

West Northumberland Girls Hockey Association
Annual General Meeting
May 23, 2017
Cobourg Community Centre

Attendance: Ron Samis, Ryan Smith, Jen Ashley, Curtis Hackney, Lynn Marie Brocanier, Ian Koellner, Shannon Sheehy, Veronica Marriott, Sarah Leblanc, Anne Walker, Patricia Houston, Marie Stevenson, Clarey Ellis-Stretch, Claudia Brown, Tom Cole, Scott MacDonald, Ken Pederson, Cory Eagleson, Graham Richards, Greg Brocanier

Regrets: Sandi MacDonald-Wangen, Jason Dalby, Kelly Watson, Trudy Stacey, Darren Mackey

Minutes – Motion made by Curtis Hackney to accept the Minutes dates May 17, 2016. Seconded by Sarah Leblanc. Carried.

TREASURER’S REPORT:

Treasurer, Ian Koellner, provided a year-end financial report for the 2016-2017 season. (See Appendix A). It was reviewed and discussed. The floor was open to questions. Motion made by Barb Hackney to accept the Treasurer’s report. Seconded by Scott MacDonald. Carried.

PRESIDENT’S REPORT:

Ron Samis thanked the outgoing executive for their efforts this season. He commented that the season ended on a high note with the profits we reaped from the RBC Cup 50/50 draws. Ron welcomed all newcomers.

POLICIES:

See Appendix B below for proposed amendments and policy changes, and vote results.

Motion – A motion was made by Jen Ashley to dissolve the current executive. Seconded by Curtis Hackney. Carried.

ELECTION OF OFFICERS:

Continuing next season in second of their 2-year terms:

2nd VP – Veronica Marriott

Secretary – Jen Ashley

Nominations were displayed for the open executive officer’s positions and the following were the successful candidates (by vote, unless acclaimed):

President – Ron Samis*

1st VP – Curtis Hackney*

Treasurer – Ian Koellner*

Registrar – Jason Dalby*

ELECTION OF DIRECTORS:

Ice scheduler – Darren Mackey*

Director of Coach and Player Development – Greg Brocanier*

Sponsorship Director – Lynn Marie Brocanier*

Tournament Director – Sarah LeBlanc*

Equipment Manager – Scott MacDonald*

Members at Large – Anne Walker, Clarey Ellis-Stretch

Jr. House League Director – Barb Hackney*

Ladies House League Director – Sandi MacDonald-Wangen*

Referee-in-Chief – Tom Cole*

Communications Officer – Ryan Smith*

Fundraising Director – Shannon Sheehy*

**acclaimed*

Motion: Ryan Smith made a motion to destroy the ballots. Seconded by Ron Samis. Carried.

Motion: Lynn Marie made a motion to accept the 2017-2018 Executive as indicated above. Seconded by Scott MacDonald. Carried.

Motion: Shannon Sheehy made a motion to close the elections. Seconded by Claudia Brown. Carried.

Draw for FREE Registration: Ryan Smith won the draw for a FREE 2017-2018 registration and generously donated the proceeds to the WNGHA development program.

Sarah LeBlanc reported that her application for a grant from the Grass Roots Initiative program was successful in the amount of \$3000. Proceeds will be used to purchase goalie equipment for players who don't have their own equipment or want to try out the position.

Ryan Smith announced he won \$150 from RBC during the RBC Cup and that he was donating it to the WNGHA development program.

Ian Koellner thanked everyone who helped with the WNGHA's 50/50 draws during the RBC Cup. A total of \$11514 was made, before expenses. To date, it has not been earmarked for anything but this will be discussed at a regular executive meeting.

Veronica Marriott shared potential Wild wear options and hockey bags to the group. The Clothing Committee will bring their ideas to a regular executive meeting.

Ian Koellner said the Pro Shop at the CCC will be selling WNGHA custom skate guards throughout the upcoming season.

The next regular executive meeting will be on Tuesday, May 30, at 7 pm at the CCC (Tournament Room), then the second Tuesday of each month at the same time and location.

Motion – Tom Cole made a motion to adjourn the Annual General Meeting. Seconded by Graham Richards. Carried.

WEST NORTHUMBERLAND GIRLS HOCKEY ASSOCIATION
Statement of Income

For the year ended April 30,	2017	2016
Revenue		
Fees and registrations	\$ 194,567	\$ 209,077
Team sponsorships	15,500	11,300
Rep and House League banquets	3,376	3,457
Development camp	-	3,625
Tryout revenue	9,430	12,201
Interest and service fee revenue	941	223
Other revenue	500	190
	224,314	240,073
Tournament revenues		
Winter Classic tournament	-	24,311
Pink Ribbon tournament	-	240
	224,314	264,624
Expenses		
Advertising and website costs	1,296	1,248
Atom BB sponsorship for Wickfest tournament	-	600
Bank charges	583	165
Board and AGM meeting costs	124	124
Coaching certification reimbursements	1,625	550
Development camp costs	-	2,431
Development program for rep and house league	7,975	4,050
House League costs	1,311	2,726
Ice rentals	171,625	190,133
Jerseys - Ladies League and House League	330	3,693
Online registration fee costs	516	2,593
OWHA registrations and insurance	21,910	24,473
OWHA and LLHFL meeting costs	151	310
Referee fees	7,010	8,809
Rep team banquet and banners	5,875	5,270
Tournament costs		
Winter Classic tournament costs	33	22,294
Pink Ribbon tournament costs	-	200
	220,364	269,669
Net income (loss) for the year	\$ 3,950	\$ (5,045)
Bank balance and cash on hand at April 30	\$ 7,897	\$ 5,147
Credit towards development program next year	\$ 1,200	\$ -

