

# KPMHA Executive Meeting

## MEETING MINUTES

### Oct 10<sup>th</sup>, 2017

### Kerry Park Recreation Centre Lounge

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Executive Members Attendance: Dave Brummitt, Michele Taron, Nelly Brummitt, Mari Ann Rockson, Jason Rockson, Lonnie Goodfellow, Blue Bennfield, Martin Wright, Justin Leamy, Darren Van Oene, Andrew Ketch, Wendell Rederburg, Kayle Bell and Mike La Roy

Absent: Gord Closson, Aaron Lamb, Heather Calabrese and Dale Purinton.

Meeting call to order at 7:07 pm

**Motion** to approve agenda

First: LG

Second: MW

**Carried**

**Motion** to approve September 11<sup>th</sup>, 2017 meeting minutes

First: MR

Second: AK

**Carried**

#### Old Business

- Half ice Net Storage (who will be responsible and where will they go.)  
Justin- We were able to fit all four nets inside the two regulation size nets along the far wall. Received the ok from Tony to store all four nets at the far end of the arena. The nets **MUST** be stored exactly as pictured. The rink staff will not tolerate anything different.



- Sponsor logos up on the Website, Marks signs to install logo's on half ice boards.
- Info out to teams for 7<sup>th</sup> man during JR B games.  
**Action:** Nelly touching base with Jr B on details of 7<sup>th</sup> man during games.
- Shawnigan Lake School spare hockey gear. Details on gear and what to do with it.  
**Action:** Michele organizing this in next 2 weeks.

## New Business

- Sportsmanship in the stands.
  - DB received email from BC Hockey regarding Oct 15<sup>th</sup> due date for Parent meeting regarding SPORTSMANSHIP IN THE STANDS.
  - Nov 1<sup>st</sup> a record of meeting must be reported.

**Action:** Martin will send a link to all parents about this meeting and he will send the report of the meeting.

- Tracking of development coaches' time spent by team.

**Action:** Kayle to be tracking and providing reports on Development Coaches and spending.

- Posting development coaching sessions on the master schedule.

- Master schedule changes too often and Managers are to be communicating all scheduling to their team.

**Action:** Kayle to be providing more communication to coaches **and** managers regarding development coaches times and information.

**Action:** Mari Ann to send Kayle a draft of ice schedules so he can balance development.

- AP player forms and process outlines distributed to all coaches.

- AP players can come out to practices but cannot play in games until they have played at least 1 league game with their original team before Affiliating to another team's game.

- Mandating player development sessions.

**Action:** Kayle to discuss more about this at the Coaches meeting Oct 11th.

- Recommendations for safety access to personal medical information.

**Motion** – MT – All team safety people and staff up to a max of 3 staff have access to Epact for their team.

**Second – DB**

**Defeated**

**Motion** – MW – All Coaches and Team Safety people have access to Epact for their team.

**Second – AK**

**Carried**

- Sponsorship Banners for team level sponsors.

**Motion** – BB – Allow teams to sell sponsorship spots on banners and team to keep all monies.

**Second – MR**

**Carried**

- Team Budgets submitted to Heather.

- Every team is required to submitted their team budget to Heather by Oct 31<sup>st</sup>

- Photo release form.

**Motion** – MT – To adopt the photo release form shown in my report and distribute to all managers for parent signatures.

**Second – WR**  
**Carried**

**Motion** – MT – To add photo release form and social media policy into Epact for next season. For this season those 2 forms are required by Oct 31<sup>st</sup>.

**Second – AK**  
**Carried**

➤ Initiation/Novice Meeting.

**Motion** – NB – To allow a max of \$100 to cover room charges and expenses for Parent/Coaches meeting hosted by Lee Richardson.

