



## **CDMHA Board Meeting Report: 12 August 2019**

**Present:** Candace Adams, Brent Fehrman, Arli Harrison, Leanne Tinebra, Erin Noble, Beth Wise, Nicole Sansom, Jeff MacDonald, Lisa Turner, Alison Hodge, Mark Annett, Jamie McMaster, Traciann Fisher

**Regrets:** Shawn Swayze, Paul Robertson, Don Sauve, Connie Scott

**Absent:**

**Late:**

**Left Early:**

**Members:**

**Meeting Called to Order: 6:31 pm**

**Meeting Chair & Time Keeper:** Jeff McDonald - Treasurer

### **Agenda & Meeting Minutes:**

- **Motion** to accept August 2019 meeting agenda by; Lisa Turner  
Seconded by; Candace Adams  
Motion Carried.
- **Motion** to accept June 2019 meeting minutes by; Mark Annett  
Seconded by; Arli Harrison  
Motion Carried.
- Errors and Omission:

### **Reports:**

#### **Ice Scheduler's Report – John:**

- No Report Issued.

#### **Registrar's Report – Mike:**

No Report Issued.

#### **VP of Rep/AE Report – Beth:**

- Electronic Game Sheets and purchasing of IPADs.  
CDMHA voted in favour of electronic game sheets and we will move forward with it as Southern Counties has voted in favour; We will need to purchase 5 x IPADs with cases and we will need to pay our portion of the fees and an upfront payment for the "game sheets"; we need to figure out storage for the IPAD's and still be able to charge them; We can get the IPAD's from the company, they are refurbished and costs \$280+ tax and come with the case; training will need to happen at the beginning of Sept; Coaches will get a log on and we need to put up signs to ensure everyone knows to come to the Hockey Office to get rosters sorted prior to the game.
- Midget Rep tryouts will begin Sep 6 and we will do sizing during tryouts to ensure the order gets in on time.

#### **VP of Local League Report – Shawn:**

- No new coaching applications since last report.
- Atom/Pee Wee/Bantam start practicing September 15 and Midget starts September 22. John has allocated the same amount of teams as last year in each division until we see the finals numbers. I am planning to hold the first draft on September 8 and the Midget draft on

September 15. This will give me a week to make any adjustments to teams if needed. Lisa is worried that the jerseys will not be in on time if significant changes are made.

- Don Sauve said he would take the Midget Convenor position which leaves the Bantam position and the PeeWee Position open.

#### **Tyke Convenor/Coordinator Report – Candace/Brent:**

- Lisa asked if the half boards are put up in the same order everytime and the answer is no. The angles are always in the corners but the middle boards can move.

#### **Development Convenor Report – Mark:**

- 13 people are registered for the development starting in Sept.
- Mark will work with ARli to get drills posted to the website for coaches
- Mark has been looking into the “Coach Them” app. This app does cost money and the Association still feels that there are good free Apps out there, along with using the website.

#### **Equipment Manager’s Report – Leanne:**

- We still have three coaches from last season who have not returned their first aid kits and other items – Shawn Swayze will continue to follow up;
- We are currently working with the County as there has been some problems with condensation and mould in the storage lockers
- We will need to purchase white boards and Lisa will work with Cdn Tire to see if we can get a few more puck holders

#### **Gate and Time Keeper Convenor Report – Connie:**

- No Report Issued.

#### **Treasurer’s Report – Jeff:**

- See Annex A.
- Ice cost analysis ; Mooretown Minor Hockey and Debit Machine

#### **Website – Arli:**

- Will repost the registration and continue to look into Social Media

#### **Challenge Cup – Beth:**

- Beth will be putting a committee together for the Challenge Cup to do stuff like the volunteer list, programs, media etc.
- We have 38 teams registered and she will be posting to the website soon.

#### **VP of Business Report – Lisa:**

- Lisa is concerned about the LL timeline as it is a 6 week turnaround time for jerseys once ordered
- Rep/AE jerseys should be in by 28 August.

