



Operationalizing the BC Hockey Governance Model

Background

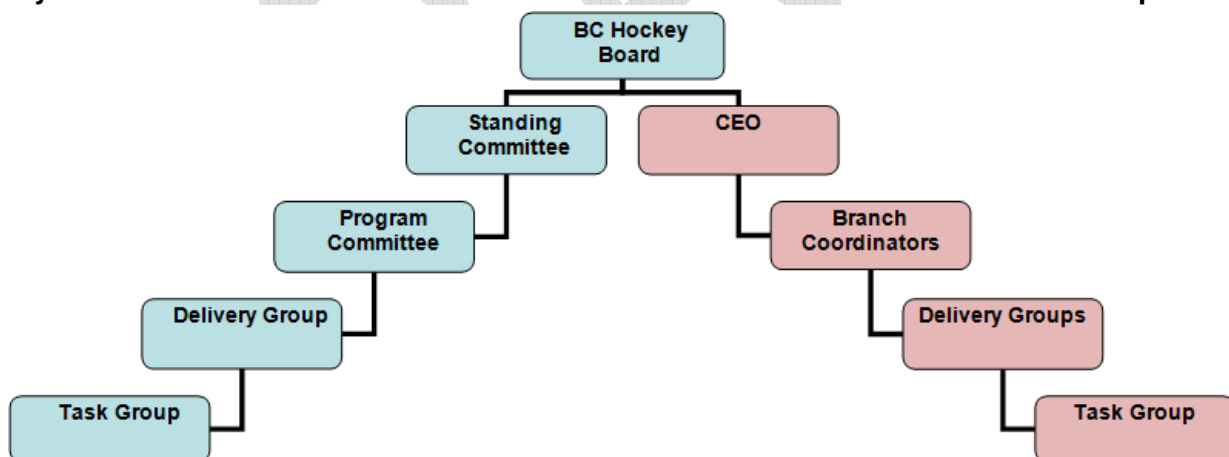
BC Hockey approved a new program organizational design in 2014. The 2014-2015 season has transitioned the operation of programs to the new design. The following highlights some of the major changes in the new program design.

In the move toward a “policy board” model, the BC Hockey Board will remain ultimately responsible to the members by; setting the rules, policies, systems and controls. Board members will reduce operational involvement by no longer Chairing Programs or Program Committees. Staff, both volunteer and paid, are the ones that get things done. They orient other staff, develop delivery strategies, deliver the product and assess the result. They recommend changes for Board consideration through their respective Standing Committee.

The operational side of BC Hockey is responsible for delivery. However, from a policy perspective, any recommendations by the deliverers for changes in content or delivery options are taken from deliverers through their respective Branch Coordinator to a Standing Committee (in development programs, the Hockey Development Committee) or a Divisional Committee. The Committee has the responsibility of vetting each recommendation as to its overall effect on hockey and BC Hockey. The disposition of each recommendation by a Standing or Divisional Committee is then forwarded to the BC Hockey Board of Directors for their consideration. Based on an affirmative decision, operations then develops the implementation strategy, the technical components and delivers to the membership.

Policy

Operations



It is proposed that all BC Hockey operations follow a similar design.



Definitions:

Task Group: Specialists that complete specific duties to deliver or design components of BC Hockey programming

- Conduct work as assigned
- Attend to administrative duties as outlined
- Manage resources

Delivery Group: Geographically situated Coordinators or Task Specific Coordinators that organize the delivery of specific programs / services

- Responsible for program materials inventory
- Identify, schedule, monitor Task Group personnel
- Organize the training of Task Group personnel
- Assist with guiding local implementation
- Attend District events to represent the program
- Relay operational issues to the Program Committee
- Assist with Task Group work
- Promotion at the District and local level
- Communication at the District and local level

Branch Coordinator: Individuals that, in conjunction with staff and committee input, design the implementation strategies and delivery components to reach the goals established by the Board

- Construct uniform operational standards
- Assist with constructing the delivery budget
- Design components
- Build administrative components
- Recommend or represent delivery Policy, Regulations, Bylaws
- Assist in the development of the Promotion Design
- Assist in the development of the Communication Design
- Design Branch events
- Act as a liaison between operations and committees
- Liaise with National Programs



A) Minor Hockey Delivery

1) District Directors

Current Responsibilities:

