



KPMHA Board of Directors Meeting Minutes In person (Kerry Park curling lounge) and online meeting (via the app ZOOM) September 15th, 2020

Board members in attendance: (in person) Aaron Lamb, Pam Kendall, Aaron Vaillancourt, Michele Taron, Marsha MacMurchy, Josh McKamey, and Darren Van Oene, (via Zoom) Nate Boersen, Kim Downie, Shane Kendall, Zahra Rasul, and Lonnie Goodfellow.

2 non-board members in attendance via zoom (2 zoom calls couldn't be identified and were released)

1. Meeting called to order at 7:08pm by AL
2. **Motion:** LG to approve agenda
Second: DV
Carried
3. **Motion:** MT to approve August 10th, 2020 meeting minutes.
Second: AV
Carried
4. Old Business/Action Items

To record email vote on September 3rd, 2020

Motion: MT – I motion that the following Policy 1.4 be changed to:

The following rules apply to players who wish to try out for a Tier 1, Junior B, Zone Teams, BC Hockey U15AAA, U16AAA, U18AAA or a Female Team:

- I. All players must register first with KPMHA before April 30th. This is important to maintain a space with KPMHA in the event that the player does not make the team they are trying out for. ~~On April 30th there will be a late fee charged and the player may be waitlisted.~~
- II. The registration fee will be collected at the time of registration.
- III. The Registrar Director must be informed (~~before August 26th~~ April 30th) in ~~writing~~ **an email** of the player's intent to tryout at another level to registrar@islanderhockey.ca.
- IV. The player will be put on the **pre-registration list** ~~roster~~ for the appropriate division and must keep in contact with the **Registrar and** Divisional Director ~~and competitive head coach~~ regarding ongoing status with the Junior **and/or** representative team.
- V. If that player is released, they must immediately inform the Registrar Director and Divisional Director to determine where there is an available spot for that player at KPMHA. The player can participate in tryouts at KPMHA if released in time and if they paid the rep tryout fee at time of registration, **once the KPMHA Registrar approves them back.**
- VI. **All players that have made the Junior or representative team must immediately inform the KPMHA Registrar in an email.**

Second: PK
Carried



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To record email vote on Aug 9th, 2020

Motion: PK – I motion that we declare the following with VIAHA on September 13th, 2020.

- U11- 1 Carded and 1, possibly 2 house teams. We will ask for an extension on this declaration due to unknown ice etc.
- U13- 1 Carded and 2 House
- U15 -1 Carded and 1 House
- U18- 1 Carded and 1 House

Second: MT

Carried

A. Action Items:

- DV, with COVID 19, can CM go from team to team (for coach mentoring). MT, yes, with social distancing.
Action: DV, to put together and submit to MT (for the KPMHA budget) the number of hours he feels that KPMHA will need CM.
- AL report he has a 5th person, Clint Steigenburger, for the appeals committee.
- AL, may need to do some amendments to the bylaws regarding power of board decisions and the appeals committee – on going
- AL reports that some of the OIPC safeguard/privacy seminars/webinars are not applicable to KPMHA.
Action: AL to make recommendations to PK and MT on which OIPC safeguard/privacy seminars/webinars KPMHA volunteers need to watch (depending on their role within KPMHA).
- All board members have read the KPMHA privacy policy
- ZR shared some sponsorship leads with MM from last season.
- AL reports the committee for KPMHA's mission, vision, and value statement will consist of ZR, AV, LG, and AL.

B. Registration by numbers, number of teams, and players needed, **PK**

- PK reports numbers per team, numbers of registrations in progress, and number of players per division currently on the waitlist.
- Spoke to JDFMHA and CVMHA in regard to goalies. They do not have a goalie available for U15, they do have 2 extra U13 goalies. We may need to age up a U13 goalie to U15.



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C. Player movement, NB/JM

JM, there are currently 2 requests to move players up a division,
WP from U7 to U8 and
WC from U8 to U9

Motion: JM to go in camera at 7:34pm

Second: PK

Carried

Motion: PK to come out of camera at 7:56pm

Second: MM

Carried

JM recommends that WP and WC move up to the next division conditional on being able to move a U9 down to U7.

Action: JM to talk to the family of the U9 player in regard to movement down to U7.