#### **Past - President’s Report – Jamie McMaster/Traciann Fisher:**

- Froster Active Kids Team Sponsorship Registration Package. See Annex C - this has been handed off to Lisa Turner, VP of Business to follow up; Patches cost \$60 per set.
- Rowan’s Law – See Annex D – we will post the information on the website in hopes that parents review the information and bring the signed documentation to the first practice/coach meeting

## Open Business:

- **Action:** September 2019 Coach Meeting
- **Discussion:** There was some discussion at the last meeting to have a coach meeting in September to introduce everyone and get the coaches interacting. Mark Annett will work with Shawn Swayze and this will most likely happen in October.
- **Action:** Pin Exchange
- **Discussion:** Inventory on Hand – 250 pins cost \$2.22/each, if we order more the cost goes down. We will need to decide as it takes approx.. 1 month for the pins to be made.
- **Action:**
- **Discussion:**
- **Action:**
- **Discussion:**

## New Business:

- **Action:** Gender Diversity
- **Discussion:** See Annex B; I have a copy of the power point and video along with the checklist that can be distributed to coaches. As per the information provided, it is not to be put on a website. The Rep/AE and LL VP will speak to the coaches.
- The key piece to gender diversity is to emphasize that respect for all people is important – see OHF Memo.
- **Action:** Motion made by Alison Hodge to purchase 4 x chairs for the office as the ones in there now are all ripped at a cost of not more than \$500. Motion seconded by Brent Fehrman – motion passed.
- **Discussion:**
- **Action:**
- **Discussion:**
- **Action:**
- **Discussion:**

## E-Mail Votes

- 1) As per our constitution, any board member who would like to also have a coaching position needs to have a 2/3 majority vote. I would like to make a motion to allow Mark Annett to be on the atom AE coaching staff. Motion made by Traciann Fisher, seconded by Beth Wise – motion passed.
- 2) I would like to make a motion to approve the following staff:  
Midget AE - Head Coach - Mark Simington;  
Atom AE - Coaches - Ian Hunter, Mark Annett, James McKenna; Trainer - Jason Clarke; Off Ice Manager - Greg Prince;  
PeeWee AE - Coaches -Scott Spurrell, Kevin Burtis; Trainer - Pete Neufeld;  
Bantam AE - Coaches - Dennis Boyter, Dan Wright, Jaden Brownell; Trainer - Jay Steeves  
Motion by Beth Wise, seconded by Shawn Swayze- motion passed

**Deferred from last Meeting:**

Banquet for 2020 or status quo

**Deferred to Next Meeting:**

**Motion** to adjourn by: Alison Hodge

Seconded by; Mark Annett

Motion Carried.

**Meeting Adjourned** - 8:12 pm

Appendix A  
Financial Reports

Caledonia and District Minor Hockey Association

PROFIT AND LOSS

May 1 - August 10, 2019

	TOTAL
<b>INCOME</b>	
4200 Registration	122,750.46
4240 Sponsorships/Donations	7,632.22
4300 Rep Tryout Fees	7,075.00
4310 Other Income	20.00
4320 Team Extra Ice Payments	506.24
4500 Challenge Cup Tournament	
4505 Tournament Registration- Challenge Cup	12,000.00
4507 Challenge Cup - Sponsorship Revenue	200.00
4550 Other Expense Challenge Cup	-271.20
<b>Total 4500 Challenge Cup Tournament</b>	<b>11,928.80</b>
4800 Player Development	700.00
<b>Total Income</b>	<b>\$150,612.72</b>
<b>GROSS PROFIT</b>	<b>\$150,612.72</b>
<b>EXPENSES</b>	
5050 Bookkeeping Fees	163.88
5080 Bank Fees	1,489.51
5081 QE Fees	583.62
<b>Total 5080 Bank Fees</b>	<b>2,073.13</b>
5100 Team Parties	1,439.11
5200 Ice Rental - Hockey	5,749.03
5220 Ice Scheduler	3,000.00
5225 Registrar	1,000.00
5230 Referee Scheduler	
5235 Other Miscellaneous Service Cost	180.80
<b>Total 5230 Referee Scheduler</b>	<b>180.80</b>
5260 Office Expense	202.21
5270 Website	1,197.80
<b>Total 5260 Office Expense</b>	<b>1,400.01</b>
5280 OMHA Fees	26,304.95
5380 Referees	675.00
5390 Registration Expense	2,750.00
<b>Total Expenses</b>	<b>\$44,735.91</b>
<b>PROFIT</b>	<b>\$105,876.81</b>



## INFORMATION BULLETIN

**BULLETIN #:** 190725-002-I  
**DATE:** July 25, 2019  
**TO:** OMHA Associations  
**CC:** OMHA Board; OMHA Convenors  
**FROM:** Ian Taylor - Executive Director  
**SUBJECT:** Gender Diversity - Pre-Season Chats

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In addition to the required Gender Identity and Expression online course for all Team Officials - all Teams are required to provide a 'Pre-Season Chat' with their players at the beginning of the hockey season.