- Supervision and general conduct in the District
- Written reports of activities in the District
- Approval of officials for inter-district play downs
- Match / Gross Penalties in the Districts
- USA travel and exhibition approval
- Receive and summarize minor tournament sanction forms
- Minor Championships - arrangements, attendance and protests
- Reclassification
- Selection of Association of the Year
- Communication within the District and attendance at District meetings
- Conduct investigations
- Role in the identification and selection of program workgroup members. Give direction
- Decision making as a member of the Executive Committee
- Liaise with Above Minor
- Give / relay interpretations on Regulations / By-Laws
- Report on the acceptability of new member applications
- Review residential waiver requests and confirm support
- Act as a communication conduit to the members of the District, including inquiries and complaints
- Act as a member of the BC Hockey Executive Committee

Upon review these can be categorized into four (4) service areas:

- a) Championships
 - Championship liaison
 - Officials assignment
- b) Member Relations / Communication
 - District communication
 - District reports
 - Association of the Year nomination and selection
 - Relay interpretations
 - Relationships with Development Programs
 - Relationships with Above Minor
- c) Member Operations
 - Recreational player movement
 - USA and exhibition approval
 - Tournament sanctions

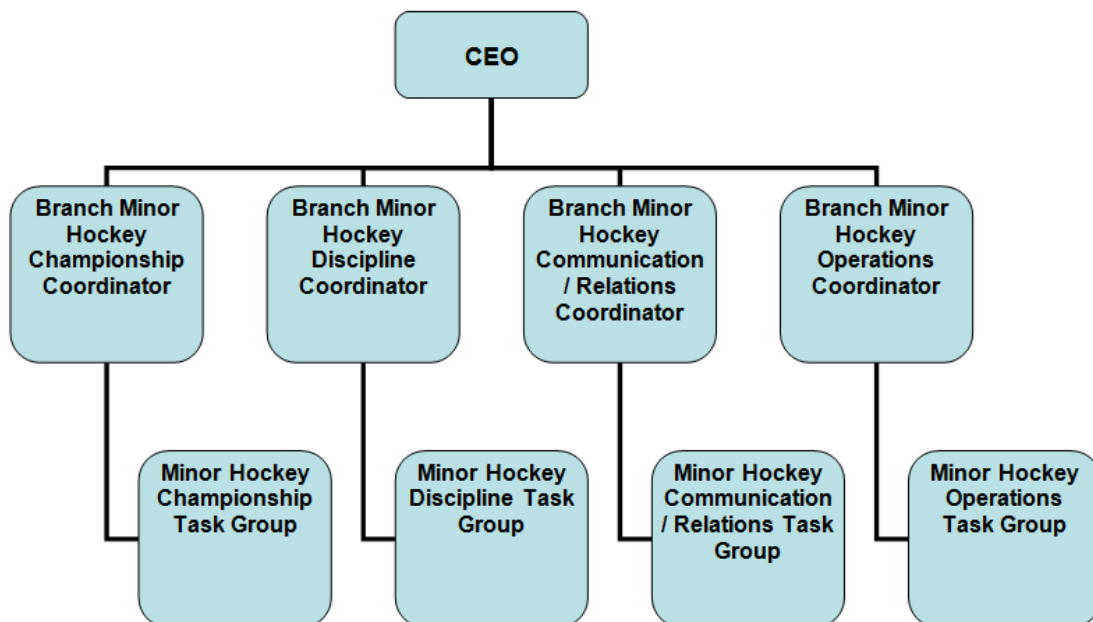


- Reclassifications
- New member applications
- Residential waivers
- Review District IATs on the HCR
- Give support/non-support on team roster requests
- Give support/non-support on applications for Non-Members participating in BC Hockey leagues
- Assist MHAs with Goaltenders replacements
- Give support/non-support on Tournament Team Requests
- Give support / non-support on recreational relief player requests

d) Discipline

- Match and Gross Penalty communication
- Conflict resolution
- General conduct
- Investigations

2) Design



Establish a Delivery Group of Branch Minor Hockey Coordinators, one for each of the four (4) identified service areas (volunteer with an associated staff resource or a paid staff member). Example: BC Hockey Minor Championship Coordinator.

Analyze the workload for each service area. If required, establish Branch Task Groups under the Branch Minor Hockey Coordinator coinciding with the four (4) identified service areas (Championships, Member Relations / Communication, Member Operations, Discipline).



- The extent of the Task Groups would be determined by workload or required expertise in each of the service areas
- Task Groups would link to the Minor Committee through the Branch Coordinator for the purpose of recommendations

As an example the discipline service area would require a Branch Minor Hockey Discipline Coordinator and may require a Task Group(s) of people to;

- a) Serve particular hockey division(s) of the Branch
Example: Branch Pee Wee Discipline Task Group member
OR
- b) Serve assigned District(s) of the Branch
Example: Kootenay and Okanagan Discipline Task Group member
OR
- c) A combination
Larger Districts may be divided into particular divisions with a Task Group member assigned to a division.
More than one (1) smaller District could be serviced by one (1) Task Group member.

