



SUNSHINE COAST MINOR HOCKEY ASSOCIATION

Meeting Minutes

Tuesday, June 18th, 2024 | 6:00pm-9:00pm

Location: 5605 Gowland Road, Sechelt BC

Agenda

1. **Call to Order Time:**
2. **Approval of Agenda 1st / 2nd / Amended/Carried/Defeated**
3. **Approval of Previous Minutes 1st / 2nd / Amended/Carried/Defeated**
4. **Business Arising from Previous Minutes | Action Items**
 - 4.1. **Introduction: Caymen Froude, Director of Hockey Operations**
 - 4.2. **DOHO Contract**
 - 4.3. **Code of Conduct**
 - 4.4. **Coach Selection Process**
 - 4.4.1. Coach Selection Committee: U11A, U13A, U15A
5. **Director's Reports:**
 - 5.1. President's Report
 - 5.2. Vice-President's Report
 - 5.3. Registrar's Report
 - 5.4. Ways and Means Report
 - 5.5. Treasurer's Report
 - 5.6. Secretary's Report
 - 5.7. Director of Female Hockey Operation's Report
 - 5.8. Ice Scheduler's Report
 - 5.9. Equipment Manager's Report
 - 5.10. Director of Recreation Report
 - 5.11. Risk Manager's Report
6. **New Business:**
 - 6.1. Summer Development Ice- Enio Camp etc.
 - 6.2. Enio Sacilotto Coach Development Clinic
 - 6.3. U13A, U15A, U18A Tryout Process
 - 6.4. Recreation Development Budget Allocation
 - 6.5. Other Business



Meeting Minutes

Present: James Wood, Kate Turner, Christine Hardt, Melissa Tripp, Poppy Hallam, Stacy Rumba, Adora McTaggart, Kori Hudrick, Jenise Powers, Karen Graves

Regrets:

1. Call to Order Time: 6:11pm

2. Approval of Agenda: Kendra Bell, Jenise Powers

3. Approval of Previous Minutes: Kendra Bell, Christine Hardt.

4. Business Arising from Previous Minutes | Action Items

4.1 Director of Hockey Operation's Report | Caymen Froude

- Coach Selection Process
- DOHO Contract
- Code of Conduct
- U18A is the only rep team without multiple applicants so U11A, U13A, U15A will need coach selection committee.
 - Set up 2 nights for interviews
 - Coaching Selecting Committee:
 - DOHO Cayment Froude
 - Board Member: Kendra Bell
 - Member at large: Adam Gibson
- What Caymen has been working on:
 - Tryouts – every tryout to be the same structure. 2 practices, 2 games. We can add Powell River to them too. Try to do exhibition games. Certain drills, specific skill sets for certain stations, such as defensive and forward specific and station work. Put together a tryout itinerary. This is what we're doing for tryouts.
 - Put together a draft schedule for coach development – bi-weekly. Mentorship program. It's a draft that he's been putting together. The exit interviews took a long time for U18A and would like to get things done quickly.
 - Pro-D days also in the schedule for the rep prep and open skates. Help with the coaches and the evaluators.
 - Just finished hitting clinic plans so he can organize that too. Add another hitting clinic around Christmas which would address coaches who might like to AP players from house who have not had the hitting clinic. It would be good to have them ready.
- Would Caymen Froude like to have his email published? It is not done often by other associations. Board agreed that he should not have to field all the emails. The coaches can have his email but it is not an effective use of his time if the general association is emailing him.
- DOHO Contract



- Clarified and changed to recommendation of the head coach not appointment.
- Signed and witnessed.

4.3 Code of Conduct

- Kate Turner read out the Code of Conduct.
- James Wood asked to add to the end to the code of conduct Conflict and Recusal. At the end directors can then decide whether or not to waive the conflict with a vote.
- All directors signed the code of conduct, provided one copy for Kate to file and one for us to keep.

5. Director's Reports

5.1 President's Report | James Wood

- Reached out to all of our board members
- Has been having contact with Adam Gibson
- Reached out to Powell River Minor hockey
- Got access to email and banking.
- Question: When we move emails, do you inherit the last person's content. No, it's a clean slate.
- Have you received info from the PCAHA AGM? Not yet. Just got access to my email but can get something from the website or from Adam Gibson

5.2 Vice President's Report | Kate Turner

First off, I'd like to extend a warm welcome to our new board members, Stacy Rumba and James Wood. Over the past month, I have completed the following tasks:

1. Registration Flyer: The registration flyer has been updated for distribution to the school district.- Has this happened? I have not seen any internal communication about the flyer.
2. Website Updates: Ensured our website reflects the latest information for our members.
3. Banking: Signed the Sunshine Coast Credit Union letter of Direction for updating our signing authority.
4. Regional District Correspondence: Wrote to the Regional District to request a delay in chiller replacement until Spring 2025. Despite our request, they have decided to proceed.
5. Membership Communication: Notified members about the delay in the opening of Gibsons Ice Arena this August.
6. Director of Hockey Operations Contract: After consultation with Karen on the contract language, I met with James and Caymen to finalize the terms. I'm looking forward to learning more about Caymen's plans for the upcoming season.
7. Summer Development Camp: Communication with Enio regarding development camp this August- he would like to co-facilitate a coach seminar again with Caymen.



