



AA Recruitment Area Operating Standards Checklist

Recruitment Area Engagement:

1. AA Recruitment Area Operations are to be governed by a separate committee established by the AA Host MHA (if also hosting AAA team, committee can be the same committee as the Elite Draw Zone Committee) where each active MHA is represented, and the following duties have been assigned:
 - I. Committee Chair – overall committee oversight, establishment of seasonal priorities
 - II. Hockey Operations – day to day program operations
 - III. Hockey Development – player & coach development at both the AA level and below
 - IV. Recruitment Area Engagement – plan and execution for two-way communication and involvement with all active MHAs in the Recruitment Area
2. Associations must host a minimum of two (2) recruitment area meetings per season – one early in the season and one at the end. All active MHAs in the recruitment area must attend.
 - I. Agenda items within the meeting should be like those outlined in the elite male operating document
 - i. Updates on AA Program operations & feedback from associations
 - ii. Updates from MHAs on matters related to AA Operations
 1. Ie: Potential upcoming coaches for AA program,
 - iii. State of hockey program and any potential upcoming changes
 - iv. Key AA events throughout the season and their dates
 - v. Engagement plan for all MHAs in the zone on operating matters
 - vi. Engagement plan for AA Host to provide benefits to all MHAs and enhance development within MHAs
 - II. All meeting minutes and actions must be reported back to Hockey Alberta and the AA Hockey Committee
3. AA Recruitment Area hosts will now be required to host a minimum of two games per season in a minor hockey association within their Recruitment Area that is not the host association. As much as possible and hosts are strongly encouraged to practice in other MHAs within the RA as well.

Coach Selection

4. AA Recruitment Area coach selection committee must contain at minimum one representative from an MHA within the recruitment area that is not hosting the AA team.

Tryout Process

5. Teams must select the best players available
6. Associations with multiple teams must be selected via a singular draft from one collective tryout process where teams are selected evenly and fairly
7. Associations with multiple teams must provide in their AA Recruitment Area Package their Evaluation and Draft Process and Procedures, a ranking of the players selected, and be able to produce player evaluations upon request

Development Opportunities

8. What external development opportunities do you provide your AA players (on ice/off ice)?
9. What personal/character development opportunities do you provide your AA players?
10. What development opportunities do you provide your AA coaches?

Terms of Reference

11. Provide the Terms of Reference set out by the Host MHA for the AA Recruitment Area Committee



APPENDIX I: RECRUITMENT AREA OPERATIONS COMMITTEE

RA NAME: _____ **DATE (DD/MM/YYYY):** _____

COMMITTEE CHAIR (Responsible for committee oversight and guidance, establishment of seasonal priorities)

NAME: _____ **PHONE:** _____ **EMAIL:** _____ **MHA:** _____

HOCKEY OPERATIONS (Responsible for oversight of day-to-day AA hockey program operations)

NAME: _____ **PHONE:** _____ **EMAIL:** _____ **MHA:** _____

HOCKEY DEVELOPMENT (Responsible for player and coach development at the AA level and working with associations within the recruitment area on the same topics)

NAME: _____ **PHONE:** _____ **EMAIL:** _____ **MHA:** _____

RECRUITMENT AREA ENGAGEMENT (Responsible for managing two-way communication with all active MHAs in the Recruitment Area on AA Recruitment Area matters and matters impacting other MHAs in the Recruitment Area)

NAME: _____ **PHONE:** _____ **EMAIL:** _____ **MHA:** _____

ADDITIONAL COMMITTEE POSITIONS:

TITLE: _____ **RESPONSIBILITIES:** _____

NAME: _____ **PHONE:** _____ **EMAIL:** _____ **MHA:** _____

TITLE: _____ **RESPONSIBILITIES:** _____

NAME: _____ **PHONE:** _____ **EMAIL:** _____ **MHA:** _____

TITLE: _____ **RESPONSIBILITIES:** _____

NAME: _____ **PHONE:** _____ **EMAIL:** _____ **MHA:** _____

TITLE: _____ **RESPONSIBILITIES:** _____

NAME: _____ **PHONE:** _____ **EMAIL:** _____ **MHA:** _____

Please return this information to your AA Committee Regional Director by the beginning of each regular season.



APPENDIX II: RECRUITMENT AREA MEETING AGENDA/MINUTES TEMPLATE

RA NAME: _____ **DATE (DD/MM/YYYY):** _____

ATTENDEES (NAME & MHA REPRESENTED): _____

AA Program Operations Updates:

Recruitment Area MHA Feedback on Updates:

Recruitment Area MHA Updates on matters related to AA Operations



APPENDIX II: RECRUITMENT AREA MEETING AGENDA/MINUTES TEMPLATE

State of hockey program and any potential upcoming changes

Key AA events throughout the season and their dates

Engagement plan & results for all MHAs in the Recruitment Area on operations and Recruitment Area Development

Please return this information to your AA Committee Regional Director following each Recruitment Area Meeting



APPENDIX III: AA RECRUITMENT AREA SEASONAL PLAN CONTENTS

1. Coach Selection Criteria and Process
 - Committee members, timeline, application process, recruitment area engagement

2. Team Selection Criteria & Process

3. Recruitment Area MHA Engagement Plan
 - Meeting dates, proposed topics
 - Dates for home games hosted outside of host association

4. Hockey Player Development Plan
 - On ice opportunities, providers, schedule, goals & success measures
 - Off ice opportunities, providers, schedule, goals & success measures

5. Athlete Personal Character/Mental Health Development Plan
 - Component, Providers, schedule, goals & success measures

6. AA Recruitment Area Coach Development Plan
 - On ice opportunities, providers, schedule, goals & success measures for AA Coaches & for RA MHA Coaches
 - Off ice opportunities, providers, schedule, goals & success measures for AA Coaches & for RA MHA Coaches

Please return this information to your AA Committee Regional Director by the beginning of each regular season.