



**Terms of Reference – Lake Bonavista Hockey Executive Council (LBHEC)  
(A council under the Lake Bonavista Community Association)**

<b>EFFECTIVE DATE</b>	To be determined when approved by the LBCA
<b>FORMATION</b>	A standing committee of the Lake Bonavista Community Association (hereafter referred to as LBCA) is established by these terms of reference, which will be known as the Lake Bonavista Hockey Executive Council (LBHEC).
<b>PURPOSE</b>	<p>The purpose of the LBHEC is to organize and administer, as part of the LBCA:</p> <ul style="list-style-type: none"><li>a) Timbits, Novice, Atom, Pee Wee and Bantam hockey programs for the LBCA</li><li>b) To liaison with Southside Hockey for the purpose of maintaining an association between LBHEC and Southside</li><li>c) To represent the parents and players (hereafter known as “the members” of the Lake Bonavista Hockey Association (hereafter referred to as LBHA)</li></ul>
<b>COUNCIL OF DIRECTORS</b>	<p>The ongoing affairs of the “LBHEC” shall be conducted by The Executive Council, elected by the members subject to such limitations as imposed from time to time by these guidelines, The Council, or the membership.</p> <p><b><u>Executive Council Members:</u></b> Past President (Amended 08/27/14) President President Elect (Amended 04/14/16) Vice-President of Operations Financial Auditor Registrar(1) (Amended 04/14/16) Age Category Coordinators- Timbit(2) / Novice(2) / Atom(2) / Peewee(2) / Bantam(2) Goalie Coordinator (2) (Amended 04/14/16) Equipment Coordinator Coach Mentor Coordinator Evaluation Coordinator Referee Coordinator Safety Coordinator Web Site Coordinator</p>



Administration Coordinator (Amended 04/14/16)  
House League Coordinator (amended 05/30/15)  
3 on 3 Coordinator (04/14/16)  
Secretary

### **Executive Council Positions**

The Executive Officers of the “LBHEC” shall be elected at the AGM and shall be comprised of the President, Vice President of Operations and Financial Auditor. Coordinator/Registrar positions on the Council shall also be elected if more than 1 candidate puts their name forward.

The Directors may fill vacancies of the Executive Officers, however caused, as long as a quorum of the Council of Directors remains in office.

Other ad-hoc sub-committees maybe formed at the discretion of the LBHEC for program delivery purposes.

A member of the executive council will be considered a member not in good standing and may be suspended or removed by the LBHEC for:

- a) Unpaid dues
- b) Conduct contrary to these terms of reference, deemed improper, unbecoming or likely to endanger the interest or reputation of the LBHA, willingly or otherwise
- c) Taking legal action or being involved in legal action against LBCA, Hockey Calgary, Hockey Alberta, Hockey Canada or a member of the Lake Bonavista Hockey Program

Removal of a council member requires a vote passed at 75%

### **NOMINATIONS COMMITTEE**

Comprised of Past President and 2 Council members.  
Nomination of a full slate of candidates for election to the Council/Council.  
Recommendations to the Council naming candidates to fill vacancies on the Council.

No fewer than 45 days prior to the closing of the nominations, the nominating committee shall seek through the associations website, email, newsletter or any other means as directed by the LBHEC, the names of eligible candidates to consider for possible



nominations to the Council/Council.

At the AGM the nominating committee will circulate to the members in attendance, the names of the eligible candidates. The nominating committee will also call for additional names from the floor.

At the AGM, following the nominations the President will confirm that nominations are closed. The president will then ask for the Council and voting members to cast a vote for each appropriate vacant position.

## **DECISION MAKING**

Each member of the LBHEC will have one vote. If a position is shared (i.e. 2 Bantam coordinators), they must vote as a unit. The Past President will have no voting rights. (Amended 08/27/14)

Decisions of the LBHEC will be made by resolution passed by a majority of members present and voting on the resolution at a duly called meeting of the members.

The President will not have a vote except when there is a tie vote of the LBHEC members in which case the President will have a deciding vote.

## **MEETINGS**

LBHEC will meet monthly with the exception of July. Additional meetings may be called by the President or VP with a minimum of 5 days' notice

Notice of the meeting shall be posted on the Breakers website

Any member LBHA may attend the Council Meetings as an observer.

They may request an issue be put on the agenda prior to approval of the agenda by The Council.

LBHA members who attend the Council Meetings and are not Council members do not have voting privileges at the Council Meeting.

