



South Muskoka Minor Hockey Association
Board of Directors Meeting
April 13, 2021
Via Zoom Meeting

Committee Members "R" is regrets

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|---------------------|---|--------------------|---|-----------------|---|
| Sarah Geer | P | Anna Turner | P | Mark McGrath | P |
| Naomi Atkinson | P | Steve Roche | R | Mark Jennings | P |
| Shannon Zedic | P | Ryan Venturelli | P | Jody Somerville | P |
| Sheena Besseau | P | Kevin Babcock | P | Norm Webb | P |
| Andrew Guthrie | P | Kristy Bonitatibus | P | Lyndsay Jeanes | P |
| Kristin Livingstone | P | | | | |

Chair: Sarah Geer

Recorder: Shannon Zedic

| Agenda Topics | | Chair/Presenter |
|------------------------------------|---|-----------------|
| 1. Call to order | Meeting is called to order at 7:17 pm on the 13th of April 2021. | Sarah |
| 2. Approval of Previous NotMeeting | Minutes approval moved by: Ryan Venturelli Second by: Sheena Besseau | |
| 3. Board member Reports: | | |
| 3.1 President | <p>Update from OMHA business zoom conference: They encouraged the use of feedback from coaches in a consistent manner beginning, middle and end so each player can develop. It ended up being a program that would cost us min \$2000. Discussion among SMMHA Board to create something in house.</p> <p>Thank you to everyone for lots of work over the month. Our plans are coming along and I am hopeful we will be very prepared for Sept 2021!</p> <p><i>Action Items from last meeting:</i> COVID- updates as necessary</p> | Sarah |

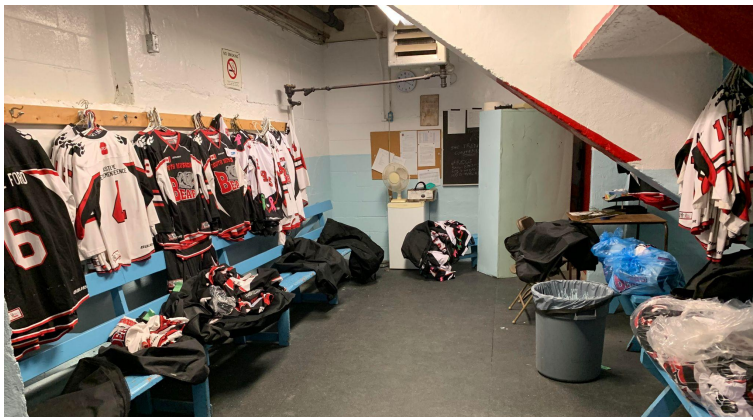
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| | Update on new gates policy | |
| 3.2 Vice President | <p>Nothing to report</p> <p>Action Items for next meeting : Check for remainder VSS's Plaques on trophies</p> | Naomi |
| 3.3 Secretary | <p>Manual of Ops meeting: Lots of great discussions, Thanks to everyone that helped. AGM Agenda is ready to go- will be sent out after this meeting- please add year end reports, and glance over MOP motions, and motions throughout the year.</p> <p>6 years worth of hard copies of Board Meeting minutes and AGM's have been found and printed, they will be placed in the office when arena opens again Currently working on a director registry that is needed for every year SMMHA has been a non profit- and a current/live registry is needed with contact information for the current board- It will be implemented after AGM when the new board is voted in. Emailed the Ministry to get process on updating our Bylaws as they have not been done since 2011</p> <p>Action items for next meeting: Directory AGM Meeting preparations</p> | Shannon |
| 3.4 Treasurer | <p>Majority of credits have been issued to those who have requested them. There are still about 12 that still need to be sent out that will be done in the next week.Delays have been caused by daily limits.</p> <p>Continue to receive outstanding bills from the 2019-2020 season. Approximately \$3,000 is owing for a LL tournament/jamboree from the 2019-2020 season so that will have to be paid ASAP.</p> <p>I have been working on the year end report for the budget. This budget will reflect from August 2020 until present as this is the time I have been in this position. For more historical information, our accountant continues to work on reconciling previous information and I have asked him if he is able to provide a report for the budget meeting however this might not be possible. I will keep you posted when he is able to provide an update. PS I will also be reaching out to board members in the next month looking for their input regarding the new budget for the 2021-2022 season.</p> <p>As mentioned last month I have started to look into different banking options. I have not had the opportunity to look into them all but I hope to have a report for the AGM/budget meeting so we can decide on the best option for us. Our current banking options are not being met; since August 2020 we have spent over \$9,000 in multiple banking fees.</p> <p>Action Items for next meeting: Disperse credit or refunds for remainder of season due to COVID</p> | Sheena |

