

Board of Directors Meeting

March 29th, 2023 7:00pm

Present:

Nathan Burns – President
Brad Baker – Vice President
Alyssa Barker - Equipment Representative
Kate Ridout - Player Development
Paul MacLean - CRHL Representative
Greg Appleton – Clerk
Sarah Camacho - Website Coordinator
Claudia Tarasio - AAA Representative
Alex Drummond – Scheduler
Scott Turner – Treasurer
Bryan Hutchison - Coach Development Representative
Brian Costello – Head Trainer

Regrets:

Dawar Taylor – Fundraiser and Sponsorship
Cydele Marchant – Registrar

Meeting called to order at 7:06pm

Motion to accept minutes from February 23rd meeting

Brad 1st, Paul 2nd

- By-law committee provided reviewed changes/updates to Bylaws and Policies and Guidelines. See appendix A for suggested changes to bylaws and Appendix B for Policies and Guidelines changes
 - Board reviewed and approved suggested changes Scott 1st, Alyssa 2nd
- Award nominations
 - Highest vote turnout we have ever had
- Board positions
 - Posted on March 31st
- iPad storage
 - iPads with Nathan until season setup during construction is understood
- Coach interviews
 - Coach Interview panel to be chaired by Bryan Scott, Claudia and Brad

- Registration opening
 - April 4th
- Registration numbers for next season
 - Mites 30 maximum / 23 minimum
 - U7 68 maximum / 60 minimum
 - U8 36 maximum x / 18 minimum
 - U9 36 maximum / 18 minimum
 - U11 55 maximum / 45 minimum
 - U13 55 maximum / 45 minimum
 - U15 TBD maximum / 42 minimum
 - U18 TBD maximum / 45 minimum
 - Board approved registration numbers Alyssa 1st Scott 2nd
- Refund policy for approval see appendix C for new refund policy
 - See Appendix C for refund policy
 - Board reviewed and approved policy Brad 1st Scott 2nd
- Banquet prep and advertising
 - Arena posters and Facebook posts
- Pizza Dawar are we doing pick up
- New email Newcastle Q&A Email setup to ask questions about arena construction

Board meeting adjournment 9:39pm

1st Brad, 2nd Sarah

Appendix A Bylaw changes

Change 1

Description: addition to section b listed in Red

Section 8. MEETINGS OF THE MEMBERSHIP subsection 8.3 Notice

b) Additional General Meetings of the Membership; Notice of any Additional General Meetings of the Membership shall be posted in the Newcastle Memorial Arena **or electronically on the NVMHAI website (www.newcastlestars.com)** within at least fifteen (15) days prior to the date of the Meeting

Change 2

Description: removal of last sentence and replace with “No replacement directors shall be appointed to any vacancies within 60 days of the AGM”

Section 11 VACANCIES AND TERMINATIONS subsection 11.1

11.1 Vacancies: Any vacancy occurring on the Board may be filled only for the remainder of the current year of the vacated term by Resolution of the Directors then in office provided there is a quorum of Directors then in office. The Board shall invite applications from the Membership for appointment to the vacancy on the Board. ~~The Board shall appoint a replacement Director within thirty (30) days after the Board position was~~

~~vacated.~~ No replacement directors shall be appointed to any vacancies within 60 days of the AGM

Change 3

Description: full replacement of Removal of Director by Membership section to add process clarification

Section 11. VACANCIES AND TERMINATIONS subsection 11.2

Current: a) Removal of Director by Membership Provided that notice specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting Members of NVMHAI, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members may remove any Director with just cause before the expiration of his or her term of office, and, by a majority of the votes cast at that Meeting, may elect any person in his or her stead for the remainder of his or her term.

Suggested Replacement: a) member in good standing may submit a vote of no confidence against an active director of the board by

- i) create a petition with a minimum of 20 signatures from members in good standing
- ii) submitting this petition all board of directors
- iii) Board of Director to notify membership of petition within 10 days of petition receipt
- iv) Board organizes a general membership meeting within 30 days of posting notice of membership to vote on petition
- v) Resolution for removal will be passed by at least 2/3 of votes at the general meeting of members.
- vi) If resolution passes director position becomes vacate

Change 4

Description: Update of board of directors to reflect current board positions, merge Sponsorship Representative and Fundraising Representative as a single position called Sponsorship Fundraising Representative

