



South Muskoka Minor Hockey Association  
169B James st. Bracebridge, ON  
ANNUAL GENERAL MEETING  
May 11, 2021  
Via Zoom Meeting

Committee Members "R" is regrets

Sarah Geer	P	Anna Turner	P	Mark McGrath	R
Naomi Atkinson	R	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	Curtis Morrison	P
Lyndsay Jeanes	R	Kristin Livingstone	P	Andy Cooke (OMHA Reg. Rep)	P

Non Board Members Present: Frank Demasi, Jaime Fox, Ken Garth, Deb Hall, Miranda Holmes, Chris Hogue, Chris Ledsham, Frank Palmay, Jeanette Oddman

Chair: Sarah Geer

Recorder: Shannon Zedic

Agenda Topics		Chair
1. Call to order	Meeting is called to order at 6:37pm on the 11th of May 2021.	Sarah Geer
2. Reading Of the Notice of the meeting	<p><b>Board Elections &amp; AGM Meeting</b></p> <p><small>Submitted By Sarah Geer on Monday, March 22, 2021</small></p> <p>We are now in the process of looking for new Board Members and we would be excited to have you part of our team. Please look at the list below to see what interests you. All Director job descriptions are in the Manual of Ops. We have a possible change in title from Director of Fundraising to Director of Public Relations and Marketing (which includes fundraising as well). We are also hoping to allow for two people to hold the Local League position together separated by divisions.</p> <p>Nominations will be accepted until April 11th, 2021 at 11:59pm.</p> <p>The 2021/2022 South Muskoka Minor Hockey Association Elections will be held Tuesday, April 13th.</p> <p><b>Time:</b> 6:30 pm - 7:00 pm</p> <p><b>Location:</b> Virtual Meeting - Link to attend will be provided day of election.</p>	Sarah

	<p><b>AGM- May 11, 2021 Reminder</b>  All are welcome!!  Please join the SMMHA Board of Directors for our Virtual AGM for the 2020-2021 Season.</p> <p>When: May 11, 2021  Time : 6:30 pm  How: Via Zoom (Link will follow closer to date).</p> <p>Also, look for your invite in your email that you have provided team managers this year for team communication.</p> <p>Hope to see you there!</p> <p><b>AGM Tonight!</b>  Please join us tonight at 630pm via Zoom for South Muskoka Minor Hockey AGM.</p> <p>When signing in with the link below, please ensure you use your actual name to log in so we know who we are letting in and for minute purposes.  ** Click "read more" for brief agenda**</p> <p>Join Zoom Meeting:  <a href="https://zoom.us/j/96226907702?pwd=TWpVV2tpYm9aUkViREJjZjdmVUFEUT09">https://zoom.us/j/96226907702?pwd=TWpVV2tpYm9aUkViREJjZjdmVUFEUT09</a>  Meeting ID: 962 2690 7702  Passcode: 654545</p>	
<b>3.</b>	<b>Board Member Yearly Report</b>	
<b>3.1 President</b>	<p>I was nominated in October 2020 and at that time, the Return to Play was just about in full swing and most teams were created and on the ice stretching their legs. It took many wonderful volunteers to make this happen especially the coaches, trainers and managers. Volunteer staff were required to complete mandatory courses &amp; VSS in order to volunteer. This procedure will be strictly enforced next season before anyone helps on the ice. This extra effort with the volunteers was greatly appreciated.</p> <p>Our programming this year was able to provide 1 ice time per week for Cubs &amp; IP and 2 ice times per week with practice and a game for Tyke up to U18. 20 players on the ice plus bench staff (only allocated a coach, trainer, manager per 10 players). We were able to collaborate with Huntsville and Port Carling for games as protocols dictated we remain in our health districts. Tournaments and out of town games were also cancelled due to Covid. Adding the games with other associations proved to be very challenging, rewarding and maybe disappointing for some. Our theme for the season was "we were flying the plane as we were building it". We discovered many roadblocks, challenges and tough decisions which sometimes were not popular. We tried our best to accommodate over 300 players so that every player was on the ice each week. We heard from many how grateful they were just to have the kids feel a little sense of normal when they went to the rink. It was a short but very much needed experience for every player. In December, we needed to make the tough decision to cancel the week before Christmas as we moved into the RED zone requiring 10 players on ice plus 2 qualified coaches/trainers. It was difficult to accommodate this in such short notice and have equal and fair ice times given to players, so we decided to stop that week. We remained in lockdown in the new year. We discovered that Bracebridge rink pulled their ice without consultation which put us in a very difficult situation as we needed almost double</p>	Sarah Geer

