



# NWMHA

New Westminster Minor Hockey Association  
P.O. Box 456 New Westminster, B.C. V3L 4Y8  
nwmha.ca

**NEW WESTMINSTER MINOR HOCKEY ASSOCIATION  
EXECUTIVE MEETING  
August 18, 2014  
7 pm Queen's Park Board Room  
MEETING MINUTES**

- 1 Roll call  
Present: Rob, Bud, Daniel, Lynda, Kelly, Tristan, Pete, Jennifer, Desiree, Greg,  
Dave, Chuck, Janet, Tracy  
Absent: Kevin, Barb, Ross
- 2 Adoption of Minutes of July 7, 2014 Motion: Lynda; Second: Daniel. Carried.
- 3 Business arising:
  - 3.1 Web site updates:VP2 information and the new Gaming Policy
  - 3.2 Hockey Day in Canada – Funds in the budget. Action: Bud will deal with the logistics re tshirts (players and 4 team officials/team)
  - 3.3 Team Clothing (Greg) – \$1000 sponsorship and special pricing on specific helmets (black) from the Hockey Shop Action: Greg to send information to DMs to let players know.
  - 3.4 Criminal Record Check Policy for discussion
    - 3.4.1 Changed contact to Registrar
    - 3.4.2 Advised not to publish link.
    - 3.4.3 Motion to adopt the policy as written. Motion: Tristan; Second: Kelly. Carried.
- 4 Correspondence: nothing of note.
- 5 New Business:
  - 5.1 Bantam DM: Tracy Dunsford was voted in.
  - 5.2 Locker Room Policy draft. Table to next meeting. Action: Send Vandy any ideas regarding wording.
- 6 Reports
  - 6.1 President (Rob)
    - 6.1.1 PCAHA, still discussing year-end date. City of Richmond ice allocation committee has said no to the change, but they are reconsidering.
    - 6.1.2 BC Hockey: Checking Skills Instructor Training course happening in Richmond on Sept. 12-13, 2014. Apply by Sept. 1. Action: Pete will circulate the information to some of the more experienced coaches.
  - 6.2 1<sup>st</sup> Vice President (Dave) – still waiting to hear from the Giants as to when our fundraiser night will be; lost Lowes as a sponsor; met with Scotiabank and they will give us \$2000 for the coming year. Action: Dave will write a note regarding their sponsorship that will be passed along to DMs to disburse to the parents of their players.
  - 6.3 2<sup>nd</sup> Vice President (Daniel) – have 4 expressions of interest for the Herb House tournament; have 1 for the Al Hughes.
  - 6.4 3<sup>rd</sup> Vice President.....Vacant

6.4.1 Year two (of 2) of our agreement with AAA Photography

6.4.2 Pictures: Booked Nov 20, 2014 QPA with the QPA staff.

6.5 Treasurer (Chuck)

6.5.1 Deposited 233 registration cheques last Friday but still awaiting more;

6.5.2 Received grant money from the lottery commission again;

6.5.3 Deadline is November 30<sup>th</sup>, 2014 for city grants for the 2015-2016 year;

6.5.4 Putting in the application for the Team-mates for Kids grant in the next couple of days.

6.5.5 Our preferred order of application when requesting financial assistance is:

(1) Kidsport, usually cover \$300 for those who qualify <http://www.kidsportcanada.ca/>

(2) Jumpstart, Canadian Tire program <http://jumpstart.canadiantire.ca/en/>

(3) Athletics for Kids <http://www.a4k.ca/>

6.5.6 Ref money: Action: DMs should contact him re ref funds for rep tryouts and balancing games. DMs should let him know the names of team managers/treasurers as they become known.

6.6 Registrar (Janet) – some withdrawals in the last seven days. Totals 375-80 Juvenile – 14; Rep late registrants – they need to send an email and the \$25 cheque to the registrar to confirm they are planning to try out. DMs can collect money for tryouts up to the player going onto the ice. But no player can go on the ice unless they have paid the tryout fee. For warm-up skates: in *most* situations, if the player is registered they may go onto the ice; however, Janet or Chuck will inform otherwise.