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| 3.5 OMHA Rep & Local League | <p>MPS board is looking to fill all positions this year. The entire executive is stepping down but will help to transition new members.</p> <p>OMHA AGM will be virtual again this year. It has been scheduled for Saturday June 12.</p> <p>No MPS centres have held their AGM yet. Most are scheduled for May.</p> <p>Motioned by Andrew: Remove gate fees for Rep games</p> <p>Second by Sheena Besseau</p> <p>Carried by a virtual hands up</p> <p>Action Items for next meeting: OMHA Updates</p> | Andrew Guthrie |
| 3.6 Volunteer/ Timekeeper Scheduler | <p>All ipads (7) returned to Bears office and locked.</p> <p>Volunteers were all notified if they were missing any requirements so they are ready for next year.</p> <p>Just working on refunds and credits. Almost complete.</p> <p>Action Items from last meeting: VSS email update</p> | Anna |
| 3.7 Tournament Director | <p>Nothing to report</p> <p>Action Items from last meeting: N/A</p> | Steve |
| 3.8 Player Development | <p>Nothing to report</p> <p>Action items for next meeting: Coaches meeting update</p> | Ryan |
| 3.9 Ice Scheduler | <p>Needing ice times from Sept 7th to April 10th, plus tournaments (need to figure out Tournament Dates)</p> <p>As well Hockey over Christmas and March break will be looked into by Sarah and Guthrie</p> <p>Action Items for next meeting:</p> | Kevin |
| 3.10 Registrar | <p>Those requesting refunds for the end of season are in the midst of being processed. Hockey Canada was not supposed to be including us in their pilot project, however, it seems they have shut down our HCR system to read only. I have contacted them to find out why and am awaiting a response. At this point I can not add the credits to anyone's account until they either give me back the old system or have us running on the new system. This also makes it somewhat more challenging to collect the remaining funds as I can't show them their balance taking into account the \$100 or \$200 credit, however I will work through it and try to get these all resolved.</p> <p>Action Items for next meeting: Outstanding accounts and credits</p> | Kristy |
| 3.11 Equipment Manager | <p>1. Contacts</p> <p>admin@teamsales.ca Atomic Atom Contact #1.</p> <p>lmckay@gotoguys.net Lia McKay Atomic Atom Contact #2</p> <p>Dylan Janes <dylan@petessports.com> TimBits Contact #1</p> <p>Tim Bit login is in the player development account :) jkopytko@timhortons.com</p> <p>2. All Rep Jerseys and Charity Jerseys have been moved to the Refs room. Thanks Norm :). This is better</p> | Mark McGrath |

than the dungeon. They do smell though. See pic attached.

1. 91% of items returned. We actually have an inventory of pucks and pylons now. I would suggest ordering more pucks Blue/Black for next year to stockpile.
2. What I could accomplish in inventory is attached. Remember. I had to collect everything this year. Nothing was in lockers with no inventory to start the year.
3. You will need to order a set of Jerseys for the Midget team. The Ae team is close to a full set.
4. The jerseys purchased I feel went well.
5. Lots of old goalie equipment. Some younger stuff. 1 new set. Thanks AB.
6. I feel you should sell the Rep jerseys next year.

