

Hockey Regina Inc
Board of Directors Meeting
Minutes
Tuesday November 7

Attendance:

Cory Shaw (Chair), Garnett Volk, Krista Strueby, Darcy Olynyk, Becky Palandri, Michele Ellingsen-Ailsby, Kayla Edgerton, Blair Watson (Staff)

Regrets: Ron Reinhart, Sean Kilback, Dave Diewold, Bill Semchuk

1. Call to order

Cory called the meeting to order at 7:07PM.

2. Board Minutes

*MOTION: To approve the October 3 and October 17 minutes. Moved Darcy
Seconded Garnett CARRIED*

3. Evaluations recap (Appendix A)

- Cory met with Norm and his division heads
- Norm had 83 people doing evaluations, 3500 hours
- Separate goalie session or not? More discussion on this
- Have a separate evaluation for U16AA
- Remove U11C + U13C separate evaluations
- Remove cut down of U13A
- Purchase shooter tutors
- Continuous flow of play, need a 1:30-2:00 minute buzzer
- Look at having some kind of a safety person during evaluations

4. Conflict of interest/terms of reference framework (Appendix B,C,D)

- Garnett went through the Terms of Reference, Conflict of interest, etc
- Garnett looking for feedback within the next couple weeks

5. 2022/2023 HRI Scholarships

- *MOTION: To award \$1,000 scholarship for the 2022/2023 season as follows:
Owen Kirk, Hunter Litzenberger, Mathias Hamming, Kienna Schlosser . Moved
Garnett, Seconded Darcy CARRIED*

6. AGM

- *MOTION: To have the HRI AGM on April 9. Moved Becky, Seconded Krista
CARRIED*
- Blair to secure a room at Queensbury

7. Ref/Coach Discussion

- Communication to coaches on no talking to refs (U11)

8. Board Position

- *MOTION: To appoint Kenric Exner to the Board as Director Coach Development. Moved Krista, Seconded Darcy CARRIED*

9. Director reports

- Suspensions
 - Communication to coaches wrt suspensions, social media, zero tolerance to reffing, max team fees

10. Next Meeting

Nov 21 – Strategic Planning
Dec 5 – Board meeting

November 7th, 2023

This fall I have spent a number of hours in the rink and spoken to a number of parents during evaluations. I was informed that the previous HRI survey to the parents (our clients) reflected that many people were not happy with the evaluations.

In talking to numerous parents throughout evaluations and even recently, it has become evident that it wasn't so much that they were upset with the evaluation process but rather with the drafting of the teams. I went over the information sheet that HRI made available to the parents at evaluations. I also asked many of the parents if they were involved in teams that their child played on.

As a result of the conversations with both parents and evaluators, the following was repeatedly questioned or commented upon:

U-9 Suggestions and Comments

- Either two 45-minute sessions before an ice-clean or else have three 40-minute sessions and then an ice clean
- Overall, it was felt there was a good variety of drill and the ice clinicians were really good
- Very difficult for parents to get from work to home to pick up their children and have them ready for 4:30 evaluation start times

U-11 Suggestions and Comments

- Continuous play scrimmages have been exceptional and minimal lost time due to stoppages on the ice Please keep this practice.
- Appreciation for the meals and snacks especially on the full days of evaluations.
- When it comes time to replace the light blue uniforms, perhaps choose a different colour because the light blue with black numbers is sometimes difficult to read.
- 10-12 hour back-to-back days is too long. Could these be shortened to no longer than 8 hrs in a day.
- Very difficult for parents to get from work to home to pick up their children and have them ready for 4:30 evaluation start times

U-13 Suggestions and Comments

- Coaches who are evaluating need to be reminded from both HRI and Johnston Consulting that they shouldn't be comparing numbers or discussing players during evaluations or on past experience. This is to be done at the drafting tables.
- Coaches should also be reminded these are personal evaluations not group evaluations.
- Skill sessions could be dropped to 45 minutes.
- Institute a one-minute buzzer for scrimmage shifts to ensure every player gets equal ice-time
- Coaches' evaluations reduced from 40 % to 25% of the total evaluation
- The current cut-down from AA to A is 120. Could this be reduced to 100?
- Skill sessions reduced to 45 minutes.
- Very difficult for parents to get from work to home to pick up their children and have them ready for 4:30 evaluation start times

U-15 Suggestions and Comments

- Could there be a return to the former scheduling of AA sessions to Tuesday, Wednesday, Thursday and Friday after Labour Day Monday
- Lots of grumbling from parents and coaches about 2 sessions/day
- Institute a one-minute buzzer for scrimmage shifts to ensure every player gets equal ice-time
- If no goalie availability for any team, a shooter tutor available
- Very difficult for parents to get from work to home to pick up their children and have them ready for 4:30 evaluation start times

U-18 Suggestions and Comments

- No double sessions in a day.
- No back-to-backs
- Shorter skill sessions

Females

- Reduce the length of skill sessions to 45 minutes
- Can the sessions for each age group not be back-to-back (i.e. night after night) as there were dramatic changes in the evaluation numbers as the girls tired. Players are just back to school after 2 months vacation; they are just at the beginning of conditioning for the new hockey season.