A quorum at a Council meeting shall be fifty percent (50%) + one of serving Council Members.

Motions arising at any meeting of The Council shall be settled by a majority of votes.

## **ANNUAL GENERAL MEETING**

The membership of the "LBHA" shall meet at the call of the President, annually in the last quarter of the fiscal year.



The business of the Annual General Meeting is not limited to, but shall include the following:

- a) Approval of Agenda
- b) Reading of the Minutes of previous annual meeting
- c) Elections of Executive Officers and other council members
- d) New business
- e) Motion of adjournment.

The quorum for the Annual General Meeting shall be twenty (20) Members in good standing.

When a quorum is not available at the Annual General Meeting a quorum is considered to be those present after 15 minutes from the scheduled start time.

A quorum consisting of a majority of the LBHEC must be present in order to conduct a valid meeting.

## **DIRECTOR RESPONSIBILITIES, BOARD DUTIES AND EXPECTATIONS**

The position of Director or Officer on a Board of Directors is a position of trust in relation to the organization. Fundamental to the responsibilities of Directors and Officers is the duty to act in the best interests of the organization they serve at all times, even at the expense of their own self-interests. Such individuals are required to exercise a standard of care that reflects the diligence and skill that a reasonably prudent person would apply under similar circumstances. Directors and Officers are also required to comply with any pertinent legal regulations and statutes.

(Added & Amended 06/26/14)

## **EXPECTATIONS VOLUNTEER BOARD OF DIRECTORS**

- Attend Board meetings regularly
- Declare any and all potential conflicts of interest to the Board and you may be asked to sign a declaration to that effect.
- Respect the confidentiality of information and documents required for governance.
- Familiarize yourself with the goals, and terms of reference of the organization and work within those parameters.
- Commit adequate time to prepare and attend meetings.
- Disclose any information that is deemed pertinent to Board discussion.
- Communicate with respect at all times when interacting with all LBHEC volunteers, Lake Bonavista, Staff, and Members.
- Participate in Board education opportunities as they arise.



(Added & Amended 06/26/14)

**ASSUMED  
RESPONSIBILITIES**

- Use your skills, knowledge, and expertise to actively contribute to Board discussion.
- Participate in committees that enhance the work of the Board as a whole.
- Exercise due diligence- in other words-make all decisions based on knowledge and fact with consideration of all stakeholders.
- Support the Officers of the Board (President, Vice-Presidents, Past-President, Secretary, Treasurer, and Registrars)
- Support decisions ratified by the Board in your presence or absence.

(Added and Amended 06/26/14)

**SUSPENSIONS  
DISCIPLINE AND  
SUSPENSIONS**

The LBHEC or in their absence the President shall have power to suspend or discipline any:

Coach, parent, manager, player, trainer, LB referee or other LB or Team Official under the jurisdiction of LBHA

Such suspensions will be effective immediately and remain in effect until such time as a Discipline Committee can be convened to further review all circumstances. This Committee shall convene within seventy-two hours of such suspensions.

**DISCIPLINE COMMITTEE**

The discipline committee shall be convened as required.

The Discipline Committee shall include five Council Members as follows:

- Vice President
- Safety Coordinator
- Coordinator(s) for the age category concerned.
- Independent Council member
- President (non-voting member)

They shall act on the conduct of any:

Coach, parent, manager, player, trainer, LB referee or other LB or Team Official under the jurisdiction of LBHA.

Shall have the authority to suspend any player beyond those suspensions levied by Hockey Calgary

May review all suspensions and may impose further disciplinary



action if terms of the suspension were not followed.

LBHEC maintains the right to refuse registration to LBHA to anyone who displays conduct unbecoming of the Association

**AUTHORITY AND RESPONSIBILITY:**

The LBHEC will formulate policies, rules and regulations that are consistent with the rules and regulations of MHAC, Hockey Alberta and the Hockey Canada. All such policies, rules and regulations and any amendments thereto, must be approved by the LBHEC before they will take effect.

**AMENDMENTS TO GUIDELINES:**

These terms of reference may be rescinded, altered or otherwise amended by a Special Resolution passed by a majority of not less than 75% of the LBHEC, Notice of intention to rescind, alter or otherwise amend must be presented to all LBHEC members 15 days prior to the next meeting

**JOB DESCRIPTIONS:**

**Past- President – Term of Office 2 Years**

The Immediate Past President provides advice and leadership to the Board of Directors regarding past/best practices and other matters to assist the board in governing the association. The Immediate Past President may be asked by the board to perform the duties of the President in the absence or disability of the President. The Past President will chair the nominations committee. (Amended 08/27/14)

**President - Term of Office 2 Years**

Provides the general supervision over and direction of the operation of the council and acts as chairperson for all meetings attended.

