• Manage conflict of interest issues sensitively and constructively.</li> <li>• Proof and approve the meeting minutes prior to their distribution.</li> <li>• Ensure Committee recommendations are reported to the Hockey Development Committee.</li> <li>• Provide Committee with updates on the disposition of actions taken with respect to their recommendations.</li> <li>• Act as a Group Leader for the Female Program of Excellence Delivery Group.</li> <li>• Assist in the delivery of Program of Excellence.</li> <li>• Assist in the promotion of Program of Excellence.</li> <li>• Conduct seminars/workshops on Program of Excellence components.</li> <li>• Coordinate distribution of Player Selection Guidelines to Program of Excellence staff.</li> <li>• Assist in the evaluation of players for the Program of Excellence.</li> <li>• Oversee the player selection procedures for district (region /zone) and provincial teams.</li> <li>• Oversee curriculum design for district (region / zone). Provincial camps and teams.</li> <li>• Attend Program of Excellence orientation meetings. U14/16/18 camps and competitions and provincial/national seminars on request.</li> <li>• Assist in the development of Program of Excellence Coach mentor programs</li> <li>• Implement, administer, and update all facets of the Long Term Player Development Model as related to the high performance program.</li> <li>• Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.</li> <li>• Assist in building / recommending the program budget.</li> <li>• Identify Subject Matter Experts for the female Program of Excellence Committee.</li> <li>• Recommend Female Program of Excellence Committee members.</li> <li>• Recommend Female Program of Excellence Delivery Group members in cooperation with the staff resource.</li> <li>• Maintain a strong working relation with the staff resource, Committee and Workgroup members.</li> </ul>
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	<ul style="list-style-type: none"><li>• Recommend Female Program of Excellence players for Athlete Assistance Program (AAP) funds</li><li>• Attend BC Hockey meetings on request.</li><li>• Such additional duties as may be delegated to the Female Program of Excellence Coordinator by the Hockey Development Committee Chair from time to time.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Strong interest and personal commitment to Program of Excellence and Long Term Athlete Development (LTAD)</li><li>• Strong communication and administrative skills</li><li>• Ability to present workshops and work in conjunction with the BC Hockey Staff, BC Hockey Board of Directors and Program of Excellence appointees to design and implement programs at the district (zone) and provincial levels</li><li>• Strong hockey background in playing, coaching and evaluating Female Minor Hockey in the Province of BC</li><li>• NCCP Developmental 1 certification recommended</li><li>• Respect in Sport certification</li><li>• Criminal Record Check</li></ul>
<b>Appointments</b>	<ul style="list-style-type: none"><li>• Appointed by the Chief Executive Officer (CEO)</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>



**Appendix B - Female Program of Excellence Coach Mentor Coordinator**

<b>Key Duties</b>	<p>The Provincial Program of Excellence Coach Mentor will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Assist staff resource in the delivery of Program of Excellence Mentorship programs</li><li>• Assist in the promotion of the Program of Excellence Mentorship program</li><li>• Act as a liaison between the Program of Excellence and the BC Hockey Coach Mentorship program. Work in conjunction with the Provincial Coach Coordinator, Program of Excellence Coordinator and the Provincial Mentor Coordinator on leadership development within the Program of Excellence</li><li>• Attend Program of Excellence camps and competitions, as approved</li><li>• Recommend Program of Excellence Coach Mentors</li><li>• Coordinate Program of Excellence Coach Mentors at camps and competitions</li><li>• Conduct mentorship experiences as required</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the CEO.</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).</li></ul>

## Female Midget AAA Committee

<b>Mandate</b>	The Female Midget AAA Program Committee provides general oversight and monitoring with respect to the delivery of the Female Midget AAA program. The Committee is responsible for the development of the administrative and operational standards of the program.
<b>Key Duties</b>	<p>The Female Midget AAA Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Construct uniform operational standards</li> <li>• Assist with constructing program budget</li> <li>• Design program components</li> <li>• Build administrative components of program</li> <li>• Recommend policy and regulations</li> <li>• Assist in the development of program promotion design</li> <li>• Assist in the development of program communication design</li> <li>• Act as a liaison between Operations and Policy</li> <li>• Liaise with national programs</li> </ul>
<b>Composition</b>	<p>The Female Midget AAA Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – Female Midget AAA Coordinator</li> <li>• A Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)</li> <li>• Committee members – 4-8 Subject Matter Specialists</li> <li>• Staff Resource person (non-voting)</li> </ul>



**Female Midget AAA Program Delivery Group**

<p><b>Mandate</b></p>	<p>The Female Midget AAA Program Delivery Group is responsible for the operation of the Female Midget AAA Program. The Female Midget AAA Program Delivery Group is composed of the Female Midget AAA League, Team General Managers who are responsible to monitor the program and to deliver the program components at the expected level.</p>
<p><b>Key Duties</b></p>	<p>The Female Midget AAA Program Delivery Group will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Organize program delivery components</li> <li>• Maintain program equipment and inventory</li> <li>• Manage Team Budgets</li> <li>• Identify and monitor Team Personnel</li> <li>• Organize the training of Team Personnel</li> <li>• Relay operational issues to Program Committee</li> </ul>
<p><b>Composition</b></p>	<p>The Female Midget AAA Program Delivery Group will be composed of:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – Female Midget AAA Coordinator and Staff Resource Person (non-voting)</li> <li>• Female Midget AAA Team Managers who are responsible to monitor the program and to deliver the program components at the expected level.</li> </ul> <p>It is the responsibility of the Program Delivery Group Chairs and BC Hockey Staff to recommend delivery group members.</p>



**Female Midget AAA Program Committee and Program Delivery Groups**

<b>Appointment</b>	Appointed by the CEO. The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).
<b>Authority</b>	The Female Midget AAA Committee and the Program Delivery Group will exercise their authority in accordance with BC Hockey Bylaws, Regulations, Policies and such additional provisions as set out in the Terms of Reference.
<b>Meetings</b>	The Female Midget AAA Committee will meet in person at least once per year and via conference call / video conference, as determined by the Committee Chair. Program Delivery Group will meet via conference call / video conference, as determined by the Committee Chair.
<b>Resources</b>	The Female Midget AAA Committee and the Program Delivery Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. They will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	<p>The Female Midget AAA Committee reports to the Hockey Development Committee. The Female Midget AAA Committee will maintain minutes of its meetings and will share minutes with committee members and the Hockey Development Committee.</p> <p>The Program Delivery Group reports to the Female Midget AAA Coordinator and Chief Executive Officer. The Program Delivery Group will maintain minutes of its meetings and will share minutes with the Program Delivery Group members and Female Midget AAA Committee.</p>
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on May 2, 2015. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted
<b>Other</b>	Female Midget AAA Coordinator Key Duties (Appendix A)

