



Carleton Place Girls Hockey Association

Executive Meeting #11 Minutes

Topic: Executive Monthly Meeting
Date: April 15, 2020
Time: 6:30pm – 9:30pm
Location: Teleconference

Attendees:

Ryan Carroll	President
Renee Colley	Vice President
Jen Wright	Competitive Director
Sara Simpson	Special Events & Communications Coordinator
Dave Mitchell	Director of Discipline and Risk Management
Dwight McNutt	Player & Goalie Development Coordinator
Alex Bennett	Treasurer
Crystal Devlin	Ice-Scheduler
Christine Shillinglaw	Secretary
Kayla Twigge	Senior Rep
Steph Grabe	Equipment Manager

Regrets:

Hamish Fraser	High Performance Director
Ron Buchanan	Coach Mentor
Brandy Mallinson	Registrar

1.0 INTRODUCTION

- Call to Order 6:30pm
 - ****Meeting was held by Teleconference (Teams) for all attendees**
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2.0 REVIEW OF PREVIOUS MINUTES

- Research/obtain quotes for further coach clinics – Renee/Hamish

3.0 NEW BUSINESS

3.1 Administration

- Approval of minutes
 - Motion to approve by Ryan and seconded by Dave
 - Minutes approved
- HP committee
 - Ryan and Renee to arrange a follow up meeting with Jason
 - Coaches have been chosen – some questions have arisen as to how the program will be laid out and how tryouts will be run
- AGM
 - OWHA has agreed to allow us to postpone the AGM – 90 days beyond the date Ontario lifts COVID-19 social distance regulations – discussions were had on other options for an AGM – virtual, report etc.
 - It was decided to plan in the meantime for a non-face to face AGM given the circumstances with COVID-19 – issue an AGM report and voting for new Executive still TBD
 - How do we run the votes virtually or otherwise? Renee suggested Survey Monkey, Dwight mentioned Gloucester is running their AGM by Zoom
 - Executive to provide summaries and send to Christine/Ryan by end of April – Christine/Ryan to compile the report and provide to the association by the end of May
- Team staff policy change
 - Ryan updated Section 10.4 – summary of updates are as follows:
 - Coaches cannot be on the bench staff of multiple teams
 - Teams can only have one parent per player involved in the team bench staff/management
 - Some modifications were made at the meeting – Ryan to provide updated version to Christine – Christine to update policy
 - See Motion #1 below.
- Team selection policy change
 - Modifications made to Section 12.4



- Remove Section 12.4.2
- Some modifications were made at the meeting – Ryan to provide updated version to Christine – Christine to update policy
- See Motion #2 below.

3.2 Financials

- Budget
 - Alex is balancing the budget for April 30th – working with Crystal etc. on refunds etc. to make sure books are balanced
 - Budget is showing a surplus currently
 - Jen and Ryan to notify teams to finalize their team budgets and apply refunds where necessary. **Post meeting – this has been completed.**
- Golf tournament
 - Executive agreed to cancel the golf tournament – surplus budget will be used to offset revenues lost from golf tournament – this will be relayed to the association in the AGM report
 - Dave to discuss cancellation with Canadian Golf Course. **Post Meeting -this has been completed and cancelled.**
- 2020/21 registration & tryout fees
 - Alex to send out a table to the Executive to review fees – table will not include High Performance fees
 - It was discussed leaving tryout fees per 2019/2020 fees
 - Registration fees to be set at a later meeting once we hopefully know more on how the season will play out

3.3 Team Updates

- Tryout plans
 - Crystal was able to cancel ice time for Spring tryouts
 - Discussion deferred to a later meeting once we know more on how the season will play out
- Just Try It
 - Executive still hopes to have one in August but may have to cancel pending season details

3.4 Coaching and Referees

- Coach applications/selection
 - Proceeding with applications – applications due May 1st



- Interviews to take place over Zoom in May

3.5 Equipment

- Tryout jerseys
 - Steph to order smaller jersey's for Atom and Peewee level tryouts – Steph to ensure payment of invoice is in May for next fiscal year
- Jersey collection
 - Association is to hold on to jerseys for now – pick up will be later when COVID-19 restrictions are lifted

4.0 MOTIONS

MOTION #1: Motioned by Renee and seconded by Steph

- All in favour to update Section 10.4 of the Policy regarding team staff as amended at the meeting.
- VOTE: All in favour – motion passed

10.4 Other Team Staff

1. *Once teams are formed, both house league and competitive head coaches will be able to choose their own Assistant Coaches, Manager(s), and Trainer(s).*

Please note: that all potential bench staff **must** be approved by the executive before contacting them for your team.

