



## 2019 Airdrie Stars Athletic Association Spring Hockey Outline

### Directory:

Page 1 ..... Budget

Page 2 ..... Managers, Hunger Games & Coaches Outline

Page 3 ..... Coaches Guidelines & Player Affiliation Process

Page 4-5 ..... Association Guiding Policy

Page 6-9 ..... Board of Directors Roles & Responsibilities

Page 10-12 ..... Society By-Laws

### 2019 Budget Outline for Determining Membership Fees:

<b>Airdrie Stars Team Budget 2019</b>	
Ice	\$3800.00
Admin fees	\$450.00
Ref fees	\$320.00
Jerseys	\$1700.00
Tournaments	\$2400.00
Insurance/Accounting/Banking/Office	\$600.00
<b>Team total</b>	<b>\$9270.00</b>



## Manager's Responsibilities:

- Team following code of conduct
- Team timeline and agenda (Jersey sizing, tournaments, exhibitions, apparel) Parent & Coach Meeting ensure all decisions are majority vote (**Done by February 18<sup>th</sup>**)
- Team Bank Account. You will receive your funds for Tournament and officiating,
- Team Snap Account
- Ice booking changes or alterations
- Keep Updated Rosters when complete
- Medical Forms
- Birth Certs if needed for tourneys
- Creating team budget, maximum cash call of \$200.00 per person
- All sponsorship and apparel must be approved by the ASAA administrator in writing or electronically

## Hunger Games Outline:

- 1 Representative from each team required
- Purpose (Raise Food/Money for Airdrie Area Food Bank)
- Team ice is reserved for teams to purchase to create their own tournaments
- REA is home base, OT Lounge is available for food & drink (Mothers Day)

## Coaches Responsibilities:

- Criminal Record Check (vulnerable sections)
- Follow Code of Conduct
- Dress the part on/off ice
- Group/Playbook (have your coaches in place and meet prior to season to get a checklist of skills, drills, Great opportunity to meet and info share)
- Ensure Kids having fun & Development
- Ensure every child is enjoying themselves, Families are happy

## Documents:

- Officiating Spring Contact List (Email Request)
- Coach Record Check Letter (Downloads-Website)
- Game Plan Sheet (Downloads-Website)
- Practice Sheet (Downloads-Website)
- Medical Form (Downloads-Website)
- Bank Account Authorization Form (Email Request)
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## **Coaching Guidelines:**

### 1) Be Prepared

- Must have a coach plan for both practices & Games. Involve your assistant coaches as this will help the team in general. Dress and Act the part please, you are representing a community

### 2) Practices (Full Ice 60mins)

- Have Fun, Push kids to be their best, high intensity and high tempo drills. Kids should be sweating and loving it!
- 5-10 Fun Warm up (Game or Drill)
- 40-45 Block (20 Individual Skill & 20-25 Team Tactics)
- Individual Skill: high paced drills (Puck handling, passing, shooting skating....)
- Team Tactics: At a min. (O-zone, D-zone Coverage. Break-out & Zone entry)
- 5-10 Fun Game of drill to end practice

### 3) Games

- Have a plan, set your lines the week before, ensure qualified bench coaches, dads not at the same gate as kids....
- Games are time for teaching regardless of out-come (encouragement and have fun!)

## **Player Affiliation guideline process:**

1) Player must be a current Airdrie Stars member and must be of the same age as your team or younger. If you are just getting a goalie to aid in practice if one is missing this is fine, please ensure a waiver is signed and a medical form filled out.

2) This guideline is meant for game purposes only for that particular week. If the affiliated player is playing a game with your team and he/she is able to attend your practice without missing their own practice that week this is fine however, this guideline is not meant to allow certain players to just get more practices in, this would be unfair to the other Stars members.

3) The coach or manager must contact the affiliated team to make arrangements and ensure there are no scheduling conflicts.

4) This guideline is meant for temporary circumstances and must be approved by email from the player development manager.

## **Spare Player guideline process:**

1) If required for tournament purposes, a Spare Player (defined as anyone who is not a current Airdrie Stars member but must still be of the same age as your team or younger) is permitted provided that the tournament has sufficient insurance coverage in place releasing ASAA from any liability. The Spare Player is required to pay his or her portion of the tournament fee to enter, complete an ASAA waiver and have a parent or guardian sign and return it to the ASAA Administrator prior to participation.



