

**MEETING MINUTES**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday September 2 2020**

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**BOARD MEMBERS PRESENT:**

Dan Hildebrandt	Chris Mahon
AJ Wheaton	Megan Rochon
Christie-Lynn Constable	Krista St. Amant
Stephanie Earley	Mike Kearns
Dave Pennington	Mike Murphy
Adam Moyles	

**BOARD MEMBERS ABSENT:** Kat Lashbrook

**1. CALL MEETING TO ORDER**

The zoom meeting was called to order and chaired by Dan Hildebrandt at 7:10 pm.

**2. ADDITIONS TO AGENDA**

- i) Job posting (Register, Referee Chief & Time Keeper Chief)

**Resolution No. 2020-01**

**Moved by: Mike Murphy**

**Seconded by: Chris Mahon**

**THAT** the additions to the agenda be approved as presented.

**CARRIED.**

**3. APPROVAL OF MINUTES**

**Resolution No. 2020-02**

**Moved by: Chris Mahon**

**Seconded by: Mike Murphy**

**THAT** the minutes of the April 28 2020 Board Meeting be approved as presented.

**CARRIED.**

**4. DEPUTATIONS AND PRESENTATIONS**

None.

**5. CORRESPONDENCE**

None

**6. BOARD MEMBER REPORTS**

## **President (Dan Hildebrandt)**

On behalf of the current Parry Sound Hockey Club Membership I want to acknowledge and thank all of last years members of the Executive, including those whom have returned this year as well as the many others who have left the Executive. We all want to thank you for your work and contributions with the club, your time and help was and is all greatly appreciated by the New Executive and the club membership.

Again I want to welcome and thank all of the members of the New 2020 Parry Sound Hockey Club Executive for being there to help the club and its membership with the new season, which includes all the new, returning and continuing members.

I wanted to note I am excited to work with all of you to help bring our Club and membership a great year of Hockey, and especially during these especially trying times, in the midst of a Pandemic, when we will be limited on how and what we can do and when. But it is my hope and will be my focus to work together with you to achieve the goals needed to bring Hockey to our membership and in turn our community, for the best Hockey season possible.

### **Some of the many components we will require for the upcoming year for the Parry Sound Hockey Club will be as follows:**

- 1 ) We need a Parry Sound Hockey Club Safe Return to Play Hockey - Safety Plan with protocol and processes for everyone which has to include Players, Coaches and Parents, in addition to Time Keepers and Referees. It also has to include a method for Social Distancing and cleaning, among many other things.
- 2 ) We will need to get Approvals from the Community Centres and/or Arena's we are playing in, so will need the approval of the the Town of Parry Sound and Humphrey Arena.
- 3 ) We need to create our own Safe Return to Hocky Plan and with that to also get an Approval from the OMHA, based on the plan and our intent to support it.
- 4 ) We need a Public Information Plan to promote that we are going to have Hockey and what parents and players can expect for their registration or other fees paid.
- 5 ) We need to establish a Registration Rate for players and the requirements on when they have to pay it.

Our planning should include a review on the possibility of a lower base rate for the current season and/or the possibility of returning a portion to our members should it end up being a more limited season. Otherwise my hope is we offer additional programming beyond local games and practices to give our membership more, such as the possibility of more skills development and other activities, such as skills competitions or possibility of reformatted Team Tournaments.

6 ) In my opinion we need to develop and have an enhanced Skills Development Plan for our Club with an intent to monitor it. The plan should include general skills Development sessions, along with Specialty Clinics with all positions included.

7 ) We also need a Plan around Coaches and getting them trained, with the majority if not all of it, all online anyway.

We need to get all of this done and other required items done in the shortest order possible, especially if we want to keep kids playing Hockey. As well making a conscientious attempt to help raise interest from and with new Registrations, to make it the best season for them and everyone.

### **Vice President (AJ Wheaton)**

AJ is excited to be part of the club. Advised he is available for any extra help that is required by any other team member. AJ loves the idea of skills development this season with working in smaller groups on ice sessions.

### **Treasurer (Christie-Lynn Constable)**

Discussion: Christie-Lynn has already been in contact with the bank to change the signing authorities and that we would need a motion to approve those changes. Stephanie added that the By Law States the Treasurer, President and secretary are allowed to have signing authority.

Christie-Lynn did not comment on the account balances as we just completed AGM where Kelly reviewed closing balances with us.

