

**Hockey Regina Inc
Board of Directors Meeting
Minutes
Tuesday December 11, 2012**

Attendance:

Stephen Egar (Chair)	Neil Hruska	Brent Parker
Joanne Merk	Rick Hagglund	Larry Wees
Lester Boey	Ken MacDougald	
Blair Watson (Staff)		

Regrets:

Sandra Beingessner		
Dave Ritchie	Kelly Lovering	Glenn Grad

1. Call to order

Stephen called the meeting to order at 7:05PM.

2. Approval of previous minutes

*MOTION: To approve the previous minutes. Moved Rick, Seconded Neil
CARRIED*

3. Business arising out of Minutes

4. Coaches Survey

- Mid-season coaches feedback (utilize survey monkey)
- \$100 liscence fee
- Make it short and sweet
- Joanne to look at setting up

5. Non-Contact division

- Very good idea
- Need more education to the membership
- Send out communication prior to registration to the membership notifying them that there is a non-contact option

6. SHA Coach Mentoring (Appendix A)

- SHA has 7 individuals in the province that are required to provide mentorship training to minor associations. There are 3 individuals that are assigned to Hockey Regina that have been hired out of 36 candidates throughout the province
- Scott Frizzell advised that he is working with Saskatoon on a similar project where saskatoon is setting up a mentor in each of the zones which will work with the provincial mentor regarding courses and clinics for their coaches

- Hockey Regina could set up a similar mentorship program for divisions and pay the mentors an honorarium to complete the necessary clinics and courses which Hockey Regina outlines.
- Scott advised that he would be able to assist with interviews and job description which is attached prior to the end of December
- the program is already in front of us, we do not have to reinvent the wheel but would want to provide input as to measurable criteria for the mentors we would hire
- Scott to attend next Board meeting in January

7. Other Business

- On-line registration – Blair indicated that our current process is working in that we get in 90+% of registrations in early. There will be additional staff brought on board to help with work load.
- Tournament websites – Blair indicated that all tournaments have the ability to have their own website via the HRI website.

8. Directors reports

Bantam – Met with parent and Coach of a B3 team. Issue with one AC. Brent has removed the AC from the bench

- B2 tournament went well. Regina teams did very good

Atom - Added a new goalie from Swift Current to a T3 team

Pee Wee - Minor issues within the associates

Pee Wee - Minor issues with respect to ice time complaints. All the complaints are coming from the other teams

- Minor complaints on reffing
- Lots of supervision of reffing happening

Evaluations – Female provincial evaluations went well

- Attending a few games

Suspensions – Nothing out of the ordinary

Female - Tournament went well

AAA - working with the Rebels in package for scholarships

- Looking for a permanent manager for the Rebels

- There is apprx \$17,000 from the Esso Cup to be used for female programs

Associates – Minor issue between Rouleau and Milestone

Sponsorship - Met with Tim Horton's, very appreciable

- Interview with Scotia Bank on their sponsorship
- Look into Kraft SS do to no NHL

Midget – Nothing major

Executive Director – The Atom + Pee Wee playoff schedules are out and posted on the website. Bantam and Midget playoff timelines are posted on the website.

Adjourned at 9:00 pm

Next Meeting

January 8, 2013

7:00PM @ HRI



Saskatchewan Hockey Association
Provincial Regional Coach Mentor
General Information**

Revamped As of August 21, 2012



Saskatchewan Hockey Association

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Vision

The vision of the program for the 2012/13 season will focus on delivering Coach Specialty Clinics and on-ice practical experiences with Coaches within their specified regions and to continue to build relationships with MHA's across the province.

Minimum Tasks:

1. To make contact with each association at least twice in the 2012/13 season.
2. To instruct 12 Coach Specialty Clinics within their Region.
3. To evaluate or deliver On-Ice Practices with Teams followed with practice review with coaches.
4. To complete Bi-Weekly Reports.
5. Attend Sask First Zone Tournaments.
 - a. Coach Evaluation and Feedback
 - i. On Bench presence
 - ii. Dressing Room presence
 - iii. Written Feedback to SHA development staff
6. Attend all scheduled meetings and conference calls.
7. Other duties as requested by MHD or LPRCM.



Saskatchewan Hockey Association

JOB TITLE: **Lead Provincial Regional Coach Mentor (LPRCM)**

REPORTS TO: **MANAGER HOCKEY DEVELOPMENT (MHD),
COORDINATOR OF HOCKEY DEVELOPMENT (CHD),
GENERAL MANAGER (GM)**

POSITION SUMMARY:

Under the direction and guidance of the Manager Hockey Development and the Coordinator of Hockey Development the Lead Provincial Regional Coach Mentor shall assist in the coordination of the following activities;

