



# Yellowhead Chief Council Committee (YCCC)

## Committee Guidelines, Roles and Responsibilities

The Yellowhead Chief AAA program has evolved over the years by going from 1 team in 1988 to 4 teams today. We are updating, structuring and activating this council committee to give the program the support and attention it needs, while at the same time ensuring the board can function and focus on the other regional areas as well. Our goals are to proactively look at ways to help support these teams by utilizing a committee such as this, and streamline as many things as possible while ensuring each team remains independently ran by their parent groups each year.

The best analogy to use is to relate the Yellowhead Chiefs program as a franchise model – where each franchise operates independently and is responsible for its own self both operationally and financially – but is required to follow certain guidelines to ensure consistency, uniformity, values, cultures are adhered to for the future generations.

Yellowhead Hockey and the YCCC committee helps ensure each Chief team works within the parameters they need while remaining strong and independent.

The questions that have surfaced over the years?

- What does it mean to be a Chief. What are our program values/beliefs?
- When team players, parents and managers come and go. What is left behind?
- Can we be more consistent with parent or player expectations document among all 4 teams?
- Can we have a more standard budgeting process between all 4 teams?
- Could there be a Chief Program Enhancement fund created by all 4 teams?
- There needs to be a standard coaching agreement template with Chief expectations?
- Is there a way we can help bring the 4 team managers together in order to work closer and help each other out?
- How can we create an environment for the 4 teams to discuss joint funding of Chief program value add items for all to utilize. (Gym, Arena video, coaches room etc)?
- How can we ensure team branding consistency moving forward?

These questions have become part of the foundation for the YCCC committee.



## **Yellowhead Chief Council Committee (YCCC) Make up and structure**

The (YCCC) Yellowhead Chief Council Committee is to support and help with both the Male and Female Yellowhead Chief AAA Hockey Programs on behalf of the Yellowhead Hockey Board.

The committee would be made up of (2) program advisors/members at large (appointed by the yellowhead board executive), each team manager (4) and (2) Yellowhead hockey board executives.

Of this committee of 8, the 4 Team Managers as part of this committee will not be directly involved with coaching reviews or the hiring of coaches, but will be counted on for their opinions and support.

The 2 program advisors/members at large would be appointed by the Yellowhead Hockey board to 2-year terms (off setting from the board member terms). Ideally, these 2 individuals will bring experience, knowledge, history and foresight to the group, and would not have any active kids within the yellowhead chief program.

The preference would be for the 2 current Yellowhead Hockey board members on this committee to not have kids actively participating with one of the Chiefs teams, however in the event this occurs, that board and committee member would recuse themselves from any potential conflict of interest that may arise.

The Yellowhead Hockey director will act as the tie breaking vote if needed.

This YCCC committee, made up of 8 people, will give the Yellowhead Chiefs program as a whole the support and attention it needs while ensuring each team remains independently ran by their parent groups each year.



**The YCCC will meet 4 times per year and communicate as a committee as needed – the check list as follows.**

<b>July</b>	✓ Summer YCCC Launch Meeting - Team Managers in Place – Review general survey feedback/Chief Goals/Objectives – Coach Retainment or Recruitment Update – Team Budget Templates/Process Starts – Team Managers begin planning/booking season – Team Schedule Review – Tryout Planning
<b>October</b>	✓ Budget Reviews – Team Selection Update – Team Launch Meetings – Ensure Updated Parent Manual is in place – Team Sponsorship discussion in accordance to budget – Team Marketing/Branding
<b>December</b>	✓ Team Progress Review – Coaches update/Support – Encourage Player Progress Reports – Budget Updates
<b>April</b>	✓ AGM Chief Report – Coaches Review Meetings – Coach Retainment or Recruitment Plan - Year End Wrap Up of Books – Send out Chief Program survey - Set stage for new year

## **Summary of the YCCC Committees intent**

1. This YCCC is only focussed on the Yellowhead Chief AAA Program and its well being. This committee is not be required to have any other commitments to the yellowhead hockey region. (Other than the two board members)
2. It is clearly understood that each of the 4 AAA teams are independently ran each year by their parent groups and essentially responsible for themselves. The YCCC committee is there for support and guidance.
3. This YCCC committee is meant to help bring all 4 teams together with some structure and support. There is no additional work required – just an opportunity to collaborate as a program.
4. YCCC ensures the culture, vision, purpose, intent of the overall Yellowhead Chief Program is communicated consistently and clearly each year.



5. YCCC ensures that the constitution/updated parent manuals are distributed to all players/parents selected to the teams.
6. YCCC helps to on board the team managers for each club to help with the transitions each year where needed.
7. YCCC would advertise annually and actively search for and develop head coaches and other key personnel for the programs.
8. YCCC (other than the 4 team managers) is responsible for the selection of the head coaches for each team. And ensure proper documentation is complete and budgets are done properly to ensure everything is accounted for.
9. YCCC could make releases, if required, of Coaches and other personnel.
10. It would be clearly understood, that if and when issues arise, the process to handle them is 1) Depending on the severity, each individual team would utilize their parent/player manual and deal with them internally. 2) If the issue is outside of that scope, YCCC would then assist in dealing with the issue. 3) If it is beyond the scope of the YCCC, the Yellowhead Hockey Board and or Hockey MB would then be brought in to assist.
11. YCCC in its role of being solely focussed on the Yellowhead Chief AAA program would also work closely with all 4 teams as a whole and come up with ideas on how to enhance the overall program in general. Things like the group purchasing of gym equipment, home video equipment, dressing room enhancements, coaching room enhancements, program educational seminars. These are things that all 4 teams could invest in together and pay it forward for years to come. They will continue to enhance the yellowhead program that more and more kids will want to be apart of, and proud of.