the ice time to accommodate 10 players on ice. Gravenhurst and Huntsville were willing to help as well as Baysville but varying start times and schedules made it difficult to commit. We also felt the drop of some volunteers which did not allow us to safely supervise and teach the teams created. In the grand scheme of things we would have lost 6 ice times per player (only being allowed once per week) and made the hard decision to end the season. The following week, Ontario went into full lockdown.

Overall, I would like to reflect on the strengths, considerations and next steps.

**Strengths:**

Solid Return to Play Document approved by the Health Unit - Thanks to Steph Oates, Andrew Guthrie and others who were able to work on that over the summer and into the fall to meet necessary requirements.

Ice Time provided once or twice per week depending on age to 353 players

Coaches, Trainers and Managers for each team

Balance of skills and drills, scrimmages, many happy players who were able to feel a little sense of normal which was invaluable to their mental health

Good development year for players who felt less pressure to perform and were able to feel a different level of confidence and fun.

**Considerations:**

Team composition based on OMHA guidelines proved challenging to say the least.

Working with other associations for game play proved difficult with lack of communication to make things fair and equitable. Need to have a plan and conversation with local associations way before final team compositions are made and interplay starts.

Communication needed to be streamlined and follow a system so that it was clear, consistent and timely (eg. health unit to OMHA to association to coaches/managers to parents/families, then on website and social media)

**Next Steps:**

Continue to follow OMHA and Heath Unit guidelines and covid protocols

Coach Interviews will still take place at the end of May hopes for a semi normal seasonal start in Sept. Coaches to be hired by the middle of June.

Volunteers will be encouraged to work on qualifications over the summer in hopes to be prepared for Sept 7th, 2021 - VSS/Qualifications MUST be completed BEFORE setting foot on the ice in 21/22

Two Week Development Plan will be created over the summer prior tryouts so that there are opportunities for all players

	<p>to get back on the ice and provided clinics such as powerskate, puck handling, shooting and more.</p> <p>Two program seasons created as contingency based on Health Unit &amp; OMHA guidelines (regular season &amp; covid season) so that we can pivot quickly based on changing provincial colour codes.</p> <p>Social Media Marketing of our programming over the summer season to promote hockey in Gravenhurst and Bracebridge</p> <p>Continue to search for and maintain local sponsors in order to maintain reasonable fees for players. Fundraising events will be contingent on Ontario government protocols.</p>	
<b>3.2 Vice President</b>	<p>All VSS are up to date for the season. Any VSS from previous seasons have been destroyed.</p> <p>Next season we are considering a one day VSS clinic and new VSS each and every year.</p> <p>No banquet/awards as the season was so short</p> <p>All complaints have been documented and filed</p> <p>Volunteers should work on getting VSS and qualification over the summer to be ready for next season</p>	Naomi Atkinson
<b>3.3 Secretary</b>	<p>With focusing on getting organized and getting paperwork and SMMHA webpage organized and back up to date, I was able to update all hard copies of minutes for the past 6 years. Huge thanks to Charlene Hammond</p> <p>I changed up the agenda for it to be a little more user friendly, everyone has their reserved spot, including action items that were pending, and with having the agenda typically available to everyone a week prior to the Board meeting, I think this worked well. Thank you for everyone getting reports in, for almost every meeting I had everyone's report in prior to meeting time.</p> <p>Updating the Director registry for the past 9 years is currently being worked on.</p> <p>By law review is also underway.</p> <p>The major overhaul this season was updating the Manual of Operations to reflect current practices; the Board put in many hours to bring the document up to date, and I found it extremely helpful to utilize every member of the board and their position expertise.</p> <p>The motions of the Manual of Operations Committee will be reviewed shortly.</p>	Shannon Zedic
<b>3.4 Treasurer</b>	<p>As we opened up this season, we started the season with \$13,547.94 in our bank accounts (amount on 2020-08-30).</p> <p>First, we will address the revenue the association brought in this past season.</p> <p>Our budget originally forecasted \$203,500 revenue in registration fees based on interest at the beginning of the season. We had a slight increase in those who registered which should have increased our revenue to \$213,450. There were a few players who either ended the season early or joined later and were assigned pro-rated credits. As well, we were not aware of how many players had been given credits based on the previous season when our budget was completed.</p> <p>The total amount that has been collected this season in registration fees is \$191,098. Currently, there remains \$4,941.67</p>	Sheena Besseau

