



STITTSVILLE MINOR HOCKEY ASSOCIATION

Stittsville Minor Hockey Association

Tuesday August 20th, 2019

Stittsville Legion

Attendance:

Scott Phelan*	Neil Farr*	Fiona Livingstone*	Scott Driscoll*
Serge Vallieres	Terry Foley*	Ryan Goodwin*	Chris Salisbury*
Rob Lomas*	Chris St. Germain*	Scott Rogers*	Bethany Roy
Shari Kneen	Kevin Stead	James Moser	Emily Parent
Courtney Milbury	Megan Bowes	Jeremy House	Nicole Brooks

Regrets:

*denotes voting Executive members

1. Call to Order

Meeting was called to order at 7:06 pm with Scott Phelan chairing.

a) Approval of Agenda

A motion was made (Rob Lomas/Ryan Goodwin) to approve the agenda, subject to some item re-ordering of item numbers.

Motion Approved

b) Approval of Minutes

Changes were requested to the July minutes as presented, and they are to be brought forward to a future meeting for approval.

Motion Deferred

c) Conflict of Interest

Quorum was established, voting members acknowledged and no conflicts declared.

2. President - D4 + LCMHL + SMHA Update – Scott Phelan

Lanark & D4

Board meeting cancelled last evening. Nothing to report. Meeting has been moved to August 26th.

SMHA

a) Rowans Law – Push from HEO to Minor Hockey Associations to adopt a model that works to have membership signoff and confirm that players, parents & bench staff comply with concussion protocol.

This has to be done before our players hit the ice

Because this law is only in effect in Ontario, the Hockey Canada database does not currently have a report we can run to confirm compliance. As such, in order to validate that the player, team officials and on-ice officials have met the requirement, we have 2 options (Association based).

Method 1:

Retain a hard copy of the HEO Rowan's Law Acknowledgement Form for a period of 7 years for each registered participant;

Method 2:

Scan and upload a copy of the HEO Rowan's Law Acknowledgment Form (PDF format naming the form "Rowan's Law Acknowledgement Form – participant name") to each participant's profile in the HCR under the Documents & Memo section.

Next Steps: To meet with our registrar, RSO & VP Support Services to discuss SMHA's plan. Meeting planned for early September.

b) TTM will get a new look to their interface. For those of you that receive TTM's you will notice these for this year. More to follow as season gets underway.

c) Bantam C Update – As it appears today (Aug 20th) SMHA's Bantam C team will join an interlock with Nepean, Kanata & Ottawa. This will be a 12 team system. At a high level, SMHA will only host 1 team in Bantam C for the 2019/2020 season. More to follow as we enter into September.

d) Novice Update – Currently working with our SMHA Novice Group to understand roster & team sizes for the upcoming year. ½ Ice Board quotes have been brought forward and will be presented to the board for approval. Local sponsorship is helping drive the cost down through board advertising. I have approached several known companies in Stittsville and many have stepped up to generate majority of the cost. To date it appears that we have a handle on approx. \$6000 in sponsorship to an estimated cost of \$14,000 to fund the novice program for this upcoming season. HEO Minor will also cut us a cheque for \$2900 to offset the cost of the boards. Which is all great news. Much attention has gone into building the Novice program for this season and we are looking forward to giving this program our best for our membership. Next meeting scheduled for Aug 26th to provide updates, discuss additional funding & approvals.

e) Other

- Rob Aldred has decided to step down from the SMHA Council and has tendered his resignation. James Moser will help out in the meantime, and Chris Salisbury has offered to assist if needed.
- The SMHA golf tournament has been scheduled for Friday, October 4th, noon shotgun start, with the cost of \$125/foursome.
- New disciplinary codes are coming for all of HEO.
- Boundaries – new refresh has been parked for now at HEO.

3. VP of Operations – Fiona Livingstone

Ice

All contracts with the City have been finalized, only ice that can now be returned is in January for playoffs.

Equipment

Socks have been ordered and will arrive soon. Atomic jerseys have arrived and are being numbered. Additional jersey order to be completed shortly. Novice sets are currently at 18 player/2 goalie - need a few extra jerseys to make 10 sets - so looking for final numbers. Goalie rentals will be taking place on August 26 - messaging to go shortly. Decision required on Novice goalie equipment - provision of 2 sets per team. Pucks, game sheets and first aid kits are ready to go.

Looking at alternate storage locations to determine if we are able to move to climate controlled storage.

Convenors will be provided with pucks, trainer kits, pinnies and pucks for their conditioning and evaluation sessions in advance of Labour Day weekend. Arrangement will be made to pick up what is required.

Draft is September 25 upstairs at JLA for all levels except Midget. League schedule has been finalized by LCMHL.

Officials

Recruitment for officials for the upcoming season is up and due by August 23. Timekeepers and referees are being recruited for the upcoming season. Thank you to Jimm Cluff who has accepted the position of Referee-In-Chief for SMHA for the upcoming season. We will be working together to recruit, meet with officials and ensure that we are set up for a successful season. We are still working on the committee through District 4 to set standards for next season for parents, officials, players and coaches.

