



## Devon Minor Hockey Association Meeting Minutes

**Date:** June 27, 2017  
**Called to Order:** 7:05 pm  
**Minutes Taken By:** Crystal Reimer

**In attendance:** Chris Higdon, Jonathan Morton, Kathy Morton, Chelsey Long, Michelle Dewar, Wayne Wolfe, Crystal Reimer, Steven Kuchirka, Steve Benson, Rachelle Morgado, Melissa Price, Travis Shaw, Trish Way, Brad Whelen, Rob Melnychuk, Renee Dallaire-Lokke, Joanna Parnell

### **Item 1: Motion to approve the June 27, 2017 Agenda**

Motion made to approve June 27, 2017 agenda by Rachelle Morgado  
Seconded by Chelsey Long  
All in favour

### **Item 2: Review & Approve the June 22, 2017 Minutes**

Motion made to approve June 22, 2017 minutes made by Melissa Price  
Seconded by Chris Higdon  
All in favour

### **Item 3: New Business Arising from Minutes**

- 3.1 2017-18 Evaluations – Ron Oscroft from Quikstart – Hockey
- Ron has 25 years’ experience on hockey executives, and 36 years of coaching experience
  - Quikstart – Hockey group has 10 years’ experience doing player evaluations
  - Quikstart Hockey has evaluated: Sherwood Park minor hockey, Millwood’s minor hockey, Knights of Columbus, and the Northeast hockey associations (levels ranging from novice to midget)
  - Additional Quikstart team lead members Dave Brakewell (currently coaching a girl’s midget AAA sponsored Golden Bears Team), Reece Hatfield (currently finished his third year as starting goalie for Concordia university) and around 10 to 12 more team members who continue to support the hockey community and have all played AAA hockey.
  - Details of how the evaluations process will be structured and executed to follow.. Moving forward, this “plan” will be worked out between the evaluations coordinator, the evaluations committee and also DMHA executive.
- 3.2 Player Releases – Jonathan  
Reviewed Hockey Alberta forms and DMHA player release processes available on the DMHA website <http://www.devonminorhockey.com/content/forms> :

- **Notification of Try Out AAA**  
To be filled out and signed by DMHA President or Vice President for any players trying out for Bantam AAA, Midget Major AAA and Midget Minor AAA teams. This form is used only for AAA, no other levels or age groups.
- **Player Movement Tryout Form AA**  
The Hockey Alberta Player Movement form is to be completed for any players trying out for Pee Wee AA, Bantam AA, Midget Major AA or Midget Minor AA with our regional in Beaumont. This form is required to be signed by the DMHA President, as well as the President of the association where the player is trying out. As per section 8.3.4(b) of the DMHA Rules & Regulations. DMHA CANNOT guarantee forms will be signed on short notice.

### 3.3 Current Registration – Rachelle

157 kids enrolled

- 15 initiations
- 29 novices
- 40 atoms
- 28 peewees
- 30 bantams
- 15 midgets
- Kids trying out for AA and/or AAA requesting a release are still asked to register with your home association – Jonathan
- Kids who choose to play for private clubs do not register with your home association – Steve Benson and Travis
- Registration late fee is not usually waived. However, there is no late fee for initiation/Tom Thumb levels – Trish, Travis, Melissa
- The collected \$200 registration late fee is used to help families who require some financial assistance and cannot afford the hockey fees for their children. However, families are directed to other financial assistance programs like jump start first. A family needs to be nominated in order to be considered for this financial assistance. As mentioned by Chris Higdon the decision to fund a nominated family is the responsibility of the treasure and the president.
- Ice availability for the 2017-18 teams formed at the different levels is predicted to look the same as last session. The estimate is based on the current registration numbers. Travis

### 3.4 Tournament Dates

- Coordinate exam dates, school closed days to work on tournament schedule
- Do we need a tournament at every level? Travis Shaw suggested rotating the different level tournaments dates so that it's not always the same groups that get the late tournament

dates? The levels that are scheduled late in the season do not get to take advantage of the tournament fundraising money as easily if received earlier in the season.