- Holds a position on any established sub-committees
- Schedules and prepares the agenda for council meetings.
- Participates in the preparation of the annual operating budget.
- Organizes an annual review of the financial statements.
- Resolves complaints as required.
- Champions player or coach suspension situations with the appropriate hockey body, as required
- Attends or appoints a designate to attend all HC meetings or any other required meetings.



Votes or appoints a designate (in writing) on behalf of the LBHA in all HC matters  
Promotes and enforces fair play and discipline.  
Submit seeding requests to HC for all LBHA teams.  
Performs all require Press Releases through the media as required by the Council.  
Casts the deciding vote on council decisions in the event of a tie.  
Approval and submission of team affiliations  
Remain on council as Past President for the current president's term

**VP of Operations – Term of Office 2 Years- opposing election year of the President**

The Vice-President shall act on behalf of the President in the event that:  
The President is absent from any meetings of the association, the President is unable to fulfill the duties of the chair due to a conflict of interest, or a matter involving the family of the President arises.  
Shall assist the President with all duties as delegated and, in the President's absence, assumes the duties of the President.  
Serves as an alternate in attendance and voting with Hockey Calgary.  
Assists with the annual budget.  
Shall take receipt of minutes of other Association Committees and document them for the record.  
Liaison between LBCA office staff and LBHEC  
Work with LBCA office staff to schedule practice times  
Work with LBCA office staff and Calgary Minor to schedule home games  
Organize team photos  
Organize and hold a manager's meeting  
Organize and hold an organizational meeting for the Christmas Cruncher  
Help President submit team affiliations to Hockey Calgary

**Financial Auditor - Term of Office 2 Years**

Review the monthly and annual financial statements as prepared by LBCA for the Lake Bonavista Hockey Council (LBHEC) for reasonability.  
Review LBHEC month and annual actual budget variance as prepared by LBCA for reasonability  
Review the annual LBHEC budget as prepared by LBCA,



President and Vice President for reasonability.  
Present Budget to LBHEC, once approved present to LBCA  
Report analysis on financial statements, budget, actual to budget  
variances and registrations fee to LBHEC.  
Review Lake Bonavista hockey registration fee rates set by  
LBHEC and any changes to the rates for reasonability  
Present budget at AGM  
Attend LBHEC meetings

### **Age Group Coordinators - Term of Office 1 Year**

Manages, along with Evaluation Coordinator support, the annual evaluation process; recruit a group of volunteers for evaluations, notify and organize players for scheduled evaluation ice times, arrange appropriate on ice and bench support volunteers and also work with the Coach Mentor Coordinator to select the skill drills as required.

Use the results, along with the Evaluation Coordinators, form teams within their specific age group from the evaluation process.

Work with registrars to anticipate and address goalie shortages/overages

Along with Evaluation Coordinators; deal with any evaluation issues or audit requests.

Along with Coach Mentor Coordinator feedback, determine the selection of Team Head Coaches.

Work with the Registrars to ensure the accuracy of player information and team registration.

Submit to LBHEC President, Seeding round requests for team division levels and also submit for any reseeding requests for the regular season following the reseed criteria from Hockey Calgary.

Acts as LBHA representative at first level contact for team concern/dispute that is not resolved at the Manager/Head Coach level.

Participates in and ensures all LBHEC discipline and / or LBHEC suspensions for their age level. Point of contact for Hockey Calgary League Chair or Governor.

Maintains a contact distribution network, ensuring information to be handed down to teams actually reach its destination. (Tournament, game requests/contacts etc.)

Age groups with Non-Parent Head Coaches are to have conformation from Coach for the next season by June 1; this will provide time to seek a replacement in the event of them not returning next season.

Attends monthly LBHEC meetings and submits a verbal/written report as required.





### **Timbit Coordinator – Term of Office 2 Years**

Organize a preliminary skate with basic skating drills for 1<sup>st</sup> year players. This skate should have approximately 6 evaluators and the ice session should be led by a qualified coach with at least one other helper.