**Appendix A – Female Midget AAA Coordinator**

<p><b>Key Duties</b></p>	<p>Key Duties: The Female Midget AAA Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Be a member of the Hockey Development Committee.</li> <li>• Preside over all meetings of the Female Midget AAA Committee.</li> <li>• Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.</li> <li>• Ensure the Committee works effectively as a team.</li> <li>• Efficiently manage meetings with transparent decision-making.</li> <li>• Create a Committee environment that does not duplicate operations.</li> <li>• Manage conflict of interest issues sensitively and constructively.</li> <li>• Proof and approve the meeting minutes prior to their distribution.</li> <li>• Ensure Committee recommendations are reported to the Hockey Development Committee.</li> <li>• Provide Committee with updates on the disposition of actions taken with respect to their recommendations.</li> <li>• Act as a Group Leader for the Female Midget AAA Program Delivery Group.</li> <li>• Assist the staff resource person and Team Managers in the delivery of the Female Midget AAA program.</li> <li>• Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.</li> <li>• Assist in building / recommending the program budget.</li> <li>• Identify Subject Matter Specialists for the Female Midget AAA Program Committee.</li> <li>• Recommend Female Midget AAA Program Committee members.</li> <li>• Recommend Female Midget AAA Program Delivery group members in cooperation with the staff resource.</li> <li>• Ensure all team staff have proper certifications</li> <li>• Maintain a strong working relation with the staff resource and Delivery group members.</li> <li>• Communicate information, updates and announcements to the league</li> <li>• Coordinate the orientation meeting with the Committee Chair and Staff Resource</li> <li>• Coordinate qualified evaluators for evaluation camps with head coaches</li> <li>• Liaise with Staff Resource on player eligibility issues</li> <li>• Provide league assigners and ice facilities with schedule and inform when updates occur</li> <li>• Approve team requests for travel changes within budget</li> <li>• Approve team expenses within budget</li> <li>• Issue suspension notices for automatic suspensions</li> <li>• Issue indefinite suspensions or injury related offences</li> <li>• Attend BC Hockey meetings on request.</li> <li>• Such additional duties as may be delegated to the Female Midget AAA Program Coordinator by the Hockey Development Committee Chair from time to time.</li> </ul>
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<b>Qualification</b>	<ul style="list-style-type: none"><li>• Strong interest and personal commitment to elite athlete and coaching development.</li><li>• Good communication, administrative and organizational skills</li><li>• Ability to work in conjunction with BC Hockey staff, and BC Hockey Committee Members.</li><li>• Respect in Sport certification</li><li>• Criminal Record Check</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the Chief Executive Officer</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required positions will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>

## Male Program of Excellence Committee

<b>Mandate</b>	<p>The Male Program of Excellence Committee provides general oversight and monitoring of the delivery of a Program of Excellence for male players, in cooperation with Hockey Canada's Program of Excellence, and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program.</p>
<b>Key Duties</b>	<p>The Male Program of Excellence Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Construct uniform operational standards</li> <li>• Establish and implement strategies for the recruitment and retention of male Program of Excellence athletes</li> <li>• Establish and implement strategies for the incorporation of Long Term Player Development (LTPD) within the male Program of Excellence</li> <li>• Assist with constructing program budget</li> <li>• Design program components</li> <li>• Build administrative components of program</li> <li>• Recommend policy and regulations</li> <li>• Assist in the development of program promotion design</li> <li>• Assist in the development of program communication design</li> <li>• Design Branch workshops</li> <li>• Act as a liaison between Operations and Policy</li> <li>• Liaise with national programs</li> </ul>
<b>Composition</b>	<p>The Male Program of Excellence Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – Male Program of Excellence Coordinator</li> <li>• A Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)</li> <li>• Committee members – 4-8 subject matter specialists</li> <li>• Staff Resource Person (non-voting)</li> </ul>

**Male Program of Excellence Delivery Group**

<p><b>Mandate</b></p>	<p>The Male Program of Excellence Delivery Group is responsible to monitor the program and to deliver the program components at the expected level.</p>
<p><b>Key Duties</b></p>	<p>The Male Program of Excellence Delivery Group will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Organize program delivery components</li> <li>• Maintain program materials inventory</li> <li>• Identify, schedule and monitor instructional personnel</li> <li>• Organize the training of instructional personnel</li> <li>• Assist with guiding local implementation</li> <li>• Attend District events to represent program</li> <li>• Relay operational issues to Program Committee</li> <li>• District workshop operation (if required)</li> <li>• Promotion at district and local level</li> <li>• Communication at the district and local level</li> </ul>
<p><b>Composition</b></p>	<p>The Male Program of Excellence Delivery Group will be composed of:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – Male Program of Excellence Coordinator and Staff Resource Person (non-voting)</li> <li>• Committee members will be:             <ul style="list-style-type: none"> <li>❖ Lower Mainland Male Program of Excellence Coordinator(s)</li> <li>❖ Vancouver Island Male Program of Excellence Coordinator(s)</li> <li>❖ Okanagan Male Program of Excellence Coordinator(s)</li> <li>❖ North Male Program of Excellence Coordinator</li> <li>❖ Kootenay Male Program of Excellence Coordinator(s)</li> </ul> </li> </ul> <p>It is the responsibility of the Program Delivery Group Chairs to recommend delivery group members.</p>



**Male Program of Excellence Committee and Program Delivery Group**

<b>Appointment</b>	Appointed by the CEO. The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).
<b>Authority</b>	The Male Program of Excellence Committee and the Program Delivery Group will exercise their authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.
<b>Meetings</b>	The Male Program of Excellence Committee will meet in person at least once per year and via conference call / video conference, as determined by the Committee Chair. Program Delivery Group will meet via conference call / video conference, as determined by the Committee Chair.
<b>Resources</b>	The Male Program of Excellence Committee and the Program Delivery Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. They will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	<p>The Male Program of Excellence Committee reports to the Hockey Development Committee through the Male Program of Excellence Coordinator. The Male Program of Excellence Committee will maintain minutes of its meetings and will share minutes with committee members and the Hockey Development Committee.</p> <p>The Program Delivery Group reports to the Male Program of Excellence Coordinator and Chief Executive Officer. The Program Delivery Group will maintain minutes of its meetings and will share minutes with the Program Delivery Group members and Male Program of Excellence Committee.</p>
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on June 10, 2017. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.
<b>Other</b>	Male Program of Excellence Coordinator Key Duties (Appendix A)