Task Group, general:

- The Branch Coordinator may not require Task Groups in their particular service area
- Task Group members would not necessarily be resident in the District they serve
- Task Groups would link to the Minor Committee through the respective Branch Coordinator for the purpose of recommendations
- Task Groups are flexible according to need. As an example, year to year the number of Championships hosted by a District may determine the number Task Group members required



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Minor Hockey Delivery

Job Descriptions

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Branch Minor Hockey Championships Coordinator

i. Job Description

- Attend orientation seminars when required
- Oversee Task Groups in the preparation / operation of the BC Hockey Minor Championships
- Attend monthly video conferences with Hosts and / or Task Groups
- Communicate with Hosts and Task Groups as required.
- Review requests submitted by Host Committees and approve to meet BC Hockey standards
- Attend BC Hockey Championships as required
- Act as a resource for Championships host bid submission(s)
- Act as a Championships Selection Committee member
- Relay all pertinent BC Hockey information to Championship Task Groups and Hosts
- Submit Championship reports as requested
- Promote Minor Associations' activity in Championships
- Act as a communication liaison in regard to Championship information
- Relay recommendations to the Minor Committee
- Provide direction for the Championship Task Group
- Act as a resource for the Championship Task Group

ii. Qualifications

- Familiarity and strong commitment to operating BC Hockey Championships in the District
- Strong communication skills
- Availability for time commitment
- Trained at Branch orientation(s)
- Respect in Sport certification
- Criminal Record Check / Vulnerable Persons Check

iii. Selection

- Appointed by the BC Hockey Board based on the recommendation of a committee composed of the Board Member assigned to the Minor Committee, who shall be Chairperson, a member of the Nominations Committee, a member of the Minor Committee selected by that Committee and the Chief Executive Officer or staff designate



Minor Hockey – Championships Task Group Member

i. Job Description

- Attend orientation seminars when required
- Preparation / operate BC Hockey Championships
- Attend video conferences with Host Committee members and communicate with hosts as required
- Review documents submitted by Host Committees and forward for approval to ensure they meet BC Hockey standards
- Attend BC Hockey Championships as required
- Encourage host bid submission(s) for Championships
- Relay all pertinent BC Hockey information to Championship hosts in the District
- Submit Championship reports as requested
- Promote members activity in Championships
- Act as a communication liaison in regard to Championship information
- Relay recommendations to the Branch Minor Hockey Championships Coordinator

ii. Qualifications

- Familiarity and strong commitment to operating BC Hockey Championships in the District
- Strong communication skills
- Availability for time commitment
- Trained at Branch orientation(s)
- Respect in Sport certification
- Criminal Record Check / Vulnerable Persons Check

iii. Selection

- Appointed by the BC Hockey Chief Executive Officer on recommendation by the Branch Minor Hockey Championship Coordinator, and the BC Hockey staff resource



Branch Minor Hockey Discipline Coordinator

i. Job Description

- Attend orientation seminars when required
- Enter suspensions on the Hockey Canada Registry (HCR) and / or ensure Task Group members enter all suspensions
- Conduct and / or ensure Task Group members complete investigations as required
- Provide direction regarding general conduct of all levels of minor hockey in the Branch
- In cooperation with the Chief Executive Officer (CEO), provide clarification on BC Hockey Regulations regarding protests and discipline.
- Relay recommendations to the Minor Committee
- Provide direction to the Discipline Task Group
- Act as a resource for the Discipline Task Group
- Collect reports from Discipline Task Group members and collate to a Branch report as required.

ii. Qualifications

- Familiarity and strong commitment to upholding BC Hockey Rules, By-Laws and Regulations.
- Strong communication skills
- Availability for time commitment
- Trained at Branch orientation(s)
- Respect in Sport certification
- Criminal Record Check / Vulnerable Persons Check

iii. Selection

- Appointed by the BC Hockey Board based on the recommendation of a committee composed of the Board Member assigned to the Minor Committee, who shall be Chairperson, a member of the Nominations Committee, a member of the Minor Committee selected by that Committee and the Chief Executive Officer or staff designate.