Other General Suggestions:

- Shooter tutors for situations where there is a shortage of goalies
- If known that one group is short, have them play the last scrimmages so that a goalie from the previous session might be recruited to double shift
- Maximum shift length for any group of evaluators 8 hours
- We had a number of complaints from parents regarding the late sessions for U-13 and U-15 players -TOO LATE on a school night.
- How can more players be recruited to play goal?



Conflict of Interest Policy

Audience: Board of Directors, All Hockey Regina Employees

Issued: XXXXX

Last Reviewed: New

Owner: Board of Directors

Approved Annually By: Board of Directors

Purpose and Objective:

This Conflict of Interest policy applies to any Hockey Regina Inc. ("HRI") employees, directors, officers, or agents of HRI and its subsidiary companies (note: this group of individuals is referred to collectively through the rest of the policy as 'employees').

There may be circumstances of real or perceived conflicts when HRI enters into a transaction with a related party.

This policy sets out HRI policy on conflicts of interest and its processes for addressing such conflicts when they occur. This policy provides guidance for employees and will be used along with other applicable policies and codes (i.e. Code of Conduct). HRI encourages employees' involvement in the community and in outside professional activities compatible with HRI purpose and values.

HRI also respects employee's right to privacy in their personal activities, though require conflicts of interest to be disclosed. HRI has no interest in interfering with employees' activities as long as the activities do not interfere with their obligations at HRI.

Occasionally, an employee's personal interests will conflict or will be perceived to conflict with HRI interests. This does not mean the employee has done anything wrong, though to protect its reputation and its integrity as a member-owned financial co-operative, HRI will assess matters to determine whether or not a conflict or potential conflict exists, and if so, how it may be eliminated, mitigated or managed.

Definitions:

Arm's length - An arm's length relationship (or transaction) is an expression used to describe a business relationship (or transaction) where two or more unrelated and unaffiliated parties (i.e. not a 'closely associated person') interact to do business, acting independently and in their own self-interest. A transaction not conducted "at arm's length" may happen between parties that may have a personal or close relationship; for example, transactions between family members, personal friends, or the parent company and its subsidiaries.

Closely Associated Person – A person of the employee's immediate family: spouse or common-law partner, children (including adopted and foster children), parents and siblings, spouse or common-law partner's parents and siblings, sibling's children (including adopted and foster children), and any other people who share the employee's home if they depend on the member or the member's spouse or common-law partner for support. This could also include someone with whom the employee has had a close friendship or relationship.

Financial Interest – a direct or indirect interest in a business: As an investor, shareholder, director, employee, trustee, or agent; consisting of any shares, securities, stocks, stock options, or similar ownership interest in a business, excluding interests arising solely from investment in a business by a mutual fund, pension fund, or other institutional investment fund, or other institutional investment fund over which a person does not exercise control; and Where there is receipt of or the right or expectation to receive any income or benefit from the business in the form of a fee, honorarium, commission, salary, allowance, forbearance, forgiveness, interest in real or personal property, dividend, royalty derived from the licensing of technology, rent, capital gain, or any other form of compensation, or any combination of these.

Policy:

Employees may not be placed or place themselves in situations where they have a conflict of interest. This means they may not participate in HRI decisions and processes where they have a professional obligation to act in the best interests of HRI, but will have a personal interest that will interfere with that professional obligation. Employees are required to conduct themselves in accordance with their role, and ensure that all business-related transactions are conducted at 'arm's length'. When employees find themselves in a conflict of interest, they are to disclose it to the Board of Directors and work with them to find a solution that eliminates or manages the conflict. Examples of a conflict of interest could include and are not limited to:

Financial Interests:

- Employees are to disclose a financial interest in any entity that does business with HRI. This includes entities that may compete with the services offered by HRI.

Outside Employment or Other Activities:

- Employees are to disclose to the Board of Directors any work they do outside of HRI that could be viewed as competition respecting the services offered by HRI.
- Employees may not engage in external employment or professional activities that interfere with their responsibilities and obligations at HRI. If there are any employment or special activities being considered, the employee is required to disclose the circumstance and manage the conflict. If HRI allows the employee to engage in external employment or activity, the employee is to comply with any terms and conditions set out by HRI.
- Employees are also required to disclose any work they may do for an outside entity that may give the entity a preferred position respecting contracts.