## Appendix A - Male Program of Excellence Coordinator

<p><b>Key Duties</b></p>	<p>The Male Program of Excellence Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Be a member of the Hockey Development Committee.</li> <li>• Preside over all meetings of the Male Program of Excellence Committee.</li> <li>• Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.</li> <li>• Ensure the Committee works effectively as a team.</li> <li>• Efficiently manage meetings with transparent decision-making.</li> <li>• Create a Committee environment that does not duplicate operations.</li> <li>• Manage conflict of interest issues sensitively and constructively.</li> <li>• Proof and approve the meeting minutes prior to their distribution.</li> <li>• Ensure Committee recommendations are reported to the Hockey Development Committee.</li> <li>• Provide Committee with updates on the disposition of actions taken with respect to their recommendations.</li> <li>• Act as a Group Leader for the Male Program of Excellence Delivery Group.</li> <li>• Assist in the delivery of Program of Excellence.</li> <li>• Assist in the promotion of Program of Excellence.</li> <li>• Conduct seminars/workshops on high performance components.</li> <li>• Prepare and/or update player/staff performance guidelines to maintain a uniform standard of expectations in the Program of Excellence.</li> <li>• Coordinate distribution of Player Selection Guidelines to Program of Excellence staff.</li> <li>• Assist in the evaluation of players for the Program of Excellence.</li> <li>• Oversee the player selection procedures for regional and provincial teams.</li> <li>• Oversee curriculum design for regional, provincial camps and teams.</li> <li>• Attend Program of Excellence orientation meetings, U16/17 camps and competitions, and provincial/national seminars on request.</li> <li>• Assist in the development of Program of Excellence Coach mentor programs</li> <li>• Implement, administer, and update all facets of the Long Term Player Development Model as related to the high performance program.</li> <li>• Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.</li> <li>• Assist in building / recommending the program budget.</li> <li>• Identify Subject Matter Experts for the male Program of Excellence Committee.</li> <li>• Recommend Male Program of Excellence Committee members.</li> <li>• Recommend Female Program of Excellence Delivery Group members in cooperation with the staff resource.</li> </ul>
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	<ul style="list-style-type: none"><li>• Maintain a strong working relation with the staff resource, Committee and Workgroup members.</li><li>• Recommend Male Program of Excellence players for Athlete Assistance Program (AAP) funds</li><li>• Attend BC Hockey meetings on request</li><li>• Such additional duties as may be delegated to the Male Program of Excellence Coordinator by the Hockey Development Committee Chair from time to time.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Strong interest and personal commitment to Long Term Player Development Model (LTPD)</li><li>• Strong interest and personal commitment to high performance programming</li><li>• Strong communication and administrative skills</li><li>• Ability to present workshops and work in conjunction with BC Hockey Development Staff, BC Hockey Board of Directors and Program of Excellence appointees to design and implement programs at the Regional and Provincial levels.</li><li>• Strong hockey background in playing, coaching and evaluating Minor Hockey in the Province of BC</li><li>• NCCP Developmental 1 certification recommended</li><li>• Respect in Sport certification</li><li>• Criminal Record Check</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by Chief Executive Officer (CEO)</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required positions will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>



## **Appendix B – Provincial Program of Excellence Coach Mentor Coordinator**

<b>Key Duties</b>	<p>The Provincial Program of Excellence Coach Mentor Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"><li>i. Reporting<ul style="list-style-type: none"><li>• Reports directly to Program of Excellence Chair on all matters relating to the Program of Excellence</li></ul></li><li>ii. Assignments<ul style="list-style-type: none"><li>• Assist staff resource in the delivery of Program of Excellence mentorship programs</li><li>• Assist in the promotion of the Program of Excellence Mentorship program</li><li>• Act as a liaison between the Program of Excellence program and the BC Hockey Coach Mentor Coordinator</li><li>• Work in conjunction with the Provincial Coach Coordinator, Program of Excellence Coordinator and the Provincial Mentor Coordinator on leadership development within the Program of Excellence</li><li>• Attend Program of Excellence camps and competitions, as approved</li><li>• Recommend Program of Excellence Coach Mentors</li><li>• Coordinate Program of Excellence Coach Mentors at camps and competitions</li><li>• Conduct mentorship experiences</li></ul></li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the CEO.</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).</li></ul>

## Male Midget AAA Committee

<b>Mandate</b>	<p>The Male Midget AAA Program Committee provides general oversight and monitoring with respect to the delivery of the Male Midget AAA program. The Committee is responsible for the development of the administrative and operational standards of the program.</p>
<b>Key Duties</b>	<p>The Male Midget AAA Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Construct uniform operational standards</li> <li>• Assist with constructing program budget</li> <li>• Design program components</li> <li>• Build administrative components of program</li> <li>• Recommend policy and regulations</li> <li>• Assist in the development of program promotion design</li> <li>• Assist in the development of program communication design</li> <li>• Act as a liaison between Operations and Policy</li> <li>• Liaise with national programs</li> </ul>
<b>Composition</b>	<p>The Male Midget AAA Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – Male Midget AAA Coordinator</li> <li>• A Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)</li> <li>• Committee members – 4-8 Subject matter specialists</li> <li>• Staff Resource person (non-voting)</li> </ul>



**Male Midget AAA Program Delivery Group**

<b>Mandate</b>	The Male Midget AAA Program Delivery Group is responsible for the operation of the Male Midget AAA Program. The Male Midget AAA Program Delivery Group is composed of the Male Midget AAA League, General Managers who are responsible to monitor the program and to deliver the program components at the expected level.
<b>Key Duties</b>	The Male Midget AAA Program Delivery Group will perform the following key duties: <ul style="list-style-type: none"><li>• Organize program delivery components</li><li>• Maintain program equipment and inventory</li><li>• Manage Team Budgets</li><li>• Identify and monitor Team Personnel</li><li>• Organize the training of Team Personnel</li><li>• Relay operational issues to Program Committee</li></ul>
<b>Composition</b>	The Male Midget AAA Program Delivery Group will be composed of: <ul style="list-style-type: none"><li>• Co-Chairs – Male Midget AAA Coordinator and Staff Resource Person (non-voting)</li><li>• Male Midget AAA General Managers who are responsible to monitor the program and to deliver the program components at the expected level.</li></ul> <p>It is the responsibility of the Program Delivery Group Chairs to recommend delivery group members.</p>



**Male Midget AAA Program Committee and Program Delivery Groups**

<b>Appointment</b>	Appointed by the CEO. The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).
<b>Authority</b>	The Male Midget AAA Committee and the Program Delivery Group will exercise their authority in accordance with BC Hockey Bylaws, Regulations, Policies and such additional provisions as set out in the Terms of Reference.
<b>Meetings</b>	The Male Midget AAA Committee will meet in person at least once per year and via conference call / video conference, as determined by the Committee Chair. Program Delivery Group will meet via conference call / video conference, as determined by the Committee Chair.
<b>Resources</b>	The Male Midget AAA Committee and the Program Delivery Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. They will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	<p>The Male Midget AAA Committee reports to the Hockey Development Committee. The Male Midget AAA Committee will maintain minutes of its meetings and will share minutes with committee members and the Hockey Development Committee.</p> <p>The Program Delivery Group reports to the Male Midget AAA Coordinator and Chief Executive Officer. The Program Delivery Group will maintain minutes of its meetings and will share minutes with the Program Delivery Group members and Male Midget AAA Committee.</p>
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on February 28, 2017. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted
<b>Other</b>	Male Midget AAA Coordinator Key Duties (Appendix A)