Minor Hockey - Discipline Task Group Member

i. Job Description

- Attend orientation seminars when required
- Enter all suspensions on the HCR
- Conduct investigations as requested
- Provide direction regarding general conduct of all levels of minor hockey in the District
- In cooperation with the CEO, provide clarification on BC Hockey Regulations regarding ineligible players, protests and discipline
- Relay recommendations to the Branch Minor Hockey Discipline Coordinator

ii. Qualifications

- Familiarity and strong commitment to upholding BC Hockey Rules, By-Laws and Regulations.
- Strong communication skills
- Availability for time commitment
- Trained at Branch orientation(s)
- Respect in Sport certification
- Criminal Record Check / Vulnerable Persons Check

iii. Selection

- Appointed by the BC Hockey Chief Executive Officer on recommendation by the Branch Minor Hockey Discipline Coordinator and the BC Hockey staff resource

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Branch – Minor Hockey Member Operations Coordinator

i. Job Description

- Attend orientation seminars when required
- Relay all pertinent BC Hockey communications to members or to Task Group members
- Assist Task Group members or members in complying with team registration requirements
- Assist Task Group members or members with recreational team player movement situations
- Assist Task Group members with USA travel and exhibition game approval
- Assist Task Group members approve, log and report tournament sanctions
- Ensure Task Group members submit written reports regarding the feelings of District members and leagues operating in the District regarding team relocations and new team applications from Above Minor (By-Laws 305, 306, 308)
- Ensure Task Group members serve on reclassification committee(s) (Regulation 1.05ii)
- Ensure Task Group members consider support for residential waivers (Regulation 2.05iv)
- Ensure Task Group members approve recreational team player's participation on a higher division or category team (Regulation 2.25 Note iii)
- Provide direction to the Minor Hockey Member Operations Task Group
- Act as a resource for the Minor Hockey Member Operations Task Group
- Collect reports from Minor Hockey Member Operations Task Group members and collate to a Branch report as required.
- Ensure Task Group members review all District IATs on the HCR
- Ensure Task Group members give support/non-support on team roster requests (i.e. returning cards used on rosters in error, back dating player releases, late registration after deadlines – example Affiliation deadline)
- Ensure Task Group members give their support/non-support on applications for Non-Members participating in BC Hockey leagues
- Ensure Task Group members assist in helping MHAs without Goaltenders find a replacement from another MHA and provide a letter of support
- Ensure Task Group members give support/non-support on Tournament Team Requests
- Ensure Task group members give support / non-support on recreational relief player requests
- Relay recommendations to the Minor Hockey Committee

ii. Qualifications

- Familiarity and strong commitment to assisting with District member's operations
- Skilled in District member relationship building as well as external relations
- Strong communication skills
- Availability for time commitment
- Trained at Branch orientation(s)
- Respect in Sport certification
- Criminal Record Check / Vulnerable Persons Check



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iii. Selection

- Appointed by the BC Hockey Board based on the recommendation of a committee composed of the Board Member assigned to the Minor Committee, who shall be Chairperson, a member of the Nominations Committee, a member of the Minor Committee selected by that Committee and the Chief Executive Officer or staff designate.

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Minor Hockey Member Operations Task Group Member

i. Job Description

- Attend orientation seminars when required
- Relay all pertinent BC Hockey communications to members in the District
- Assist members in complying with team registration requirements
- Assist members with recreational team player movement situations
- Process member USA travel and exhibition game approval (Reg 3.14, 3.15)
- Approve, log and report tournament sanctions
- Submit written reports regarding the feelings of members and leagues regarding team relocations and new team applications from Above Minor. (By-Laws 305, 306, 308)
- Serve on reclassification committee(s) (Regulation 1.05ii)
- Consider support for residential waivers (Regulation 2.05iv)
- Approve recreational team player's participation on a higher division or category team (Regulation 2.25 Note iii)
- On request review all District IATs on the HCR
- Give support/non-support on team roster requests (i.e. returning cards used on rosters in error, back dating player releases, late registration after deadlines – example Affiliation deadline)
- Give their support/non-support on applications for Non-Members participating in BC Hockey leagues
- Assist in helping MHAs without Goaltenders find a replacement from another MHA and provide a letter of support
- Give support/non-support on Tournament Team Requests
- Give support / non-support on recreational relief player requests
- Relay recommendations to the Branch Minor Hockey Operations Coordinator

ii. Qualifications

- Familiarity and strong commitment to assisting with District member's operations
- Skilled in District member relationship building as well as external relations
- Strong communication skills
- Availability for time commitment
- Trained at Branch orientation(s)
- Respect in Sport certification
- Criminal Record Check/ Vulnerable Persons Check

iii. Selection

- Appointed by the BC Hockey Chief Executive Officer on recommendation by the Branch Minor Hockey Operations Coordinator, and the BC Hockey staff resource.



