

**West Northumberland Girls' Hockey Association  
Executive Committee Meeting**

Date: Tuesday, June 14, 2016

Present: Danielle Rock, Greg Brocanier, Lynn Marie Brocanier, Trudy Stacey, Dave Evans, Sarah LeBlanc, Veronica Marriott, Jason Dalby, Ron Samis, Kelly Watson, Shawn (Toad) Davis, Curtis Hackney, Barb Hackney, Tom Cole, Dean Jenkins, Jennifer Ashley

Regrets: Ian Koellner, Darren Mackey, Ryan Smith

**ACTIONS CARRIED OVER:**

ACTION – Next summer (2016), the executive will review the WNGHA fee structure for home teams for the tournament.

ACTION – Ian will email Cory.hazael@bmo.com to make an appointment to change signing authorities.

ACTION – Jen will spearhead letterhead.

ACTION – Toad will contact the OWHA regarding the application Ron sent for the proof of insurance from the OWHA for the CCC (Ashley Haynes). We will send the CCC a new one for the 2016-17 season.

ACTION – The new executive will discuss creating a login for people to sign in if they wish to complete a coach evaluation.

ACTION – We were promised recognition for our \$25000 donated over the past 5 years to the CCC. The next executive should contact Gord Ley concerning this. The recognition was promised in the package. Jen will investigate this and report at the next meeting.

ACTION – 2016-2017 executive should add an intent to tryout form on the website for the 2017-18 tryouts so executive is aware of approximately how many players will be trying out for each team (all levels).

ACTION – The new executive should initiate the submission of bank statements from each team monthly. It is actually in our policies that financial statements must be available to the executive monthly. This is to protect the teams and association. Ron will add this to the agenda for the coach/manager meeting.

ACTION – Ryan to put the photo of our 2 Wild girls helping with the faceoff at the NHL alumni game onto the website.

**MINUTES**

By Jen

Moved by: Toad

Seconded by: Veronica

Carried

Approval of minutes from April 12, 2016.

**OTHER:**

Guest - Wild Wear Proposal from Jason (Play it Again Sports).

Jason presented a variety of clothing options. He suggested \$5 would be donated back to the association from each sale. He also stated single jerseys (damaged) could be replaced quickly, if needed. Discounts will also be available for top of the line equipment – approx. half price. (eg. concussion helmets, etc.)

Dean asked if we could do 2-sided jerseys (home & away). Jason will look into this and report back. Jason said that anyone in the association could walk into the store and order anything at any time. There are also promotional items available. Eg. string backpacks \$2 each.

Proposed Prices:

Soft shell jacket	\$65 + tax
Warm up long sleeve	\$60 + tax (with # on back)
Wind track suit	\$85 + tax
Winter Coat	\$129 + tax
Hockey Bag	\$75 + tax (with logo & #)
Jersey	\$40 + tax (can do socks, too)
Hoodie	\$70 + tax (with \$5 return to association)

### **TREASURER'S REPORT**

By Ian

No report

Appendix 2 – Bank Reconciliation for May 31, 2016 (sent via email)

### **REGISTRAR'S REPORT**

By Jason

Moved by: Trudy

Seconded by: Dean

Carried

Jason registered our teams for LLFHL. OWHA registration starts June 15. Intent to registers will be sent in shortly, for the following teams:

Novice B  
Atom BB  
Peewee B  
Peewee BB  
Bantam A  
Bantam B  
Midget AA  
Midget BB  
Midget C  
Intermediate B  
Senior C

### **TOURNAMENT REPORT**

By Sarah

Nothing to report.

ACTION – Ron will find out about our tournament situation by emailing Gary and will cc Sarah.

ACTION – Sarah will ask Gary for a copy of our Sportacular contract.

Sarah will contact Ross Quigley re: grant.

Our tournament is Jan 13-15, 2017.

### **FUNDRAISING REPORT**

By Darren via email

Moved by: Jen

Seconded by: Toad

Carried

Three teams have submitted and been approved for fundraising ideas to date.

Atom BB - Euchre tournament, Bottle drive, and Christmas Warm-up Raffle

Peewee B - Fire Truck Car Wash this weekend at the harbor please attend.

Bantam B - Hockey Pool, and Christmas Card Cheer Raffle.

