

Battlefords' U18 AAA Stars Constitution and Bylaws

Article 1: Name and Jurisdictions

- 1.01 The name of the team shall be known as Battlefords U18 AAA Stars (referred to as the "AAA Stars").
- 1.02 The team shall operate under the jurisdiction of the Battlefords Minor Hockey Association (BMHA) with its own Board of Directors and shall abide by all the regulations, bylaws, and rules of the Saskatchewan Midget AAA Hockey League (SMAAAHL), the Saskatchewan Hockey Association (SHA), Hockey Canada (HC) and the Battlefords Minor Hockey Association (BMHA).

Article 2: Aims and Objectives

- 2.01 To promote fair play and sportsmanship, and to develop the technical hockey skills of team members through the provision of a safe and competitive environment. A desire to win fairly, is the primary aim.
- 2.02 To foster, promote and encourage self-esteem, friendship, team attitude, self-discipline and respect for oneself and others, with an emphasis on education, good character and citizenship. Through teamwork we strive to be the best we can.
- 2.03 To sponsor and promote such athletic, social and other activities, which will contribute to the overall aims and objectives, and financial vitality of the team.
- 2.04 To promote and encourage team members to attain their goals for competitive hockey within the Saskatchewan Male U18 AAA Hockey League.
- 2.05 To promote and foster good relations with the community of the Battlefords which it represents, and with the Battlefords Minor Hockey Association, under which jurisdiction it operates.

Article 3: Membership

- 3.01 The team is comprised of players selected by the coaching staff following rules as outlined by the SMAAAHL and SHA.
- 3.02 The registration fee of a player registered with the Midget Stars shall include BMHA membership fees of parents and/or guardians.
- 3.03 Any adult living within the Battlefords Minor Hockey Centre, as defined by SHA regulations and SMAAAHL regulations, and who pays the prescribed membership fee to BMHA, established annually, may participate fully in the affairs of the Midget Stars organization.
- 3.04 Membership will be for the current hockey season only.

Article 4: Officers

- 4.01 A nominating committee of three members, at least one of whom shall be the immediate Past Chairperson, shall be appointed by the Board of Directors. This Committee shall make every effort to present five names to the Annual General Meeting (AGM), for the elected position of Chairperson, Secretary, Treasurer and up to 4 Directors at Large, listed in Article 4, Section B with the exception of the parent Directors and BMHA Directors.
- 4.02 At the AGM, any member in good standing may nominate another member or members to fill each of the positions, except for the parent and BMHA positions.

B. Elections

- 4.03 The AAA Board of Directors shall have a minimum of 7 members, 1 or 2 of which will be from the BMHA Executive.
- 4.04 Directors positions will be for 2-year terms, the Chairperson and Treasurer and two Directors at Large to be elected in even years and the Secretary and 2 Directors at Large elected in odd years, to maintain some degree of continuity and experience.
- a. Chairperson (2 year term)
 - b. Secretary (2 year term)
 - c. Treasurer (2 year term)
 - d. Directors at Large (2 year terms)
 - e. 1 or 2 BMHA Representatives
- * 1 parent will serve as a communication liaison between the Board of Directors and parents
- 4.05 The election of Board members whose term has expired shall take place at the spring meeting (AGM) in May.
- 4.06 The BMHA Directors will be selected by the BMHA Board of Directors as soon as possible after the BMHA AGM in the spring.
- 4.07 If any of the seven elected members is unable to fulfill his term of office, the AAA Stars Board of Directors shall appoint someone to fill the position until the next election.
- 4.08 If there are no nominations in any of the seven elected positions, the Board of Directors shall appoint someone to fill the position or positions.