Branch Minor Hockey Relations and Communications Coordinator

i. Job Description

- Attend orientation seminars when required
- Relay all pertinent BC Hockey communications to Task Group members or Branch members
- Submit reports or collate Task Group members reports of member activities as requested
- Promote District members activity in BC Hockey Programs
- Serve on the selection committee for Association of the Year
- Act as a communication liaison with the Task Group members and BC Hockey including information on interpretations of Rules, Policy, Regulations and By-Laws
- Act as a communication liaison in regard to program information
- Act as a liaison with Above Minor programs
- Relay recommendations to the Minor Hockey Committee
- Provide direction to the Minor Hockey relations and communication Task Group
- Act as a resource for the Minor Hockey relations and communication Discipline Task Group

ii. Qualifications

- Familiarity and strong commitment to building District relations and external relations
- Strong communication skills
- Availability for time commitment
- Trained at Branch orientation(s)
- Respect in Sport certification
- Criminal Record Check / Vulnerable Persons Check

iii. Selection

- Appointed by the BC Hockey Board based on the recommendation of a committee composed of the Board Member assigned to the Minor Committee, who shall be Chairperson, a member of the Nominations Committee, a member of the Minor Committee selected by that Committee and the Chief Executive Officer or staff designate.



Minor Hockey – Relations and Communications Task Group Member

i. Job Description

- Attend orientation seminars when required
- Relay all pertinent BC Hockey communications to members
- Submit reports of member activities as requested
- Promote members activity in BC Hockey programs
- Serve on the selection committee for Association of the Year
- Act as a communication liaison with members and BC Hockey including information on interpretations of Rules, Policy, Regulations and By-Laws
- Act as a communication liaison in regard to program information
- Act as a liaison with Above Minor programs
- Relay recommendations to the Branch Minor Hockey Operations Coordinator

ii. Qualifications

- Familiarity and strong commitment to building District relations and external relations
- Strong communication skills
- Availability for time commitment
- Trained at Branch orientation(s)
- Respect in Sport certification
- Criminal Record Check / Vulnerable Persons Check

iii. Selection

- Appointed by the BC Hockey Chief Executive Officer on recommendation by the Branch Minor Hockey Relations and Communications Coordinator, and the BC Hockey staff resource.



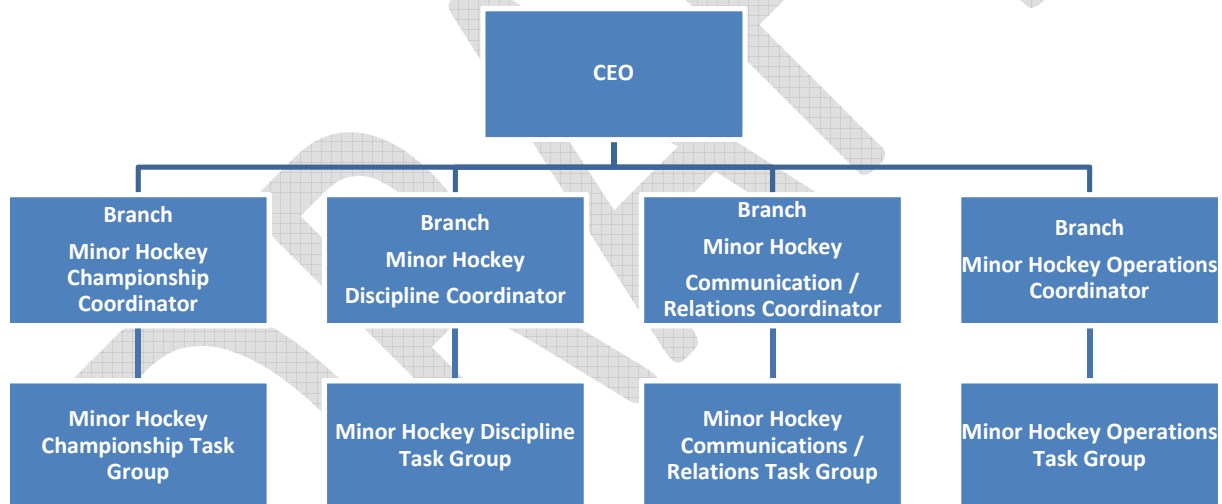
Appendix A

BC Hockey Operations in cooperation with the District

One of the significant opportunities that can be realized as a result of governance restructuring is the cooperative strategy planned for delivery of Branch and District obligations. The concept is that two parallel delivery partners would no longer exist but rather one organization where Districts and BC Hockey act in synchronicity would be developed. Both are required and have different responsibilities within the system. Operational alignment in the four service areas below will be required for BC Hockey and Districts to act in unison and ultimately to be effective.

Logical, organizational flow may be one of the biggest efficiencies in the new governance model. It is meant solely to build the best hockey organization possible. This design will rely on the organizational capacity of the Districts with BC Hockey playing a role to bring training and operational standards to a norm throughout the Branch. Districts would all be required to operate in a similar fashion.

