



2025 BOARD OF DIRECTORS
Nomination Package
Red Deer Minor Hockey Commission

Nomination Deadline:

Friday, June 6th, 2025, at 12:00pm

Red Deer Minor Hockey Commission (RDMHC)

Director Candidate Nomination Information Package

Thank you for your interest in the Board of Directors for Red Deer Minor Hockey. The Board of Directors is elected by the membership to lead and guide the association on their behalf.

The RDMHC Board of Directors is typically comprised of fifteen (15) Directors. Vacancies vary from year to year. Board terms are typically three years. There are five officers on the Board: President, Vice President 1, Vice President 2, Treasurer, and Past President. The Board holds an election to determine board officers at an organizational meeting following the Annual General Meeting each year.

The Board is based on a democratic structure and is committed to ensuring good corporate governance within the association. All decisions of the Board must be made in the interests of the entire membership.

The Board operates (currently) with the following standing committees (which are subject to change): Finance, Governance, Nominations, Grassroots, Special Events, Discipline, Coach Mentor and Technical Rules and Regulations. A director will be appointed to a committee from our Executive. Each Committee has its own Policy and governance structure. However, all committees are ultimately responsible to the entire board.

In addition, each director also serves in the capacity for one or more divisional programs – these are decided upon by the GM and President prior to the start of the upcoming season

Prospective directors should be prepared to serve on one or two committees, and on one or two divisions as a division director

This document contains information about the RDMHC. that is believed vital for any prospective Director. Effective board governance provides the needed requirements for the continued success of Red Deer Minor Hockey.

Please review the information carefully to understand the commitment expected. Red Deer Minor Hockey serves over 1300 local athlete participants and their families, and we have built a strong community of athletes, and we serve all athletes registered in our association regardless of playing ability

U6	
4yr Old Program	1 Group
5 yr old Program	2 Groups
U7	
U6 - Coed	COED
U7 - COED	COED - 4 teams
U9	
U9 - Tier 1	COED - 6 teams
U9 - Tier 2	COED - 5 teams + 1 female team
U11	
U11 - AA	2 teams
U11 - Tiered	3 teams
U11 - City League	8 teams
U11 - Female	2 teams
U13	
U13 AAA	1 team * New for 25-26 season
U13 AA	1 team
U13 - Tiered	3 Teams
U13 - City League	6 Teams
U13 AA - Female	1 team
U13 - Female Tiered	2 teams
U15	
U15 AAA	1 Team
U15 AA	1 Team
U15 Tiered	3 Teams
U15 - City League	6 Teams
U15 AA Female	1 team
U15 Female Tiered	2 teams (Dependent on Numbers)
U18	
U18 AAA	1 team
U17 AAA	1 team
U18 AA	1 team
U18 Tiered & Non-Contact	5 teams
U16 AA and U16 Tier 1	2 teams
U18 AAA Female	1 team
U18 AA Female	1 team
U18 Tiered Female	1 team

Please note that these divisions and number of teams are subject to change based on registration numbers, and rule changes

Roles and Responsibilities of Red Deer Minor Hockey Board of Director.

The role of the Board of Directors is to strategically position the organization and its athletes, to plan and oversee the business of RDMHC in accordance with the applicable legislation, regulations, bylaws, and policies so that it meets the needs of its members. The Board helps to effectively move RDMHC toward achieving its strategic goals and objectives.

Fiduciary Responsibility

Board members have a fiduciary responsibility to manage RDMHC through strategic planning, oversight, and making good financial decisions. Directors must act honestly and in good faith, respecting the trust and confidence that have been placed by the membership with the Directors to manage RDMHC.

Strategic Direction and Monitor

- Work with management to develop long-term business strategies that align with the RDMHC mission and vision
- Monitor the performance of the RDMHC and progress towards achievement of objectives identified in the long-term business strategies.
- Participate in decision-making meetings to ensure consistency with the values of RDMHC

Effective Board Operations

- The Board Elects the President of the Board and defines the position's duties, responsibilities, and authority.
- Establish and regularly review Board Policies and Confidentiality, Code of Conduct, and Conflict of Interest documents
- Developing and maintaining positive, effective working relationships with all board members.

