

## **100 Mile & District Minor Hockey Meeting Minutes for September 20<sup>th</sup>, 2023**

Meeting began at 5:30pm.

**Attendance:** Jen Johnston, Nicole Blades, Susan Cameron, Mark Bissat, Bill Forman, Amber Gilbert, Mandy Baboulas, Kersti Toews, Marie Schaff, Teresa Porter.

Kersti read the agenda. **Mandy motioned to approve the agenda as presented. Marie Seconded. Carried.**

The OMHMHA Executive were emailed the minutes to review prior to the meeting. **Kersti motioned to adopt the minutes as presented. Marie Seconded. Carried.**

### **President's Report**

-On holidays for a few weeks.

-Thank you to Marie for doing such a fantastic job covering the president duties.

### **Treasurer's Report**

-Chequing account \$61,252.95

-Gaming account \$54.50

-Concession account \$2,444.35

-Volunteer account \$ 25,550.74

### **Registration**

-179 players registered.

-\$54,000.00 collected in registration fees so far.

- U7-8 players
- U9-28 players
- U11-44 players
- U13 Rep-16 players
- U13 Rec-21 players
- U15-24 players
- U18-17 players
- Female- 10 players + 6 dual players
- 19 players allowed on a team. Any teams over 19 our association will need to apply to NCD/BC hockey to have a larger team.

### **Coaching (Bill Forman)**

- Coaches are showing up.
- Some mentoring needed.
- Coaching 1 & 2 clinics offered online.
- Coach Dev 1 clinic may be happening in October in Williams Lake.

### **Tournament Report (Teresa Porter)**

- Chase has invited our U15 Rec team to participate in games Oct 27<sup>th</sup>-29<sup>th</sup>. This interferes with our home U15 Rec tournament.
- Lumby has invited all divisions to participate in tournaments. Dates unknown.

### **Referee in Chief -Officials Clinics (Mark Bissat)**

- Mark has applied to host clinics for October 15<sup>th</sup>. The information is on our website under officiating.

-RIC needs emails and phone numbers to contact officials in order to schedule them for games.

-Mark is going to reach out to Chris Ford the Williams Lake RIC in case we need assistance.

-Next meeting revisit what we pay officials.

### **Canlan 20<sup>th</sup> Anniversary**

-Went well. Made \$250+ dollars.

-Left over gear from the swap Minor hockey to contact Tristan Feissli to see if his group would like to have it.

### **Player Movement requests (up)**

-NCD not moving any players up in any divisions. District decision. No longer a board decision.

**-Kersti motioned to have E.A & M.S to play on the same U11 team. Marie seconded. Discussion. Carried.**

### **Team Formations**

-U9-2 teams-do they want to join the league (OMAHA)?

-Kersti to find out more info for the coaches/parents.

-U11-3 teams

-U13 Rep-1 team

-U13 Rec-1-2 teams

-U15 Rec-1-2 teams

-U18 Rec-1 team

-Female team-1 team

## **Scheduling**

-Marie proposed a schedule. Discussion.

## **Photos**

-Photographer needs Player #'s including first shift to ensure he sends enough envelopes.

-Memory mate was chosen over 8x10 option.

-Alternative photo shoot area. Dressing rooms?

## **Volunteer Fees**

-Nicki needs a committee to help manually process each volunteer fee.

## **New Business**

**-Susan motioned to adopt a female roster policy for the players to make the commitment to their primary team if they are dual rostering as well as a commitment to a co-ed team or all female team if they are not dual rostering by the October 1<sup>st</sup> of the current season. Nicki seconded. Discussion. Carried.**

-U13 Rep Ice Breaker. Paper copies of the score sheets only.

## **Residential Transfers**

-U18-2 player requests from Ashcroft. (1 Forward, 1 Goalie)

**-Kersti motioned to deny Ashcroft U18 Goalie to transfer on a residential waver (recreational) to 100 Mile (OMHMHA). Susan seconded. Discussion. Carried.**

**-Kersti motioned to approve Ashcroft U18 Forward to transfer on a residential waver (recreational) to 100 Mile (OMHMHA). Susan seconded. Discussion. Carried.**

### **Association Wide Fundraising**

- Poinsettia fundraiser Dec 6<sup>th</sup> pick up date.
- Henry Summers-Chocolate Sales. Possibly happening in the spring.
- Need to brainstorm more association wide fundraising.

