



## Development Committees

### *Standing Committee*

#### Hockey Development Committee

<b>Mandate</b>	<p>The Hockey Development Committee is a standing committee of the Board. The Hockey Development Committee is responsible for the general oversight of BC Hockey's development programs and to develop a vision for hockey development within the Branch.</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 for the Bylaws and Regulations.</li><li>• Provide advice and recommendations to the Board for the annual budgets.</li><li>• Provide advice and recommendations to the Board for the strategic plan.</li><li>• Provide advice and recommendations to the Board for operational programs.</li><li>• Ensure the establishment of program practice standards and monitor compliance with such standards.</li><li>• Monitor performance of programs against approved objectives.</li><li>• Monitor hockey development initiatives from Hockey Canada and from other Branches.</li><li>• Recommend strategies for the incorporation of Long Term Player Development (LTPD) within Branch programs.</li><li>• Recommend strategies for the recruitment and retention of personnel to lead and deliver athlete development at the team, league and association levels.</li><li>• Relay Board strategic direction and design implementation strategies for Program Committees and</li></ul>



	Program Delivery Groups.
<b>Composition</b>	<p>The Hockey Development Committee will be composed of the following members:</p> <ul style="list-style-type: none"> <li>• Chair - a Director assigned by the Chair of the Board</li> <li>• Committee members – The Branch Program Coordinators               <ul style="list-style-type: none"> <li>❖ Female Hockey Development Coordinator</li> <li>❖ Female High Performance Coordinator</li> <li>❖ Male High Performance Coordinator</li> <li>❖ Safety and Risk Management Coordinator</li> <li>❖ Coach Coordinator</li> <li>❖ Referee In Chief</li> <li>❖ School Programming Coordinator</li> </ul> </li> <li>• Staff Resource (non-voting)</li> </ul> <p>The committee members will be selected by way of nomination, application and recommendations from Branch staff and committees. The individuals appointed to these positions will be approved by the Board.</p>
<b>Authority</b>	<p>The Hockey Development Committee 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>Meetings</b>	<p>The Hockey Development Committee will meet in person once per year and via conference call, as determined by the Chair.</p>
<b>Resources</b>	<p>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 the necessary administrative support from the BC Hockey office.</p>
<b>Reporting</b>	<p>The Hockey Development Committee reports to the Board. The Hockey Development Committee will maintain minutes of its meeting and will share minutes with the committee members and the Board.</p>



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<b>Approval &amp; Review</b>	These Terms of Reference were approved by the Board of BC Hockey on <b>ABC</b> . The Board will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.
<b>Other</b>	The following Branch coordinator Key Duties are located in the corresponding Committee terms of reference; Female High Performance Coordinator, Male High Performance Coordinator, Safety Risk Management Coordinator, Coaching Coordinator, Referee-in-Chief, School Programming Coordinator.  Female Hockey Development Coordinator Key Duties (Appendix A-1)





## Appendix A-1

### Female Hockey Development Coordinator

**Key Duties:** The Female Hockey Development Coordinator will perform the following key duties:

- Be a member of the Hockey Development Committee.
- Promote cooperation, coordination and sharing of information and best practices amongst district female hockey committees
- Provide input related to the development of female hockey programs and personnel and the “female game”.
- Encourage participation in female hockey.
- Promote female hockey events in the Branch.
- Assist District Female Hockey Committees in identifying goals and objectives for their districts.
- Assist District Female Hockey Committees / personnel with the promotion and delivery of female hockey programs.
- Promote the BC Hockey Female Long Term Athlete Development Model.
- Such additional duties as may be delegated to the Female Hockey Development Coordinator by the Hockey Development Committee Chair from time to time.
- Conduct seminars/workshops on the development of female hockey personnel and the “female game”.
- Issue instruction, give and circulate guidelines to build operational standards for female hockey programming.
- Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.
- Assist in building / recommending budget components specific to female development.
- Identify Female Hockey Subject Matter Experts regarding female hockey personnel and the “female game” for Program committees.
- Maintain a strong working relation with the staff resource and Female Hockey Subject Matter Experts on Program committees.