Article 5: Duties and Powers of the AAA Stars Board of Directors

- 5.01 To direct the AAA Stars hockey club in accordance with the AAA Star Constitution and the Management Agreement between the AAA Stars and BMHA.
- 5.02 Approve the annual budget at the fall regular meeting, and conduct the business of the AAA Stars in its entirety, authorize all expenditures and have control of all personnel associated with the AAA Stars.
- 5.03 Appoint an independent auditor to examine the team's financial books each year.
- 5.03 To ensure all personnel of the AAA Stars exercise fair play and sportsmanship, and take any action deemed necessary to promote the aims and objectives of the team.
- 5.04 To advertise, interview and select the AAA Stars Head Coach and Director of Hockey

Operations (DOHO) based on its approved screening process (see appendix A). **The Head Coach and DOHO positions may not be combined.**

- 5.05 To establish committees as required, to facilitate the operation of the team, e.g. billets, advertising, etc. (see Appendix B).
- 5.06 To discuss all actions including suspensions, etc. regarding coaches, managers, other team officials or players, and take whatever action is deemed necessary for the betterment of the AAA Stars organization.
- 5.07 A Director ceases to hold office when he/she gives written notice of resignation to the AAA Stars Board of Directors, or is deemed to have acted in bad faith or acted in an unfair or dishonorable manner with respect to AAA Stars, or misses 3 consecutive regular Board meetings without just cause.
- 5.08 As per BMHA Constitution Article 5 (5), "The U18 AAA Stars Board of Directors will be included as members of BMHA. They will be listed on BMHA's SHA (Association) Registration document, designated as AAA Stars Board members and categorized as other executive." The Chairperson of the AAA Stars Board of Directors will serve as a voting member on the BMHA Board of Directors
- 5.09 Appoint from the Board of Directors a Governor and an alternate Governor who will represent the AAA Stars at all meetings of the SMAAAHL as required.

Article 6: Conflict of Interest

- 6.01 A conflict of interest is any situation in which the AAA Stars Board of Directors or an AAA Stars employee attempts to promote a private or personal interest, either for herself/himself or some other person(s), which results or appears to result in:
 - a. Interference with the objective exercise of his/her responsibilities with the Board or the team
 - b. Gaining an advantage by virtue of his/her position on the Midget Stars Board of Directors or the team
- 6.02 Due to the nature of a volunteer's or an employee's responsibilities, it may be necessary in some cases, to restrict the activities of the individuals serving as volunteers or employees to ensure a conflict of interest does not or does not appear to exist.
 - a. Members of the Board of Directors shall not be allowed to serve as team employees.
- 6.03 If an employee or volunteer perceives that a conflict of interest exists, or has the potential to develop he/she must inform the Chairperson of the Midget Board, who in consultation with the President of BMHA will decide if a conflict of interest situation actually exists.
- 6.04 Any AAA Stars employees or Board of Directors must immediately remove themselves from any discussions, voting or decision making where the subject impacts on the AAA Stars private or commercial interests until the Chairperson of the Midget Stars Board of Directors and the BMHA President have ruled on the matter.

Article 7: Executive

7.01 The executive of the Board of Directors shall consist of the Chairperson, Secretary and Treasurer.

B. Duties

7.02 The Chairperson

- a. To call and preside at all Board of Directors' meetings, Executive meetings and any Special meetings as required.
- b. To prepare and present an agenda for each meeting for the secretary to circulate prior to the meeting date.
- c. May represent any or all of the AAA Stars Board of Directors on any occasion subject to the provision that he/she is responsible to the Board for his/her actions.
- d. To ensure that all reporting to the SHA, the SMAAAHL and the BMHA has been completed as required.
- e. Be familiar with all the programs, policies, bylaws and agreements of the team and provide interpretation of same as required.
- f. Shall appoint members to committees (if required), who shall be responsible for their operation.
- g. Be responsible for the supervision of the activities of the Coach, Director of Hockey Operations and all other team staff.