### **U13 Rep Account**

- The new rep account for U13 Rep is: 100 Mile Rep Hockey #3
- Nicki motioned to add Jen Johnston and Candice Killian to 100 Mile Rep Hockey #3 account. Teresa seconded. Carried.
- Nicki motioned to remove current signees from 100 Mile Rep Hockey #3 account. Susan seconded. Carried.
- Susan motioned for Nicki (treasurer) to close remaining rep accounts and the concession account. Bill seconded. Carried.

### **Policy (Susan Cameron)**

- Kersti motioned to accept the policy changes with amendments as proposed by Susan. Mark seconded. Discussion. Carried.
- Kersti motioned to use the bulletin board in the lobby to post the complete minor hockey schedule. Bill seconded. Discussion. Carried.

### **Female Update**

- Esso Funday-Coaches: Mark Bissat (pending) as well as U18 Females to assist (pending).

## **Action Items**

- Board Members to email Kersti position tasks so that we can fill in the gaps.
- A committee will be formed to create a board handbook.
- Jen to email the board the manager book to review.
- Susan to write a policy line for the Affiliated Player policy section for AP fees of \$200.00 annually.
- Kersti to find out more information for the U9 coaches/parents regarding league play in OMAHA.
- Board to brainstorm to come up with more association wide fundraising ideas.
- Kersti to reach out to the Balbernies to discuss female account.
- President to train first VP to have write access to HCR in the event that the president is absent. Second VP to be given read access to HCR.
- Kersti to send Susan the complete latest versions of the NCD and OMAHA Policy, Bylaws, and regulations to put on the OMHMHA website.
- Kersti to provide Susan with OMHMHA constitution to put on OMHMHA website.

Meeting adjourned at 10:00pm.

Next OMHMHA meeting will be held on October 11<sup>th</sup> at 5:30pm in the Lions Den.

## OMHMHA Policy Manual Proposed Changes for review and approval at Sep 20 OMHMHA Board Meeting

1. Adjust Policy 1.3 Revision Procedures as follows: This manual requires review and revisions on a regular basis as the needs of OMHMHA and its members evolve. Any section of this manual can be revised, edited or deleted at the Annual General Meeting (AGM) or any General or Executive/Board meeting by a simple majority vote of the Officers of the Association. Proposed changes must be provided prior to the vote in writing with proposed new or revised wording included. Any significant changes to this manual will be communicated to the membership by the OMHMHA website, and/or via the AGM.
  - a. 1st paragraph, change from “This manual requires review and revisions on a regular basis as the needs of OMHMHA and its members evolve. Any section of this manual can be revised at the Annual General Meeting (AGM), or any General or Executive/Board meeting by completing a Notice of Motion form and be revised, edited, or deleted by a simple majority vote. Notice of Motion must be given prior to the vote and must be in writing with proposed new or revised wording included. Any significant changes to this manual will be communicated to the membership by email, and/or via the AGM.” to “This manual requires review and revisions on a regular basis as the needs of OMHMHA and its members evolve. Any section of this manual can be revised, edited or deleted at the Annual General Meeting (AGM) or any General or Executive/Board meeting by a simple majority vote of the Officers of the Association. Proposed changes must be provided prior to the vote in writing with proposed new or revised wording included. Any significant changes to this manual will be communicated to the membership by the OMHMHA website, and/or via the AGM.”
  - b. 2nd paragraph, remove completely as it is redundant. It currently reads “Any member wishing to initiate a revision of this manual may do so by providing a copy of the proposed revision(s) to the OMHMHA President by March 1st. The OMHMHA President is obliged to present proposed revision(s) to the Officers of the Association by way of notice of motion, however, is not obliged to support said motion. The member initiating the revision may request to present the motion to the Officers of the Association in person.”
  - c. 3rd paragraph, change from “The Officers of the Association will meet in April of each season, prior to the AGM, at a Policies and Procedures Review and Strategic Planning Session. The purpose of this session is to review this manual and proposed revisions with the intent of presenting the proposed changes at the AGM.” to “The Officers of the Association will meet in February of each season, prior to the AGM, at a Policies and Procedures Review and Strategic Planning Session. This meeting addresses the organization and planning of the upcoming season as well as the review of this manual and the proposed revisions of the OMHMHA Constitution and Bylaws with the intent of presenting the proposed changes at the AGM.”
2. Add a new policy: 1.4 Transparency & Accountability