4. VP Support Services – Terry Foley

Registration currently is at about 1,053.

SMHA Website: Added Google Analytics to our website to track traffic and site usage. Have about a month of data at this point. On average we see about 150 users a day on our site. They spend on average just over 2 mins on the site at a time and view about 4 pages per visit. Over the last month the competitive pages and news articles have seen the most visits. Changed ad formatting and display. Ads

now change every 3 seconds to allow us to have more ads displayed without scrolling down the page.

RSO: No updates.

Clinics: Now listed on the website.

Timekeeper - Sept 22

Dev 1 - Sept 28-29

Intro Coach - Oct 5

Coach 2 - Oct 6

Also working on a Goaltending 1 course, date TBD.

Tournaments: No update

Comms: No update.

5. Director of House – Bantam / Midget / Juvenile – Chris Salisbury

Tournaments: Still looking for volunteers (I have a couple now). Possibility of renting the hall upstairs in JLA for days of tournaments. Tournament website needs to be updated.

For Bantam/Midget:

- Ice times for conditioning/evaluations has been allocated and can be put on the website.
- There had been requests, which had been discussed previously, for contact clinics for players entering Midget. Although the league is non-checking, players should be taught how to protect themselves as Midget House league has more contact than experienced at the other levels. This could be a clinic for first year players run by the coaches during a practice at the beginning of the season.
- Very few volunteers for Midget have stepped forward (this is typical).

6. Director at Large – Rob Lomas

A discussion was held around goalie clinics and the most cost-effective method to conduct them for the upcoming season and the options considered.

A motion was made (Rob Lomas, Fiona Livingstone) to hire Matt DiCresce and Dan Roland to provide goalie clinics for 10 weeks at Beckwith, for a total contract amount not to exceed \$3,000.

Motion approved.

7. Director of Competitive Report – Scott Rogers

- Registration for Rams tryouts and conditioning continues. We have approximately 155 registered, and about 120 that have paid by e-transfer
- Conditioning starts on Aug 20th
- Tryouts begin Sept 3rd
- Ice contracts have been settled with Sensplex
- Team managers meeting has been booked and distributed to coaches. Sept 17th is the date

- Still need confirmation from the City to rent upstairs at JLA for Rams day
- Working with our teams and Pro2col to get them in to see Ryan as a team instead of using sizing kits. (Midget will be setup late Sept)
- Order from Pro2col should be ready by early next week

I've been working with the VP Finance to get the Rams budget back on track. We need to replace sets of jerseys as they are 12 years old. We plan on replacing a few to backfill Midget and replace some that are torn beyond repair.

8. Director of Hockey Development – Neil Farr

Clarification was requested for house evaluations volunteer food/beverage budget. There is a \$200 cap for 'reasonable expenses' that must be submitted by October 15 (Midget – October 31).

IP:

- Megan Bowes, Convenor is ramping up for successful evaluations.
- HEO calls for 6:1 Coach 1 trained player to coach ratio. Need to discuss practicality of meeting this ratio as was not met last season and will have cost implications beyond trying to get to approx. 17 trained volunteers.
- HEO: "All on-ice Coaches/Assistant Coaches involved in IP must have attended and completed the HU- Online Coach 1-2 course, the Coach 1 – Intro Coach in class Clinic, and the On-Line Respect in Sport for Activity Leader Course. There must be at minimum a 1:6 Qualified Coach to Player ratio on-ice at all times."
- Want to discuss if (or will) we accept registrations partway through season for reduced fee (i.e. little Sens people). Will depend on final roster sizes and/or ice availability. Need to consider team fees.

Novice:

- Kevin Stead, Convenor is ramping up for successful evaluations.
- D4 meeting held Aug 12. Amazingly there is still no firm resolution on roster sizes. Almonte Pakenham and Perth are only objectors to rosters of 16 to 18. SMHA is moving forward with assumption of rosters of 16 to 18 players. SMHA proposed solution to D4 after last meeting to allow combination of small and large roster sizes, but have not seen broadcast to all parties or decision yet.
- Carleton Place at their Carleton Place rink and West Carleton at the Kinburn rink have purchased and will use divider boards.
- Waiting for feedback from City of Ottawa on divider boards pilot for SMHA at CRC for this season. Delayed response due to key people on holiday. Expect answer this week.
- Waiting for feedback from Beckwith on divider boards use. Delayed response due to key people on holiday. Expect answer this week. Positive about Beckwith.
- Need council vote on funding approval for purchasing divider boards. Final purchase would depend on IF either Beckwith or City approves use of boards AND we can schedule league games in blocks (3hrs minimum) at venue with divider boards. Want to vote at this meeting as expect go/no go this week and don't want to delay purchase until next SMHA meeting. Suggest

we try and have cost of boards offset or ideally paid for via advertising on the boards as SMHA will own them. Want council vote regardless of this possibility.

Received two quotes for 85' Rink Divider System, & pass through gate, & cart. Delivery to be confirmed (likely 6 to 8 weeks).

