



Airdrie Cochrane Athletic Association

Terms of Reference

Version 1.2

EFFECTIVE DATE: June 1, 2022

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 elite male AAA stream of hockey and the U16 AA team, within the Airdrie Elite Draw Zone, as regulated and published by Hockey Alberta in the Elite Male Hockey Model. The male AAA stream of hockey within the Airdrie draw zone of Hockey Alberta is comprised of U15 AAA, U17 AAA, U18 AAA, and the U16 AA as it has a similar draw zone.

PURPOSE:

The purpose of the ACAA committee is to execute operational decisions for the male AAA hockey program in the Airdrie draw zone within the guidance of the current AMHA policies.

The ACAA shall:

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

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

- Act in an **advisory capacity** to the AMHA Board on policy and major operational matters which affect the AAA programs within the Airdrie elite draw zone.
- Work with the AMHA Boards - Executive Committee (EC) to provide resolutions that are in the best interest of the members and communities within the elite draw zone.
- Provide suggestions for programming changes for the overall betterment of the program.
- Develop sub-committees to focus on key operation platforms for improvement moving forward.
- Interview and hire coaches with an annual contract listing compensation and expectations that have been approved by the EC.
- Oversee disciplinary actions in accordance with AMHA procedures.



FUNDING:

All member associations of the elite draw zone will be required to make an annual payment of \$750 to the ACAA Committee to supplement the operation of the ACAA.

The 3 AAA teams (U18 AAA, U17 AAA, and U15 AAA) will also be required to pay \$2500 to the ACAA annually.

These funds will be used to support day to day operations, benevolent fund, and the mentorship program for the AAA teams.

COMMITTEE MEMBERSHIP:

Membership will consist of not less than 7 members and not more than 20 and may include the following roles, as assigned by the ACAA:

- Chairperson
- Vice Chair - Airdrie Minor Hockey Association (AMHA) President or Delegate
- Vice Chair - Cochrane Minor Hockey Association (CMHA) President or Delegate
- High Performance Director - AA for AMHA
- High Performance Director - AA for CMHA
- Director U18 AAA
- Director U16 AAA
- Director U15 AAA
- Director U16 AA
- One representative from a local minor hockey association (LMHAs) within the Airdrie elite draw zone
- Secretary
- Treasurer
- Director(s) at large
- Past Chairperson
- Manager Mentor
- Vendor Consultant
- AMHA Admin Team

It is recommended that members serve a minimum term of 2 years. Prior to the end of the 2-year mark, AMHA will post, email, and advertise that we are accepting applications for the positions. If no suitable new candidates are found, existing candidates may remain on the committee at the discretion of the Executive Committee (EC) of AMHA.

The Chairperson will be appointed annually by the AMHA EC not more than 30 days after the AMHA Annual General Meeting (AGM) is held. The Chairperson is responsible for leading the ACAA with the Vice Chairs and HP Directors from both AMHA and CMHA will appoint the remaining committee and report back to the AMHA EC on a regular basis.



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

- 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.
- It has been determined that the member has acted outside the policies, rules, regulations, and Bylaws of AMHA.
- A member misses 2 consecutive scheduled meetings without notice; ACAA members must make a reasonable effort to attend all meetings.

COMMITTEE 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 voting member and voting on the resolution at a duly called meeting of the members or via an electronic means, which will be recorded via spreadsheet for future reference.

- The Chairperson (1 vote; only in the event of a tie)
- Vice Chair AMHA (1 vote)
- Vice Chair CMHA (1 vote)
- Director of U18 AAA (1 vote)
- Director of U16 AAA (1 vote)
- Director of U15 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 AMHA
- Director AA CMHA
- Director U16 AA
- Director(s) at Large
- Secretary
- Past Chairperson
- Manager Mentor
- Vendor Consultant
- Admin Team

The ACAA will keep minutes of all meetings and provide copies to all ACAA members which will be held in a shared drive. Minutes may be provided to members of AMHA, CMHA and other affected members of the elite 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 Executive Committee Board meeting.



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

POLICIES:

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

The ACAA will set and administer specific ACAA addendums over the operation of male AAA hockey within the Airdrie elite 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 Committee will ensure that the AAA and AA teams under their supervision are preparing a budget set out by the ACAA Treasurer at the start of the season, sharing it with the parents and following up with mid-season actuals to date and then the completed financials at the end of the season. All team spending will need to follow the ACAA Financial policy/process for team accounts.

MEETINGS:

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

- The ACAA must meet a minimum of four (4) times per year.
- The Chairperson or members of the ACAA may call meetings of the members of the ACAA with five (5) days' notice.
- Notice of a meeting will be considered given when 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.
- A member may waive notice of the meeting. Any member who attends and participates in the meeting will be considered to have waived notice.
- A quorum consisting of a majority (4) of the ACAA members must be present to conduct a valid meeting.
- Only two representatives from each AA association may attend the meetings.
- At least annually the committee shall host a meeting with all the MHAs in the draw zone to provide an update, solicit feedback, discuss the state of the elite hockey program in the zone, engagement, development opportunities, and then report back to the Hockey Alberta Elite Male Committee, highlighting the number of meetings held, actions taken, and summary of actions not taken.

**DUTIES:**

Prepare a season calendar for AMHA EC by January 1st of each year adhering to the deadlines required for ice submissions, Camp and Try out dates, Coach selection, Registration fees, meeting dates, basically an annual plan.

COMMITTEE AUTHORITY AND RESPONSIBILITY:

The ACAA will formulate and recommend to AMHA EC for approval; policy addendums.

Rules and regulations will be consistent with the rules and regulations of Hockey Alberta and Hockey Canada.

Subject to the ultimate authority of the AMHA Executive Committee, the ACAA will have the authority and responsibility to make operational decisions with respect to the male AAA stream of hockey within the Airdrie elite draw zone, ensuring consistent practices among all teams and following policy when required.

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