



KPMHA Executive Meeting Minutes Kerry Park Recreation Centre Lounge November 12th, 2019

Executive Members in attendance: Aaron Lamb, Dave Brummitt, Pam Kendall, Michele Taron, Shane Kendall, Daren Van Oene, Lonnie Goodfellow, Nate Boersen, Josh McKamey, Zahra Rasul and Michelle McComb

Meeting called to order at 7:02pm by AL

Motion: LG to approve agenda

Second: DB

Carried

Motion: DB/LG, change minutes from October 15th, 2019 meeting (page 2, number 2 Action items, E and F) from

E. AL to speak with Midget and Bantam A teams regarding KPMHA, BC Hockey, and VIAHA policies, zero tolerance, and the dangers of vaping – in progress.

F. DB to speak with Bantam C team regarding KPMHA, BC Hockey, and VIAHA policies, zero tolerance, and the dangers of vaping – in progress.

Should read: DB to speak with Bantam A and AL to speak with Midget A and Bantam C regarding KPMHA, BC Hockey, and VIAHA policies, zero tolerance, and the dangers of vaping – in progress.

Guests

- a) Carl and Marnie Ollech, new owners of Junior B Islanders (July 1st, 2019)
Spoke to the committee about the direction they see the Junior B Islanders going in the future.
They would like to expand the Junior B Islanders and develop kids in our region.
Would like to have their players connect and mentor young hockey players.
Possibility of having our Initiation player play during Jr. B intermissions. 7th player with Novice, Atom, and Pee wee.
Action: MT to add a link on the KPMHA webpage to the Jr. B webpage once it is up and running and Marnie gives her the info.
- b) Brian Harrison, spoke to committee about recognizing local referee, AG. He started officiating in 1999 and is one of 10 officials in BC that has a level 6 certificate
Action: DB to take an existing trophy to Heritage Trophy to see about having an “Official of the Year” plaque added to the trophy. Possibility of a sweater, picture, and write-up. Picture would be with all our officials especially our junior officials. This could be presented during intermission on a minor hockey night. More discussion by the committee is needed to decide what else KPMHA can do to recognize A. G



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Old Business/Action Items

1. To record email vote:
November 1st, 2019 **Motion: MT** – to over budget Midget C by 1 in order to allow a previous player to register now.
Second: MM
Carried

2. Action item updates:
 - 1) DB has spoken with the Bantam teams regarding KPMHA, BC Hockey, and VIAHA policies and Zero Tolerance.
 - 2) ZR has spoken with the owner of Subway (Mill Bay), and he has indicated that he would be interested in sponsoring individual teams and tournaments. Such as gift certificates in gift bags.
Action: AL to speak with Robin/Cam Bond about sponsorship.
Action: AL to review the list of potential sponsors that ZR has.
 - 3) PK is continuing to work on streamlining gaming licenses.
 - 4) Tony from KP has been away on holidays.
Action: DB will follow up regarding concerns of the KP showers locking from the inside

3. Financial update, MT (*see attached financial reports*)
 - a) Waiting on some team budgets
 - b) Team Budget vs Actuals are due December 31st, 2019
 - c) No further questions about financial reports

4. Registration numbers by division(s), PK
 - a) Rosters are all done
 - b) AP's are mostly done
 - c) Lower divisions don't have a safety
Action: PK – add to policies that at least 1 parent needs to stay when their players are on the ice.
 - d) 1 Atom player will soon be coming from 1st Shift.
Action: PK to investigate what Cowichan chargers' players that come from 1st Shift.



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5. Discussion regarding APing players, DB

Motion: LG to go in camera at 8:23 pm

Second: MM

Carried

Motion: LG to come out of camera at 8:29 pm

Second: MM

Carried

Action: all suspensions, both player and coach(es), are to be sent to PK. PK will put the suspensions into the suspended player/coach(es) HCR

6. Gaming report, PK

a) Licences are online only. Anyone wanting to apply for a license needs to apply online.

b) Manager applying for the license should take a screenshot or print a copy of the gaming license application.

c) Next year the policy regarding gaming licences needs to be more concrete in the KPMHA policies and procedures.

