

**Temiskaming Shores Minor Hockey Association
Minutes**

**December 13 2011@ 1900 hours
Don Shepherdson Memorial Arena**

Attendance: Allan Legros Fred Rivet Christian Lemire
 Terry Pedersen Hugo Rivet Marc Robillard
 Mike Kidd Richard Beauchamp Cory Siermachesky
 Sylvie Bailey Dyna McDonald Natalie Rivet

Regrets: Shelly Dedo

Late: Don Lajoie, Trevor Desrosiers

1. *Call to order by Allan Legros at 7:02pm*
2. ***Motion by Mike Kidd and seconded by Terry Pedersen to adopt the agenda. CARRIED***
3. ***Motion by Marc Robillard and seconded by Chris Lemire to adopt the minutes from November 22/2011. CARRIED***
4. ***Treasurer's/Administrator's report: Administrators/ Treasurer Report for Dec.13 2011***

Tournaments

As of December 10th, upcoming tournament enrollments are as follows:

Novice HL (8 teams) Atom HL (8 teams)
Peewee A (1 team) Peewee B (3 teams) Peewee HL (8 teams)
Midget A (7 Teams) Midget B (1 team) Midget HL (10 teams)

4.1 Chase Paymentech Bank Machine (Update)

TSMHA explored the possibility of changing service providers for the Debit/Visa Machine. The savings with changing companies are not all that significant and Scotiabank is one of our biggest team sponsors. A total of 84 members paid using the debit/visa machine at registration. A total of \$43,855.00 was paid (Debit/Visa/MasterCard) with the bulk of the transactions being credit card payment. It was determined that it is in our best interest to keep our current service provider and continue providing this payment option to our members for the upcoming season.

4.2 Travel fees for girl's rep team- Fred indicated that the travel girls' teams have shorter games and less scheduled games during the year. As well if they qualify for Provincials, TSMHA pays these fees were as all boys teams go to the NOHA's which is paid for by TSMHA. If our "A" teams win, and move on to provincials, there is no registration cost to the association and therefore it was recommended that the travel girls' team pay a travel fee of \$63.00 instead of the \$83.00 payed by the travel boys' teams. Cory suggested a travel fee of \$50.00 for the girls' team. ***Motion by Chris Lemire and seconded by Marc Robillard that the TSMHA girls' Peewee and Bantam travel teams pay a \$63.00 travel fee for the 2011-2012 season.***

CARRIED

*A discussion was held regarding purchasing pucks with the Puckhound logo to be used during tournaments and special occasions. Three quotes were presented. **Motion by Terry Pedersen and seconded by Mike Kidd that TSMHA authorize the purchase of game pucks with the Puckhound logo to be used for tournaments and special occasions. These pucks are to be purchased from Temiskaming Printing Company as quoted.*** CARRIED

A discussion was held regarding the \$200.00 fee for appeal process for each of the Peewee B girls' team and the Atom girls' house team. Strategies to ensure appropriate placement of the girls' teams were discussed. **Motion by Marc Robillard and seconded by Dyna MacDonald that TSMHA will absorb the cost of \$400.00 for the appeals to the OWHA in regards to the girls Peewee BB and Atom C teams.** CARRIED

5. Correspondence/phone calls-None

6. Business arising from the previous minutes:

6.1 Photographer-Hugo Rivet indicated that all photos have been taken for all the teams. TSMHA was very happy with the process, pictures and service. Hugo also indicated that he attempted to go on the Kpimaging website once again to access action shots but was unable to access any photos.

6.2 Outstanding policies to be reviewed

6.2.1 Ice allocation policy-Cory Siermachesky presented the ice allocation policy at the end of the meeting. Members were asked to review the policy and bring any changes to the next meeting.

6.2.2 On ice policy-Don Lajoie presented the On ice policy and no changes were recommended.

6.2.3 Team refund policy-Shelly Dedo was not present at the meeting and therefore the Team refund policy was deferred to the next meeting.

6.2.4 Dressing room policy-Dyna MacDonald presented the Dressing room policy; changes were made to #1 A minimum of two (2) same sex coaching staff or...examples were added-girls changing room requires 2 female monitors or 2 female coaching staff members.

-Co-ed changing room requires 1 male and 1 female monitor or coaching staff member.

-boys changing room requires 2 male monitors or coaching staff members.