**Second – MT**  
**Carried**

## Reports

**President** - Gord Closson (absent)

- I'd like to thank all the board members for their tireless work over the last month. I'm very impressed with the team work I've witnessed at all levels within our association. We have already in a short period of time enhanced the experience for all our membership with initiatives such as coach and player development, Team apparel, website content and ease of access.
- Several members have grouped together to assist in facilitating meetings, establishing new procedures, and organizing association events.
- It's great to see the team work we have demonstrated to this point so my sincere thanks to everyone.
- I'm continuing to work with Rogers Home Town Hockey to ensure Kerry Park has an active role in the event. More to come as we get closer!
- Congratulations to our Midget team for their showing at the tournament this weekend. **WAY TO GO ISLANDERS!**
- Congratulations to our Atom Development Team who took home GOLD in Port Alberni this weekend. **WAY TO GO ISLANDERS!!**

**1<sup>st</sup> Vice President**- Dave Brummitt

- Things are starting to run very smoothly with player roster's set and team officials in place. League play is now upon us and a few teams participated in tournaments over the weekend.
- I would like to raise two points for discussion:
  1. Sportsmanship in the stands?
  2. No invite sent to team safety's for access to epact.

## **2<sup>nd</sup> Vice President** - Mari Ann Rockson

- Ice is going well.
- All league ice has been submitted to VIAHA. The first two weeks of South Island League schedules have been received and posted. I'm hoping to get the balance of the South Island season pretty quickly and expect the Island League schedule for rep teams to be released the week of October 23<sup>rd</sup> and the Atom Development schedule should be released just after Remembrance Day.
- We've had a few hiccups with Shawnigan ice this year but nothing major.
- I will not be incorporating development coach schedules into the master ice schedules. In this year's Managers Manual I specifically asked that managers teach their parents to rely on their own team communication for the most current schedule as I don't always get updates onto the website. The proper chain of communication is to send information to division coordinators who forward it onto the managers, however, I would suggest that since this is team specific information it could be emailed directly to the managers. The other option is for Kayle to get himself set up with access to the coaches' pages of the website and post the information there himself.
- I request that the tracking of which teams have had development coach time be provided to the board. I have already had managers inquiring about why their teams haven't received as much as others. At least if we all know what's going on we'll be able to answer their questions. Currently I am directing managers to Kayle for answers.
- I haven't started ice tracking this season but I am quite confident that everyone is close to their budgeted amounts other than Novice which Aaron and I have already discussed. Hopefully I have more time after I pass off the registrar responsibilities and I can spend a few hours getting the ice tracking numbers done. If all goes to plan ice tracking will be included with my November report.
- The first batch of ice invoices have gone out. Thanks Heather!
- We have not yet hired a bookkeeper as we have just been too busy with our professional and existing hockey commitments. This is another item I hope to get wrapped up once I pass of the registrar job.

## **Treasurer** - Heather Calabrese (absent)

- I have included the usual reports.
- The 2016-2017 financials are with the accountant. I should have his report for November meeting

## **Registrar/Administrator** (*acting*) - Mari Ann Rockson

- I am hoping to pass off the Registrar job to Raina Bennefield later this week.
- All the team rosters from Atom to Midget are done and I will help Raina with creating the Novice and Initiation rosters when the time comes.
- Teams will be able to start adding Affiliate Players to their roster after next weekend.
- Please review the AP policy, make sure all your coaches are aware of the policy and that the form is completed before emailing in a request to add an AP to your roster.
- There is still one transfer in progress but once that is complete I think we will be done with new registrations.

- Very soon, Kayle, Martin and I need to go through all the players, coaches and volunteers to make sure that all courses/requirements are complete or in progress so that no one misses any deadlines.

**Head Coach/Development Coordinator - Kayle Bell**

- I received the rosters from Mari Ann, and will be contacting any coaches with anomalies on their HCR in the near future.
- We are having our Kerry Park mandated coaches meeting on Wednesday Oct 11th at Shawnigan Lake Community Centre.
- To date we have had 27 player, and 8 goalie development sessions
- I would like to have a discussion around how we can get our developmental ice slots posted on the KP ice schedule.
- I would also like to discuss the possibility of mandating the player development sessions. Having been on the ice with Rob, and carefully examining the feedback we have received. I feel we will be doing our players a disservice by not taking full advantage of what he has to offer. Unfortunately we have a coach or two who feel they don't require his services, believe me they do.

