



## **AIRDRIE COCHRANE ATHLETIC ASSOCIATION**

### **Terms of Reference**

### **Version 1.1**

**EFFECTIVE DATE:** August 1<sup>st</sup>, 2018

**FORMATION:** The Airdrie Cochrane Athletic Association (ACAA) is a sub-committee of the Airdrie Minor Hockey Association (AMHA). The ACAA is responsible for setting the structure and direction for the male AAA stream of hockey within the Airdrie draw zone, as regulated and published by Hockey Alberta in the male Alberta Development Model (ADM). The male AAA stream of hockey within the Airdrie draw zone of Hockey Alberta is comprised of Bantam AAA, Minor Midget AAA, and Major Midget AAA.

**PURPOSE:** The purpose of the ACAA is to develop and deploy policy, and execute operational decisions for the male AAA hockey program within the Airdrie draw zone. The ACAA shall:

- (i) Craft and direct operational decisions for the male AAA stream of the draw zone;
- (ii) Be informed as to the state of the male AAA game in the area (and in the province of Alberta); and
- (iii) Communicate with the members and stakeholders of AAA hockey within the Airdrie draw zone.

Without limiting the foregoing purposes and powers, the ACAA shall:

- a) Act in an advisory capacity to the AMHA Board on policy matters and major operational matters which affect the AAA programs within the Airdrie draw zone.
- b) Work with the AMHA Board to provide resolutions that are in the best interest of the members and communities within the draw zone.
- c) Provide suggestions for programming changes for the overall betterment of the program.
- d) Develop sub-committees to focus on key operation platforms for improvement moving forward.
- e) Assign coaches and formulate and develop coach, team and ACAA policies for the male AAA programs.
- f) Oversee disciplinary actions in accordance with AMHA procedures.

**FUNDING:** All member associations will be required to make an annual payment of \$2500 to supplement the operation of the ACAA. These funds will be used to support day to day operations and the mentorship program for the AAA teams.

**MEMBERSHIP:** Membership will consist of not less than 6 members and not more than 13, and may include the following roles, as assigned by the ACAA:

- Chairperson
- Vice Chair (AMHA President or Delegate)
- Vice Chair (Cochrane Minor Hockey Association (CMHA) President or Delegate)
- Director AA (AMHA)
- Director AA (CMHA)
- Director AAA Major Midget
- Director AAA Minor Midget
- Director AAA Bantam
- One representative from the surrounding local minor hockey associations (LMHAs) within the Airdrie draw zone
- Secretary
- Treasurer
- Directors at large
- Past Chairperson

It is recommended that members serve a minimum term of 2 years. If no suitable new candidates are found, existing candidates may remain on the committee at the discretion of the ACAA.

The Chairperson will be appointed annually by the AMHA Board not more than 30 days after the AMHA Annual General Meeting is held. This individual is responsible for leading the ACAA and reporting back to the AMHA Board on a regular basis.

Members may be removed from the ACAA via a majority vote when:

- a) It has been determined that the conduct or contribution of the member is inappropriate, or does not conform to the approved mandate of the ACAA.
- b) It has been determined that the member has acted outside the policies, rules, regulations and bylaws of AMHA.
- c) A member misses 2 consecutive scheduled meetings without notice; ACAA members must make a reasonable effort to attend all meetings.

## DECISION MAKING:

Unless otherwise provided herein, decisions will be made by resolution passed by a majority (4) of representatives of the ACAA based on one vote per member, and voting on the resolution at a duly called meeting of the members.

- The Chairperson (1 vote; and only in the event in the event of a tie)
- Each Vice Chair (1 vote each, equaling 2 votes total)
- Director of Major Midget AAA (1 vote)
- Director of Minor Midget AAA (1 vote)
- Director of Bantam AAA (1 vote)
- LMHA Representative (1 vote)
- Treasurer (1 vote)
- All other members of the ACAA are not eligible to cast votes. This includes:
  - Director AA Airdrie
  - Director AA Cochrane
  - Directors at Large
  - Past Chairperson
  - Secretary

The ACAA will keep minutes of all meetings, and provide copies to all ACAA members. Minutes may be provided to members of AMHA, CMHA and other affected members of the draw zone when requested.

The Chairperson of the ACAA shall provide a written and verbal report of all the ACAA meetings and decisions for each AMHA meeting.

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

## POLICIES:

The ACAA will set and administer policies over the operation of male AAA hockey within the Airdrie draw zone.

Policy creation and modifications will be approved following the decision-making parameters of the ACAA. Policy enforcement will be carried out by the Chairperson who will provide a recommendation to the voting members of the ACAA for approval.

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

## MEETINGS

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

- a) The ACAA shall meet a minimum of four (4) times per year.
- b) The Chairperson or members of the ACAA may call meetings of the members of the ACAA with five (5) days notice.
- c) Notice of a meeting will be considered given when actually received, or on the day sent, if sent by same day hand delivery, facsimile or email or two (2) days following the date of mailing if sent by regular mail. The notice will contain the time, and place of the meeting.
- d) A member may waive notice of the meeting. Any member who attends and participates in the meeting will be considered to have waived notice.
- e) A quorum consisting of a majority (4) of the ACAA members must be present in order to conduct a valid meeting.
- f) Only two representatives from each AA association may attend the meetings.

## AUTHORITY AND RESPONSIBILITY:

The ACAA will formulate and recommend to AMHA for approval; policies, rules and regulations consistent with the rules and regulations of Hockey Alberta and Hockey Canada.

Subject to the ultimate authority of the AMHA Board, the ACAA will have the authority and responsibility to make operational decisions with respect to the male AAA stream of hockey within the Airdrie draw zone.

Decisions regarding the male AAA hockey will be brought to AMHA by the Chairperson following approval by the ACAA.