1. Riley Mfg system 40" tall x 3" deep: \$7,500.00 + \$404.21 Shipping + \$1,027.55 Taxes = \$8,931.76.

2. Athletica system 36" tall x 2" deep: \$6,975.00 + \$0 Shipping + \$906.75 Taxes = \$7,881.75.

Recommend Riley Mfg as boards are taller (i.e. more effective, will match venue boards height) and wider (so more stable).

Further discussion on resulted in the request for some additional information, and the option of an electronic vote before the next SMHA meeting.

9. Director of House – Atom/Peewee

Report provided by James Moser on Atom House.

There isn't much to report at this time. The major action begins next week with website updates and volunteer planning

- Registration is strong and will finish ahead of 2018-19, it looks like we may need to go with 11 teams however we have low numbers in coaching volunteers and goalies, so we will have to re-evaluate once the next registration update is published
- Plan to publish conditioning schedule (ice is confirmed) to all parents on Aug 23 with email blast and website update
- Currently working on increasing the number of head coach volunteers
- I have gone through the Aug 7 registration report and spent time estimating division placements, I have sent a recommendation on numbers of teams at each division to Scott P (we have a lot of Scotts this year!)
- Really happy that the RAMS roster will be finalized before Eval Session 1... that is going to simplify the process

10. VP Finance Report – Chris St. Germain

As at July 31st, our cash balance is \$12,972.38 in the operating account and \$466,234.57 in the savings account. We also have the loan receivable of \$30,000. Total cash and receivables is \$509,206.95. We are looking at opportunities with the bank to increase our return on the cash balance above the interest from the savings account. With the close of the early bird in July, our cash balance is high as compared to last year at the same time when it was \$305,285 plus a receivable of \$50,000. Attached are the bank reconciliation and bank statements for the month of July.

Total registration fees received through July 31st is \$558,444 as compared to \$308,215 last year.

In addition to closing the early bird registration in July, the other key initiative with registration this year

was the introduction of etransfer. As reported in June, the program appeared to start off well and it has continued very well through the early bird registration and to the end of July. The allocation of payments between credit cards and etransfers is \$217,705 cc's to \$320,624 for etransfer. The balance has been by cheque. Total credit card and Quick Enrollment fees charged through July 31st were \$5,935.51. Total transaction processing fee recovered on the credit card transactions is \$4,347.10 for a net cost of \$1,588.41. Last year the total credit card fees were \$19,729.04 and the budget for this year is \$20,100 so there will definitely be a savings from this transition to include etransfer.

Given the savings from this initiative, the competitive program has eliminated payment by credit card for the conditioning and tryout fees. Last year, the fees were \$1,408.60 so this will translate into a savings.

For ice contracts, the house program is slightly over budget with a total cost of \$91,348 versus a budget of \$90,464 (negative variance of \$884. We have the final contracts with the city, however, there is still some allocation to be completed between the house and competitive programs to understand where we are against our budget. Also, it is important to note that we have returns that happen in the spring, which generally results in significant savings.

For the competitive program, we are working on finalizing the budget and it is presented below for approval. The goal is to generate a surplus so that a fund is generated to allow for the replacement of jerseys in the next year or two.

Stittsville Minor Hockey Association					
RAMS Competitive Program					
Budget for the 2019-2020 Season					
	# of Teams	# of Players	Fee	Total	Last Year
Revenue					
Association Fees	8	17	\$ 730	\$ 100,010	\$ 103,180
RAMS Fees					
Atom / Peewee / Major Midget	5	17	\$ 800	68,800	77,250
Bantam / Minor Midget	3	17	\$ 850	43,350	40,800
				212,160	221,230
Tryout Fees				13,000	13,051
Conditioning Fees				30,000	29,680
Other				-	378
				255,160	264,339
Expenses					
Ice				195,000	215,216
Referees				19,413	21,009
League Fees				3,550	3,600
Insurance	8	22	\$ 46	8,096	8,979
Equipment				10,451	17,802
Jerseys				5,500	
Coach Certification				1,000	1,062
Credit Card Fees				-	1409
Photography				-	950
Player Development	8		\$ 750	6,000	3,500
Office, Other, Miscellaneous				1,500	1,210
				250,510	274,737
Surplus / (Deficit)				4,650	(10,398)

A motion was made (Ryan Goodwin, Chris Salisbury) to approve the Competitive Program budget as presented above.

Motion approved.

An update on fundraising initiatives was provided by Emily Parent, and included the following items.

1. JLA Signage - 11 companies renewed their advertising, unfortunately, 8 companies declined renewing this hockey season and there are 4 unconfirmed. Signage replacement / tear down scheduled for Sept 11th (after ice has been done)
2. Looking for a contact at the local Home Hardware store to see if they are interested in JLA advertising or even one of our tournament sponsors
3. Levels of sponsorship for our tournament have been determined and will be formulating benefits the companies would receive
4. SMHA website - will be updated with all companies that have paid for JLA advertising, including major sponsors (i.e. McDonald's) and adding fundraising ideas for teams' staff (i.e. FlipGive)

11. Adjournment

A motion was made (Chris Salisbury/Scott Rogers) to adjourn the meeting at 9:08pm.

Motion Approved.