- Suggestion: Ask the 2018-19 AGM attendees for feedback on whether or not we revise the current tournament process. \*Specifically - do we continue to host a tournament for every level (Initiation to Midget)?
- As a suggestion, maybe we should consider combining the bantam and midgets into one tournament... – Travis and Jonathan

Action to pick dates:

Raise the IP to midget DMHA tournament entry fees to better line-up with the surrounding association’s entry fees. Suggest that level coordinators incorporate semifinals/finals into their respective tournaments to add value and justify the increase entry fees. All executive members were in favour to raise the entry by \$100.

2017-18 Tournament Dates and Entry fee:

Last Year’s 2016-17 Dates	2017-18 Dates	Level	New Entry Fee	Last Year’s Entry Fee
Feb 18 to 19	Feb 17 to 18	IP	\$600	\$500
Feb 10 to 12	Feb 9 to 11	novice	\$900	\$800
Nov 11 to 13	Nov 10 to 12	atom	\$1,000	\$900
Jan 6 to 8	Jan 5 to 7	pewee	\$1,100	\$1,000
Nov 9 to 11	Nov 24 & 26	bantam	\$1,300	\$1,200
Nov 25 to 27	Dec 8 to 10	midget	\$1,300	\$1,200

Wayne suggested that the tournament planning volunteers could look into taking advantage of Calmar ice for some of the tournaments.

- Concerns are around the prize table split between the two tournaments ice locations.
- Kathy also mentioned that Calmar would not sell Devon ice for the whole weekend and that the money raised by tournaments keeps ice fees down, in return keep registration fees down.
- In addition Jonathan said that Edmonton teams are always looking to attend DMHA tournaments.

### 3.5 Signing Authorities - Melissa and Jonathan

Steven Kuchirka – vice president and Jonathan Morton – president need to get signing authority for all DMHA accounts at the Servus Credit Union in Devon; and Travis and Darcy need to be removed. Melissa will make an appointment with the bank and notify Steven Kuchirka, Jonathan Morton, Travis Shaw and Darcy Skinner what day the appointment is scheduled for to make the required changes.

### 3.6 Coaching Applications update:

- a. Committee for Coaching Interviews – Travis said two years ago all voting executive members were on the coaching interview committee. Travis raised concerns about scheduling and coordinating coach’s interviews with all executive members attending. Wayne and Travis suggested three to four executive members is manageable to coordinate

schedules and invited the rest of the executive members who are interested to contact him.

Jonathan also commented that expanding the four coaching committee members to add more executive members for continuity purposes as well, for example Chris Higdon is more involved with coaches disciplinary and he could add value on any coaching appointments involving those members. Jonathan pointed out that the coach's selections are the responsibility of the executive, and it was decided the coaching interview committee will only be voting executive members.

Travis asked who wanted to be added to the committee, and Crystal responded with her interest to join.

Suggested committee: Cole, Jonathan, Steven, Crystal, Travis, and Chris as required. It's up to the committee members to work around Travis's interview schedule if they want to be involved in the interviews. The committee will meet prior to any interview to discuss the questions and develop a plan.

Wayne also asked if the respective level coordinators could be more involved by giving them more responsibility in team selection, and coach selection processes. Wayne pointed out that this could help create more transparency and empowerment for the non-voting executive members. Wayne also reminded the executive that the members who attended the AGM requested more transparency and that the members stated that they are more interested in helping volunteer more. In addition, Steve Benson commented that in the past it has been difficult to find and "lock" volunteers for the level coordinator positions prior to the evaluation process and also the coach's selection process.

b. Dates for Interviews

- Jonathan requested (as a bench-mark) that all coaches' interviews PLEASE be completed by the third week of August.

c. Coach application numbers representation by level

- No volunteer for IP yet
- Two for novice
- Two for atom
- Three for peewee
- Three bantam
- Two midget
- Travis will reach out to people as well, it's early. Wayne Wolf suggested placing an ad for coaches in the Devon paper.

