

OMHMHA Meeting Minutes for March 6th, 2024

Meeting called to order at 5:38pm.

Attendance: Jen Johnston, Susan Cameron, Teresa Porter, Bill Forman, Mark Bissat, Tiffany Pincott, Nicole Blades, Marie Schaff, Kerti Toews.

Motion to adopt the agenda as presented. Seconded. Discussion. Carried.

Motion to adopt the minutes from the February 14th OMHMHA meeting as presented. Seconded. Discussion. Carried.

Reports:

President's Report

I would like to take this opportunity to Thank each of our Board Members and volunteers for their hard work and dedication this past season. This season, like every season in the past, had it's share of issues relating to communication, player conduct, coaches conduct and parent conduct.

There were a number of suspensions handed out by NCD mainly in regards to recreational players being too physical in their non-contact leagues.

1 Boarding Major Suspension

1 Cumulative Head Contact Suspension

3 Fighting Majors and another 2 resulting in 2 players being given carry over suspensions as a culmination of the March 2 tournament game U15 in Quesnel.

The time taken to revamp the policy manual as much as it was needed, took away from the overall focus on the ice and support for our Coaches. I feel that we need to turn our focus back to what matters the most and that is the PLAYERS and COACHING STAFF. For the love of the game. It is a time for growth and delivery. It is time to provide more support and education to our bench staff volunteers in order to provide the best program that we can.

In the coming months, the Board will be drafting a Strategic Plan for the Association. This is a much needed, fluid document moving forward in order to grow our programs and our membership in outlining short and long-term goals. Everyone's input, whether it be big or small, is important and valued in this process.

I wish the teams attending their OMAHA Rec playoffs good luck- and remember to have fun!

To the U13 T4 Wranglers, best of luck at BC Championships in Revelstoke.

Treasurer's Report

- Chequing account \$34,282.42
- Gaming account \$15.50
- Saving (Volunteer) account \$25,556.38

Officiating Report

- Planning on using a two-man system for U15 Female Playoffs.

Coaching Report

- A few bullying issues amongst players that were dealt with.

Tournament Report

-All OMHMHA tournaments are complete. Treasurer working out final numbers for the money each team receives from their tournament fundraising.

-Still to order medals for 3 teams.

Equipment Manager Report

-Susan and Tammy continue to clean out equipment room.

-Applied for AtoMc Jersey's.

-Had a request from the U13 Rep Coach to purchase Milers Jerseys at the end of the season.

U13 Rep

-Heading to BC Championships in Revelstoke. Lack of Female dressing rooms in Revelstoke still an issue but a couple of solutions have been suggested.

U15 Female Rec

-Hosting Playoffs. Schedule to be sent to secretary to be inputted into Pixellot.

Discipline Update

-U13 Rec bullying issue ongoing.

-Several suspensions in U15 Rec being dealt with by NCD.

Old Business

Policy Updates

**Motion to adopt the policy amendments as presented by Susan.
Seconded. Discussion. Carried.**

Officiating Summer School Update

- Dates and locations of officiating summer school have been released.
- Cost \$695 plus taxes per participant.

New Business

- NCD AGM will be held on May 26th at 10am in Quesnel.
- BC Hockey AGM will be held on June 7th & 8th in Penticton.
- Rep Prep Camp- A proposal was submitted to show what the camp schedule would potentially look like. Total cost to run the camp would be approximately \$7000.00 which is slightly less than last year. 5.5 Hours of ice time per day. (Add this into the Strategic Plan for future).

Strategic Plan Committee/Roundtable

- Send ideas to put into the strategic plan to OMHMHA Secretary.
- Discuss further at April 17th OMHMHA Board meeting.

Action Items from previous meeting still outstanding

- Marie to create file folders in OMHMHA office for disciplinary issues. **In progress.**
- Susan & Jen to add more info to Board Book regarding tournaments and how the money is managed. Treasurer and manager should work together. **Ongoing.**

- Nicki to look at association wide 50/50. **To add to turnover document.**
- Mark to touch base with Chase to see how the program that uses green bands for new refs is working. **Ongoing.**
- Tammy, Mark, & Susan to clean out equipment room. **Ongoing.**
- Finance committee to figure out e-transfer for tournaments. Create a tournament bank account. **Ongoing.**
- Susan & Jen to update Gaming policy in manager's book. **Ongoing.**
- Susan & Jen. Manager Book: add that tournament and playoffs are an extra cost to the team. BC Championships are no charge. **Ongoing.**
- Nicki to give a breakdown for each ref that shows what games they refereed and how much they were paid for each game. **Ongoing.**
- Tammy to get the cost of equivalent jerseys for U13 Rep Milers jerseys. **Ongoing.**

New Action Items

- Susan & Jen to send managers an email regarding parents owing money for tournaments, award & pizza night, etc....