Section 9. BOARD OF DIRECTORS

Change 5

Description: Update of board of directors to reflect current board positions, add Head Trainer Representative

Section 9. BOARD OF DIRECTORS

Change 6

Description: addition Removal of Director by Membership

Section 11. VACANCIES AND TERMINATIONS subsection 11.2

e) Any terminated board member shall not be eligible for a board position for one year from date of termination

Change 7

Description: addition to Coach's Development position

Section 13. RESPONSIBILITIES OF DIRECTORS subsection 13.6

viii. To obtain and hold at minimum valid "coach 1 – intro to coach certificate"

Change 8

Description: 4 additions to OMHA Representative position

Section 13. RESPONSIBILITIES OF DIRECTORS subsection 13.7

vii. Complete any player transfers along with Registrar.

viii. Work with registrar to complete all rosters

ix. Work with ice scheduler to complete travel permits.

x. Liaise with Coach Development Rep for all coach eligibility requirements.

Change 9

Description: addition to AAA Representative position

Section 13. RESPONSIBILITIES OF DIRECTORS subsection 13.10

v. provide all tryout forms for eligible players

Change 10

Description: 2 additions to Website Co-ordinator position

Section 13. RESPONSIBILITIES OF DIRECTORS subsection 13.13

ii. Maintain social media presence and update accounts as required

iii. Manage portal access to website for managers. iv manage content on website

Change 11

Description: Addition of Head trainer position with five listed duties

Section 13. RESPONSIBILITIES OF DIRECTORS subsection 13.15

i) Responsible for distribution, collection and regular review of the trainer kits to ensure they are complete and up to date .

ii) Receive injury reports.

iii) Follow up with trainers to ensure they're reporting injuries.

iv) Collect and monitor reporting forms relating to on and off-ice incidents resulting in injury to a player, volunteer, team official, on-ice official or other participant or stakeholder

v) Maintain a HTCP (Hockey Trainer) Certification and validate all team trainers have same

Appendix B Policies and Guidelines

Change 1

Description: change from 4th ice time to 3rd ice time

Section Team Selection subsection Rep Teams, point 3

3. Final releases must be completed no later than the completion of the (immediately after the completion of the) 4th 3rd ice time. Unless rep coach/exec coach guy/ and AE coach agree to extend this duration.

Change 2

Description: From *"the assigned rep coach"* to *"The board"*

Section Team Selection subsection Rep Teams, point 5

5. The ~~assigned Rep Coach~~ **board** is responsible for booking their ice times for their tryouts.

All monies and costs associated with Rep Tryouts will be the responsibility of the assigned team. Tryouts can be held in the Spring or Fall.

Change 3

Description: change from 4th ice time to 3rd ice time

Section Team Selection subsection AE Teams, point 3

3. Final releases must be completed no later than the completion of the (immediately after the completion of the) ~~4th~~ **3rd** ice time. Unless AE coach and parent/player agree to extend this duration.

Change 4

Description: From *"the assigned AE coach"* to *"The board"*

Section Team Selection subsection Rep Teams, point 5

5. The ~~assigned Rep Coach~~ **association** is responsible for booking their ice times for their tryouts.

All monies and costs associated with AE tryouts will be the responsibility of the assigned team. Tryouts can only commence once Rep Team final releases have been made.

Change 5

Description: Add further description to team staff point

Section House League point 4

4. Coaches are encouraged to select their own staff, if possible, **once the team has been selected.**

Change 6

Description: Revise Tyke to U9

Section Select Teams point 3

3. The NVMHAI will not incur any costs associated with the operation of any select team with the exception of a ~~Tyke~~ **U9** Select team. The Executive will endeavor to assist a Tyke Select team both administratively and financially at the discretion of the Board. All associated costs for any other Select Team will be borne by all participating players and their respective families.

Change 7

Description: Additions to Appendix to extend examples to include OMHA Section 11 Maltreatment

Section Discipline Policy - APPENDIX A

- Any player or team official challenging or disputing an official's decision, or displaying any other form of unsportsmanlike behavior towards any person.

- Physical Harassment of Officials, includes, but is not limited to, threats, intimidating or attempts to become physical to the well-being of a Referee, Linesperson or any Off-Ice Official.