Lead Mentor Roles and Responsibilities

- To assist SHA Development Staff to Develop a 5 year plan of the PRCM program.
- To create standard forms and templates to be used by mentors to ensure all information is gathered and shared in each region across the province, approved by the MHD.
- To ensure every association and league in Saskatchewan is contacted at the beginning of the start of each season and during the season on a consistent basis.
- To attend Hockey Canada/SHA mentorship programs (to be approved by Manager of Hockey Development) to ensure SHA PRCM program is maintained to a high level.
- To assist PRCM to create a communication plan for their specific region.
- To Train and supervise each PRCM in all modules of coach specialty clinics to ensure all content is being delivered consistently and accurately accordingly to SHA model.
- To work with Coordinator of Hockey Development to ensure each region is getting appropriate amount of specialty clinics.
- To consult with other Provincial Branches Master Mentors to stay up to date with any additional mentoring items.
- To report directly to Manager of Hockey Development with monthly reports on each mentor regarding any issues, or any feedback that is required.
- To ensure each Regional Mentor is completing and submitting bi-monthly reports on Extranet.
- To assist SHA Development Staff to develop a breakfast club DVD for distribution to associations and for Regional Mentor to use to show program.
- To assist SHA Development Staff to create a yearly PowerPoint for use to Regional Mentors when attending associations and/or league meetings to explain PRCM program and SHA programs and clinics.



Saskatchewan Hockey Association

JOB TITLE: Provincial Regional Coach Mentor (PRCM)

REPORTS TO: LEAD MENTOR, MANAGER HOCKEY DEVELOPMENT (MHD), COORDINATOR OF HOCKEY DEVELOPMENT (CHD), GENERAL MANAGER (GM)

POSITION SUMMARY:

Under the direction of the Manager Hockey Development, the Coordinator of Hockey Development and Lead Mentor, the Provincial Regional Coach Mentor shall assist in the coordination of the following activities;

Provincial Regional Coach Mentor Roles and Responsibilities

- To create a Communication plan for the specific region
- To contact each association in their specific region at the beginning and end of the hockey season.
- To attend meeting of associations or coaches meetings within their region.
- To conduct a PowerPoint presentations to associations and/or leagues.
- To build relationships with association and league presidents and coaches to build trust and to become a resource mentor.
- To provide updated information from the associations to the SHA.
- To create a distribution list of all contact information of all associations in region.
- To promote and deliver the Coach Specialty Clinics within their regions with secondary emphasis on all SHA programs (Coach Certification program, Skills of Gold program, IP Jamborees, etc.) with each association.
- To conduct Coach Specialty Clinics at Skills of Gold within specific regions.
- To complete reports of all contact with association and or presidents to ensure all associations are aware of any new information is being passed to them.
- To ensure all reports are forwarded to Lead Mentor and SHA office designate on a timely basis to be established by SHA designate.
- To complete and submit a contact and attendance log for clinics to Lead and SHA designate on a timely basis to be established by SHA designate.
- To attend association coaches practices to assist them in mentoring coaches.



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2012/13 Recommendations

1. Extend program to be 12 month program (PDR). It was in agreement with the group that an 8 month period did not allow sufficient enough time to fully implement the Planning, Delivery and Review stages of the PRCM Program into the associations. A 12 month period allows for better time management for the PRCM.
 - a. May – July Planning with Associations preliminary set-up
 - b. August – February Delivery of Program
 - c. March – April Review and Follow up of the Program
2. Continue with 7 PRCM:
 - i. Rod Dallman
 - ii. Bill Summers
 - iii. Brian Flaman
 - iv. Mike Rooney
 - v. Jason L'Heureux
 - vi. Blaine Stork
 - vii. Clive Tolley
3. Identify Rod Dallman as the Head PRCM:
 - a. Accountable to the group
 - b. More Responsibility



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Appendices

A PRCM meeting was held on June 10, 2012 to discuss the outcome of the 2011/12 PRCM season. We conducted a PMI (Plus-Minus-Interesting) discussion and the topics that were brought up were discussed at a length and there are some points below of how to:

Plus

- Once in there we found it was going to be beneficial and they wanted us back
- Connection linked the HC mentorship to the branch and the associations – introduction
- Face to the name....SHA not just an organization you send money and registrations to
- Some were hooked, now we know where we are going with it
- Second year better with established program
- Other Programs introduced – BCLUB, 3x3 for non-tier 1
- Learning experience, resources gained and out to membership
- Thankful the outreach by SHA/ Proactive impact
- On ice sessions well received
- Percentage of associations contacted
- We know what we didn't know
- Modelling behaviour – Wearing Helmets, asking questions, using resources
- Association getting Mentor Coordinator on the Board
- Breaking Region into small Zones
- SHA Mentorship Presentation

Minus

- SHA Mentorship Presentation
 - o Template
 - o Shared with Office
 - o Smaller and direct
 - o Introduction about what is program is about
 - o Training on Adobe Connect creating power points/presentations
- Getting hold of the right person or not easy to get a hold,
- Extra-long conversations once you did get a hold of them
 - o Are we contacting right people
 - o Who is the right contact
 - o Coaches/Associations
 - o We approached the first year correctly. Contacting the Associations so we did not circumvent them going direct to coach.
 - o COMMUNICATION PLAN/TEMPLATE
- More continuity between mentors (how do we do it)
 - o Same message/same presentation
 - o Different route same destination