## ***Program Committees and Program Delivery Groups***

### **Female High Performance**

#### **Female High Performance Committee**

<p><b>Mandate</b></p>	<p>The Female High Performance Committee provides general oversight and monitoring of the delivery of a high performance 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>
<p><b>Key Duties</b></p>	<p>The Female High Performance 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 high performance athletes</li> <li>• Establish and implement strategies for the incorporation of Long Term Player Development (LTPD) within the female high performance 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>
<p><b>Composition</b></p>	<p>The Female High Performance Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – Female High Performance Coordinator</li> <li>• A Board Director assigned to act as a liaison between the Committee and the Board. (non-voting)</li> </ul>



	<ul style="list-style-type: none"> <li>• Committee members - 4-8 Subject matter specialists</li> <li>• Staff Resource person (non-voting)</li> </ul> <p>Committee members are recommended to the Chair of the Committee in co-operation with the applicable Branch staff. Members are to be selected by the Board. Submissions to the Board may be required to complete the selection process.</p>
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### Female High Performance Program Delivery Group

<b>Mandate</b>	The Female High Performance Program Delivery Group is responsible to monitor the program and to deliver the program components at the expected level.
<b>Key Duties</b>	<p>The Female High Performance 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>
<b>Composition</b>	<p>The Female High Performance Program Delivery Group will be composed of:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – Female High Performance Coordinator and Staff Resource Person (non-voting)</li> <li>• Committee members will be:             <ul style="list-style-type: none"> <li>❖ Lower Mainland Female High Performance Coordinator(s)</li> <li>❖ Vancouver Island Female High Performance Coordinator(s)</li> </ul> </li> </ul>





	<ul style="list-style-type: none"> <li>❖ Okanagan Female High Performance Coordinator(s)</li> <li>❖ North Female High Performance Coordinator</li> <li>❖ Kootenays Female High Performance Coordinator</li> </ul> <p>It is the responsibility of the Program Chairs and Branch Staff to recommend delivery group members. Members are approved by the Board. Submissions to the Board may be required to complete the selection process.</p>
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### Female High Performance Committee and Program Delivery Group

<b>Authority</b>	The Female High Performance Committee and the Program Delivery Group will exercise their authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as are set out in the Terms of Reference.
<b>Meetings</b>	The Female High Performance Committee will meet in person at least once per year and via conference call, as determined by the Chair. The Program Delivery Group will meet via conference call, as determined by the Chair.
<b>Resources</b>	The Female High Performance 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>	The Female High Performance Committee reports to the Hockey Development Committee. The Female High Performance Committee will maintain minutes of its meetings and will share minutes with committee members and the Hockey Development Committee.



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	<p>The Program Delivery Group reports to the Female High Performance Committee. The Program Delivery Group will maintain minutes of its meetings and will share minutes with the Program Delivery Group members and the Female High Performance Committee.</p>
<b>Approval &amp; Review</b>	<p>These Terms of Reference were approved by the Board of BC Hockey on <b>ABC</b>. The Board will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.</p>
<b>Other</b>	<p>Female High Performance Coordinator Key Duties (Appendix A-2)</p>







## Appendix A-2

### Female High Performance Coordinator

**Key Duties:** The Female High Performance Co-ordinator will perform the following key duties:

- Be a member of the Hockey Development Committee.
- Preside over all meetings of the Female High Performance Committee.
- Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.
- Ensure the Committee works effectively as a team.
- Efficiently manage meetings with transparent decision-making.
- Create a Committee environment that does not duplicate operations.
- Manage conflict of interest issues sensitively and constructively.
- Proof and approve the meeting minutes prior to their distribution.
- Ensure Committee recommendations are reported to the Hockey Development Committee.
- Provide Committee with updates on the disposition of actions taken with respect to their recommendations.
- Act as a Group Leader for the Female High Performance Program Delivery Group.
- Assist in the delivery of High Performance programs.
- Assist in the promotion of high performance programs.
- Conduct seminars/workshops on high performance components.
- Coordinate distribution of Player Selection Guidelines to high performance staff.
- Assist in the evaluation of players for the high performance program.
- Oversee the player selection procedures for district (region /zone) and provincial teams.
- Oversee curriculum design for district (region / zone). Provincial camps and teams.
- Attend High Performance orientation meetings. U14/16/18 camps and competitions and provincial/national seminars on request.
- Implement, administer, and update all facets of the Long Term Player Development Model as related to the high performance program.
- Assist in the development of High Performance Coach mentor programs
- Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.
- Assist in building / recommending the program budget.
- Identify Subject Matter Experts for the female High Performance Committee.
- Recommend Female High Performance Committee members.
- Recommend Female High Performance Delivery Group members in cooperation with the staff resource.
- Maintain a strong working relation with the staff resource, Committee and Workgroup members.