Appendix C Refund Policy

Membership Fees and Refund Policy

1. Membership Fees include registration fees and Rep team fees. Rep team fees only apply to those players choosing to play NVMHAI Rep hockey.
2. Registration fees shall be established annually by the Budget Committee and approved by the Board prior to the Annual General Meeting.
3. Refunds requested before the season start are subject to a \$50 administrative fee as well as credit card processing fee, registration system fees.
4. A minimum charge of \$50 will apply for any registration fee refund issued after October 1, and the amount to be refunded will be prorated by the Treasurer with the approval from the Board of Directors.
5. Registration fees for any unexpired term of membership are not refundable after November 1st.
6. Registration fee must be paid in full or on payment plan in order to participate in NVMHAI Rep tryouts.
7. No player shall be removed from a team without the permission of the NVMHAI Board of Directors (the Board). A coach needs to make a formal (written) request to the Board to remove a player. Once a player has been committed to a representative team, the coach and player are mutually committed for the year.
8. Rep/AE team fees will be established by October 1st and shall be paid in three installments.
 - a. First Installment, no later than October 31st
 - b. Second Installment no later than December 31st
 - c. Third Installment no later than March 31st
9. For the purpose of this article, refunds will only apply to fees paid.

- a. Any fundraising participation or monies WILL NOT be included in the calculation of any refund.
- b. Rep/AE teams receiving funding from “sponsors” need to be approved by the Sponsorship Rep. Sponsorship cheques are to be made payable to NVMHAI, not directly to the team or team rep and in return the team will receive a credit on their NVMHAI Rep Fee. No refunds will be given for outside sponsorship without consent of the Board of Directors.

10. Rep/AE team fees for any unexpired term of membership are not refundable by the NVMHAI. Refunds of Rep/AE team fees will be payable from the Rep/AE team’s own funds and will be based on the attached schedule through collaboration with the team rep and the NVMHAI Treasurer.

Maximum Rep/AE Refunds shall not exceed the total amount of the players league fees.

11. If a player quits or is removed from the team for just cause, the board will assess the status of a refund.

Withdrawals

Withdrawals from the season prior on or before September 30,2023 will receive a **100%** refund of the overall registration fees paid less \$50 administrative fee and the associated credit card processing fee, registration system fees.

All future pre-authorized payments must be canceled.

Withdrawals from the season on or before October 31,2023 will receive a 50% refund of the overall registration fees paid minus the \$50 administrative fee. Once a player has skated NVMHAI has paid costs for the player which can not be refunded. These include the OMHA and Hockey Canada assessment and insurance fees, the player’s jersey and socks, credit card processing fee, registration system fees and administrative costs incurred to put your player on a team.

All future pre-authorized payments must be canceled.

Withdrawals from the season after **November 1,2023** will be at the discretion of the board. No refunds will be provided to players who voluntarily withdraw after November 1st, 2023 for any reason.

Refunds related to injuries/illnesses must be requested online through the refund website link, and must be submitted within 30-days of the date of the injury. A copy of the doctor’s note must be provided to NVMHAI, before the refund can be assessed.

All refunds will follow this structure, regardless of registration date.

The OMHA Insurance fee– is \$43.20 per player.

The PaySafe Fees are \$2.60 per \$100 registration fee paid (2.1% of total plus \$0.20 per transaction plus HST).

****Should we be unable to fill a program, NVMHAI reserves the right to cancel the program and provide the participants a prorated refund based on number of ice times used.**

If the program is shut down for public health reasons we are offering a prorated refund to all affected players based on the number of ice times used and the date of closure by the public health unit. The following fees include the OMHA and Hockey Canada assessment and insurance fees, the player's jersey and socks, credit card processing fee, registration system fees and administrative costs incurred to put your player on a team will not be refunded.

The assessment will occur at the end of the season. The Board of Directors will monitor the actual costs incurred by both the House League and Representative programs as the season progresses.

How To Get a Refund:

Refunds **MUST** be requested by completing the Refund Request Form (link below).

All refunds will be reviewed by the treasurer and registrar.

If you have pre-authorized payments please tick the box these need to be cancelled by the registrar 5 days prior to the 15th.

Refunds may take a little more time than normal to be issued.

Cheques will be mailed out based on the information provided on the online form.

If you have any questions, please email us at newcastlestarsregistrar@gmail.com.

This refund only pertains to fees paid to the League and does not include fees paid to play Rep or AE hockey.

Click to access our [Refund Request Form](#).