



Monthly Executive Meeting

- Aug 26th, 2024 7PM WMC
- Chair: Brad Shantz
- Secretary: Nicole Balog

Attendance

Officers						Quorum: President or VP + 3 Officers + 50% Directors					
Brad Shantz	Y	Nadia Elmasry Weiss	Y	Gavin White	Y						
Cindy Holland	Y	Sal Abate	Y	Josh Gruhl	Y						
Zack Barriage	N	Nicole Balog	Y								
Directors											
Mark Trimble	Y	Jenna Abate	Y	Lisa Backman	Y						
Sheryl Martin	N	Katrina Berger	Y	Creg Metcalfe	Y						
Nick Horrigan	N	Lisa Thaler	Y	Amy Ray	Y						
Staff											
Michelle Blake	Y	Kyle Cadeau	Y								
Guest(s)											

1. Agenda

- [Call to order](#)
- [Guest\(s\) have the floor](#)
- [Previous Minutes](#)
- [Reports](#)

- [Old Business](#)
- [New Business](#)
- [Adjourned](#)

2. Appendices

- A. [Financial Statements](#)
- B. [New Insurance Policies](#)

3. Call to Order

Start time – 7PM

4. Guest(s) have the floor

Provides an opportunity for invited guests or external individuals to address the executive committee, share updates, or present relevant information.

5. Staff Updates

Allows the office staff, bookkeeper, and scheduler to provide updates on their respective areas, discuss any ongoing projects, share important information, and address any concerns or questions from the executive committee.

5.1 Office/Registration – Michelle Blake

Registrations have been coming in steady over the summer! I am still getting a few every day. As of right now we have 506 players registered for the 2024-25 season! Last year our total registration was 507 players.

The break down for each age group is as follows:

IP4	17 players
IP5	23 players
IP6	48 players
U8	39 players
U9	35 players
U10	30 players
U11	40 players
U12	43 players
U13	41 players
U14	38 players

U15 38 players
U16 35 players
U18 72 players
U21 7 players

Rep teams Status

I have been working with our rep coaches to get everything completed and roster submitted to the OMHA for approval. As of right now I have the U11A, U12A, U14A, and U15A rosters submitted to the OMHA. For most of the coaching staff I am waiting on the background checks to be submitted to the OHF online and for them to be approved before they can be added to the roster. I am hopeful to have this completed soon with the help of our coaches. I am wondering if some of our coaches have submitted the VSC correctly, as they seem to be taking a while to be approved. I went in and submitted mine to the OHF to see how long it would take to approve and I had the approval in less than 2 days. (Wondering if the new process for the Vulnerable Sector Check (VSC) can be put on the Woolwich Website along with the video of how to submit it?) Some of our new coach's need the Development 1 coaching course have been having trouble getting registered for in person courses and most are attending in early September. Can a team attend practices if they do not have an approved roster?

I also cannot request travel permits for tournaments or exhibition games if I do not have the approved rosters from the OMHA. I am curious if for future seasons we could put a deadline on completing these requirements or a deadline for getting signed up for the course? (I heard that the girls board gives the coaches a deadline and it has been working really well!)

I have been getting a lot of emails from parents in regard to the MD tryouts. The cost and how they sign up for this. I was thinking, is this something that we can add to our registration items in the future? The same way we do with the U10 to U21 tryout package? Just a thought. Then they can add it right when they are registering and there are no extra steps later on.

I was also wondering if there is a way to have a confirmation email sent out to those who sign up for our pre-skates? Right now, they do not receive confirmation. I have been getting emails asking if they are signed up and can come out to skate. I also had this in the fall.

This month I attended an "All Associations" call put on by the OHF. This talks about how we are now under a new insurance provider and thus we have new policies coming down the pipeline. This is starting with the new VSC process. I have attached the information that was discussed and new guidelines going forward.

5.2 Schedule – Kyle Cadeau

1. Home Game Ice Times: The home game ice times are now live on the website as "TBA". This is due to Tri-County rolling out a new "auto scheduler" functionality within OneDB, which is why game times are currently listed as TBA for each team.
2. Prep Skates: The prep skate schedules have been released.
3. Tryout Schedules: The tryout schedules are now live.

4. Local League Evaluations: Local League evaluations are also live and accessible.
5. September Practice Schedule: The September practice schedule has been released, and teams have begun booking exhibition games.
6. Local League September Schedules: The plan is to release the Local League September schedules on the same day as evaluations. Most teams will have a Wednesday practice and a weekend time slot for games.
7. U18 Evaluations: The U18 evaluations have been scheduled to commence after the U18 tryouts.
8. As soon as games are released for remaining teams it is my intention to complete the practice schedules.

Reminder: There is a lot of scheduling activity going on, so for any scheduling-related questions, please reach out directly to Gavin White or Brad Shantz.

