

**Carleton Place Girls Hockey Association**

**Executive Meeting 21-22 Season**

**Agenda**

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| Topic: | Executive Monthly Meeting |
| Date: | November 17, 2021 |
| Time: | 7:00pm |
| Location: | Zoom |

**Attendees:**

Crystal Devlin President / Ice Scheduler

Ryan Carroll Past-President

Jen Wright Competitive Director

Pat Bissonnette FUNdamental & House Director

Amanda Waterfield Secretary

Lisa Zannese Special Events & Communications Coordinator

Will Mayda Director of Discipline and Risk Management

Ken Nicholson Player & Goalie Development Coordinator

Angela Creamer Senior Rep

Keith Wigney Equipment Manager

Joe Schut Coach Mentor

Brandy Mallinson Registrar

**Regrets:**

**Introductions**

Call to Order  7:05 pm

**Review of Previous minutes**

Meeting Minutes from Sept 1, 2021 at the Thirsty Moose

Motion to accept minutes as circulated: Motion by Pat Bissonnette, seconded by Joe Schut. All in favour

1. **Email Votes that have occurred since last meeting**

None

1. **New Business**
   1. **OWHA Update – Crystal**

Crystal apologized for having to reschedule the meeting from last week. She has been very busy trying to do both the President role and the role of ice scheduler. She has been receiving a lot of complaints—expressing the view that the Board is not handling things properly.

Challenges with the OWHA: a U11 game was missed; conflicting information was given in that games would not start soon, yet a game was scheduled. OW is very poor at communicating with Associations. OW has indicated that it wants CPGHA to pay for the referees that attended the U11 game and in addition forfeit the game.

The Goulbourn Girls Hockey Association’s VP drafted a schedule for all the house games. This is very helpful.

* 1. **Ice Schedule – Crystal –**

Changes to the ice are happening frequently and it has been a very busy time. A shortage of referees is causing games to be cancelled. Crystal is trying to reschedule these games and having challenges as she is running out of ice times. A lot of our ice is at 5 pm which will not work for games. Found out this evening that 3 games scheduled for tomorrow are cancelled.

Crystal has received complaints that some coaches are swearing at the players both while on the bench and in the dressing room. This should not be occurring. Suggested that a meeting be called with all coaches and managers to discuss communicating with players. Crystal indicated that complaints came from both younger and older teams.

Pat and Joe suggested that we try to have one representative for each level act as a contact with the OW. All agreed that it is a very heavy load for Crystal. Unfortunately, the OW is not flexible, they want one point of contact for each Association.

Joe recommended that we consider using a convenor style model. Too much is falling on Crystal. Rather, the convenors could be handling some of the issues. Some of the membership have been rude in emails to board members. After a short discussion it was agreed that a notice would be emailed to all members indicating that if there is a concern/complaint that the member is to bring this to the attention of the team’s manager. If the manager cannot solve the issue or needs support that manager can contact Jenn if the issue involves a competitive team, or Pat if the issue involves a house team. Parents are not to go to Crystal; they must go through team manager. Emails directly to Crystal will be ignored/forwarded to the appropriate team manager.

Joe suggested that we schedule a mid-season coach and manager meeting. During this meeting we can remind them that they are representatives and that the Board will only address issues that are brought by managers. All agreed.

It was noted that all want to assist Crystal as they can. The complaints/issues should not fall all on her.

* 1. **RAMP Registration/ Rosters – Crystal**
     1. total amount per team

\*fee has been added due to roster changes

U9 - $50

U13H - $150

U15BB - $150

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| --- | --- | --- | --- |
| Team | Number of Players | Number of Staff | Cost |
| U7 | 21 | 7 | 1173 |
| U9 | 19 | 9 | 1475\* |
| U11C | 14 | 7 | 1275 |
| U11 Wigney | 14 | 8 | 1125 |
| U11 Schut | 13 | 6 | 975 |
| U13H | 14 | 7 | 1225 \* |
| U13B | 15 | 5 | 1225 |
| U15BB | 16 | 6 | 1475\* |
| U18H - 7488 | 13 | 4 | 925\* |
| U18H - 7487 | 13 | 6 | 1025\* |
| U18B | 15 | 6 | 1275 |
| U18A | 18 | 6 | 1475\* |
| Senior Team | 18 | 3 | 1275 |
|  |  |  | $15,923 |

Crystal advised that the rosters are a bit of a mess. For example, a player from U 15 BB is on the U18B team; Pat is on twice on a roster. Each time a person is added to the roster is costs $50. It was noted that U9 has 9 staff on the roster. Angela advised that she wants a lot of adults on the ice with the players; she has offered to contribute to the cost of the extra staff. Normally, a team should have 5 staff on a roster. Some teams have both parents on the roster—this violates our policies.

1. **Financial Update**

With expenses I see a very small profit margin for this year.  Attached is a snap shot so far.

I would like us to move to the RAMP merchant option. This has been ridiculous, and time-consuming ensuring that every E-transfer is accounted for and logged in RAMP.   If we go through the RAMP system it is 1.5% + $0.10 per transaction.  The bonus would be that registration to be completed would require the $100.00 (or any amount we choose) payment immediately, and then sends notices to members for payment.  We can setup due dates in the system, example, $100 due at registration, 50% of remainder on Sept 1, and the rest Oct 1st.

To date I still have 56 families with outstanding balances as of today. Last week it was 127, so I have been busy.

