



---

## Clarington Minor Hockey Association

---

**CMHA MINUTES**, Tuesday, January 23<sup>rd</sup>, 2024

**PRESENT:** D Mathers, P Beaton, F Braybrook, R Suchan, D Allenby, S Smith, S Tower, D McGlynn, C Chisholm, P Tsigaris, M Sawula

**REGRETS:** D Valic, D Gorham, K Shaw, R Lefort

**LATE:** A Murree (7:07pm), J Kay (7:09pm)

**LEAVE EARLY:** R Day (7:44pm)

Meeting called to order by Dawn at 7:00pm, 2<sup>nd</sup> Shona.

APPROVAL OF MINUTES – November 16, 2023, 1<sup>st</sup> Ryan, 2<sup>nd</sup> Dwayne. All in favour, motion carried.

### **Presidents Report:**

- Mike Sawula has accepted the role of Director of Events (Shona will still handle Awards)

### **GM of Hockey Report:**

- Parent Survey sent to all parents. Individual emails. So far 35% response rate. Reminders going out this week. Thank you to Cassie for organizing this. Goal is min 50%. Parent feedback will be crucial in determining returning coaches to what teams.
- Coach Applications for 24/25 season going live this Wednesday (also to be posted on Facebook). So far out of 20 coaches, 16 want to return, 3 are on the fence, and 1 is not returning. All returning coaches are guaranteed an interview but are not guaranteed the team. 6 nonparent coaches want to return, 5 of which are willing to switch teams.
- For existing coaches; Coach 2, and D1 Certifications are being done, with 7 over the past month, more this month. We have promised that those that are 'trained'; we will work to get them certified by the end of year if they choose to do so.
- Team divisions, adding or deleting (24/25 season)
  - to be determined after registration
  - will depend on number of coaches
  - will ensure that the division has a league to play in (i.e. Lakeshore league?)



---

## Clarington Minor Hockey Association

---

### Vice Presidents Report:

- no items for VP to report
- ordering player of the game awards for Tournament Championship games

### Treasurers Report:

- Working thru paying individual families on goalie reimbursements (\$ 1,500 per family)
  - Goalie reimbursements are lower this year compared to last year
  - 2 teams have submitted \$ 2,000 team goalie reimbursement
- Non-Parent Coaches 2nd installments being reimbursed
  - Limits on banking as too how much we can send out on weekly and monthly are slowing the process of paying coaches.
- Injury players refunds are being reviewed
  - 5 families

### OMHA Representative Report (Fred/Dwayne):

- Nothing to report

### Ice Scheduler Report:

- Season less than a month away from coming to an end. (exception, U13BB starting playoffs February 1<sup>st</sup>)
- All playoff flowcharts posted on the Lakeshore website (Sheena to send email to teams to advise of playdowns)
- Josh Bailey schedule is completed, Dwayne and Rick looking to tweak any errors
- Tryout ice has been requested from the town and will schedule once ice is confirmed
  - U10AA, U11AA, U12AA, U14AA to start tryouts April 27<sup>th</sup>
  - U13AA, U15AA, U16AA to start tryouts April 29<sup>th</sup>
  - All single A tryouts to start May 5<sup>th</sup>
  - All BB tryouts to start May 12<sup>th</sup>
  - U18AA tryouts in the month of September and U18A to follow

### Equipment Manager Report:

- DDC contract, renew utilizing the 3<sup>rd</sup> year option?
  - Head coach has the discretion to order a 3<sup>rd</sup> jersey for their team (currently red, possibly to be redesigned)
- \*Motion forwarded by Adam to renew DDC for a 3<sup>rd</sup> year and proceed as normal, no change. 2<sup>nd</sup> Pauline, all in favour, motion carried.\***



---

## Clarington Minor Hockey Association

---

### Director at Large:

- Nothing to report

### DIRECTORS REPORTS

#### Trainers Report: (Shona)

- Nothing to report

#### Fundraising Report: (Paul)

- Nothing to report

#### Website Report: (Dwayne)

- Nothing to report

#### Clothing Report: (Ryan)

- All Christmas clothing arrived, Frank called each member individually before Christmas for pickup.
- Clothing contract is up for an optional third year. I propose that we vote on either extending Frank's contract or that we are open to accept tenders for the upcoming 24/25 season.

**\*Motion forwarded by Ryan to not exercise 3<sup>rd</sup> year option with Superior Edge as our clothing provider. 2<sup>nd</sup> Fred, all in favour, motion carried.\***

- clothing provider will now go to tender, deadline to submit proposal is Feb 15<sup>th</sup> and results to be presented on February 22<sup>nd</sup>, Executive meeting.

#### Policies Report: (Paul)

- Paul has provided the verbiage for the proposed policy changes for Coaching Clothing Allowance, Player & Goalie Differentiation, Player Liaison and Late Payment Policy.



