

Unapproved

NMHA Executive Meeting Minutes

April 16, 2018 at 7:00 p.m.
CCC – Whitelaw room, Cobourg

Present:

Wayne Mahaffy, VP of Rep Hockey (chair)
David Fisher, Treasurer
Matt McKeen, Director of Administration
Ryan Mullins, Director of Hockey Development
Dan Peters, Risk Management Officer
Michelle Brown, Communications
April Kimmett, Secretary
Michelle Adamson, Registrar
Shelley Henderson, Ice Scheduler
Will Lewis, Equipment Manager
Rachel Dyson, Special Events Coordinator

Regrets:

Phil Beatty, President
Christian Eriksson, Past President
Jack Filce, VP of House League
Jennifer Barlow, OMHA Centre Contact

Agenda Topics:

Call to Order

Meeting was called to order at 7:05 p.m.

Approval of Executive Meeting Minutes

Motion *“to approve minutes from February 25th meeting”* was not made as the minutes are incomplete given the secretary left last meeting and additional minutes have not been forwarded to the secretary.

Approval of Agenda

Motion *“to approve the agenda with the addition of First Shift, Letters of Understanding, IP dividers under Development, under New Business get a better understanding of difference between Board and Executive added by Ryan”* made by Dan, seconded by Ryan, unanimously passed.

House League report

Jack was not present, nothing submitted for discussion.

OMHA/AA/AE report

Shelley reviewed the information from the OMHA meeting that she attended. She had the question if a 7 year old can play Novice House League, they can but cannot play for AE and AA.

Copied from email submission from Shelley:

NRP forms for Minor PW and up – no limits to which AA or A centre a BB and below player can tryout at now – fully open – this was due to the fact that they had issues with players having incorrect mileage and ending up at the wrong AA or A base centre – this could potentially impact us as players from Newcastle for example could come to us now instead of having to go to Clarington – still only 3 players per division though

NRP forms for Minor PW and up – part 2 – players from our centre that go through all tryouts (AA and AE) who get cut (not likely to happen on the AE side due to numbers) can take the NRP form and go to whatever BB and below centre they choose – only 1 form though

NRP forms for Minor PW and up – part 3 – this will be more for Jennifer – please ensure that parents know that the NRP form (if they take it if they don't make AA and want to exercise the A option) is to take them to the closest A base category centre which is Quinte West – they can't go to Clarington or Peterborough just because they have A programming – the NRP form is only for the base category of a centre – numerous parents get confused with this

Michelle Brown – we should be adding to our website somewhere that we will be accepting NRP players – this was recommended by Sue Robinson. Michelle B advised this is already on the website.

Novice & Below – confirmed that a 7 year old can play Novice AA – however Sue said it isn't something she recommends because this is all based on association decisions – and if we decide to allow a 7 year old after tryouts to be taken on the Novice AA team, you are likely cutting an 8 year old and without being able to have an AE team due to numbers that 8 year old goes to HL – unless we specify that we aren't allowing 7 year olds to tryout we can't stop them – OMHA will be monitoring how many 7 year olds you want to add to your Novice AA team – they can decide to approve or not – she said more than a couple they may flag it – only 8 year olds can be AP'd to Novice AA as 7 and below will be playing half ice hockey and won't be allowed to AP up – depending on numbers might just be better to say no to allowing a 7 year old to even tryout

If we have any concerns at all about the 7 year old programming she recommended we contact Kevin Hamilton from the OMHA and he would come down and help set it up

Electronic Game sheets – convenors said that the taking the photo of the game sheets after games and sending them through was a disaster this year – they suggested either go back to just mailing which is ancient or to go to electronic game sheets – after talk from the AAA centres there and how it works – most were all for moving forward – Jeff Snyder will be sending out information on costs, etc. – typically the costs to the association are the purchase of the iPads for each team but since we have these already won't be necessary – below is how it works in a short version

Each team signs out (need to come up with a form) at the beginning of each season the iPad for their team – they are solely responsible for it – they break it they replace it, etc. The data for all our centres and their teams is maintained on a database and uploaded to an APP that is on the iPad – this cost to maintain is approximately \$200/team and this cost is to the team so it needs to be added to the team budget – so approximately \$13 to \$15/player. The home team has a game cost of \$2/game as well so approximately \$24 to \$30. All gamesheets are saved on the database so can be called up by convenors, league chair, teams, etc – cuts down on suspensions as system won't let a game move forward if signatures are missing – neatness and timeliness are ensured. All centres at the meeting were all for this so I imagine it will be a done deal so we should make sure our coaches know that this is going to be something they need to add to their budgets

MD – Jeff asked me if there had been any decision by us on where we stood with MD – as I hadn't heard anything different from the last meeting I was at I said we were hesitant as we only have AA and AE and wouldn't be able to add MD like other large centres so likely staying as is until we hear what others are doing – a lot of centres (mostly larger ones) are going ahead with MD for all Bantam and Midget teams – they will be trying to have AE as well – not sure how this is going to impact us at this time as it is likely to dilute the number of AE teams we will have to play at M. B and up – we may have to do it last minute once we hear/see in August who is doing what as it could very likely end a few divisions for AE

Next meeting is May 3rd

Wayne advised that AE coaching applications are open. AE coaching applications will continue to be accepted until May 13th at midnight. May 13th coaching interviews for Novice, M. Atom, Atom and M. Peewee and other ages if time permits. May 16th Coaching interviews for Peewee, M. Bantam, Bantam and M. Midget.