Public Office:

- Employees are required to inform HRI if there is an intention to run for public office. This would require a leave of absence without pay, in order to seek nomination and run as a candidate.
- While pursuing public office, HRI will ensure that the public office duties do not interfere with regular HRI business responsibilities.

Consequences for Noncompliance:

The existence or perception of a conflict of interest does not imply wrongdoing on anyone's part. Rather, it means the conflict must be disclosed and eliminated or managed.

Failure to disclose a conflict of interest or otherwise comply with this policy could result in disciplinary action up to and including termination of the employee's position with HRI.

Processes:

Disclosing a Conflict of Interest:

A director may disclose a conflict in a meeting and excuse themselves from the portion of a meeting that creates the conflict.

The HRI board chair or committee chair will consult the legal counsel and other committee members, determine if a conflict exists, and decide how to resolve the situation. The Board

of Directors will capture the disclosure and the board or committee's decision in the minutes of the meeting.

Employees disclose potential, real or perceived conflict in writing to human resources annually using the Conflict of Interest Disclosure form and may be required to remove themselves from the activity.

HRI Board of Directors along with legal counsel (as necessary) will investigate the situation and decide if a conflict exists, if the activity will be permitted to continue, and if so, under what conditions.

The Executive Director will consult with an employee and other people as necessary and will consider the following when making a decision:

- If it is possible to arrange an alternate that does not involve a conflict;
- If the conflict is allowed to continue, what are the possible consequences that could result at HRI and/or impact other employees;
- If the conflict is not allowed to continue, the possible consequences that could result at HRI and other employees;
- The rights and interests of the employee;
- Guidelines set out in all other relevant policies.

The Executive Director will communicate a decision in writing to the employee, which may set terms and conditions regarding the activity. A record of decision will be kept in the employee's official file.

Reporting a Conflict of Interest:

Leaders who have reason to believe that an undisclosed conflict of interest exists must report it and/or discuss options with the employee. See Conflict of Interest Disclosure form. Any employee who has reason to believe that an undisclosed conflict of interest exists is encouraged to report it.

Advice and Resources:

Employees may contact Executive Director or the Board of Directors for additional support, training and information on how to avoid, eliminate, and/or manage conflict of interest situations. Directors and Executives should contact legal counsel (as necessary)

Monitoring and Reporting:

Annually the Board of Directors will receive a report from the Executive Director reporting on fulfillment of the review requirements which includes conflict of interest disclosures.

Related Information

- Board of Directors Terms of Reference
- Conflict of Interest Disclosure Form

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Board of Directors Terms of Reference

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Purpose and Objective

The purpose of this document is to establish and document required guidelines for members of the Hockey Regina Incorporated (HRI) Board of Directors. These guidelines are proposed to promote a organizational structure that will assist in a sound decision making process for members of the Board.

The guidelines will provide a process for identifying, minimizing and resolving any real or perceived conflict(s) by a Board member. Also, the guidelines ensure that Board members maintain their integrity and independence while effectively fulfilling their responsibilities as a member of the HRI Board.

These established guidelines have been proposed to ensure that existing as well as new Board members have a full understanding of the Board's values and to assist a Board member in using sound judgment in determining the appropriate action and behavior that should be taken.

Duties as a Board Member

These duties apply to all HRI Board members in their capacity as organizers, facilitators and administrators of programs offered through the organization.

Principles and Standards

Due Diligence

Requires all members of the Board to exercise honesty and in good faith, and act in the best interest of the HRI membership. Members of the Board must consider and understand the effect of their individual actions may have on the integrity and credibility of Board and organization as a whole.

Due to the nature of a Board member's responsibilities, the Board may restrict the activities/duties of the Board member to ensure a real or perceived conflict does not exist.

A Board member's primary duty is to all members of HRI. Board member's must not have a primary duty to a specific group, association and/or organization.

Personal Gains

Board members must not use information obtained as a result of Board business or use their position on the Board to take personal advantage of or a perceived advantage in any business opportunities they become aware of in the process of conducting duties as a Board member.

Confidentiality

Board members must keep all information relating to specific issues confidential at all times. Any information received by a Board member containing specifics on individual members and or Board discussions must remain in confidence.

Confidential information may only be disclosed if it generally available by the membership, required by law or for the purpose which the information has been obtained. Current and former Board members must not use confidential information or opportunities arising from conducting Board duties for personal gain or for the benefit of others.

Media Relations

Public announcements and/or comments are the responsibility of the President position unless otherwise approved by the Board.

All Board members must refrain from correspondence with media regarding the activities of the Board and administration of HRI, unless authorized by the Board to do so. Furthermore, Board members must not make public comments that may cause dissention or adverse affect on the operation of the Board and HRI.