#### **EQUIPMENT REPORT**

By Curtis

Moved by: Jason

Seconded by: Tom

Carried

Needs: replenish first aid kits, pucks, possible jersey replacements.

There is a lot of large goalie equipment that is rarely used. Dan Stewart might know some players who he could donate it to.

Action - Curtis will inventory and come to the next meeting with a proposal.

He would like something to be able to hang jerseys, etc. instead of stashing them in bins.

Action – Toad will network with CCI to see if they can build something in Sept. (Rolling racks and hangers)

#### **JUNIOR HOUSELEAGUE REPORT**

By Barb

Nothing to report.

#### **LADIES HOUSELEAGUE REPORT**

By Kelly

No report.

Kelly asked Curtis for an inventory of jersey numbers from last season so she can chase those that are still outstanding.

#### **DIRECTOR OF PLAYER DEVELOPMENT REPORT**

By Greg

No report.

#### **ICE SCHEDULER REPORT**

By Dean

Moved by: Lynn Marie

Seconded by: Greg

Carried

1502 hours of ice are booked for next season. The schedule is close to being done. Sept. 12 we start at Memorial Arena. Ice is \$146.50/hour everywhere, in Cobourg (Memorial and CCC).

Greg suggested we should book some ice elsewhere, in future years, due to cost savings and inclusiveness for WN catchment area. Dean agreed we need to look forward especially since Memorial may not stay operating in future years.

Sept 9 – ladies league starts

Oct 10 – no ice in Memorial (Holiday)

Jan. 13-16 – Winter Classic (Wild Tournament)

March 11 - Championship Day

No ice on the following dates at the CCC:

Sept 9-11

Oct 21-23  
Dec 2-4  
Dec 24-31  
Jan. 26-Feb. 5 (curling)  
Feb 17-19  
March 17-19

### **SPONSORSHIP REPORT**

By Dave

No report.

Dave will network with Darren and bring a proposal to the next meeting.

### **REFEREE IN CHIEF**

By Tom

Moved by: Dave

Seconded by: Danielle

Carried

We are short level 3's and the supervisor hasn't accepted any of our applicants for the current course. Therefore, the referees will be the same as last season for the games requiring this level of referee. There are some 4 hour on-line referee clinics coming up.

### **LOWER LAKES REPORT**

By Veronica

Nothing to report.

### **OWHA REPORT**

By Toad

Moved by: Sarah

Seconded by: Curtis

Carried

From May 31-Sept. 1 the girls are insured but they can't compete, just skill development only. They can't do any 1 on 1, battle drills, etc.

Action – Toad will find out if this applies to dryland, also.

OWHA coaching clinics are posted on the OWHA website.

Greg and Toad may be getting certified to run D1 coaching clinics.

### **PUBLIC RELATIONS & MEDIA**

By Danielle

Moved by: Barb

Seconded by: Veronica

Carried

Danielle spoke to Jeff Gard and they exchanged contact information.

Other media contacts were provided to Danielle by various executive members.

Lynn Marie suggested that all media submissions go through Danielle and Jen before being published.

Action – Danielle will get this information to the coaches.

LLFHL Scheduling meeting: Sept. 25, 2016

### **WEBMASTER**

By Ryan

No report

## NEW BUSINESS

1. Coach/Managers Meetings – July 18 (CCC at 7 pm) and Sept. 12 (mandatory). Action – Dean will book the room. Ryan will post on website. If you have anything to contribute to meeting, contact Veronica who will be running the meeting.

Danielle asked for an exemption to the manager rule that spouse can't be manager or coach, for the novices. Ron suggested Danielle mentor someone this year. After discussion, it was decided no exemption be granted.

2. Kelly presented Sommerville's Apparel:  
Winter coat \$85 (very similar to old) – 2 week turnaround  
Jacket \$65  
Pants – yoga pants – suggested to get their own and bring them in for embroidery.  
Hoodies - Adult sizes only \$55  
T-Shirts – \$9  
Jr Hoodies \$35  
Jerseys – \$50  
2-day turnaround for embroidery and all items will be in stock.

