



Annual General Meeting

&

Board Meeting

June 20, 2017



Annual General Meeting - Agenda
2016-17 Season

Date: June 20, 2016 at 6:30pm

Place: North London Optimist Community Centre, London, Ontario

1. **Welcome from the President.....Sean Wheatley**
2. **Call to Order and Explanation of Procedural Rule**
3. **Approval of Minutes of 2016 Annual General Meeting**
4. **Business Arising from the Minutes**
5. **Call for New Business**
6. **Financial Report.....Tom Getliffe**
7. **President's Report.....Sean Wheatley**
8. **MD Report.....Kevin John**
9. **CHL Report.....Gerry Vanderhoek**
10. **Announce total declared registered voting delegates.....John Jacob**
11. **Nominations Report.....Mike Goring**
Positions up for re-election:
 - a) President – Sean Wheatley
 - b) Secretary – John Jacob
 - c) 6 Directors at Large Positions: 7 nominees:
 - Jeff Craigmile
 - Sean Jefferies
 - John Keating
 - Gord Hart
 - Joe Pearson
 - Matt Smith
 - Kurt Hill
12. **Elections**
13. **Volunteer Member Board positions completing their term next season:**
 - a) Vice President – Mike Goring
 - b) Treasurer – Tom Getliffe
 - c) 6 Directors at Large:
 - Director of MD Hockey – Kevin John
 - Director of CHL – Gerry Vanderhoek
 - Director of Hockey Development – Mike Demelo
 - Director at Large – James Hindle
 - Director at Large – Erica Serratore
 - Director at Large – Shawn Pollock
14. **New Business**
15. **Meeting adjourned**

North London Nationals Hockey Association
AGM minutes
June 9 2016

Members Present: John Jacob, Sean Wheatley, Vaughn Steen, Mike Goring, Kevin John, Greg Willoughby, Kevin Routley, Erica Hayward, Kevnan Cejvan, Jeff Craigmile,

Guests: Sign in sheet.

Welcome: Kevin Routley

- Introduction of officers of the organization at the head table.
- Welcomed all and announced that he was going to be chair for the AGM.

Call to Order and Explanation of Procedural Rule

- Roberts rule of order was explained by Kevin. Procedure of protocol was also discussed. Kevin to be addressed as Mr. Routley, Mr. Chair, or just Chair..

Approval of Minutes of 2015 Annual General Meeting

- Motion to accept minutes of 2015 AGM: made by Jeff C seconded by Tom G, Motion carried.

Business Arising from the Minutes

- none

Call for New Business

- No call for new business
- Motion to accept agenda made by Mike G. second by Kevin J., motion carried.

Financial Report (Tom Getliffe)

- Gave out draft statement
- Went through statement and discussed income and expenses were discussed.
- \$183 000 reconciled after the month of April. We have two accounts.
- Tom went through and explained each expense.
- Some deferred money from Junior Mustangs registration.
- 2 bad debts occurred this year no payment received.

- Registration revenue...Junior Mustangs have their own account and we billed them for expenses.
- Sponsorship revenue discussed. (rebates for clothing, fees from Alliance – player transfer fee, etc.)
- Expenses: ice rentals, Kenan did a great job giving back ice to the city and we were able to save a significant amount of money.
- Insurance player and referee fees discussed.
- Equipment: socks and other items, we did not purchase any jerseys. ,
- Question to Treasurer: Jeff had a question regarding player insurance, it went up 10%, are we still absorbing the cost for Junior Mustangs. Tom mentioned that there is a slight increase, however costs were paid for from both Oakridge and North London with regards to players playing Junior Mustangs.
- Kenan: ice cost question, was last year cost inclusive? Tom kept it separate, North Ice and Junior Mustangs Ice paid separately. Kenan mentioned that we gave back Monday night ice that was allocated toward the CHL
- Question: are we doing anything to recover the debt lost, Tom mentioned that the cheques that were to come to us were lost by those individuals (2015 cheque that had bounced, Hockey Canada loan placed on the player).
- Greg questioned the profit from our tournament, only \$1 000 profit, may not be worth the effort in the future.
- Motion to accept financials made by Jeff, seconded by Mike G. Discussion: None, Motion carried.

President's Report (Sean Wheatley)

- Sean read the president's message to all in attendance and our two guest, Keith Woods from Alliance and Dean Kouto from the Alliance.
- Good year with skating and goal clinics, we have a role of director of hockey development to implement the key components from the Alliance coaching initiative, time keeper convener and will pay time keepers for our games.
- Initiation program is running, signs in the north end of the city to advertise this next week.
 - * put into place new registration fees and various ways to register regarding payment plans...making this easier for families to register within North London.
- for kids who finish program.

- Kevin mentioned the great work that he has done this year and we congratulated him on an outstanding effort.