Monitoring and Oversight

- Participate in the planning process and review and approve capital and operating budgets.
- Review and approve major plans and programs.
- Review and approve organizational & Board policies.
- Be aware of significant risks affecting the RDMHC and ensure that management is responding appropriately to these risks in accordance with RDMHC missions and values.
- Ensure that both internal and external audits are carried out and analyze results.
- Oversee the appropriate management of the RDMHC assets.
- Appoint the General Manager and define the position's duties, responsibilities, and authority, establish remuneration, ensure the development of an annual performance plan, monitor, and evaluate performance and ensure his or her ongoing learning.

Effective Communications and Relations

- Maintain ongoing, open, and direct communications with members and bring relevant concerns, perspectives, and ideas to the attention of the Board.
- Provide for the annual and any special general meetings of members and ensure appropriate and timely reporting on the stewardship of the resources of RDMHC
- Maintain effective and positive relations with our membership and community stakeholders

Director Core Competencies

The skills and experience listed below are a generalization and are not the only skills required of a successful director

- Financial literacy and planning: Reads and interprets budgets, financial statements, and reports, and links these reports to RDMHC strategic goals and plans.
- Leadership skills: Proven leadership and board governance skills and experience.
- Strategic thinking: Applies relevant knowledge of the business environment (both opportunities and challenges) to develop long-term, strategic goals and priorities.
- Analytical and critical thinking: Strong analytical skills and the ability to take complex information and diverse points of view into consideration in making sound decisions; Able to question management constructively on the direction to ensure the RDMHC best interests.
- Independent thinking: Maintains convictions despite undue influence, opposition.
- Effective judgment: Experience and ability to be fair, impartial, objective, flexible, and open minded to support the purpose of the RDMHC
- Effective communication: able to carefully listen to others to understand and an ability to articulate views in discussions, along with well-developed decision writing and editing skills.
- Conflict resolution: conflict is resolved with justice, fairness, and respect
- Integrity: ethics, values, worthiness, trust, and integrity to coincide with RDMHC core values.
- Teamwork: Recognizes the importance of thorough consideration and discussion of issues before reaching a consensus and making decisions and/or acting. Respects the decisions of the group and the confidentiality of those decisions.
- Relationship Building: Recognizes the importance relationships and the fostering pf positive relationships amongst all Stakeholders in RDMHC.

Director Time Commitment

Directors must be available and prepared to devote significant time to Board, Committee, or other meetings and events. A Director is expected to:

- Attend one regular board meeting every month and special meetings as may be deemed necessary. Directors are expected to be fully prepared for meetings and cognizant of discussing the matters on the board agenda.
- Directors must devote the time and attention necessary to make informed decisions on issues that come before the Board. While management provides Directors with the information needed to perform their responsibilities, Directors must ask for all information they believe necessary to make an informed decision.
- Board meetings generally begin at 7 p.m. Meetings are generally held in the conference room at Servus Arena Third Wednesday of each month (subject to change).
- Meetings during health restrictions may be held virtually or as deemed necessary.
- Directors are expected to attend all scheduled meetings and events.
- Directors are expected to serve on at least two (2) committee(s), and at least on Division Director;
- Represent RDMHC in public, (Directors may not speak on behalf of the board without board approval)
- Fulfill the 3-year term.
- Support RDHMC in all its bylaws and decisions

Nomination Process

Every year, RDMHC. asks its members to nominate members to stand for election for the Board of Directors. The goal is for strong, diverse, balanced leadership, with the right mix of skills, experience, and attributes. The RDMHC nomination process is designed to provide RDMHC members with information on the Board's required skills and experience. The Nominations Committee oversees nominations and the nomination process on behalf of the Board. The Director nomination process consists of the following steps:

1. The Nominations Committee will post the Request for Nominations and the nomination submission deadline date at the RDMHC Office., and on the RDMHC website, For the 2025 elections, the nomination deadline is June 6th 12:00 p.m. (NOON)
2. The Director Candidate Nomination Package will be available by request and will be filled out electronically. Request to be made to Amy Sapp Amy@reddeerminorhockey.com
3. A candidate must be nominated in writing on the forms provided in the nomination package for that purpose.
4. After the close of nominations, RDMHC Office will review each nomination package submission to ensure it contains signatures from members with valid and in-good standing memberships, that candidate packages are complete, and that the qualifications of RDMHC Director candidates are met and confirm the eligibility of each candidate. Incomplete packages will be returned, and the candidate will not be accepted without a complete package
5. The Nominations Committee or RDMHC office will advise each nominee of his or her eligibility status following the Candidate Nomination Package review process. This includes the number of candidates per open position.
6. Once confirmed, Each Candidate will have their Bio and questions posted to our website (Sometime during the week of June 9th)
7. The election notice will be published at the Corporate Office of RDMHC and on the RDMHC website along with the Candidate Bio's
8. A candidate may withdraw at any time by filing a written and signed statement with the Nominations Committee, indicating the date of withdrawal.
9. Once elected, a candidate is required to sign the RDMHC Confidentiality, Code of Conduct, and Conflict of Interest Board Policy., and follow all applicable policies and bylaws

Voting Procedure/Results

- Candidates will have an opportunity for a 2min speech to the membership at the AGM.
- Voting will take place during the AGM, as per our applicable bylaws and policies.
- Only those members eligible to vote will be allowed to do so. (One vote per family)
- The election results will be shared with the membership at the AGM.
- The Chair of the nomination committee (or designate) and the GM of RDMHC will oversee the election process.
- The names of the successful nominees will be announced by the Chair of the Nominations Committee at the annual meeting of the members.

Qualifications of a Director

To be eligible as a candidate for the RDMHC Board of Directors, a member must:

- Shall be eighteen years of age or over, shall reside in the Service Area, and be a Member in good standing with the R.D.M.H.C.
- Have the ability to effectively communicate information and ideas to others while working in a team environment.
- Complete and present an acceptable Criminal Records check (prior to acceptance of the nomination package)
- Be prepared to attend 8 to 12 Board Meetings over the calendar year, and the Annual Meeting
- Be prepared to be involved as a Division Director and on at least two (2) committees.
- Be an individual.
- Be of sound mind;
- Not be bankrupt; or currently in bankruptcy proceedings
- Must have been registered, or a member in good standing, in the program for at least 2 years prior to nomination, or an active subcommittee member.
- Not be employed by or is a director of a retailer or other business, which competes, with the RDMHC, as determined by the Board.
- Provide written statements from five (5) or more other Members in good standing of RDMHC indicating their support of the nominee
- Supply a document stating name, address, phone number and their intent to accept the nomination along with acceptance of the above terms.
- Three (3) unexcused absences may result in dismissal for the Board of Directors.

Upon Election each Director Must:

- Sign the Code of Conduct, Confidentiality and Conflict of Interest Policy
- Adhere to all RDMHC Bylaws, policies and directives

Nominator Requirements

- be signed by at least five (5) active Members; Signing members must have a membership in good standing.
- be endorsed with or accompanied by the written consent of the Member nominated.
- In order to be elected as a director, the nominee must attend the AGM in which the election of Directors is conducted. Failure to attend will result in the nominee's name being removed from the list of nominees.

Nomination Checklist

Nomination submissions must include:

- ☐ 2025 Candidate Director Application Form
- ☐ 2025 Nomination form completed with name, names of athletes in RDMH, and phone number and signed by 5 RDMHC members in good standing.
- ☐ A recent high-resolution digital photo in colour, head, and shoulders photograph suitable for candidate posting on the RDMHC website and social media
- ☐ A brief personal biography written in the first person (**maximum 300 words**)
 - o Introduce yourself and give a brief overview of your background.
 - o Why do you want to serve on the RDMHC Board?
 - o Do you have a favourite RDMHC memory? (optional)
- ☐ Written Responses to the Nominations Committee: Director Candidate questions. Your Responses to these questions will be published on RDMHC website to help our membership cast their director vote. Responses Must be 200 words or less.

