



KPMHA Board of Directors' Meeting Minutes Shawnigan Lake CC Lounge Monday, November 8, 2021

Board members in attendance: Josh MacKamey, Phil Downie, Michele Taron, Zahra Rasul, Nate Boersen, Lonnie Goodfellow, Pam Kendall, Shane Kendall, Karl Faber, and Marsha MacMurchy

Absent: Darren Van Oene and Suzanne Rourke

1. Meeting called to order by **JM** at 7:02pm
2. **Motion:** **LG** to approve Agenda
Seconded: **PK**
Carried
3. **Motion:** **LG** to approve the Board's October Meeting Minutes
Seconded: **MT**
Carried

Email vote on Oct 17th

Motion: **LG**- I would like to motion to the board that we pay mileage to officials who come from out of town to officiate games at KPMHA. The going rate is \$20 per official.

Seconded: **MT**
Carried

Email vote on Oct 22nd

Motion: **PD**- the Board accepts the Disciplinary Committee's recommendation in concerns to XXX dangerous play since the beginning of the season:

1. XXX will be required to write a 1000-word essay on sportsmanship and player safety. (must be completed and handed into KPMHA within 14 days of notification. Failure to do so will result in loss of game play)
2. XXX will be required to complete the Volunteer version of 'Respect in Sport' at his own cost. (must be completed within 14 days of notification. Failure to do so will result in loss of game play)
3. XXX will be given an additional 1 game suspension

Seconded: **ZR**
Carried

Email vote on Oct 22nd

Motion: **PD**-the Board accept the Disciplinary Committee recommendation in concerns to the incident where XYZ was verbally aggressive towards a volunteer checking COVID Passports (ABC) at the U13A Tournament.

1. XYZ must write an apology letter to ABC (This must be completed within 7 days of notification of disciplinary action. Failure to do so will result in further suspension of attending Kerry Park Arena)
2. XYZ will be banned from entering Kerry Park Arena for a period of 30 days from the day of notification.

Seconded: **ZR**
Carried



KPMHA Board of Directors' Meeting Minutes Shawnigan Lake CC Lounge Monday, November 8, 2021

Email vote on Oct 22nd

Motion: SK- the board accepts the following 2 people for team safeties:

Aaron Vaillancourt for U11C

Cara Smith and Aaron Vaillancourt for U15C

Seconded: PK

Carried

Email vote on Oct 23rd

Motion: PK-the Board accepts the following volunteer team staff:

1) Steven Campbell be approved to be a Coach/safety for U8 orange and U7

2) D'Arcy Turpel to be approved to be Safety for U8 Blue pending completion of requirements.

Seconded: MT

Carried

Email vote on Oct 25th

Motion: MT- the Board accepts I would like to motion the following:

1) Tracey Metcalfe as safety for U18C

2) Jeff Williams as Safety for U8 Blue (pending completion of requirements)

Seconded: PK

Carried

Email vote on Oct 27th

Motion: MT- the Board accepts the following:

Ryan Truant and Dana Larsen as shared Managers for U8 Orange team.

Seconded: PK

Carried

4. Old Business/Action Items:

Action Items:

- MT will review the presentation sent to her by AL to determine what OPIC safeguard/privacy seminars/webinars KPMHA should use for training.
- SK will check with Sheena about using the Junior B screens for tournament sponsor information or 50/50 winners for example.
- LG to speak with referees about coaches on the bench wearing a mask or the referees can put it in their report at the end of the game. ✓ **DONE**
- MT would like the board to think about a stipend for non-parent coaches. Some Associations reimburse their non-parent coaches for mileage, food, or accommodation. The Association would pay a portion. ✓ **DONE**
- MT to send NB ice costs for KP and SLS. ✓ **DONE**