[illegible]



2021 Order Details

Sets 5 Allocated
 Sets Retained: 0
 Number of Teams 5
 Team Breakdown 16 Players, 2 Goalies
 Jersey Option 1 Association logo full front
 How many teams are you ordering for: 5
 French Kits: No

This Year's Colours

Black with Red (BLK HC) 1 standard
Silver 1 standard
Red 1 standard
Retro Tan 1 standard
White with Black (WHT LA) 1 standard



Action Items for next meeting : *Tlmbits need to be ordered 2 months prior*
 Decision of old Rep jersey's sitting in Ref's room

3.12 Sponsorship

Reached out to some Sponsors noted around the arena- most had no idea about the advertising. Going to be a hard sell to continue arena sponsorship- will update.

Action Items for next meeting Sponsor consent update
 Will connect with TIm from Bracebridge Arena to see if Banners can be hung outside.

Mark Jennings

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| | Bracebridge arena sponsors on walls, ice etc. Hall Construction account funds Sponsor inventory of Arena | |
| 3.13 Fundraising | <p>Stay at home order has put a halt on discount swag sales for now.</p> <p>Lottery licence - lots of hoops to jump through to obtain and detailed team raffle monitoring would be necessary to submit our 3% of prize amounts to the towns every 30 days. We could explore online auctions that would be driven by the association only and not on a team basis. Teams could submit their auction items to the association for the auction and would receive the bid amount once collected.</p> <p>Spring meat fundraiser currently on hold. Hoping to get into arena to do inventory on Bear swag</p> <p>Action Items for next meeting: Swag days Look into Lottery Licence with Naomi Spring fundraiser</p> | Jody |
| 3.14 Referee in Chief | <p>OMHA Refs are not allowed to Ref ORHL games (ie: Muskoka Lumberjacks), they will be suspended if they do.</p> <p>Action Items from last meeting: Nothing</p> | Norm |
| 4. COMMITTEE Reports (as needed) | | Presenter/Chair |
| 4. Committees | Manual of Operations committee: Please take a look at the motion that will be presented at the AGM | |
| 5. Motions (as needed) | <p>Board Motion to have AGM an electronic/virtual meeting for May 11th. 2021, as OMHA and Provincial Gov't restricts in person gathering.</p> <p>Motion by:Shannon Zedic Second by: Kristy Bonitaitbus Carried by virtual hands up</p> | |
| 6. Correspondence | | |
| 7. Nomination or election of Officers or Directors | | |
| 8. New business | None | |
| 9. Meeting adjournment | Meeting called at 8:17 pm | Sarah Geer |
| | Next meeting: AGM May 11, 2021 Location : TBD | |

2020-2021 Manual of Operations Motions

Change of all division names Mite/Tyke/Novice/Atom/Peewee/Bantam/ Midget to new HC names U7/U8/U9/U11/U13/U15/U18

Reformat MOP - including spelling, grammar and formatting

Motion #1

2.2 Code of Ethics- Insert the correct OMHA Code of Ethics link: <https://www.omha.net/page/show/885511-code-of-conduct>

Motion #2

2.2.1- TEAM OFFICIALS CODE OF ETHICS: **Insert the wording -**

B. Lead by example **by practicing the following:**

Motion #3

Insert the words: Spectating parents shall refrain... While on this ice with their team(Practice and games)

K. Spectating parents shall refrain from coaching your player **while on they are the ice with their team (practice and games)**. Allow the Team Officials to instruct the team and your player as it pertains to the team and the team goals.

Motion #4

2.3 Code of Conduct: Insert SMMHA code of conduct expectation :

Incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to, peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors will not be tolerated.

Motion #5

2.3.1.13- Transfer the following to 2.3.2 Social media policy:

2.3.1.13 All conduct on Social Media including but not exclusive to Facebook, Twitter, SnapChat, and Instagram is subject to all SMMHA and OMHA code of conduct policies and any negative behavior will be reviewed by the SMMHA Ethics and Discipline Committee.