Below is the new design of four (4) service areas which previously relied on District Directors to fulfill.



BC Hockey's Role (top row)

- Appoint / Hire Branch Coordinators (Appointed by the BC Hockey Board based on the recommendation of a committee composed of the Board Member assigned to the Minor Committee, who shall be Chairperson, a member of the Nominations Committee, a member of the Minor Committee selected by that Committee and the Chief Executive Officer or staff designate)
- Train / Orient the Branch Coordinator to attain the highest qualified and trained individual available to the Branch in each of the four service areas.
- To host regular communication strategies (video / teleconferences, meetings) to standardize processes across the Branch



- To assist District Associations in identifying individuals willing to serve as Task Group members.
- To train / orient Task Group members
- To establish delivery mechanisms in Districts, as required.
- To relay all pertinent information as it becomes available.
- To liaise with external agencies (example: Hockey Canada) as needed.
- To ensure recommendations from Task Groups are represented at Minor meetings.
- To assemble Branch reports
- To communicate with Districts

District's Role (bottom row):

- To recommend / assist in locating Task Group members
- To assist in analyzing and developing the delivery structure required in their District in each service area based on the organizational structure of the District and the workload of the service.
- To support Task Group members
- To allow Task Group members communication time at meetings
- To assist member associations in their education of and adherence to processes in the Service Areas

A Practical Example Communications / Relations

The Communications / Relations portfolio includes:

- District communication
- District reports
- Association of the Year nomination and selection
- Relay interpretations
- Relationships with Development Programs
- Relationships with Above Minor

BC Hockey would establish a Branch Coordinator in the service area of Communications / Relations. The Branch Coordinator would be trained in Branch procedures as well as educated using subject matter expertise from both BC Hockey and external agencies. A job description for the Coordinator has been written to guide the process.

The Branch Coordinator would then rely on the District to assist in locating District Communications / Relations Task Group member(s) (approved by the CEO) and to design the operational process for the particular District. A job description for the Task Group member(s) has been written.

For example, one item in this plan may be a communication strategy to ensure that Branch communication items are up to date and presented at District meetings. To ensure that this happens, prior to the District meeting the Branch Coordinator, Staff resource and Task Group member would review applicable items and prepare a presentation plan for the District meeting. The District Communications / Relations Task Group member would then present this material at the meeting. A report from the meeting with reaction or follow up clarifications would be forwarded to the Branch Coordinator who would respond OR seek clarification or action from other departments in BC Hockey. This action may include referral of the topic to a committee. Summary reports would be



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communicated to the Board of Directors and Minor Committee. Any recommendations forthcoming from this process would be brought by the Branch Coordinator to the Minor Committee.

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B) Above Minor Delivery

1) Divisional Directors

Current Responsibilities

a) Senior Male Director

- Supervision, coordinating and general conduct of male senior / recreational hockey
- Report on acceptability of new male senior / recreational member applications
- Match Penalties and Gross Misconducts involving male senior / recreational hockey
- Provide input on Officiating Program committee members
- Serve on committees as directed
- Organize and conduct Senior AAA and Senior AA playoffs
- Supervise Senior AAA and Senior AA BC Championships
- Represent Hockey Canada at Regional or National Championships in BC
- Represent BC Hockey at Regional or National Championships outside BC
- Liaise between minor and male senior / recreational hockey
- Act as a member of the BC Hockey Executive Committee

b) Junior A Director

- Supervision, coordinating and general conduct of Junior A hockey
- Report on acceptability of new Junior A member applications
- Match Penalties and Gross Misconducts involving Junior A hockey
- Provide input on Officiating Program committee members
- Serve on committees as directed
- Attend and supervise BC Junior A Championships
- Represent Hockey Canada at Regional or National Championships in BC
- Represent BC Hockey at Regional or National Championships outside BC
- Represent Junior A at BC Hockey and Hockey Canada meetings
- Liaise between minor and Junior A hockey
- Act as a member of the BC Hockey Executive Committee

c) Junior B Director

- Supervision, coordinating and general conduct of Junior B hockey
- Report on acceptability of new Junior B member applications
- Match Penalties and Gross Misconducts involving Junior B hockey
- Provide input on Officiating Program committee members
- Serve on committees as directed
- Attend and supervise BC Junior B Championships
- Represent BC Hockey at Regional Championships
- Represent Junior B at BC Hockey meetings and Junior Hockey Canada meetings as directed
- Liaise between minor and Junior B hockey
- Act as a member of the BC Hockey Executive Committee