## Appendix A – Midget AAA Coordinator

<p><b>Key Duties</b></p>	<p>Key Duties: The Midget AAA Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Be a member of the Hockey Development Committee.</li> <li>• Preside over all meetings of the Male and Female Midget AAA Committee.</li> <li>• Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.</li> <li>• Ensure Committees works effectively as a team.</li> <li>• Efficiently manage meetings with transparent decision-making.</li> <li>• Create a Committee environment that does not duplicate operations.</li> <li>• Manage conflict of interest issues sensitively and constructively.</li> <li>• Proof and approve the meeting minutes prior to their distribution.</li> <li>• Ensure Committee recommendations are reported to the Hockey Development Committee.</li> <li>• Provide Committees with updates on the disposition of actions taken with respect to their recommendations.</li> <li>• Act as a Group Leader for the Male and Female Midget AAA Program Delivery Group.</li> <li>• Direct and oversee the Team Managers in the delivery of the Male and Female Midget AAA program.</li> <li>• Assist with the development and delivery of zone pilot programming.</li> <li>• Attend BC Hockey Meetings, on request.</li> <li>• Liaise with the National Sport Organization (NSO).</li> <li>• Coordinator the building / recommending of the program budget.</li> <li>• Identify Subject Matter Specialists for the Male and Female Midget AAA Program Committee.</li> <li>• Recommend Male and Female Midget AAA Program Committee members.</li> <li>• Recommend Male Midget and Female AAA Program Delivery group members.</li> <li>• Ensure all team staff have proper certifications</li> <li>• Maintain a strong working relation with the Delivery group members.</li> <li>• Communicate information, updates and announcements to the league</li> <li>• Coordinate and Chair the orientation meeting.</li> <li>• Coordinate qualified evaluators for evaluation camps with head coaches</li> <li>• Administrate eligibility issues</li> <li>• Provide league assigners and ice facilities with schedule and inform when updates occur</li> <li>• Approve team requests for travel changes within budget</li> <li>• Approve team expenses within budget</li> <li>• Issue suspension notices for automatic suspensions</li> <li>• Issue indefinite suspensions or injury related offences</li> <li>• Such additional duties as may be delegated to the Midget AAA Program Coordinator by the Hockey Development Committee Chair from time to time.</li> </ul>
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<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Strong interest and personal commitment to elite athlete and coaching development.</li><li>• Good communication, administrative and organizational skills</li><li>• Ability to work in conjunction with BC Hockey staff, and BC Hockey Board of Directors.</li><li>• Respect in Sport certification</li><li>• Criminal Record Check and Vulnerable Persons Check</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the Chief Executive Officer</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>

## Officiating Committee

<b>Mandate</b>	<p>The Officiating Committee provides technical information, general oversight and monitoring of the delivery of the Hockey Canada Officiating Program and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program.</p>
<b>Key Duties</b>	<p>The Officiating Committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Construct uniform operational standards</li><li>• Establish and implement strategies for the recruitment and retention of officials</li><li>• Establish and implement strategies for the incorporation of Long Term Player Development (LTPD) within the officiating program</li><li>• Assist with constructing program budget</li><li>• Design program components</li><li>• Build administrative components of program</li><li>• Recommend policy and regulations</li><li>• Assist in the development of program promotion design</li><li>• Assist in the development of program communication design</li><li>• Design Branch workshops</li><li>• Act as a liaison between Operations and Policy</li><li>• Liaise with national programs</li></ul>
<b>Composition</b>	<p>The Officiating Committee will be composed of:</p> <ul style="list-style-type: none"><li>• Committee Chair – Officiating Coordinator/RIC</li><li>• A Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)</li><li>• Committee members - 4-8 Subject matter specialists</li><li>• Staff Resource person (non-voting)</li></ul>



**Minor Officiating Program Delivery Group**

<p><b>Mandate</b></p>	<p>The Minor Officiating Program Delivery Group is responsible to oversee the delivery of the Hockey Canada Officiating Program components at the expected level for officials involved in minor hockey. As well, the Minor Officiating Program Delivery Group members discipline officials where required and assist Associations with officiating enhancements.</p>
<p><b>Key Duties</b></p>	<p>The Minor Officiating Program Delivery Group will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Organize program delivery components</li> <li>• Maintain program materials inventory</li> <li>• Identify, schedule and monitor instructional personnel</li> <li>• Organize the training of instructional personnel</li> <li>• Assist with guiding local implementation</li> <li>• Attend District events to represent program</li> <li>• Relay operational issues to Program Committee</li> <li>• District workshop operation (if required)</li> <li>• Promotion at district and local level</li> <li>• Communication at the district and local level</li> <li>• Discipline officials (as required)</li> </ul>
<p><b>Composition</b></p>	<p>The Minor Officiating Program Delivery Group will be composed of:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – Officiating Coordinator/RIC and Minor Development Coordinator</li> <li>• Committee members will be:             <ul style="list-style-type: none"> <li>❖ Lower Mainland Officiating Coordinator(s)</li> <li>❖ Vancouver Island Officiating Coordinator(s)</li> <li>❖ Okanagan Officiating Coordinator(s)</li> <li>❖ North West Officiating Coordinator</li> <li>❖ North Central Officiating Coordinator</li> <li>❖ North East Yukon Officiating Coordinator</li> <li>❖ Kootenay Officiating Coordinator(s)</li> </ul> </li> </ul> <p>It is the responsibility of the Minor Officiating Program Chairs to recommend delivery group members.</p>

**Above Minor Officiating Program Delivery Group**

<p><b>Mandate</b></p>	<p>The Above Minor Officiating Delivery Group is responsible to oversee the delivery of the Hockey Canada Officiating Program components at the expected level for officials involved in above minor hockey. As well, the Above Minor Officiating Program Delivery Group assists with officiating enhancements and recommends officials' discipline to the Above Minor Supervisor where required.</p>
<p><b>Key Duties</b></p>	<p>The Above Minor Officiating Program Delivery Group will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Organize program delivery components</li> <li>• Maintain program materials inventory</li> <li>• Identify, schedule, monitor instructional personnel</li> <li>• Organize the training of instructional personnel</li> <li>• Assist with guiding local implementation</li> <li>• Attend District events to represent program</li> <li>• Relay operational issues to Program Committee</li> <li>• District workshop operation (if required)</li> <li>• Promotion at district and local level</li> <li>• Communication at the district and local level</li> <li>• Recommend discipline of officials (as required)</li> </ul>
<p><b>Composition</b></p>	<p>The Above Minor Officiating Program Delivery Group will be composed of:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – Officiating Coordinator/RIC and Above Minor Supervisor</li> <li>• Committee members will be:             <ul style="list-style-type: none"> <li>❖ Lower Mainland Above Minor Officiating Coordinator(s)</li> <li>❖ Vancouver Island Above Minor Officiating Coordinator(s)</li> <li>❖ Okanagan Above Minor Officiating Coordinator(s)</li> <li>❖ North Above Minor Officiating Coordinator</li> <li>❖ Kootenays Above Minor Officiating Coordinator</li> </ul> </li> </ul> <p>It is the responsibility of the Above Minor Officiating Program Chairs to recommend delivery group members.</p>



