



At A Glance - Committees Terms of Reference

Committee	Type				Active	Formed to			Chaired by	Reports to		Members		Broad Mandate		Staff Involvement			
	Board Standing	Board Ad Hoc	Board Task Force	Program		Ongoing / Repeatable	Finite End Date with specific task to complete	Advance Work of Board between meetings		Examine a challenge or opportunity	To operate programs	Board Member Appointed by the Board	Board via Chair	Executive Director	Appointed by the Board	Appointed by Chair or Executive Director	Recommendations to Board	Operate Programs	Low
Executive and Finance	x				X		X			X		X					X		
Governance and Nominations	x				X		X			X		X					X		
Human Resources	x				X		X			X		X					X		
Dashboard			x			X				X		X						X	
Ice Access			x			X		X		X		X						X	
Cost Analysis			x			X		X		X		X						X	
Program Standards			x			X		X		X		X						X	
Coach Intake/Orientation			x			X		X		X		X						X	
Coach Assessment			x			X		X		X		X						X	
Coach Recognition			x			X		X		X		X						X	
Officials to Athletes Ratio			x			X		X		X		X						X	
CTR Optimization				x		TBA			X		X		X						X

Cost Analysis Team

<p>Introduction / Background: Cost of participation in organized sport is a challenge for many Alberta families. We know that with increasing costs there is downward pressure on participation, therefore, if we are to achieve our goal of 75-22, making ringette more financially accessible for average Alberta families as quickly as possible, is a priority.</p> <p>While we may wish to be aware of the cost of ringette relative to other sports, if all sports are a financial concern for Alberta families, we need to be better than “the rest”. Regardless, we need to focus on our cost relative to the ability of average Alberta families’ ability to pay.</p> <p>The Committee’s job is to analyse the cost of participation in ringette and bring forward recommendations to the Ringette Alberta Board and Group Members to improve financial accessibility.</p>	
Committee Type:	Task Force
Chair:	Appointed by Ringette Alberta Board: Jackie Shimko
Other Members	Appointed by the Ringette Alberta Board: <ul style="list-style-type: none"> • Nicole • Lisa • Jackie • Kristen
Quorum	50% +1
Decision Making	By simple majority vote
Reporting	Via the Chair. Written report to the Board two weeks in advance of pre-scheduled Board meetings.
Must be aware of work by and/or work with:	<ul style="list-style-type: none"> • Program Standards Team • Dashboard Team
Deliverables:	<p>1. Complete a thorough analysis of the costs to participate in ringette including, but not limited to:</p> <p>Fixed costs</p> <ul style="list-style-type: none"> • Program registration fees • Equipment • Uniforms • ... <p>Discretionary costs</p> <ul style="list-style-type: none"> • Team apparel • Tournament registration fees • Travel (fuel, airfare, bus / van rentals, etc.) for all training and competition • Meals • Accommodations • ... <p>2. Assess the gap</p>

	<ul style="list-style-type: none"> • Determine the average household income of current ringette families. • Compare to average household income of Alberta families (being careful to compare apples to apples) and report on any gap and quantify it in a repeatable measure. This gap will be used in the master “Ringette in Alberta” dashboard. <p>3. Determine an appropriate target, (number of local associations that have sufficient ice to meet LTAD objectives by 2022) that is aligned with the 75-22 target and provide to Dashboard Team.</p> <p>4. Prepare a series of recommended policy changes and good practices to control costs reflecting back on fixed costs and variable costs.</p> <ul style="list-style-type: none"> • Include recommended timeline for implementing the recommendations. • Include process for measuring progress <p>5. Include recommended future related work</p>
Due Date:	<ul style="list-style-type: none"> • Interim Report January 15, 2018 • Final report May 5, 2018 (Ringette Alberta Annual General Meeting)
Committee Dispersal:	May 5, 2018
Staff Involvement:	Low to Moderate: Basic Administrative Support, book meeting facilities, conference calls, distribute minutes Staff may also be requested to attend meetings of the task force but are not voting members
Staff Liaison:	Carolyn Reich