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- Recommend Female HP players for Athlete Assistance Program (AAP) funds
- Such additional duties as may be delegated to the Female High Performance Coordinator by the Hockey Development Committee Chair from time to time.





## Male High Performance

### Male High Performance Committee

<p><b>Mandate</b></p>	<p>The Male High Performance Committee provides general oversight and monitoring of the delivery of a high performance program 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>
<p><b>Key Duties</b></p>	<p>The Male High Performance 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 high performance athletes</li> <li>• Establish and implement strategies for the incorporation of Long Term Player Development (LTPD) within the male high performance 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>
<p><b>Composition</b></p>	<p>The Male High Performance Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – Male High Performance 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>



	<p>Committee members are recommended to the Chair of the Committee in co-operation with the applicable Branch staff. Members are to be selected by the Board. Submissions to the Board may be required to complete the selection process.</p>
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### Male High Performance Program Delivery Group

<b>Mandate</b>	<p>The Male High Performance Program Delivery Group is responsible to monitor the program and to deliver the program components at the expected level.</p>
<b>Key Duties</b>	<p>The Male High Performance 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>
<b>Composition</b>	<p>The Male High Performance Program Delivery Group will be composed of:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – Male High Performance Co-ordinator and Staff Resource Person (non-voting)</li> <li>• Committee members will be:             <ul style="list-style-type: none"> <li>❖ Lower Mainland Male High Performance Coordinator(s)</li> <li>❖ Vancouver Island Male High Performance Coordinator(s)</li> <li>❖ Okanagan Male High Performance Coordinator(s)</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>❖ North Male High Performance Coordinator</li> <li>❖ Kootenays Male High Performance Coordinator</li> </ul> <p>It is the responsibility of the Program Chairs and Branch Staff to recommend delivery group members. Members are approved by the Board. Submissions to the Board may be required to complete the selection process.</p>
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### Male High Performance Committee and Program Delivery Group

<b>Authority</b>	The Male High Performance Committee and the Program Delivery Group will exercise their authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as are set out in the Terms of Reference.
<b>Meetings</b>	The Male High Performance Committee will meet in person at least once per year and via conference call, as determined by the Chair. Program Delivery Group will meet via conference call, as determined by the Chair.
<b>Resources</b>	The Male High Performance 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 High Performance Committee reports to the Hockey Development Committee. The Male High Performance 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 High Performance Committee. The Program Delivery Group will maintain minutes of its</p>



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	meetings and will share minutes with the Program Delivery Group members and Male High Performance Committee.
<b>Approval &amp; Review</b>	These Terms of Reference were approved by the Board of BC Hockey on <b>ABC</b> . The Board will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.
<b>Other</b>	Male High Performance Coordinator Key Duties (Appendix A-3)





## Appendix A-3

### Male High Performance Coordinator

**Key Duties:** The Male High Performance Co-ordinator will perform the following key duties:

- Be a member of the Hockey Development Committee.
- Preside over all meetings of the Male High Performance Committee.
- Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.
- Ensure the Committee works effectively as a team.
- Efficiently manage meetings with transparent decision-making.
- Create a Committee environment that does not duplicate operations.
- Manage conflict of interest issues sensitively and constructively.
- Proof and approve the meeting minutes prior to their distribution.
- Ensure Committee recommendations are reported to the Hockey Development Committee.
- Provide Committee with updates on the disposition of actions taken with respect to their recommendations.
- Act as a Group Leader for the Male High Performance Program Delivery Group.
- Assist in the delivery of high performance programs.
- Assist in the promotion of High Performance programs.
- Conduct seminars/workshops on high performance components.
- Prepare and/or update player/staff performance guidelines to maintain a uniform standard of expectations in the high performance program.
- Coordinate distribution of Player Selection Guidelines to high performance staff.
- Assist in the evaluation of players for the high performance program.
- Oversee the player selection procedures for regional and provincial teams.
- Oversee curriculum design for regional, provincial camps and teams.
- Attend high performance orientation meetings, U16/17 camps and competitions, and provincial/national seminars on request.
- Implement, administer, and update all facets of the Long Term Player Development Model as related to the high performance program.
- Assist in the development of High Performance Coach mentor programs
- Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.
- Assist in building / recommending the program budget.
- Identify Subject Matter Experts for the male High Performance Committee.
- Recommend Male High Performance Committee members.
- Recommend Female High Performance Delivery Group members in cooperation with the staff resource.



