



# KMHA - Executive Meeting - Agenda

**Date:** 04 October 2022

**Time:** 6:30pm

**Location:** Davidson Centre

**Duration:** 90mins

## **Attachments:**

Attachment A – Treasurer’s Report

Attachment B - Important Dates

## **Attendees:**

Nikki Bauman – President

Jamie Tout – Director of Registration

Kevin Wright – Director of Referee Scheduling

Melissa Hodgins- Director of Sponsorships

Jill Fraser- Third Vice President (Girls Hockey) OWSA Town Contact

Amanda Henhoeffter – Director of Risk Management/Head Trainer

Thomas Henhoeffter – Director of Purchasing and Equipment

Tracy Ford- Secretary

Brent Jolley – Second Vice President (Local League)

Keegan Willcox – Director of Under-9 Programming

Jamie Hunsburger – OWSA Town Contact

Melanie Roppel - Treasurer

## **Absent:**

Mike Roppel – First Vice President

Jeremy McQuillin – Technical Director

Adam Janes – Director of Scheduling

Ann-Marie Ruthven – Director of Tournaments

Matt Peterson – Privacy Officer

Jared Adams – Director of under U9 Programming

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

- September 2022 Meeting minutes

**Moved by: Kevin Wright**

**Second by: Brent Jolley**

**Passed: 04 Oct 2022**

## **Business arising from actions:**

**Nikki:** - Follow up with Chuck on workshops (what they will look like/what KMHA can offer to help)

- Planning flag bearers for bulldogs game, creating scheduling 2 weeks in advance and will reach out to coaches.
- Follow up with Megan for social posts for volunteers(pathway)

**Whole committee** - come up with ideas surrounding pathway skates rep try outs and additional ice for those not trying out

**Jeremy** – price out white boards for each room (16x20 maybe)

- Social posts about who trainers are going to be for development skates each week

**Melissa** – Brainstorm around sponsorships appreciation

**Tracy** – Change important dates to add in July 1st to add in Non-try out ice times during try outs

**ACTION:** December 1<sup>st</sup> for background checks to be submitted

**Matt P./Melissa Hodgins: ONGOING**

- Look into options for photographer for pictures (quotes)

## 2. New Business/Items for Discussion

- Nikki – Create tournament committee, looking to have people help (3 or 4 people) with tournaments (scheduling/timing/sponsors/volunteers. Nikki will put out post about wanting volunteers.
- Matt P – Vulnerable Sector Check, and status of coaches' submissions.  
-Notify by 20th of October of bench staff
- Melissa – talked to Derrick about blankets/towels from presto crest – waiting for prices etc

## Hockey Committee Update

- Nothing to report

## 3. Reports from the Executives

### President

- Looking into tournament committee.
- Talk about doing up some turnover notes for positions

### First Vice President

- Nothing to report

### Second Vice President

- 4 of 6 coaches are selected for LL teams
- Waiting for Tier 2 to finish before getting remaining coaches U13 LL 1/ U11 LL 2

### Third Vice President

- Nothing to report

### Treasurer

- Municipal grant was sent in 04Oct2022

**Secretary**

- Nothing to report

**Director of Purchasing and Equipment**

- Nothing to Report

**Director of Registration**

- Kids still registering

**Director of Sponsorship and Fundraising**

- Nothing to report

**Referee Scheduler**

- Clinics are done, gained 5 new refs

**Technical Director**

- I would like to buy a LARGE WHITE BOARD for the new 'KMHA Coaches Nook' we are creating across from our jersey locker. I have bought a little table and chairs I'd like to put KMHA stickers on also.
- Development open until Friday at midnight. May go with an ALL GIRLS group. May need to combine some groups. Will see when final numbers are realized.
- For next year if possible increase tryout fees, new ideas/ways to deal with pathway skates, need to emphasize need for ALL coaches Rep, AE, LL during coaches submissions and requests for coaches – try to develop a standardized plan on how we choose AE type coaches.