### Officiating Program Committee and Program Delivery Groups

<b>Appointment</b>	Appointed by the CEO. The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).
<b>Authority</b>	The Officiating Committee and the Program Delivery Groups will exercise their authority in accordance with BC Hockey Bylaws, Regulations, Policies and such additional provisions as set out in the Terms of Reference.
<b>Meetings</b>	The Officiating Committee will meet in person at least once per year and via conference call / video conference as determined by the Committee Chair. The Program Delivery Groups will meet via conference call / video conference, as determined by the Committee Chair.
<b>Resources</b>	The Officiating Committee and the Program Delivery Groups will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. They will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	<p>The Officiating Committee reports to the Hockey Development Committee through the Officiating Coordinator/RIC. The Officiating Committee will maintain minutes of its meetings and will share minutes with committee members and the Hockey Development Committee.</p> <p>The Program Delivery Groups report to the Officiating Coordinator/RIC and Chief Executive Officer. The Program Delivery Groups will maintain minutes of their meetings and will share minutes with the Program Delivery Group members and Officiating Committee.</p>
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on February 28, 2017. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted
<b>Other</b>	Officiating Coordinator/RIC Key Duties (Appendix A)

**Appendix A - Officiating Coordinator / RIC**

<p><b>Key Duties</b></p>	<p>The Officiating Coordinator / RIC will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Be a member of the Hockey Development Committee.</li> <li>• Preside over all meetings of the Officiating Committee.</li> <li>• Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.</li> <li>• Ensure the Committee works effectively as a team.</li> <li>• Efficiently manage meetings with transparent decision-making.</li> <li>• Create a Committee environment that does not duplicate operations.</li> <li>• Manage conflict of interest issues sensitively and constructively.</li> <li>• Proof and approve the meeting minutes prior to their distribution.</li> <li>• Ensure Committee recommendations are reported to the Hockey Development Committee.</li> <li>• Provide Committee with updates on the disposition of actions taken with respect to their recommendations.</li> <li>• Act as a Group Leader for the Officiating Program Delivery Groups.</li> <li>• Provide input related to officiating development program decisions.</li> <li>• Provide playing rule interpretations.</li> <li>• Review with Officiating Program personnel rule change proposals and recommend to the Board changes to the playing rules.</li> <li>• Provide a list of qualified officials for Branch and Inter-Branch playoffs.</li> <li>• Provide a list of qualified officials for high performance programs.</li> <li>• Nominate officials, in conjunction with the Chief Executive Officer for regional and national championships and international exhibition games.</li> <li>• Approve officials for all Midget AAA and above minor provincial playoffs.</li> <li>• Attend BC Hockey Meetings, on request.</li> <li>• Attend national Officiating Coordinator/RIC meetings, as required.</li> <li>• Assist in designing workshops for above minor supervisors.</li> <li>• Assist in approving the district officiating seasonal plans.</li> <li>• Conduct investigations of officials and recommend discipline, as required, on behalf of the Chair of the Board.</li> <li>• Evaluate all Level 5 officials.</li> <li>• Recommend prospective Level 6 officials.</li> </ul>
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	<ul style="list-style-type: none"><li>• Recommend prospective BC Hockey development programs for officials to the Hockey Development Committee.</li><li>• Design and implement the Provincial Level 4 and 5 seminars and the Hockey Canada Officials Program Instructor Seminar in conjunction with the staff resource person.</li><li>• Promote the recruitment and retention of officials.</li><li>• Supervise standards for the Hockey Canada Officiating Program (HCOP) evaluation program.</li><li>• Evaluate the adherence to of BC Hockey officiating policies in the districts.</li><li>• Ensure BC Hockey and Hockey Canada officiating policies and procedures are followed by officials.</li><li>• Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.</li><li>• Assist in building / recommending the program budget.</li><li>• Identify Subject Matter Experts for the Officiating Committee.</li><li>• Recommend Officiating Committee members.</li><li>• Recommend Officiating Delivery group members in cooperation with the staff resource.</li><li>• Maintain a strong working relation with the staff resource, Committee and Workgroup members.</li><li>• Attend BC Hockey meetings on request.</li><li>• Such additional duties as may be delegated to the Officiating Coordinator/RIC by the Hockey Development Committee Chair from time to time.</li></ul>
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**Appendix B – Female Officiating Coordinator**

<p><b>Key Duties</b></p>	<p>The Female Officiating Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>i. B Assignments:             <ul style="list-style-type: none"> <li>• Prepare seasonal Female Officiating plan</li> <li>• Provide Officiating Coordinator with a list of approved officials for the Provincial Female Playoffs and Championships within 30 days of events and assign BC Hockey Female Championship games</li> <li>• Attend and/or coordinate supervision of officials at the respective BC Hockey Championships. Experienced designate(s) are to be approved by the Officiating Coordinator</li> <li>• Recommend a list of capable officials for Hockey Canada inter-branch playoffs for minor hockey to the Officiating Coordinator.</li> <li>• Recommend a pool of officials for the Female Midget AAA League and Senior Female Hockey to the Officiating Coordinator</li> <li>• Recommend officials for Hockey Canada female officiating assignments to the Officiating Coordinator as requested</li> <li>• Recommend Level 3 upgrades</li> <li>• Recommend recipients for the Hockey Canada Officiating Awards, BC Hockey "Official of the Year" and "Official of the Year - Development" awards</li> <li>• Attend Officiating Committee meetings as required to provide a report on and provide input on female officiating</li> </ul> </li> <li>ii. Development:             <ul style="list-style-type: none"> <li>• Develop, assist and support minor hockey Referees-in-Chief</li> <li>• Develop programs to assist in the development of female minor hockey officials</li> <li>• Identify female minor hockey officials for the Program of Excellence.</li> </ul> </li> <li>iii. BC Hockey OPOE Officials:             <ul style="list-style-type: none"> <li>• Identify a pool of female minor hockey officials for the BC Hockey OPOE program</li> <li>• Recommend officials for BC Hockey OPOE camps, competitions, and schools to the Officiating Coordinator</li> <li>• Assign officials for the Female Program of Excellence District Camps</li> <li>• Recommend supervisors for the BC Hockey Female OPOE Provincial Development camp, U16 BC Cup, BC Winter Games, U18 BC Cup as requested.</li> </ul> </li> <li>iv. Communication             <ul style="list-style-type: none"> <li>• Maintain regular communication with Officiating Coordinator</li> <li>• Complete reports if requested</li> <li>• Act as a liaison between District referees and BC Hockey</li> <li>• Maintain regular communication with Officiating Minor Delivery Group Members to assist in identification and recruiting of female officials</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• Maintain communication with female officials province wide as required</li> <li>v. Discipline:             <ul style="list-style-type: none"> <li>• Investigate female officiating and/or female hockey game concerns as requested by the Officiating Coordinator</li> <li>• Provide a written report when requested</li> <li>• Suspend female minor hockey officials as per BC Hockey Policy for up to a maximum thirty (30) days.</li> </ul> </li> <li>vi. Supervision and Evaluation:             <ul style="list-style-type: none"> <li>• Prepare a District Evaluation Plan</li> <li>• Conduct evaluations on officials for the purpose of up-grading to Level 3 if required and enter on HCR.</li> <li>• Enter all supervisions online within the HCR official development form database.</li> <li>• Supervise and coach female minor hockey officials as required to ensure maintenance of acceptable officiating standards</li> <li>• Establish a supervision program for female minor hockey officials</li> </ul> </li> <li>vii. Expenses:             <ul style="list-style-type: none"> <li>• Travel and expenses to be prior approved by the Chief Executive Officer after consultation with the Officiating Coordinator (Expenses to be submitted monthly electronically)</li> </ul> </li> <li>viii. Recruitment:             <ul style="list-style-type: none"> <li>• Actively recruit and assist Minor Hockey Referees in Chief in recruiting prospective female officials in districts</li> <li>• Consult Minor Delivery Group Member for names of prospective female officials</li> </ul> </li> <li>ix. Risk Management:             <ul style="list-style-type: none"> <li>• Adhere to the Officials/ Supervisors / Instructors Code of Ethics</li> <li>• Raise risk management awareness with officials</li> </ul> </li> <li>x. Rule Application / Interpretations:             <ul style="list-style-type: none"> <li>• Circulate rule interpretations to female officials within each District</li> <li>• Propose revisions of and amendments to BC Hockey and Hockey Canada playing rules</li> <li>• Ensure BC Hockey policies and directives are consistently applied in female hockey</li> </ul> </li> </ul>
<p><b>Appointment</b></p>	<ul style="list-style-type: none"> <li>• Appointed by the CEO.</li> <li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).</li> </ul>