#2 may not was changed to is not authorized...

#3 was changed to...TSMHA allows co-ed dressing room situations to exist at the Tyke program, Novice and Atom levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.

#4 was changed to... At Peewee (11 years old) level and above the following conditions will apply in all co-ed team environment:

-Females and males will change in separate rooms

-Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be earlier) by the coaching staff.

-The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.

-The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.

-When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

#5 was changed to...Parents may be allowed in the changing rooms for players of the Tyke ages groups. At the Novice & Atom levels, parents may also be allowed, with the permission of the coaching staff, to assist their child with equipment and skates but must then leave the room immediately. Only one parent per player is required. At the Pee wee level and above, parents must have permission from the coaching staff to enter the dressing room.

#6 was changed to...The dressing room shall be left in the same clean, tidy condition for the following team. Garbage cans are provided in each dressing room.

#7 was changed to...Shower and toilet areas are to be used with care as arena staff do not always have time to clean rooms between uses.

#8 was changed to...Any damage to the dressing rooms should be reported to the arena staff immediately.

#9 All cell phones, including coaching staff, players and parents shall be out of sight while in a team's dressing room with exceptions strictly for 911 purposes.

Motion by Don Lajoie and seconded by Trevor Desrosiers that TSMHA approve the Dressing Room Policy as presented. CARRIED

6.2.5 NOHA card policy-Marc Robillard indicated that the NOHA card policy needed to be replaced by the Hockey Canada Registry (HCR) Policy. The Hockey Canada Registry (HCR) Policy was presented as: #1 TSMHA will provide for the processing of data into the Hockey Canada Registry and pay the required fees.

#2 This information will be processed once teams have been chosen.

#3 All travel team fees must be paid ASAP once a player has been named to a travel team.

#4 These fees are established on a year-to-year basis by the TSMHA Executive.

#5 Should any team be attending an early bird tournament, it is important to note that all information must be completed and approved by HCR before tournament permits will be issued by NOHA to attend said tournament.

#6 All staff must provide all certificate numbers at the time of processing. If they need to take a course the administrator must be notified that the number will follow course completion.

#7 Any staff member who does not have his certification completed by November 1st of the current hockey season will be ineligible to go on the ice until such time as his HCR is completed.

Motion by Marc Robillard and seconded by Chris Lemire that TSMHA approves the Hockey Canada Registry (HCR) policy to replace the NOHA Card Policy as presented.

CARRIED

6.2.6 Volunteer policy-Sylvie Bailey presented the Volunteer policy as:

1. Purpose: To encourage all TSMHA members to become actively involved in the operation and success of the Association.
2. TSMHA encourages all association members to volunteer, as many volunteer hours and fundraising hours are necessary to operate a quality hockey program. Not everyone has the hockey experience and skills to volunteer for on-ice roles, but there are many other roles that contribute to the success of the Association including organizing approved tournaments, contributing to special committees/projects and fundraising activities. Members are required to pay a volunteer fee of \$120.00 per registered child plus \$40.00 for each additional child. Members can get their money back by volunteering a set amount of hours. This allows for members to get involved and keeps registration fees as low as possible.
3. Volunteer hours required:

Volunteer Hours Breakdown in Blocks of Hours

- 1 Player - 4 hours (please sign up for 2 blocks of 2 hours each)
- 2 Players - 6 hours (please sign up for 3 blocks of 2 hours each)
- 3 Players - 8 hours (please sign up for 4 blocks of 2 hours each)

General Information

Members are to sign up for their volunteer hours before December 31; after this date volunteer retainer cheques will be cashed.

Members can sign up for any available time slots. (they do not have to sign up for their player's level of play)

Signup Information

To secure a block of hours please email the administrators at puckhounds@tsmha.ca

In the email please indicate the following:

- name of the player you are volunteering for
- your name
- your phone number
- the block of hours you would like to secur3

Volunteer Opportunities

SHINNY HOCKEY

NOVICE ATOM TRAVEL TOURNAMENT

BANTAM HOUSE REP TOURNAMENT

NOVICE ATOM HOUSE TOURNAMENT

PEE WEE HOUSE REP TOURNAMENT

MIDGET HOUSE REP TOURNAMENT

TYKES FUN DAY

OTHERS

4. Opting Out:

Families can opt out of volunteering. All families registering with the TSMHA will be required to provide a post-dated cheque dated Jan. 1st payable to TSMHA for \$120.00 at the time registration. Cheques will be returned to families at the time of completion of their volunteer hours. Members who do not register to fulfill their hours prior to Dec. 31 will have their cheques cashed. Volunteer hours will be tracked by TSMHA Administration. Only designated, approved members, leading events will be eligible to sign off and verify volunteer hours worked. A signed, written record of hours worked will be provided to volunteers upon request at the time of a volunteer activity. It is up to each family to ensure that they fulfill their volunteer obligation and to retain records of their approved volunteer hours.

