

# Nepean Girls Hockey Association (NGHA)

## 2019-2020 Board Meeting Minutes

**Date:** July 9, 2019

**Time:** 7:00 pm

**Location:** Minto Recreation Centre, Echo Room

**Present:** Karen Major, Gerard Gagnon, Jarrett Thompson, Tracey Gillies, Wendy Baldin, Karla Clarke, Stephen Bent, Chad Chambers, Mike Speer, Les Banks (via teleconference)

**Regrets:** Scott Boassaly, Tony Matson

**Observer (first half of meeting):** Madison Erbach (Fundamentals Convenor)

**1.0** Call to Order [President]: 7:08 pm

**2.0** Minutes from June 5<sup>th</sup>, 2019 Board meeting - motion to approve by Gerard Gagnon (seconder - Stephen Bent)

**3.0** Introductions and overview of Board meetings [President]

- An overview of the Board roles and responsibilities, as outlined in the NGHA Constitution, was provided.
- The importance of the maintenance of integrity and confidentiality of Board members was discussed, including a reminder to read and stay current on the NGHA Constitution and policy documents.

**4.0** Fundamentals [President and Fundamentals Convenor]

- The Fundamentals program was discussed with respect to the number of participants, ice requirements and anticipated registration numbers.
- The Fundamentals Convenor confirmed the following details: the participants are eventually split by ability level; three stations are generally run on the ice; and approximately 30 kids (to a maximum of 34 kids) are on the ice.
- The quality of this program was acknowledged with a discussion that it would be nice to increase enrollment since it has been relatively consistent for several years. It was acknowledged that if there are extra kids registering, ice allotment for next year may be increased.
- A statement was made that older NGHA players may be able to gain volunteer experience with Fundamentals.

**5.0** Registration [Registrar]

- An update on registration for the up-coming season was provided as follows: There are currently 850 players registered (further registrations expected) with only one player registered at the senior level thus far; Last year there were 950 players in total at the beginning of the season; All of the competitive players are registered.
- The new concussion form mandated by the Ontario Women's Hockey Association (OWHA) was discussed, with the following points raised:
  - All players and parents/guardians must sign the form prior to players being on the ice. It will be sent to everyone who has registered (moving forward, it may be good idea to have this form in place for signature at registration);
  - The OWHA is asking Associations to keep a record of these forms. The forms will be signed at the same time as the waiver and will be kept by the registrar. Other options for obtaining the required signatures and holding the forms for the season were discussed including the suggestion that the trainers or other team staff (e.g. manager) may be able to take this on;
  - The importance of coaches' involvement in the forms as a means of opening up a discussion on concussions was raised. A discussion of the forms will be added to the coaches' and managers' meetings. The idea to invite someone to come in to discuss concussions at meetings was also suggested;
  - The importance of ensuring trainers are following protocol on concussions was discussed with a suggestion to connect the trainer community together (e.g. trainer email circulation lists, trainers' meetings). Information on the protocol is present on the Hockey Coaching Association of Canada website.
- The OWHA numbers were discussed including the following: OWHA changed some team numbers so they will need to be updated; The OWHA numbers are 95% complete for competitive teams; OWHA has started to approve waivers and new this year is the need for a Team Statistician prior to the roster being finalized (in previous years that function was added after the waiver).
- It was clarified that anyone registering for house league (HL) as of July 2 is 'wait-listed' at the moment to ensure that there is a sufficient number of players for extra teams. There are currently 6 teams for every level right now but extra teams will be added as numbers rise. It was mentioned that this also affects ice and coaching requirements.
- The Registrar commented that no one is paying by cheques anymore, as facilitated by the on line payment system.
- The senior team interest was discussed as follows:
  - Players 18 years of age and older can play;
  - There may be more interest and we want to do what we can to foster more players' participation;
  - There are only 20 games per season and not a lot of ice times (i.e. few or no practices);
  - It was decided that it would be a good idea to send an email blast (and possibly via social media) to encourage registration at the senior level;
  - The preference to balance the teams (if applicable) was mentioned, so there are more options to play other teams in the area;

- A question was posed as to whether it is possible to register potential players just for the tryout since we don't know if there are sufficient numbers to have team(s) at the tryout stage. This would be to avoid the false assumption that if players are registered, they are guaranteed to play.
- For action: Madison Erbach agreed to draft a write-up so registration can send out to promote registration to members.

