



CENTENNIAL

ICE ARENA

Providing safe, fun, and educational ice sport opportunities in our community.

User Group Committee Charter

NAME AND PURPOSE:

The User Group Committee (UGC) is a standing committee of the Billings Amateur Hockey League (BAHL) that supports the operations of ice sports programs. This committee provides feedback and makes recommendations to the Centennial Ice Arena (CIA) Director, BAHL Board of Directors, and/or the Executive Committee, as needed.

AUTHORITY AND SCOPE

1. The UGC is established by the board of directors and operates under the authority granted by the organization's bylaws.
2. The UGC's scope includes the development, implementation, and monitoring of the organization's User Groups.
3. The UGC may review and make recommendations regarding the organization's overall direction, goals, objectives, programs, and resource allocation.
4. The UGC has no power or authority to act on behalf of the full board. The GC will abide by the provisions in the Bylaws that pertain to the meetings and actions of the Board.

COMPOSITION:

1. The members of the UGC will be comprised of at least one board member or two along with some non-director participants.
2. The Board of Directors may fill vacancies on the UGC. The Board may remove a committee member from the Committee at any time, with or without cause.
3. User groups represented on this committee will consist of a representative of Youth Hockey, Adult Hockey, Learn To Skate, Figure Skating, and Curling.
4. Each user group will recommend their representative on an annual basis and candidates will be appointed by the board

ROLES AND RESPONSIBILITIES:

1. Serve as ambassadors for UGC included, at a minimum, the following: respect, integrity, teamwork, and equal opportunity for all user groups.
2. Ensure that UGC adhere to the values of USA Hockey and SafeSport standards.
3. Assist the CIA director or direct report in setting annual goals and objectives for ice sports reviewing end-of-season feedback and evaluating the overall effectiveness of all ice sports.
4. Review and help update the annual BAHL/ CIA handbooks as requested by the CIA Director.
5. Assist with program operations, outreach and fundraising activities and/or general rink operations as requested by the CIA Director and/or the UGC.
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7. Document meeting notes and provide to the BAHL Secretary and the CIA Director.

MEETINGS AND DECISION MAKING:

The UGC will meet at least twice a year and hold additional meeting as needed to fulfill its responsibilities as described in this Charter.

CONFIDENTIALITY AND CONFLICT OF INTEREST:

1. UGC members shall maintain strict confidentiality regarding sensitive information discussed during committee meetings.
2. Members shall disclose any potential conflicts of interest and refrain from participating in discussions or decisions where such conflicts exist.

DURATION AND REVIEW

1. The UGC shall operate until disbanded by the board of directors or upon completion of its designated tasks.
2. The charter shall be reviewed periodically, at least once a year, to ensure its relevance and effectiveness.

Approved and adopted by the Billings Amateur Hockey League board of directors on July 29, 2023.