5. Approved Volunteer Roles:

- Executive Member
- Event volunteers
- Approved Association Tournament Volunteers
- Tyke Fun Day volunteer
- Team Coach
- Team Assistant Coach
- Team Manager
- Team Trainer

- Looney Table Volunteer (see job description)
- Arena Door Volunteer (see job description)
- Car Draw Ticket Sales Volunteer (see job description)

Motion by Richard Beauchamp seconded by Dyna MacDonald that TSMHA approve the Volunteer policy as presented. CARRIED

*6.3 One page add in Speaker for Sponsors/update with Allan Roy re: insert-Richard Beauchamp indicated that a one page add will be in the speaker tomorrow December 14 2011. **Motion by Richard Beauchamp and seconded by Terry Pedersen that TSMHA will have a full page add printed in the Temiskaming Speaker to acknowledge the many sponsors of TSMHA. This add will be purchased at the cost of \$450.00. CARRIED***

6.4 Bar at the New Liskeard arena during tournaments-Allan Legros indicated that due to liability and possible complications having a bar in the upstairs arena during tournaments will not be pursued.

6.5 Jersey's-Allan indicated that we are looking at purchasing new jerseys for TSMHA as many of the jerseys are old and worn and the continued growth of the TSMHA requires that jerseys be purchased. Allan presented a letter to the Executive that will be forwarded to our local business requesting donations for the purchase of new jerseys. All Executive members present at the meeting were in agreement with the distribution of the letter.

6.4 Frog's Breath letter/request for donation-Allan Legros indicated that an application to Frog's Breath has been started and almost completed. Allan will present the application form to Susie Johanson within the next three weeks.

7 Reports of Committees: None

8 New Business

8.1 Registration for the 2012-13 season-Allan Legros indicated that currently there is no ice time available for springs try outs. A discussion was held regarding the pros and cons for spring tryouts. Some of the benefits identified for spring tryouts were more time for the administrator to complete all the tasks associated with registration. Mike Kidd indicated that a con to spring tryouts is that players may not be as motivated to get better during the spring

once they have made the team. The executive all agreed that spring try outs are not feasible due to lack of ice time in the spring however August try outs were discussed allowing more time to get all the teams registered in the fall. Many coaches and parents had concerns regarding tryouts being started and completed in one weekend. Many felt that the spreading out of try outs days would be more beneficial for both coaches and players. It was decide that spring tryouts would not happen for the 2012-13 season however August try outs will continue to be discussed. Given that spring tryouts are not being considered, early registration is not necessary at this time.

8.2 Coaches selection for the 2012-13 season-Allan Legros indicated that coaches selection process will need to be discussed further in the meetings to come.

8.3 Try outs for the 2012-13 season-Allan Legros indicated that try outs will begin in late August, ice has been reserved and TSMHA is awaiting confirmation from the city of Temiskaming Shores for ice availability, we will present options at the next meeting.

8.4 Executive members to complete sign-up sheet for remainder of tournaments-the sign-up sheet was circulated-Allan encouraged all members to sign up to cover all available slots.

8.5 NOHA Tournament of Champions meeting update-Allan indicated that a meeting was held prior to the Board meeting with the team of volunteers responsible for the Novice, Peewee and Bantam Tournament of Champions. Allan indicated that the group was excited to be participating in the preparation of the tournaments and appeared to be motivated to do a great job. Next TOC meeting will be held at the Don Shepherdson Memorial Arena at 6pm January 10th.

8.6 Approve letter “request for donations” jerseys-See 6.5 for further details.

Next meeting January 17 2011

Motion by Don Lajoie and seconded by Chris Lemire to adjourn the meeting 9:17pm.

*Written by
Sylvie Bailey
Secretary*