Some members have paid in full based on last years rates. It will be something we have to look into once we set rates.

### **Motions for Signing Authorities**

#### **Resolution No. 2020-03**

**Moved by: Mike Murphy**

**Seconded by: Chris Mahon**

**THAT** Rick Quinn and Kelly Hergaarden be removed from the Parry Sound Hockey Club bank accounts. The Treasurer (Christie-Lynn Constable) and the President (Dan Hildebrandt) will be added to the accounts for signing authority.

**CARRIED.**

### **OMHA Director (Adam Moyles)**

Adam has contacted GTHL and Barrie HL to get insight into their safety plans. This will provide us with a great base to create our safety plan. Once we have our plan in place we forward to the OMHA and then to their medical officer then to our township staff for approval.

### **Ice Time Director (Dave Pennington)**

Townships want a commitment of our ice time by the end of this week. Dave as planned based on last years numbers and groups.

#### **Registration numbers to date:**

157 registrations this year 292 registrations last year.

Preliminary plan for ice rentals.

**Key Assumptions:**

- Teams consist of 8 skaters and 1 goalie
- Assume 4 teams each for Novice, Atom, Peewee and Bantam....5 teams for Midgets
- 1 practices per week, but increased to 90 minutes (allows for easier management of arena traffic flow, cleaning, as well as giving kids and coaches some extra time for scrimmage, fun drills)
- Assume will need 2 practices per age group (3 for Midgets) to accommodate numbers
- Practices Monday & Wednesday (will also use Humphrey on Monday night)
- 1 Game per week: Bantams & Midgets Friday night, Novice, Atom, Peewees on Saturdays (1 midget team may have a double header to get everyone playing, or 1 team sits out per week)
- Initiation and Tyke on Sunday mornings
- Skill sessions Sunday afternoons

**Notes:**

- On weekly Calendar, cells shaded yellow were times booked last year which we are no longer using.

**Suggestions:**

- Practices should be tiered so that coaches are working with a consistent skill level. Anticipates potential return to tiered hockey play against other MPS teams.
- Teams should be mixed, but lines should be tiered. Either
  - Within age level (ie. Atom: Rep line and LL line), or
  - By skill level (ie Atom/Novice: Atom Rep Line, Novice Rep line)
- Possible Club tournament over Christmas holiday

**Discussion:**

Needing to get our plan out so parents will continue to sign up.

We need to get the approval from OMHA and the arenas and then we can get ready to go.

Stretch practice times to 90 minutes, once a week to cut down traffic flow, give coaches enough time for skills and drills. Age group levels practices together based on skill and then play mixed together. And then skills development. Option to have mini tournaments every weekend. Older kids will want more games over practices. Bonus of small teams and lots of ice time.

Discussion of a Pre Christmas program and post Christmas program. As we see change with COVID 19 we can continue or change the program as necessary.

We will confirm booking ice time based last years schedule. And add more ice time if needed.

**Parry Sound Shamrocks Weekly Ice Time**

**BOCC**

	MON	TUES	WED	THUR	FRI	SAT	SUN
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM						NOVICE	
10:30 AM						GAME 1	
11:00 AM						NOVICE	INITIATION
11:30 AM						GAME2	
12:00 PM							
12:30 PM							TYKE
1:00 PM							
1:30 PM							
2:00 PM							SKILLS 1
2:30 PM						ATOM	
3:00 PM						GAME 1	SKILLS 2
3:30 PM						ATOM	
4:00 PM	NOVICE A		NOVICE B			GAME 2	SKILLS 3
4:30 PM	PRACTICE		PRACTICE			PEEWEE	
5:00 PM					BANTAM	GAME 1	SKILLS 4
5:30 PM	ATOM A		ATOM B		GAME 1	PEEWEE	
6:00 PM	PRACTICE		PRACTICE		BANTAM	GAME 2	
6:30 PM					GAME 2		
7:00 PM	PEWEE B		MIDGET B		MIDGET		
7:30 PM	PRACTICE		PRACTICE		GAME 1		
8:00 PM					MIDGET		
8:30 PM	BANTAM B		MIDGET C		GAME 2		
9:00 PM	PRACTICE		PRACTICE		MIDGET		
9:30 PM					GAME 3		
10:00 PM							
10:30 PM							
11:00 PM							