KPMHA Board of Directors' Meeting Minutes

Shawnigan Lake CC Lounge

Monday, November 8, 2021

- JM will contact XXX to ask member to write the letter (in regards to TeamSnap chat discipline) ✓ **DONE**
 - Divisional Directors are to e-mail their teams to remind them that only rostered coaches are allowed on the bench. All coaches must be approved by PK and must be on the roster before going on the bench ✓ **DONE**
 - MM to email managers to see if anyone wishes to give back Panago coupons. ✓ **DONE**
 - LG to speak with both the U18C and U18A teams about the new rules and to let PD know when he does. ✓ **DONE**
- a) President's Report – JM
- On October 23rd there was a President's meeting about tiering. All three of Kerry Park's rep teams are in Tier 3.
 - Referees do not have to show proof of vaccination status
 - Kerry Park is doing an excellent job of checking vaccination status
- b) Financial Update – MT
Re: Non Parent Coach Stipend, team budgets (PD and KF stepped out of the room)
Motion: MT- to add Policy 2.11
Seconded: LG
Carried

2.11 NON-PARENT COACH

For all league games North of Duncan, non-parent coaches may be reimbursed for travel expenses through the association at a rate of \$0.52/km from point of departure.

For any exhibition games and or tournaments, non-parent coaches may be reimbursed by the team through fundraising monies, accordingly:

- Accommodation - 100% Covered
- Vehicle - at a rate of \$0.52/km from point of departure.

If the coach travels with another parent, vehicle costs will be reduced by half. Only one vehicle per trip will be reimbursed. The team will pay a maximum of one room with a maximum of two coaches per room. The coach must submit a detailed statement of expenditures with receipts. These expenditures will be paid through the Rep team budget.

DISCUSSION:

- north of Duncan is not part of our area; coaches should know what they are getting into before they accept a head coach position; some Associations give money for food also; some teams will need to fundraise to cover these costs.



KPMHA Board of Directors' Meeting Minutes
Shawnigan Lake CC Lounge
Monday, November 8, 2021

- c) Vaccination checks at the door – **MT**
- The arena door has to be monitored during a team's ice time. The Junior B Islanders did not have a monitor but Sheena is going to check with them.
 - Let MT know if there are any problems at the door
 - Teams do not have to use the app but do need to make sure that vaccination status and ID match
 - Teams will be responsible for any fines due to not checking vaccination status
- d) First Shift Update – **ZR**
- The First Shift sessions are held on Sunday at 8:30am, and there are 29 children enrolled. There are various coaches and volunteers on the ice.
- e) Referee Update – **LG**
- There are 7 new officials; he would like to hold another referee clinic.
- f) Parent Meeting Documents – **SK**
- Some teams have not had a meeting with their parents
 - Team meetings with parents have certain topics that need to be discussed
5. New Business:
- a) Time Keepers - **LG**
- The time keepers are considered game officials. If players in the box are rude to them the referee can give the player in the box a penalty for his or her behaviour. The time keepers are treated like officials and the new maltreatment rule would come into effect.
- b) U8 Blue Team Staff - **PK**
- Motion: PK-** the Board accepts Paul Morris and Josh McKamey as Assistant Coaches on the U8 Blue team.
- Seconded: LG**
- Carried**



KPMHA Board of Directors' Meeting Minutes Shawnigan Lake CC Lounge Monday, November 8, 2021

c) Policy changes - MT/PK

Policy 7.15

The Head Coach/Competitive Director and Divisional Directors are responsible for ensuring that there are team officials for teams. Selection for coaches for teams will be the responsibility of a Coach Selection Committee which is typically comprised of the Head Coach/Competitive Director, respective Divisional Director and first Vice President. The Board of Directors will designate who will be on the Coach Selection Committee for each hockey season. ~~Team officials~~ The Competitive team Head Coaches will be decided first, given that competitive team rosters must be established prior to the recreational teams. The Coach Selection Committee will recommend head coaches ~~and team managers~~, for each team, to the Board of Directors, given the vital responsibilities these officials have for the team. The Board of Directors may give the Coach Selection Committee the authority to designate head coaches and team managers, without Board of Directors approvals, if deemed necessary.

