



## KMHA Board Meeting

Meeting Date & Time: Tuesday October 18, 2022 6:00pm

Location: McArthur Island Sports Center Meeting Room

Minutes taken by: Dawn Woodland

Voting Attendees: Nathan Bosa, Serena Reves, Patricia Cameron, Zac Carrelley, Mike Kinaschuk, Matt Baker, Teresa Thompson  
 Non-Voting Attendees: Riley Woodland, Aaron Keller, Rob Fryer, Dawn Woodland, Javinder Roy  
 Regrets: Cory Erlandson & Sat Gill

Agenda Item	Discussion	Action	Responsible
1. Welcome & Traditional Land Acknowledgement	<ul style="list-style-type: none"> <li>- Meeting started at 6:07</li> <li>- Traditional Land Acknowledgement</li> </ul>		
2. Accept previous minutes	<ul style="list-style-type: none"> <li>- Motion to accept minutes from Sept 13, 2022 Patricia Cameron</li> <li>- Seconded by Matt Baker</li> </ul>		
3. New Business	<ul style="list-style-type: none"> <li>- Safety Committee Update</li> <li>- Banking</li> <li>- Canuck Ticket Fundraiser</li> <li>- Tournament Teams</li> <li>- BC Hockey Invoice</li> <li>- Mouth guards</li> </ul>		
4. Adopt Agenda	<ul style="list-style-type: none"> <li>- Motion to adopt the agenda for today's meeting Serena Reves</li> <li>- Seconded by Matt Baker</li> </ul>		



5. Reports

**Director of Hockey Operations/Operations Coordinator:**

- Secured sponsorship with Convoy Supply to purchase new jersey bags for U13, U15, U18 and Rep. Convoy's logo will be featured on the bags along with our logo.
- Picked up an \$8,000 sponsorship check from the Kamloops Blazers.
- Sent out 35 player feedback forms from Rep Tryouts.
- Working with OMAHA on an issue that occurred with one of our U11 Development teams in Kelowna.
- Working with one of our U18 Female teams regarding an incident that took place at one of their tournaments.
- U9 evaluations are complete with the draft set for Wednesday October 19th. U7 will be placed into teams Friday morning.
- We will have 7 U7 teams (3 orange, 4 blue) and 11 U9 teams (5 orange, 5 blue, 1 female)
- Purchased IHS again this season for all head coaches excluding U18 Rec.

**Technical Director:**

- U7 and U9 started, kids will be placed on teams by the end of the week.
- coaches are just being finalized for U9
- met with U11 development coaches
- met with U13, U15 and U18 rep coaches

**Ice Scheduler / Tournament Admin:**

Went to the OMAHA Scheduling meeting and scheduling the entire season for all rep teams, female rec teams, began the process of scheduling in super league for recreation.

have finished the game schedules for all KMHA teams with the exception of U7 and U9.

Practice schedules have been uploaded into teamsnap for the season for all teams.