APPENDIX B – Proposed Policy Amendments

Policy/Procedure: House and Ladies League Rules - Ice Time

Submitted by: Todd Dafoe

Current Wording:

WNGHA will provide sufficient ice for each house league team aged Tyke to Midget. The House League Coordinator will work to provide approximately a 1-hour practice and a 1-hour game per week shared with another team. Ladies House league team will receive 1 hour per week, shared with another team.

Proposed Wording:

WNGHA will provide sufficient ice for each house league team aged Tyke to Peewee. The House League Coordinator will work to provide approximately a 1-hour practice and a 1-hour game per week shared with another team. Bantam/Midget and Ladies House league team will receive 1 hour per week, shared with another team.

Rationale:

There is a very low turnout at Bantam/Midget house league practices and girls are also dropping out at this age due to other work, etc.

Eliminating practices will reduce the time requirements and lower the cost of house league registration. This will likely keep more players at this age in the game.

This will also reduce the overall cost of ice for the WNGHA and open up more options for prime ice time.

No motion/second were put forth from the floor to support this amendment.

Policy/Procedure: Team Finances and Bookkeeping Policy

Submitted by: Ian Koellner

Current Wording:

Banking and General Bookkeeping

- Bank accounts are to be used for Team, Committee and other funds and the bank accounts are to be set-up to provide monthly bank statements with either the cheques returned or scanned as part of the monthly bank statement.
- All funds, statements and cancelled cheques as well as recipients, invoices and other financial records are to be held in Trust for the WNGHA by a Team, Committee, or Event Treasurer. These documents are to be kept safely and be made available upon request by the WNGHA executive, within 7 days of a request, verbal or written.
- All accounts must be opened "In Trust", or in the name of the Team, Committee, or Event, etc., with cheques signed by two adults, one whom must be the team manager, treasurer or event chair.
- A receipt in writing must evidence all cash transactions.

Proposed Wording:

Banking and General Bookkeeping

- Bank accounts are to be used for Team, Committee and other funds and the bank accounts are to be set-up to provide monthly bank statements with either the cheques returned or scanned as part of the monthly bank statement.

- All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be held in Trust for the WNGHA by a Team, Committee, or Event Treasurer. These documents are to be kept safely and be made available upon request by the WNGHA executive, within 7 days of a request, verbal or written.
- All accounts must be opened "In Trust", or in the name of the Team, Committee, or Event, etc., with cheques signed by two adults, one whom must be the team manager, treasurer or event chair.
- Cash transactions are strongly discouraged, however, if this cannot be avoided, then a receipt in writing must evidence the cash transactions, and be signed by two of the signing authorities.
- Teams are allowed to make use of a debit card, for the sole purpose of making deposits through ATM machines and tracking the bank balances through online banking.
- No purchases may be made with the bank card, and no ATM withdrawals are allowed as two signatures are not required when the bank card is used.
- The treasurer of WNGHA will be provided with online viewing access of the rep team bank accounts, but will have no signing authority or authority to make transactions on the account.

Rationale:

To formalize the policy regarding the use of bank cards by rep teams in WNGHA.

Following discussion, it was decided to vote on the two policy changes separately.

1. ***Proposed Amendment – To include the change above, whereby the treasurer has access to online viewing to all team accounts.***
Motion– Sarah LaBlanc
Secunder – Graham Richards
Carried (1 opposed)

2. ***Proposed Amendment – Teams are allowed to make use of a debit card, for the sole purpose of making deposits through ATM machines and tracking the bank balances through online banking. No purchases may be made with the bank card, and no ATM withdrawals are allowed as two signatures are not required when the bank card is used.***
Motion – Jen Ashley
Secunder – Ian Koellner
Carried (10 in favour, 4 opposed, 3 abstained)

[Policy/Procedure: Player's Equipment, Uniforms and Clothing Policy](#)

Submitted by: Sarah LeBlanc

Current Wording:

PLAYERS EQUIPMENT, UNIFORMS AND CLOTHING POLICY

Rep Team Jerseys

Competitive (rep) players will be responsible for the purchase and maintenance of their own jerseys. Only WNGHA approved jerseys will be worn for games.

Sponsor bars approved to be put on WNGHA rep team jerseys must remain on the jerseys for the duration of the season, and would be located under the numbers on the back of the jersey.

