



---

---

## Minor Committee Review TERMS OF REFERENCE

---

---

Effective March 3, 2018  
Amended June 2021

### 1. MINOR COMMITTEE COMPOSITION

---

#### 1.1 Membership Composition:

1.1.1 Chair of the Board will appoint one of the Directors as chair, who only has a vote in case of a tie

1.1.2 Members will appoint/elect as follows:

1.1.2.1 Alliance (2) – GTHL (2) – OMHA (2) – NOHA (2)

### 2. ROLE OF MINOR COMMITTEE

---

2.1 To proactively identify trends and challenges in Minor Hockey and bring forward policy recommendations to the Directors and/or Members for consideration.

2.2 To be meaningfully involved in discussions, except when not possible, leading to decisions regarding the governance, management, and administration of Minor Hockey, including, but not limited to, decisions relating to game format, playing rules, supplemental discipline, officiating and player registration and transfer regulations.

### **3. ROLE OF THE CHAIR:**

---

- 3.1 Report any items, activities and initiatives to the Board of Directors on behalf of the Committee for consideration,
- 3.2 Act as the official representative to the Hockey Canada Minor Committee,
- 3.3 Work with the staff resource on matters relating to Minor Committee,
- 3.4 Remain current with the Minor Hockey issues and concerns and make recommendations to the Rules and Regulations as necessary,
- 3.5 Evaluate and propose initiatives to the Committee,
- 3.6 Call meetings of the Committee.
- 3.7 Conduct meetings of the Committee.

### **4. ROLE OF COMMITTEE MEMBERS:**

---

- 4.1 Report any items, activities and initiatives within their respective Member to the Committee for discussion and consideration,
- 4.2 Evaluate current situations in Minor Hockey and bring to Committee as necessary,
- 4.3 To provide input to the Board of Directors in regards to Branch and Regional Championship.
- 4.4 Listen to the issues of other Members and provide appropriate feedback and potential resolutions.
- 4.5 Accept the Minor Committee budget proposed by Committee Chair and Staff Resource,
- 4.6 Approve the International Minor Hockey Tours involving foreign teams in the OHF and outside Canada.
- 4.7 To continually monitor the needs of minor hockey in the OHF and work in conjunction with other Committees and Committees within the OHF and Hockey Canada to develop, evaluate and implement projects or programs.

### **5. ROLE OF OHF STAFF RESOURCE**

---

- 5.1 Coordinate Committee meetings and necessary activities,
- 5.2 Propose agendas for Committee Meetings, in cooperation with the Chair based upon current issues, ongoing projects, discussion items and action items,
- 5.3 Ensure all documents are made available to the members 1 week prior to the meeting,
- 5.4 Oversee the communication of Minor Hockey initiatives between the Minor Hockey Member Partners, OHF Membership and Hockey Canada as required,
- 5.5 Work with the Committee Chair with any budgetary concerns,
- 5.6 Compose and distribute the Minor Committee Minutes and Action Items,
- 5.7 Track and report the progress of the Action Items.
- 5.8 Be available to assist members of Minor Committee in distributing questions or concerns for Committee discussions.

### **6. GOALS, OBJECTIVES, AND INITIATIVES**

---

- 6.1 The 'goal' is the ultimate destination and answers the question – where do we want to be? The goal will remain constant.

Goal
Grow and develop the minor game to the betterment of all stakeholders.

- 6.2 The 'objectives' will help us to achieve the goal and remain constant.

Objective	
Establish a long term targets for Minor Hockey.	Establish an evaluation model for each objective and initiative.
Establish a recruitment plan for Minor Hockey.	

- 6.3 The 'initiatives' are activities that, when complete, will meet the objectives and thus help to attain the goal. These activities will change month-to-month and year-to-year as we achieve or eliminate them.

Initiatives (what activities are we engaging in?)		
Annual activities (be specific)		

## 7. COMMITTEE MEETINGS AND AGENDAS

---

- 7.1 To meet a minimum of three (3) times per year.
- 7.2 Further meetings are at the discretion of the Committee Chair as long as within budget.
- 7.3 Further meetings outside of budget may be requested to the Chair of the Board by the Committee Chair.
- 7.4 In order for the meetings to be efficient and productive to the concerns and goals of the Committee, the following events must occur.
- 7.4.1 A review of the completed minutes are done and passed from the Resource Staff person to the Committee Chair for acceptance. Upon acceptance, they are distributed along with a separate (but included) list of Committee Action Items. These are recommended to go out no later than 2 weeks prior to the completion of the meeting.
- 7.4.2 A minimum of 3 weeks prior to the next meeting the Agenda must be approved by the Chair and distributed to the Committee, Member Executive Directors and the Board.
- 7.4.3 Meetings should never go over the allowed time as appropriate time must be allowed for other meetings to be conducted properly.
- 7.4.4 In the case of special presentations or issues arising, the appropriate notice must be given to non-members of the Committee if their presence is required.
- 7.5 Each member appointed to the Committee shall have 1 vote.
- 7.6 All recommendations prior to going to the Board for consideration must have been vetted by the Staff to ensure feasibility of implementation based on available resources.

## 8. BUDGET PREPARATION

---

- 8.1 Budget considerations are based upon the number of meetings annually, the number of members assigned to the Committee as well as the initiatives of the Committee. The Staff Resource in consultation with the Committee Chair will be responsible for the development of an annual budget.
- 8.2 Budget is to be submitted to the Manager, Finance by January 31 for the year next following Operational Budget.