---

## Clarington Minor Hockey Association

---

- **Coaches Clothing Allowance Policy**

- **Current Version:**

- 4.24 The CMHA will provide a clothing allowance of \$250 for all coaching staff including the administrative coordinator to be utilized when purchasing authorized Clarington Toros jacket or warm-up suit.

- **Proposed Change:**

- 4.24 The CMHA will provide a clothing allowance of \$250 for all coaching staff including the administrative coordinator to be utilized when purchasing authorized Clarington Toros jacket or warm-up suit. *To be eligible for the reimbursement, the staff clothing may not have any numbers on the items. For example, the coats or warm up suits that coaches/trainers and managers are reimbursed for cannot have any numerical numbers present on the clothing.*

- **Player & Goalie Differentiation**

- **Policy Title: Introduction 1.2**

- **Effective Date: [Immediate]**

- **Policy Number: [1.2]**

- **Policy Statement:**

- In all documents, policies, guidelines, and communications of The Clarington Minor Hockey Association (CMHA) Clarington Toros, the term "player" shall be understood and applied as inclusive of the position of "goalie." This policy establishes that there is no differentiation between the terms "player" and "goalie" in the interpretation and application of any policy, rule, or guideline set forth by the organization, unless otherwise stated as an exclusion specifically in the policies and procedures.

- **Scope and Application:**

- This policy applies to all written and verbal communications, policy documents, guidelines, training materials, and any other form of official documentation or communication within the organization. Wherever the term "player" is used, it shall be taken to mean "player/goalie" to ensure inclusivity and equal treatment of all team members, regardless of their specific roles.

- **Rationale:**

- The intent of this policy is to promote fairness and consistency in the treatment of all team members. Recognizing the vital roles both players and goalies play in the team's dynamics, this policy ensures that both are accorded the same consideration, opportunities, and resources across all organizational policies and practices.

- **Implementation:**

- Effective immediately, all existing and future policies will be interpreted under this policy. Any reference to "player" in our existing documents will be read as "player/goalie," and all benefits, responsibilities, rules, and guidelines applicable to players will be equally applicable to goalies.



---

## Clarington Minor Hockey Association

---

- **Player Liaison**

- **2.8 Player Liaison Role and Selection Process**

- The Clarington Minor Hockey Association (CMHA) introduces the role of Player Liaison to facilitate better communication and support for our players. The Player Liaison will act as a bridge between the players and the CMHA management, ensuring that players' perspectives and concerns are effectively communicated to the management.

- **Eligibility and Application Process:**

- Candidates for the Player Liaison position must be 15 years of age or older.
- Interested candidates must submit their resume by September 15th of each calendar year.
- Resumes should be sent to: [secretary@claringtontoros.com](mailto:secretary@claringtontoros.com).

- **Selection Process:**

- The candidate for the Player Liaison position will be selected by a vote of the current Toros Executive board.
- The selection process will ensure that the most suitable candidate, who can best represent and articulate the players' perspectives, is chosen.

- **Role and Responsibilities:**

- The Player Liaison will attend meetings and participate in discussions relevant to player welfare and development.
- Although part of the discussions, the Player Liaison will be a non-voting member at large.
- 

- **Term and Evaluation:**

- The term of the Player Liaison will be for one season, with an option for renewal based on performance and mutual agreement.
- The effectiveness of the Player Liaison will be evaluated at the end of the season to ensure the role is fulfilling its intended purpose.
- The introduction of this role is aimed at enhancing the CMHA's commitment to ensuring a player-centric approach in all its activities and decisions.

- **Late Payment Policy**

- **11.12 Late Payment Policy**

- To maintain financial stability and fairness among all members, the Clarington Minor Hockey Association (CMHA) enforces a strict policy regarding the payment of player fees.
- **Payment Deadline:** All player fees must be paid in full before the start of the season. This ensures that the CMHA can effectively plan and allocate resources for the season.
- **Authority for Exceptions:** Recognizing that there may be exceptional circumstances, the Director of Finance, in consultation with the current President, will have the authority to make exceptions on a case-by-case basis.



---

## Clarington Minor Hockey Association

---

- **Payment Plans:** In certain situations, the CMHA may agree to payment plans. However, these plans must be documented in writing and agreed upon by both the player's family and the CMHA.
- **Consequences of Deviation:** If there is any deviation from the agreed terms of a payment plan, the player will face immediate suspension from all CMHA activities, including on-ice sessions. The suspension will remain in effect until payment in full is remitted.
- **Reinstatement:** Players suspended due to payment issues will only be allowed back on the ice once the original written terms are fulfilled, or a new agreement is reached, and payment is made in full.
- This policy is designed to ensure fairness and financial responsibility across all CMHA teams and members. It is essential that all members adhere to these terms to facilitate a smooth and successful hockey season for all participants.