Playing jerseys are NOT permitted to be worn for practices.
WNGHA Representative Team colours are blue and white.

House League and Ladies League Jerseys

Playing jerseys are the property of WNGHA. Any alteration to the players' jerseys can only be done by WNGHA.

Refundable Jersey Deposits

All House and Ladies League participants will be required to pay \$40 as a "refundable jersey deposit fee," at the time of registration, with the exception of the Atom HL division if jerseys are provided by McDonalds (the atoMc Hockey program).

Refundable jersey deposits will be shown separately on the registration form and will not be embedded in the cost of the annual hockey registration.

If the jersey is returned to the Equipment Manager prior to March 20th of that season, the participant will be eligible to receive the \$40 deposit back.

If the jersey is returned after March 20th, this deposit will NOT be returned.

Hockey Equipment

All players will have the following mandatory pieces of equipment:

- Black helmet – goalies are excluded
- Black pants – goalies are excluded
- Predominantly black gloves – goalies are excluded
- BNQ certified neck guard
- WNGHA coloured hockey socks

House League is exempt from having to have black pants, gloves and helmets.

Optional but strongly recommended

- Mouth guard

Game Day Clothing

All Representative players will have the choice of two approved game day outfits, consisting of either:

1. WNGHA approved KEWL warm up suit or
2. Black flared bottom yoga pants worn with the approved navy coloured soft-shelled Wild jacket.

To wear for games and tournaments, with the stipulation that all players will be dressed the same.

The Senior C Rep team is exempt from the off-ice clothing policy (game day clothing) of WNGHA.

BENCH STAFF DRESS CODE POLICY

That ALL rep bench staff (coaches, assistant coaches, and trainers) wear appropriate WNGHA apparel (jackets, shirt/tie for men, and head wear (optional) for all staff), for all games and tournaments whereby WNGHA is being represented. If head wear is worn, it must be approved WNGHA apparel. Failure to do so may result in repercussions.

The above criteria also applies to house league staff when attending away games or tournaments.

The Senior C Rep team is exempt from the bench staff dress code policy of WNGHA.

Proposed Wording:

PLAYERS EQUIPMENT, UNIFORMS AND CLOTHING POLICY

The WNGHA Executive will approve all team dress code prior to the season. The association's expectation for teams, coaches, and volunteers is to look both uniform and professional on and off the ice.

All Rep team players and coaches, including ALL bench staff are required to wear the WNGHA approved Blue Soft Shell Wild Jacket and pants, along with appropriate footwear to all home and away games, including tournaments. If headwear is worn, it must be the approved WNGHA ball hat or toque.

The above criteria also apply to house league staff when attending away games or tournaments.

* The Senior C Rep team is exempt from the bench staff dress code policy of WNGHA.

During Rep practices, on-ice team staff shall be required to wear an approved WNGHA warm up suit.

During any off-ice work outs or warm ups, home, away or at tournaments, players must be **either in** their approved WNGHA dress clothes **or** the approved shorts and a long/short sleeved dry fit shirt. All team members must be dressed the same- could vary from team to team.

Dress Code Violations:

Any coach or team manager is responsible to ensure their team players and fellow coaching staff are adhering to the WNGHA dress code policy.

Any player or coach who does not follow the WNGHA dress code will be subject to discipline as follows:

1st Violation- verbal warning to the offender (given by the head coach or manager and reported to the Executive)

2nd Violation- written warning to the offender (given by the head coach or manager and reported to the Executive)

3rd Violation- 1 game suspension to offender for non-compliance (given by the head coach and reported to the Executive)

4th Violation- A potential 1 game suspension for the Head Coach, at the executive's discretion, and a 3 game suspension to offender for non-compliance (given by the Executive)

5th Violation- case referred to the discipline committee for review.

Rep Jerseys:

Competitive (rep) players will be responsible for the purchase and maintenance of their own jerseys. Only WNGHA approved jerseys will be worn for games.

Sponsor bars approved to be put on WNGHA rep team jerseys must remain on the jerseys for the duration of the season, and would be located under the numbers on the back of the jersey.

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Optional but strongly recommended

- Mouth guard

Rationale:

The clothing committee has met this past season to update our clothing policy. We want to see uniformity across the board with how our players represent our organization. This new proposed policy includes new wording, and includes disciplinary steps in regards to clothing violations

Motion to accept: Anne Walker

Secunder: Scott MacDonald

Carried (2 opposed; 1 abstained)

[Executive Composition Change](#)

Submitted by: Veronica Marriott

Motion – to combine the current roles of Public Relations Officer and Webmaster into a single voting executive position called “Communications Officer”.

Motion - Lynn Marie Brocanier

Secunder – Curtis

Carried (unanimous)

Policy/Procedure: Page 8 Article 16 Directors

Submitted by: Veronica Marriott

Current Wording:

Neither Webmaster nor Public Relations have official job descriptions in the constitution.

Proposed Wording:

To include the creation of a new voting position:

Communications Officer – job description to follow; but to include the previous WNGHA duties of Media Relations and Webmaster