**Equipment Coordinator - Justin Leamy**

- Several attempts at meeting with Tony at Kerry Park regarding storage of our half ice nets have fallen through. I have a meeting again set up for [Tuesday at 5:30](#) before our board meeting. I will forward all information from the meeting with Tony to everybody at the board meeting on Tuesday.

**Risk Manager - Martin Wright**

- All coaches are now able to view the emergency and medical records of their teams. Each coach has received a training video and webinar and EPACT will be doing additional optional e-training soon, TBD.
- Tonight in my report I'll go through the Board's legal accountabilities with respect to the personal information under its control. This has implications for access to the personal information held in e-PACT and I want the Board to understand this accountability and to be comfortable with what I'm recommending. I've summarized the key points below that I thought would be useful to read beforehand if you have the chance:
  1. Our governing legislation is the Personal Information Protection Act 2003 (PIPA). The Board is legally responsible for all Personal Information under its control. It is important to understand that this legislation takes precedence over any policy, be it our own or Hockey Canada's;
  2. Section 4 of PIPA requires organizations to identify a person responsible for ensuring compliance with PIPA and receiving questions and complaints from members. That's the Risk Manager in minor hockey associations.
  3. We are authorized under Section 10 to use the personal information in e-PACT for programming and emergencies including disclosure to a paramedic. Coaches must have this information at the beginning of the year to plan for practices and to deal with situations in the ice. They would be the ones discuss circumstances of the case with paramedics for example;
  4. Section 17 says we must limit the amount and type of personal information disclosed to what we need to fulfill that purpose. Safety people don't need this information to

facilitate completion of incident forms or do equipment safety checks. They no longer need to gather and maintain emergency contact nor medical data as parents do this themselves through e-PACT. However, I've been asking some Safety folks why it may be critical for them to have access to players' sensitive medical information. There's one reason that I do think we can justify, in the event of an emergency the Safety person would coordinate the situation (not explicit in Hockey Canada's role description). Obviously this is open-ended and can take many forms but it's possible that medical information would need to be passed to a paramedic/first responder off the ice (i.e. in the absence of a coach present at the time of the incident). This role, plus having additional capacity to respond in a large-scale emergency, e.g. earthquake, I think justifies providing Safety personnel with access to medical information of their players in e-PACT. This would be the justification I would use in the event of a complaint to the Information and Privacy Commissioner by a member (see point 6, thousands of complaints are made annually under this legislation).

5. Section 34 speaks to the Protection of personal information, and prevents unauthorized access and use; and

6. The Independent Privacy Commissioner in Victoria receives complaints, does a thorough investigation and issues rulings. Section 57 talks to the implications of an Order from the Commissioner or the conviction of a criminal offence by an organization. Additional and substantial is credibility of the Board to manage members' personal information.

- **Recommendation:**

- All coaches to receive access to the medical information of their teams (done) and Safety personnel to have the same access for emergency coordination purposes (not yet done, asking for Board's approval tonight)

**Referee Assignor - Mike La Roy**

- Nothing to report

**Referee in Chief - Lonnie Goodfellow**

- Nothing to report

**Tournament and Sponsorship - Blue Bennefield**

- Nadine Gendall would like to sell sponsorships to put on banners behind the bench at their home games. Profits have been on decline from hosting tournaments and this will give teams more ability to raise funds to support their teams. I would like to bring this to the table.

**Competitive Coordinator - Darren Van Oene**

- Rosters for all competitive teams and the Atom Development team have all been finalized.
- I would like to thank all the board members that helped with the evaluation process which included support on and off the ice. I do appreciate all your efforts to make this process run as smoothly as possible. Thank You.
- Congratulations to our Atom Development Team for winning the gold medal at the Port Alberni Thanksgiving Tournament!

