



Cochrane Minor Hockey Association (CMHA)

Policy Title: Committees and Subcommittees Policy

Effective Date: September 15, 2024

Website: www.cochraneminorhockey.com

1.0 Overview

This policy outlines the structure and responsibilities of all standing committees and subcommittees within the Cochrane Minor Hockey Association (CMHA).

2.0 Committees and Subcommittees

2.1 The CMHA Board may appoint Committees or Subcommittees to assist with the operation of CMHA. These must consist of **Members in good standing** with CMHA and Hockey Alberta.

2.2 All recommendations, activities, or projects proposed by a committee or Subcommittee are subject to **approval by the CMHA Board**.

3.0 Finance Committee

3.1 Membership includes:

- Director of Finance (Chairperson)
- Equipment/Special Projects Director
- A Vice President
- Registrar
- Operations Coordinator
- Administrator

3.2 Responsibilities include:

- Preparing the annual budget for Board approval.
 - Making recommendations on all CMHA-related fees.
 - Addressing additional financial matters as required by the Board.
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4.0 Coach/Manager Selection Committee

4.1 Membership includes:

- Coach Director (Chairperson)
- VP High Performance



- VP RHL
- VP Female

4.2 Responsibilities include:

- Soliciting coaching and managerial applications.
 - Evaluating and placing head coaches.
 - Approving assistant coaches.
 - Submitting coach training approvals to the Financial Administrator.
 - Addressing other duties related to coach and manager appointments.
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5.0 Registration Committee

5.1 Membership includes:

- Finance Director
- Administrator
- Registrar
- Operations Coordinator

5.2 Responsibilities include:

- Coordinating annual registration.
 - Reviewing non-resident player applications.
 - Performing other tasks related to registration as needed by the Board.
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6.0 Team Selection / Player Evaluation Committee

6.1 Membership includes:

- VP Operations
- VP High Performance
- VP RHL
- VP Female
- VP Player Development
- Evaluation Director

6.2 Responsibilities include:

- Overseeing all player evaluations and team selections.
 - Maintaining a consistent and values-driven evaluation process.
 - Ensuring all divisions follow the established procedures.
 - Communicating evaluation processes clearly to families.
 - Addressing any related issues or concerns as required by the Board.
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7.0 Bylaws, Policy and Procedure Committee



7.1 Membership includes:

- President
 - Operations Coordinator
 - Finance Director
 - VP Operations
 - VP Admin
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8.0 Fundraising Committee

8.1 Membership includes:

- Equipment/Special Projects Director (Chairperson)
- Finance Director
- Any additional CMHA members in good standing as deemed necessary

8.2 Responsibilities include:

- Organizing fundraising activities for the Association.
 - Securing required AGLC approvals.
 - Carrying out duties as directed by the Finance Director or President.
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9.0 Appeals Committee

9.1 Membership includes:

- The **Executive Board of Directors.**