## **Guiding Policy:**

### **Mission**

The mission of the Airdrie Stars Athletic Association (ASAA) is to stay focused on mastering an elite level of coaching, developing hockey skills as well as other athletic skills, giving back to our community and helping underprivileged children to play the game. To help build inner strength in our players, work toward our goals with integrity while encouraging others and most importantly having fun.

### **Definitions**

**ASAA Member:** An ASAA member includes any child that is registered to participate in the ASAA program, the parents or guardians of the participating child, and any Coach, Assistant Coach, and Team manager of an ASAA team.

**Position of Authority:** Any ASAA member that is on the ASAA Board or entrusted with the privilege of occupying the position of Coach, Assistant Coach, or Team Manager.

### **Statements of Principle**

- The ASAA is a registered not for profit athletic group bound by the rules and regulations of the Alberta Societies Act.
- Participation in ASAA is a privilege and not a right.
- All ASAA members will be held to the highest standards of appropriate conduct, however an ASAA member occupying a position of authority will be held to the highest standard level as a leader within the organization
- ASAA recognizes that children participating in a competitive sporting event can invoke strong emotions from people, however it is a basic ASAA expectation that members demonstrate proper conduct at all times.

### **Coaching Expectations**

- Coaches and Assistant Coaches occupy a position of authority over children and parents of the team and must therefore adhere to strict behavioural expectations.
- Coaches' and Assistant Coaches' primary role is to provide quality on-ice coaching with a view to maximize the development of each ASAA participant.
- This is to be achieved while fostering a mutual environment of respect and candour with other ASAA members.
- Coaches must provide a police criminal record check and vulnerable sector search to ASAA dated within the last 2 years. Once it has been submitted, it must be re-submitted every 3 years to ASAA



- Coaches and Assistant coaches must wear appropriate coaching attire while on the ice (Coaching track suit is preferred) and helmet so as to present a professional appearance to ASAA members. Jeans are specifically prohibited.

### **ASAA Member Conduct**

All ASAA members are expected to adhere to standard and customary behavioural guidelines of a professional minor hockey association at all times as adopted by Hockey Alberta. ASAA subscribes to the ethics and principles outlined in the National Respect in Sport program. It is the responsibility of the ASAA member to be well versed in this program and exhibit appropriate behaviour at all times.

Unacceptable behaviour that will not be condoned or tolerated includes but is not limited to:

- a) Bullying
- b) Emotional Abuse
- c) Harassment
- d) Physical Abuse
- e) Profanity
- f) Referee Abuse
- g) Sexual Abuse
- h) Verbal Abuse

Any behaviour that is deemed inappropriate by ASAA that may place the reputation of ASAA into disrepute internally with other ASAA members or external to the organization is unacceptable and may carry consequences at the discretion of the ASAA Board.

By its very nature a spring hockey season occurs over a short period of time. ASAA does not have the time or resources to institute a formal complaint process however if the ASAA Board forms the opinion that an ASAA member has demonstrated behaviour not congruent with the aforementioned principles, that member may be subject to expulsion.

Wherever possible ASAA members are encouraged to address issues of conflict within ASAA with the other party involved, however ASAA has instituted a 24-hour rule. The complainant must allow 24 hours to pass prior to addressing the situation. This is to allow the complainant the opportunity to reflect objectively on a particular incident and not allow strong emotions to get the better of them.

ASAA members are encouraged to report breaches of this conduct policy to their team's representative, should there be a conflict of interest situation, then the member is to contact an ASAA Board member to report the behaviour.

### **Participation Policy**

ASAA is committed to providing an equal opportunity for participants throughout the spring season to play hockey.

ASAA is also committed to maintaining a competitive spirit throughout the season.

It is the expectation that ASAA coaching staff achieve an appropriate balance between maximum participation of all players and maintaining a competitive edge.



This is to say that at the discretion of an ASAA coaching staff, should the specific situation of a game exist, a competitive approach may be used to maximize the competitive edge of the ASAA team.

