

## Hockey Calgary Human Resource Committee Annual Report

July 2016

During the past year the HR Committee maintained its policy of assisting HC Management with the basic needs of HR in a small operation and providing the HC Board of Directors with the information necessary for good governance.

### **HC Employee Handbook**

We were with Kevin to write a Hockey Calgary Employee Handbook. The handbook was reviewed with the staff for any inconsistencies between what was written and what actually happens. Adjustments were made appropriately and the handbook was implemented.

### **Succession Plan**

We worked with Kevin Kobelka to review all of the key positions within Hockey Calgary, both staffed and volunteers and identified the most likely methods of replacing each person in case of turnover. Potential sources of personnel including growth from one function to a more responsible function were discussed. In the case where there was no obvious internal source of replacement we outlined the most likely outside sources for these positions as well as a plan to cover their key functions while a replacement was being recruited.

We documented this information in a Succession Plan, which was presented to the Board.

### **Executive Director Annual Review**

Kevin Kobelka's annual review was completed and presented to Kevin by the Chairman of Hockey Calgary Ron Chicoyne. Prior to the presentation of the review with Kevin the HR Committee was provided with an opportunity to comment and discuss the review and the planned 2016/17 compensation.