7.03 The Secretary (Vice-Chairperson)

- a. To record minutes of all meetings held by the AAA Stars Board of Directors or the Executive, and keep all records and reports of the Midget Stars in an orderly fashion and forward approved copies of meeting minutes to BMHA.
- b. In the absence or illness of the Chairperson, or at the request of the Chairperson, have all the powers and perform all the duties of the Chairperson.
- c. To send notice to all members of the Board of all meetings accompanied by an agenda, when directed by the Chairperson, and to provide in advance of the meeting to all members, copies of the minutes of the last meeting.
- d. To submit a copy of the Management Agreement between the Midget Stars and the BMHA, signed by the Midget Stars Chairperson to the President of the BMHA.
- e. Act as correspondent for all Midget Stars Board of Directors business.
- f. Be responsible for all promotions associated with Midget Stars, unless designated otherwise.
- g. Keep records of all changes to the Midget Stars Constitution and Bylaws.
- h. Advertise the date, time and place of the Annual General Meeting in a local newspaper for 2 consecutive weeks prior to the meeting.

7.04 The Treasurer

- a. Closely monitor the financial affairs of the Midget Stars hockey club.
- b. Prepare with the assistance of the Chairperson and Secretary and any other appropriate persons a yearly budget prior to the pre-season meeting in the fall.
- c. Working with the team Manager, collect, or arrange for the collection of all fees and dues.
- d. Record and deposit all AAA Stars revenues.
- e. Keep accurate accounts of all AAA Stars expenditures.

- f. Prepare and deliver a financial report for each regular meeting of the AAA Stars Board of Directors and a final report to the AGM. The financial reports will provide comparative information for the previous year and for the current budget. The financial reports must also be sent to the BMHA for their approval.
- g. Ensure the AAA Stars account books are audited or reviewed annually, according to the instructions from the Board of Directors.

Article 8: Meetings

- 8.01 The Chairperson shall call a minimum of 6 meetings in a fiscal year including:
 - a. Fall meeting for Budget Approval (prior to fall camp)
 - b. First season meeting (approx. Oct 15)
 - c. Second season meeting (approx Dec 15)
 - d. Third season meeting (approx Jan 15)
 - e. Fourth season meeting (approx Mar 15)
 - f. AGM & post season evaluation (approx May 15)
- 8.02 At all meetings of the AAA Board of Directors, a quorum shall consist of a simple majority of all members of the Board.
- 8.03 Each member of the Board of Directors shall be entitled to one vote. The Chairperson shall not vote except to cast a deciding vote. There shall be proxy votes.
- 8.04 Minutes shall be kept of all meetings and shall be approved at the next meeting. All approved minutes will be forwarded to the BMHA for their records.
- 8.05 The May meeting (AGM) will be open to the public and any other interested parties. The AAA Stars will advertise the AGM meeting date, time and location in the local papers for two consecutive weeks prior to the AGM. Only current members of the BMHA will be entitled to vote.

Article 9: Financial

- 9.01 The fiscal year shall be from June 1 to May 31.
- 9.02 The Chairperson and one of either the Treasurer or Director of Hockey Operations shall have signing authority on all AAA Stars accounts.
- 9.03 Copies of the approved budget and all financial reports will be sent to the BMHA for their records and approval.
- 9.04 The AAA Stars hockey club may not borrow money without the approval of the AAA Board of Directors and BMHA.
- 9.05 Honorariums will be set by the AAA Stars Board of Directors as required, and must be approved by BMHA.

Article 10: The Head Coach

- 10.01 The AAA Stars Board of Directors may advertise, interview and select their Head Coach. The head coach shall choose his Assistant Coaches (s) and training staff with approval of the AAA Stars Board of Directors.

- 10.02 The Head Coach must be available to report upon request at any meeting of the AAA Stars Board of Directors.
- 10.03 The Head Coach with assistance from the Assistant Coach(es) will select his/her team of players as he/she sees fit.
- 10.04 The positions of Head Coach and Director of Hockey Operations may not be combined.
- 10.05 The Head Coach will conduct his duties and responsibilities in accordance with his job description listed in Appendix B.

Article 11: The Director of Hockey Operations (DOHO)

- 11.01 The Director of Hockey Operations is responsible for the day to day financial affairs of the team, ensuring that all receipts of expenditures get passed on to the Treasurer for entry into the accounting records.
- 11.02 The Manager will work closely with the Treasurer during the collection of fees from players/parents and game day receipts.
- 11.03 Ensure all players and Midget Stars officials are properly registered with the SHA.
- 11.04 The Manager is responsible for maintaining accurate records of all assets of the team, and will make available such records for the Midget Stars Board of Directors upon request.
- 11.05 The Manager must be available to report upon request at any meeting of the Midget Stars Board of Directors.
- 11.06 The Manager will conduct his duties and responsibilities in accordance with his job description listed in Appendix C.