2. *No team can have two parents/guardians of the same player on the team staff, and no individual can serve on the team staff of more than one team.*
3. *Teams are encouraged to have female, non-parent coaches on their bench staff. Each team must have at least one parent/guardian of a player on the team staff.*
4. *Trainers must have Trainer Level (1) certification. It is strongly recommended that each team have a female Trainer. Peewee teams and higher must have a female trainer. Trainers should be focused on the game and should not operate the door while on the bench, unless a second trainer is present on the bench.*

Trainer Requirements:

- *Games: Must be on the Bench*
- *Practices: Must be in the vicinity of the ice surface*
- *Land Training: Must be at the training in the vicinity of the players*
- *Team Event: Attendance is recommended*

MOTION #2: Motioned by Ryan and seconded by Jen



- All in favour to update Section 12.4 of the Policy regarding team selection process as amended at the meeting.
- VOTE: All in favour – motion passed

12.1 Selection Committee

1. *The selection committee, as formed by the executive, will evaluate players and monitor the selection of the competitive teams.*
2. *The selection committee will rank players based on individual skills. These skills may include but are not limited to skating, puck handling, shooting, game sense, etc.*
3. *A selection committee is a group of qualified coaches and/or experienced hockey personnel, selected by the CPGHA Executive.*
4. *The selection committee chosen must commit to at least two of the three tryouts and abide by the evaluation form set forth.*
5. *A selection committee provides appropriate evaluation of all participants wanting to try out for a competitive team. It is imperative that all members in our organization feel confident that selection to a competitive team is determined fairly and impartial.*

1.1.1.1 12.2 Try-outs

1. *Only veteran CPGHA Players and Players from other Associations with Permission to Skate and copy of Birth Certificate forms may attend competitive Tier 1 or 1A tryouts.*
2. *Only CPGHA Registered players may try out for competitive teams. If the try outs are not “open” any player from another association wishing to try out for CPGHA must have a release from their association and must register with CPGHA.*
3. *In the event of two players of equal ranking being considered for final selection, the veteran player from CPGHA will be selected.*
4. *Parents/Guardians must sign Tryouts Waiver Form.*
5. *All players attending competitive tryouts will be charged a try-out fee as determined by the CPGHA Executive.*
6. *Players are expected to attend all tryout sessions. Exceptions for illness, injury, family emergencies etc. will be considered on an individual basis.*



1.2

7. *Players are expected to play within their age level. If an underage player chooses to try out for a higher age team, the following criteria must be adhered to:*
 - a. *there must be space available in the higher age group. If that particular age group is full or there is a waiting list, no underage player may be able to tryout.*
 - b. *The underage player must be in the top third of the highest-level team of the next higher age group to be selected.*
8. *Once the Head Coach is selected, he/she will be consulted for the actual tryouts, namely, drills used on the ice for tryouts, on-ice staff (no familial relation with players trying out), controlled scrimmages.*

1.2.1.1 12.3 Tier 1, 1A

1. *Since the team is selected in the Spring, any team activities off season, namely, over the summer months, must follow the rules set out by OWHA.*
2. *Actual Hockey Season (August to Provincial Championships in April)- recommend a maximum of 3 training sessions, (includes both on and off-ice) per week but would suggest alternate weeks, having 3 sessions one week and two sessions the next week.*

1.2.1.2 12.4 Selection process

1. *In the event of numerous goalies trying out, the Head Coach may be involved in the Final Selection/s.*
2. *Each participant will be given a numbered pinney or jersey for identification. This is the only means of player identification for the entire selection process.*
3. *No cuts will be done after the first tryout.*
4. *Cuts after the second tryout are appropriate; CPGHA Executive will notify the participant by e-mail or will post successful players on the website.*
5. *After the third tryout, the Competitive or High Performance Director, an appointed executive member, and the Head Coach, will review the ranking of participants. The Head Coach may choose to ice his/her team as is; OR; have the option of amending the bottom three players. If he/she decides to amend the team, the substituted players must be selected from within the next three highest ranked players. (For example, on a team of 12 players, the coach may select his/her amended players from players ranked 13th, 14th, or 15th only). Coaches must provide a valid reason as to why they are not taking the roster as-is, based on player evaluation. Aside from positional requirements at the high-performance level, only the most extenuating circumstances will be considered. CPGHA executive participants will make the final decision on whether or not reasoning is valid.*

NO PHONE CALLS. *It is the CPGHA policy NOT to communicate the rankings of players. The final decision about the status of any released players will not be changed. Asking for player rankings is of no true benefit to the player. However, discussing with your new team coach ways of improvement should prove more beneficial.*



5.0 ACTION ITEMS FOR NEXT MEETING

- Research/obtain quotes for further coach clinics – Renee/Hamish
- Ryan and Renee to arrange a follow up meeting with Jason
- Executive to provide summaries and send to Christine/Ryan by end of April – Christine/Ryan to compile an AGM report and provide to the association by the end of May – voting for new Executive still TBD
- Alex to send out a table to the Executive to review fees – table will not include High Performance fees
- Registration fees to be set at a later meeting once we hopefully know more on how the season will play out.
- Steph to order smaller jersey's for Atom and Peewee level tryouts – Steph to ensure payment of invoice is in May for next fiscal year
- Jen and Ryan to initiate House Coach applications – due May 1st

6.0 NEXT MEETING

- TBD – sometime in May
- AGM – TDB – sometime in May/June

Meeting adjourned at 9:34pm.