- 8. Head Coach Applications: Communicated with all applicants for Head Coach positions to acknowledge receipt of their applications and to outline the interview process. For U11A, we have James Wood and Adam Nanson; for U13A, Carey Rumba, Jon McTaggart, Ben Tripp, and Justin Towell; and for U15A, Keith McKenzie and Chris Croteau.

In preparation for our July position planning meeting, I would ask that all board members compile a current list of tasks and responsibilities related to their role. This will help us in creating accurate portfolios and ensure a cohesive approach moving forward.

5.3 Registrar’s Report | Jenise Powers

135 registrations for early bird. ½ way through.

Division	Skaters	Goalie
U7	8	
U9	13	
U11A	14	
U11C	13	1
U13A	16	1
U13C	3	
U15A	6	3
U15C	5	
U18A	5	
U18C	11	1
U9 Female	6	
U11 Female	6	
U15 Female	18	1
U18 Female	3	1
TOTAL	127	8
TOTAL:	135	
Movement Requests		
U15F	2 to U18F	
U11C	1 to U9	(not yet registered)
Pending Transfers		
U18A	1	

- Rep Prep 13, 15, 18 – 2 sessions per group. \$30 per session so \$60
- Jenise will speak with Caymen about setting up the hitting clinics in Team Snap– they are free since they are mandatory.
- Coach Enio \$250 Friday August 23 to Sunday August 25
 - Coach seminar will be Friday night so the division skates may have to find alternative coaches
 - 3 ice times Saturday plus Sunday
 - Saturday 10-2 the GACC. 10:15 – 11:15 and then 12:45 – 1:45. They can have lunch



- 2016-2012 U11 to U13
- 2011 – 2008
- Are we going to cut off registration? No we are not. We want all kids to have a chance to play, and that may cause oversized rosters, however the kids don't miss as many games as parents may think and getting the information out to people about that is important.
- Christine: How is it going for volunteer levy? It is going well. Jenise and Mel Tripp and Karen are taking care of it.
- People are saying they are waiting to enrol their kids when they know who is coaching. Communication will go out asking that parents to register and new info will come out. They won't actually be charged until their kid steps on the ice and communication will include talking about payment plans so parents don't feel pressure to come up with all of the money up front in the summer.
- Are we able to send out information through the schools. It was sent by Jenise to the schools and the point of contact confirmed to Jenise she received it, however it is an extremely busy time of year and it is up to the principals if they are going to send out the info. Christine Hardt offered to send it through to PAC. Jenise and Christine to liaise.

5.4 Ways and Means Report | Melissa Tripp

- Had a nice meeting with Tom to discuss tournaments and ice scheduling. Melissa Tripp for events and Kendra for everything events
- Attending the ice allocation meeting
- Nothing was decided because Tsunami had not provided their schedule
- Sat down with Rick at Tsunami and discussed this with Tom. He is on board with letting us have the Pro-D day ice times
- Met with Caymen to give him the dates
- Went through and picked tournament dates but they all conflicted with Tsunami dates
- There are weekends when we can get tournaments in, so feeling confident about having all of our tournaments.
- Going to do a 3-day hockey camp over Christmas
- Enio every age group
- Did emails for Stacy and James to get them hooked up
- Canada Day parade – need someone to head it up. James Wood said he would. It's in less than 2 weeks.
- 50/50 questions for Tsunami where our kids sell the 50/50 at the Tsunami games and they split their winnings with minor hockey. Possibly.



5.5 Treasurer's Report | Karen Graves

- Banking is switched over.
- Registrations are coming in. We were talking about changing the reporting. What makes it difficult is when it comes in as monthly payments.
 - We have to pull it out the Team Snap and enter it manually
- Karen wants to meet with the coaches to go through the reimbursement process so she can explain it to them.
- Break up the U7 and U9 with everyone else for coaches and managers.
- Karen would like to do things monthly like Ice bills. They are sending the bills via paper mail and in order to get the bills electronically, Karen would have to log into the account and she doesn't have access.
- Electronic payments, they need to put something in the memo. Every payment.

5.6 Secretary's Report | Poppy Hallam

- No updates other than back surgery Monday June 24 so will miss the next couple of meetings.

5.7 Director of Female Hockey Report | Kori Hudrick

- Esso and female camp.
 - Kendra and skate club found ice for Esso and is starting to get registration.
 - Going to apply for Esso summer and going to apply for Spring as well because they have been full.
 - Going out on Social Media.
 - Sent out information to past Esso for early bird registration.
- 3 player movements from U15 who want to move up to U18.
 - She spoke with the coach and approves all three for skill level.
 - U18 will be a small team, but is doable and U15 is going to be oversized.
 - We can discuss as a board and approve the movements in the July meeting
- Spoke with Tom – first ice Aug 16. Want to 9-3 for the female program day camp. All ages.
- Stacy Rumba met with Kori at Gibsons arena with a truck and men and moved the community gear to the Sechelt Rink. It was suggested to leave it in the metal cage in Sechelt, but it won't fit. Still working on options for Gibsons rink for gear storage.