Meeting Adjourned at 8:51pm.

OMHMHA policy change proposals for March 6, 2024 Board meeting

1. Update “Important Dates” section on p.3 of policy as follows: from “August 31st: Recreation head coaches selected” to “August 15th: Recreation head coaches selected”
2. Update Bench Staff – Selections Policy 6.2.3 from “Head coaches for Recreational level will be approved by August 31st of the current season.” to “Head coaches for Recreational level will be approved by August 15th of the current season.”
3. Update Codes of Conduct – Screening Policy – Policy 3.1 as follows:

OMHMHA recognizes that an effective screening policy is an important element of due diligence in the area of safety and risk management, and as required by BC Hockey, must be documented and submitted annually by OMHMHA. It is understood that failure to comply with this requirement may result in the cancellation of BC Hockey sanctioning for events hosted or operated by OMHMHA. Therefore, OMHMHA has adopted the following screening policy to ensure compliance with this requirement.

Officers of the Association

Officers of the Association must complete a Criminal Record Check and Respect in Sport-Activity Leader course within 30 days of their appointment.

Bench Staff

All coaches, on-ice helpers, team managers, and Hockey Canada Safety Persons (HCSPs) must complete appropriate screening and courses per Bench Staff – Qualifications – Policy 6.1.

Consideration of Risk

As a matter of policy, all volunteer positions will be examined in light of the relevant factors to determine the degree of risk involved. When there is a doubt as to the degree of risk, a position will be categorized as “high risk.” Volunteers and employees who are active in more than one capacity should be screened for the position with the highest level of risk. When a person moves from a position with a low level of risk to a position of high risk, appropriate screening will be carried out for the new high-risk position.

The following are considered when assessing the risk position:

- a.—Does the volunteer work with children or another vulnerable sector of the association?
- b.—Does the volunteer have access to property or equipment?
- c.—Does the volunteer have power over a player’s hockey future?
- d.—Does the volunteer have access to confidential information?
- e.—Does the volunteer have access to organizational funds?
- f.—Is this person involved in making decisions on behalf of the organization?

High Risk Volunteer positions are positions that meet any of the following criteria:

- a.—The position requires a volunteer to be alone and unsupervised with a participant.
- b.—The position requires a volunteer to develop a close, supportive relationship with a participant or group of participants.
- c.—The position may include a time when the volunteer is left unsupervised on a regularly scheduled basis.
- d.—The position may require driving of participants.

Examples: Coaches, Assistant Coaches, On-ice Helpers

Medium Risk Volunteer positions are positions that meet any of the following criteria:

- a.—The position requires a volunteer to give information to participants or potential participants with a minimum of supervision.
- b.—The position requires a volunteer to act on behalf of the organization in an unsupervised setting.
- c.—The position requires the volunteer to handle money or food with a minimum of supervision.
- d.—The volunteer has access to the organization's confidential files.

Examples: Hockey Canada Safety Person (HCSP), managing Rep/Development bank accounts or fundraisers such as 50/50 draws

Low Risk Volunteer positions are positions that meet all of the following criteria:

- a.—The position does not require close contact with participants or the public.
- b.—The position is supervised at all times.
- c.—The position does not require the volunteer to handle money or food.

Examples: Timekeeper, Scorekeeper, Penalty box monitor, locker room monitor

Risk Mitigation

Depending on the degree of risk assessed, the association will apply the following at an appropriate level of due diligence:

- a.—Job Descriptions
- b.—Recruitment Process
- c.—Application Forms
- d.—Reference Checks
- e.—Interview Process
- f.—Criminal Records Check (CRC)—including vulnerable persons check for high-risk positions.
- g.—Orientation and Training
- h.—Supervision and Evaluation

Job Descriptions—job descriptions have been developed for each position that clearly identifies responsibilities, expectations, and screening requirements.