D. Coach's keys, pucks, and jersey update, SK

- SK reports that most keys have been returned from last season. SK has enough keys for each head coach for this season.
- Canadian Tire donated 150 pucks to KPMHA
- Puck buckets, first aid kits, and COVID kits are being distributed to teams
- All jerseys have been returned from last season, 1 was slightly damaged
- Jerseys have not been issued yet, will be issued when games start

DI. Sponsorship, MM/SK

- MM asking the association for a 'wish list' of items needed, for people/businesses wishing to make a direct donation to KPMHA
- All teams are to send MM any/all flyers they wish to distribute for approval before use. MM to make sure the correct KPMHA logo is being used

DII. Financial questions, MT

- MT reports that all revenue and expenses will level out in the budget



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G. Association event, ZR

- ZR reports that due to the continued COVID 19 pandemic it is not possible to have the event at this time, could possibly have at the end of this season
- Tabled for a later date

5. New Business

A. **Motion**: MT - to change Policy 11.5 to the following.

Return to Play:

- a) In the event of a serious injury or illness, where a player is unable to start and/or finish a practice or game and/or is unable to participate in ~~the next~~ a scheduled practice or game, it is mandatory that a doctor's note be provided to, and retained by, the team manager **and the KPMHA Risk Management Director. This also includes injuries and or illness that have occurred during unsanctioned activities.**
- b) If a player has a cast or splint, they cannot play until the cast or splint is removed and they have a doctor's note stating they can return to the ice. **This must be handed in to the KPMHA Risk Management Director 24 hours prior to ice slot.**
- c) The safety of the player is the priority. It is imperative that immediate and constant communication between player, parents ~~and~~ coaching **and Executive** staff take place. If unsure of the extent of an injury, then one should err on the side of caution and seek medical attention.
- d) The team safety will ensure that the parent receives a BC Hockey Injury Report and it is properly completed and forwarded to the ~~appropriate bodies.~~ **KPMHA Risk Management Director.**
- e) The team safety will follow the KPMHA Injury Report Protocol as follows:
 - I. The team safety will be responsible for providing the Injury Report to the parent/guardian(s) of the injured player.
 - II. The team safety will be responsible for informing **the Risk/Equipment Management Director within 24 hours of being notified** and reporting/ ~~and~~ filing the completed Injury Report with the Risk/Equipment Management Director within the prescribed time limit.
 - III. The Risk/Equipment Management will ensure Injury Report completion and forward to BC Hockey.
 - IV. The Risk/Equipment Management will be responsible for all administration regarding the Injury Report within the prescribed time limit.

Second: LG
Carried



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B. VIAHA executive meeting summary, AL

- Amended AGM date to October 3rd, 2020
- Electronic game sheet cost should be the same as last year
- Nominations out now for VIAHA board of directors, nominations are due by September 19th, 2020
- Discussion about Tier 1 consistency and players returning to their MHA if they don't make the Tier 1 team
- Final team declarations are due in October, we need to keep the South Island VP involved and updated on our numbers and where we are lacking
- Team cohorts, VIAHA will leave the decision making to VP officers to decide who each cohort will consist of
- Referees, must be certified before assigned to games
- Coaching, C1 and C2 courses are online
- Discussion regarding inconsistency between facilities regarding COVID 19 rules/protocols
- AL spoke to the board regarding KPMHA using Epact, not paper for security/privacy reasons

C. President's report, AL

- Disappointed with the BC Hockey Town Hall, regarding triple A teams. MHA were not notified at all by BC Hockey that the Chair, Bill Greene, were to speak to their support regarding these teams.
- VIAHA voted in favour of the Tier 1 shared players. Our support for Tier 1 was contingent upon no other programs pulling our players away (why we didn't support triple AAA). Making it more difficult for us to declare a U15A and U18A
- BC Hockey south island U15AAA and U16AAA appear to be walk-on teams

D. U7-U9 groups and ice times, MT

- Due to figure skating starting late MT was able to get more ice early on and split it between the U7 -U9 groups
- Due to COVID 19 protocols it has been challenging to have parents in the warm room to tie skates and keep numbers below 48
- Going forward if we need to continue separating the teams (due to the 48 persons limit) we won't be able to give the U7-U9 teams as much ice time
- New schedule, MT is it ok to combine the 2 U7 groups and the U8 and U9 group. ZR feels this will be no problem with the U8 and U9 group, should also be no problem with the U7 groups as long as we communicate with parents. NB to communicate with parents the capacity limit and the need for parents to certify as a KPMHA safety.