Article 12: Assets

- 12.01 All assets, fixed or otherwise and equipment belongs to the Battlefords U18 AAA Stars operating under the direction of the AAA Stars Board of Directors.
- 12.02 The Midget Stars hockey club is responsible to regularly purchase and/or repair equipment as necessary, subject to the approval of the AAA Stars Board of Directors.
- 12.03 All assets, fixed or otherwise may not be disposed of in any manner without prior approval from the AAA Stars Board of Directors.
- 12.04 In the event of the liquidation and dissolution of the Battlefords U18 AAA Stars hockey team, all remaining property/assets shall be distributed to the BMHA.

Article 13: Camps

- 13.01 The AAA Stars hockey team may hold a spring evaluation camp and a fall tryout camp subject to the approval of the Midget Stars Board of Directors.

Article 14: Abuse, Harassment and Hazing

14.01 Abuse, harassment or hazing (any forms of initiation) are prohibited. Any person engaging in such activities will be subject to disciplinary action by the AAA Stars Board of Directors.

Article 15: Amendments to the Constitution and Bylaws

15.01 Amendments to this document must be made at the AAA Stars AGM. Prior notice of motion must be filed at least 2 weeks before the AGM with the AAA Stars Secretary.

15.02 At the AGM, a 2/3 majority of members present will be required to carry the amendment. Amendments must be ratified by 2/3 of the members of BMHA Board of Directors at their next regular Board Meeting.

Management Agreement Between the Battlefords Minor Hockey Association and the Battlefords U18 AAA Stars Hockey Club

The Battlefords U18 AAA Stars (AAA Stars) operate under the jurisdiction of the Battlefords Minor Hockey Association (BMHA). This working document will continuously define their relationship and be subject to review at each year end.

1. Administration

- a. The team shall operate under the jurisdiction of the Battlefords Minor Hockey Association (BMHA) with its own Board of Directors and shall abide by all the regulations, bylaws, and rules of the Saskatchewan Male AAA Hockey League (SMAAAHL), the Saskatchewan Hockey Association (SHA), Hockey Canada (HC) and the Battlefords Minor Hockey Association (BMHA).
- b. The BMHA will appoint a member(s) from its own Executive to sit as a voting member on the AAA Stars Board of Directors. The selection will take place as soon as possible after BMHA's AGM in April. The BMHA member(s) of the AAA Board of Directors will act as a liaison between the two organizations.
- c. All AAA Stars Board of Directors' approved meeting minutes will be forwarded to the BMHA Board of Directors for their records.
- d. Any violation of this Management Agreement, or in fact the AAA Stars Constitution and Bylaws or regulations of the SMAAAHL, SHA, HC and BMHA by any members of the AAA Stars organization shall render such member liable to disciplinary action and/or suspension by the AAA Stars Board of Directors or BMHA.
- e. All appeals regarding AAA Stars Board of Directors rulings will be directed to the BMHA, as the jurisdictional governing body.

2. Finance

- a. The AAA Stars Board of Directors must submit the following financial reports to the BMHA Board of Directors for approval:
 - The proposed annual budget approved by the Midget Stars Board of Directors prior to regular season play.
 - The six regular financial reports tabled at the Midget Stars Board of Directors meetings including the AGM, as soon as possible after the meetings.
 - A completed financial report within 90 days of fiscal year end May 31.
 - A list of all assets of the AAA Stars, updated annually by August 31.
- b. Members of the AAA Stars Board of Directors shall be included in the indemnification of Directors, etc. under BMHA's Constitution and Bylaws, Article 5 (12) subject to the proviso that (1) he/she acted honestly and in good faith with a view to the best interests of the Corporation; and (2) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he/she had reasonable grounds for believing that his/her conduct was lawful.
- c. BMHA is not responsible or liable for any financial obligations or debts incurred by the AAA Stars organization.
- d. BMHA will administer the Bertha Hill Memorial Scholarship Fund for the Midget Stars hockey team.
- e. In the event of the dissolution of the AAA Stars organization, all remaining assets after debts have been paid shall be turned over to the BMHA.