Insert the following into 2.3.1.13- 2.3.1.13 In the event there is a minor infraction with a team official, parent or player it shall be brought to the attention of the Discipline and Ethics committee and will remain within SMMHA Board to proceed as necessary. In the event of major infractions, harassing, abuse or bullying the incident will be brought to OMHA in accordance with OMHA code of conduct policy.

Motion #6

2.3.2 Social Media Policy

The following are examples of conduct through social media that are considered violations of the OMHA Social Media Policy (**including but not exclusive to Facebook, Instagram, Twitter, Sn**

apchat, WhatsUp App, email, text messages), and may be subject to disciplinary action by the team, local minor hockey association, and/or OMHA. Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member team, the Association or an individual.

Divulging confidential information that may include, but is not limited to the following: i. Negative or derogatory comments about teams, local minor hockey associations, and/or OMHA programs, stakeholders, players or any member of another team. ii. Any form of bullying, harassment, intimidation or threats against and is not limited to: players, on ice officials, team officials, board members, and parents/guardians. iii. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: a. Drug use, b. Alcohol abuse, c. Public intoxication, d. Hazing, e. Sexual exploitation, etc. f. Online activity that contradicts the current policies of the OMHA or any of its member Associations. iv. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the OMHA code of conduct. v. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Wording: ~~Summary:~~ When using social media, each member should assume at all times they are representing the OMHA ~~and/or its member local minor hockey associations~~. **SMMHA**. All members of the OMHA should remember to use the same discretion as they do with other traditional forms of media

Motion #7

Volunteer credits can be earned as a reimbursement against registration fees but cannot exceed the dollar value as outlined in **Addendum C**. The value of the volunteer credits and payments will be outlined as per **Addendum C**. Team Staff or Board positions are required to be held for the complete season in order to earn and keep the designated volunteer credits. Team Staff or Board positions who have not completed the required qualifications will not receive their volunteer credits until the required qualifications are met (Qualifications must be met by the date as listed in **Addendum C**). Required qualification could be, but are not limited to, team member qualifications, RIS - activity leader, Rostered to a team, valid VSS, and meeting the OHF requirements. **OHF - Screening Policy**. Credits towards registration fees will be issued to SMMHA members (Advise by **March 1st of each season** if preferred a payout by e-transfer or alternate method, otherwise credits will be applied to the appropriate Hockey Canada account).

3.5 Refund Policy- insert time frame:

THAT if a player experiences a season ending injury, a refund shall be granted in accordance with the SMMHA refund policy or if a medical **doctor's note is provided within two weeks of injury**. The refund will be prorated based on remainder of season (refer to season definition). Addendum B

3.5.1 wording clarification: **3.5.1** For the purposes of calculating refunds, the fee will be the sum of registration fees, Rep fees, and any other league fees **during regular season**. Team tournament fees and tryout fees are not to be included in this refund

3.5.3 Removal of wording: "sweaters"

3.5.3 Refunds can be obtained only upon the return of ~~sweaters or~~ any equipment belonging to SMMHA. All outstanding balances with SMMHA must also be brought up to date.

Motion #8

Remove Initiation program information and correct with new HC pathway

4.1.3 TYKE U8 HOUSE LEAGUE

~~If the numbers in initiation warrant an additional Tyke U8 House League group may be added for those more advanced players. Coaches will be appointed by the Player Development Director to implement a selection process to divide the players into IP (Cubs U5 and Mites U7) and Tyke U8 House League Groups.~~

4.1.4 PLAYER MOVEMENT FOR IP AND TYKE U8 HOUSE LEAGUE

Player movement cannot be adjusted without the consent of the Local League Director or their designate and OMHA. All player movement must also follow the OMHA and HC Guidelines – www.omha.net

INSERT: HC PATHWAY

Motion #9

4.5- Condense Rep team information with AE as it is repetitive with the exception of

4.5.7- Affiliated AE Players definition

Motion #10

4.6 Tryouts now 4.5

Clarification of Player selection committee : 4.6.3.4 It is a requirement that each head coach have a minimum of 3 non-partisan with **hockey knowledge approved by the Player Development Director to be assessors and make up the Player Selection Committee**) to assist the coach in determining the team roster. This is especially important as it relates to the assessment of the suitability of a player related to the coach. Further, this process is important as the documentation will provide a framework for a response in the event there is a challenge concerning the final cuts.