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- Need to have someone at the door to keep count of how many people are in the arena
- E. Development committee, DV
Tabled for next month
- F. Game play, MT
- Currently held up based on referees and field of play (penalty box and players bench)
 - KP. MT hoping for slight changes to safety protocols going forward
 - SLS arena to hopefully increase on ice numbers
- G. Team managers
- Motion:** AV to approve Anthony Bone to be the interim manager for the U13 rep team.
Second: DV
Carried
- Motion:** KD to approve Amber Champ to be the manager for U15 rec, Michelle McComb to be the manager of U15 rep, and Julia Jones with Colleen O'Dell to be the managers of U18 rec.
Second: MT
Carried
- H. Head Coaches,
- Motion:** DV to approve Adam Salvisberg be the head coach of U13, C1, Corey Thompson be the head coach of U15 rec, and Randy Jones be the head coach of U18 rec
Second: MT
Carried
- I. Referee Clinics, LG
- LG reports there is a video conference on Thursday, September 17th for all referee in chiefs
 - Until referee clinic season commences there won't be any refereeing
- J. Coach clinics, MT
- Coach clinics will be online, they are limited spots available



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K. Streaming games, AL

- AL is exploring options to live stream games
- AL has been in touch with a Nova Scotia based company regarding livestreaming games, the channel I ready to go, the cost is \$90/month that would be password protected (? sponsorship opportunity)
- Not approved, VIAHA is looking into rules surrounding live streaming

L. CVRD grant to host sports events and fundraising (in general), MM

- Every year the CVRD has grants of up to \$3000. each to different groups to fund events (that bring people to our area)
- This is mostly for tournaments as they bring people into the hotels and restaurants in the area
- Not something we could apply for this year as there are no sanctioned events (at the moment)
- All fundraising events need to go through MM (email/form) for approval

M. Protocols at the rink, MT

- MT has added rink staff phone numbers to team safety sheets
- If there is a situation at the rink, please write it on the Group Safety form
- When we are in the arena (during our teams scheduled time) we are responsible for our time and must document any and all situations

N. Balancing of U11 and U13 teams, AV

- Nothing to report at this time
- Requests for pairing, trying to make them (all) work

O. Managers meeting, MT

- Meeting will be done in person and via zoom
- Date tba

P. Questions

- AV, can we start dryland training before cuts? MT-no sanctions at the moment and we need a sanction for dryland training. MT will let coaches know when dryland training can commence. Each team will need a safety plan.
- LG would like it recorded that referees can not social distance in the current referees room, they will need a bigger changing room

Motion: DV to adjourn the meeting at 9:54pm

Second: AV

Carried



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Consolidated Directors Reports

President – Aaron Lamb

1. BC Hockey:

- Annual General Meeting September 19, 2020
 - One Resolution
 - 7 candidates for Board of Directors
- Townhall for South Island UXXAA teams held August 14, 2020

2. VIAHA

- Executive Committee Meeting held September 13, 2020
 - AGM will be held October 3rd, 2020
 - Electronic Game Sheet – same fee structure previously negotiated by VIAHA
 - Nominations for Officers to be submitted by September 19th
 - Tier 1 consistency
 - Final Team Declarations to be made in October
 - Team cohort
 - Referees:
 - Will have to be certified before assigned to games
 - Pre-recorded modules, or in some cases where a site with social distancing can be maintained
 - Coaching
 - Coach 1 and 2 Clinics are being delivered online (50 limit) – 18 – 24 dates
 - Post task required for Coach 2 – no ice sessions
 - Development 1-part online part in person and include ice session
 - Facilities across the island have different rules
 - BC Hockey meeting with Facilities Association

3. Underage/Overage Requests

- Josh M will sift them through and make recommendations to Board (working with Pam/Michele)
- Divisional Directors, please ensure to direct them to Josh



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4. Member Conduct

- Hearing a few reports that some members are showing a lack of respect and being extremely rude to our volunteers
- Requires extra due diligence of Board members to ensure these situations are addressed