**Discipline Committee**

- Nothing to report

## **Division Coordinators:**

- **Initiation** - Nelly Brummitt
  - All is good in timbit land. Will sit down with the coaches before the 20th and organize the teams.
  - Have had good feedback about our Development coach from my coaches and from a couple of our midget parents at our tourney this weekend.
  - Managers Meeting: Hosted KPMHA's managers meeting Oct 3 - all the managers but two attended. Thank you to Mari Ann, Heather, Michele and Dave for joining us and sharing their expertise as well.
  - On a side note: our midget team "tied two games this weekend". An awesome start to a team that has had more than one winless season.
  
- **Novice** - Aaron Lamb (absent)
  - Tentative team lists have been created. Final rosters to be set Oct 15.
  
- **Atom** - Wendell Rederburg
  - We have two balanced teams with 18 and 19 rostered.
  - We had some late arrivals that needed to be added to the house teams and are working with those growing pains.
  - Both teams have Managers and Coaches and are well on their way with games and practices.
  - I will be bringing the folder of checks and contracts to the meeting. I would like to add to the agenda as general discussion on why I and others are collecting checks and personal information as part of the div coordinator responsibilities.
  
- **Peewee** - Jason Rockson
  - All good for the peewees.
  - We are in the process of adding another player right now. A goalie from out of district. He has been placed on a team and is practicing with the team waiting for his final paperwork to get pushed through before he plays any games.
  - Everyone else has been rostered to a team and the two KP teams played 2 close games against each other. One 4-4 tie and one 5-3 game.
  - Coaches would like more information and clarification on what is happening with team development.
  
- **Bantam** - Michele Taren
  - Bantam C safety person has NOT been set up with access to EPACT.

## **BC Hockey states;**

### **The safety person:**

- Establishes medical history files on every player and carries these files and the team first aid kit on every outing.
- Implements an Emergency Action Plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies.

- Manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals.
- Must assume a leadership role in promoting the values of safety, fair play and integrity

**Hockey Canada states;**

**Safety Person's Responsibilities:**

- All Safety Persons should utilize a proactive, preventative approach to safety while being prepared to react in the event of accidents, injuries or medical emergencies.
- Implement an effective Risk Management program with your team that strives to prevent injuries and accidents before they happen.
- Assume a proactive role in identifying and minimizing or eliminating risks during all activities, and if ever in doubt, always err on the side of caution.
- Maintain accurate medical information files on all players and team officials and bring these to all team activities.
- Facilitate communication with players, coaches, parents, physicians, therapists, paramedical personnel, officials and other volunteers regarding safety, injury prevention and player's health status.

**A side note;**

- Photo nights will be Wednesday, November 1<sup>st</sup> and Thursday, November 2<sup>nd</sup>.

**Website info**

- All managers from Novice to Midget have been given their login information for their team page on the KPMHA website.
- All website questions can be directed to [webmaster@islandhockey.ca](mailto:webmaster@islandhockey.ca)
- Earlier today I sent out an information package and video on the Ramp Interactive Ap.
- At the top of the webpage there is a new drop down menu for Coaches and one for Managers.
- There is a section under Managers which deals with; the Team treasurer role, sample team budget and fillable team budget form.
- As per policy all team budgets must be submitted to Heather (October, December and March).
- Most of the Sponsors have been added to the site. Still waiting on a few more company logos.
- Social Media Policy can be found under Forms or under Manager Information.
- After speaking to Raina about photographs on Facebook and on our website. Please review the photo release form below.



**Photo Release Form for Minors (if under 18)**

Kerry Park Minor Hockey Association has my permission to use my child’s photograph publicly to promote our association. I understand that the images may be used in online publications, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian’s signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_

Child’s Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Photo Release Opt Out for Minors (under 18)**

I do not want my child’s photo used for any purposes to promote Kerry Park Minor Hockey Association.

Parent/Guardian’s signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_

Child’s Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Midget-** Dale Purinton (absent)

- o Midget rec TNT.

**Female** - Andrew Ketch

- o Nothing to report.

**Motion:** MR-To adjourn the meeting

Second: DV

**Carried**

Meeting adjourned 8:58 pm.