



## TERRACE MINOR HOCKEY ASSOCIATION EXECUTIVE MEETING

Date: Tuesday December 7th

Location: Terrace Sportsplex – Multipurpose Room

Time: 6:30 pm

### Minutes

**In Attendance:** *Rob Barg, Janet Hamel, Adora McTaggart, Paula Ferretti, Teri Davey, Chris Culp, Tim Link, Mat Clarabut, Brendan Genaille, and late arrival Dawn Monsen*

Call to order – 633 pm

Review of November 9th, 2021 TMHA Executive Minutes – *Janet accept, Mat 2nd*

### Business to discuss

- Photos
- Swag

### Directors Updates

1. President
  - a. Parent Issue still – now out of TMHA hands
    - i. BCH involved, Lawyers & Appeals Committee – including NWD & Kitimat Presidents, Sheri Turner & Prince Rupert Director
    - ii. Will meet to discuss further guidelines & recommendations – will advise TMHA on expectations moving forward
  - b. Gaming Grant Money – has been accepted and received, to discuss use
  - c. Player incident – House Game
    - i. Aggressive behavior during line up at the end of the game (TMHA vs Kitimat)

- ii. Referees did not witness the incident, but it was brought to the attention of coaches afterwards
  1. Injured player was holding stomach in pain and was asked what happened
  2. TMHA player owned up to punching him and was removed from the ice
  3. Coaches reiterated expectations & behaviors on & off the ice for all TMHA players
  4. Incident was discussed via Coaches, VP House at the time – then emailed Head Coach Rep & President of TMHA – further brought to Executive for any discipline
    - a. Player currently going through something very big & personal
    - b. Coach suggested a behavioral suspension – was to sit until further notice
  5. Board brought forward any behavior of disrespect should be dealt with accordingly, and circumstances taken into consideration

#### **Board Recommendation**

- **1 Game suspension and 1 team practice missed -- already served**
- **President to write a letter of explanation to the parent/player (see attached)**
- **Player to write an apology note to Kitimat player (see attached)**

#### **\* Board all agreed**

- d. Division Heads – discussion on job duties & expectations for team representatives
  - i. Division Head U13 – wrote a letter to VP for discussion and concern on the above incident, and felt she should have been involved on the disciplinary action if any issued at all
    1. Brendan to follow up with her about the email
    2. Discussion on using the directives in our Policy manual stating job duties/expectations
      - a. making sure all team managers/division heads receive a copy of manual and are aware of duties
      - b. DH share duty guidelines with other positions on the team
      - c. Division Heads should be met with 3x/year
        - i. Beginning
        - ii. Middle
        - iii. End

**Action Items -- Brendan to follow up with U13 Div Head about her about the email**

**-- Division Heads should be met with 3x/year put in for next year**

e. Ice

- i. Between Rob (Ice Coordinator) & Leanne (COT) – if there is a discrepancy, please let Rob know asap
- ii. Ice information gets sent to Rob and he sends it out to:
  1. Brendan (president)
  2. Mat (house)
  3. Janet (rep)
- iii. If you need ice, contact Rob directly
- iv. Coaches SHOULD NOT give up any ice – vice know immediately
  1. must be given up to COT 7 days – for no charge
  2. Should not be done 24hrs before – USE IT UP!!!!
  3. share it if needed

2. 1st Vice

- a. Christmas ice – sent to REP & HOUSE VP
  - i. Then to division heads & team managers – confirm ice times
    1. Then to parents/players
- b. Coaching Course – completed by December 31<sup>st</sup>
  - i. Extra Coach 1 course this year – reiterate that each course fulfills the following:
    1. Coach 1 – cross ice
    2. Coach 2 – full ice
    3. Dev 1 & 2 – Rep
  - ii. Coaches must submit assignments and complete – then can apply for reimbursement from Dawn
  - iii. Difference between “trained” & Certification/Completed (Dawn to confirm)

**Action Item – Dawn to confirm complete for coaching certification before reimbursing the \$\$**

3. 2nd Vice

a. Dressing Rooms

- i. After 3x you will receive a letter
- ii. Academy is Skeena Middle School – let us / rink attendant know when gear is still in dressing rooms to be used by TMHA – to notify COT and they will contact SMS

iii. Early morning games – COT will only allow entrance in 30 minutes prior

4. Secretary

a. SWAG

i. Photos shared of possible crests (*see attached*)

**Action Item -- Teri to follow up with Spiritwear after holidays and confirm set up of account for approval prior to launch**

5. Registrar

a. Late Registration – need to be specific in dates for the policy

b. Refund Policy – before December 31<sup>st</sup> to receive portion of fee

i. Minus BCH processing fee & TMHA

6. Referee-in-Chief

a. Short referees – working on getting in more to participate

7. Ice Coordinator Equipment

a. Midget Tournament

i. First week of March spring break 17<sup>th</sup> – 19<sup>th</sup>

ii. Need special event form & Sanctioning

iii. Next year work it into the season and on main tournament list

**Action Item – Paula to set up Midget sanctioning & paperwork for tournament**

b. Any ice changes for league games – please give ample notice to utilize the ice if you are not!!

c. Due to COT January ice times – from staff shortages & zamboni difficulties

i. there will be a slight change by ½ hr for floods

ii. difference of slots from Main to Hidber arena

8. Equipment Manager

a. Pee wee house – set of goalie pads still needed

i. Gather list of items for request

ii. Go to Sportchek and order

**Action items – Adora to organize list & Teri to meet with manager at Sportchek**

b. Website – still working on it to fill in site & gather all forms

c. Red Bike – to discuss for the new year if possible

d. Book to set up for next year – October Photos

## Action Item – Adora to touch base with Red Bike or AAA

### 9. Head Coach

- a. Develop a Coach Coordinator – Bendan Hutchinson (Smithers)
  - i. October 2022
- b. February 2022 – Goal tending development (incl. Smithers & Kitimat)

### 10. Sponsorship

- a. Letters & donors for photos (if we can get them done in new year)
- b. Up sponsorship amount for REP teams – include sock costs & other incidentals
  - i. Wait until pandemic is over
  - ii. Discussion for increasing cost after 2 years of sponsorship

### 11. Risk Management

- a. CRC – transferred into PDF forms
- b. Digital & hard copy kept

### 12. Bus Coordinator

- a. List of Bus specs (*see attached*)
  - i. Main needs (suspension, motor & drive train)
  - ii. Minor (mirror, front lock & handles, windows resealed)
  - iii. Detail – sanitizing & cleaning
- b. List \$20,000 – offer \$15,000

## \*Voted – unanimous to move on new purchase of bus for TMHA

### 13. Treasury Report

- a. Received gaming money
  - i. Purchase treasurer computer
  - ii. Bus
  - iii. Get quote for new goalie equipment purchase
- b. Future suggestions -- hold a REPAIR reserve for bus/equipment

**Adjourned at 854pm**

**Next meeting – Wednesday January 12<sup>th</sup> at 630 pm**

**Old Business** -- Review of Action Items – see attached

### Attachments

- Letter from player
- Letter to parents/player

- Swag quotes & cost list