Recruitment Process—an effective recruitment process has been established whereby clear job descriptions and required qualifications have been provided.

Application Forms—all volunteers must complete an application form that at a minimum includes name, address, past work/volunteer history, references, and consent to complete a CRC (birthdate and CRCs should only be requested after a person has been recruited).

Interview Process—objective interviews are important to get to know the applicant better; member associations will make every effort to verify applicants' information and conduct volunteer interviews in order to establish the suitability of the applicant.

Criminal Record Checks—criminal record checks may be obtained through local RCMP detachments; alternatively, associations may register with the Ministry's Criminal Records Review Program (CRRP) at www.pssg.gov.bc.ca/criminal-records-review; criminal record checks are required every three years.

Orientation and Training—appropriate orientation and training will be conducted in order to ensure that volunteers understand their roles within the organization.

Supervision and Evaluation – appropriate, relevant supervision and evaluation techniques will be implemented to ensure duties are being carried out effectively and that member feedback is documented.

Respect in Sport (RIS) – all team officials and on-ice personnel must have current RIS certification.

Coach Certification – all coaches are required to have relevant coach certification as required by BC Hockey and Hockey Canada by established deadlines.

Fair Play – all volunteers within OMHMHA are required to sign off on appropriate Fair Play Code of Conduct (see OMHMHA Policy 3.2). There are player, parent/guardian/caregiver, coach, and on-ice official versions.

4. Remove entire Maltreatment, Bullying and Harassment Policy 12.1-12.5 as it is just a copy/paste of BC Hockey definitions without an actual policy and update our OMHMHA Policy as follows:
 - a. Change Codes of Conduct – General Conduct Policy 3.4 to Policy 3.2
 - b. Change Codes of Conduct – BC Hockey Sportsmanship Starts in the Stands Policy 3.2 to Policy 3.3
 - c. Add new Codes of Conduct – Bullying and Harassment Policy 3.4 as follows:
 1. OMHMHA recognizes that harassment, while at its extreme is easy to discern, has a subjective element resulting from individual interpretations of what may constitute harassment. Harassment is behavior, by one individual or group towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Harassment creates negative and uncomfortable feelings for the individual or group to which it is directed and can instill feelings from discomfort and embarrassment to fear for one's safety. Harassment can take many forms whether physical, verbal, sexual or emotional and most often involves a combination of these elements. A defining characteristic of harassment is that it usually takes place where one person is in a position of power over another or has the trust of the other and subsequently abuses that power. Intentions are not of consequence; it is the perception of the behavior that is most critical. Types of behavior that constitute harassment include but are not limited to: (for expanded list see BC Hockey description) • Unwelcome jokes, innuendo or teasing with respect to a person's looks, body, attire, age, race, religion, sex or sexual orientation • Condescending, patronizing, threatening or punishing actions which undermine self-esteem and diminish performance • Practical jokes which cause awkwardness or embarrassment, endanger individual safety, or negatively affect performance • Unwanted or unnecessary physical contact including touching, patting or pinching or unwelcome flirtation, sexual advances, requests or invitations, where, in the case of minor children is defined as abuse under Child Protection Legislation • Any form of hazing or physical assault, where, in the case of minor children is defined as abuse under Child Protection Legislation • All of the above include verbal or written remarks and/or threats and extend to any social networking environment It is the responsibility of all OMHMHA members to report any form of abuse or harassment through our Complaint Process (OMHMHA Policy 9.1). The OMHMHA Discipline Committee will ensure matters are treated confidentiality and shall seek counsel of Child Protective Services if deemed necessary.