Agreed that the move to RAMP merchant option would be discussed at December meeting. As well need to confirm budget.

**4.6 Development – Ken**

Emails regarding development and goalie clinics have been sent out. Matt backed out 2 days before the first goalie clinic—that session was cancelled. Power skating for players will start on the 27th of November. There are 6 sessions scheduled for 4 teams with teams doubled up. U9 and fundies are to be split out due to the size of the groups and the skill level. Sadly, this will be juggled as we go. We need 3 to 4 more Saturdays. Leanne, who is leading the sessions suggested that maybe fundies and U9 only get 3 sessions as they have to be split. It will depend on available ice and we may go over the $1800 budget. Fundies currently have 20 skaters. Definitely want to firm up ice and this schedule may conflict with a team’s practice schedule. If this occurs the team will be scheduled ice at another time.

Amanda noted that at MTK they take practice time away from teams to do development. This is a reality as there is limited ice available.

Joe spoke to some coaches about having power skating be a mandatory practice. This compared to offering open sessions with the CP Canadians. There was concern that this may be seen as being inequitable.

Ken suggested that the Association offer power skating. Any other type of development the teams are to arrange on their own. Ken recommended that HL teams as well as our B and C teams should participate in power skating.

It was noted that Leanne and Lise who are leading the power skating are wonderful instructors. However, they only work with skaters who are under the age of 14. The cost with other providers is double the cost of Leanne and Lise. It was suggested that we contact Brent at CPC as he has power skating coaches and has offered to assist us.

In addition, it was noted that Carolyn, the U15 BB coach is a certified PEP trainer and she has expressed interest and willingness in working with the players. Judy, is an amazing instructor for shooting if we can get her to come in.

**4.7 Team Pictures -** Amanda is currently in talks with 2 photographers.  I was waiting for all the house game schedules before planning them. Was going to do the 27th until I saw development sessions.

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1. **Equipment Update – Keith**

No update, other than looking for pinnies. Keith also asked if there is a place to have goalie equipment repaired. Angela offered to pass on information to Keith—there is a place in Almonte, as well as a place in the east end of Ottawa. The issue involves straps and it is worth having the equipment repaired.

1. **Discipline Update – Will**

Will advised that he has addressed discipline issues with the U15 BB team and the U 18A team. Letters were sent and he has not received any follow up.

It was raised whether the Association should have one dryland/trainer for all teams. The U15 BB team uses Chris –he works out of his home. There was an issue with a camera, or thoughts that the girls were being recorded during work outs. It was also discussed whether a staff member from the team should be present. The U18A team uses the CPC trainer.

1. **Coach certification – Will  -** follow up is being done.
2. **Police Record Checks – Will**

RAMP is not friendly in trying to confirm who has PRCs on file. It takes time to check each staff member. Will is going to be sending out a reminder as some have still not provided this to the Association.

1. **Trainer Certification – Will** –follow up is being done.
2. **Fundraising – Lisa --**

Maverick donuts have emailed us with an offer to fundraise for teams. Lisa to follow up. The lottery licence application is being worked on –Amanda is handling this.

1. **Communication Update – Lisa** – no updates
2. **Senior Team Update – Angela**
3. **CPC-High Performance**

Documents were circulated with the agenda. Amanda advised that she had added her comments to the document.

Pat led the discussion. Want to offer a Midget AA and A team for next year. Concerns were expressed about the costs involved and how to structure this. It was noted that we have problems now with teams—is this the time to add another layer to the Association. It was suggested that it would be better received if we announce Brent is joining us to run the high-performance program. Rather than just announcing AA and A for Midget.

Ryan noted that the OW may have a concern with our association being involved with CPC. The OW does not want boy’s hockey to be seen as “running” girl’s teams.

The plan is to introduce the program at Midget and then offer it at Bantam and Pee Wee. The plan sounds good, but there is a concern about the cost.

Would rather announce a deal with a 5-year plan and Brent’s involvement all at once.

Crystal asked if we currently have girls that would qualify for such a team. Pat suggested there are 2-3 girls currently in the Association that would qualify, and we would have to use imports at first. This will attract others. Crystal suggested that a committee be created and meet to firm up numbers and discuss with Brent.

The committee will consist of Pat, Joe, Ken, Crystal and Amanda and Angela offered to try to assist.

It was also noted that we need a rate structure for the Association—there is currently no understanding on how team fees and registration fees work. There is a policy on team fees, however there are also expenses above team fees.

It was noted that we have base fees such as insurance, and then there are extra fees for teams that play longer games or use 3 referees. These items are covered by the registration fees. The team fees are negotiable and based on the needs of the specific team. It was noted that families don’t seem to under the difference and what is cover by each fee. It was agreed that we need to educate the membership.

It was noted that at the AGM we will be asked about how much ice was used by each team. Amanda offered to assist with this, as she can pull this information from the budget and financial records.

Will proposed to set up a committee to draw up documentation to clearly explain to parents what they receive as part of registration fee and what is covered by team fees.

1. **Motions**

Motion to adjourn at 9:25 made by Pat, seconded by Amanda. All in favour.

1. **ACTION ITEMS for Next Meeting**

Budget and update on finances

Update on High Performance

Update on Maverick’s Fundraising opportunity.

1. **Next Meeting**

Wednesday December 8, 2021 at 7 pm. Amanda offered to host the meeting at her home.