Vice President of Operations – Josh McKamey

- A big thank you to all the volunteers that have stepped forward to help get our season underway. A special thank you to Michele Taron, Pam Kendall, and Darren Van Oene for their countless hours figuring out the return to play procedures, ice scheduling, and coordination of all the tryouts.
- T1 tryouts are underway with T1 host JDF. Several players from KP are trying out. JDF is planning to make player decisions this weekend
- U15 – U18 KP tryouts are well underway. Teams are close to finalized. Thank you to Darren and the evaluators for making it all happen
- U11 Development evaluations begin this Saturday
- Review RTH plans and coordinate with MT and taskforce, movement to phase 3
- Participated BC Hockey RTH webinar
- Junior divisions underage requests

Vice President of Admin and Finance – Michele Taron

- Please see financial reports attached.
- **Motion** to change policy 11.5 wording. See agenda for details.
- We will be having a manager meeting via ZOOM shortly, I am just waiting for updates from ViaSport before announcing the date of the meeting.
- Refs are no longer certified until December. All Refs need to be recertified with the new clinic which will be available in October. In the mean time they need to take the new safety course (Planning a safe return to hockey)
- Sent out an email to all those members trying out for JDF T1. If they are released back to us, they are NOT to participate in any phase 3 activities for 14 days from the date they informed Pam they were released.
- Host and Safeties MUST remind players to fill out online Health Check every time. It is much less work if they all fill out the online check.
- Work in progress -New Gaming License form on our website for all managers to enter the info need to apply of a license through Marsha. Each Manager will get a login code for it.
- BC Hockey AGM – Sept 19th anyone can sign up to attend through Zoom.
- All Sponsorship and Fundraising needs to be approved by Marsha this season. Wish to discuss this at meeting.
- Need to discuss Safety persons duties and the importance of following all protocols.



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- Coaching clinics will be online this season. Dates will be set by BC Hockey. Coaches will have to sign up for a certain date when the Zoom call takes place. 50 max participants per date. Scheduled to take place in October and November.
 - o Coach 2 course will still require the post task.
 - o Development 1 course will still have an on-ice component to it as well as post task and field evaluation.
- Due to having to split up many of the divisions due to restrictions of numbers on the ice at one time, the extra ice up to Sept 20th is going to be considered part of development.
- Hoping to hear from JDF this week to when they will have completed their T1 tryouts.
- Subbed in for Darren as Board Member over seeing evaluators for U11 Development tryouts due to his son being in the group.

Communication Officer RTH – Michele Taron

- Please visit Return to Hockey illness protocol attached and on our website. Please be totally familiar with this protocol <http://www.islanderhockey.ca/article/60394>
- All illness MUST be reported to me and we must follow exact instruction in illness protocol document.
- Please direct **ALL MEMBER QUESTIONS** to me in regard to Return to Hockey at KPMHA. Things change, in order to get correct information, it is best to talk to the person getting the most up to date information.
- Phase 3 RTH plan was sent to all members through TeamSnap and the link is on our website.
- Waiting for news from Via Sport in regards to including the players benches and penalty box as field of play. We need this change before game play can start.
- User Agreement for Phase 3 went out to all parents of U7, U8 and U9 through the SignNow app. Everyone is complete and filed on G drive and updated in tracking on TeamSnap
- All user agreements for U11 thru U18 went out through SignNow, have been completed, filed on G drive and listed in tracking on TeamSnap.
- Attendance sheets and Safety Forms for every ice session are texted or email to me then uploaded to separate G drive that Sheena has access to. At Shawnigan arena, the Host must take a pic and send it to me before handing original copy to rink staff. Looking into doing this electronically as this current process is a TON of work for Pam and me.
- Every single player and KPMHA member entering the rinks must have a phone number listed and their name on the attendance sheet.
- NO spectators allowed in rinks, only volunteers
- If someone is trying to get into the rink and they are a problem, please contact rink staff with the numbers I have provided all of you.
- We have had a Board Member at each session for the last several weeks, once phase 1 tryouts for a division is done, we no longer need a Board member present.



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- There must be a certified Host taking attendance at every ice session and a safety person (which can be a Coach).
- Every ice session should have 4 qualified volunteers in the building which will provide a 2-deep system for each scenario. Masks are to be worn by Host, Safety, and parents tying skates; in lobby checking in and in warm room or any time they are closer than 2 meters away for others.
- A Big thank you to those helping with the member count for those groups that have been close to the max building number! This has been an essential duty.
- ALL Coaches, Safeties, Managers, Officials and Board Members need to have taken the new 20 min online safety (Planning a Safe Return to Hockey) course <https://ehockey.hockeycanada.ca/ehockey/ClinicDetail.aspx?cid=131168>
- Would like volunteers from the membership to join in a committee to assist with the workload, all the extra admin for this is hard to keep up on.
- A HUGE THANK YOU to all our volunteers in the last few weeks. It has been a lot of work for everyone! It has been great to see so many parents help out and those that show up to volunteer without their kids in a session, we totally appreciate that.

