



# KMHA - Executive Meeting - Agenda

**Date:** 09 Jan 2023

**Time:** 6:30pm

**Location:** Davidson Centre

**Duration:** 90mins

## Attachments:

Attachment A – Treasurer’s Report

Attachment B - Important Dates

## Attendance:

NAME	POSITION	ATTENDANCE
Nikki Bauman	Association President	Y
Mike Roppel	First Vice President(Rep)	Y
Brent Jolley	Second Vice President (Local League)	Y
Jill Fraser	Third Vice President (Girls Hockey) OWHA Town Contact	N
Melanie Roppel	Treasurer	Y
Tracy Ford	Secretary	Y
Tom Henhoeffter	Director of Purchasing & Equipment	Y
Jamie Tout	Director of Registration	Y
Melissa Hodgins	Director of Sponsorship and fundraising	Y
Kevin Wright	Director of Referee Schedulingn(R.I.C)	Y
Jeremy McQuillin	Technical Director	N
Adam Janes	Director of Ice Scheduling	Y
Umar Afzaal/Tanya Burke	Director of Tournaments	Y/N
Matt Peterson	Privacy Officer	N
Steve Stepaniak/Eric Grenbenjak	Director of Under-9 Programming	N/Y
Amanda Henhoeffter	Director of Risk Management	Y
Jamie Hunsburger	OMHA Town Contact	Y

### 1. Review/Acceptance of Minutes from previous meeting

- Updating/collecting expense reports to add

**Moved by:** Mike Roppel

**Second by:** Kevin Wright

**Passed:** 09JAN2024

**Business arising from actions:**

**Melissa**

- Draft email with VP's to send to coaches by 13OCT – **Complete**
- Work with VP's to get team photos by December 1st - **ONGOING**
- Get a list together of every team from last year and sponsors we currently have and what new sponsors we have. – **TCD 06FEB2024**

**Nikki** – Add banking review to rule of OPS - for accountability have a review every couple months and have Nikki sign off on to verify amounts – **ONGOING**

- Social post/cell phone policy

**Mel Roppel** – Budget time Convenience fee – **TCD 01 MAR**

**ACTIONS:**

Action	Owner	TCD	Comments
Add banking review to Rule of Operations - for accountability have a review every couple months and have Nikki sign off and verify statements	Nikki Bauman	April Meeting	Ongoing
Provide a list of sponsors/if paid/potential sponsors for 2023	Melissa Hodgins	November Meeting	Ongoing
Draft email to VP's(Jill, Mike, Brent to send to coaches	Melissa Hodgins	13OCT	Complete
List created of photos needed and send to Matt for editing	Melissa Hodgins	06FEB	
Budget time convenience fee	Mel Roppel	01MAR	
Social post/Cell phones	Nikki Bauman	November Meeting	
Budget committee to talk about coach the coaches sessions	Budget committee	Budget meeting	
Follow up with Mel RE: home hardware	Nikki Bauman		
VPs send out a reminder to teams to respect the lock box and add operating instructions	VPs		
Nikki to look into adding to rules of ops	Nikki Bauman		
Nikki to add to rules of ops for change room policy			
Follow up on girls photos	Jill Fraser		

**2. New Business/Items for Discussion**

**MOTION** – As of 09 January 2024, KMHA stops all extra ice/additional ice going forward non-prime time rentals including 7am/330pm rentals.

**Moved by: Adam Janes**  
**Second by: Mike Roppel**  
**Passed: 09JAN2024**

**Thomas**

- U9 boy's jerseys for next year. Need direction on order/not
- U8 boys – need direction on old star set order or not
- Request VPs provide rough estimates for number of teams next year boys/girls – on hold – bring back to Feb meeting.

## Melanie

- Ice Reimbursement

## Umar

- Canadian Tire Cup divisions finalization and scheduling

## Jamie

### 1) Teams advancing to OMHA Championship Tournaments

- U11/U13/U15/U18 T1 - ONE team advances to Kingston.
- U11/U13/U15 T2/T3 - TWO teams advance to Halton Hills.

**OMHA Code of Conduct & Safe Sport Complaints Process** - As a result of last year's Hockey Canada debacle, the OMHA set up an Independent Third Party (ITP) to handle all complaints. The volume was apparently HUGE. As such, only matters deemed "**Serious Misconduct**" (includes maltreatment, harassment and bullying) will be handled by the ITP. Others complaints will be up to the Associations; Major Infractions by the OMHA, and Minor Infractions by the Local Association).

**NEW** - any sanctions/suspensions we issue **related to the OMHA Code of Conduct** need to be **reported in writing to the OMHA Risk Management Officer within 7 business days.**

We will **need to revise our governance** to reflect this.