2019 Hours	6	0	7	0	5.5	10.5	8.5
2020 Hours	6	0	6	0	5	6	7

# Humphrey

	MON	TUES	WED	THUR	FRI	SAT	SUN
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM	PEWEE A						
5:30 PM	PRACTICE						
6:00 PM							
6:30 PM	BANTAM A						
7:00 PM	PRACTICE						
7:30 PM							
8:00 PM	MIDGET A						
8:30 PM	PRACTICE						
9:00 PM							
9:30 PM							
10:00 PM							
10:30 PM							
11:00 PM							

2019 Hours 5.5 5.5

2020 Hours 4.5 4.5

2019 Hours 11.5 0 7 0 5.5 10.5 8.5 43

2020 Hours 10.5 0 6 0 5 6 7 34.5

### **Rep Director (Megan Rochon)**

Discussion: Rep skill level practices in Humphrey for an extra fee is an option. Current Rep coaches are deterred to coach a mixed house league/rep league. Chris suggested that this is a perfect opportunity for the coaches to get those skills to the lesser skilled players.

Current rep coaches want to play games with other centers in our health unit. Other centers will be contacted to see if we can arrange games within our own health unit.

### **Local League Director (Chris Mahon)**

No LL coaches at this time. Always a big struggle. Chris attended the MPS meeting – a lot of what has been discussed here tonight was also discussed there. Practices will be joint with teams approx 30 players on the ice.

### **Sponsorship & Awards (Kat Lashbrook)**

Absent -no Report

### **Equipment director (Mike Kearns)**

Jerseys have been purchased for hockey play. Green and white practice jerseys with logo and number. Teams will need goal tenders and equipment, Equipment cannot be shared between players due to C-19. We will not be allowed to have storage at the arena this year.

### **Ways & Means Director (Krista St. Amant)**

Krista had nothing to report. Meg Rochon who held the position previous added that we would need a motion to have Krista added to the lottery account.

### **RESOLUTION 2020-04**

**Moved by: Chris Mahon**

**Seconded: Mike Murphy**

**THAT** Megan Rochon, Danielle Villeneuve & Kelly Hergaarden be removed from the PSHC lottery account, and the Treasurer (Christie-Lynn Constable), Ways & Means Director (Krista St. Amant) and Secretary (Stephanie Earley) be added to the account for signing authority.

**CARRIED**

### **IP Director (Mike Murphy)**

Of the 157 registered for hockey - 18 IP registrations 12 Minor novice (compared to approx. 100 last year)

OMHA stated the IP program can run as long as we are following all safety protocols. Mike offered to do the program privately to keep PSHC interest up. As current registration stands, we can offer the IP program safely. Missing this program for one year will be a hardship to our club enrollment and player development.

## **Past President (Unfilled)**

Unfilled - no Report

## **7. OUTSTANDING BUSINESS**

Club awards have not been distributed yet, but we will need to look to a new date soon. Mike held an awards/equipment drop off on day a few weeks ago. Kids got to grab their awards and drop off equipment that was on loan from the club. Not all were able to attend but many did.

i) Registration has previously been discussed. 157 registrations this year 292 registrations last year. Of course, the club is hopeful for the numbers to increase. Many board members have expressed that families are waiting to hear our plan before signing up.

Discussion:

It was discussed about a social media outlet be used for the club. Currently we only have the website which we try to encourage all parents and teams to check for the information needed. Social media will need someone to look after it and take more time. A mass email was used to notify members of the AGM and Chris also included that registration is open for the 2020/2021 hockey season. Due to privacy act we cant really spam members with this type of email.

ii) Return to Hockey from OHF & OMHA – Documents are available online for Board members to read and review. There is no set timeline set by the OMHA for our return to play. The club needs to make a plan and then forward the plan to OMHA for approval once approved by the Medical officer at the OMHA we can forward the plan to Seguin and Town of Parry Sound for Approval.

Dan's goal would be September 28 to have prelim skates by Cohorts and then start 3 on 3 or 4 on 4.

The Health Screening Questionnaire is mandatory and must be completed before a player can go on the ice.

iii) Sponsorships

Advertising dollars will be tight but hopefully they will cover the cost of jerseys. Dividing sponsorships between LL teams. Business still need to be approached for the 2020-2021 season. Previous years the sponsorship for a Rep team is \$2000. It was discussed that if we go ahead with weekend round robin mini tournaments, we can offer those to our rep sponsors as added value to be our weekend sponsors. Ex: Halls Construction U13 Tournament.