- a. Recognitions clause: The Officers of the Association are the democratically elected representatives of the members of OMHMHA and as such are expected to act in the best interest of the OMHMHA members and players.
  - b. Duty to communicate: Individual Officers of the Association are expected to respond to questions and inquiries from the members regarding policy in a timely manner. All OMHMHA members are encouraged to discuss policy in an open and constructive manner.
3. Add a new paragraph to the end of Policy 2.0 Operating Rules. Current paragraph is “OMHMHA will operate under the rules and regulations of Hockey Canada (HC), BC Hockey (BCH), Okanagan Mainline Amateur Hockey Association (OMAHA), where applicable, and the North Central District Minor Hockey Association (NCDMHA), as well as the OMHMHA Constitution, By-Laws, and policies as set out in this manual.” Add after this: “The responsibility for maintaining the spirit and intent of these rules and regulations rests with: • The OMHMHA Officers of the Association • Officials • Coaches • Parents/guardians/caregivers of all players registered with OMHMHA • Players • Any other volunteers of OMHMHA”. Also swap the order of NCD and OMAHA in the current paragraph above.
4. Add new Policy 2.1 Conduct of the Officers of the Association
  - a. In accordance with the OMHMHA Constitution and Bylaws, the OMHMHA Officers of the Association govern OMHMHA and all activities within it. Any matter not covered in this manual remains subject to the approval of the Officers of the Association.
  - b. Officers of the Association shall not be a spouse, sibling, partner, parent, or immediate family member of another Officer of the Association. To achieve a diverse and as broad directorship representation as possible, only one parent or guardian of a player, regardless of how many children are registered with OMHMHA, may serve as an Officer of the Association at one time.
  - c. Officers of the Association may not make decisions in their lone capacity as an Officer of the Association but must bring any questions or concerns raised to the Officers of the Association for discussion. Officers of the Association are responsible for ensuring that the rules of OMHMHA are followed and as such are encouraged to answer questions of the OMHMHA membership or to provide guidance when deemed necessary.
  - d. Officers of the Association have a fiduciary duty of confidentiality to the Officers of the Association and OMHMHA members. Under no circumstances are they to discuss OMHMHA business or matters pertaining to specific members brought before the Officers of the Association for discussion with anyone other than the OMHMHA Officers of the Association. Officers of the Association found to be in breach of their fiduciary duty may be expelled by a special resolution of the members passed at a general meeting in accordance with the BC Society Act.
  - e. Qualities necessary to be an effective, contributing Officer of the Association include honesty, integrity, respect, strong organizational and leadership skills, and the ability to work harmoniously within a group.



- f. Officers of the Association must understand their fiduciary duty to the organization and their obligation to bring any OMHMHA business to the attention of the Officers of the Association, as well as understand the scope of their oversight and decision-making functions. Ideally, the Officers of the Association should consist of professionally diverse individuals. This will ensure that the scope within which decisions are made is large enough to accommodate the variety of experience and viewpoints needed to facilitate adequate discussion and decision making. It will also prevent the efforts of special interest groups from overpowering due process.
  - g. An Officer of the Association who quits partway through a season is not eligible to be nominated or re-elected for two years.
  - h. Responsibilities: I. Act as trustee for the OMHMHA on behalf of its members II. Establish OMHMHA goals and objectives III. Establish, implement and maintain OMHMHA Policy IV. Establish, implement and maintain appropriate financial and internal control systems V. Authorize all programs and services to be delivered by the OMHMHA VI. Ensure that programs are delivered in accordance with relevant governing bodies VII. Be legally accountable for all aspects of OMHMHA operations VIII. Ensure that rules governing OMHMHA operations are followed IX. Select and evaluate OMHMHA coaches X. Implement and update long range plans XI. Review performance of the Officers of the Association XII. All Officers of the Association are to be familiar with the Constitution, Bylaws, Policy Manual and BC Societies Act
5. Add volunteer role examples to Policy 3.0 Screening Policy.
    - a. High-Risk Volunteer positions - add at the end of the description “Examples: Coaches, Assistant Coaches, On-ice Helpers”
    - b. Medium-Risk Volunteer positions - add at the end of the description “Examples:Hockey Canada Safety Person (HCSP), managing Rep/Development bank accounts, managing fundraisers such as 50/50 draws”
    - c. Low-Risk Volunteer positions - add at the end of the description “Examples: Timekeeper, Scorekeeper, Penalty box monitor, Locker room monitor”
  6. Add additional paragraph just before the last paragraph to Policy 3.1 BC Hockey Sportsmanship Starts in the Stands as follows “Each year Parent, Player, Coach and On-ice Official Fair Play Code Contracts must be signed and submitted to OMHMHA Officers of the Association. Depending on your role within OMHMHA, you may need to sign more than one contract type.”
  7. Change Registration Policy 4.0.5 from “Players previously registered with another minor hockey association are exempt from late fees.” to “Players previously registered with another minor hockey association must complete a Move with Parent form and provide a birth certificate; purchase, lease or tenancy agreement; and three of the following residency documents: utility bill showing parent(s) name and new address, Canada Post change of address, School registration, Driver’s license showing parent(s) name and new address. These players are exempt from late fees.”
  8. Change Policy 4.1.1(f) from “The “Gretzky Rule” shall be in effect for all exhibition, tournament, and league games (OMHMHA policy 4.3.7h)” to “All players and