3.7 Vacant Positions to be voted on by Executive:

- a. Ice Assignor - Kathy let her name stand, second by Rachelle Morgado, all in favour. Kathy informed the executive that the first ice user meeting with the Town of Devon will be on July 24.

- b. Ref Coordinator – Chris said that Brandy Fisher, who was absent, told him she would let her name stand, Steven Benson second, all in favour
  - c. Website Coordinator - Michelle let her name stand, Steven Kuchirka second, all in favour
  - d. Equipment Manager - Trish Way stepped down. Matt Menasse email his interest to Jonathan, second by Crystal Reimer, all in favour  
The executive would like Matt to look for sponsors for equipment. Also the association requires more pylons and ice dividers.
  - e. Evaluations Coordinator - Brad Whelen addressed the group. Brad mentioned that he would like to help with our Player-Evaluations process this season, but cannot commit to the Coordinators role due to a busy work-travel schedule. \*Brad still wants to help as much as possible in this capacity. Darcy Skinner (via email request) put his name forward for the Evaluations Coordinator position, Jonathan Morton second, all in favour.
  - f. Evaluations Committee - Brad Whelen and Wayne Wolf put their names forward for consideration by the Executive. Second by Crystal Reimer, all in favour. Brad and Wayne will join Darcy Skinner (Evaluations Coordinator) and work together as our DMHA Evaluations committee for the 2017-2018 Season. Tentative dates for ice evaluations times are Sept 8, 9, 10. Additional ice times - \*TBD. Travis read the DMHA Rules and Regulations 2016-17 Season, section 9 Team Selection, item 9.1.2. "The Evaluation and Selection Committee will consist of the Evaluation Coordinator plus a minimum of two or three individuals as selected by DMHA Executive."
  - g. Level Coordinators  
Level Coordinators voted in:  
IP – Rushfield was suggested (Michelle will ask her again to put her name forward)  
Novice – Renee Dallaire-Lokke – Travis Shaw second, all in favour voted in  
Atom - Rob Melnychuk and Shawn Bartoszewski put names forward, Steve Benson second – all in favour and voted in  
Pewee – Tina Genge and Danine Regenwetter, second by Rachelle Morgado, all in favour - voted in  
Bantam – Wayne Wolf does not want to coordinate the tournament but will do other level coordinator duties. Wayne requested a partner. Wayne put his name forward, Jonathan Morton second, all in favour – voted in  
Midget – Lisa Wright, and Amy, Shannon Tebb were all suggested for Steven Benson to approach.
- Travis suggested creating a new tournament coordinator volunteer position. Kathy agreed that it would help prevent tournaments tasks from being missed. Travis commented that any new coordinator position requires a special meeting and subsequent vote (ie. AGM venue or otherwise).

- Chelsey Long pointed out that section 4 Executive and Directors, item b. “The number of coordinators to serve with the Executive for the next hockey season shall be determined by the Executive and communicated to the membership in the Notice of Annual Meeting or notice posted.” Chelsey Long also suggested that Steve Benson could request one of the level coordinators volunteer to be the lead tournament coordinator when he has the designated level coordinator meeting.
- Melissa suggested making the information and the requirements for organizing and planning the tournament clear.
- Steve Benson also mentioned setting up the level coordinator and tournament team will help with the tournament task and coordination.

#### **Item 4.1 President Report**

Jonathan Morton said he is looking forward to the new year and working with the new executive members. He also stated that communication is very important to help ensure a successful year.

Regarding the DMHA monthly meetings (and as outlined on the website):