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- Maintain a strong working relation with the staff resource, Committee and Workgroup members.
- Recommend Male HP players for Athlete Assistance Program (AAP) funds
- Such additional duties as may be delegated to the Male High Performance Coordinator by the Hockey Development Committee Chair from time to time.







## Safety

### 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 and Risk Management Coordinator</li> <li>• A Board Director assigned to act as a liaison between the Committee and the Board. (non-voting)</li> </ul>



	<ul style="list-style-type: none"> <li>• Committee members - 4-8 Subject matter specialists</li> <li>• Staff Resource person (non-voting)</li> </ul> <p>Committee members are recommended to the Chair of the Committee in cooperation with the applicable Branch staff. Members are to be selected by the Board. Submissions to the Board may be required to complete the selection process.</p>
<b>Authority</b>	The Safety Committee will exercise its authority in accordance with BC Hockey Bylaws, Regulations, Policies and such additional provisions as are set out in the Terms of Reference.
<b>Meetings</b>	The Safety Committee will meet in person at least once per year and via conference call, as determined by the 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. 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 Board of BC Hockey on <b>ABC</b> . The Board will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.
<b>Other</b>	Safety and Risk Management Coordinator Key Duties (Appendix A-4)



## Appendix A-4

### Safety and Risk Management Coordinator

**Key Duties:** The Safety and Risk Management Co-ordinator will perform the following key duties:

- Preside over all meetings of the Safety Committee.
- Be a member of the Hockey Development Committee.
- Be a member of the Risk Management Committee.
- Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.
- Ensure the Committee works effectively as a team.
- Efficiently manage meetings with transparent decision-making.
- Create a Committee environment that does not duplicate operations.
- Manage conflict of interest issues sensitively and constructively.
- Proof and approve the meeting minutes prior to their distribution.
- Ensure Committee recommendations are reported to the Hockey Development Committee.
- Provide Committee with updates on the disposition of actions taken with respect to their recommendations.
- Assist the staff resource person and district Hockey Canada Safety Program (HCSP) Coordinators in the delivery of safety and risk management programs.
- Assist in the promotion and delivery of Team First.
- Conduct seminars/workshops on safety and risk management.
- 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
- Attend Provincial and National seminars on request.
- Attend BC Hockey Annual and Semi-Annual Meetings as requested.
- Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.
- Assist in building / recommending the program budget.
- Identify Subject Matter Experts for the Safety Committee.
- Recommend Safety Committee members.
- Maintain a strong working relation with the staff resource and Committee.
- Such additional duties as may be delegated to the Safety and Risk Management Coordinator by the Hockey Development Committee Chair or the Risk Management Committee Chair from time to time.



## Coaching

### Coaching Committee

<p><b>Mandate</b></p>	<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>
<p><b>Key Duties</b></p>	<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>
<p><b>Composition</b></p>	<p>The Coaching Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – Coach 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>



	<p>Committee members are recommended to the Chair of the Committee in co-operation with the applicable Branch staff. Members are to be selected by the Board. Submissions to the Board may be required to complete the selection process.</p>
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### Coaching Program Delivery Group

<b>Mandate</b>	<p>The Coaching Program Delivery Group is responsible to monitor the program and to deliver the program components at the expected level.</p>
<b>Key Duties</b>	<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>
<b>Composition</b>	<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>❖ Kootenays Coach Coordinator</li> </ul> </li> </ul>





	<p>It is the responsibility of the Program Chairs and Branch Staff to recommend delivery group members. Members are approved by the Board. Submissions to the Board may be required to complete the selection process.</p>
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### Program Committee and Program Delivery Group

<b>Authority</b>	<p>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 are set out in the Terms of Reference.</p>
<b>Meetings</b>	<p>The Coaching Committee will meet in person at least once per year and via conference call, as determined by the Chair. The Program Delivery Group will meet via conference call, as determined by the Chair.</p>
<b>Resources</b>	<p>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.</p>
<b>Reporting</b>	<p>The Coaching Committee reports to the Hockey Development Committee. 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 Coaching Committee. 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;</b>	