5.3 Bookkeeper – Kyle Cadeau

July 2024 Data.

- 2024-2025 registration \$184,786.97
- 2023-2024 sponsorship \$4,666.66
- Current AR is \$1,650

6. Previous Minutes

The minutes of the previous executive meeting are reviewed, discussed, and any necessary amendments or corrections are addressed by the executive committee. A motion is then presented and seconded to officially approve the minutes of the previous executive meeting.

Motion to approve the reports

1st Cindy Holland

2nd Lisa Backman

7. Reports

Reports serve to keep the committee informed about the ongoing projects, initiatives, and any pertinent information related to their roles within the association.

7.1 President – Brad Shantz

- Nothing to report

7.2 Vice-President - Representative Committee – Gavin White

- Nothing to report

7.3 Vice-President - Local League Teams – Cindy Holland

As we approach the start of the new season, we are thrilled to announce that preparations for our Local League (LL) program are progressing smoothly. With just a few weeks to go before players hit the ice again, our excitement is palpable.

Over the past month efforts have been made to ensure a successful start to the season:

- I have been actively reaching out to former LL coaches to secure their participation for the upcoming season. We currently have coaches assigned to our U9 and U11 LL teams. However, we are still in need of coaches for the U13 age group, as well as an additional coach for both the U15 and U18 groups. If anyone knows of potential candidates or is interested in stepping up, please let us know.
- I've been working closely with our staff to ensure all required coaching certifications are up-to-date. These will be forwarded to the hockey office as part of our compliance process, ensuring that all coaches are properly credentialed.

A special thanks to Michelle for her invaluable assistance in providing contact information and support throughout this process.

7.4 Vice-President - Coaching – Sal Abate

- Nothing to report

7.5 Vice-President - Player Development – Josh Gruhl

- Nothing to report

7.6 Vice-President – U9 & Below – Zack Barriage

- Nothing to report

7.7 Coach Selection Committee – Sal Abate

- Nothing to report

7.8 Coach Selection Committee - LL/Select Committee - Lisa Backman

- Nothing to report

7.9 Budget Committee – Gavin White

- Nothing to report

7.10 Constitution Committee – Gavin White

- Nothing to report

7.11 Fundraising Committee –

- Nothing to report

7.12 Sponsorship Committee – Creg Metcalfe

- Nothing to report

7.13 Tournament Committee – Jenna Abate & Cindy Holland

We are excited to announce the confirmed dates for our upcoming Local League tournaments:

- Winter Wildcats' Weekend - Junior Division (U11/U13): November 22-24, 2024
- Winter Wildcats' Weekend - Senior Division (U15/U18): February 7-9, 2024

Michelle has submitted the OMHA sanction number for both tournaments. Once it is approved and goes live, we will publish the details on both sites and open registration.

Our aim is to have 2 pools of 8 teams for each weekend, totaling 32 teams per tournament. The registration cost for each tournament will be \$1000.

Jenna Abate and I will be co-chairing both tournaments. We plan to begin regular meetings with the committee starting in early September to ensure everything is in place.

If you or someone you know is interested in helping with the committee, please let me know. Your support and involvement would be greatly appreciated as we prepare for another successful tournament season!

7.14 4on4 Committee – Lisa Backman & Gavin White

- Nothing to report

7.15 Equipment Committee – Mark Trimble

- Nothing to report

7.16 Player Safety Committee – Nick Horrigan

- Nothing to report

7.17 Communication Committee – Katrina Berger

- Nothing to report

7.18 Spirit Wear Committee – Mark Trimble

- Nothing to report

7.19 HR/Administrative Committee –

- Nothing to report

7.20 Inclusion and Diversity Committee – Nadia Elmasry Weiss & Lisa Backman

- Nothing to report

7.21 Photography Committee – Lisa Thaler

- Nothing to report

7.22 Website – Katrina Berger

- Updated new and removed old Executive contacts and current roles for the 2024-2025 season. Updated mailing lists.
- Updated contact for EDHRA Posted news articles to the website (Call for LL Coaches, FOH Equipment Swap) as requested and posted.
- SM stories/posts (Call for LL Coaches, FOH Equipment Swap, Woolwich Pride, Coaches to obtain police check)

7.23 WMC Concession Stand – Nadia Elmasry Weiss & Sheryl Martin

- Nothing to report

7.24 Treasurer – Nicole Balog

- Signing officers from last season have been removed and Brad Shantz and Gavin White added as signing officers on the association bank account.
- All paperwork to grant Kyle an access card to obtain proper bank statements was also signed when the officers were at the bank. Kyle should have all the proper banking paperwork for the audits going forward.

7.25 First Shift – Nadia Elmasry Weiss

- Nothing to report

8. New Business

Discussing and addressing any new topics, proposals, or issues that have arisen since the previous executive meeting.