### Admin Co-Ordinators/Managers Report: (Sheena)

- Nothing to report

### Tournament Report: (Pauline/Kirsten)

- Less than 4 weeks to the tournament.
- **Registration**
- We have officially closed registration and unfortunately, we had a U12AA team withdraw as they couldn't obtain a travel permit and I was unable to find a replacement team
- We have 55 teams attending the tournament instead of our original number of 56
- Rick has the schedule completed
- Tournament meeting was held January 9<sup>th</sup>, 2024 and everything is on schedule
- One more meeting with the committee to be held prior to the tournament for any last-minute details
- We have discussed the option of hiring a Tournament company (GGTS) to run the administrative portion of the tournament for 2025, further details to follow, live presentation from company planned for March 21, 2024 – advantage of obtaining this company is that we can expand our numbers, our brand is protected and we as an organization can focus on any extra's that we feel are warranted without the pressure of the administrative side of the tournament – very reasonable cost and would eliminate the need for extensive volunteers to keep the tournament running in the future
- **Sponsorship**
- All sponsorship is officially closed, and all business logo's have been sent to Party Pixie for the completion of the program
- Following up for payment on 2 sponsors, one division and 1 MVP
- Volunteers from the Executive will be needed to assemble the player gift bags, aiming for Monday February 5th at 6:00pm, email to be sent out. (1000) bags



---

## Clarington Minor Hockey Association

---

- Volunteer schedule from Chris to be sent out to the Executive and all Toros teams once the tournament schedule is ready.
- All invitations have been sent out for the VIP event, Friday, February 16<sup>th</sup>
- Josh will not be able to attend the VIP event/opening ceremonies, however his parents will attend and perform the official puck drop

### **Player Development Report: (Drew)**

- Player development to be revisited with Drew and Jason
- Scary Skate development sessions, feedback not positive
  - no development plan, sessions are not age appropriate
- Improvement needed in player development, skills, age specific based on Hockey Canada guidelines
- Guidelines with structure must be in place for this to succeed

### **Tryouts Report: (Mike)**

- Nothing to report

### **Pathway Development Report: (Dave)**

- Nothing to report

### **Coach Mentoring Report: (Chris)**

- On November 24, an email was sent out to all coaches who have been assigned a mentor for this season asking for feedback on their experience thus far. Have heard back from a couple of the coaches, through email and in person, with all feedback being positive. Communication with some coaches/mentors has been difficult with no response to emails sent.
- On November 25, an email was sent out to Corby Wright, mentor for the U14A Red team, with the name and contact information for the new coach Eric Hudson. To my knowledge, Corby has seen one game, but has yet to make it out to see a practice.
- Mentors have not been out to many games/practices
  - Mentors to be held accountable
  - Room for improvement

### **Events/Awards Report: (Ryan/Shona reporting, position vacant)**

- Christmas Parade was a massive success.
- We had 3 Toros teams as well as some individuals walk, totalling over 50 players representing the organization and the community!
  - Suggestion for next year, have schedule blocked off for more teams to attend parade



---

## Clarington Minor Hockey Association

---

- The Fearless Foreman toy drive saw the most gifts donated this year, 575 in total.
  - many teams contributed, and the family was ecstatic with the community support.
- U18 Banquet 2024 -April 10<sup>th</sup> at Rickard Arena
- Toros award night – April 16<sup>th</sup> at Rickard Arena

### NEW BUSINESS

- Coaches applications, when will that start? We should change the criteria/policy, to have a Police check submitted early. The Ontario Lacrosse Association uses Sterling Backcheck for a faster turnaround (<https://ontariolacrosse.com/administration/sterling-backcheck>)
- Current Coaches- have we developed a report card for them?
- Now that we are paying for nonparents, what are the benchmarks that they must achieve? Hopefully they all want to return next season, but have they done well enough to?
- Should we change the coach payment dates, so if they quit on us early, they don't get paid? Does that lead into a Coaching contract?
- Parent survey? When should it be sent out and what questions are we asking? Add clothing provider satisfaction.
- Create a policy for all new coaches to have a year as an assistant or other role on a Toros team before giving them a Head Coaching position. This will ensure that they are a fit to our requirements and get to know the players, parents, and have a positive experience in Toros prior to taking the reins.
- Open the coaches selection criteria to the executive to ensure we are vetting and establishing due diligence before posting. Point of this is to involve more people who may be able to give background or past experiences with nominees.
- 3rd year of jersey contract with DDC is up for discussion - do we want to put this out for tender or are we content with DDC for the upcoming season? Any changes we wish to see to the jerseys, socks, etc.?
- Payment for coaches, how do we determine if a Head Coach should receive full payment if absent from games and practices, how is this being managed?
- we discussed having each executive member show roles and responsibilities for their portfolios back in November, is there a deadline for this? When will this be implemented?

**\* New deadline for all Executive members to provide position descriptions, MARCH 21<sup>ST</sup>, 2024\***

Motion to adjourn at 10:00pm, 1<sup>st</sup> Adam, 2<sup>nd</sup> Rich. All in favour, motion carried.

**\*\*Next meeting will be Thursday, February 22<sup>nd</sup>, 2024.**





---

*Clarington Minor Hockey Association*

---