7. **Motion:** MT – Policy change

Current Policy 1.6

Players trying out for competitive teams will be charged a non-refundable try-out fee set annually by the Board of Directors and any additional Competitive fees will be charged after player placement has been confirmed. Final Competitive fees are due and payable on a date set by the Board of Directors.

Changed Policy 1.6

Players trying out for competitive teams will be charged a non-refundable try-out fee set annually by the Board of Directors and any additional Competitive fees will be charged after player placement has been confirmed. Final Competitive fees are due and payable on a date set by the Board of Directors. No player is allowed on the ice if their Competitive fee has not been paid on-time.

The following late fees will apply on all Competitive fees not paid on time:

One to seven days late there will be a \$25 late fee,

Day eight to fourteen there will be a \$50 late fee,

Day fifteen to thirty there will be a \$75 late fee,

After 30 days the player will be removed from the team roster.

Second: DB

Carried



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If a family is financially unable to afford these fees, they should talk to KPMHA Registrar or KPMHA Treasurer about it before the fees are late. There are programs designed to help if finances are an issue.

New Business/Action Items

1. Suspensions.

Motion: MM to go in camera at 8:34 pm

Second: PK

Carried

Motion: MT to come out of camera at 9:16 pm

Second: MM

Carried

Action: AL will send PK all suspensions so she can upload them into HCR. This is for both players and coaches.

2. Referee update, LG

Action: AL with LG to do an association letter to all coaches and managers thanking them for their patience and understanding with our referees while they are learning.

3. Raven Hockey Program, AL spoke with Harold Bloominthawl regarding sponsoring the program.

Motion: MT to sponsor the Raven Hockey Program \$250.

Second: LG

Carried

4. Board Protocol, AL

Motion: DB to go in camera at 9:29 pm

Second: LG

Carried

Motion: LG to come out of camera at 9:34 pm

Second: DB

Carried



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5. EPACT update, MT
EPACT sent out an email to all parents in the association. KPMHA is currently not using EPACT. We wish to start using the system for next season. This needs to be started during registration. EPACT is \$3 per player, this should be discussed more during budget time.
6. Update on photos, MT
Photos are finished and the photographer should have them back to MT within the next 10 days. MT will contact managers and give them their teams photos.
Order forms can be found on the KPMHA website under Forms/Picture order form.
7. Team Sanctions, SK/MT
If a KPMHA team is doing something out of the ordinary (game, practice, or tournament), they **must** fill out and apply for sanctioning to do so. If there is no sanction, there is no insurance. Sanction application link can be found on our website under Forms/Special Event Sanction Application Form. There is also a link underneath that for Sanction guidelines.
8. Practices and the AP policy.
Discussion saved for the next Board of Directors meeting.

Motion: LG to adjourn meeting at 9:44 pm

Second: DV

Carried

Board of Directors Reports

President – Aaron Lamb

1. Supervision in Dressing Rooms
 - Sent an email to all coaches – responsibilities for proper ‘Two-Deep’ supervision and guidelines
 - All Directors should report concerns regarding supervision to Darren and Shane
2. Board Protocol:
 - Would like this added for an ‘in-camera’ agenda item
3. BC Hockey:
 - Clarified that local high school hockey teams are not included in the ‘non-sanctioned team definition in the Hockey Canada bulletin
 - Vancouver Minor Hockey Classic opportunity sent to Divisional Directors to share with recreational teams



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4. VIAHA:
 - Executive Meeting October 19th:
 - Divisional placements
 - Pee wee A – Tier 1; Bantam A – Tier 2; Midget A – Tier 3
 - I will be participating in a Working Committee for Tier 1 VIAHA teams
 - Lateral moves to fill vacant goalies and players – in case of emergency President VIAHA can approve – email of approval can be provided to refs/notes in game sheet
 - Approval of changes to BC Hockey policy adjustments (7.14 Exhibition Teams, 9.09 Joint Team Policy, 9.11 Overage Players in House League, 9.12 Oversize Team, 7.12 Recreational Player Relief, 7.15 Sanctioning Jamborees, 7.13 Tournament Teams and 9.08 Transferring of Goalies)
 - Reminder to all teams of Equal Ice policy
5. Kerry Park Junior B Islanders:
 - Discussion with Carl Ollech regarding opportunities between KPMHA and the Junior B team
6. Adjacent Peer Associations:
 - CVMHA – nothing new to report
 - JDF – Requests for support from KPMHA for the Raven Hockey Program:
 - <https://www.communitylivingvictoria.ca/events/south-island-ravens-hockey/>
 - <https://www.vicnews.com/sports/south-island-hockey-team-for-developmental-disabilities-preparing-flash-cheer-mob/>