U9 & U8 jerseys;

- This season, sponsors for these jerseys will pay WMH, and the association will pay directly for the jerseys as it is easier to keep track of.
- Tabs for U9 and below on the website will be adjusted so that all teams have their own tabs going directly to the team page.

Team Photos;

- Lisa has been in touch with Calla Studios for team photos this season.
- Dates Sep 27 & 28 Rep
- Dates Oct 04 & 05 LL

WMH Website prior to season start;

- As the coaches are selected for LL, Kat will be given the info to update the website
- Manager & Coaches Meeting dates to be posted on the website once confirmed

2025/2026 Tournament Collaboration with Woolwich Wild;

- Woolwich Wild asked Cindy to join their tournament committee and the suggestion was to collaborate the LL girls and LL boy's tournament for the 2025/26 season.
- In early-stage chats for this. Cindy is looking for opinions and suggestions. Would need to look at the block of ice available.
- Tournament would run Thursday to Sunday and no private bookings would be allowed that weekend.
- Suggested time: March Break or Christmas, so not competing with Sugar King.

2024/2025 Select Season;

- One U15 Select coach and interest. Needs to know if there is ice time and are we offering Select for all.
- Cindy mentioned that in order to run the Select program, we need quality coaching, volunteers and a player commitment for all levels, U11, U13 & U15.
- At this point Kyle couldn't commit to the ice time as the game schedules have not uploaded quite yet.
- LL will be offered development again this season to those interested.
- Kyle will get back to Cindy on ice time for Select.

Committees for 2024/25 Season;

- Members will be added to committees throughout the season as needed.
- Looking for someone to lead the HR Administrative committee.

Rep Fees;

- This season, Rep teams will be receiving an invoice from WMH for Rep & Development fees.
- This will provide better tracking for Kyle.
- Managers will be informed of this at the Sept Manager's Meeting.

Sep 22 Banner Day (Elmira Sugar King Game);

- All new OMHA and OHF banners will be hung prior to this date.
- Elmira Hockey Committee is asking for a WMH jersey for the new cabinet to display.
- The committee will have a rotating cabinet to highlight achievements from Woolwich Wildcats, Woolwich Wild and Elmira Sugar Kings.
- Looking to have a WMH table set up to represent the association. Would start around noon till 2PM.
- WMH will also be represented in the concession booth. Members working will wear WMH attire.
- Kat to put this event on the website.
- Brad to email Amy the information from the committee sent from Tina Weltz.

Goalie clinic;

- Sat 7:30 to 9 on McLeod
- Starts Sep 21st (16 weeks)
- Josh will reach out to coaches to see tournament schedules prior or scheduling goalie clinics.

Fundraising;

- Lots of great ideas for association fundraising this season.
- Talk about a dance, road hockey tournament or golf tournament.

10. Adjourned

Time Adjourned: 8:22PM

11. Appendices

11.1. Appendix A - Financial Statements

11.2. Appendix B – New Insurance Policies



Woolwich Minor Hockey Association

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L Classes

April 2024 – July 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Revenue			
401 Registration Fees	184,786.97	337,000.00	152,213.03
402 Representative Fees		135,000.00	135,000.00
404 Tryout Fees	26,075.00	28,000.00	1,925.00
405 Development Fees	5,975.00	22,500.00	16,525.00
406 Fundraising	60,425.00	52,000.00	-8,425.00
407 Sponsorship	4,666.66	11,900.00	7,233.34
408 Tournament Fees	2,925.00	47,750.00	44,825.00
409 Miscellaneous Income	120.00		-120.00
Total Revenue	284,973.63	634,150.00	349,176.37
Total Income	\$284,973.63	\$634,150.00	\$349,176.37
Cost of Goods Sold			
Cost of Revenue			
501 Ice Cost	32,036.15	390,200.00	358,163.85
502 Referee Cost	5,925.50	70,700.00	64,774.50
504 Registration Cost	6,570.00		-6,570.00
505 Game-sheet Cost		4,200.00	4,200.00
507 Coaching Cost	2,215.70	4,000.00	1,784.30
509 Jersey Expense	9,156.60	30,000.00	20,843.40
510 Sock Expense		9,000.00	9,000.00
512 Development Cost	2,746.15	10,000.00	7,253.85
513 Insurance Expense		35,550.00	35,550.00
514 Tournament Cost	55.00	8,000.00	7,945.00
515 Scheduler	2,600.00	7,800.00	5,200.00
516 Miscellaneous Cost of Revenue	762.75	11,000.00	10,237.25
Total Cost of Revenue	62,067.85	580,450.00	518,382.15
Total Cost of Goods Sold	\$62,067.85	\$580,450.00	\$518,382.15
GROSS PROFIT	\$222,905.78	\$53,700.00	\$ -169,205.78
Expenses			
Selling, General, and Administrative Expenses			
601 Accounting Fees	715.00	6,000.00	5,285.00
602 Advertising and Promotion Expenses		500.00	500.00
603 Executive Travel		500.00	500.00
604 Office Staff	6,000.00	18,000.00	12,000.00
605 Internet & Web Services	-1,283.04	1,600.00	2,883.04
606 Office Rental Expense	-177.02	1,600.00	1,777.02
607 Office Supplies		500.00	500.00
609 Miscellaneous SG&A Expense	96.00	2,000.00	1,904.00
610 Bank Expense	258.05	1,000.00	741.95
Total Selling, General, and Administrative Expenses	5,608.99	31,700.00	26,091.01
Total Expenses	\$5,608.99	\$31,700.00	\$26,091.01
NET OPERATING INCOME	\$217,296.79	\$22,000.00	\$ -195,296.79