**Tracy** - Can you please capture this as a required ACTION for the next Exec Meeting?

**U9 Full Ice Transition** - The date for those U9 programs opting to transition to full ice programming will be **Friday, January 12, 2024**. This is a one year only change from the 15JAN date.

**2)** The OHF has issued a **new Dressing Room Policy** that meets both the Ontario Human Rights Tribunal requirements and satisfies the new Hockey Canada Dressing Room Policy.

The OHF is hosting a **Town Hall tonight** (6pm) on this. To Register click [here](#) (anyone can attend).

Later this month (January 20-28) *Implementation Guidelines* and *Frequently Asked Questions* documents will be updated based on Town Hall feedback

**This new policy comes into effect 01FEB2024.** Things to note but you should read the entire Policy:

- **Minimum Attire** - Ideally coverage would be from waist to upper thigh but, at a minimum there needs to be coverage of the buttocks and genitalia and the chest area of the participant. A towel can be used to cover up while changing into Minimum Attire.
- **RULE of TWO applies.** A minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials, properly screened or one such official and an adult person associated with the team.
- **No Device Recordings.** No photos, videos, or audio recording allows. Cell phones in rooms is permissible.
- It is the **responsibility of all coaches and team staff to instruct players** on the policy.
- Minimum Attire is not required in the shower itself unless the Team has an accommodation request. A best practice solution for teams is for players to change into swimwear for showering.
- This also **applies to the Official's Dressing Room.**

We will **need someone on the EXEC to take the lead** on ensuring this is:

1. Communicated to ALL teams.
2. Updated to KMHA governance (Coach/Manager's manuals) and posted on Webpage/Social media.

**Tracy** - Can you please capture this as a required ACTION for the next Exec Meeting?

The new policy is attached as well as the OHF Dressing Room Supervision Policy.

### **Hockey Committee Update**

- Nothing to report

### **3. Reports from the Executives**

#### **President**

- Nothing to report

#### **First Vice President**

- Nothing to report

#### **Second Vice President**

- Nothing to report

#### **Third Vice President**

- Nothing to report

#### **Treasurer**

- Nothing to report

#### **Secretary**

- Nothing to Report

#### **Director of Purchasing and Equipment**

- Nothing to report

#### **Director of Registration**

- Nothing to report

#### **Director of Sponsorship and Fundraising**

- 79 of 80 blankets have been sold

#### **Referee Scheduler**

- Referee was hurt at a U15 LL game.
- 

#### **Technical Director**

- Nothing to report

#### **Director of Ice Scheduling**

- Nothing to report

#### **Director of U9 Programming**

- Nothing to report

#### **Director of Tournaments**

- Nothing to report

**Director of Risk Management/Head Trainer**

- Nothing to report

**Privacy Officer**

- Nothing to report

**Town Contact Report**

- Nothing to report

**4. Important Hockey Dates – review schedule**

**Adjournment:**

**Moved by:**

**Second by:**

**Passed:**

**Next meeting: February**

**ATTACHMENT A**

<b>REVENUE</b>	<b>Budgeted</b>	<b>Actual</b>
Registration	\$308,350	\$357,678.65
Development	\$7,890	-\$58.87
Sponsors	\$10,000	\$7,000.00
Donations-MoK Grant/PWU	\$16,500	\$22,504.00
Equipment Sale	\$500	\$110.00
Doug Kennedy Tournament	\$8,400	\$14,383.00
Simmons Tournament	\$9,600	\$4,868.50
Canadian Tire Cup		\$0.00
Derrick Burrows Tournament	\$5,600	\$5,400.00
Silver Stick Tournament	\$46,500	\$47,663.80
	<b>\$413,340</b>	<b>\$459,549.08</b>

<b>EXPENSES</b>		
Ice Rental	\$230,000	\$126,229.02
Equipment/pennants/trophies	\$12,000	\$29,413.70
Insurance-Equipment	\$825	\$777.60
Insurance-OMHA	\$18,000	\$24,594.19
Registration-OMHA	\$4,600	\$5,317.31
Registration/Insurance-OWHA	\$16,300	\$15,188.80
Advertising	\$300	\$0
Clinics & Meetings	\$5,000	\$4,859.21
Bank Fees/charges	\$8,000	\$8,954.19
Office Supplies	\$8,000	\$2,606.52
Referees	\$40,000	\$17,310.43
Doug Kennedy Tournament	\$7,400	\$13,302.26
Simmons Tournament	\$8,600	\$6,051.89
Canadian Tire Cup		\$160.00
Derrick Burrows Tournament	\$4,600	\$3,835.55
Silver Stick Tournament	\$28,000	\$30,792.51
Play Off Dues	\$1,500	0.00
Miscellaneous	\$3,000.00	\$5,771.49
	<b>\$396,125</b>	<b>\$295,164.67</b>
<b>Kennedy Tourn.</b>	Profit	\$1,080.74
<b>Simmons Tourn.</b>	loss	(\$1,183.39)

\*Blanket fundraiser Inc.\$4570 \$3254.40exp.