- Any DMHA member with a concern that they wish to discuss at a DMHA Executive meeting is required to notify either the President or Vice President by email a minimum of seven days prior to the next scheduled meeting. In your email, please state your intention to attend the next meeting and briefly outline your concern(s). Presentations will be limited to five minutes unless otherwise approved by the President or Vice President. It is also recommended that your presentation include a solution to your concern.
- Jonathan wants all Executive members to encourage people to come to the meetings.
- Jonathan asked for input from the executive regarding a Player Release request for an Atom player whose family recently moved within the DMHA Zone (location: Northwest of the River (west hwy 60), well within our H.A. mandated boundary). Jonathan said the request stated that the family and child would like to continue to play hockey in Spruce Grove with his friends that he has played with for the last six years. Dad works out of town, Mom is concerned about the travel involved with the 1660 league. Jonathan referenced the Hockey Alberta, 2016-17 Bylaws and Regulations, Section 5 - Player Movement, item 5.1 Residency and asked if the executive had any concerns refuting the players release request.
- After much discussion with the members regarding the Ice Divider Program ... Jonathan made a motion to purchase the Hockey Alberta subsidized ice dividers, Chris second, all in favour.
- Melissa Price will coordinate the purchase of the ice dividers

Hockey Alberta <https://www.hockeyalberta.ca/players/initiation-program/>

### **Ice Divider Purchase**

With Hockey Canada now mandating the Initiation Program across the country, Hockey Alberta is looking to provide the opportunity for Minor Hockey Associations to purchase ice dividers at a discounted rate through one large purchase. All MHA's are eligible to participate in this potential program.

The **approximate** costs for each system are listed below. Please note on the registration page if you want to add this to your order.

**Foam Rink Divider** – \$1,650 + shipping and GST

**Hard Board Rink Divider** – \$6,800 + shipping and GST

If your MHA would like to participate, please complete the registration link on Hockey Alberta's website by **July 5, 2017**. Once the deadline passes, Hockey Alberta will decide on whether to move forward and will confirm with all MHA's who expressed interest.

### **Item 4.2 Vice President**

Steven Kuchirka said that communications is huge; we all need to work though the issues as a team now.

### **Item 4.3: Past President**

Chris Higdon said let's not loose site as to why we are all volunteering, be here for the right reasons: to support your kids and everyone else's kids.

### **Item 4.4: Treasurer**

Melissa Price said that she has not received any expenses as of yet.

- She will work on booking the appointments with the banks to coordinate the signing authority changes.
- Melissa is on her third year as treasurer for DMHA.
- Melissa also confirmed that the Hodges family is the winner of the free hockey registration from last year's fundraising campaign.

### **Item 4.5: Secretary**

Crystal Reimer suggested that the executive aim to post the coming agenda for the next executive meeting, in addition to the posting of the previous executive meeting minutes. Steven Kuchirka mentioned that posting the agenda could allow members the time to review the upcoming discussion and encourage more participation from all members to attend the meeting. There was consensus around the table for this suggestion to move forward.

### **Item 4.6: Coach Director**

Travis Shaw presented information regarding TeamSnap's new Clubs & Leagues software package.

**TeamSnap:** website: <https://www.teamsnap.com/leagues-and-clubs/features>

TeamSnap make life easier for club and league commissioners, administrators, coaches and volunteers. Build a beautiful website to attract new players, handle your club or league registration online with ease, quickly assign players to teams and divisions, manage complex schedules, access the entire roster at your fingertips, and communicate with the whole organization in an instant. TeamSnap get you running fast, put you in control and help you do it all.

**Options available:**

- Schedule a TeamSnap for Clubs & Leagues Demo
- Online Club & Leagues specialist to help
- Free TeamSnap Clubs & Leagues trial for 21 days.

**Features:**

**Online Registration**

Automated registration and payments collection process

**Communication Tools**

Send instant updates to individual teams or a custom group of people, like coaches, managers or volunteers. Your coaches are probably already using TeamSnap for team communication.

**Website Builder**

Easily create a modern club or league website in no time at all, no coding knowledge needed. Select one of their professional templates, drag and drop your page elements The TeamSnap sites run on WordPress, which powers about 20 percent of the internet. Looks amazing on phones, tablets, desktop computers—etc.

**Club & League Roster - Instant Access to Your Member Database**

Easily view contact information for every player, coach and manager. You can even add important personal information to player profiles.

**TeamSnap Tournaments**

TeamSnap now offers an easy-to-use registration and scheduling tool for your tournaments and events. Make more moolah, control the chaos and save time with our app.