This Centre Mail will include the following:

- OHF Memo - Gender Diversity - Pre-Season Chats
- OHF Memo - Communication Gender Identity and Expression
- Pre-Season Chat Checklist
- Glossary of Terms
- Two PowerPoint presentations - Atom & under & Peewee & above
- OHF Gender Diversity - Video

The PowerPoint slides and video can be utilized in the Pre-Season Chat, either as talking points or a formal presentation, however they should **not** be publicly displayed on websites, Facebook or any other on-line locations.

Please contact your Regional Director or the OMHA Office if you have any additional questions.

Annex B  
Gender Diversity

## ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9  
Cambridge, ON N1T 2H9  
T: 226 533.9070 F: 519 620.7476  
www.ohf.on.ca



# Memo

To: Members

From: Phillip McKee - OHF Executive Director

Date: 7/16/2019

Re: Communication on Gender Identity, Expression and Pre-Season Chat

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Association President and Administrators.

As another season approaches, attached you will find a tool that can be used for the basis of the discussions on expectations surrounding the Dressing Room Policy and Gender Identity. The attached PowerPoint can be utilized in the Pre-Season Chat, either as talking points or a formal presentation, however it should not be publicly displayed on websites, Facebook or any other on-line locations.

The OHF video containing the content of the Pre-Season Chat, which can be utilized by Coaches in place of or in support of a session lead by the Coach, is provided below.

Download link:

<https://wettransfer.com/downloads/a6b3d5b2535ec66290f558c8a9fd6a7120190716131853/6e195cbf7418a74834e71844a1d8947420190716131853/d3acad>

We understand that some individuals may not have confidence or a comfort level in the content of the discussions. To be clear, the discussion is to be centered on respecting each other. We want to ensure our Administrators and Coaches understand that there is not an expectation to be perfect in their application and terminology surrounding gender identity. What is to be emphasized by our Administrators and Coaches is that it is a requirement to be respectful of all participants, regardless of their race, religion, sex, gender and the other grounds included in the Ontario Human Rights code. This is important as coaches are the front line individuals handling a situation surrounding Dressing Room Accommodations. The Pre-Season Chat will establish that level of inclusiveness and respect that is required and will be carried over into those situations.

Our responsibility within the settlement is to deliver the Pre-Season Chat to parents and players focusing on the inclusiveness and respect of all individuals and providing explanation of the Dressing Room Policy as it relates to Gender Identity. If for whatever reason a parent/player is not willing to attend, it is not our responsibility to force them to do so. Our responsibility is to continue to model the inclusiveness and respect that all individuals are entitled to.

If there is any requirement of further support or guidance in preparing your association or coaches to deliver the Pre-Season Chats, you have our support and that of the Ontario Hockey Federation.

Annex C  
Froster Active Kids Team Sponsorship Registration Package



## CIRCLE K – FROSTER ACTIVE KIDS TEAM SPONSORSHIP REGISTRATION PACKAGE

### ABOUT FROSTER ACTIVE KIDS TEAM SPONSORSHIP

The FROSTER ACTIVE KIDS Team Sponsorship Program provides \$500.00 in sponsorship funding to Peewee & Bantam hockey teams

### TEAM BENEFITS

Each team enrolled in the FROSTER ACTIVE KIDS Team Sponsorship Program will receive:

- \$500 in funding

### REQUIREMENTS FOR FROSTER ACTIVE KIDS TEAM SPONSORSHIP PROGRAM

In order to process your application, your team(s) must **FULLY** complete the following steps listed below by 5:00 p.m. on December 9<sup>th</sup> 2019 to receive sponsorship funds:

1. Complete the coaches contact information form for each sponsored team
2. Purchase FROSTER ACTIVE KIDS Sponsorship Patches and affix to team jerseys, you can purchase team patches at the following link – [PURCHASE HERE](#)
3. Submit a team picture with the Froster Active Kids logo clearly displayed on the jersey
4. Submit completed player photo release form
5. Submit an invoice from your minor hockey association. All sponsorship cheques will be mailed directly to your MHA.





## ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9, Cambridge, Ontario N1T 2H9  
T: 226 533.9070 F: 519 620.7476  
www.ohf.on.ca

Proud Branch Of



### Ontario Hockey Federation Rowan's Law Acknowledgement Form

The Ontario Government has enacted *Rowan's Law (Concussion Safety), 2018, S.O. 2018, c. 1 ("Act")*. Ontario Regulation 161/19, the *Act* requires all sport organizations as defined in the Regulation ("Sports Organization"), which includes the Ontario Hockey Federation ("OHF"), to have a Concussion Code of Conduct. This Concussion Code of Conduct must require participants, as set out in the Act, to review the Ontario Government's issued Concussion Awareness Resources on an annual basis. A participant is subject to a Concussion Code of Conduct for each Sports Organization a participant registers with.

Applicable age appropriate Concussion Awareness Resources are located at [www.ontario.ca/concussions](http://www.ontario.ca/concussions). The OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources must be reviewed before you can register/participate in the OHF.

- [10 and Under Concussion Awareness Resource](#)
- [11-14 Concussion Awareness Resource](#)
- [15 and Over Concussion Awareness Resource](#)

If you would like to have a record of your review of the concussion awareness resources, you can complete this form and keep it as a receipt to remind you of the date on which you reviewed it.

#### Acknowledgement of Review

I, \_\_\_\_\_ (first name) \_\_\_\_\_ (last name) \_\_\_\_\_ (birth date yyyy/mm/dd of athlete, Team Official or On-Ice Officials name) confirm that I have reviewed the OHF Concussion Code of Conduct (Appendix A) and the appropriate Concussion Awareness Resources and commit to operating within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***If the participant above is under the age of the 18, then the parent of that participant must also sign the Acknowledgement set out below.***

I, \_\_\_\_\_ (print name of parent if above signatory is under 18) confirm that I have reviewed the OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources and commit that the signatory above and I will operate within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Disclaimer: In order to register/participate in the OHF this signed form must be submitted to the Minor Hockey Association that you are registering with.***



## APPENDIX A

### *OHF Concussion Code of Conduct*

2019-2020

#### **I will help prevent concussions by my commitment to:**

- Wearing the proper equipment for my sport and wearing it correctly;
- Respecting the rules of my sport or activity; and
- My commitment to fair play and respect for all\* (respecting other athletes, coaches, team trainers and officials).

#### **I will care for my and others health and safety by taking concussions seriously, and I understand that:**

- A concussion is a brain injury that can have both short- and long-term effects;
- A blow to the head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion; and
- A person doesn't need to lose consciousness to have had a concussion.

#### **I will commit to:**

- report any possible concussion received during participation in the OHF to a designated person;
- recognizing a concussion or possible concussion and the reporting to a designated person when an individual suspects that another individual may have sustained a concussion;
- sharing any pertinent information regarding incidents of a removal from sport with the Player's school and other sport organization with which the player has registered;
- sharing any pertinent information regarding incidents of a concussion that have occurred outside of participation in the OHF to a designated person with your/individual's Team;
- Complete Injury Report Forms in a timely manner and ensure they are submitted to the Member;
- Give commitment to providing opportunities before and after each training, practice and competition to enable participants to discuss potential issues related to concussions; and
- Maintain an open dialogue with all athletes and participants (and parents/guardians in cases of minors) about their health and any signs and symptoms of concussion they may experience.

#### **I will commit to respect the OHF Removal and Return to Play Protocol by:**

- Understanding that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition;
- Understanding I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition;
- Respect the roles and responsibilities of all coaches and health care professionals in Return to Play protocol; and
- Respond appropriately with Return to Play protocols if a participant is experiencing concussion related symptoms or if you suspect any participant has sustained a concussion.