Decision Making

In exercising the powers of a Board member, it is the duty of all members of the Board to exercise the care, skill and diligence that required to exercise a sound decision process for the HRI membership.

In fulfilling this duty, Board members are responsible to ensure they obtain the necessary information and have a clear understanding of the topic to make timely and effective decisions. All Board decisions must be made in compliance with the policies and standards established through due diligence.

Preferred Treatment

All Board members must not use their position/power for benefit or perceived benefit of other individuals or organizations.

Gifts and/or Benefits

A Board member should not accept any gift and/or benefit which may be perceived as payment for services provided through their position with HRI.

A Board member may accept gifts and or benefits which is a:

- normal exchange between friends
- normal exchange of hospitality between persons doing business together
- token exchanged as part of protocol

Other Positions

A Board member can not be a head coach of a HRI team.

Previous Service

A Board member who discontinues service as a Board member must refrain from taking improper advantage of their previous association with the HRI Board. Former Board members must continue to observe the duty of confidentiality unless they have received written authorization from the HRI Board.

Conflict of Interest Procedures- See Conflict of Interest Policy

The conflict of interest procedures apply to the HRI Board of Directors with respect to their responsibilities as administrators of the organization. Members of the Board must not knowingly engage their interests, actual or perceived, monetary or otherwise either indirectly or indirectly, in conflict with their responsibilities and duties as a member of the Board.

In a case where a member has entered into a conflict of interest situation the following actions may be taken to diffuse the conflict:

Disclosure

Annually the Board members are to disclose in writing to the HRI Board the nature and details of any actual or perceived conflict of interest, which would have a direct impact on their ability to make unbiased decisions affecting specific issues or the organization as a whole using the Conflict of Interest Disclosure Form.

The President, in consultation with the Board (excluding a member who is in conflict of interest) will determine the appropriate action to be taken. In a case where the President is the member in conflict of interest, the 1st Vice President, in consultation with the Board will determine the appropriate action to be taken.

Abstaining from Voting

Where a Board member has disclosed a conflict of interest to the Board, the member may continue in the discussion session, decision and vote by obtaining prior approval from the Board.

Other Activities

A Board member participating in other activities, directly or indirectly, which may conflict with the duties and responsibilities as a member of the Board, must make disclosure to the Board.

The Board will make recommendation to the member who is in conflict of interest, to comply with one of the following:

- Discontinue the activity
- Appropriate action to diffuse the situation
- Consent from the Board

Breach

In the event a Board member is in breach of the Principles and Standards or the Conflict of Interest Procedures, or a member has failed to remedy a conflict real or perceived, the consequences will reflect the nature and seriousness of the breach.

When dealing with a breach the Board may consider but are not limited to these consequences:

- The Board member may be offered the opportunity to resign from the Board
- The Board may recommend terminating the member from the Board
- The Board member may be required to make full restitution
- The Board may recommend a third party investigation be performed to determine the seriousness of the breach and to determine the consequences
- If the Board member is in breach of the law, the Board will report the member's actions to law enforcement authorities

Board Members Agreement

I _____ have read and understand the Terms of Reference for members of the Hockey Regina Incorporated Board of Directors. As a member of the Board I agree with the Terms of Reference and agree to conduct myself in accordance with these terms.

Signature

Date

Related Information

- Conflict of Interest Policy
- Conflict of Interest Disclosure Form

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Conflict of Interest Disclosure

Hockey Regina Inc.

* This form will record your name, please fill your name.

1. Date

2. Position

3. Type of Disclosure

- ☐ New Disclosure
- ☐ Annual Review
- ☐ Update (new information)

4. Does HRI employ a closely associated person (as defined in the Conflict of Interest Policy under definitions)

☐ Yes

☐ No

5. Relationship to person or entity

☐ Spouse / Partner

☐ Immediate Family

☐ Extended Family

☐ Personal relationship

☐ other

6. Name, Relationship and position of each close associated person / entity.

List each person's name, relationship or a separate line.

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7. Do you serve as a Board Member in any other role of any other entity (profit or nonprofit)

☐ Yes

☐ No

8. Name of each entity and position of each role

List the entity and your position for every instance that the above situation occurs.

9. Do you hold employment (for Board members primary employment) including self employment as defined on the Conflict of interest Policy.

☐ Yes

☐ No

10. Names the employer and your position

List the employer and your position for every instance that the above situation occurs.

11. If you have identified a real or perceived conflict of interest as a result of your relationships listed in questions above please describe the conflict and what, if any action has been taken to mitigate the conflict,

12. Do you or a closely associate person engage in any other activity or have a personal interest that could be regarded as a conflict of interest for you in your role at HRI.

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