in outstanding fees. We were able to recoup \$5,725.85 in previously unpaid registration fees and this amount is incorporated in this total amount. The unforeseen credits appear to be the remaining uncollected funds.

Our Sponsorship Director worked hard this year and was able to fundraise \$9,500 in sponsorship fees from local businesses. This amount will be discussed at the 2021-2022 Budget Meeting to discuss how these funds can be utilized.

Our Fundraising Director also worked hard this year attempting to sell as much Bear Swag as possible. \$3,052 was raised through her hard efforts and our amazing Bear's Families & Supporters.

It can also be noted, to date we have raised \$1,220 in donations in Memory of Dap Thatch and Duncan Vietch. This amount is set aside until the association determines how it will be utilized.

Secondly, we will address all of our expenses by each position.

The President Role had a budget of \$500 this season. \$0 was spent in this role and therefore there was a saving of \$500.

The Vice President had a budget of \$1,150 this season. There was no yearly banquet or any trophy related expenses so \$0 was spent in this role. Therefore, there was a savings of \$1,150.

The Treasurer Role had a budget of \$7,400 this season. To date, \$9,832 has been spent in this role. Funds were set aside for an accountant to assist us in bringing our books up to date, as they have not been completed since 2016. Our accountant is still working on previous years and once a report is available related information will be shared. Also, there was \$6,196 in unaccounted banking fees this past season. Our bank accounts have not been set up in our favour and other banking options have been explored. New bank account options will be put into place prior to the next season to alleviate these expenses. Therefore, for the Treasurer Role there was an excess expense of \$2,432.

The Secretary Role had a budget of \$0 and spent \$0.

The Equipment Role had a budget of \$12,000 and spent \$11,636. This accounted for the extra equipment that had to be supplied (pucks/pylons) and the jerseys and socks for our players. It also took into account the unaccounted expense of equipment insurance which is normally purchased to protect our assets. Therefore, there was a savings of \$364.

The Player Development Role had a budget of \$2,000 to cover the costs of reimbursing volunteers for certificates. Unfortunately, there were several volunteers who had not been reimbursed in past seasons and so they were reimbursed outstanding amounts owed to them. This role spent \$2,971 and therefore there was an excess expense of \$971.

The OMHA Role had a budget of \$24,000. OMHA provided associations with a 25% savings due to COVID-19. Further savings is expected from OMHA however this amount has not been disclosed yet and would be carried forward for the following season. This role spent \$17,673 and therefore had a savings of \$6,827.

The Local League Role had a budget of \$0 and spent \$0.

The Registrar Role had a budget of \$0. It was not known to the board members who created this budget that there were

fees associated with the registration program. There was \$5,139 spent in these fees and therefore there was an excess expense of \$5,139.

The Sponsorship Role had a budget of \$1,000 for this season. This role spent \$242 and therefore there was a savings of \$758.

