



## **East Hants Minor Hockey Association Managers Meeting Minutes**

**Date:** November 2, 2025

**Location:** East Hants Sportsplex - Todd Hunter Room

**Time:** 7:00PM

**Attendance:** *A full list of attendees is included at the end of these minutes.*

**Call to Order:** 7:00 PM

### **Introduction of Board Members, Team Managers and Treasurers**

#### **Administrative Update by Greg Heard:**

##### **1. Team Meetings**

- Most team meetings have likely already taken place. Take minutes and send them to parents.
- Remind parents that we are volunteers with jobs, so responses to requests may take 24–48 hours.
- Reinforce the 24-hour rule when addressing issues. If parents are not following policies or being unreasonable, notify Greg, Tyson, or Brett.
- Let them know that the best way to reach out to the association with questions, concerns, etc is to use the email [info@ehpenguins.org](mailto:info@ehpenguins.org). Emails sent to this address are forwarded to all board members and this ensures that the right person can address and respond accordingly.

##### **2. Budgets & Cost Structures**

- Cost structures will be released this week. After finalizing team budgets:
  - Share budgets with your team.
  - Conduct a team-level vote (requires  $\frac{2}{3}$  approval).
  - Submit approved budgets to Greg and James.
- Teams should review them quickly. Complete budgets as soon as possible.
- Include details under “miscellaneous” and explain what those expenses are.
- Refer to the Finance Policy for items that cannot be expensed.
- Registration fees cover allotted ice and games. Mandatory items (e.g., Trevor Ettinger-Jeff Smith Memorial Tournament) are required for certain teams and other items

are team discretionary.

- Budgets can be adjusted in January. For example, if a team cannot participate in a planned tournament, that cost can be removed at that time.
- Audits may occur based on parent questions or concerns.
- The head coach is responsible for all team operations, including financial management. Managers and treasurers should maintain a good working relationship with the head coach. The head coach is ultimately held accountable for team financials.

### 3. Coaches & Courses

- Coaches have been notified of requirements. Deadline: December 1st.
- Coaches who have not completed requirements by this date will not be allowed on the ice.
- Send course receipts directly to James for fast reimbursement.
- Coaches can see what they require on their Spordle accounts.

### 4. Travel Reports

- Required for all exhibition games and tournaments, regardless of home or away.
- Obtained via Spordle or by emailing Garth Isenor (HNS).
- Failure to submit may result in coach suspension.
- If Garth does not respond, notify Greg, but as long as the request was sent, you should be covered.
- Unclear if required for U7 jamborees, but recommended to request one just in case.

### 5. Referees

- Contact RJ to schedule referees for games.
- Referee costs are based on team level.
- Some members requested more detail on referee invoices — this will be addressed.
- **Action Item:** Follow up with RJ to discuss adding detailed invoice breakdowns.

### 6. Jerseys & Sponsorship Bars

- New jerseys will take about 3.5 weeks for teams that don't yet have them.
- Equipment Manager holds onto the jerseys in between games and handles distribution.
- Costs associated with washing the jerseys should be allotted into your budgets.
- No post dated cheques will be collected for potential damage. Members returning damaged jerseys will have replacement costs added to their next year's fees.
- Defective jerseys should be reported immediately for replacement.
- One sponsor bar per jersey only. Teams not following this rule will be addressed.
- Sponsor bars can be ordered from Rinkside Sports, Sportswheels, or Nova Trophy, placed under the number and above the hem line.
- No alcohol, tobacco, or marijuana sponsors are permitted. Ask parents to find alternative sponsors if so.
- Jersey sponsor receipts for marketing purposes are not tax refundable.

### 7. Scheduling & Game Management

- Games are automatically added to Grayjay; practices must be added by managers. Contact Jen if you need assistance.
- Recreational level conflicts: contact Dartmouth Rec Coordinator.
- Rep level conflicts: contact Central Minor Coordinator.
- Teams are responsible for rescheduling home games.
- May need to trade ice times with other teams to avoid losing slots.
- There is a Facebook group for swapping ice.
- Sometimes we need to take ice times that we don't necessarily want. These teams are more likely to return the favour down the road.

## **8. Two-Deep Rule**

- There must be two approved adults present in the dressing room at all times - no exceptions.
- It's recommended to have approved parents available to help, so coaches can remain on the bench when needed.
- All adults in these roles must have criminal background and vulnerable sector checks completed and submitted.

## **9. Locker Room Attire**

- Players must wear appropriate undergear in the dressing room at all times. No changing without base layers.
- Coaches should remind players and parents of this expectation.
- Showers may be used, but players must remain appropriately dressed when doing so.

## **10. Membership & Player Numbers**

- Membership is up from last year, partly due to a large U7 group.
- We have 3 U7 groups this year and are anticipating 4 next year.

## **11. 50/50 Raffle Update**

- The 50/50 raffle has moved to Grayjay and should be active within the week.
- Paper tickets cost more and will require a committee to review. Teams can propose forming this committee and add it to the AGM agenda for a vote.
- We are not allowed to sell 50/50 tickets at our games.

## **12. Social Media**

- Send photos of team events (tournaments, team building activities, community involvement, etc.) to the Secretary for posting.
- Be mindful and respectful of what's shared on social media; ensure posts reflect the association and our members positively.
- Unless otherwise stated by parents, photos can be posted of all players.