**Current balance**

Main banking	\$372,897.62	Jan 9 2024
Lotto account	\$20,219.69	Jan 9 2024
Referee account	\$34,564.22	Jan 9 2024

## ATTACHMENT B

<b>KMHA Important Hockey Dates</b>		
<b>Month</b>	<b>Actions</b>	<b>Responsibilities</b>
<i>January</i>		
	10 Deadline to add base roster players. (WQAA item. Not sure how it compares to Feb 10 deadline)	
	Remind Rep teams to recognize sponsors (puck droplarticles?)	
	15 Deadline to add affiliate players.	
	15 Post on Website that spring tryout teams must notify VP Girls with required info by February 15th.	
30 days prior to AGM	Post AGM material on web.	Secretary
<i>February</i>		
	10 Deadline for player addition to a roster	
Within first 15 days	AGM	President
By 28	Post Online Survey Link for Coaching Staff Feedback	
<i>March</i>		
	1 Budget committee meeting to take place	
	15 Remind Rep and LL teams to involve sponsors (puck droplarticles)	
	30 Remind trainers to return or shred players medical forms	Head Trainer
	30 Reconcile equipment (Jerseys)	Director or Purchasing & Equip
<i>April</i>		
	Teams to return trophies at hockey banquet	
	Registration Rates	
	15 OWHA - coach selections - special meeting to be set up prior to any tryouts - to ensure that process is followed	
	30 Hockey Committee to discuss coaching staff feedback survey results	
	30 Equipment Director to update the trophies with any engraving etc.	Director or Purchasing & Equip
	30 Request Coaching Applications	
<i>May</i>		
	1 Ensure all coaches and clinics reimbursements have been completed	
	31 Representative team entries and fees are to be received by the WQAA office.	President
	tbd OWHA AGM	
	Request Coaching Applications	Hockey Committee
	30 Fiscal year end	Finance

<b>July</b>		
Anytime	WOAA proposed admendments due 60 days prior to AGM	Town Contacts
Anytime	Book Silver Stick tournaments for Rep teams	First VP
<b>August</b>		
1	Tournament layout, hotels and info up on website	Tournament Director
Anytime	Revise Police check instructions	Privacy Officer
Anytime	Gravett Family Bursary - refer to WOAA website for details	
Anytime	Inform coaches that they need to start looking at quals and what needs to be completed/updated.	First Vice President Second Vice President Third Vice President
First Week	VP's and Tech Dir to update the material for Team/Coach meetings	
10	WOAA deadline to register girls/rep tryout signups	
15	OMHA first day for tryouts or exhibition games	
Mid Month	KMHA Equipment sale	
31	WOAA account must be paid in full, from prior season	
<b>September</b>		
	Require Novice HL Convenor	Second Vice President
Anytime	Coach Meeting	First Vice President Second Vice President Third Vice President
tbd	OWHA General Meeting	Third Vice President
2nd Tuesday of Sept (exec meeting)	Organize date for running trainers night to meet/go over kits/process etc.	Head Trainer
8	No longer required to accept registrants (under WOAA rule)	
3rd Tuesday of September	WOAA Annual Minor Hockey Meeting	Town Contacts or Delegate
15	Tournament applications due to WOAA	
15	All Local league entries and fees are to be received by WOSS	President
18	Last day to withdraw Boys Rep team without penalty	
Anytime	Post OWHA/OMHA revised suspension lists in areans (ref room and	Town Contact
End of Sept.	KMHA Photos - lead contact and 2 volunteers	
<b>October</b>		
First Sunday	WOAA Boys Rep team scheduling	
1	OWHA Rept team registration deadline	
9	Rep player rosters due online (not staff)	
<b>November</b>		
1	WOAA deadline to return trophies	Town Contacts
1	HL/LL rosters due (WOAA rule)	2nd VP(Local League)
15	Rep team rosters must be approved	Registrar
15	OWHA HL registration deadling	3rd VP
15	Deadline to submit volunteer roster/and submit payment (Due mid-Dece	
tbd	Municipality grant application due	Director of Fundraising
25	Remind teams to engage sponsors	
<b>December</b>		
1	HL/LL rosters must be approved	Registrar
1	Tournament fees due	Treasurer
15	Last day to move a player to a lower division/category and be able to affiliate back up	
Anytime	Prep AGM material for posting	Executive