2. Examples of inappropriate use of social media:
 - Personal contact or confidential information must not be posted on Social Media. This includes other participants of BC Hockey.
 - Once something has been posted to social media, it will be recognized as a public comment.
 - Social Media is now considered the same as all other forms of media.
 - Do not use words or expressions that could be interpreted as racist, sexist, or prejudicial.
 - Do not bully, harass or make threats against players, officials or coaches
 - Do not use photographs, video or comments promoting negative influences or criminal behaviour
 - Do not post inappropriate pictures. Posted pictures can be taken out of context and reproduced on other websites.
 - Controversial posts and pictures may negatively impact a team's ability to obtain sponsorships.
 - Violations of the outlined guidelines that are reported to BC Hockey will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action under BC Hockey Bylaws.
- d. Change Codes of Conduct – 3-Strike Rule Policy 3.3 to Policy 3.5 and add additional wording as follows:
 1. OMHMHA has a zero tolerance for bullying and harassment, including that of social media. It is treated very seriously as we are obligated to provide a safe environment for everyone. This includes an environment free from inappropriate behavior such as shouting, verbal abuse, intimidation, swearing, threats, and physical violence. Further to this, the standards of conduct are outlined in the BC Hockey Code of Conduct and Fair Play Code. OMHMHA has a 3-Strike Rule in regards to parent/guardian/caregiver behaviours. If it is determined that a member is bullying and/or harassing another member of OMHMHA, the discipline will be as follows:
 - a. First strike: a verbal warning will be given by any OMHMHA bench staff or Officer of the Association. The person providing the verbal warning will send notice of this verbal warning along with a description of the inappropriate conduct in writing to the Chair of the Discipline Committee for documentation.
 - b. Second Strike: a written notice will be given by the Chair of the Discipline Committee and the parent/guardian/caregiver(s) will be banned to the lobby during all sanctioned minor hockey events for a minimum of seven days, or until an investigation can be completed to determine if a longer suspension is warranted.
 - c. Third Strike: a written notice will be given by the Chair of the Discipline Committee and the parent/guardian/caregiver(s) will be banned from the arena for all sanctioned minor hockey events for a minimum of 14 days, or until an investigation can be completed to determine if a longer suspension is warranted.
 - d. The steps are progressive, and everyone needs to document the encounter right away to ensure the details are captured when you think the behaviour is inappropriate and requires further action. Please send your documented encounter in writing to the Chair of the Discipline Committee.
 - e. Our protocol is a tiered approach with increasing consequences unless the behavior is extreme, in which case the Discipline Committee will review and investigate to determine if more severe

consequence is warranted. Other consequences may include a mandatory Respect in Sport training and/or a longer or even permanent suspension from minor hockey events.

5. Change Communications & Social Media Policy 11.1.2 from “OMHMHA and BC Hockey encourages all participants to be actively involved with social media with topics that relate to hockey in a positive manner.” to “OMHMHA and BC Hockey encourage all participants to be actively involved with social media with topics that relate to hockey in a positive manner. See OMHMHA Policy 3.4 for examples of inappropriate use of social media.”
6. Add the following additional policy to Communications & Social Media Policy 11.1: A meeting room is available through the OMHMHA office to facilitate team meetings or events. Reservations are on a first-come-first-serve basis, and must be requested a minimum of 48 hours in advance. The facility charges a fee for the use of the meeting room which will be charged back to the team/group accordingly.
7. Add rep tryout policies to to Rep Programs Policy 4.4 as follows:
 - a. Prior to attending tryouts, players must be fully registered in OMHMHA (residential transfers/waivers must be approved by BC Hockey) and the tryout fee must be paid in full.
 - b. The tryout process steps will be transparent and defensible before, during and after tryouts.
 - c. All registered players applying for a tryout shall be given an equal opportunity to try out in their respective division.
 - d. Every reasonable effort shall be made to ensure that all players requesting a tryout receive a minimum of three tryout sessions.
 - e. Independent evaluators are formally reviewed and approved annually by the Rep Team Coordinator to assess each player. When selecting evaluators, the Rep Team Coordinator will ensure no conflict of interest exists and that they possess a high level of hockey knowledge and experience.
 - f. Evaluators are not provided player names. Scoring is done against tryout jersey numbers, which is then provided to the Rep Team Coordinator for data entry.
 - g.
 - h. Player placement decisions are made in the best interest of the team.
 - i. Player feedback focuses on supporting and improving the individual player, over the long term.
 - j. Players that are injured, or have other extenuating circumstances such as a family emergency, must be available for at least one tryout to be considered for a Rep or Development team. Exceptions to this policy may be considered by the Rep Team Coordinator upon review of the player’s prior two seasons, the level played, and the length of injury. Notification must be provided in writing to the Rep Team Coordinator for review.
 - k. Parent/guardian/caregiver responsibilities during tryouts – Parents/guardians/caregivers must adhere to the OMHMHA Code of Conduct as well as the following:
 - i. Evaluators are not to be approached or communicated with directly about the tryouts or a player’s performance.
 - ii. Attend the information meeting associated with their division tryout in order to receive a tryout jersey for their player.