3. Operations

- a. BMHA recognizes the AAA Stars must be competitive and therefore when local players are capable of playing at this higher competitive level, the AAA Stars coaching staff must make every effort to encourage them to remain in the Battlefords, try out for the team, and give them equal opportunity to play with their local club.
- b. There shall be ongoing communication between the AAA Stars coaching staff and the BMHA Midget Tier 1 coaching staff before, during and after both teams' training camps whenever BMHA players are involved.
- c. The AAA Stars Head Coach has to make every effort to finalize his roster one week prior to the BMHAAA Tier 1 tryout camps.
- d. The AAA Stars will affiliate players as per SHA regulations.
- e. Players must be notified of the intent to affiliate them. Also the players' parents and the players' coach must be notified of the intent of the Stars to affiliate them as per SHA regulations.
- g. If the AAA Stars Head Coach requires an affiliate player, then he/she must first secure the approval of the affiliate player's Head Coach. Should the Coach refuse the request, then the player will not be invited to the game in question, but an appeal related to future affiliations maybe made to the BMHA Board of Directors.

This Management Agreement will be continuously in effect between the BMHA and the Battlefords U18 AAA Stars. It will reviewed annually by May 31. Any changes to this agreement must be approved by 2/3 of the members of the BMHA Board of Directors.

Dated on Feb 3/21

Battlefords U18 AAA Stars Chairperson



Dated on Feb. 04/21

BMHA President



APPENDIX A – MANAGEMENT SELECTION PROCESS

1.0 PURPOSE

The Battlefords UI8 AAA Stars hockey club strives to provide its members with the best possible management team while also providing opportunities for coaches and managers to develop their skills.

2.0 COACHING STANDARDS

Persons who wish to coach the AAA Stars Midget team are expected to meet the following personal and technical standards:

PERSONAL STANDARDS

Coaches must be:

- Committed to the vision, mission, values and operating principles of the AAA Stars and BMHA;
- Committed to teaching life skills in addition to technical skills;
- Committed to working with other coaches for the collective welfare of all BMHA teams;
- Considered a role model for the players; and
- Willing to complete a Criminal Records Check

TECHNICAL STANDARDS

Coaches should meet or be committed to meeting the certification levels required by SHA/Hockey Canada by February 1 of the current season:

- Development 1
- Development 2
- Speak Out Program
- High Performance 1

3.0 THE SELECTION COMMITTEE

Applications will be reviewed by a Selection Committee, which shall be comprised of:

- Chairperson
- Vice-Chairperson
- A Director at Large
- A BMHA Director
- A resource person selected by the Board of Directors from outside the AAA Stars organization

4.0 HEAD COACH

Members who wish to apply for the position of Head Coach of the AAA Battlefords Stars must submit a Management Application (attached) and evidence of a completed application for a Criminal Records Check (CRC) by the RCMP.

The Application must be accompanied by a comprehensive seasonal development plan for the team and proof of certification or enrollment in the required courses, as well as demonstrate an understanding of the AAA Stars Constitution and Management Agreement with BMHA. The application and written confirmation that the CRC has been submitted to the RCMP must be submitted to the Chairperson, of AAA Stars Board of Directors by September 1.

The applicants will be assessed against the standards indicated above. Additional factors, which will be considered include:

- Past experience coaching hockey or other sports;
- Past performance as a coach in the Association;
- The scope and quality of the seasonal development plan;
- The Association's desire to provide development opportunities for coaches; and
- The results of Criminals Records Check

The Selection Committee will interview a candidate before making its selection.

Applicants for the Head Coach position may include a written request for a specific Assistant Coach to be appointed to the team. This request must include a written statement from the proposed candidate(s) supporting the request and a completed application form (attached).