Matt drew up a Letter of Understanding regarding the AE coach selection during the meeting, read as follows:

There will be a three person panel to interview AE coaching applicants. This panel will be comprised of three current NMHA executive members.

If only one candidate applies for the age category and they meet all association criteria, they will receive the AE Head Coach position after a successful interview and having been approved by the NMHA Executive.

Motion “to accept the Letter of Understanding for the AE Coach Selection process” made by David, seconded by Rachel, unanimously passed.

Wayne advised that he was approached by a member in regards to the purchase of the iPads for the coaching staff for our AA/AE teams. The member has asked some questions with regards to their purchase, which Wayne was asking about as he was not on the Executive for the 2016-2017 season. Wayne asked for further detail about this. They have stated that they looked at all the minutes from all the past executive meetings and there is no mention of the purchase of the iPads by the executive for approval. They wonder how we needed approval from the members for the purchase of the bumpers and the possible purchase of new score clocks at the last AGM, but there was no approval process for the purchase of these iPads. They would like to know who purchased these, and who the purchase of the iPads were approved by if it was not brought to the executive for approval. Ryan advised that this was discussed at the April 2017 meeting within the development budget there was space for coaches resources. He indicated that he gathered three quotes gathered for Walmart, Staples and Better Business equipment. The minutes from the April 2017 meeting are not available, the secretary was not present for that meeting, and it is not known who took the minutes. The President will be asked if he has minutes from that meeting.

Risk Management

Police Vulnerable Sector Screening Policy – see below (copied from email)

Northumberland Minor Hockey Association accepts that it has a significant responsibility to protect its vulnerable members. The below policy is in accordance with the OMHA and OHF rules and regulations governing volunteer screening.

For all Executive Board members, convenors, coaches, assistant coaches, trainers, assistant trainers, managers and on ice volunteers (16 years and older) with NMHA, a Police Vulnerable Sector Check (PVSC) is mandatory.

Individuals with outstanding Criminal Code convictions, **five years or more recent, or charges pending for certain offences**, will not be accepted for one of the above listed positions.

These offences include, but are not limited to the following:

Five years or more recent:

- Assault
- Threatening
- Possession of a Substance as defined in the Controlled Drugs and Substances Act (C.D.S.A.)
- Impaired Driving (while Driver's Licence is suspended)
- Theft, Fraud and Related Offence (while in a Position of Financial Trust)

Individuals with outstanding Criminal Code convictions or charges pending for the following offences **will not** be considered for one of the above listed positions.

- Assault with a Weapon
- Assault Causing Bodily Harm
- Aggravated Assault
- Sexual Assault
- Sexual Exploitation
- Sexual Interference
- Invitation to Sexual Touching
- Child Pornography
- Luring a Child
- Voyeurism
- Possession for the Purpose of Trafficking
- Production of a Substance (as defined in the C.D.S.A.)
- Robbery

- Use of a Firearm in the Commission of an Offence
- Firearm Related Offences (with the exception of Unsafe Storage)

Applicants may be rejected as a result of other information gained during the police vulnerable sector check process or through the screening process as a whole, or as a consequence of other factors. If this happens, the applicant has the right to know why he/she is being refused, and may appeal to the Executive in writing for a review of their record.

As a condition of being accepted as a volunteer with the Northumberland Minor Hockey Association, applicants will be required to obtain a Police Vulnerable Sector Check. PVSC screening letters are to be dated within four months of September 1st of the current season to be accepted and will be valid for a period of three years, expiring May 1st of the third year as per Hockey Canada regulations.

All volunteers are required to apply for their own PVSC. Applicants must apply at the police service where they reside - ie: reside in the Town of Cobourg then apply at Cobourg Police, reside in Port Hope then apply at Port Hope Police, reside in Hamilton Twp, Alnwick-Haldimand Twp, or Port Hope rural area then apply at Northumberland OPP.

When applying, applicants will need a letter from NMHA stating that they are a non-paid volunteer. This letter is available in the download section of the NMHA web site.

Each applicant will receive a response letter from the police. The original letter must be submitted to the NMHA office in order for this process to be complete and for the applicant to be approved. Photocopies are not acceptable.

Please submit the original response letter in a sealed envelope marked "Police Check", with the individual's name and volunteer position. All checks must be submitted to the locked mailbox on the door of the NMHA Office. (Pond side at CCC)

Police Vulnerable Sector checks completed for another organization will be accepted if they are no more than 4 months old and the original copy is submitted.

Every volunteer once accepted is obliged to inform the NMHA President, Risk Manager, or other Executive member of any new pending charge(s) or conviction(s) of an offence listed in this policy.