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<b>Review</b>	These Terms of Reference were approved by the Board of BC Hockey on <b>ABC</b> . The Board 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-5)





## Appendix A-5

### Coach Coordinator

**Key Duties:** The Coach Coordinator will perform the following key duties:

- Be a member of the Hockey Development Committee.
- Preside over all meetings of the Coaching Committee.
- Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.
- Ensure the Committee works effectively as a team.
- Efficiently manage meetings with transparent decision-making.
- Create a Committee environment that does not duplicate operations.
- Manage conflict of interest issues sensitively and constructively.
- Proof and approve the meeting minutes prior to their distribution.
- Ensure Committee recommendations are reported to the Hockey Development Committee.
- Provide Committee with updates on the disposition of actions taken with respect to their recommendations.
- Act as a Group Leader for the Coaching Program Delivery Group.
- Assist the staff resource person and District Coach Coordinators in the delivery of the coaching program.
- Conduct seminars/workshops on coaching.
- Issue instruction, give and circulate guidelines to build coaching operational standards.
- Attend Provincial and National seminars, on request.
- Attend BC Hockey Annual and Semi-Annual Meetings, when required.
- Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.
- Assist in building / recommending the program budget.
- Identify Subject matter experts for the Coach Committee.
- Recommend Coach Committee members.
- Recommend Coaching Delivery group members in cooperation with the staff resource.
- Maintain a strong working relation with the staff resource and Workgroup members.
- Such additional duties as may be delegated to the Coaching Coordinator by the Hockey Development Committee Chair from time to time.





## Officiating

### Officiating Committee

<p><b>Mandate</b></p>	<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>
<p><b>Key Duties</b></p>	<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>
<p><b>Composition</b></p>	<p>The Officiating Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Committee Chair – Referee-in-Chief</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> <p>Committee members are recommended to the Chair of the Committee in</p>



	<p>cooperation with the applicable Branch staff. Members are to be selected by the Board. Submissions to the Board may be required to complete the selection process.</p>
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### Minor Officiating Program Delivery Group

<b>Mandate</b>	<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>
<b>Key Duties</b>	<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>
<b>Composition</b>	<p>The Minor Officiating Program Delivery Group will be composed of:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – Referee-in-Chief and Staff Resource Person (non-voting)</li> <li>• Committee members will be:             <ul style="list-style-type: none"> <li>❖ Lower Mainland Officiating Coordinator(s)</li> </ul> </li> </ul>





	<ul style="list-style-type: none"> <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>❖ Kootenays Officiating Coordinator</li> </ul> <p>It is the responsibility of the Program Chairs and Branch Staff to recommend delivery group members. Members are approved by the Board. Submissions to the Board may be required to complete the selection process.</p>
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### Above Minor Officiating Program Delivery Group

<b>Mandate</b>	<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 Branch Supervisor where required.</p>
<b>Key Duties</b>	<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>





<b>Composition</b>	<p>The Above Minor Officiating Program Delivery Group will be composed of:</p> <ul style="list-style-type: none"> <li>• Co-Chairs – Referee-in-Chief and Staff Resource Person (non-voting)</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 Program Chairs and Branch Staff to recommend delivery group members. Members are approved by the Board. Submissions to the Board may be required to complete the selection process.</p>
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### Program Committee and Program Delivery Groups

<b>Authority</b>	<p>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 are set out in the Terms of Reference.</p>
<b>Meetings</b>	<p>The Officiating Committee will meet in person at least once per year and via conference call, as determined by the Chair. The Program Delivery Groups will meet via conference call, as determined by the Chair.</p>
<b>Resources</b>	<p>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.</p>
<b>Reporting</b>	<p>The Officiating Committee reports to the Hockey Development</p>





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	<p>Committee. 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 Committee. 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>	<p>These Terms of Reference were approved by the Board of BC Hockey on <b>ABC</b>. The Board will review those Terms of Reference on a regular basis and will recommend revisions, as warranted</p>
<b>Other</b>	<p>Referee in Chief Key Duties (Appendix A-6)</p>