Motion #11

Inserted previous but never approved:

4.6.3.15 Should there be an abundance of players registered for the first tryout for a specific division the tryout session will be divided into two tryout sessions. The maximum number on ice for the tryout will be 40 players.

4.6.3.16 If you have more than 6 goalies tryout for a specific division have a goalie evaluation separate to the tryout.

4.6.3.17 If the parent and player approach the Rep Head Coach and ask to be released from the rep team to tryout for the AE prior to the first tryout the Rep Head Coach can make the choice to release that player to the AE tryouts.

4.6.3.18 During tryouts SMMHA board may appoint up to two independent evaluators and a minimum 3 independent evaluators will be provided by the head coach.

Motion #12

Removal as a duplicate from 4.6 tryouts

~~4.8.9 (a) A player shall be eligible to try out for and, if qualified by ability, may register and play for a Representative team in the next higher division of his home centre or his home centre zone. OMHA centres and zones are not allowed to override this Regulation (OMHA 3.6 a-b) Example: A Minor aged Pee wee player would be eligible to try out and sign with the Major Pee wee, Minor Bantam or Bantam team.~~

~~(b) Players must tryout for their own division before they tryout at a higher level. It is understood that tryouts may be concurrent. A second tryout fee is required for the tryout at the higher age.~~

(c) For Additional Entry Teams a centre ~~CAN~~ restrict players from playing in a higher division:

~~(d) To be qualified as a player to move up the player must be ranked in the top 5 in talent and skill of the older age group i.e. If the top 5 players are required on the ice at the same time, this player must be skilled enough to fulfill this role. As an exception Goalies must be ranked 1 in the older age group. Ranking is done by the Player Selection Committee assigned to team selection. All transfers up are also subject to Board Approval. NOTE: Appeals will be directed to the OMHA Regional Director of Development and SMMHA OMHA Director to assess independently the player's skills and talent. The decision of this Appeal will be final and all parties will agree to abide by this final decision.~~

Motion #13

Remove as Rep and AE jersey's will be purchased by players:

5.2.3 REP, AE, U9, U13, U15 & U18 LL TEAMS JERSEYS **

~~SMMHA will supply jerseys to all teams (two sets for Rep and AE teams: one colour for home games and one opposing colour for away games; one set for U9, U11, U13, U15 and U18 LL teams). All teams will wear the team colours prescribed by the Board. The sweaters will remain the property of SMMHA and shall be returned at the end of the season in good condition. These jerseys are to be worn for games only. All jerseys are not to be used for any practices. This could result in a team fee. All jerseys are the responsibility of the team. The Manager or his/her designate must ensure proper care and cleaning of the jerseys on a regular basis. All jerseys requiring mending are to be brought to the Equipment Director attention to discuss repair. Manager will provide the SMMHA Equipment Director with a player list of jersey numbers no later than 2 weeks after team play has started. The Manager or his/her designate must sign for all jerseys and will be held accountable for them. Team Manager or his/her designate is responsible to inform players & parents that failure to return jersey(s) at the end of the season will result in an invoice being issued for the replacement cost of the sweater and all monies must be paid prior to registration for the subsequent season. Failure to return SMMHA jerseys in good condition to the Equipment Lockers or to the SMMHA Equipment Director within 2 weeks after the final game may result in a fine outlined in Addendum B.~~

5.2.3 REP, AE, U9, U11, U13, U15 & U18 LL TEAMS JERSEYS **

Insert in place: Each player will be required to purchase two (Home and Away) SMMHA team jerseys. All teams will wear the colours prescribed by the Board. It will be the responsibility of the player to ensure the proper care and cleaning of each jersey. Managers for each team will provide SMMHA equipment Director with a list of player numbers no later than 2 weeks after team play has started. At the end of each season jersey's will remain the property of the player