The Fundraising Role had a budget of \$4,000 for this season. This role spent \$3,039 and therefore there was a savings of \$961.

The Ice Scheduling Role forecasted a budget of \$126,000. The Town of Bracebridge provided a credit of approximately \$2000 however; the Town of Gravenhurst has yet to provide a credit for unused ice times in December 2020. The association spent \$49,186 in ice fees for this season and therefore there was a savings of \$76,814.

The Tournaments Role had a budget of \$0 and spent \$0.

The Volunteer Role had a budget of \$11,900 for this season. There was a total of 85 volunteers who have provided either a VSS or Declaration as well as obtained all their required certificates. Each volunteer is given a credit of \$100 each and so \$8,500 was spent in this role. Therefore, based on this season's volunteer credits there was a savings of \$3,400. To date, \$1700 has been refunded to families as requested and therefore \$6,800 will remain in the account to carry over to next season's budget.

Unaccounted Expenses that were not foreseen at the time of the budget included items such as, the Website Fee, the Bear's Office fee to the town. These expenses added up to \$2,967.

Also, as mentioned above regarding registration revenue, previous season volunteer credits that either requested a payout or were applied to accounts for this season and were not accounted for added up to \$15,590.

Our season was cut short due to COVID-19 restrictions and protocols so \$61,800 was credited back to families. To date \$12,200 has been paid out to families based on requests while the remaining amounts have been placed on player's accounts. \$49,600 will remain in the account to carry over to next season's budget.

Normally, this leaves the association with an extra \$4,209 to carry forward to the next season however taking into consideration that we remain \$4,941.67 in outstanding fees, there is no true savings at this time.

The closing amount in the bank account as of 2021-05-03 is \$107,603.19. This will account for some cheques that still have not been cashed (approximately \$22,000) but were incorporated into this budget review. Also, this accounts for money set aside for;

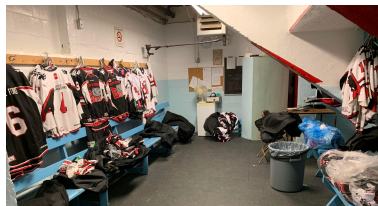
- \$9,500 Sponsorship Monies
- \$3,052 Fundraising Monies
- \$1,220 In Memory of Dap & Duncan Monies
- \$6,800 Applied Volunteer Credit Monies
- \$49,600 Applied COVID-19 Credit Monies