## Appendix A-6

### Referee-in-Chief

**Key Duties:** The Referee-in-Chief will perform the following key duties:

- Be a member of the Hockey Development Committee.
- Preside over all meetings of the Officiating Committee.
- Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.
- Ensure the Committee works effectively as a team.
- Efficiently manage meetings with transparent decision-making.
- Create a Committee environment that does not duplicate operations.
- Manage conflict of interest issues sensitively and constructively.
- Proof and approve the meeting minutes prior to their distribution.
- Ensure Committee recommendations are reported to the Hockey Development Committee.
- Provide Committee with updates on the disposition of ~~an~~ actions taken with respect to their recommendations.
- Act as a Group Leader for the Officiating Program Delivery Groups.
- Provide input related to referee development program decisions.
- Provide playing rule interpretations.
- Review with Officiating Program personnel rule change proposals and recommend to the Board changes to the playing rules.
- Provide a list of qualified officials for Branch and Inter-Branch playoffs.
- Provide a list of qualified officials for high performance programs.
- Nominate officials, in conjunction Branch President for regional and national championships and international exhibition games.
- Approve officials for all Midget AAA and above minor provincial playoffs.
- Attend national Referee-in-Chief meetings, as required.
- Assist in designing workshops for above minor supervisors.
- Assist in approving the district officiating seasonal plans.
- Conduct investigations of officials and recommend discipline, as required, on behalf of the Board Chair.
- Evaluate all Level 5 officials.
- Recommend prospective Level 6 officials.
- Recommend prospective BC Hockey development programs for officials to the Hockey Development Committee.
- 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.



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- Promote the recruitment and retention of officials.
- Supervise standards for the Hockey Canada Officiating Program (HCOP) evaluation program.
- Evaluate the adherence to of BC Hockey officiating policies in the districts.
- Ensure BC Hockey and Hockey Canada officiating policies and procedures are followed by officials.
- Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.
- Assist in building / recommending the program budget.
- Identify Subject Matter Experts for the Referee Committee.
- Recommend Referee Committee members.
- Recommend Officiating Delivery group members in cooperation with the staff resource.
- Maintain a strong working relation with the staff resource, Committee and Workgroup members.
- Such additional duties as may be delegated to the Referee-in-Chief by the Hockey Development Committee Chair from time to time.





## School Programming

### School Programming Committee

<p><b>Mandate</b></p>	<p>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.</p>
<p><b>Key Duties</b></p>	<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>
<p><b>Composition</b></p>	<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 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>





	<p>Committee members are recommended to the Chair of the Committee in co-operation with the applicable Branch staff. Members are to be selected by the Board. Submissions to the Board may be required to complete the selection process.</p>
<b>Authority</b>	<p>The School Programming Committee will exercise its authority in accordance with BC Hockey Bylaws, Regulations, Policies and such additional provisions as are set out in the Terms of Reference.</p>
<b>Meetings</b>	<p>The School Programming Committee will meet in person at least once per year and via conference call, as determined by the Chair.</p>
<b>Resources</b>	<p>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.</p>
<b>Reporting</b>	<p>The School Programming Committee reports to the Hockey Development Committee. The School Programming Committee will maintain minutes of its meeting and will share minutes with committee member and the Hockey Development Committee.</p>
<b>Approval &amp; Review</b>	<p>These Terms of Reference were approved by the Board of BC Hockey on <b>ABC</b>. The Board will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.</p>
<b>Other</b>	<p>School Programming Coordinator Key Duties (Appendix A-7)</p>



## Appendix A-7

### School Programming Coordinator

**Key Duties:** The Schools Programming Co-ordinator will perform the following key duties:

- Be a member of the Hockey Development Committee.
- Preside over all meetings of the Schools Program Committee.
- Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.
- Ensure the Committee works effectively as a team.
- Efficiently manage meetings with transparent decision-making.
- Create a Committee environment that does not duplicate operations.
- Manage conflict of interest issues sensitively and constructively.
- Proof and approve the meeting minutes prior to their distribution.
- Ensure Committee recommendations are reported to the Hockey Development Committee.
- Provide Committee with updates on the disposition of actions taken with respect to their recommendations.
- Attend Provincial and National seminars on request.
- Attend BC Hockey Annual and Semi-Annual Meetings as requested.
- Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.
- Assist in building / recommending the program budget.
- Identify Subject Matter Experts for the School Programming Committee.
- Recommend School Programming Committee members.
- Maintain a strong working relation with the staff resource and Committee
- Such additional duties as may be delegated to the Schools Program Coordinator by the Hockey Development Committee Chair from time to time.