Candidate Questions:

- o *Red Deer Minor Hockey Serves over 1300 Athletes, and has continued to thrive, what does the future of RDMHC look like to you, explain? (Maximum answer 200 words)*
- o *The Success of a Board of directors requires skilled governors. Please identify and explain what governance skills, you think are important to the success of The Board? (Maximum Answer 200 words)*

*Please note that for the Biography and Questions: we do not edit for grammar, spelling or syntax. Only format. The word limits **MUST** be adhered to.*

- ☐ Criminal Record Check
- ☐ Resume of candidate
- ☐ Signed standard photo/video release form

Please note: Use of any logos, photos, phrases, or other elements of RDMHC. branding in any communication materials is not permitted including, but not limited to, candidate photographs.

Make sure to pre-register (if available) and come to the AGM and vote

Note: Submitted biography, candidate photo, and video will be posted on the RDMHC website Completed Nomination packages can be delivered electronically to the RDMHC main Office. Nominations Packages must be received at the RDMC Office by Friday, **June 6th, 2024**, no later than Noon.

It is recommended that candidates submit nomination packages well in advance of the deadline, to have the submission reviewed for completeness, and to allow time for revisions and resubmission prior to the nomination deadline. Missing, incomplete or ineligible nominations packages will not be accepted.

2025 Candidate Director Application RDMHC

To: Nomination Committee

Address:

4725 C 43rd Street

Red Deer, AB T4N 5H5

Personal Information:

Name:	
Address:	
Phone Number:	
Cell Number	
Email	
Age	
I have or will have a Criminal record check completed before the nomination deadline	
Athlete(s) Registered in RDMHC	

I, _____, The above-named nominee, agree to allow my name to stand in nomination as a candidate for election to the board of directors of Red Deer Minor Hockey Commission (RDMHC). I agree to adhere to follow all Bylaws, Policies, Board Decisions, and nomination process.

Signed: _____

Date: _____, 2025

Note: to confirm eligibility of director candidates, including status of membership, candidates are encouraged to submit early.

Nomination Sheet

To be eligible for nomination, you must be nominated by at least five (5) members, who are in good standing and a member, with RDMHC.

We the undersigned, being members in good standing of RDMHC do hereby
nominate (please print) _____ for election to the board of
directors of RDMHC

	Name of Member (Print)	Signature of Member (Sign)	Date	Phone Number	Athletes involved in RDMHC (for
1.					
2.					
3..					
4.					
5.					

Standard Photo/Video Release

I, _____ of _____

I hereby authorize Red Deer Minor Hockey to collect, use and disclose photographs or video taken of me, and my name, for use in their printed publications, their website and social media accounts. The collection, use and disclosure of my personal information will only be used to the extent that is reasonable for meeting the purposes for which the personal information was collected.

I acknowledge that since my participation in any publications, websites and social media produced by Red Deer Minor Hockey is voluntary, I will receive no financial compensation. I further agree that my participation in any publication, website or social media article produced by Red Deer Minor Hockey confers upon me no rights of ownership over those publications, websites or social media article whatsoever, I release Red Deer Minor Hockey and its employees from liability for any claims by me or any third party in connection with my participation.

If at any time in the future I wish to withdraw my consent for Red Deer Minor Hockey to use my personal information in any of their publications, websites, or social media accounts, I can do so by contacting the Main Office at 403-347-9960 (ext. 2)

If refusing, please write REFUSED in signature line.

Signature: _____ Date: _____

Address: _____

Red Deer Minor Hockey will undertake to maintain and secure any personal information provided to them.

Confidentiality, Code of Conduct and Conflict of Interest Board Policy

It is the policy of Red Deer Minor Hockey that Board members will not disclose confidential information belonging to or obtained through their affiliation with Red Deer Minor Hockey to any person, including their relatives, friends, and business and professional associates, unless authorized by the Board President or General Manager, or otherwise directed by the board. No Director will disclose to others any information which the Director may obtain or develop while serving on the Board of Directors with Red Deer Minor Hockey relating to strategic business information, inventions, trade secrets, ideas or improvements to inventions, and ideas belonging to Red Deer Minor Hockey whether developed by the Director or not, without first obtaining the consent of the Board President or GM, unless authorized by the board. All strategic business information, research information, technical data, drawings, and the like, prepared by a Director or which come into a director's possession during their term, are and remain the property of Red Deer Minor Hockey.