5.8 Ice Scheduler's Report | Kendra Bell

- It's been a busy time with schedule planning. I have drafted the summer schedule and sent it off to Cayman for review. We lost two weeks of summer ice with the arena not opening until mid August.



- I have attached a copy of the summer draft.
- Attended the ice allocation meeting via phone. Not much was decided. We need to wait for the Jr schedule to come out. There will be another meeting in July to secure all core schedules.
- Our core schedule is still in the works. I need to work with the SCRD and a couple other user groups to get the ice our association needs.
- Currently we have ice for 17 teams:
 - U7
 - U9 x 2
 - U11 x 3
 - U13 x 3
 - U15 x 2
 - U18 x 3
 - (Includes 4 rep team ice times)
 - Female:
 - U9
 - U11
 - U15
 - U18
- Coaches and parents will need to understand that there will be shared ice for our C and Female teams. Some may even have to do an early morning skate.
- We are very limited on ice.
- Kendra – speak with Caymen about shared ice. James Wood is on board to speak with Caymen about shared ice and shared practices for A teams.
- Sechelt to go in 3rd week of September.
- Only morning ice times taken by 3 teams. Perhaps the teams need to realize they may need to take the early ice time.

5.9 Equipment | Stacy Rumba

- Going to go to the c-can and go through everything. C-can will be moved to James' property.
- Melissa Kelly has put through orders for the socks and jerseys.
- Got the stuff moved out of the Gibsons Rink to Sechelt.
- Christine: Did Melissa Kelly decide on a different vendor for the 3rd jersey. And the Trail Bay Sports Store will want to be considered for.
- Each Team manager will go through the approved vendor to order the 3rd jersey.

5.10 Director of Recreation and Initiation | Christine Hardt



- Started going through my notes with all my interactions with parents, all the things they wish they knew and managers. What to know and what families need to know. Send it to the board for review and discuss in a meeting in August, before sending it out to the families.
- Would like to engage the teams earlier and I want to go to all the house teams earlier and there is a lot of information they need to have.
- Also look out at who has signed up to volunteer for positions, go through all the teams and see who has signed up and interested in volunteering, like managers, safeties etc.

5.11 Risk Manager's Report | Adora McTaggart

- There are still bags out there. Jody at U15 Female said she
- Melissa Kelly got the stuff out of the green bin.
- Send criminal record to Stacy Rumba.

6.0 New Business

6.1 Summer Development Ice- Enio Camp etc.

- Already discussed Enio

6.2 Enio Sacilotto Coach Development Clinic

- Caymen and Kate have a great plan for coach development.

6.3 U13A, U15A, U18A Tryout Process

6.4 Recreation Development Budget Allocation

- We need to look at Rep development allocation. Player development
- Braeden is not interested in taking on player development director. James Wood has been trying to encourage him to continue doing player development.

6.5 Summer Development

6.6 Sea Can

- Moving with the c-can – James and Stu can come up with a time and meet with Lon's Crane to move it to James' extra driveway.

6.7 Other Discussions

- Question: Christine Hardt. Is there a time when we can offer a learn to play hockey day for free for very new players. Not first shift, which is \$300. But we need volunteers who are available to take it on.
- Jenise: We could use Pro-D day, Christmas. We could also have the U7 and U9s bring a friend and have extra coaches come out so the young kids can be around the coach that they would have if they joined.
- Is there a First Shift this year? Tsunami wanted to take it on but they may not be able to find ice and do it.
- Christmas, Spring.



- And make sure SCRD is running One Goal. Braeden has been running it and we should have a volunteer there who can hand out information about our association to those families about joining.
- Can we do a one day “Bring a friend” which is like a try-me program. Start with the U7s and have extra coaches coming out and Melissa Tripp can look at insurance.
- Christine Hardt – update to P&P to show the ice allocation. Perhaps we can even take out the grid that shows exactly how much ice is to be allocated, because we cannot always follow it when we have to shift around ice times/allocation.
- Karen: Two things that happened a lot last year. The use of logos and Lotto Boards and posting it all over social media. **** Will discuss next meeting****
- Team Selection deadlines. Caymen is on board to make sure this is sped up, especially with the U18A team so it doesn’t drag out like last year.

Agenda Items for Next meeting:

- Discuss logos use
- Lotto Boards
- Team numbers and team selection dates
- Send out communication that we had a board meeting and chose an A coach selection committee

For future meeting carried from May 28th meeting:

- *** For next season – we need a clear policy for fees and ensuring that people are paying their fees and what we are going to do about people who have not paid their fees. Going forward, phone calls, text messages, hard copy invoices?
- *** revisit the injury forms that are supposed to be sent to Hockey Canada
- *** Look at approving three moves of female U15 to U18

Next meeting date:

Position Planning Meeting:
July 3rd, 2024- 6:00 pm @GACC

Board Meeting:
Wednesday July 17th, 2024- 6:00pm @GACC

Meeting adjourned 9:00 pm