6.7 Secretary – nothing to report.

6.8 Coach Coordinator:

6.8.1 Tryout update – had complaints regarding goalie assessments during tryouts last year. We want to give the goalies more opportunity so would like to have Veit do a one hour assessment on them (Wed 3<sup>rd</sup> – Bantam/Midget goalies; Thurs 4<sup>th</sup> – Atom/PeeWee goalies) Action: Pete will send out the details to DMs to pass along to the parents.

6.8.2 Refs needed for tryouts. Action: DMs please contact Kelly with dates/times so she can arrange refs. Do not need a game number for tryout games.

6.8.3 Veit goalie training: Dates are Saturdays - September 20-December 6<sup>th</sup>; January 10<sup>th</sup> to February 21<sup>st</sup>. Power skating: Dates are Wednesdays - September 24<sup>th</sup> – December 10<sup>th</sup> Hoping to have the on-line system up in order to register by the end of August. Action: Pete will send info to DMs re registration and cost.

6.8.4 Coaches meeting – Wed. September 3<sup>rd</sup> at 7:30pm at Centennial. Action: DMs – please send updated coaches lists to Pete.

6.8.5 RPM on ice for first two weeks with coaches for H1 & H2

6.8.6 Motion by Pete to have Rob Nasato coach the Bantam A team; second – Chuck; Carried

6.9 Equipment Manager (Kevin) – Absent. Jerseys and pinneys are ordered and expected in late August. They cost more than originally expected, closer to \$3900; First Aid bags have been refurbished by a new company; need for new gear is low this year; thank you to the Unger family for the donation lots of goalie gear. A letter has been sent from Rob on behalf of the executive; will order socks soon.

- 6.10 Ice Allocator (Lynda) – tentative schedule in the works. Went to the training for on-line ref system software with Tristan and Kelly.
- 6.11 Referee-in-Chief (Tristan) – on-line clinic application is still not on-line so still cannot schedule a clinic. Hopefully it will happen soon. Action: Will send email to Chuck who will call BC Hockey President; the on-line ref system software looks great. Look like we have good numbers.
- 6.12 Referee Allocator (Kelly) – input the information using the software; returning refs have been contacted via email but no re-certification or new certification can occur until the on-line clinic application is up. Will be scheduling refs 2 weeks in advance. Action: DMs – when you get your schedules, please forward it to Ref Allocator and Ice Allocator.
- 6.13 Division Managers: H1, 2 (Desiree) – did the work on the flyer which has resulted in 6 or 7 expressions of interest (Thank you Desiree!); sent out info to H1, H2. H3, 4 (Barb) Absent – nothing to report; but, she wrote a new Managers manual and spreadsheets for budgeting that have been posted on the website (Thank you Barb!). Atom (Bud) – numbers are around 60 but will take awhile to sort some things out with some players returning and/or leaving. PeeWee (Greg) – numbers are around 60 with 36 kids trying out for Rep but only one goalie; may have some issues with goaltending since there aren't enough of them through the division. Bantam (Tracy) – 65 players and 34 for rep tryouts; Midget (Jennifer) – have about 83 kids registered; may not have enough coaches. Juvenile (vacant) – no division manager and no coach.
- 6.14 Past President (Ross) – Absent. No report.

7 Date of Next Meeting: Sept 15, 2014

8 Adjournment: Motion by Tristan: 9:18pm; second: Kelly; carried.

### **Criminal Record Check Draft: (\*\*Passed\*\*)**

All NWMHA team officials (Coaches, Managers, HCSP) must complete a Criminal Record Check (CRC), on or before November 30 of the first season in which the person becomes a team official with NWMHA.

The procedure to follow is now on line at:

#### **CRRP Applicant Based Online Service**

Online Link: <https://justice.gov.bc.ca/eCRC/>

Access Code: Please contact your division manager for the access number

As part of this process, you may be required to contact the local police department and arrange to have your finger prints scanned. If this occurs, please contact the New Westminister Police Services and book an appointment. A letter indicating the criminal record check is required for volunteer purposes can be requested from your division manager (who will receive the letter for the President).