TOTAL - \$70,172

<b>3.5 OMHA Rep &amp; Local League</b>	<p>For the 2020/2021 season the positions of Local League Director and OMHA Rep were combined to one position. This was due partially to a lack of volunteers but also because there was no representative hockey, only local and house league it made sense to join the positions for this season only.</p> <p>All things considered we were able to provide hockey for our kids albeit for only a short time. This was only possible because of the volunteers that we had for the season. Due to the pandemic Hockey Canada, OHF and OMHA decided that all teams could only include 10 players. The result was that we had a larger number of teams than in a typical season which required more volunteers to run these teams. I want to take this opportunity to thank all of the coaches, managers and trainers that stepped up to get our kids skating this year.</p> <p>Organization of the season was a difficult task. Everyone was learning and rules were changing as we were trying to begin the season. The season began with a development phase and then some LL 4-on-4 games in a league with South Muskoka, Huntsville and Muskoka Rock. Unfortunately due to the pandemic the season had to end earlier than we had anticipated.</p> <p>The Atom Pathway developed by Hockey Canada was adopted by OMHA and was to be implemented fully for last season. The program changes were not fully implemented but will continue going forward.</p> <p>Looking forward to the 2021/2022 season, everything is delayed until after Labour Day. OMHA has mandated that all centres will have a 7 day preparation phase that begins no earlier than September 7, 2021. Try-outs for South Muskoka will start around September 27. The regular season will run until March 1, 2022 and playoffs will occur in a shortened timeframe so there will be changes from a typical season. Tournaments will be allowed to start October 8, 2021.</p> <p>I look forward to getting hockey in South Muskoka up and running for the 2021/2022 season. Again thank you to all our volunteers, bench staff and executive members.</p>	<p>Andrew Guthrie</p>
<b>3.6 Volunteer Coordinator</b>	<p>It was a challenging year, as most members have noted. Volunteer credit was adjusted from \$150 in previous years to \$100 for 2020-21, and all volunteers needed a current VSS and all courses/training completed before being credited or refunded. Board has decided to require a new VSS each year.</p> <p>There were no volunteers for time keeping, gates or any other fundraisers this year, due to covid restrictions. Volunteer credits and refunds applied only to board members and bench staff this year.</p> <p>Volunteer credits were applied per child enrolled in hockey, however the board plans to budget based on volunteer role/job, not based on the number of children next year.</p> <p>Ipads were collected and given to the president for storage - some charge cords need to be replaced.</p> <p>Not all names of bench staff were submitted to the board by coaches, making it difficult to track courses, VSS' and unfortunately communication occasionally broke down between managers and myself. The volunteer coordinator should get a list of rostered/not rostered teams in the fall so they can follow up with coaches regarding their bench staff as needed. Deadlines are set for approval of courses and VSS's and need to be followed up on regularly.</p>	<p>Anna Turner</p>
<b>3.7 Tournament Director</b>	<p>Unfortunately, there is little to report for this year. Due to OMHA directives all tournaments were cancelled for this current season. This resulted in our association not hosting any tournaments and also not having any players participate in any tournaments. Hopefully next season will see a return to tournament play and have a much more detailed note for the AGM!</p>	<p>Steve Roche</p>

<b>3.8 Player Development Director</b>	<p>This year was a challenge for player development as we were constantly adjusting schedules and ice-time to accommodate COVID restrictions. We feel that as an organization everyone including parents and players did an amazing job navigating through COVID. This upcoming season may present some of the same challenges with the unknown world of COVID. We are working on a plan to accommodate teams ice times under each COVID restriction. Player development ice might be non-existent unless we are out of any sort of COVID restriction.</p> <p>As the new director of player development, I am going to focus on supporting our coaches and really get a feel for what is needed and what we can do as an organization to give our players all the resources and training possible. I realize this can't happen over night and my goal for the first season is to evaluate everything and listen to those who have ideas. Hopefully in the next 2-3 years we can have a more streamlined player development program.</p>	Ryan Venturelli
<b>3.9 Ice Scheduler</b>	<p>Ice challenges this year due to Covid. Managed to get all teams 2 times a week and games. Next year will depend on OMHA, Hockey Canada and government protocols. Ice Application 21/22 has been submitted to Bracebridge.</p>	Kevin Babcock
<b>3.10 Registrar</b>	<p>This year we had 351 players registered to play hockey. We had approximately 10 kids on a waiting list that we were not able to find a spot for due to the limitations of the number of players allowed on the ice or within a bubble mandated by OMHA and public health. Although this was down from last year (417), it was typical of what most hockey associations were experiencing with covid and the OMHA saw a 25% drop in registrations this past year due to Covid.</p> <p>With many families facing financial constraints, we did try to provide payment options. We broke the fees into 2 payments. We were able to offer some families a further payment plan. We did have an easier time working with Muskoka Children's Foundation and Jumpstart when it came to tracking payments coming in. Moving forward into the 2021-2022 season I would like to send out a digital welcome package to all parents when they register and make sure that volunteer opportunities are listed, required documents/courses (Respect In Sport, Health information for trainers, etc) are included with easy instructions to help alleviate the hold ups with registering our teams with OMHA. As well moving forward I hope to maintain contact with those that have payments be rejected due to credit card details changing and those that are on approved payment plans to make sure that we are not chasing payments at the end of the season. Anyone owing money from this year will need to make sure their account is paid off to move forward registering for next year. Hockey Canada is introducing a new system for registration, HCR 3.0. We will not be given access to the system until June 1 so registration will not open until sometime after that date. As it is a new system we will have to set up everything from the beginning so it might take a few days to put it all together. It will mean that parents will be using the new system when they register so I will provide detailed instructions online once registration does open up as to what parents will have to do. So far it seems to be very intuitive for users and should be easy to use.</p>	Kristy Bonitatibus
<b>3.11 Equipment Director</b>	<p>I would like to publicly thank all of the board members. I have enjoyed my time over the past years and I hope that I have made a positive impact. I am excited about my future endeavours and hope to return to SMMHA someday in the future.</p> <p>All Rep jerseys have been collected to the best of my ability. They are currently in the Refs room but need to find a new home. They are closing in on the end of life and I suggest that next year's players purchase these and you look for new options the following hockey season. What I could accomplish is that the inventory is attached. Remember - I had to collect everything this year. Nothing was in lockers due to the first round of Covid in the previous year. It was not an easy task. The Major Midget team did not return anything. You will need a full New set for next year for this team.</p>	Mark McGrath





