



Managers Meeting Agenda

Date: Thursday, October 17th, 2024

Time: 7:30 – 9:30pm

Location: East Hants Sportsplex, Bannister Room

- Call to Order
- Introduction of board members
- Administrative Update
 - THANK ALL VOLUNTEERS
 - Most of you have probably have your Team meetings, please ensure you vote on your budgets items and send out meeting minutes
 - Remind parents you are volunteers and you have jobs, it can take 24-48 hours to respond back to requests, particularly if you work shift work
 - If parents are being unreasonable, and/or not following the EHMHA bylaws, please let myself, Aaron Canon (VP Hockey Ops) & Brett Graden (president) know. We will not tolerate any abuse of our volunteers.
 - Courtney has been with us for a year and she's doing an amazing job. Please let your parents know that Courtney does this in addition to her full-time job and it may take time to get back to all the emails. During the startup of the season there are over 100 emails a day.
 - If any parent needs help on anything, please email info@ehpenguins.org.
 - There will be conflicts throughout the year, the association has a conflict resolution process. The best rule to share with your parents is the 24hour rule before sending an email or talking to a coach.
 - Emails have already started to go out regarding team certifications. All teams have until Dec 1st to complete their certifications
 - Rosters are being submitted through to HCR, until that is fully processed, any exhibition game or tournaments will need travel permits. This is to be sent to Jason Hale at HNS. They need the date, time, location of the game and what teams are playing.
 - Courtney will send out official HCR Roster to all Managers

- If you are trying to book a game with a team outside of your league or in your league, reach out to your regional coordinator to have it added into GJ
 - Reach out to Courtney if you do not get a response from Jason Hale HNS when applying for a permit (games outside of regular season roster)
- New Jersey Policy, we no longer require the jersey cheques. We have purchased garment bags for every team with EHMHA jerseys (Home & Away), we need to stretch out the jersey's for another year or two. The board is working on strategies to replenish the jersey fund. The equipment manager is now responsible for the jersey's to and from the game, which is consistent with other associations.
 - Garment bags applicable to all Teams, except U11 House and U9 and U7
- For Sponsor Bars & Names, Black Bar & Gold Letters on Gold Black Jerseys and Gold Bar Black Letters on Gold Jerseys
- 1 Sponsor per jersey, or the same on both
 - U9 Intermediate are allowed more than 1
- We are representing EHMHA & we want a consistent brand for our association, and we want to respect the crest on the front of Jersey. We will be auditing teams, if players do not adhere to the process, we will flag it for the HC & Manager to address & become compliant.
 - **Board Decision 20 Oct 2024. No business which is primarily conducting operations in Alcohol or Cannabis can be a jersey sponsor.**
- New Process for booking ice & rooms at the rink, the reason is to ensure the sportsplex has the appropriate staff to support the "ask" and we can no longer book at the front desk with little notice.
- Gray Jay Update
 - We continue to streamline our processes and leverage GJ to help do the work for us, vs. us doing the work manually. This year has been much better than last year due to us being more experienced with the platform.
 - This year we purchased the Evaluation Module (Tryouts & Balancing, Reports will be made available). Idea is that a report will go to the Coaches. Still working on how to export the report.
 - GJ is our tool for scheduling & communication.
 - Practices will need to be loaded manually. It can be done one at a time or you can upload them using the template available in GJ. There is a template ability to make the process easier
- Financial Review & Budgets
 - We have changed the 25% / 75% for parents
 - Registration is up this year
 - The association is growing, and the younger ages are driving it
 - U7 went from 2 groups to 3 groups

- The 2016/17 (U9) group went from 4 teams to 5 teams
 - The 2014/15 (U11) Age group in U11 went from 3 teams of 17 to 4 teams
 - The 2012/13 (U13) is still strong with 5 teams, 3 of them Rep
 - U15 has 2 rep teams and 1 house
 - Association philosophy to focus on development is working, we are competitive at all levels
- Budgets will be posted in the coming days
- A few Changes this year, tournaments went up a \$100 for all teams except for U9, they went down \$100
- Misc Budget will need to be detailed and submitted to Greg & James.
- Jersey Sponsorship need to be approved by the association, please collect the forms from your team and send them to myself & James for your team
- Deadline to submit Budget for approval is Oct 31st, please sent to Greg and James. The sooner the better. Please ensure you have voted with your teams on it
- Budgets will be reviewed in January & need to be updated
- Bank Account Process
 - We have an agreement with RBC. James has created a document for all Teams.
 - They will need to capture all ID's etc. Issues should be escalated to James
 - Fees - RBC defaults to charge \$1.50 but you need to open a Digital account.
 - They require Treasurer home address last year for paper statement. You can change your preference to have online only.
 - If an account is negative or positive balance , let James know - Treasurer@ehpenguins.org
 - One person to drop off. But will need ID for Manager and Treasurer. If you're an RBC Customer no requirement for verification
- Process for Coach & Volunteer Reimbursements
 - Submit course expenses to the Manager
 - Manager submits at once to Coordinator
 - Any volunteer expense regarding criminal checks, can be reimbursed
- EHMHA Tournament Update
 - We have a board meeting this weekend, this is on the agenda
 - Tournaments keep the costs down for all players in the association
 - This year will be looking for all teams to help out, including Rep teams, more to come further in the year on this
 - Bannister Memorial Jamboree
 - We will need volunteers
 - Lots of fun if you help. Last year 1800 athletes participated in the two tournaments. Takes a lot of effort so any support would be very much appreciated. If you have players playing, please get parents to volunteer.