	<p>have spent a significant amount of time rescheduling teams as they have been accepted into tournaments.</p> <p>from the tournament coordinators desk,</p> <p>95 % of our tournaments are now full.</p> <p>U18 recreation has a waitlist of 32 teams and counting. U15 is full with a waitlist of 23 teams, U13 and U11 are full, female rec is all full, female A is all full and we have a few withdrawals but am using the waitlist to fill those tournaments.</p> <p>Registrar: Registered #1017 total Were able to roster almost all of the waitlisted players (U11-U18) Will be looking at the U7/U9 waitlisted players in the next couple weeks.</p> <p>Received payment from Coast Hotel - \$5000 and Overtime Apparel - \$1000. Donation from North Kamloops Elks - \$2000 and Royal Purple - \$1500 Very busy with certifications and rostering</p> <p>Officiating Report:</p> <ul style="list-style-type: none"><li>-over 85 officials registered</li><li>-two on ice clinics for new officials over 30 attended these ice sessions.</li><li>-Looking to host one more make up clinic.</li><li>-helping out neighboring associations with officials like Logan Lake, Ashcroft and Chase.</li></ul> <p>KIBIHT Report: looking to go with 20 AA Tier 1 teams and 8 Tier 2 teams</p>		
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	<p><b>Canuck update</b></p> <ul style="list-style-type: none"> <li>-only have sold 361 tickets, need to push</li> <li>-give books to tournaments to sell? give them a cut?</li> <li>-need to sell 1500 to break even</li> <li>-maybe do 4 draws next year, discussion on how to sell more, Riley to send correspondence to membership</li> </ul> <p><b>Tournament team</b></p> <ul style="list-style-type: none"> <li>-last year we had 2 teams, need board to approve for this year, pre-book tournaments for them, only play in tournament, no exhibition, include disclaimer that there may not be tournaments</li> </ul> <p><b>Mouth Guards</b></p> <ul style="list-style-type: none"> <li>-we are only association that has rule for mouth guards</li> <li>-it should be left up to the parents if they want their player to wear one</li> <li>-vote in or out?</li> <li>-official standpoint it is not a (Hockey Canada) requirement-no penalty</li> </ul> <p><b>MOTION:</b></p> <p><b>Teresa Thompson motioned to remove the mouth guard policy from our KMHHA policies effective immediately. Seconded by Patricia Cameron - Passed</b></p> <p><b>BC Hockey Invoice</b></p> <ul style="list-style-type: none"> <li>-open discussion around our recent invoice from BC Hockey, the "membership fee" includes the Hockey Canada fee</li> <li>-we as parents that pay the fee somewhat condone Hockey Canada</li> <li>-do we pay or hold off a bit to make a point</li> <li>-agreed to write a letter to BC Hockey to explain our standpoint on the situation (Chair to write letter)</li> </ul>	<p>Safety Check at Memorial Arena Remove former Director of Hockey Operations from Sunlife</p>	<p>Natha Dawn</p>
<p><b>6. Action Items</b></p>			





7. Financials	<ul style="list-style-type: none"> <li>-Bookkeeper reviewed all financials to September 30, 2022, including balance sheet, accounts receivable, accounts payable, tournament payments collected, wages</li> <li>-she felt that things look good thus far in the season</li> <li>-<b>Banking</b>, need to remove previous Director of Hockey Operations</li> <li>-Interim Director of Hockey Operations will contact bank to get things setup</li> <li>-CRA Chair, Director of Hockey Operations and Finance Director need to be together to call and make changes</li> <li>-Sunlife - previous Director of Hockey Operations will be removed</li> </ul>		
8. Photo weekend discussion	<ul style="list-style-type: none"> <li>Darby Photos - November 18 and 19, need a venue</li> <li>Retakes are in January</li> </ul>		
9. IT Group to manage KMHA web needs (Milke)	<ul style="list-style-type: none"> <li>-looking at IT Group to manage web - will bring more information to next meeting</li> <li>-possibly switching to Spordle (HCR) next season</li> </ul>		
10. Non-parent coaches (Patricia)	<ul style="list-style-type: none"> <li>-discussion around how we (KMHA) can bring on young, non-parent coaches so they can develop and stay on in the system</li> <li>-how we can pay non-parent coaches</li> <li>-discussion around different options and experiences</li> <li>-bookkeeper will look at possible grants to assist (ie: Sports Legacy/Pacsport)</li> </ul>		
11. U7/U9 Jamboree fee for out of town teams (Rob)	<ul style="list-style-type: none"> <li>-we have had an overwhelming response to out of town teams applying to come to the Jamboree in March, but what do we charge?</li> <li>-discussion around Nina being more involved and to ensure all the games are played at McArthur Island Sport Center so all player can participate in festivities</li> </ul> <p><b>MOTION:</b>          Patricia Cameron motioned that KMHA invite out of town teams to the U7/U9 Jamboree. The fee to be set at \$1200 per team. Seconded by Serena Reeves - Carried</p>		
12. Communication - Staff/Membership & Board/Staff (Teresa)	<ul style="list-style-type: none"> <li>-emails being sent out to membership need to be more detailed, especially U7 &amp; U9, give details of processes, we need to be better with explaining our processes</li> </ul>	Making "Process" sheets for Rep, Rec including U8/U9	Riley