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- Liaison in between mentors / Mentors within our group
- Ghosting
- PD
- Moving between Regions
- Coaching and being a mentor---Huge load
 - Family, jobs, coaching etc.
 - Time Management
 - Did not know what time commitment
 - Tasks set out / structure
 - Minimum vs. expectations
 - Budget vs. organizational structure
 - Structure
- Distance of Province – Demographics
 - Travel = more time
 - Schedule presentations
 - League presentations
 - Association presentations
- After calls/presentations there was no return
 - Permission
 - Periodic emails
 - Ask for Permission to add email to newsletter list
- Handling rejection
 - Doesn't mean second call won't be successful
 - Focus on right people, pressure will come on its own
 - Who is in charge of Coach Development
- not having all answers to questions (what are those questions and what do we need)
 - know where to send them
 - Sheets with names and who does what at the office.... Directory
 - Understand the issue, write it down, and get back to them
 - PD...new rules, certification, dates,
 - What coaches are certified
- Lack of Structure – Figuring it out as we go. (chose not to put allot of structure)
- Coaches not on ice
 - Total buy in from the coaches – hands on
 - Make it Mandatory
- Delivering Specialty Clinic without having SOG attached
 - Communication
 - **What is this?**
- Reporting
 - Intranet
 - Reporting schedule
 - Template
 - Exemplar



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- Here is what we expect
- What are you working on
- Zone Directors not knowing
 - communication

Interesting

- Breaking Region into Smaller Zones
 - Centralize associations
 - Gets other associations working together
 - Better management
 - Need/population/
- Balance of Time Commitments
 - Is there a criteria we need to follow i.e. coaching level
- Structure
 - More mentors vs. Less mentors
 - Comfortable with status quo
 - Lead Mentor – Accountable
 - Preparing
 - Liaison SHA
 - Contact with Mentors
 - Organizing bigger clinics
 - Deadline dates to have things done
 - Number of programs in your region
 - Max/Min number of clinics
 - Goals
 - What happens if we have change – consistency continuity
 - Roles and responsibilities
 - Job Description
 - Expectations – 12 specialty clinics
 - Reporting structure – more substance every 2 weeks? Less often more concrete
- Coach Specialty Clinic without SOG
- Build Capacity – Teach them how to Fish instead of Fishing for them
- Convincing Associations to have a coach coordinator
- Surprised and Shocked about lack of responses
- Restructuring of Mentors – regions/zones/roles
- Breaking down groups within the Associations (like females)
 - Focusing time
 - Who do we build first
- Newsletter – Success Stories – Provincially, Quarterly, Monthly
 - Best Practices
 - Celebration of success and idea sharing
 - Promotion of sharing information to grow the game
- Clinics – Coach Mentorship Model promotion
 - Slide or information brochure to the coaches at every coaching clinic
 - Invites to clinics



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- SOG posters
- Mandating Dates – setting up presentations. Don't ask tell.
- Customers – implementing SOG into School – Academy
 - Catholic system in Yorkton implementing a
- Structure of Reports – providing correct information
- Professional Development
 - Clinic Presentation from MMC
 - Intranet Training
 - Power Point
 - Coach Speciality Clinic
 - HCR (coach/team registration)
 - New Rules
 - Programs
- Fine Levels
- Presentation Template
- Communication Plan
 - Template
 - Zone Directors
 - Selling on good things we do
 - Who we contact first
 - Periodic emails to contact list
 - Get permission to add email to newsletter list
 - Program(s) information to Mentors
 - How to do it
 - Costs
 - What is involved
 - Package
- Meeting better in September----

Meeting Summary

1. Commitment Level – Meeting Goals

It was discussed if we had met our goals for the season or was there specific goals assigned. Keeping in mind that the PRCM program is being built in the first year and we needed to determine what will and won't work. PRCM initial goal was to contact every association to develop a working relationship. This was a very tedious task for everyone as the association contacts continually change, phone calls were not returned and that was the most challenging.



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Many hours were spent on just contacting the associations. When they did get the right people on the phone a call could last up to 2 hours. Time management was therefore very important to the Mentors.

2. Vision

We looked at the vision of the program and where we were to where we now are. Everyone felt that we have gained significant headway in the program. No one knew what to expect going into the season. How many hours would be spent on it, how many evenings on the road, how many weekends etc., were an unknown.

3. Challenges

- Contacting the correct person (s) in the Association
- No return phone calls
- No help needed by Associations
- Being pulled to do work with more than one Association
- Time Management
- Travel (Time Commitment with Real Life)

4. Communication Plan

- Need bigger presentations/Bigger Events
- Standardized Report Forms/Power Points
- More Training for Delivery of Clinics
- More information on programs offered

5. Success

Out of the entire interview process we were able to attain more course conductors and quality people to assist SHA in delivering programs such as Skills of Gold, IP jamborees, Coach Clinics, Player Evaluations.

Many Associations benefited from personal contact with the PRCM.

6. Roles and Responsibilities – Job Descriptions

Everyone was in agreement that there needed to be a realignment of roles and responsibilities. It was highly recommended that we have one Mentor that would lead the group throughout the season and this mentor would be more accountable to the group. This Mentor would continue to work in their designated region but would act as a liaison to the SHA for the group, keep other mentors on task, and assist as a resource to the other mentors.