Policy 7.20

Team Managers - Once team rosters have been finalized, the team Head Coach will solicit interest for a potential team manager and make a recommendation to the Divisional Director or Registrar Director. The Director, Registrar or VP will present to the Board of Directors for approval. The Registrar Director will be unable to roster this individual until the Board of Directors has approved the individual.

Policy 7.21

Assistant Coaches - will be recommended to the Head Coach/Competitive Director or the Divisional Director by the team's Head Coach. The Director, Registrar or VP will present to the Board of Directors for approval. The Registrar Director will be unable to roster this individual until the Board of Directors has approved the individual.

Policy 7.22

Team Safety - The Team Manager and the team's head coach will obtain a team safety, and provide the name of the team safety recommendation to the Divisional Director and Risk/Equipment Management Director. The Director, Registrar or VP will present to the Board of Directors for approval. The Registrar Director will be unable to roster this individual until the Board of Directors has approved the individual.

Policy 7.23

Team Treasurers – Each team will be required to provide the name of a team Treasurer for approval by the KPMHA Registrar and VP Admin and Finance.



KPMHA Board of Directors' Meeting Minutes
Shawnigan Lake CC Lounge
Monday, November 8, 2021

- d) E-mail Votes – **MT**
When presenting a motion for an e-mail vote **MT** would like the BOD to also have a “second” BOD member shown in the e-mail.
- e) Dressing rooms at KP - **SK/MT**
- Dressing room doors at KP are unlocked for the teams as opposed to the older method of signing out keys. Sometimes the arena personnel will leave the key in the door for the team to secure when they are on the ice. If you do have a key please leave the room the way that you found it. The coaches should be checking the rooms at the end of the ice sessions. If there is no key a coach or manager should be responsible for getting one so that the room can be checked and locked at the end of the ice session.
 - Players should be out of the dressing rooms as quickly as possible as they were during the 2020/21 season.
 - There needs to be someone checking the dressing rooms during the Adam Geric development sessions on Fridays.
- f) Brentwood U18 team - **MT/PK**
- A motion was passed to support the creation of one Brentwood recreation U18 team to attend two tournaments. A one year agreement still has to be created and signed.
 - Players cannot be rostered on more than one team.

Questions:

- Do coaches have to wear masks on the bench? Yes.

Motion: to adjourn meeting at 8:18pm: **LG**
Second: **NB**



KPMHA Board of Directors' Meeting Minutes Shawnigan Lake CC Lounge Monday, November 8, 2021

DIRECTOR'S REPORTS

President – Josh McKamey

- President's meeting October 23
- Tiering placement/justifications
- KP U18 - T3
- KP U15 - T3
- KP U13 - T3
- Updates to proof of vaccination mandates
- VIAHA now checking bench qualifications
- Supplementary disciplinary action - U18

Vice President of Operations – Phil Downie

- Disciplinary Committee met October 20th, to discuss 2 issues that required our attention. Email vote issued and all recommendations were approved by the KP board and individuals were notified by Josh (KPMHA President).
- Emailed U18A team about the concern that chew spit was found in the locker room after their practice by KP Rink Staff. U18A head coach states he spoke with the team and they deny it was there team.

VP of Admin and Finance/Communication Officer RTH/Ice Scheduler – Michele Taron

Ice

- Rep teams have all their league game schedules until late January
- House teams have league games until Remembrance Day long weekend.
- Teams cannot cancel ice slots; if an emergency arises you must find a replacement and notify Michele of the change.
- We only have certain available ice slots for purchase; if you have budgeted ice costs then you can't wait for the perfect ice slot to appear you need to jump on booking what is available.
- We share the rinks with several other user groups so the perfect slots may never be available
- Scheduled a couple of on ice officials sessions (Oct 2, 17, 24, 31st) and another one will be scheduled once VIAHA gives back ice in the next few weeks.
- Setup an on ice sessions for a Development coaching clinic (Oct 3rd)



KPMHA Board of Directors' Meeting Minutes

Shawnigan Lake CC Lounge

Monday, November 8, 2021

RTH Communication Officer

- New PHO order Oct 25th
- Vaccination checks are now required for all team events, practices and games
- Every team must have a volunteer Vaccination checker at the door the entire time, regardless of what the security guard says.
- Coaches, team staff and spectators cannot enter the building until your team volunteer vaccination checker is ready at the door.
- Every team staff, coach and spectator over the age of 12 years old must show a double vaccination card every time they wish to enter the arena regardless of how many times in the past they have shown this. People over 19 years old must also show a government issued picture id with their vaccination card.
- If there is a “spot check” from Island Health and a fine is given due to someone in the building that should not be, that fine is passed to the team.