<b>13. Suspension (parent) C1/C2 tournament (Nathan)</b>	<p>-Suspension from previous season is reviewable Oct 1, 2022, discussion around how this situation should be handled, Teresa to draw up a letter to release the person from KMHA suspension.</p> <p>-C1/C2, Rob describes how he would draw up schedule, investigate other associations/where standings are at, Super League teams want to play here but no room because of teams from outside OMAHA</p> <p>-Rob will schedule accordingly</p>		
<b>14. Jersey Deposits (Dawn)</b>	<p>-concern about not giving refunds</p> <p>-new fee structure 2023-2024 season - one time fee, out of town players to pay as well</p> <p>-continue to give jersey deposits back if asked</p>		



<p>15. KHDS Amalgamation (extra meeting date - Javinder should attend (Serena))</p>	<p>-Amalgamating KHDS with KMHA, need extra meeting, Tenisa Piva representative to attend, long process to merge the two, dissolve Society, CRA, dissolve assets etc -Nov 8th KHDS meeting, staff do not need to attend.</p>		
<p>16. Safety Committee update (Serena)</p>	<p>-survey sent out, have 5 committed safety sub-committee meetings, working through identified concerns from survey ie; flow chart of injury incidence/return to play, caregiver resource email, headache training, hockey specific first aid training -met with AllPro Safety to discuss hockey specific first aid, he did offer his company, price tag is high -connected with St John Ambulance training session, training for our team safety people 2 options 1- \$110/1- \$115 -see if we can fill 18 spots, discussion on who would/could take the course <b>MOTION:</b> Serena Reves motioned that KMHA pay for up to 18 certified safety volunteers to attend first aid courses. Costs up to \$115 per participant. <b>Seconded by Patricia Cameron - Carried</b> -goals for safety committee, proper fitting equipment, athlete mental health, nutrition, health, safety and code of conduct -have safety person manual -incorporate Emergency Action Plan (minutes from 2 Safety Meetings attached)</p>		
<p>17. Recreation Team Fees (Patricia)</p>	<p>-\$250 not enough anymore, cost of ice, tournament costs, hoodies, inflation -should it be increased to \$350? <b>MOTION:</b> Patricia Cameron motioned to increase the maximum amount of recreation team fees to \$300 per player, starting with the 2022 season. <b>Seconded by Serena Reves- Carried</b></p>		



<b>18. Adjourned</b>	8:22PM Matt Baker and Teresa Thompson KHDS amalgamation meeting Tuesday November 8, 2022 Next Board Meeting Tuesday November 15, 2022		
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## KMHA Safety Committee Meeting

Meeting Date & Time: October 12, 7:30pm

Location: Virtual: Zoom

Minutes taken by: Serena Reves

Attendees: Jen Barter, Brett Turvey, Carla Martin, Erika Rowden, Serena Reves

Regrets: Cory Erlandson, Sherri Morrish

Agenda Item	Discussion	Action	Responsible
<b>Welcome &amp; Traditional Land Acknowledgement</b>	Meeting started at 7:33pm Traditional Land Acknowledgement		
<b>Accept previous minutes</b>	Motion to accept attached meeting minutes from Sept 29: Erika Seconded by: Brett		
<b>New Business</b>	<ul style="list-style-type: none"> <li>- player resources (concussion video)</li> <li>- Locker room safety</li> </ul>		
<b>Adopt Agenda</b>	Motion to adopt the agenda for today's meeting : Jen Seconded by Erika		
<b>Action items from last meeting</b>	<ul style="list-style-type: none"> <li>-Parent safety resource email sent 7- certificates return so far</li> <li>-Headcheck app- rostering happening currently</li> </ul>		