d) Senior Female Director

- Supervision, coordinating and general conduct of senior and adult recreational female hockey
- Report on acceptability of new Junior A member applications
- Match Penalties and Gross Misconducts involving senior and adult recreational female hockey
- Provide input on Officiating Program committee members
- Serve on committees as directed
- Organize, conduct and supervise BC Senior Female A, AA, AAA playoffs
- Represent BC Hockey at Branch, Regional or National Senior Female Championships
- Represent BC Hockey at Regional or National Championships outside BC
- Represent BC Hockey at Hockey Canada meetings as requested
- Liaise between minor, District Directors, and female senior / adult recreational leagues and teams
- Liaise with Chair of Minor regarding minor hockey opportunities for females
- Act as a resource for teams or potential teams
- Act as a resource for the development of new programs / opportunities
- Act as a member of the BC Hockey Executive Committee
- Serve on the Female Development Committee

The workload for the Above Minor Divisional Directors based on their current job descriptions can be categorized into the following areas;

a) Discipline

- Supervision and general conduct
- Match Penalties / Gross Misconducts

b) Member and BC Hockey Operations

- Report acceptability of new member applications
- Develop programs and opportunities
- Represent BC at Hockey Canada meetings
- Be a member of the respective Above Minor Divisional Committee

c) Championships

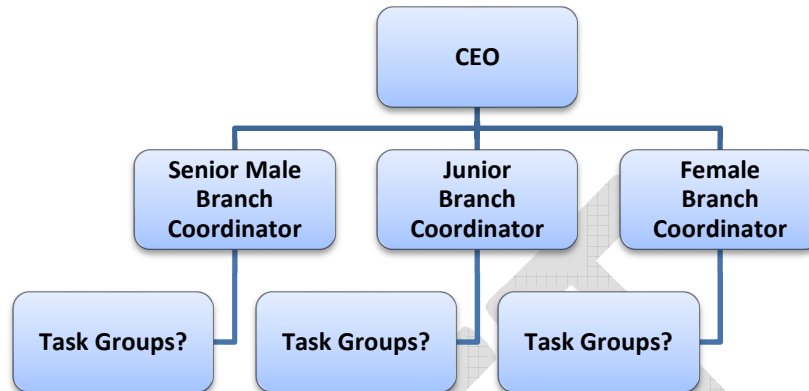
- Attend and supervise BC Championships
- Represent BC Hockey at Regional and National Championships outside BC
- Represent Hockey Canada at Regional and National Championships in BC

d) Communications

- Liaise with minor
- Liaise with development programs
- Act as a resource for leagues and teams



Above Minor Delivery



Create an Above Minor Delivery Group consisting of a;

- i. Senior Male Branch Coordinator
- ii. Female Branch Coordinator
- iii. Junior Branch Coordinator

Analyze the need for a related Task Group(s) OR whether the Branch Coordinator can attend to all tasks. Should the determination be made that the Branch Coordinator cannot attend to all the associated tasks then a subject matter specialist(s) may attend to specific duties under the Branch Coordinator.

Example - Junior B discipline: Should this task be too large for the Branch Coordinator then a Discipline Task Member could be assigned to Junior B. Should this be too big a task then a Discipline Task Member for each Junior B league may be appropriate.

Task Groups:

- Would link to the Divisional Committee through the respective Branch Coordinator for the purpose of recommendations
- The Branch Coordinator may not require Task Groups in particular service areas
- Task Group members may serve more than one Division
- Task Groups are flexible according to need. As an example, the number of Championships hosted by BC in a Division can determine the number Task Group members required



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Above Minor Delivery

Job Descriptions

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Branch Above Minor Coordinators

Each Branch Above Minor Coordinator may require service area subject matter specialists. If so, the job description would include the identification, scheduling and monitoring of Task Group(s) for the Division in cooperation with the Chief Executive Officer.

i. Job Description

- Organize delivery of serve area components
- Identify, schedule and monitor any Above Minor Task Group(s) for the Division
- Organize the orientation of any Above Minor Task Group(s) for the Division
- Assist with guiding teams and leagues with implementation
- Attend Divisional events as required to represent BC Hockey
- Relay operational issues to the Chief Executive Officer or staff resource
- Present Divisional workshops on service areas as required
- Supervise the general conduct of teams and leagues in the Division
- Process Match Penalties and Gross Misconducts in the Division
- Report acceptability of new member applications for the Division
- Develop programs and opportunities for the Division
- Represent BC at Hockey Canada meetings as required
- Attend BC Hockey meetings as requested
- Be a member of the respective Above Minor Divisional Committee
- Attend and supervise BC Hockey Championships for the Division
- Represent BC Hockey at Regional and National Championships outside BC for the Division
- Submit reports as required
- Liaise with Minor and other Above Minor Divisions
- Liaise with development programs
- Promote the Division at Branch, District and local levels
- Communication at the District and local level