1st Vice President – Dave Brummitt

- Met with Bantam A team to discuss zero tolerance, cell phone and social media policy
- Met with the team officials on two teams to discuss dressing room supervision
- Met with the team officials on two teams to discuss excessive penalty minutes
- Met with Aaron to discuss suspension notifications
- Handed over scholarship contact information to Michelle M
- Plan to update “Official of the year” trophy in the upcoming weeks

Ice Scheduler – Michele Taron

- Ice Schedules up to Dec 22nd are posted on our website.
- Sent all Managers an email reminding them that I have two weekends where **ALL the ice is at SLS only!**



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- Nov 16-17th the figure skaters have a show at KP, so we have no ice that weekend and
- Dec 14-15th is the KP Santa setup and skate.
- VIAHA has given me league schedules for Rep teams (including Atom D) until play offs in Feb.
- VIAHA has given me Midget house league schedules until Christmas.
- VIAHA has given me league schedules for Atom- Bantam house for next few weeks only. Hopefully soon I will have the rest.
- Pee wee A team is not running a tournament, they are having a 3 on 3 skills camp instead. Optional for Pee wee Parents to sign up. There will be players from other association attending and Rob Armstrong will be running it. Ice will be at SLS.
- The last day of ice till after Christmas is Dec 22nd. If a team wants ice over the Christmas break, please let me know ASAP.
- Emailed both Novice teams with their game slots for the entire season.
- Very pleased with the interest received from the younger divisions for extra ice. This is how we build a good skilled group of hockey players for the future.
- Bantam A has decided not to run a tournament in early January due to lack of interest from other teams.
- It is very important that teams do not go on the ice before their scheduled ice time! Our insurance does not kick in until scheduled time slot.

Treasurer - Michele Taron (Financial Reports Attached)

- First set of Team bills will be debited from team accounts on Nov 15th.
- I have sent ALL managers a list of amounts and descriptions as to what will be taken from their account on Nov 15th.
- Still missing a few **signed team budgets**. Have offer to put these out for electronic signatures through "Sign Now" program.
- All officials were paid by direct deposit on Oct 15th and the second set of payments will go through on Nov 15th. Only 2 refs have not gotten me their banking information yet.
- Nov 15th ref payments will include the majority of reimbursements for the clinics they attended at the beginning of the season. Policy states clinics do not get reimbursed until they have officiated 5 games.
- Most team bank accounts are setup and signers have gone into the branch. There are still a few stragglers that need to get into the bank ASAP.
- TeamSnap Rep Fee reconciliations are so much easier than Netbanx.
- The Parent Paid sessions were short approx. \$900 so to make up for that there will be 5 Friday slots in January and February that will be listed as Parent Paid ice with Adam.
- Team Budget vs Actuals are due Dec 31st. This is a good time to make sure each team is on track.
- All Rep fees have been paid in full. I only had 1 that was late in paying. I recommend changing the policy so that there are late fees associated with Competitive Fees not paid on time.



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Policy 1.6 – Motion to change to the following:

Players trying out for competitive teams will be charged a non-refundable try-out fee set annually by the Board of Directors and any additional Competitive fees will be charged after player placement has been confirmed.

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The following late fees will apply on all competitive fees not paid on time:

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Day fifteen thru thirty there will be a \$75 late fee

After day 30 the player will be removed from the team roster.