## **13. AP (Affiliated Players)**

- AP players were assigned to all teams. If your team needs an AP player, please let Tyson know.
- APs from a lower age level must be approved by HNS — approval is still pending at this

- time.
- APs were removed from the rosters because there was no way for them to be excluded from general team communication on GrayJay.
  - Head coaches should already have a list of their AP players; if they don't have their list, contact Greg.

## **Financial Update by James Thompson**

### **14. Banking Transition**

- Due to issues with RBC, the association is transitioning to Scotiabank using Scotia Connect.
- This system allows all 27 team accounts to be opened without teams needing to sign, provide ID, or set up accounts themselves.
- Teams will be provided a username and password, which must be reset annually.
- James will have oversight and can assist with any questions or troubleshooting.
- No limits on transfers, so treasurers will not need to send multiple transactions to cover a cost.
- Onboarding:
  - Teams will receive an email in the next few business days to begin Scotia Connect setup.
  - Schedule a setup session with James to access your bank account.
- Account names are: EHMHA - Team Name (e.g., U13AA). This is the name that jersey sponsors will need to use when issuing cheques.
- Bank fee is \$3.99/month per account
- If someone gives you cash for a jersey sponsor you can deposit it into your own bank account and then do an EMT to the team account or you can go into Scotiabank to deposit directly into the team account.
- Coaches, managers, and treasurers must sign the policy before accessing bank accounts.

### **15. Fundraising & Bottle Drives**

- The fundraising policy is available on the website under Bylaws and Policies.
- The new Bottle Drive Policy can be found on the association website under Resources → Coaches and Managers.
- Teams will now be assigned specific zones for bottle drives, based on how many teams are scheduled per weekend.
- Once a zone has been used, it will not be available again right away, to ensure fairness among teams.
- Some zones are smaller than others, so certain teams may be assigned multiple zones to balance population size.
- To schedule a bottle drive, submit your requested date to James, who will assign your team's zone.

## **Recruiting and Events Update by Evan Taylor**

### **16. SR Penguins Home Game Opportunity**

- Each home game will feature a team from within the association, rotating across divisions. Pizza will be provided for the feature team.

- We would like to have some U7 games going on during intermissions. Still need to look into this.

### 17. JR B Penguins Game Opportunity

- Each U9 team will participate in a “Meet the Team” event. Teams usually get pizza and make it a fun team building night.
- We may ask for additional nights to include more teams.

### 18. Tournaments

- Ashley Yates is assisting with the U7 Jamboree.
- Starting to form a committee to assist with the tournaments to ensure things run smoothly.
- Registrations are open, please register as soon as possible. We may extend the deadlines to register.
- Tournament dates will be confirmed and sent to HNS so they can be posted and shared for registration clarity.
- We applied to have full ice games for U9 teams at the Trevor Ettinger-Jeff Smith Memorial Tournament but this was not approved. However, SEDMHA's U9 Jamboree was approved for full ice games. We have since reopened communication with HNS regarding this. (Note: This has since been approved, as long as the u9 teams stay within their allotted full ice games.)
- We hope to have swag available for all tournament participants.
- We would like to see a fun event such as a skills competition take place during the Trevor Ettinger-Jeff Smith tournament.

### 19. Q&A

- **Ice Rental:** The cost for ice rentals is \$205. All bookings must be done via email through Erin Lively.
- **Community Involvement:** In the past, teams have participated in community give-back events. It would be great to see this return. Some examples include hanging wreaths, volunteering at the food bank, or visiting the Magnolia nursing home.
- **Junior Coaching Program:** Guidelines are expected to be released within the next few weeks. Any interested players should email Greg or Tyson. Note that insurance coverage applies only if the player is registered with EHMHA.
- **Membership Meeting Notice:** To ensure everyone is informed, the upcoming membership meeting notice should be posted on Facebook, as not all members receive association emails.

**Attendance:**

**Board Member Attendees:** Greg Heard, James Thompson, Evan Taylor, Katie Muise

**Membership Attendees:**

Jennifer LeFrense - Administration Clerk & U13AA Manager

Jamie Young - U15C Black Manager

Benjie Young - U15B Manager

Nicole Lindstone - U9 Dev White Manager

Melissa Drake - U7.3 Coordinator

Ashley Yates - U7.2 Coordinator

Greg Kuhn - U11C Gold Head Coach

Liz Gilby - U11C Gold Manager

Jason Rushton - U18 White Manager

Tracy Stewart - U18 Black Manager

Trevor MacIsaac - U15AA Manager

Kelly Bitar - U15C White Manager

Susanne MacIvor - U7.1 Coordinator

Adena Wilson - U13B Treasurer

Amanda Stanton - U13B Manager

Julia Dixon - U9 Intermediate Black Manager

Erin McNamara - U11C Black Manager

Jesse Godard - U13C White Treasurer

Krystal Kristiansen - U13C White Manager

Graeme Mahoney - U11AA Manager

Jason Bussey - U11AA Treasurer

Holly Ashley - U9 Intermediate Gold Manager

Lindsay Campbell - U11B Manager

Mariah Allison - U11C White Manager

Brian Cantfell - U15B Treasurer

Chandell MacKeil - U11C White Treasurer and Dartmouth Rec Coordinator

Carlleen Cole - U13C Black Manager

Cheryl Wood - U15C Black Treasurer

Chris O'Connell - U11C Gold Assistant Coach