Clearance letters received by NWMHA will be valid for 5 years. The Registrar of NWMHA will be in receipt of the information and will track the information in the HCR system as a tracking item. It will be the responsibility of the VP3 Safety, along with Division Managers, to follow up with individuals requiring a CRC.

Any team official not completing a CRC within the required time frame may be prevented from acting as a team official until such a time as it has been completed.

## **LOCKER ROOM POLICY – Draft (\*\*Tabled for revisions\*\*)**

- Section 6 : Locker Rooms:
1. Supervision and monitoring
  2. Co-Ed dressing
  3. Parents/Guardians in locker rooms
  4. Smart phones and other electronic recording devices

### **POLICY 6.1**

#### **SUPERVISION AND MONITORING**

1. Players should be supervised by two or more team officials (or designates) at all times (the “Two Deep Method”). At no time should a single adult be in the locker room with the player(s) – especially when players are showering or changing. This includes leaving a parent or guardian alone with his/her child.
2. The safety person should always treat injuries within the sight of others. If it is necessary to move to the locker room to treat the injury, another adult must be present with him/her.
3. Whenever possible, there shall be two female supervisors for female teams. However, if this is not possible, one female and one male supervisor would be deemed acceptable, provided that the male supervisor remains outside of the locker room (but within hearing distance) when players are changing and showering.

### **POLICY 6.2**

#### **CO-ED DRESSING**

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team locker room:
  - a. Male players will not undress to less than a minimum of shorts while females are present.
  - b. Female players will not undress to less than a minimum of shorts and a t-shirt while males are present.
2. When separate facilities exist for both male and female players, males and females shall make use of these separate facilities in order to change to the point where they can adhere to the co-ed dress code noted above. (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] locker room.)
3. When separate facilities do not exist for both male and female players:
  - a. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
  - b. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

### **POLICY 6.3**

#### **PARENTS/GUARDIANS IN LOCKER ROOMS**

1. Except for parents or guardians of H1-Atom players, we discourage all parents/guardians from entering locker rooms. If a player needs assistance with his/her uniform, if a player is injured, or if a player's disability warrants assistance, then we ask parents/guardians to inform coaches ahead of time that they will be assisting their player.
2. With our youngest age groups it is necessary for parents and guardians to assist players with their equipment – particularly with skate tying. We encourage parents/guardians to teach their players as soon as possible how to dress and undress independently. These young players should never undress to less than shorts and t-shirts.
3. In circumstances where parents or guardians are in the locker room, coaches are permitted to ask that parents/guardians leave for 15 minutes before and after the game so that coaches may speak to their team without parental distraction.
4. With older players, the coach may (at his/her discretion) prohibit parents and guardians from entering the locker room.

## **POLICY 6.4**

### **SMART PHONES AND OTHER ELECTRONIC RECORDING DEVICES**

1. Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms as telephones, photographic or recording devices.
2. If phones or other mobile devices must be used, they should be taken outside of the locker room.
3. As much as possible, we encourage our players who own smart phones or other mobile devices to **not** bring them into the locker room. If, however, it is necessary to do so, they should not be used in the locker room for any reason – even to check texts or voice mail.

### **MISCELLANEOUS SUPERVISORY POLICIES**

#### **ROAD TRIPS**

Team personnel and players should not share accommodation, regardless of the potential cost saving or other seeming benefits, unless the Two Deep Method is observed.

#### **PHYSICAL CONTACT**

Team personnel should, in general, avoid touching a player. The comfort level and dignity of the player should always be a priority. Any touch should be limited to “safe areas” such as hand to shoulder.

#### **SUPERVISION IN SPORT AND TRAINING FACILITIES**

No player should ever be left to wait unsupervised in any sport or training facility. Parents and guardians are not to leave their player unsupervised, nor leave their player alone with a single team official. The Two Deep Method must always be observed.