Registrar – Pam Kendall

- Rosters are done.
- Ap additions are almost done
- Still no safeties for some of the lower divisions
- Have one atom reg coming from first shift
- I will have to reach out to Cowichan as we can not host any initiation or novice players

Secretary/Website – Michele Taron

- Sent ALL coaches the Coach Agreement through the “sign Now” program so they were able to electronically sign. Loaded them all on the google drive.
- E-game sheets have been loaded up on google drive. Emailed Managers to remind them that Paper game sheet copies must be left at the KP office in my name. These are the Pink copies. I will scan them to the google drive.
- All teams are up and running with their E-game tablets. Thank you, Raina, for facilitating that!
- Applied for an Instructional Stream Checking Clinic course to be help on Nov 24th.
- Applied for a Coach 2 coaching clinic, this will be held in conjunction with the checking clinic on Nov 24th. Part of the clinic they will be on the ice at SLS with the Novice Major team.
- Dev 1 clinic on Oct 26/27th went well.
- Please be on time with your Director’s reports. We all know how crazy it is on weekends, so it makes things difficult if you do not get your report in on the Friday before the weekend. Amber will never object to receiving things early!
- Photo nights went well Nov 5th and 6th. I attended each of the younger divisions photo slots. The photographer will call me in 10-14 days, and I will pickup the photos in Victoria and then contact the managers for pickup arrangements.
- The photo order form for extra pictures and playing cards is located on our website under the Forms tab.
- Updated sponsors on website.



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- All coaches that have taken Development 1 Clinic need to earn 20 points in order to keep up the status for 5 years. I have created a visual aid with instructions on how to check your status. Please let me know who needs to check in on this.

Head Coach/Competitive Coordinator – Darren Van Oene

- Coaches except 1 Midget C coaches have signed the Coach Agreement.
- To date Development sessions:
 - 3 on ice Coaches sessions with Rob Armstrong
 - 21 Goalie sessions with James Gaertner (Novice-Midget)
 - 56 player development sessions with Adam Geric, Rob Armstrong and Brian Passmore (Initiation – Midget)
- The “Parent Paid” group sessions with Adam Geric finish Dec 6th and then we will have 5 extra single sessions until the end of the season in order to make up the budgeted income. This is due to low attendance in the Bantam and Midget groups.
- Competitive teams have been placed in the following divisions for the season:
 - Atom Development – Division 2
 - Pee wee A – Division 1
 - Bantam A – Division 2
 - Midget A – Division 3

Equipment/Rick Manager – Shane Kendall

- All teams issued jerseys
- Took online safety course as part of director duties and responsibilities
- Sent email to KP rink staff regarding dressing room shower door issue. No word back on potential remedies.
- Sent form to BC hockey for Sportsmanship in the stands

Referee in Chief – Lonnie Goodfellow

- Asking coaches to please have patience with our young officials
- I am seeing some nice improvement in them and its only going to get better
- There are a few that don’t want to put the red arm bands on because they don’t want to deal with the coaches (past experiences).



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Marketing/Sponsorship – Zahra Rasul

No report

Junior Coordinator – Nate Boersen

Initiation 1 & 2

- Teams split. Coaches and Managers are in place. Looking for Safety (still)
- Jamboree applications out.
- Initiation Jamboree February long weekend. Tournament chair is Nelly Brummit 😊
- Tournament Committee being formed. Online signup for volunteers done.

Novice H3

- Team meeting held and budget presented.
- Working with Michele to help with parent communication. (Thanks Michele!!!)
- 18 rostered players
- Looking for Safety Person
- Junior Director to contact VIAHA Junior VP to see if H3 can play Sooke and LCMHA prior to Dec.1 start of game play.

Novice H4

- Team meeting held
- 20 rostered players
- Preliminary budget approved by 19/20 parents.

Intermediate Coordinator – Josh McKamey

The hockey season is in full swing now.

- Pee wee Rep and Atom Development tiering round is complete. League schedules are out, and games have begun.
- The house teams are moving away from paper game sheets and will be using the new electronic system going forward.
- Feedback on the development program has been good. Big thanks to Rob A, Adam G and Brian P.

Senior Coordinator – Michelle McComb

- Replied to various e-mails/texts from members, executives, and people outside of the Association
- Checked Team Snap ice schedules for Bantam (rep/house) & Midget (rep/house)
- Forwarded messages to teams through Team Snap