### **2019 Board of Directors:**

Jonah Cimolini - President

Donna Kathler - Vice President

Tara Cimolini - Secretary Treasurer

Carla Asuchak - Director of events

Dave Boyle - Director of Fundraising

### **Position Title:** President

#### **Authority and Responsibility:**

- Provide Leadership to the board of directors, ensure the board adheres to the bylaws and policies/procedures.
- Prepares the board's agenda with input from board members and committee chairs.
- Chairs meetings of the board, encourage board members to participate in meetings and activities.
- Keep the board's discussion on topic by summarizing issues and keeping the board's activities focused to the organization's mission and values.
- Ensure that committee chairpersons are appointed and keeping the committees accountable and on task by meeting deadlines and following through on all committee purposes.
- Orients board members and chairpersons to the board as a main point of contact.
- Serves as ex-officio member of committees and attends their meetings when needed.
- Using measurable criteria evaluate the effectiveness of all board members and keeping board members accountable for their assigned roles and responsibilities.
- Promotes the organizations purpose in the community, ensure all events and fundraisers are in line with the purpose of the society.
- Makes sure that board members remain in their governance role. Act in the role of service volunteer as well as board volunteer, to assist in operating programs.
- Makes sure that the board governs as well as manages programs and services.

**Requirements:** Must be a member in good standing and have served on this board of directors for a minimum of 1 year.

**Term:** Minimum 3 years, Plus one as Past President

**General Duties:** Oversee and approve all day to day operational decisions for the society, maintaining direct communication with the board of directors. Develop and enforce code of conduct for parents, players and coaches.

#### **Coaching and Manager coordinator:**



- Choosing head coaches and managers for all teams as required.
- Player evaluations and assisting managers/coaches in recruitment of players.
- Primary liaison and contact to the board for all coaches and managers. Hold coaches and managers meetings and reviews from time to time as needed (Must include a pre & post season meeting).
- Assist in exhibition and tournament qualifications for healthy team competition.
- Mediate parent/Coach/Manager conflict and refer/report to the board as needed.
- Investigate and conclude any and all formal complaints that arise as required.

## **Position Title: Vice President**

### **Authority and Responsibility:**

- Acts as chairperson in the absence of the President at any related meeting or committee event.
- Works closely as consultant and advisor to the President.
- As Vice President of the board, one shall act in a position of trust for the sports community.
- Responsible for being a part of the effective governance of the organization.
- Committed to the work of the organization as outlined in general duties.
- Knowledge and skills in one or more areas of board governance: Policy, finance, programs, personnel and advocacy.
- Must chair at least one major committee and play key role in supporting special events and participation in fundraisers.
- Keep informed on organizational matters, participate in board deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.
- Monitor and be knowledgeable in all board bylaws, policies, roles and other areas.
- Advocate for the association and work as a unified team not as an individual for personal gain or benefit.
- Participate in overall board development of the ASAA organizational plan and projections.

**Requirements:** Must be a member in good standing and have served as a board member for the ASAA for a minimum of 1 year.

**Term:** Minimum 2 years

## **Position Title: Secretary/Treasurer**

### **Authority and Responsibility:**

#### **Secretary**

- Keeps copies of the organization's bylaws, meeting minutes and the board's policies and procedures.
- Keeps lists of officers, board members, committees and general membership.
- Notifies board members of meetings, brings appropriate documentation to the meetings and records: attendance, minutes, motions and decisions.
- Signs all pertinent documents and meeting minutes of the organization as required.
- Files annual return, amendments to the bylaws and other incorporating documents with the corporate registry.
- Collect, record all membership dues and issue receipts.



- Makes sure members are notified of general meetings in the appropriate time frame.

#### **Treasurer**

- Gives regular reports to the board on the financial state of the organization. Keeping financial reports on file.
- Acts as signing officer, with another officer or executive director for cheques and other documents.
- Keep accurate account of board receipts and disbursements for board-related expenditures.
- Create and project budgets in partnership with committees and other board members.
- Receive and disburse all monies as directed by the board.

**Requirements:** Must be a member in good standing and have served on the ASAA board of directors for a minimum of 1 year.

**Term:** Minimum 2 years, Plus 1 as Past Chair.

#### **General Duties:**

- Manage day-to-day finances, oversees the financial functioning of the organization and report to the board.
- Receives and reads all correspondence and brings it to the attention of the appropriate officer.

#### **Program Coordinator:**

- Ensure all Ice is booked for all teams and scheduled appropriately.
- Prepare all Request for proposals as outlined by the board of directors for services needed.
- Jerseys orders are completed, ordered and received for start of the season (first ice-time).
- Registration of members completed and membership dues collected by deadlines set forth by the board.
- Website management. Update with Waivers, Code of conduct, mission/vision statements, registration.
- Ensure Apparel guidelines are created and communicated with each team manager.
- Day-to-day contact for managers and coaches relating to ice scheduling, tournaments, finances, receipts and other items needing manager direction.
- Sit on all management's committees to ensure unity and cohesion through-out the organization.