**Director of Ice Scheduling**

- Nothing to report

**Director of U9 Programming**

- Nothing to report

**Director of Tournaments**

- 8 teams for Archie McMillian –Oct 22<sup>nd</sup>

**Director of Risk Management/Head Trainer**

- 5 player injuries reported to the Head Trainer from the U15 Boys Rep Team Trainer including broken, wrist, broken elbow, soft tissue injury to knee and two head injuries (head injuries may fall to October calendar, pending information from the team trainer) Pending receipt of injury reports for all players from the team's trainer. Forms were initially sent with players when they first went for medical attention which is causing a delay in their completion. Trainer is now aware that players that seek medical care should be sent with an injury report form in hand. Injury report forms are included in the kits to help prevent delays in their completion.
- Issued 15 Boys Rep team additional first aid kit supplies (\$31.43 total cost for September)
- Review potential training support that can be offered to the bench staff of the U15 Rep Team to help prevent these injuries in the future (ie, additional body contact clinic for the team)

**Privacy Officer**

- Nothing to report

#### **Town Contact Report**

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

**Adjournment: 8:16PM**

**Moved by:** Jamie Tout

**Second by:** Melissa Hodgins

**Passed:** 04October2022

## ATTACHMENT B

<b>KMHA Important Hockey Dates</b>		
<b>Month</b>	<b>Actions</b>	<b>Responsibilities</b>
<b>January</b>		
10	Deadline to add base roster players. (WOAA item. Not sure how it compares to Feb 10 deadline)	Town Contact/VP's
15	Remind Rep teams to recognize sponsors (puck drop/articles)	Sponsorship
15	Deadline to add affiliate players.	Town Contact/VP's
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
<b>February</b>		
10	Deadline for player addition to a roster	Town Contact/VP's
Within first 15 days	AGM	President
<b>March</b>		
1	Budget committee meeting to take place	Budget Committee
15	Remind Rep and LL teams to involve sponsors (puck drop/articles)	Sponsorship
30	Remind trainers to return or shred players medical forms	Head Trainer
30	Reconcile equipment (Jerseys, first aid kits, borrow equipment)	Director or Purchasing & Equip
<b>April</b>		
	Teams to return trophies to respective VP's if applicable	
1	Ensure all coaches and clinics reimbursements have been completed	Treasurer
TBD	Registration Opens	Director of Registraion
15	OWHA - coach selections - special meeting to be set up prior to any tryouts - to ensure that process is followed	VP
30	Equipment Director to update the trophies with any engraving etc.	Tournament Director
15	Request Coaching Applications	President/Technical Director
<b>May</b>		
At exec meeting	Confirm tournaments and dates	Tournament Director
31	Representative team entries and fees are to be received by the WOAA office.	VP rep hockey
TBD	OWHA AGM	Girls VP
	Request Coaching Applications - ongoing	Hockey Committee
30	Fiscal year end	Finance
<b>June</b>		
1	Girls Rep registration	Girls VP
1	Tournament sanctions are submitted	Tournament Director
Anytime	Coaching applicants reviewed and rep coaches selected and announced	Hockey Committee
	OWHA AGM	Town Contact or Delegate
TBD	WOAA closing date for team entries	Girls VP
TBD	Silverstick AGM	Tournaments
	Review of Financials	Treasurer
<b>July</b>		
Anytime	WOAA proposed amendments 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
3rd Tuesday of September	WOAA Annual Minor Hockey Meeting	Town Contacts or Delegate
15	Tournament applications due to WOAA (Submitted in June)	
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 boards)	Town Contact
End of Sept.	KMHA Photos - lead contact and 2 volunteers (?)	
<b>October</b>		
First Sunday	WOAA Boys Rep team scheduling	
1	OWHA Rep 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 deadline	3rd VP
15	Deadline to submit volunteer roster/and submit payment (Due mid-December)	
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