## **6.0 Policy, Safety and Risk [Director of Policy, Risk and Safety]**

- Fees for vulnerable sector screening/ criminal record checks (VSS/CRCs), as announced in the media (<https://www.cbc.ca/news/canada/ottawa/ottawa-volunteers-background-checks-1.5188579>), were discussed as follows:
  - Options for how to address the new fees were considered;
  - Whether to have a three-year validation period to align with OWHA requirements (instead of the two-year period currently in place by the NGHA). The declaration form, now required in-between screening checks, may allow for an increase to a three year validation period;
  - An email blast to Members notifying them of the new fees and suggesting they consider renewing their VSS/CRCs prior to September may be a good idea.
  - PRC requirements will be discussed again at the next Board meeting prior to September.
- Implementation of Rowan's Law OWHA Requirements for 2019-20 Season was discussed (see 5.0 Registration for discussion)

## **7.0 House league [House League Directors, Vice-President Operations, President]**

- NGHA HL tournament details were discussed including the following:
  - VP Operations and Ice Director are still working through ice requirements for the House League tournament. Some city-assigned ice scheduled on the weekend of the competitive tournament was given back to the City of Ottawa since ice is not required given the competitive tournament is run by the Bell Sensplex, which provides ice. More ice has been requested for the weekend of the HL tournament. Confirmation of available ice will be sought within a week of the July Board meeting.
  - The priority of ensuring adequate ice for the HL tournament was emphasized. The request was made for a defined date to have that ice committed to ensure that if required, alternative arrangements can be made to ensure success.
  - The referees' shortage at the HL tournament in previous years was also identified as a reason for splitting the HL and Competitive tournaments into two weekends.
  - It was also acknowledged that it would be ideal to include the Fundamentals program in a larger way in the HL tournament.
- Confirmation was provided that the selection of the HL coaches will be finalized by the end of the month.
- Concerns were raised over the inability to secure Minto Recreation Complex for HL Championship weekend.

- The request was made to purchase medals for Championship weekend indicating that they would be the same medals, at the same cost, as the previous year. A motion to approve spending money on the medals was put forward and there were no objections raised.
- The split of the novice program by minor and major year, as mandated by Hockey Canada, was discussed. Confirmation was provided that at this time, there are sufficient numbers to allow for 3 minor and 4 major teams within the NGHA, however; concerns as to whether this provides for enough teams to make a good internal house league was discussed. It was acknowledged that smaller associations have raised concerns that they are unable to achieve adequate numbers to accommodate this split. Clarification was provided that the major year players will convert to full ice in January, as mandated by Hockey Canada, to prepare them for the Atom transition.
- A proposal was made to change the jersey deposit process. It was recognized that the current process is cumbersome and results in delays closing team bank accounts. Proposals as to how this process may be improved were discussed including the possibility that parents pay the \$100 required (per jersey set) for deposit at the beginning of the year (reimbursed upon return). This issue will be revisited at the next Board meeting.

## **8.0 Finance**

- No budget updates were provided. The request for a review of the budget was made for next meeting.

## **9.0 Competitive [Vice President of Programs]**

- It was reported that the new Competitive Directors plan to meet soon with the Vice President of Programs to define roles and responsibilities.
- An update was provided on the competitive managers meeting held on June 19<sup>th</sup> 2019 indicating that the meeting went well.
- A reminder was raised that the use of proper communication channels needs to be clear to ensure roles and processes are followed. Convenors play an important role in this regard.
- The following updates on the 2019-20 teams were provided:
  - Season plans are needed by Ron Graham (Competitive Technical Director);
  - Blackout dates are done and submitted to the ice scheduler;
  - Some team budgets (PW and Midget AA) have been approved;
  - IAA/MAA/BAA website issue was discussed.
  - All competitive jerseys will be handed out this week or next. Teams will be given one pair of socks and if they want the black socks, it will be up to the individual team to buy them.
- It was highlighted that a 'Program of Excellence' write-up is needed in order to promote our program to post-secondary institutions.

- Acknowledgement was made that budget templates have been updated to help manage and simplify team budgets.
- The jersey distribution process was discussed including whether hand-off from old to new coaches may simplify the process and would not require storage. A request was made for consideration of the best process for distribution.
- Issues with the links to the coaches videos on the NGHA website was raised indicating that they require attention.
- The approach for rostering minors with majors in Novice was discussed.

#### **10.0 Ice**

- N/A

#### **11.0 Round table items**

- The need for the DEV1 course was discussed since there are a lot of assistant coaches for the upcoming year who will require it. There was mention that the DEV1 course is not offered in Ottawa over the summer but it appears that there may be sufficient need to run this coaching course locally. The possibility that someone from the NGHA could run it was discussed. NGHA players over 16 can take it for free.
- NGHA email addresses were discussed including the following:
  - The importance of maintaining security/confidentiality of NGHA email accounts.
  - The requirement for the Webmaster email address versus emails routed directly to the appropriate person. The House League Director will be triaging incoming email to assist with this issue.
  - Email size restrictions including alternative email options such as gmail and the use of Google docs.

#### **12.0 In-Camera Discussion**

- The Board of Directors held an in-camera discussion to review a previous discipline decision. The Board of Directors voted to uphold its previous decision.

#### **13.0 Motion to close the board meeting:**

Motion by Tracey Gillies (seconder - Karla Clarke)

Meeting closed 9:00 pm