**Appendix C – Minor Development Coordinator**

<p><b>Key Duties</b></p>	<p>The Minor Development Coordinator will perform the following key duties:</p> <ol style="list-style-type: none"> <li>i. Assignments:             <ul style="list-style-type: none"> <li>• Lead in coordination of the Minor Supervision and Mentorship Program.</li> <li>• Communicate with Officiating Coordinator, District Officiating Coordinators and Minor Supervisors</li> <li>• Assist in ongoing development of Branch HCOP clinic materials and presentation</li> <li>• Assist in recommendation of HCOP clinic instructors</li> <li>• Represent BC Hockey Officiating program when required</li> </ul> </li> <li>ii. Development:             <ul style="list-style-type: none"> <li>• Leader of the Branch Minor Supervision Program</li> <li>• Supervise and evaluate officials as required</li> <li>• Recommend officials to the Above Minor Program</li> <li>• Recommend upgrade of officials to Officiating Coordinator</li> </ul> </li> <li>iii. BC Hockey OPOE Officials:             <ul style="list-style-type: none"> <li>• Identify a pool of minor hockey officials for the BC Hockey OPOE program</li> <li>• Lead BC Hockey OPOE camps and BC Cup competition events</li> <li>• Assign officials or appoint appropriate assigners for High Performance Program District Camps</li> </ul> </li> <li>iv. Communication:             <ul style="list-style-type: none"> <li>• Maintain regular communication with Officiating Coordinator</li> <li>• Complete reports as requested</li> <li>• Act as Liaison between Referee Committee and District Officiating Coordinators</li> <li>• Maintain regular communication with Provincial Minor Supervisors</li> </ul> </li> <li>v. Discipline:             <ul style="list-style-type: none"> <li>• Investigate minor hockey officiating concerns as requested by the Officiating Coordinator</li> <li>• Suspend minor hockey officials as per BC Hockey Policy up to a maximum thirty (30) days.</li> </ul> </li> <li>vi. Supervision and Evaluation:             <ul style="list-style-type: none"> <li>• Assign supervisors as part of the Minor Supervision Program annual schedule</li> <li>• Participate in Minor Supervision Program as a supervisor</li> <li>• Enter all supervisions online within the HCR official development form data base</li> </ul> </li> <li>vii. Expenses:             <ul style="list-style-type: none"> <li>• Travel and expenses to be prior approved by the Chief Executive Officer after consultation with the Officiating Coordinator (Expenses to be submitted monthly electronically)</li> </ul> </li> <li>viii. Recruitment:             <ul style="list-style-type: none"> <li>• Promote the development opportunities within minor hockey to the District Officiating Coordinators</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"><li>• Consult with District Officiating Coordinators and Minor Supervisors regarding High performance candidates.</li></ul> <p>ix. Risk Management:</p> <ul style="list-style-type: none"><li>• Adhere to the Officials/ Supervisors / Instructors Code of Ethics</li><li>• Raise risk management awareness with officials</li></ul> <p>x. Rule Application / Interpretation</p> <ul style="list-style-type: none"><li>• Propose revisions or amendments to BC Hockey and Hockey Canada playing rules</li></ul> <p>xi. Ensure BC Hockey policies and directives are consistently applied at the minor level</p>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the CEO.</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).</li></ul>

## Appendix D – Above Minor Supervisor

<p><b>Key Duties</b></p>	<p>The Above Minor Supervisor will perform the following key duties:</p> <ol style="list-style-type: none"> <li>i. Communication / Assignments: <ul style="list-style-type: none"> <li>• Liaise and communicate with Officiating Coordinator, Delivery Group members, Officiating Committee Members, Above Minor League Presidents, leagues and team officials as required</li> <li>• Communicate with the WHL Director of Officiating on a regular basis</li> <li>• Attend Junior and Above Minor hockey meetings as requested</li> <li>• Attend Officiating Committee meetings as required</li> <li>• Assist in coordination of and attend Upgrade Seminar, Above Minor Officiating Development and Supervisor Camps and Seminars</li> <li>• Meet with Above Minor Officiating Delivery Group members as required</li> <li>• Assist Officiating Coordinator upon request.</li> <li>• Evaluate new officials requiring Level 5 eligibility requirements</li> <li>• Recommend a list of officials for the Western Canada Cup to the Officiating Coordinator</li> </ul> </li> <li>ii. Supervision / Evaluation: <ul style="list-style-type: none"> <li>• Oversee officiating supervision in the Above Minor Leagues</li> <li>• Conduct Supervisor's Workshop(s) with Officiating Coordinator</li> <li>• Administer a Provincial Evaluation Plan for Above Minor Officials</li> <li>• Assist in designing District Evaluation Plans</li> <li>• Ensure all above minor evaluations have been entered online.</li> <li>• Assist the Officiating Coordinator with supervisions and evaluations of Level 5 officials and potential Level 6 officials as requested</li> <li>• Coordinate the Fitness Testing Program as per Hockey Canada protocols</li> <li>• Recommend officials for assignments in Above Minor leagues</li> <li>• Recommend upgrade of Levels 5 and 6 officials to the BC Hockey Officiating Coordinator</li> </ul> </li> <li>iii. Discipline: <ul style="list-style-type: none"> <li>• Investigate situations involving Above Minor Officials as requested by the Officiating Coordinator and provide a written report as requested</li> <li>• Suspend Above Minor officials up to a maximum thirty (30) days after consultation with the Officiating Coordinator</li> </ul> </li> <li>iv. Qualifications: <ul style="list-style-type: none"> <li>• Maintain a minimum HCOP Level 2</li> <li>• Respect in Sport certification</li> <li>• Excellent knowledge of the HCOP Rules and interpretation of same</li> <li>• Possess the respect of the top officials in the branch</li> <li>• Possess good communication and organized skills</li> <li>• Ability to travel into various areas of the province when requested</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"><li>• A non-active official in the above minor program</li></ul> v. Selection: <ul style="list-style-type: none"><li>• It is the responsibility of the Officiating Coordinator to recommend the Above Minor Supervisor. The Above Minor Supervisor is approved by the Chief Executive Officer. Submission to the Chief Executive Officer may be required to complete the selection process.</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the CEO.</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).</li></ul>

