1. POSITION: MANAGER OF OPERATIONS
2. REPORTS TO: MANAGEMENT COMMITTEE CHAIRPERSON
3. POSITION SUMMARY:
   1. The Manager of Operations is selected and appointed by the AAA Management Committee. The Manager of Operations is responsible for the overall Operations of the Team including the activities of the Head Coach.
4. QUALIFICATIONS REQUIRED:
   1. Respect in Sport Certified.
   2. Sport Management Background – Voluntary or Business.
   3. Criminal Record Check.
5. PRIMARY RESPONSIBILITIES:
   1. Representing the MHA/Team at all League Meetings.
   2. Responsible for the Scheduling of all practices/games with the \_ MHA and the AAA U18 League.
   3. Responsible for the booking and promotion of Spring Camps.
   4. Responsible for scheduling and booking all travel, meals and accommodations for the team.
   5. Responsible for ensuring clear communication between the Team Billeting and Educational Coordinators with Parents/Players.
   6. Responsible to be the lead in all parent/player informational meetings.
   7. Responsible for the administration of all game day operations for the team.
   8. Responsible for having knowledge of, and working within, the Saskatchewan Development Model.
   9. Responsible for coordinating fundraising and sponsorship efforts.