Items have been collected from Coaches and Staff. We actually have an inventory of pucks and pylons now. I would suggest ordering more pucks Blue/Black for next year to stockpile. Pucks are always in high demand.

The jerseys purchased for the players I feel went well. They were basic but did the job. Thanks to the Source for the lowest of the 3 bids that were provided. The 3 quotes were submitted to the board.

Lots of old goalie equipment. Some younger stuff. 1 new set. We have 1 set that was loaned out for the summer to a goalie wanting to attend a few camps. The Lockers are of "use" but I strongly feel that when and if a new arena is to be built that this needs to be in a well vented area.

Budget-

[https://docs.google.com/spreadsheets/d/1hHT208utuv72erejpUqIS8RYXwoYUOak0\\_90Imq12E/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1hHT208utuv72erejpUqIS8RYXwoYUOak0_90Imq12E/edit?usp=sharing) This link was shared with the Treasurer and President. The majority of this budget was the purchasing of jerseys and socks that the player kept. This was due to Covid and the restriction of sharing items.

2020/21 Equipment purchases SMMHA				
Item	Where purchased	Cost	Pay?	Notes
Blue pucks/pylons	Canadian Tire	\$67.03	Mark	\$67.03 Pylons on sale and pucks are .70 cheaper than the Source
plano/puckets	Canadian Tire	\$60.75	Mark	\$60.75
Blue pucks	Canadian Tire	\$69.71	Mark	\$69.71 Terry D picked up Mark paid him
Blue pucks	SportChik Ontario	\$22.49	Mark	\$22.49 1.99 a puck. If you look around this should be all you pay this year
jerseys-colored	Sports Equipment Toronto	\$490.10	Mark	\$490.10 54.75 a jersey. At the source the similar ones were \$100 buying in B
Jerseys	Source	\$9,751.34	SMMHA	\$9,751.34 3 tenders submitted previously - Great to support local but not as
Timbits Jerseys	Canadian Tire Huntsville	\$2.00	Sponsored	Need to order these late August.
Blue pucks	Source	\$62.95	Mark	
extra socks	Socks Source	\$102.83	Source	Ryan ordered and KB drop of the money
Total:		\$10,617.09		



Contacts used for Atomic Atoms and Timbits. 5 sets of Atom jerseys have been ordered for the 2021/22 year. Timbit Jerseys still need to be added.

[admin@teamsales.ca](mailto:admin@teamsales.ca) Atomic Atom Contact #1.

[lmckay@gotoguys.net](mailto:lmckay@gotoguys.net) Lia McKay Atomic Atom Contact #2

Dylan Janes <[dylan@petessports.com](mailto:dylan@petessports.com)> TimBits Contact #1

Tim Bit login is in the player development account :) [jkopytko@timhortons.com](mailto:jkopytko@timhortons.com)

### 3.12 Sponsorship Director

This year was my first year building relationships with local businesses. With some prior sponsors no longer in business and contacts not in the office it was challenging. With the lack of exposure and covid times some prior sponsors asked to defer for a year. That being said I was overwhelmed with the support we received. Sponsorship brought in \$9500.00 this year. I believe we have a great local foundation and I am confident sponsorship can grow. I am always exploring new ideas for revenue. Thank you to all our sponsors for your support.