Finance

- Team tournament request are still coming in. You must send me amount, E-transfer email address and sanction number + application with each request.
- Tournament requests must be part of your approved budget.
- Any team receipts to pay expenses must be out of the team approved budget.
- Nov 15th Pam and I will withdrawal Association amounts owing from each team account (Pagano coupons, ref costs, tournament registration fee, extra ice, extra dev coaches, A and C's, gaming licenses and other miscellaneous expenses)
- All teams bank account delegates have been setup (Manager and Treasurer for each team) This allows them to view bank account details and set up E-transfers that need Pam and I to submit the online approval.

Managers/Treasurer meeting- Nov 5th

- Managers/Treasurers meeting was on Friday Nov 5th, each team was represented. Thank you to those board members that attended and spoke on different items. We covered a lot.
- All approved team staff is setup under the teams profile on TeamSnap. Only those with “Management profile” can see contact info of each member.
- Only those team staff members with “Management” profile on TeamSnap can delete a comment in the team chat.
- Managers were reminded that if there is a chat issue they must forward it to Pam and I. At registration all families signed our Social Media Policy which also covers TeamSnap.
- U8 has received VIAHA permission to play the U8/U9 team from Lake Cowichan before the Dec 1st start date.
- Managers were reminded that once their team is done with the KP dressing room, a team staff must check it and lock the door then return the key. That way they are not responsible if there is damage that some else does to the room.
- All Ref assigning is done in HiSport now, if a Manager does not see their game listed by Wednesday they need to get a hold of their commissioner so that refs can be assigned properly.



KPMHA Board of Directors' Meeting Minutes Shawnigan Lake CC Lounge Monday, November 8, 2021

VP of Admin and Finance/Communication Officer RTH/Ice Scheduler – Michele Taron
(...Continued)

Pam and I met with Neil Robinson in regards to the U18 Brentwood team. There will be more information to follow at the meeting.

Registrar – Pam Kendall

- No report submitted

Head Coach/Competitive Coordinator – Darren Van Oene

- No report submitted

Marketing and Tournaments – Zahra Rasul

- No report submitted

Gaming and Sponsorship – Marsha MacMurchy

Gaming

- supported two teams with raffle licence applications
- supplied all pertinent documentation and raffle tickets to U13 A Tournament organizers
- completed post summary reports for 3 gaming licenses
- followed-up with U11 D about raffle procedures for their December tournament

Sponsorship

To make up for the lack of sponsorship I'm trying to organize some donations and fundraisers.

- confirmed \$300 donation from Royal Canadian Legion
- working on face mask fundraiser
- actively working with Panago and distributing coupons to teams when I get coupons. I likely won't get any more until January. I may approach Ladysmith Panago if/when I'm in the area

Social Media Marketing

- actively posting content on all channels.
- reached out to managers to encourage them to send photos

Referee in Chief – Lonnie Goodfellow

- It has been a bit of a struggle getting out young officials qualified but I will keep working at it. The new maltreatment rule seems to be working.
- I would like to discuss time keepers at the meeting.



KPMHA Board of Directors' Meeting Minutes
Shawnigan Lake CC Lounge
Monday, November 8, 2021

Rick/Equipment Management Director – Shane Kendall

- No report submitted

Junior Divisions Director – Nate Boreson

- No report submitted

Intermediate Divisions Director – Suzanne Rourke

- No report submitted

Senior Divisions and Female Director – Karl Faber

- Nothing to report