## Safety Committee

<b>Mandate</b>	<p>The Safety Committee in cooperation with Hockey Canada provides technical information, oversight, and monitoring of the delivery of the Hockey Canada Safety Program and Respect in Sports programs and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program.</p>
<b>Key Duties</b>	<p>The Safety Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Construct uniform operational standards</li> <li>• Assist with constructing program budget</li> <li>• Design program components</li> <li>• Build administrative components of program</li> <li>• Recommend policy and regulations</li> <li>• Recommend safety initiatives related to the recruitment and retention of athletes</li> <li>• Assist in the development of program promotion design</li> <li>• Assist in the development of program communication design</li> <li>• Design Branch workshops</li> <li>• Act as a liaison between Operations and Policy</li> <li>• Liaise with national programs</li> <li>• Receive input from BC Hockey members as to the support they may require dealing with safety and risk management issues</li> <li>• Develop methods to receive input from the grassroots of the program.</li> </ul>
<b>Composition</b>	<p>The Safety Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – Safety Coordinator</li> <li>• A Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)</li> <li>• Committee members - 4-8 Subject matter specialists</li> <li>• Staff Resource person (non-voting)</li> </ul>
<b>Appointment</b>	<p>Appointed by the CEO. The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).</p>
<b>Authority</b>	<p>The Safety Committee will exercise its authority in accordance with BC Hockey Bylaws, Regulations, Policies and such additional provisions as set out in the Terms of Reference.</p>



<b>Meetings</b>	The Safety Committee will meet in person at least once per year and via conference call / video conference, as determined by the Committee Chair.
<b>Resources</b>	The Safety Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	The Safety Committee reports to the Hockey Development Committee through the Safety Coordinator. The Safety Committee will maintain minutes of its meeting and will share minutes with committee members and the Hockey Development Committee.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on February 28, 2017. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.
<b>Other</b>	Safety Coordinator Key Duties (Appendix A)

**Appendix A - Safety Coordinator**

<p><b>Key Duties</b></p>	<p>The Safety Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Preside over all meetings of the Safety Committee.</li> <li>• Be a member of the Hockey Development Committee.</li> <li>• Be a member of the Risk Management Committee.</li> <li>• Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.</li> <li>• Ensure the Committee works effectively as a team.</li> <li>• Efficiently manage meetings with transparent decision-making.</li> <li>• Create a Committee environment that does not duplicate operations.</li> <li>• Manage conflict of interest issues sensitively and constructively.</li> <li>• Proof and approve the meeting minutes prior to their distribution.</li> <li>• Ensure Committee recommendations are reported to the Hockey Development Committee.</li> <li>• Provide Committee with updates on the disposition of actions taken with respect to their recommendations.</li> <li>• Assist the staff resource person and district Hockey Canada Safety Program (HCSP) Coordinators in the delivery of safety and risk management programs.</li> <li>• Assist in the promotion and delivery of Team First.</li> <li>• Conduct seminars/workshops on safety and risk management.</li> <li>• Maintain open communications with Members in order to identify issues raising safety and risk management concerns and work with Members and others to develop appropriate responses on behalf of BC Hockey</li> <li>• Attend Provincial and National seminars on request.</li> <li>• Attend BC Hockey Meetings on request.</li> <li>• Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.</li> <li>• Assist in building / recommending the program budget.</li> <li>• Identify Subject Matter Experts for the Safety Committee.</li> <li>• Recommend Safety Committee members.</li> <li>• Maintain a strong working relation with the staff resource and Committee.</li> <li>• Such additional duties as may be delegated to the Safety Coordinator by the Hockey Development Committee Chair or the Risk Management Committee Chair from time to time.</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Strong interest and personal commitment in the safety and risk management areas:             <ul style="list-style-type: none"> <li>• BC Hockey Team First Program</li> <li>• Respect in Sport</li> <li>• Hockey Canada Safety Program</li> <li>• National Insurance Programs</li> <li>• Hockey Canada / BC Hockey harassment and Abuse Policies</li> <li>• Strong knowledge of Hockey Canada Rules and Regulations</li> <li>• Strong organizational and communication skills</li> <li>• Ability to present workshops</li> <li>• Ability to work in conjunction with BC Hockey staff, BC Hockey Committee Members and BC Hockey membership</li> </ul> </li> </ul>



	<p>representatives to design and implement programs aimed at the local, district, and provincial levels</p> <ul style="list-style-type: none"><li>• HCSP Certification</li><li>• Respect in Sport certification</li></ul>
<b>Appointment</b>	<ul style="list-style-type: none"><li>• Appointed by the CEO.</li><li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li></ul>

## School Programming Committee

<b>Mandate</b>	The School Programming Committee supports and monitors programs of BC Hockey in public and independent schools, encourages the development of new school programming, and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program.
<b>Key Duties</b>	<p>The School Programming Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Construct uniform operational standards</li> <li>• Establish and implement strategies for the recruitment and retention of athletes and hockey fans through school programs.</li> <li>• Assist with constructing Program budget</li> <li>• Design program components</li> <li>• Build administrative components of program</li> <li>• Recommend policy, regulations and bylaws</li> <li>• Assist in the development of program promotion design</li> <li>• Assist in the development of program communication design</li> <li>• Design Branch workshops</li> <li>• Act as a liaison between Operations and Policy</li> <li>• Liaise with national programs</li> <li>• Develop methods to receive input from the grassroots on the program</li> </ul>
<b>Composition</b>	<p>The School Programming Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – School Programming Coordinator</li> <li>• A Director assigned to act as a liaison between the Committee and the Board of Directors. (non-voting)</li> <li>• Committee members – 4-8 Subject matter specialists</li> <li>• Staff Resource person (non-voting)</li> </ul>
<b>Appointment</b>	<p>Appointed by the CEO. The CEO shall determine the appointment process, job description and annual performance review of the appointee(s). Notification of the required positions will be circulated annually (incumbents are required to indicate a desire to continue in the position).</p>
<b>Authority</b>	The School Programming Committee will exercise its authority in accordance with BC Hockey Bylaws, Regulations, Policies and such additional provisions as set out in the Terms of Reference.