Mark  
Jennings

<p>3.13 <b>Fundraising Director</b></p>	<p>I'd like to start by thanking each and every board member for their countless hours this season with policies/procedures changing by the minute and navigating the safest way to get our kids on the ice. Our board is composed of so many amazing people with great ideas and solutions to make each hockey season enjoyable, safe and a proud place to play.</p> <p>The 2021/22 SMMHA season posed a number of fundraising challenges this year due to government implemented limitations and the safety of our members. We explored a number of individual fundraising ideas (Don's Bakery, Stephenson's Butcher, all-star coffee, Purdy's Chocolate and Mom's Pantry) to help our members recoup some of their membership fees, but were unable to offer them due to these limitations. However, we stayed optimistic throughout the season that we might be able to at some point be able to move ahead but had to make the hard decision to cancel all fundraising efforts for the season</p> <p>As an association fundraiser we were able to proceed with our "Swag Store" members and their families could purchase Bears Gear for a nominal cost from hoodies, t-shirts, hats, bells, toques, stickers, patches and water bottles. I would like to have the option to pay debit directly to avoid the exchange of cash moving forward. Also, I would again like to explore the option of partnering with an outside company to offer online ordering of bears gear i.e. Bardown and have them handle the inventory, printing and direct shipping.</p> <p>We also gave our members this year the opportunity to purchase "Bears Sandals" just in time for Christmas. These sandals were well received and I would include this option in future association fundraising efforts.</p> <p>I would like to finish with, as a member of the association we are keen on making each season a success and I am always open to suggestions on how we can make fundraising most beneficial to our members. My communication line is always open, so please don't hesitate to contact me at any time with ideas.</p> <p>Thank you and I look forward to a successful 2021/22 hockey season!!!</p>	<p>Jody Somerville</p>
<p>3.14 Referee in Chief</p>	<p>Last year was a challenging year for everyone involved. That was no different for your referees. We had no idea what the game would look like or how the games were to be officiated. Once the games started, everyone was excited to get back to hockey. You could see it on the kids faces how fun it was. The refs even got thanked once or twice for refereeing games from parents.</p> <p>We started the year with 19 officials. We then lost some officials through retirement and some young officials to school and work. Once the year started, we had 12 officials. We have 5 level 3's officials and 7 level 2 officials. We are short officials, so if anyone would like to get into officiating, please contact Norm Webb. Hopefully OMHA will have an entry level clinic this year.</p> <p>The board nominated Don Collison for the OMHA volunteer of the year award, for his years of coaching minor hockey and being the assignor and board member for SMMHA.</p> <p>The total cost to officiate games this year was \$3,666.</p> <p>I would like to thank the board members for all the hard work they have done to get players on the ice and for also supporting the referees every year.</p>	<p>Norm Webb</p>
<p>4.</p>	<p>COMMITTEE Reports</p>	<p>Chair</p>