goaltenders should receive fair and as close to equal as possible ice time. All players play all positions - no full-time goaltenders.” (HC player pathway wording)

9. Adjust Policy 11.0 section title from “Social Media” to “Communications and Social Media”. Add the following additional policies to this section:
  - a. The OMHMHA website 100mileminorhockey.com, email, and TeamSnap (for team communication and scheduling) are used as the primary source of communication with our members, with social media as a secondary source of communication.
  - b. The Officers of the Association and any other OMHMHA volunteer roles that manage communications will respond to all emails within 5 days to, at minimum, acknowledge receipt of the member communication as they look into the member’s request.
  - c. All Officers of the Association and other key Executive Committee roles (for example, Coach Coordinator, Referee-in-Chief, Registrar, Equipment Manager, Tournament Coordinator, Sponsorship Coordinator, etc.) will use their OMHMHA assigned email, not personal email, to conduct OMHMHA business, and will have at least one backup person in place to check their email when they are not available.
10. For Policy 9.0 Complaint Process - change the last sentence and add additional info as follows:
  - a. Change last sentence from “Any complaints of bigger issues must be submitted to the 1st Vice President via the Discipline Form.” to “Any complaints that couldn’t be resolved per steps one, two or three must be submitted to the 1st Vice President as a formal complaint via the Complaint Intake Form and will be reviewed by the Discipline Committee.”
  - b. Add the following additional info: “The Discipline Committee will oversee the conduct of members of the OMHMHA. When the conduct of a member of the OMHMHA results in a formal complaint, the following will apply: I. OMHMHA cannot guarantee complete confidentiality. II. Immediate temporary suspensions may be imposed by the OMHMHA Discipline Committee. III. The Discipline Committee will provide the individual who is the subject of the complaint with a written description of the complaint. IV. The individual who is the subject of the complaint will be given an opportunity to present their case at a hearing before the Discipline Committee; the hearing shall be recorded in the interests of all parties . V. The Discipline Committee will set a date for a hearing, which shall be agreed to by both parties, within a reasonable timeframe after the receipt of the written complaint; the individual who is the subject of the complaint must agree to a hearing date within seventy-two (72) hours of the date upon which they were notified of the complaint. Failure to do so will result in immediate suspension until the Discipline Committee Review. VI. The Discipline Committee shall strive to provide a decision in writing within a reasonable timeframe, to both the complainant and the subject of the complaint. The documentation will be kept on file in the OMHMHA office. VII. The Discipline Committee shall notify the Officers of the Association of results and/or the status of the process. Appeal of decision:

Should the member whose conduct was the subject of the complaint, or the person making the complaint, wish to have the Discipline Committee's decision reviewed, OMHMHA Bylaws Appeals Procedure will be followed. The decision shall be final and binding on all parties but may be appealed to BC Hockey. VIII. Grounds for appeal shall include a) suspension is too long, or b) new evidence that hadn't been brought to the attention of the initial Discipline Committee is brought forward. Conduct of the Officers of the Association: When the conduct of an Officer of the Association is subject to a formal complaint, they may be required to step down from the Officers of the Association at the discretion of the President, including any committee involvement, until the complaint is resolved. This will not preclude the OMHMHA President from convening an urgent meeting of the Officers of the Association, should they consider it advisable. Conflict of interest: No coach, manager, player, official or Board member shall be eligible to vote with respect to any financial request, protest or suspension involving a team, league or association with which that individual is associated. In addition, they shall not be eligible to serve on any special committee investigating such matters. When a conflict of interest arises, the individual shall immediately notify the OMHMHA President and shall not participate in any discussion with respect to the issue with which they are in conflict. Such members will be asked to remove themselves from the discussion.