- Financially the tournaments are critical and helped the assoc. stay balanced last year
 - Chris Bayliss is the Events Coordinator
 - Try and get Teams to volunteer time. Critical for the success. Lots of tasks and delegation needed. Not just rec Teams. All Teams should be supporting.
 - Older age group Teams are encouraged to help
- Ettinger-Smith March Break
 - For next year could this be opened up to B Teams as tournaments are scarce. Will be discussed at the Board meeting Sunday 20th Oct.
 - Decision - Board Agreed that this should be open to B level Teams
- The U15 tournament is no longer the Bannister tournament. We are going to discuss having the U15 tournament over Christmas
- Development Ice Update
 - We had great success last year with the younger groups, less success with U15 & Above
 - There is no perfect time to run development
 - This year it will run from 3pm – 6pm on Sundays. Encourage your teams to come out
 - Goalie development will be very Sunday, please add this to your team calendars in GJ
 - This is a big investment to develop players at all levels, please encourage your players to sign up
 - U13B no option to attend as it's the same time as Home Game
- Hockey Operations Update & Process Review
 - Trading Ice (EHMHA Ice Swap Group 2024/25 FB Group)
 - There are times you will need to take ICE that you don't want, you will need to help out your EHMHA family
 - If there are issues with trading ice and teams won't help, please email info@ehpenguins.org
 - 2 Deep Rule in the Dressing Room
 - No Safety Rep required
 - Dressing Room Policy & Kids showing in undergarments or changing in the dressing room. All kids in the same dressing room vs. females or non-binary players going to a diff room. These policies are loaded to the website
 - Gender Expression / Gender Identify Policy (Hockey Canada), not all players are male & female, and it can be referred to as non-binary or transgender
 - Team Roster Should be sent to your coordinator & approved by the association. You need the following roles:
 - HC, Ass Coach, Manager, Treasurer, Equipment Manager (Rep, U13 & Above), Dressing Room Monitor. Safety Reps are no longer required. Dressing Room

monitors are good to have as well, in case a player gets hurt and needs to be attended to, it allows the coach to stay on the bench during the game

- AP Call Ups
 - There are times players can't make games and you need to call up a player.
Please work with your divisional coordinator on the process for approval
- Fundraising Review
 - 50/50 & Rafflebox is our main fundraiser for the association. Raised more money 23/24 than any previous year. You can have one more fundraising activity
 - @James on things we can't do
 - Cant have anything to do with alcohol, drugs
 - No squares - classed as scratch cards
 - We are trying to get bingo up and running so please be mindful of the process.
Talk to James to make sure we are not in contravention of the Gaming Licence.
 - Each team can submit a request for an additional fundraiser, this needs to be sent to Greg and James
 - You can't do 50/50 at your games
 - This will be double checked at the next Board meeting
 - Response - This statement is correct. Teams are not able to do their own 50/50 as this is in conflict with the EHMHA 50/50
 - 50/50 we need to send out details for each player.
 - Rafflebox can only have 1 licence per assoc. So we can't have different ones for Tournaments.
 - If Rafflebox wants to be removed, needs to be voted for at the membership meeting.
 - Teams can get their own gaming licence for fundraiser
- Social Media
 - Don't be stupid and get approval to post any pics of kids
 - If you are going to a tournament, please send the secretary a PIC and we can post it to FB to promote EHMHA. If you medal at a Tournament, we def want a team picture sent for posting
- Q&A

email addresses for Teams - when will they be ready. Should be done already. Contact your Coordinator

Budgets will be posted Friday

Rep fees - where do they go. Bulk of it is for extra ice, tournaments etc. Rep fees go to the assoc to pay for everything. The Teams collect of behalf of the assoc. The budget will detail the allocation of the fees.

Budgets due end of January

Some parents are having issues with Grayjay. Need to add alternate contacts in Grayjam. Can also invite family members on your app. Jersey sponsor form - Will discuss at the Board meeting

Jamboree is listed in the schedule. Tracey Stewart will contact Chris and will insist that U18 players donate 2 hours of their time. Suggestion that all the other Teams should do the same

Table Ice Conflict role at the Board meeting. It's very challenging to trade. Some of the City Teams, their association take on that role. Can the schedule not be released all at once to accommodate conflicts

Can we discuss with the Municipality if they can make it visible on the website who is playing or has it booked.

For U9 Dev - 1 scheduled ice time. What are we paying for? Budget should outline. if you need more ice time, must be put to a vote with the parents.

Development coaches - will they support the Teams. There is a requirement for 1 or 2. Should be discussed at the coaches meeting. Wednesday 7pm

Meeting adjourned at 8.35pm

Policies to Review Prior to the Meeting:

- [Finance & Fundraising Policy Link](#)
- [Allowable Coaching Expenses](#)
- [Social Media Policy](#)
- [Team Jersey Policy](#)

Board attendees

Greg, Mark, James, Courtney, Chris

All other attendees

Name	Team	Name	Team
Adena Wilson	U13B	Jeremy McNaughton	U9 DevG
Jenn LeFrense	U13B	Dorothy Hart	U13AAA
Cheryll Wood	U13C	Pam Horne	U9DevG
Ashley Googoo	U15	Megan Baylis	U11AA
Kelly Bitar	U13C & U15B	Cathy Spencer	U15AA
Sean Borden	U9G	Karen Parker	U15C
Gaby Woolcock	U18C W	Amanda Fraser	U18C W
Melanie Withrow	U9Adv	Shelby Sharpe	U9IntB
Graeme Mahony	U9Adv	Ashley Brine	U7-1
Laura Croft	U13CW	Chais Fisher	U9IntG
Amanda Stanton	U13CW	Dean Ibbeston	U11B
Jonathan Gaudet	U9DevS	Krystal Kristiansen	U11CW
Kerry MacKeil	U7-2	Teresa MacPhee	U18CB
Tyler MacKeil	U7-2	Tracy Stewart	U18CB

