



St. Albert Raiders Operations Committee Terms of Reference

May 31st 2022

FORMATION

The St. Albert Raiders Operations Committee (SAROC) is a sub-committee of the St. Albert Minor Hockey Association (SAMHA). The SAROC is responsible for setting the structure and direction for the male AAA/AA streams of hockey and the female AAA/AA streams of hockey within the St. Albert draw zone, as regulated by Hockey Alberta.

The male and female programs within the St. Albert draw zone of Hockey Alberta are comprised of:

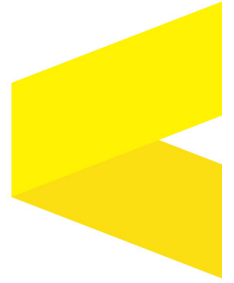
<u>Male</u>	<u>Female</u>
U18 AAA	U18 AAA
U17 AAA	U18 AA
U15 AAA	U15 AA
U18 AA	
U16 AA	
U15 AA	
U13 AA	

PURPOSE

The purpose of the SAROC is to develop and implement policy and to execute operational decisions for the male AAA/AA and female AAA/AA hockey programs.

The SAROC will:

- a) Craft and direct operational decisions
- b) Be informed as to the state of AAA and AA hockey in the province of Alberta
- c) Communicate with the members and stakeholders regularly; engage with players
- d) Act in an advisory capacity to the SAMHA Board on policy matters and major operational matters which affect the AAA and AA programs
- e) Work with the SAMHA Board to provide resolutions that are in the best interest of the members
- f) Provide suggestions for programming changes for the overall betterment of the program
- g) Develop sub-committees to focus on key operation platforms for improvement (coach selection committee, player development committee, player safety committee etc.)
- h) Appoint coaches utilizing a transparent coach selection process
- i) Oversee disciplinary actions following SAMHA policy and procedures



FUNDING

SAMHA sets annual budgets for all program operations. The SAROC will receive a budget allocation annually. Requests for additional funding will be reviewed by the SAMHA Board throughout the season.

MEMBERSHIP

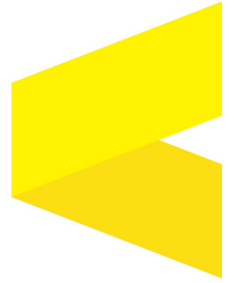
Membership will consist of not less than **seven** members and not more than **ten**, and will include the following roles:

- Chairperson (VP Raiders Hockey)
- Vice Chair (SAMHA HOCVP or ADMIN VP)
- Manager U13
- Manager U15
- Manager U18
- Manager Female Hockey
- Manager Communication
- Manager Equipment
- Secretary
- One representative from the surrounding local minor hockey associations (LMHA's) within the St. Albert Minor Hockey Association draw zone

*The committee roles may change from year-to-year based on need.

Eligibility

- The committee will be comprised of no more than three parent members. Preference will be given to non-parent committee members.
- All committee members can serve a maximum term of four years.
- The VP of SAROC will be elected by the membership and serve a two-year term and is not permitted to have a player in the Raiders Hockey program. This individual is responsible for leading the SAROC and reporting back to the SAMHA Board of Directors monthly.
- The VP of SAROC will appoint members of the Committee; the application process and role description will be available to all SAMHA members at the end of the hockey season. The SAMHA Executive Committee must approve all appointments.



- All members of the Committee will become members of SAMHA based on the procedure outlined in 2.02 c); and therefore, must follow the SAMHA Policies, Procedures, and Bylaws.
- Members who miss two consecutive scheduled meetings without notice may be removed from the committee.

DECISION MAKING

Decisions of the Committee are made by resolution passed by a majority (4) of representatives.

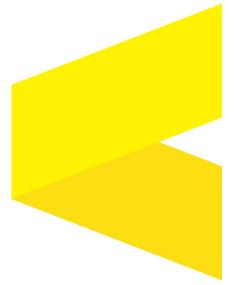
- Chairperson (VP Raiders Hockey) (1 vote)
- Vice Chair (SAMHA HOCVP or ADMIN VP)
- Manager U13 (1 vote)
- Manager U15 (1 vote)
- Manager U18 (1 vote)
- Manager Female Hockey (1 vote)
- Manager Communication (1 vote)
- Manager Equipment (1 vote)
- Secretary (1 vote)
- One representative from the surrounding local minor hockey associations (LMHA's) within the St. Albert Minor Hockey Association draw zone

In the case of an equality of votes, the Chairperson of the meeting shall have a second or casting vote.

The SAROC will keep the minutes of all meetings and provide copies to all SAROC members. Minutes may be provided to members of SAMHA, and posted on the website.

The Chairperson of the SAROC shall provide a written and verbal report of all the SAROC meetings and decisions for each SAMHA General Board meeting.

The SAMHA Board will retain ultimate authority to review and approve or reject recommendations or decisions of the SAROC, where the Board deems such review and approval process is warranted for a policy or strategic reasons.



POLICIES

The SAROC will administer AAA and AA hockey operations policies, the Chairperson will carry out policy enforcement.

Policy creation and modifications will be approved following the decision-making parameters of the SAROC and ratified by the SAMHA Board of Directors. Policies, rules and regulations must be consistent with the rules and regulations of Hockey Alberta and Hockey Canada.

The SAROC and member teams will follow the Policies & Procedures of SAMHA, with special addendums are made to incorporate any additions necessary that focus on the AAA and AA programs only.

MEETINGS

Meetings will be scheduled at the discretion of the Chairperson on an as-needed basis to address key operation issues.

- a) The SAROC will meet a minimum of six (6) times per year.
- b) The Chairperson or members of the SAROC will call meetings of the members of the SAROC with five (5) days notice.
- c) Notice of a meeting will be given on the day sent. The notice will contain the time and place of the meeting.
- e) A quorum consisting of a majority of five (5) voting members of the SAROC must be present to conduct a valid meeting.

AUTHORITY AND RESPONSIBILITY

Subject to the ultimate authority of the SAMHA Board, the SAROC will have the authority and responsibility to make operational decisions with respect to the AAA and AA streams of hockey within the St. Albert draw zone.

Decisions regarding AAA and AA hockey will be brought to SAMHA by the Chairperson following approval by the SAROC.