Motion #14

Removal :

5.2.6 PLAYER NAME PLATES

Players names can be added as per the Equipment Director's direction. This is a Team expense and will **not** be paid for by SMMHA. ~~**Name Plates must be removed before returning the jersey's at the end of the season.**~~

5.4 ON-ICE AND TEAM EQUIPMENT

Insert additional SMMHA equipment

5.4.1 It is the responsibility of the team for all borrowed Equipment (ie/ Trainers Kits, **First aid kits, Ipads with chargers**, Pucks, Training Tool, or anything supplies to the team by SMMHA or the Equipment Director)

Motion #15

7.2 Team Officials Responsibility: Removal of declaration and insert due date for VSS

7.2.3 An acceptable VSS ~~and Declaration~~ are required for all Team Officials before they can be rostered with HC. Follow [OHF Screening Policy](#). A valid VSS or DECLARATION document MUST be submitted to the Vice President by **September 1 and/or first scheduled ice time; whichever comes first as per the dates set by the SMMHA Board each year (Addendum C)**, failure to do so will result in removal from the bench and on ice for practice. **Additional team officials must have their VSS within 20 days of agreeing to be on bench staff, but no later than Oct 1. Once you submit your VSS to the OPP for approval they will provide you a VSS receipt that receipt must be provided to the Vice President and will be considered valid for 40 days until the proper VSS has been returned.**

Motion #16

Section 11 Board of Directors: Insert all committees job descriptions as noted in section 12

11.1 President- Insert: Work with Treasurer and Third party to ensure accounts are balanced monthly and yearly assessing; preventing any risk
Member of Ice Committee and Awards Committee

11.2 Vice President- insert: Member of Discipline and Ethics, Manual of Operations, Coach Selection Committees

11.3 Secretary- Insert: Responsible for SMMHA correspondence through webpage "feedback" and mail in office.

Maintain hard copies of SMMHA MOP/Bylaws, also 6 years of SMMHA Board meetings.

Act as Chair of the SMMHA Manual of Ops Committee

11.4 Treasurer: Insert: Member of Manual of Operations, Ice, Purchasing, Fundraising, Awards, and Golf Tournament Committees

11.5- Fundraising Director:

Rename to **Director of Public Relations and Marketing**

Job desp- Be responsible for research, suggest and coordinate major fundraisers available for member to participate in.

→ Monitor all finances with all fundraisers and work with the treasurer to monitor members' finances.

→ Be responsible for the raising of money through various activities that the executive deems necessary or approves for the Association.

→ Maintain all social media platforms on behalf of SMMHA for all communication

→ Head the Player recognition program

→ Head up the Volunteer Recognition Program (with Volunteer coordinator)

→ Manage communication between SMMHA and outside parties, pertaining; social media platforms, press releases, internal and external marketing and local media; in coordination with the president and secretary

→ Responsible for all approving all internal and external Bears marketing/sponsorship material

→ Schedule events for Bailey (SMMHA Mascot), to attend

→ Research, order and sell SMMHA Bears Swag Orders

→ Review and Approve all team fundraising submissions on an individual bases.

→ Act as chair of Fundraising Committee (overseeing events such as the SMMHA Golf Tournament)

11.6 Local League Director

11.7 Equipment Director- insert: Act as Chair of the Purchasing Committee

11.8 Tournament Director- Insert : Chair of Tournament Committee and Golf Tournament Committee

11.9 Off ice Officials and volunteer coordinator- Insert: Member of Golf Tournament Committee

11.10 OMHA Director- insert: Member of Coach Selection, Discipline and Ethics, Ice, and Awards Committee

11.11 Ice Sch- Insert: Member of Tournament and Local League Committees

11.12 Player Development Director- Insert: Member of Tournament and Local League Committees

11.13 Sponsorship Director- Insert : Member of Golf Tournament Committee

11.15 Referee In Chief- Insert: Any other duties as directed by the President

Motion #17

insert addendum information as it is decided at a regular board meeting for the next season after the AGM.