Woolwich Minor Hockey Association

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L Classes

April 2024 - March 2025

		TOTAL	
	ACTUAL	BUDGET	REMAINING
NET INCOME	\$217,296.79	\$22,000.00	\$ -195,296.79

OHF All-Associations Call: 2024-2025 Insurance and Registration Education

Before the 2023-2024 season our insurance policy partner decided to get out of sport insurance. We now have a different insurer. With this change there are changes to come along with it in how things are done.

We saw the first change with the OHF having to screen all the VSC (vulnerable sector checks)

New Terminology

Player Evaluation Registration - this is a pre-registration for player evaluation activities through the HCR that can include payment

Registered - this is a pre-registration to an association that will enable an individual to be rostered and to participate with that organization.

Rostered - this is the process where a player, team official, on-ice official or third-party instructor is placed on an active roster for the upcoming season for full participation.

Screened - this is the process of having a Vulnerable Sector Check and/or declaration submitted and cleared and your HCR record checked against the ineligible list in order to be rostered (does not apply to players)

Participate/Participation - to engage or take part in on or off ice activities that are sanctioned within the Ontario Hockey Federation.

Sanctioned - on or off ice activities that are approved by the OHF, Member or Association and the participants are insured.

Understanding Insurance Program

- Hockey Canada purchases a general liability policy for all the Members and Registered Participants based on an individual participant rate with the insurer of "X" dollars.
- Hockey Canada then invoices the Members for their proportion of the insurance cost based on an established fee roughly divided equally among the participants (players, coaches and officials)
- The invoice year to year is conducted slightly retroactively and invoicing occurs on the actual numbers reported in the HCR

- From a general point, our insurer expects that participants are 'registered before engaging in sanctioned activities. Meaning that they have signed up to participate and are accounted for in our records (HCR)
- There is an expectation that all screening happens before there is any participation in sanctioned activity by the team officials, on-ice officials and third-party instructors.

2024 -2025 Screening Deadlines

- All competitive (Categories inclusive of MD, D, DD, B, BB, A, AA, AAA, Jr. C, Jr. B, Jr. A, Senior AAA, Senior AA, Senior A) team officials and players not rostered by September 1, 2024 will be ineligible to participate until properly rostered.
- All recreational (Inclusive of House league, Local League, Select, and all Tiers within U7 and U9 aged divisions) team officials and players must be registered before participation. Team officials need to complete screening within three (3) weeks of registration.
- Associations have individuals that are screened in and around the dressing room areas during the grace period from appointment to screening completion. (Convenor, other coaches)
- Third-Party instructors need to be registered and VSC screened with the OHF prior to participation in programming.
- Any individual that submitted a receipt must have submitted their validated VSC by December 1, 2024 or they will be deemed ineligible. There may be exceptions due to delays with police services.
- Any individual registered after November 15, 2024 will need to provide the fully completed VSC and receipt will only be accepted in exceptional circumstances.

If there is a delay from the police services with the VSC's a coach can submit a receipt to the OHF in the meantime. Right now Toronto is taking a month and a half to get VSC back to people.

Liability Exposures

Associations

- Sanctioned programming that has not complied with the safety requirements
- Not communicating or allowing communication to follow the rules in place
- Lack of screening
- Allowing programming unchecked and unsanctioned without clear communication to players

Coaches

- Operating programs before being rostered
- Informing players if it is a sanctioned event or unsanctioned event

- Operating individual business programs with out clearly informing the players that it is not sanctioned or informing if they have any insurance.

Other points:

- out of country tournaments are covered by insurance. But only the hockey related activities are covered. If the team participates in any other activities while out of Country it is recommended that they get extra insurance coverage. (Travel insurance)
- Must be registered in the HCR to be covered by the insurance.
- Fundraising event that that teams participate in are not covered by the insurance. Teams and submit to the OHF to get coverage for these events