	<p>-Will be the responsibility of the safety person to check that all players have medical information entered into Headcheck app. Then to let Serena know and a follow up email will be sent from KMHA</p> <p>-Headcheck trainers will be at all season start up meetings (virtually on zoom) for training. Offer to set up in person training if needed.</p> <p>-EAPs folders will be shared with all safety people as they get organized</p> <p>-Met with All Pro Safety, not exactly what we had in mind, although informed us on a grander scale of needs</p> <p>-Reached out to St John Ambulance- Steven is putting information together and getting back to Serena tomorrow with program offerings.</p>		
<p><b>Confidentiality agreements</b></p>	<p>Please sign the agreements and return by the end of the week.</p>	<p>Please sign and return</p>	<p>All safety committee members</p>
<p><b>Shared document links</b></p>	<p><a href="https://drive.google.com/drive/folders/1KvQuccaYz43UITB0gddzICercCdG0Fosx2Usp=sharing">https://drive.google.com/drive/folders/1KvQuccaYz43UITB0gddzICercCdG0Fosx2Usp=sharing</a></p>	<p>Share the folders</p>	<p>Serena</p>
<p><b>Help with properly completed EAP example for shared drive</b></p>	<p>Discussion:          OMAHA should have a list of all information for all regional arenas: Arena schematics, map, and what to do in case of: Earthquake, fire, evacuation, muster points and in case of lock down.          We can provide this information to visiting teams.          Other numbers to have on hand: poison control, local RCMP (other than 911), rink manager/contact</p>	<p>Serena to look at Safety course back end for EAP examples          Erika to send her EAP example          Serena: to Reach out to OMAHA and other MHA's in the region for this information          Share card information</p>	<p>Serena          Erika          Serena          Jen to share card</p>
<p><b>Start of season safety meetings</b></p>	<p>Season start up Safety meetings set for Oct 13 (rep/development) - no headcheck app training</p>	<p>Host meetings</p>	<p>Serena</p>

	<p>Oct 18 (u18/u15),  Oct 20 (u13/u11),  Oct 24 (u9/u7) and  Nov 2 for catch up**if needed</p> <p><u>Proposed Agenda topics: (meeting approximately 1 hour)</u></p> <ul style="list-style-type: none"> <li>-headcheck app training (will take between 30-45 minutes)</li> <li>-Shared G-Drive folders: Safety Manual and EAP folder</li> <li>-Time for questions and feedback</li> </ul>	<p>Additions to safety meeting agenda:</p> <ul style="list-style-type: none"> <li>- player code of conduct</li> <li>- locker room safety: door supervision</li> <li>- 2 deep method when with players</li> <li>- <b>NO cell phones in dressing rooms,</b></li> <li>do not take photos of injuries.</li> <li>Players should not have them...</li> </ul>	
<p><b>Safety 'Newsletter' topics</b></p>	<ul style="list-style-type: none"> <li>- safe conduct (bullying &amp; harassment, and sexual misconduct)</li> <li>- Athlete mental health</li> <li>- Athlete nutrition</li> <li>- Physical health (stretching, warm-up, signs of injury, recovery)</li> <li>- Equipment- proper fit</li> <li>- player resources (concussion video)</li> </ul> <p>Discussion: We can be releasing this information throughout the year once these pieces are completed and also placing it on KMHA website.</p>	<p>Working on resources in the following areas</p> <p>Resources to KMHA website</p>	<p>Cory</p> <p>Jen</p> <p>Carla</p> <p>Carla</p> <p>Serena</p> <p>Serena</p>
<p>Locker room safety</p>	<p>Discussion:</p>		<p>Serena</p>

	<p>-Safety concern: unauthorized person entering locker rooms- compromising players dignity. How do we mitigate this? Need team staff and parents (with completed criminal record checks) to manage the door.</p> <p>-player code of conduct: expectations from team staff about proper behaviour in the dressing room (bullying and harassment policies).</p> <p>-team leadership is important to help manage proper behaviour, remembering that they are still kids and are still developing so they will need guidance from team staff.</p> <p>-Open communication with players, parents and coaches when issues arise</p> <p>- maintaining 2 person deep method for everyone's safety at all levels</p>	<p>Parents assigned to manage the door need criminal record checks completed with KMHA and on file. This will be added to the start of the season safety meeting.</p> <p>** addition to coaching package and training: player code of conduct contracts</p>	<p>Serena with KMHA directors/staff</p>
<p><b>Resource tab on KMHA page</b></p>	<p>-Need access to resources from the KMHA webpage</p> <p>-Headcheck needs a better explanation of what it is: a complete health app - not just for concussions.</p> <p>*Parents have mentioned that questions are too personal and they don't feel comfortable sharing that information on this app..</p>	<p>Serena - to ask for a safety section on KMHA website for the resources we are creating.</p>	
<p><b>Adjourned 8:14pm</b></p>	<p>Next meeting Wednesday: Nov 9 @ 7:30pm</p>		