**Specialized Help & Support**

TeamSnap for Clubs & Leagues is so quick to set up, robust and so easy to manage that odds are, you'll probably never need us. TeamSnap's support team offers instant, year-round support.

**Schedule Add On - Automatically Create Your Club or League Schedule**

Easily and quickly connect your divisions, teams and locations in TeamSnap to our partner, Diamond Scheduler, and voilà! A custom add-on schedule is yours.

However, DMHA has already renewed its contract with RAMP. The executive will review Team Snap software for next year in February 2018 and possibly make a change.

**Item 4.7: Registrar**

Rachelle Morgado asked if DMHA will be capping the numbers.



- Jonathan requested to be informed with every release that has been requested. Jonathan has not had any discussions with Calmar to date regarding whether or not we are accepting Calmar players.
- Jonathan suggested that we continue to review our registration numbers, and also that we encourage our Players who are trying out elsewhere this season to be sure and register at our home association as well. Discussion with Calmar will be forthcoming (\*could be September).

**Item 4.8: Ref in Chief**

Cole Matwichuk – Absent

**Item 4.9: Level Director**

Steven Benson is excited for the opportunity to bring his past experience and knowledge to the executive this year.

**Item 4.10: Fundraising Director**

Chelsey Long request approval on the draw date for December 10, 2017, 12 pm at the midget tournament, approval was received by the executive. Chelsey also initiated the below discussions:

- Travel vouchers will be the fundraiser, second by Chelsey, all in favour. Question raised - How many tickets.
- Suggest a raffle coordinator other than the managers on each team
- Lessons learned from last year - gave to many books out had issues getting books to the people competing for the free registration
- It was discussed that changing the fundraiser to for example buying a car would be too high a risk.
- Plan for the same number of books printed as last year but develop a better plan distributing them.
- Melissa would like to see a new fundraiser for next year. Look for donations for next year.
- New fundraising bank account
- Oilers 50/50 – follow up with Matt
- DMHA bottle drive or highway garbage clean up where suggested
- Motion by Chelsey for Free registration for the most tickets sold contest, Jonathan second, all in favour.

**Item 4.11: Governor**

Drew Hiltz – Absent

**Item 4.12: Ice coordinator**

Kathy Morton reminded the executive regarding the following:

- Blackout dates and everything needs to be in by July 9
- Ice users meeting is July 24
- Kathy will follow up with the Town of Devon to see if they will reimburse DMHA for tutor shooters and ice dividers

**Item 4.13: Referee Assignor**

Brandy Fisher – Absent

**Item 4.14: Equipment Manager**

Matt Menasse - Absent

- Request Matt Menasse to look at our coaches' equipment needs (pylons, pucks, first aid kits, tutor shooters)

**Item 4.15: Website Co-ordinator**

Michelle Dewar will post the girls bantam try outs and the Leduc girls and goals grass roots program. New executive members need to provide Michelle contact information.

**Item 4.16: Evaluations Coordinator**

Darcy Skinner - Absent

**Item 4.17: Level Coordinator – IP**

Vacant – need a volunteer

**Item 4.18: Level Coordinator – Novice**

Renee Dallaire-Lokke

**Item 4.19: Level Co-ordinator – Atom**

Rob Melnychuk and Shawn Bartoshewski

**Item 4.20: Level Coordinator – PeeWee**

Tina Genge and Danine Regenwetter

**Item 4.21: Level Co-ordinator – Bantam**

Wayne Wolf and Partner to be determined

**Item 4.22: Level Co-ordinator – Midget**

Vacant – need a volunteer

**Item 4.23: Regional AA Representative**

Vacant – need a volunteer

**Item 5.1: Closing Discussion**

Brad Whelen mentioned that the hockey academy has once again offered to help out with our DMHA evaluations this season. The evaluations committee will attempt to coordinate with Jason Stewart from the hockey academy for the September 8, 9, and 10<sup>th</sup>.

**Item 5.2: Date of the Next Meeting**

July 25, 2017 6:30 pm

**Meeting Adjourned: 10:05 pm**