4. Committees	Manual of Operations Committee: See Appendix #1- will be inserted for Minutes	Shannon Zedic						
5. Motions	<p><b>From Board Meetings:</b> <u>September:</u> New VSS are required every year for all volunteers, signed declarations will no longer be accepted. Moved by: Mark Jennings Second by: Anna Turner <b><i>Voted: Majority rules; 1 Opposed</i></b> <u>December:</u> Discard and shred old treasury documents from 2010-2013. There are also bins in Bears office that are dated to be shredded. Motion to do so Moved by: Mark Jennings Second by:Kevin Babcock <b><i>Carried</i></b> For the Board position of Local League Director- Motion to split this position into 2 roles; (still 2 year term, but following the board position outline in By laws: Local League A will follow same schedule as president and secretary, Local League B will follow Vice president and Treasurer), will be reflected in Bylaws update Moved by: Kevin Babcock Second by: Kristy Bonitaitbus <b><i>Carried</i></b> To approve all changes mentioned and/or discusses above for the South Muskoka Minor Hockey Association Manual of Operations Moved by: Kristy Bonitaitbus Second by: Norm Webb <b><i>Carried</i></b></p> <p>Motions called from the floor- None at this time</p>	Shannon Zedic						
6. Nomination or election of Officers or Directors	<p><b>1. Ratification of Revised SMMHA Board Positions</b> <b>OPEN BOARD POSITIONS</b> Player Development Nominated : Ryan Venturelli- Acclaimed <i>– Nominations from the floor, called 3 times; for player Development</i></p> <p>Therefore the <b>2021-2022 Board</b> will be as follows:</p> <table><tr><th><b><u>Board Position</u></b></th><th><b><u>Board Member</u></b></th></tr><tr><td>President (2nd of 2yr)</td><td>Sarah Geer</td></tr><tr><td>Vice President (2yrs) 2nd yr of 2 yr term</td><td>Shannon Zedic</td></tr></table>	<b><u>Board Position</u></b>	<b><u>Board Member</u></b>	President (2nd of 2yr)	Sarah Geer	Vice President (2yrs) 2nd yr of 2 yr term	Shannon Zedic	Sarah Geer
<b><u>Board Position</u></b>	<b><u>Board Member</u></b>							
President (2nd of 2yr)	Sarah Geer							
Vice President (2yrs) 2nd yr of 2 yr term	Shannon Zedic							

	Secretary (2nd of 2 yr)		
	Treasurer (2yr)	Sheena Besseau	
	OMHA Director (2yr)	Andrew Guthrie	
	Local League A ( 2nd of 2 yrs) Local League B (2 yrs)		
	Ice Scheduler (2yr)	Kevin Babcock	
	Off Ice Officials and Volunteer Coordinator (1yr)	Kristin Livingstone	
	Tournament Director (1yr)	Lyndsay Jeanes	
	Player Development (1yr)	Ryan Venturelli	
	Registrar	Kristy Bonitaitbus	
	Director of Equipment	Curtis Morrison	
	Director of Sponsorship	Mark Jennings	
	Director of Fundraising (Public Relations and Marketing)	Jody Somerville	
	<p><b>Motion: To ratify the revised SMMHA Board Positions</b> <b>Moved By: Kevin Babcock</b> <b>Second By: Mark Jennings</b> <b>Carried</b></p> <p>Remaining open positions will be posted on website</p>		
	7. New business/other business	Non Body Checking survey is coming out. Needs to be posted on SMMHA webpage	
9. Meeting adjournment	Adjournment of AGM on May 11th at 8:42 pm	Sarah Geer	

Appendix #1- Manual of Operations Motions:

**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 behavior 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 fraction 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 to OMHA code of conduct policy.**

**Motion #6**

**2.3.2 Social Media Policy- insert the policy**

## 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, Snapchat, 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**. **Each volunteer role is equal to one volunteer credit**. 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 must have the required qualifications and will not receive their volunteer credits unless 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 and **non parent rostered or board volunteers** (Advise by **March 1<sup>st</sup> 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

~~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](http://www.omha.net)

Is there any objections or clarification?

#### 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~~ is required for all Team Officials before they can be rostered with Hockey Canada. Following the [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 until document has been received and approved. **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.~~

[Is there any objections or clarification?](#)

### Motion #16

## Section 11 Board of Directors: Insert all committees job descriptions as noted in section 12 and the additional job responsibility to Fundraising

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 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 to approve all changes mentioned and/or discussed above for the South Muskoka Minor Hockey Association Manual of Operations:**

**Motion by: Kristy Bonitaitbus**

**Second by: Norm Webb**

**\*\* As noted on Agenda Motions above\*\***

**\*\*Note that AGM meeting minutes will reflect a clean version of approved Manual of Operations motions\*\***