<b>Meetings</b>	The School Programming Committee will meet in person at least once per year and via conference call / video conference, as determined by the Committee Chair.
<b>Resources</b>	The School Programming Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive the necessary administrative support from the BC Hockey office.
<b>Reporting</b>	The School Programming Committee reports to the Hockey Development Committee through the School Programming Coordinator. The School Programming Committee will maintain minutes of its meeting and will share minutes with committee member and the Hockey Development Committee.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on February 28, 2017. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.
<b>Other</b>	School Programming Coordinator Key Duties (Appendix A)

## Appendix A - School Programming Coordinator

<p><b>Key Duties</b></p>	<p>The Schools Programming Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Be a member of the Hockey Development Committee.</li> <li>• Preside over all meetings of the Schools Program Committee.</li> <li>• Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.</li> <li>• Ensure the Committee works effectively as a team.</li> <li>• Efficiently manage meetings with transparent decision-making.</li> <li>• Create a Committee environment that does not duplicate operations.</li> <li>• Manage conflict of interest issues sensitively and constructively.</li> <li>• Proof and approve the meeting minutes prior to their distribution.</li> <li>• Ensure Committee recommendations are reported to the Hockey Development Committee.</li> <li>• Provide Committee with updates on the disposition of actions taken with respect to their recommendations.</li> <li>• Attend Provincial and National seminars on request.</li> <li>• Attend BC Hockey Meetings on request.</li> <li>• Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.</li> <li>• Assist in building / recommending the program budget.</li> <li>• Identify Subject Matter Experts for the School Programming Committee.</li> <li>• Recommend School Programming Committee members.</li> <li>• Maintain a strong working relation with the staff resource and Committee</li> <li>• Such additional duties as may be delegated to the Schools Program Coordinator by the Hockey Development Committee Chair from time to time.</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Strong interest and personal commitment in programming in cooperation with the school system:             <ul style="list-style-type: none"> <li>❖ BC Hockey in Our Schools program</li> <li>❖ Hockey Canada Skills Academy program</li> <li>❖ Strong organizational and communication skills</li> <li>❖ Ability to present workshops</li> <li>❖ Ability to work in conjunction with BC Hockey staff, BC Hockey Directors and Minor Hockey Association representatives to design and implement programs aimed at the local, district, and provincial levels.</li> <li>❖ Respect in Sport certification</li> </ul> </li> </ul>
<p><b>Appointment</b></p>	<ul style="list-style-type: none"> <li>• Appointed by Chief Executive Officer (CEO)</li> <li>• The CEO shall determine the appointment process, job description and annual performance review of the appointee. Notification of the required position will be circulated annually (incumbent is required to indicate a desire to continue in the position).</li> </ul>

**Appeal Committee**  
*Terms of Reference*

<b>Mandate</b>	The Appeal Committee is responsible for hearing and making decisions on appeals of Minor Hockey Association, District Association, League, and BC Hockey decisions.
<b>Key Duties</b>	<p>The Appeal Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Hear appeals of decisions made by the Chair of the Board of BC Hockey (or the Chair's designate) as made under BC Hockey Bylaw Eight or of decisions made by a Member of the Society, as defined in BC Hockey Bylaw Two, subject to this Bylaw.</li> <li>• The Appeal Committee may uphold or dismiss the appeal, modify the decision, or refer the appeal back to the Association, District Association or League.</li> <li>• Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.</li> </ul>
<b>Authority</b>	The Appeal Committee will exercise its authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.
<b>Composition</b>	<p>The Appeal Committee will be composed of the following:</p> <ul style="list-style-type: none"> <li>• The Committee Chair, appointed by the Board of Directors.</li> <li>• Minimum of five (5) members (including the Committee Chair) appointed by the Board of Directors.</li> <li>• Staff resource person(s) (non-voting).</li> </ul> <p>For each appeal to be considered by the Appeal Committee, the Chair of the committee shall designate an appeal panel consisting of the Chair and at least two (2) but not more than four (4) other members of the Appeal Committee.</p>
<b>Meetings</b>	The Appeal Committee will meet either in person or via telephone or video conference at the request of the Committee Chair.
<b>Resources</b>	The Appeal Committee will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. It will also receive the necessary administrative support from the BC Hockey office.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the BC Hockey Board of Directors on July 23, 2015. The Board of Directors will review these Terms of Reference as required and make revisions, as warranted.
<b>Other</b>	Appeal Procedures Regulation

## Harassment Ombudsperson

### *Terms of Reference*

<b>Mandate</b>	<p>The Harassment Ombudsperson is a volunteer position that serves as initial contact for all formal and informal complaints of harassment and abuse. In carrying out the duties below, the Harassment Ombudsperson shall be directly responsible to BC Hockey. The Harassment Ombudsperson may work collaboratively with other resource people when required.</p>
<b>Key Duties</b>	<p>The Harassment Ombudsperson will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• receive complaints;</li> <li>• provide information about BC Hockey's harassment and abuse policy;</li> <li>• provide information about the complaint procedure;</li> <li>• inform the complainant of their options, including seeking legal advice;</li> <li>• advise the concerned person that they have the right to be represented by a person of choice at any stage of the complaint procedure;</li> <li>• conduct the initial interview with the concerned person in order to determine next steps;</li> <li>• conduct the initial interview with the respondent, if required;</li> <li>• suggest and undertake informal resolution to a complaint, if applicable;</li> <li>• determine if a formal complaint should be referred to an investigative officer, or to the RCMP/local police detachment in the case of alleged abuse or assault;</li> <li>• follow up on all complaints;</li> <li>• file a written report to the BC Hockey Chief Executive Officer.</li> </ul>
<b>Qualification</b>	<p>The Harassment Ombudsperson will meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Degree of Juris Doctor (JD) or Bachelor of Laws (LLB)</li> <li>• Member of the Law Society of BC.</li> <li>• Understanding of the BC Hockey Bylaws, Regulations and Policies.</li> <li>• Understanding of hockey programming and structure at the local level (Minor Hockey Associations).</li> </ul>
<b>Resources</b>	<p>The main resource for the Harassment Ombudsperson is BC Hockey Policy 5.16 Harassment and Abuse. This role also utilizes the BC Hockey Divisional Coordinators as resource people for communication with the membership.</p>
<b>Selection</b>	<p>Appointed by the BC Hockey Chief Executive Officer.</p>