#### **Position Title: Director**

##### **Authority and Responsibility:**

- As a member of the board a director shall act in a position of trust for the sports community.
- Responsible for the effective governance of the organization.
- Committed to the work of the organization as outlined in general duties.
- Knowledge and skills in one or more areas of board governance: Policy, finance, programs, personnel and advocacy.
- Willingness to serve on committees and attendance at meetings accordingly for the board and committees.





- Support special events and participation in fundraisers.
- Keep informed on organizational matters, participate in board deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.
- Approve where appropriate policy and other recommendations received from the board and its standing committees.
- Monitor and be knowledgeable in all board bylaws, policies, roles and other areas.
- Work as a unified team, not as an individual for personal gain or benefit.
- Participate in overall board development of the ASAA organizational plan and projections.
- Approve ASAA budget and vote on board motions and special resolutions as needed.

**Requirements:** Must be a member in good standing and have served as chair on an ASAA committee for a minimum of 1 year.

**Term:** Minimum 1 year



## **Airdrie Stars Athletic Association Bylaws:**

### **MEMBERSHIP**

1. Membership fee, if any, in the society shall be determined, from time to time, to be determined by the board of directors and approved for that year at the annual AGM. Any person residing in Alberta, and being of the full age of 18 years, may become a member by a favourable vote passed by the board of directors at any regular board meeting and upon payment of the fee. Such voting shall be by done by majority vote show of hands unless the meeting by resolution otherwise decides. Any person under the age of 18 years may in the same manner become a member upon guardian payment of the full fees.
2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of the payment date decided upon by the board of directors of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of the board of directors of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

### **BOARD OF DIRECTORS**

3. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society.
4. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two members provided they request the President in writing or emailed electronically to call such meetings, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice in writing or e-mailed electronically to each member or by three days notice by fax or telephone. Any three board members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.
5. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing e-mail to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election. The minimum term for any director shall be one year.
6. Any director or officer, upon a majority vote of all board members in good standing, may be removed from office or any cause which the society may deem reasonable.

### **PRESIDENT (Min. Term of 3 years and hold 1 Year Past President Position on the board)**

7. The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

### **VICE PRESIDENT (Min. Term of 2 years)**



8. The duties of the vice-president include acting as chairperson when the president is absent or when called on by the president to do so, assisting the president whenever possible, assuming duties as assigned by the society, such as chairing a committee, filling in for the president at events as required, acting as signing officer for the society and ongoing development of board members.

SECRETARY (Min. Term of 2 years)

9. It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the society which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.

10. The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

TREASURER (Min. Term of 2 years)

11. The Treasurer shall receive all monies paid to the society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the society and submit a copy of same to the Secretary for the records of the society. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

AUDITING

12. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year end of the society in each year shall be June 30.

13. The books and records of the society may be inspected by any member of the society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

MEETINGS

14. This society shall hold an annual meeting on or before March 1 in each year, of which notice in e-mail to the last known e-mail address of each member shall be delivered in the mail 21 days prior to the date of the meeting. At this meeting there shall be elected according to openings as defined by in board of director's section a President, Vice-President, Secretary, Treasurer, (or Secretary/Treasurer), and other directors as the majority of board sees fit. The officers and directors so elected shall form a Board,



and shall serve until their successors are elected and installed. Any vacancy occurring during the year can be filled at the next regular meeting, provided it is so stated in the notice calling such meeting. Any member in good standing that has a minimum of one year continued experience as a committee chair for a committee within this society shall be eligible to any office other than president in the society. Only a board member with a minimum of one-year of continued experience on the board of directors for this society may run for president.

15. General meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice in e-mail to the last known e-mail address of each member, delivered electronically eight days prior to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by the majority of the board members in good standing, setting forth the reasons for calling such meeting, which shall be by e-mail to the last known e-mail address of each board member, delivered electronically eight days prior to the meeting.

16. Six members in good standing shall constitute a quorum at any meeting.

#### VOTING

17. Any member in good standing who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the society. Such votes must be made in person and not by proxy or otherwise.

#### REMUNERATION

18. Unless authorized at any meeting and after notice for same shall have been given, other than the secretary/treasurer no officer or director of the society shall receive any remuneration for his/her services.

19. As required and authorized at any regular meeting of the board by a majority show of hands the "Secretary/Treasurer" may receive remuneration for his/her work services rendered in the capacity of a program coordinator.

#### BORROWING POWERS

20. For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

#### BYLAWS

21. The Bylaws may be rescinded, altered or added to by a "Special Resolution".