## **8. NEW BUSINESS**

i) Ice time rates

There will be no change to the cost of ice time. Humphrey \$80 + hst per hour, Town of Parry Sound \$84 + hst per hour.

MPS meeting concluded during our meeting and we were notified of the change to referees required for full ice hockey will now have 2 referees and no whistles. U9, U10, U11 – 1 Referee, U12 and up 2 Referees.

ii) Vulnerable sector checks

In previous years it can take up to 8 weeks for check to be completed. Krista mentioned that she heard that the process is now online. She will look into it and send an email with details tomorrow.

iii) PSHC Hockey Season Launch Plan for 2020-2021



at this time Dan would like to aim for an October 1 start date however, we will soften the statement to not fully commit to that date.

**iv) 2020-2021 posted positions** (Referee in chief, Chief timekeeper, Registrar & Health & Safety Communications officer)

The PSHC Board is looking for individuals to fill the following positions for the 2020-2021 hockey season - Chief Time Keeper, Referee in Chief, Registrar & Health & Safety Communications officer. Positions will be Posted on September 4<sup>th</sup>, closes September 17<sup>th</sup>.

Posted Positions Job Descriptions:

**Referee in Chief;**

The Referee In Chief shall:

- ensure there are enough referees in place to officiate all games;
- liaison with the Ice-Time Director and Treasurer to estimate fees for the upcoming year;
- ensure refereeing complaints are addressed and solved in a timely fashion;
- recruit, train, monitor and evaluate performance of referees;
- schedule referees maintaining accurate records for payment;
- supervise the Chief Timekeeper in the carrying out of the positions' duties.
- carry out other duties as assigned by the Board, Executive Committee, or the President.
- must possess a minimum Level 3 Certification.

**Chief Timekeeper:**

The Chief Timekeeper shall:

- Recruit and train timekeepers as required annually.
- Set up an accurate recording system covering disbursements relating to timekeepers for delivery to the Treasurer
- schedule all timekeeping requirements for the Club.
- supervise and keep records on an ongoing basis of the performance of all timekeepers
- liaise with the Ice-Time Director to ensure all timekeeping requirements are met.
- report to the Chief referee concerning timekeeping procedures and performance.
- present annually or as requested a report concerning performance of all timekeepers with recommendations for retention or removal of timekeepers to the Board.
- carry out other duties as assigned by the Board, Executive Committee, or the President.

**Registrar**

The Registrar shall:

- The position will be contracted out for a two (2) year term
- The Registrar will report jointly to the Vice President and Treasurer.
- Will be non Board Member
- Shall set the dates for hockey registrations at the direction of the Board.
- Shall prepare the fee bundles and packages for each division at the direction of the Board.
- The principal duties of the Registrar shall be to account for all player and team officials' registrations.
- Will notify members of payments due.

- Shall input data and work in conjunction with the Treasurer. Any payments accompanying registrations shall be accounted for and passed along to the Association Treasurer
- The Registrar shall process paperwork for transferring players and coaches to or from PSHC.
- The Registrar shall prepare reports for all coaches, league conveners, or Board members, that are deemed necessary
- Shall assist parents with player registration as necessary
- The Registrar shall also prepare official team rosters and submit them to OMHA prior to the deadline of December 31, and distribute to the appropriate team manager.
- Shall ensure that all AP's are rostered prior to the January 15th deadline.
- The Registrar shall correspond with HC and update the registration page when necessary.
- Shall attend Hockey Canada training seminars when necessary.

### **Health & Safety Communications Officer**

The Health & Safety Communications Officer shall:

- Monitoring all relevant updates from the public health authority.
- Monitoring all relevant updates from the Hockey Executive.
- Communicating with local facilities on guidelines and updates.
- Ensuring teams are following the prevention guidelines set by the Hockey Executive /hockey association/league.
- Ensuring any COVID-19 cases are reported as required by the public health authority, Hockey Executive, hockey association, league and facility.
- Meet with the Hockey Executive on a regular basis to assist in facilitating updates.

### **Next meeting**

September 9 at 7pm. Location TBD, Discussion was set around the idea of having the meeting at the kinsmen park, following strict social distancing protocols.

### **9. ADJOURNMENT**

**Resolution No. 2020-05**

**Moved by:** Mike Murphy

**Seconded by:** AJ Wheaton

That the Board meeting be adjourned at 9:39.

**CARRIED.**