**September 29, 2022 KMHA Safety Committee Meeting**

7:56pm

In attendance: Erika Rowden, Brett Turvey, Serena Reves

Agenda: Reviewing items from the Safety Survey Results

Actionable items:	Discussion	Items
Completed	<p>Bolded: "Safety person makes recommendation for recovery and return to play requirements as per Hockey Canada guidelines" in the flowchart</p>	<p>Flow chart of injury and return to play protocol</p>
<p>Will be sent out Oct 3, 2022 to all player's parents/guardians.</p>	<p>Reviewed materials and information (CATT training, concussion and return to play information, injury/recovery flowchart)</p> <p>Think that this is a great resource to go out to parents/guardians at the start of every season</p>	<p>Parent email</p>
<p>Serena to connect with Riley about app accessibilities and getting teams set up asap.</p> <p>Serena to talk to Riley: whose responsibility is to ensure all players have their medical information in the Headcheck app (association or safety person?)</p> <p>Serena to connect with Headcheck Trainers about possible dates (record training sessions for safety people unable to attend the live training meeting).</p>	<p>Needs to be set up, Safety people need access as the season has started.</p> <p>Question: Who is in charge of ensuring the teams are linked to the safety people</p> <p>Had trouble using the app last year. Wasn't well rolled out, not all players were registered in the app.</p> <p>Discussion around opportunities for training in using the app.</p>	<p>Headcheck App</p>
<p>Folder with all needed materials shared with attendees</p> <p><b>2022 KMHA Safety Person</b></p> <p>EAP - Arenas Folder created and shared with attendees (this will be a folder that all Safety people can come together and co-create EAPs as needed for different arenas their teams visit. ** must be updated yearly.</p>	<p>Excited that all materials can be easily accessed in one spot.</p> <p>Discussion around creating a shared folder for EAPs for arenas visited</p> <p>Safety meeting at the start of the season (September/October).</p> <p>Shared resources, with all safety people compiling information together and sharing-shared online folder.</p>	<p>Safety Person Manual</p>



<p>Safety people are still paying out of pocket for these kits. Can KMHA cover the cost?</p> <p>KMHA has reached out to a first aid company for donation and future partnership opportunity, but have not heard back yet.</p> <p>Hockey specific safety kits usually cost between \$70-80. What are safety people expected to have on hand? Perhaps with Hockey Specific first aid training, the company offering the program can help with what it should include.</p> <p>Discussion: Managers package now includes: states there must be a budget item for first aid kit and first aid consumables.</p>	<p>Hockey specific first aid kit</p>	
<p>Meeting with All Pro Safety Oct 5, 2022 to discuss the creation of a hockey specific safety training course. -Attempting to connect with Steven from St John Ambulance for hockey specific safety training</p> <p>UPDATE:</p> <p>- All Pro Safety -Kamloops Pacific Rim Safety -OHS- Kamloops -Kamloops Pacific Rim Safety Inquiry emails also sent to Serena to reach out to both companies again in the next week. -B.T reached out to St. John Ambulance a few months ago, left to KMHA to contact them</p>	<p>Hockey Specific First Aid Training</p>	
<p>Contact person: 2022- Serena Reves KMHA Director of Risk Management. <a href="mailto:RiskManagement@kamloopsminorhockey.onmicrsoft.com">RiskManagement@kamloopsminorhockey.onmicrsoft.com</a></p>	<p>Safety contact at KMHA</p>	