Based on the preliminary skate form teams with even skill levels and move players as needed/required to senior/2<sup>nd</sup> year teams

Decide with the assistance of the President/Vice President how many teams will be formed for the season based on ice availability and # of participants.

Hold a parent meeting explaining the fundamentals of the Hockey Calgary Timbits Program, basic equipment, safety and general enquiries.

Familiarize yourself with the Hockey Calgary Timbits Operations Manual

Create the practice schedule for all teams for the season

Work with the registrar to ensure that all parent and coaching requirements are completed and up to date.

Provide Registrar with proper team registration

Organize the Hockey Calgary Learn to Play Participants

Hold a team managers meeting explaining:

- a) How the Timbit's game system works, game limits, date to start playing games, rules associated with games, sanctions etc.
- b) Expectations of a team manager
- c) Website Usage
- d) Proper certifications
- e) Respect in Sport
- f) General Information

Organize and manage all aspects of the Timbits Tournament.

Act as liaison with all other associations for the purpose of setting up games, tournaments and general correspondence.

Provide the LBCA Office with a list of completed teams and the completed schedule.

Maintain a proper contact distribution network.

Attend monthly LBHA meetings and submit a verbal/written report as needed.



### **Evaluation Coordinator - Term of Office 2 Years**

Maintain the Lake Bonavista Evaluation Process Handout  
Working with the Age Group Coordinators ensure each evaluation skate has the appropriate number of evaluators  
Ensure the Evaluation process is being followed as per the documented process  
Approve moves throughout the evaluation process, ensuring consistency of process for all age groups.  
Ensure the team selection process is based upon the ratings from the evaluation process  
Lead audits in conjunction with Age Group Coordinators  
Attend LBHEC Meetings

### **Goalie Coordinator - Term of Office 1 Year**

Organize and ensure the efficient running of any goaltender clinics.  
Determine Goalie situation and work with Goalie and Age Coordinator prior to evaluations for appropriate method of selection. Full time/part time etc.

Liaise with the age coordinators to ensure an appropriate goaltender evaluation during the Evaluation process.  
Communicate with goaltenders and parents during the evaluation process to ensure these parties are familiar with the process.  
Review the Evaluation Process and make any recommendations deemed necessary for improving the Process as it relates to goaltenders.

Champion the recruitment and skill development of LBHEC goaltenders.

Serves as a resource to help team coaches find goaltender coaches, to properly equip their goaltenders and to assist in finding relevant goaltender materials(e.g. video's, Hockey Canada Goaltenders Skill Manual, Hockey Canada Goaltender Video series).

Develop and maintains the goaltender evaluation process.

Supports the Age Category Coordinators in the evaluation and team placement of goalies.

Develop and maintain a mentorship program whereby older Association goaltenders can work with & provide guidance and support to the younger LBHEC goalies. This could help to produce better goalies within the LBHEC system and would be great for



camaraderie amongst goalies within LBHEC.

Asses when outside organizations should be brought in to assist with goaltender coach development.

Continually asses the level of goaltender training and goaltender coaching resources that may already exist within LBHEC but is not being tapped. Additional coaches for the goaltenders may be required. Each team should have 1 coach dedicated to the team's goalies – usually 2 goalies per team depending on registrations & evaluations. Target is to have one coach from each team trained as the designated goaltender coach and to focus on the team's goaltender development.

Asses the condition of LB current stock of goaltender equipment for Novice/Atom with the Equipment Coordinator.

Provide training on the proper equipment sizing and fitting for goaltenders.

Implement any Hockey Canada goaltender equipment rule changes.

Attend LBHEC Meetings

### **Registrar – Term of Office N/A (Amended 04/14/16)**

Annually set up the different packages, fees, reports, question sets etc. in HCR(Hockey Canada Registry)

Maintain the HCR system

Assist families with registration process as needed – payments, refunds, logins, age group, questions

Ensure that all new registrants follow proper procedures- proper identification, proof of residency, correct association, transfers, etc.