Confidentiality is the preservation of privileged information. Board members and other volunteers are cautioned to demonstrate professionalism, good judgment, and care always when handling any Red Deer Minor Hockey information to avoid unauthorized or improper disclosures of confidential information.

While Board members are expected and encouraged to discuss the organization with one another and the targeted public, they shall not report opinions expressed in meetings, nor shall they report independently on Committee action, unless as part of their committee duties or engage in any communication that the Board President has not approved or that would not be supported by Board policy, procedures, or decisions.

Accordingly, The Directors Confidentiality Agreement reads:

As a member of the Red Deer Minor Hockey, I am entrusted with access to confidential information. I will receive, be exposed to, or have disclosed to me information by Red Deer Minor Hockey staff or other Board members, pertaining to past, present, or future activities of Red Deer Minor Hockey. This trust underscores the importance of my role and the value I bring to the organization.

As a Director, I am to maintain confidentiality and nondisclosure. This commitment is crucial to the smooth functioning and reputation of Red Deer Minor Hockey.

I will at all times respect the confidentiality, privacy, and confidential nature of Red Deer Minor Hockey's business, including any and all in-camera Board discussions and information.

I understand that I have a duty not to disclose or allow the disclosure of any confidential information, data, or material to which I become privy as a Director, irrespective of whether such information is transmitted to me verbally, in writing, or otherwise, except to other Directors or the GM of Red Deer Minor Hockey.

I will closely protect confidential information to prevent it from being inappropriately accessed, used, or disclosed, either directly or through breaches in physical security. If I become aware of any violation of confidentiality or lose any record containing confidential information, I will notify the President of the Board of Directors or the GM of Red Deer Minor Hockey at the first reasonable opportunity.

I agree to dispose of any and all written material in a manner that prevents its loss or inappropriate disclosure to third parties. Upon completing tenure, resignation, or removal from the Board, I will destroy or return all confidential material previously made available.

I will only access, use, transfer, or disclose private and confidential information as required by the duties of my position on the Board. I will cooperate with Red Deer Minor Hockey in any audit or investigation relating to confidential information and provide any records requested concerning such audits or investigations.

I will not use confidential information for personal benefit or any purpose that is not directly related to the duties of my position on the Board, such as for personal gain, competitive advantage, or harm the reputation of Red Deer Minor Hockey.

I understand and agree to abide by the conditions outlined in this agreement, which will remain in force even if I cease to have an association with Red Deer Minor Hockey.

Accordingly, the Code of Conduct reads:

Red Deer Minor Hockey members elect directors to represent their interests.

Directors are expected to:

1. Comply with all federal and provincial governing bodies' legislation and regulations (Hockey Canada and Hockey Alberta) and the bylaws that govern Red Deer Minor Hockey.
2. Effectively represent the interests of the members.
3. Abide by good governance practices.
4. Directors cannot be associated with any unsanctioned Hockey leagues, not including offseason programs where RDMH does not offer programing

All Directors are expected to:

1. Make impartial decisions in the interests of Red Deer Minor Hockey rather than for one's interests.
2. Avoid all conflicts of interest, real or perceived, that could damage Red Deer Minor Hockey.
3. Declare any conflicts of interest with Red Deer Minor Hockey's' business that arise and remove themselves from discussions and decisions relating to that conflict of interest.
4. Respect and abide by Board decisions on all issues.
5. Maintain confidentiality regarding boardroom discussions and privileged information (including verbal information), documents, and reports.
6. Directors may not speak for the Board or Red Deer Minor Hockey or media entities unless specifically authorized to do so.
7. Directors will make no formal or public evaluations of the GM or staff outside of the official process.
8. Recognize and respect lines of authority and responsibility delegated to the GM.
9. Develop and maintain a relationship of trust and respect between the Board of Directors and the GM.
10. Understand Red Deer Minor Hockey's mission, vision, values, and strategic priorities.
11. Continue to develop their competencies as Directors by participating in learning activities.
12. Directors will support the tryout process and not exert undue influence on this process.
13. Directors will support and assist other Directors and minimize their involvement in other divisions unless specifically requested to do so.