The Selection Committee's choice for Head Coach will be presented to the Board of Directors for final approval.

The Chairperson of the Board of Directors will communicate its decision to the applicant.

5.0 ASSISTANT COACH(ES)

The Head Coach, in conjunction with the Selection Committee, will select his/her Assistant Coaches. However, the Selection Committee reserves the right to appoint the Assistant Coach if it does not agree with the Head Coach applicant's proposed choices.

Members who wish to apply for the position of Assistant Coach of the AAA Battlefords Stars must submit a management application (attached), and must have or be committed to obtaining the appropriate certification level by February 1 of the current season. They must also provide evidence of a completed application for a Criminal Records Check (CRC) by the RCMP, and be familiar with the AAA Stars Constitution and Management Agreement with BMHA.

Applicants for a Head Coach position may include a written request for specific Assistant Coach to be appointed to the team. This request must include a written statement from the proposed candidate supporting the request and a completed application form (attached).

The application and written confirmation that the CRC has been submitted to the RCMP must be submitted to the Chairperson of the AAA Stars Board of Directors by September 1.

The applicants will be assessed against the standards indicated above. Additional factors, which will be considered include:

- Past experience coaching hockey or other sports;
- Past performance as a coach or assistant coach in the Association;
- The Association's desire to provide development opportunities for coaches; and
- The results of Criminals Records Check

Assistant Coaches may be interviewed. The Selection Committee's choice for Assistant Coach will be presented to the Board of Directors for final approval. The Chairperson of the Board of Directors will communicate its decision to the applicant. (See Appendix D)

6.0 Director of Hockey Operations

Members who wish to apply for the position of Director of Hockey Operations of the Battlefords U18 AAA Stars, must submit an Management Application (attached), and evidence of a completed application for a Criminal Records Check (CRC) by the RCMP.

The Application must be accompanied by a management plan, which describes in some detail the steps

the applicant will follow to successfully manage the team, and demonstrates an understanding of the AAA Stars Constitution and Management Agreement with BMHA.

The application and written confirmation that the CRC has been submitted to the RCMP must be submitted to the Chairperson of the Battlefords U18 AAA Stars Board of Directors by September 1.

The applicants will be assessed against the following criteria:

- Past experience managing a hockey team or another sport team;
- Past performance as a manager in the Association;
- The scope and quality of the management plan; and
- The results of Criminals Records Check

The Selection Committee will interview a candidate before making its selection.

The Selection Committee's choice for Director of Hockey Operations should be presented to the Board of Directors for final approval.

The Chairperson of the Board of Directors will communicate its decision to the applicant.

7.0 RESPONSIBILITIES

The results of the Management Selection Process and Performance Review with supporting documentation will be made available to the BMHA Board of Directors upon request.

Appendix B: Head Coach

REPORTS TO: Director of Hockey Operations/AAA Stars Board of Directors

The Head Coach is selected and appointed by the Board of Directors with consultation from the Director of Hockey Operations. The Head Coach is responsible for overall player preparation and supervision through the season from the AAA Team's Spring Camp through to the end of the Season.

QUALIFICATIONS REQUIRED:

- a) Must be High Performance 1 certified.
- b) Respect in Sport Certified.
- c) Must be SHA Checking Clinic certified.
- d) Must have Head Coaching Experience at a minimum of the Bantam AA level.
- e) Criminal Record Check

PRIMARY RESPONSIBILITIES Include:

- a) Serve as an official representative on behalf of the AAA Team.
- b) Be present for all AAA Team functions.
- c) Plans on ice and off ice activities in consultation with Assistant Coaches.
- d) Take the lead role in the planning and implementation of all player evaluations.
- e) Assist in the coordination, organization, and set up of the spring camp weekend as requested by the Director of Hockey Operations.
- f) Participate in parent/player informational meetings.
- g) Select the players for the AAA Team in consultation with the Director of Hockey Operations and Assistant Coaches.
- h) Plan, implement, and administer communication and pre-game preparation of the AAA Team.
- i) In cooperation with the Assistant Coaches, coaches the AAA Team during all games and practices
- j) In cooperation with team Director of Hockey Operations and Assistant Coaches, establishes AAA Team rules.
- k) In cooperation and consultation with the Director of Hockey Operations, assist in the planning of AAA Team travel itineraries.
- l) In cooperation with Assistant Coaches, is responsible for the supervision of the players at all times they are together as an official group.
- m) Responsible for having knowledge of, and working within, the Saskatchewan Development Model.

