



Carleton Place Girls Hockey Association

Executive Meeting #5 Minutes

Topic: Executive Monthly Meeting
Date: October 2, 2019
Time: 6:30pm – 9:00 pm
Location: Carleton Place arena boardroom

Attendees:

Ryan Carroll	President
Renee Colley	Vice President
Jen Wright	Competitive Director
Hamish Fraser	High Performance Director
Sara Simpson	Special Events & Communications Coordinator
Dave Mitchell	Director of Discipline and Risk Management
Alex Bennett	Treasurer
Crystal Devlin	Ice-Scheduler (<i>teleconference</i>)
Dwight McNutt	Player & Goalie Development Coordinator
Christine Shillinglaw	Secretary
Steph Grabe	Equipment Manager

Regrets:

Christine Larush	Registrar
Ron Buchanan	Coach Mentor
Kayla Twigge	Senior Rep

1.0 INTRODUCTIONS

- Call to Order – Ryan 6:35pm

2.0 NEW BUSINESS

3.1 Administration

- Approval of minutes – approved by Renee and second by Dave – approved
- OWHA Annual Members Meeting
 - Criminal reference checks – usually good for two to four years but OWHA requires a declaration to be completed every year stating that there has been no change in their records – Dave to review to have this completed for this year’s checks
 - They are looking into publishing new guidelines for the Atom level – they have stated there are to be no tryouts in the Spring for the Novice and Atom level
 - At the Novice level any team with players of 8 years of age can transition to full ice
 - PWHPA has formed four teams that are touring and playing different venues this year
 - Liability for coaches was emphasized – always have a second person in the room with a single player and make sure when using electronic communication there are multiple players on the message – Ryan suggested we should send a reminder out to our coaches on this reminder
- Non-parent coach reimbursement policy – Dave drafted the policy – Executive to review so that it can be discussed at the next meeting
- Photo day is scheduled for October 15th
 - Christine to remind teams there will be no re-take days
 - Jen/Sara to notify teams of photo date – ask them to advise if there are any conflicts

3.2 Financials

- Budget
 - 12 players have outstanding balances
 - 10 players have payment plans
 - 2 players have now missed two payments – payment policy is to be followed – Alex to email Dave and Renee for further action
- 2019/20 ice times
 - Working on scheduling ice time for Novice games



- We have a small amount of surplus ice due to the elimination of the Pee wee C team so that we can potentially schedule some more development sessions

3.3 Team Updates

- Cyclones Day
 - Sara is coordinating
 - Looking for volunteers from a member of each team – Sara to delegate responsibilities to each team
- Novice scheduling
 - House is scheduled for 11 or 12 half ice games
 - Competitive – we have one team of 12 – other associations have two teams of 9 players – they will play two back to back games with split teams
- Bantam A re-alignment
 - One of the players on the team has withdrawn from the team – reason for withdrawing is unknown
 - A discussion was had on the refund for the player – Alex and Renee are coordinating
 - The association discussed with OWHA to have the team lowered to a BB level – this was approved and therefore can play provincials and playdowns at this level
 - The team has decided to stay A under the ODWHA – regular season games
 - Since they have lost a player the coach has another player in mind – however this player did not come to tryouts – Ryan to discuss with coach
- High Performance PEP program
 - There have been challenges coordinating with the three teams regarding who is providing the program (AMP vs. Barry?) – AMP has been responsive, and Barry has been difficult to coordinate with
 - Midget A and Bantam A team are using AMP services
 - Bantam AA is using Barry and is coordinating on their own
 - Hamish is coordinating ice time now with Crystal
 - Discussion was had on running the high-performance (HP) program
 - Steph suggested a committee needs to be formed for the HP level to be discussing how the program runs next year – this year is a large learning curve – program should be set for next year so that less challenges are encountered
 - Next steps – Ryan to review and discuss with Hamish – some items to discuss:
 - Form a separate committee



- Discuss what levels we can have for next year
- Should we discuss joining forces with Goulbourn

3.4 Coaching and Referees

- Player and goalie development clinics
 - Dwight is coordinating and running player development clinics – they are going well
 - Dwight inquired as to whether he is covered under insurance as he is not on an official roster – Christine L. reviewing
 - Dwight looking into CGD clinics

3.5 Equipment

- Steph is reviewing jersey inventory and coordinating what needs be purchased

4.0 ACTION ITEMS FOR NEXT MEETING

- Review requirements for Fundraising and Governance Committees
- Dave to coordinate declaration of criminal checks for this year
- Send a reminder to coaches regarding liability reminders from OWHA
- Review non-parent coach reimbursement policy next month
- Jen/Sara to notify team managers of photo day
- Action for non-payments – Renee and Dave
- Bantam A player gap – Ryan to discuss with head coach
- HP program – Ryan and Hamish to discuss plans for next year
- Christine Larush is working on a “how to” manual for tryouts
- Dwight insurance on ice – Christine L reviewing
- Tryout policy to be reviewed throughout the season to see if we can adjust wording in relation to the tryouts
- Dwight to speak to Dan Campbell regarding Payton signing up at the Atom House level – she originally did not sign up but now wants to play – she wants to play goalie
- Senior team
 - League fees need to be paid – Kayla looking into and association to pay
 - Referee fees need to be paid – Kayla looking into and association to pay



5.0 NEXT MEETING

- Wednesday, November 6th, 2019