ii. Qualifications

- Strong commitment to the Division's operation and development
- Must have good administration, organizational, and communication skills
- Commitment to the key duties as outlined in the Terms of Reference
- Experience as a service area subject matter specialist is desirable
- Respect in Sport certification
- Criminal Record Check / Vulnerable Persons Check

iii. Selection

- Appointed by the BC Hockey Board based on the recommendation of a committee composed of the Board Member assigned to the applicable Above Minor Committee, who shall be Chairperson, a member of the Nominations Committee, a member of the applicable Above Minor Committee selected by that Committee and the Chief Executive Officer or staff designate.



Above Minor Championship Task Group members

Job Description

i. Job Description

- Attend orientation seminars when required
- Prepare / operate BC Hockey Championships
- Attend video conferences with Host Committee members and communicate with hosts as required.
- Review documents submitted by Host Committees and forward for approval to ensure they meet BC Hockey standards
- Supervise BC Hockey Championships as required
- Encourage host bid submission(s) for Championships
- Act as a resource and relay all pertinent BC Hockey information to Championship hosts
- Submit Championship reports as requested
- Promote members activity in Championships
- Act as a communication liaison in regard to Championship information
- Relay recommendations to the Branch Above Minor Coordinator

ii. Qualifications

- Familiarity and strong commitment to operating BC Hockey Championships for the Division
- Strong communication skills
- Availability for time commitment
- Trained at Branch orientation(s)
- Respect in Sport certification
- Criminal Record Check / Vulnerable Persons Check

iii. Selection

- Appointed by the BC Hockey Chief Executive Officer on recommendation by the applicable Branch Above Minor Coordinator, and the BC Hockey staff resource



Above Minor Discipline Task Group member

Job Description

- i. Job Description
 - Attend orientation seminars as required
 - Enter all suspensions on HCR
 - Conduct investigations as requested
 - Provide direction regarding general conduct of leagues and teams in the Division
 - In cooperation with the CEO provide clarification on BC Hockey Regulations regarding ineligible players, protests and discipline
 - Relay recommendations to the Branch Minor Hockey Discipline Coordinator
- ii. Qualifications
 - Familiarity with BC Hockey and Hockey Canada Rules, By-Laws and Regulations
 - Strong commitment to upholding BC Hockey Rules, By-Laws and Regulations
 - Strong communication skills
 - Availability for time commitment
 - Trained at Branch orientation(s)
 - Respect in Sport certification
 - Criminal Record Check / Vulnerable Persons Check
- iii. Selection
 - Appointed by the BC Hockey Chief Executive Officer on recommendation by the applicable Branch Divisional Coordinator and the BC Hockey staff resource



Above Minor Operations Task Group member

Job Description

- i. Job Description
 - Attend orientation seminars when required
 - Relay all pertinent BC Hockey communications to Divisional members
 - Assist teams in complying with registration requirements
 - Assist with team player movement situations
 - Assist teams with travel and exhibition game approval
 - Submit written reports as required
 - Relay recommendations to the Divisional Committee
- ii. Qualifications
 - Familiarity and strong commitment to assisting members' operations
 - Skilled in member relationship building as well as external relations
 - Strong communication skills
 - Availability for time commitment
 - Trained at Branch orientation(s)
 - Respect in Sport certification
 - Criminal Record Check / Vulnerable Persons Check
- iii. Selection
 - Appointed by the BC Hockey Chief Executive Officer on recommendation by the applicable Branch Divisional Coordinator and the BC Hockey staff resource



Above Minor Relations and Communications Task Group members

Job Description

- i. Job Description
 - Attend orientation seminars as required
 - Relay all pertinent BC Hockey communications to members
 - Submit reports of member activities as requested
 - Promote members activity in BC Hockey programs
 - Act as a communication liaison with members and BC Hockey including information on interpretations of Rules, Policy, Regulations and By-Laws
 - Act as a communication liaison in regard to program information
 - Act as a liaison with Minor Hockey
 - Relay recommendations to the Above Minor Coordinator
- ii. Qualifications
 - Familiarity and strong commitment to building internal and external relations
 - Strong communication skills
 - Availability for time commitment
 - Trained at Branch orientation(s)
 - Respect for Sport certification
 - Criminal Record Check / Vulnerable Persons Check
- iii. Selection
 - Appointed by the BC Hockey Chief Executive Officer on recommendation by the applicable Above Minor Coordinator, and the BC Hockey staff resource