Appendix C: Director of Hockey Operations

REPORTS TO: Board of Directors Chairperson

The Director of Hockey Operations is selected and appointed by the Battlefords U18 AAA Stars Board of Directors. The Director of Hockey Operations is responsible for the overall Operations of the Team including the activities of the Head Coach.

QUALIFICATIONS REQUIRED:

- a) Respect in Sport Certified.
- b) Sport Management Background –Voluntary or Business.
- c) Criminal Record Check.

PRIMARY RESPONSIBILITIES:

- a) Representing the MHA/Team at all League Meetings.
- b) Responsible for the Scheduling of all practices/games with the BMHA and the SMAAAHL.
- c) Responsible for the booking and promotion of Spring Camps.
- d) Responsible for scheduling and booking all travel, meals and accommodations for the team.
- e) Responsible for ensuring clear communication between the Team Billeting and Educational Coordinators with Parents/Players.
- f) Responsible to be the lead in all parent/player informational meetings
- g) Responsible for the administration of all game day operations for the team.
- h) Responsible for having knowledge of, and working within the Saskatchewan Development Mode

APPENDIX D: Assistant Coach(es)

REPORTS TO: Head Coach/Director of Hockey Operations

The Assistant Coach is selected by the Head Coach and approved by the AAA Stars Board of Directors in consultation with the Director of Hockey Operations. The Assistant Coach is responsible for assisting the Head Coach in the planning, organization and preparation for the camp, AAA Team training and competition.

QUALIFICATIONS REQUIRED:

- a) Must be a minimum of Development 1 certified.
- b) Respect in Sport Certified.
- c) Must be SHA Checking Clinic certified.
- d) If working with Goaltenders, must be SHA Goaltending Clinic certified.
- e) Criminal Record Check

PRIMARY RESPONSIBILITIES

- a) Be present for all AAA Team functions.
- b) Assist in planning all on ice and off ice activities
- c) Assist in player evaluations and selection.
- d) Attend all parent/player informational meetings.
- e) Assist in planning, implementing, and administering communication and pre-game preparation of the Team.
- f) Assist in post-game evaluation, reviewing both Team and individual performance.
- g) Provide feedback to individual players and/or groups in the dressing room prior to and following games, practices and between periods.
- h) Be supportive of decision taken following all planning and evaluation sessions.
- i) In cooperation with the Head Coach, is responsible for the supervision of the players at all times they are together as an official group.

APPENDIX E: Athletic Therapist/Trainer

REPORTS TO: Director of Hockey Operations/Head Coach

Athletic Therapist/Trainers are appointed by the Manager of Operations with assistance of the Head Coach. The Appointment of Athletic Therapist/Trainers are approved by the AAA Board of Directors. They are to ensure the players are taken care of medically and physically prepared for all activities.

QUALIFICATIONS REQUIRED:

- a. Have been certified in the Hockey Canada Safety program.
- b. Preferably are currently employed in the medical field (nurse, EMS, etc.)
- c. Respect in Sport.
- d. Criminal Record Check.

PRIMARY RESPONSIBILITIES:

- d. Be present for all AAA Team functions.
- e. Take a lead role in all risk management initiatives instituted by the AAA Team.
- f. Take a lead role in all medical issues regarding the AAA Team.
- g. Maintain medical records for camp players once they have been turned in.
- h. Develop and implement a AAA Team warm up routine to be used prior to all onice activities.
- i. Work in conjunction with the coaching staff to establish an emergency action plan for the AAA Team.
- j. Act in the best interest of the AAA Team at all times.
- k. Work with the Coaching Staff and Equipment Manager in a team first environment.