Ensure all participants have completed the necessary course requirements as deemed by Hockey Calgary/Hockey Alberta/Hockey Canada. This would include Respect in Sport Parent, Respect in Sport Coach, all coaching qualifications, safety qualifications, player/coach body checking courses

Provide age group coordinators with appropriate reports as required for evaluations and formation of teams

Assist age group coordinators as a contact with other associations as needed, transfer in/out players/goalies with surpluses/shortages, releasing players/goalies at end of season

Populate team rosters in HCR once formed

Populate team rosters with affiliates

Ensure that all Hockey Calgary rules/regulations are being adhered to regarding the formation of team rosters



Distribution of team rosters - pending, with affiliates and approved  
Assist with budget projections for age groups  
Ensure that all coaches are aware of any carry forward suspensions from the previous season  
Liaison with the Calgary Buffaloes Organization for quadrant tryouts  
Support LBHEC with any necessary information, reports, issues, updates  
Liaison with Hockey Calgary Administrator  
Liaison with other Calgary associations and across other jurisdictions  
Regularly attend LBHEC meetings  
Regularly attend Hockey Calgary Registrar meetings  
Provide LBCA office with membership fee reports, pre-registration reports and accounting reports as required  
Provide LBCA with list of all refunds  
Contact and administration person for the Flames Even Strength Program  
Assist Safety Coordinator as required with input of Police Checks in HCR  
Maintain registration/Timbits pages on website  
Generate memorandums – prices, deadlines, payment schedules  
Mass email communications to all registered hockey families

### **Coach Coordinator - Term of Office 2 Years**

Design and implement a Coach Mentorship program for developing and supporting coaches within the Lake Bonavista hockey program.  
Evaluate the effectiveness of the Coach Mentorship program on a regular basis and adjust as needed.  
Act as a liaison with Hockey Calgary in regards to its coach mentoring initiatives.  
If requested, provide assistance to the hockey program's age group coordinators:  
- during the coach selection process  
- dealing with any coaching issues during the season  
Complete coach evaluations at the end of every season or as needed during the season  
Attend LBHEC Meeting

### **Safety Coordinator - Term of Office 2 Years**



Attend early season Team General Manager Information sessions to inform managers about Safety Regulations for team volunteers. Coordinate Police Information Check form and ID collection and submission, including supplemental information declarations and requests for interviews.

Act as a resource about proper reporting forms required for any injury situation with Association teams.

Attend Association council meetings and follow up on any safety concerns or issues.

Act as a liaison between the Hockey Association and the Community association on Facility concerns and Safety Issues.

Standing member of the Turning Point Discipline Committee

### **Web Administrator – Term of Office 2 Years**

Provide passwords and usernames to enable website access for all team managers and team website administrators.

Provide website support for all Bonavista team managers and team website administrators.

Manage Breakers website advertising, ensuring paid advertisements are displaying correctly and logos are correct.

Receive and post relevant news articles to the Breakers website.

Post up-to-date ice schedules to the website in September and January

Manage website development and communication with Goalline

### **Equipment Coordinator - Term of Office 2 Years**

Inventory, analyze needs and order equipment prior to the start of the year and anything requested during the year subject to budgetary and council approval

Organize and put out evaluation jersey sets (on rolling wardrobe bars), puck buckets, pinnies, clipboards and printer for evaluations – late August

Collect all evaluation items at end of evaluations and return to lock up.

Wash jerseys as required.

Put back in sets and label for next year.

Organize 2-3 equipment pick-up nights once teams are set (late September).

Distribute jerseys, pucks, first aid kits, hockey office key fobs and goalie equipment as required to all teams.

Collect credit card or cheque deposits and arrange to get them to



the office for processing  
Handle miscellaneous equipment requests throughout the year  
Organize 2-3 equipment drop off dates once the season winds down (usually prior to Spring Break – but some teams have late tournaments, etc.).  
Inspect Condition and completeness of the return and arrange deposit return and advise office of any required deductions.

### **Referee Coordinator – Term of Office 2 Years**

Maintain Assignr.com referee scheduling website  
Assist new potential referees with the CZRC clinic registration process  
Input games into the website received from a) Hockey Calgary, b) LBCA (evaluations and some tournaments) and c) individual team managers (exhibition games and some tournaments).  
Schedule referees to work games in website.  
Deal with cancellations and no-shows on an as-required basis.  
Provide periodic payroll information to the office (typically done four times each year: After evaluations, after the seeding round, after the Cruncher and after the playoffs)  
Assist referees as required  
Host referee clinics as required  
Attend LBHEC meetings

### **Secretary – Term of Office 2 Years**

Shall have charge of all correspondence of the LBHEC  
Book rooms for meetings  
Issue notice of all meetings to the LBHEC and the LBHA  
Take minutes at all LBHEC meetings and distribute those minutes to LBHEC  
Coordinate notifications with website coordinator  
Other duties as required