Failure to submit an original PVSC letter will result in the removal or rejection for the position applied for.

Declaration Letter:

As per OMHA regulations, a PVSC is valid for period of three years. For each year after the PVSC is submitted, a new declaration form is required. This form is available on the NMHA web site.

- Year 1 - Valid PVSC
- Year 2 - Declaration
- Year 3 - Declaration
- Year 4 - New PVSC required

There was some discussion about who can come out to help for tryouts, insurance covers until August 31st. There was some discussion about where to put the Risk Management information.

Motion *“to accept the proposed Police Vulnerable Screening Policy with the change to 18 years from 16 years under a newly created Risk Management tab on the website”* made by Dan, seconded by Ryan, unanimously passed.

Financial report

David presented the proposed budget for 2018-2019. Some proposed changes would be

the sibling discount, fees for IP, but not Novice because Novice isn't cross ice, midget HL goalie discounts, all were detailed on the proposed Budget.

There was some discussion about a sibling discount, if it would be difficult to track. Ryan asked why do a sibling discount, David indicated there needs to ways to give back the surplus NMHA currently has. Ryan asked if there is an actual surplus. David indicated it is very difficult to get an accurate description of what the deficit or surplus would be from last year's Budget presented at the AGM. This is due to when cheques come out, some things come out before the year end that are really allocated for the next season, change over in fiscal years, June 1st is the year end.

Discussion around sponsors for rep teams, current rep sponsors like having their name connected to a team, lots of discussion around reasons why to have teams responsible or not. David suggested that we could put the same rules around sponsorship as we do fundraising. Matt indicated he found it difficult to track all fundraising requests, may be even more difficult to keep track of all. David will firm up some guidelines around sponsorship to present at the next meeting.

There was much discussion about the job description of an Office Administrator.

Any registrations for next year that come in before June 1st will be deferred revenue as it is part of next fiscal year.

Motion *"to remove the sibling discount from the budget"* made by Ryan, seconded by David, unanimously passed.

Motion *"to change Novice fees to \$475"* made by Michelle A, seconded by Ryan, unanimously passed.

Motion *"to increase the passport fees to \$60"* made by Ryan, seconded by David, unanimously passed.

Motion *"Any passports purchased after Saturday, April 21st at 11:59 pm will be \$80"* made by David, seconded by Ryan, unanimously passed.

Motion *"to accept the draft 2018-2019 NMHA Budget with the amendments"* made by David, seconded by Ryan, unanimously passed.

Registration

Michelle A will do an in person registration this week, registration will be open on the website.

Administration

Matt had nothing to report.

Development

Motion *“any children who participated in the WNGHA First Shift will get the same rebate as through the NMHA”* made by Ryan, seconded by Michelle A, unanimously passed

Ryan passed around 3 proposed Letters of Understanding for changes to the Manual of Operations.

Motion *“to accept the Letter of Understanding for the Manual of Operations 4.1.6”* made by Ryan, seconded by Dan, David abstained, unanimously passed.

Motion *“that any 2011 player trying out for the Novice AA team must pay the \$20 fee at the door per tryout”* made by Ryan, seconded by Michelle A, David abstained, unanimously passed.

Motion *“to accept the Letter of Understanding for the Manual of Operations 2.3”* made by Ryan, seconded by Shelley, unanimously passed.

Motion *“to accept the Letter of Understanding for the Manual of Operations 4.1.7”* made by Ryan, seconded by David, unanimously passed.

Ryan suggested running an IP festival for next season. He went to Port Hope to see about space for the dividers, but he wasn't able to speak to someone. We could get storage at Memorial if needed.

Motion *“to purchase 2 other sets of IP dividers as previously discussed and from the AGM approved budget”* made by Ryan, seconded by Michelle A, unanimously passed.

Equipment

Will asked if we will use dry cleaning service for the house league jerseys, it was decided he will go ahead in order to have them cleaned.

Will is ordering more ice packs to replenish the First Aid Kits.

Ice Scheduling

Shelley reported that she is supposed to have a meeting with all the user groups, but hasn't happened. Everything has been booked for next year, with a few exceptions.

Communications

Motion *“all nominations for the 2018/19 Executive will only be accepted if submitted through the website”* made by Michelle B, seconded by Ryan, unanimously passed.

Special Events

The banquet numbers are at capacity.

Rachel is looking for the tablecloths from last year, they are missing from the office.

Rachel is looking for volunteers to check in people at the door for the banquet.

Motion *“to hire a photographer for award winners for the banquet”* made by Rachel, seconded by David, unanimously passed.

New Business

Ryan get a better understanding of difference between Board and Executive – this is an area that seems to have some inconsistencies in the bylaws, will need to be cleaned up

Motion *“that for 2018/19 season we offer AA and AE teams only”* made by Ryan, seconded by Rachel, unanimously passed.

Motion *“to accept David Fisher as Novice AA head coach”* made by Ryan, seconded by Matt, abstained by David, unanimously passed.

Adjournment

Motion *“to adjourn the meeting”* made by Matt, seconded by Dan, passed. The meeting was adjourned at 9:38 p.m.