Discussion – The new jackets are very similar to old ones. Greg suggested our timeline is too short to bring in something totally different re: dress code. We should give more notice and develop this plan so parents will have more advance notice. Standardizing clothing for all teams is in the best financial interest of the players and families and makes the association look more professional. If we look at it for next year, Dean suggested we add costs to registration in the first year of the new clothing line. Lynn Marie suggested we open the clothing sales to all vendors to submit proposals, based on what the executive decides the clothing will be.

Clothing Committee – Veronica, Trudy, Sarah, Curtis, Kelly

3. Lynn Marie suggested we do a forward looking budget. Toad informed her that Ian does have one. She suggested this forward looking budget be put to the forefront of our priority list.

Budget Committee – Chair – Ian; Lynn Marie, Barb, Trudy, Curtis, Jen

Action - Agenda – Jen will ensure an agenda is sent out before each meeting.

4. Greg -  
Development plan submission by Rick Traugott. See Appendix 1.  
(Rick Traugott <[thehockeycoach14@gmail.com](mailto:thehockeycoach14@gmail.com)>)

Greg is working on a streamlined development program for the whole association which he'll present to the executive at a future meeting. He is hoping for it to be cost free this season due to our association financial situation. It will involve ice sharing and better utilizing our money. That would include taking money out of sponsorship and increasing sponsorship monies. Combining with Nighthawks for goalie clinics is another plan. Greg is looking into insurance issues, also.

``Bauer first shift`` program is something else he's been exploring. This would be a combined program with the nighthawks and is put on through hockey Canada. \$200 per player and they get totally outfitted with equipment. Only 1 organization per area will get the grant per year so the Wild and Nighthawks could each apply every other year.

Ron asked what the development would look like for next year. He would use the same format as Rick's proposal but he wants to network with the coaches.

Greg suggested we all respond to group emails within 48 hours.

5. Dave –

Dave suggested a manual should be developed for new coaches. Action – Jen will see if Suzanne Saman still has her managers manual.

Concussion testing – Dave suggested baseline testing is very important. A couple of years ago it was left up to the parents but very few took advantage of it. He feels the association needs to take more ownership for it. He stated he was withdrawing his business from the testing so there's no conflict of interest. Trudy added that many sport association demand the baseline test or won't provide insurance. Its cost is approximately \$13/test. Dean suggested we investigate the new law, Rowan's Law, which will affect this issue in all sports, before making a final decision on this. We can include the testing in the fees, but doesn't have to be done until the first of October. We had 225 players last season.

Sponsorship – Dave presented some of his ideas for sponsorship. Ron stated the Sponsorship Rep's job is to recruit sponsors for all teams in the association. Dave will bring a sponsorship proposal to the next meeting.

6. Barb asked when the registration dates will be. The fees will be set at the next meeting and the dates will be chosen.

7. Development Budget from the 2015-16 season is attached. (See Appendix 3).

**ADJOURNMENT**

Moved by: Dean

Seconded by: Trudy

Carried

**Next Meeting:** Tuesday, July 12, 2016 at 7 pm (CCC)

## APPENDIX 1:

Proposal (1<sup>st</sup> Draft) – Submitted by Rick Traugott

# 2016-17 WNGHA Rep Program Development Plan

In anticipation of the 2016-17 hockey season, the following proposal is being submitted for a development plan for the WNHGA Rep program. In keeping with the mission of the association, this plan will develop, direct and promote girl's and women's hockey in the West Northumberland area. This proposal is a deviation from the status quo of each team having a budget for development and spending it however they see fit. However, it is hoped that a stream-lining of curriculum, development and learning can be better managed with a strategy that encompasses all teams under one plan.

The plan will include:

- 1) A comprehensive three hour coaching seminar for all coaches in the organization to be delivered in the late spring or summer. The seminar will cover topics including: season planning, practice planning, skill development, team selection, team philosophy, bench management and managing the team community as a whole. A basic association "play book" will be introduced and discussed as well. Resources for all topics will be delivered to coaches at this time and throughout the season.
- 2) Teams will be provided with one skills and development session each month from September through February in a 1 hour or 1½ hour ice session. Sessions will be planned with the team's coaching staff's input. General skating, puck-handling, passing and shooting skills will be the basis of the majority of the skills sessions. Coaches will be able to take the drills introduced and incorporate them into their regular practices as well.
- 3) All goalies in the WNGHA rep program will be provided with one "goalies only" skills session each month from September through February. The sessions will be led by an experienced goaltender coach who will provide drills and teaching points for team coaches to reinforce through the season. The WNGHA will provide a 1½ hour ice time for these sessions.
- 4) A seminar on "being a parent of a competitive athlete" will be delivered to each parent group through the month of September at a convenient time when their team is on the ice at practice. The seminar will focus on parents providing appropriate support in a positive "athlete-centered" environment, one that promotes enjoyment, friendship, respect, athletic development and personal growth. Discussion will also include the "Team Triangle" which promotes appropriate, respectful and supportive relationships between athletes, coaches and parents.
- 5) In order for coaches to have an opportunity to develop their own skills, all coaching staffs will be afforded the chance to be evaluated during practice and/or on the bench during a game. Feedback will be provided both verbally and in writing.

## APPENDIX 2:

WEST NORTHUMBERLAND WILD GIRLS HOCKEY ASSOCIATION  
Bank Reconciliation  
May 31, 2016

Balance per bank at May 31st						4,963.11
Less: Outstanding Cheques						
Chq Date	Cheque #	Payee	Description	Amount		
30-Apr-16	2409	WNGHA - Senior C	Senior C rep fee refund	<u>69.50</u>		(69.50)
Add: Outstanding deposits			None	<u>-</u>		-
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Balance per bank at May 31st, once everything clears the bank						<u>4,893.61</u>
			Petty cash on hand at May 31st			<u>200.00</u>

*Cheques Issued in the month of May*

Chq Date	Cheque #	Payee	Description	Amount
Bank charges		Bank of Montreal	Monthly service fees	30.00
Bank charges		Bank of Montreal	Bank deposit fees	21.01
Bank charges		Bank of Montreal	Statement fee	2.00
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				<u>53.01</u>

**Notes:**

There are no monthly service or deposit fees, if the average bank balance is over \$10,000

### APPENDIX 3:

WNGHA  
Summary of Development costs spent for 2015/2016 season

<b>INCOME</b>			
Rep Team Sponsors	5,000.00		
Portion allocated to development	<u>75%</u>		3,750.00
House League Sponsors	5,100.00		
Less: Portion relating to sponsorships for other years (see below)	<u>(2,700.00)</u>		2,400.00
Development Day in September (first PA day of school year)			3,625.00
<b>TOTAL INCOME FOR DEVELOPMENT</b>			<b>9,775.00</b>
<b>EXPENSES</b>			
<i>Rep team development costs pd by WNGHA</i>			
Novice B	450.00		
Atom BB	750.00		
Peewee BB	750.00		
Bantam A	350.00		
Bantam B	750.00		
Midget AA	-		
Midget BB	475.00		
House League	<u>525.00</u>		
Total Development for teams			4,050.00
Development Day expenses			2,430.86
<b>TOTAL EXPENSES FOR DEVELOPMENT</b>			<b>6,480.86</b>
<b>NET INCOME FROM DEVELOPMENT</b>			<b>3,294.14</b>

**NOTES:**

The above amounts do not include the following items:

- Cost of ice rental for any development done by the House League
- Cost of ice rental for the rep teams, as it is covered by the rep teams
- Other development completed by the rep teams that exceeded the \$750 paid by WNGHA

In 2015 and in 2016, we entered into 3 year contracts with 5 different sponsors of house league in order to ensure that we have sponsorship for upcoming seasons. The agreement stated that WNGHA would purchase jerseys with the names of the sponsors on them, and use the monies for development. All of the amounts have been paid in full, and no amount is owing in the 2016/2017 or 2017/2018 seasons from these contracts.

The effective allocation of the above amounts is as follows:

	2014/2015 season (1 sponsor)	2015/2016 season (5 sponsors)	2016/2017 season (5 sponsors)	2017/2018 season (4 sponsors)
Sponsorship	400	2,000	2,000	1,600
Less: Portion for jerseys (effectively 25%)	<u>(100)</u>	<u>(500)</u>	<u>(500)</u>	<u>(400)</u>
<b>Amount allocated for development</b>	<b>300</b>	<b>1,500</b>	<b>1,500</b>	<b>1,200</b>