Registrar – Pam Kendall

- Numbers and moves to be discussed at the BOD meeting

Ice Management – Michele Taron

- As of now, we have ice until Sept 20th. Due to changes in COVID 19 RTH guideline I am receiving ice in small chunks this season.
- So far, until the last week of Sept, I have been able to get more ice due to figure skaters not in full start.
- Until Managers are in place for each team, Divisional Directors will need to post ice schedules on TeamSnap.
- This season, due to strict numbers in the rinks, encouragement to fill in TeamSnap availability all ice schedules will just be available through TeamSnap.
- Once Manager are in place, I will need their contact information.
- U7 and U9, we NEED to figure out a plan ASAP for weekly ice. I will not be able to continue splitting these groups up into smaller groups.
- At SLS Arena, we are restricted to 18 players + 5 coaches. Due to this I am currently unable to have the younger divisions scheduled at this rink.
- Any players coming back from JDF T1 tryouts **MUST NOT** participate in any Phase 3 activities for 14 days!
- We had 3 goalie development sessions for Rep Goalies before they started tryouts.



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Head Coach/Competitive Coordinator – Darren Van Oene

- Lots going on with try outs, evaluations, and finding coaches for teams.
- Also working with the KP development committee to find development coaches for the season.
- Thank you everyone for all your effort at the rink and away from the rink!

Marketing and Tournaments – Zahra Rasul

- Have been updating the Twitter page for communications

Gaming and Sponsorship – Marsha MacMurchy

Gaming – nothing to report

Sponsorship

- Messages left or emails sent to all past sponsors.
- I will follow up this coming week and update at BOD meeting.

Referee in Chief – Lonnie Goodfellow

Nothing to report

Risk/Equipment Management Director – Shane Kendall

- Collected last seasons jerseys and equipment from association. Still do not have all initiation jerseys. Missing 3 keys.
- Obtained equipment for upcoming season (COVID 19 supplies, first aid kit supplies, pucks, puck buckets). Would like to thank Duncan Canadian Tire for their donation of 150 pucks this season.
- Obtained quote for development equipment
- Mustered first aid kits and order supplies needed to replenish
- Have begun to sort equipment for teams for upcoming season, will begin to issue this week. As soon as Head Coaches are confirmed, please let me know.
- Working on Association EPACT account (still ongoing, difficult to get in touch with anyone within the organization, email or telephone)
- Development committee - Met with goalie development coach with Darren, Michele, and Jason T.
- Attended BC hockey meetings with regards to Return to Play
- Worked with division coordinators for return to play issues (4 in total)
- Completed Hockey Canada's return to play program
- Assisted with U13 Rep prep and tryout sessions
- Was available for ice sessions to provide equipment for coaches which included jerseys for U13 tryouts



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Junior Divisions Director – Nate Boersen

- Interim Coaching Staffs (in consultation with HC and Committee pending full approval and accreditation)
- U7: Mike Murray, Eric Boulanger, Jordan Warner, Chris Knight, Aaron Lamb, Josh McKamey, and Pat Jadan (One time only)
- U8: Pat Jadan, Leigh Belton, and Shane Simard
- U9: Terry Gill, Bill Hodgson, Mike Richter, and Adam Salvisberg
- Have had volunteers for Group Host and Safety. Only currently qualified Safety volunteer is Patrick Small. (CRC Pending)

Intermediate Divisions Director – Aaron Vaillancourt

- I continue to work on scheduling U11 and U13 ice with volunteers
- Handling ad hoc requests for player pairings and certifications
- Hoping to identify Rec coaches soon as cuts to Rep continue

Senior Divisions and Female Director – Kim Downie

- Busy organizing the U15 and U18 teams
- Many volunteers stepping forward, but some teams have been more of a challenge
- A huge thank you to all have volunteered
- Extra big thank you to Michele T and Pam K for the many hours they have spent at the rink for all groups