MD Report (Mike Goring)

* successful season, well represented at Alliance. Midgets did well and finished early this year. Several had won their Alliance championship. Some won regional silverstick.

CHL Report (Greg Willoughby/Gerry Vanderhoek)

* 31 teams this year, pee wee and Bantom won Alliance Championship. 7 select teams this year. Good year overall.

* 2 out of 6 levels won at Alliance

Ice Scheduler's Report (Kenan Cejvan)

* we gave back a lot of ice, we are trying to mainstream Junior Mustangs to run out of Medway area, change of symbol from Junior Knights to Junior Mustangs.

* extra ice was picked up primarily from CHL teams, this was great to see.

* hopefully this will continue for next season if the City allows us to give back the large amount that have done in the past.

* Tom asked how ice was allocated, Kenan mentioned that the ice allocation is a bit messed up. We always receive the same amount usually year after year.

Announce total declared registered voting delegates

- declared registered voters. 11 in total.

Amendments to NLSA Constitution, By-laws, Regulations and Policies

- 2015-01 – By-law 3 A – Reference **current wording states:** The hockey committee shall consist of an eighteen (18) member volunteer member board and have primary responsibility to organize the hockey program for the North London Sports Association Inc. The Volunteer Member Board Shall consist of 4 officers: The President, Vice-President, Secretary, Treasurer, Registrar, 2 Competitive Reps, 2 CHL Reps, 9 volunteer Members at Large.

Proposed changes: The hockey committee shall consist of a sixteen (16) volunteer member board and have primary responsibility to organize the hockey program for the North London Sports Association Inc. The Volunteer Member Board Shall consist of 4 officers: The President, Vice-President, Secretary, Treasurer, and 12 volunteer Members at Large.

Rationale: Establishing flexibility to allow the President to appoint members within specific roles to deal with operational needs of NLSA.

Motion: made by Sean Wheatley implement constitutional change, accept motion made by Mike G, seconded by Jeff C. Discussion: James wanted to know why we have reduced the number from 18 members to 16 members. We found it challenging to come to quorum during our monthly meetings. Some members joined the board and quit during a short period of time. Motion carried.

Nominations Report – (John Jacob)

- John read through list

Volunteer Member Board Positions for next season:

- Vice-President – Mike Goring – asked to Stand as VP, stand and accept position
- Director of MD Hockey nominee: Kevin stand and accept position
- Volunteer at Large – Gerry Vanderhoek stand and accept position
- Volunteer at Large – Mike Demelo stand and accept position
- Volunteer at Large – James Hindle stand and accept position.
- Volunteer at Large – Erica Serratore stand and accept position
- Volunteer at Large – Rob Duncan

President can appoint after the fact.

Elections are closed

Motions were made to accept all positions, seconded and carried. All members were acclaimed.

New Business

- No new business.

Meeting adjourned: motion made by Jeff C, seconded by Tom G. , motion carried.



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NORTH LONDON SPORTS ASSOCIATION INC.

Financial Statements

Year ended April 30, 2017

NOTICE TO READER

On the basis of information provided by management, we have compiled the balance sheet of North London Sports Association Inc. as at April 30, 2017 and the statements of earnings and retained earnings for the period ended.

We have not performed an audit or a review engagement in respect of these financial statements, and accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

The firm is not independent as one of Ford Keast LLP's partners is the treasurer for North London Sports Association Inc.

London, Ontario
June 16, 2017



**Chartered Professional Accountants
Licensed Public Accountants**

NORTH LONDON SPORTS ASSOCIATION INC.

Balance Sheet as at April 30, 2017

Unaudited - See Notice to Reader

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 156,533	\$ 183,223
Accounts receivable	1,746	-
	<u>\$ 158,279</u>	<u>\$ 183,223</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 2,427	\$ 5,443
Deferred revenue	4,050	4,575
	6,477	10,018
NET ASSETS		
UNRESTRICTED NET ASSETS	<u>151,802</u>	<u>173,205</u>
	<u>\$ 158,279</u>	<u>\$ 183,223</u>

APPROVED BY THE BOARD OF DIRECTORS:

Director

NORTH LONDON SPORTS ASSOCIATION INC.

Statement of Net Assets

Year ended April 30, 2017

Unaudited - See Notice to Reader

	2017	2016
NET ASSETS, Beginning of year	\$ 173,205	\$ 190,202
Net loss	(21,403)	(16,997)
NET ASSETS, End of year	\$ 151,802	\$ 173,205

NORTH LONDON SPORTS ASSOCIATION INC.

Statement of Earnings

Year ended April 30, 2017

Unaudited - See Notice to Reader

	2017	2016
REVENUE		
Registration	\$ 542,808	\$ 564,899
Tournaments	118,717	75,596
Sponsorship and other	10,608	11,566
	<u>672,133</u>	<u>652,061</u>
EXPENSES		
Ice rental	397,230	429,465
Tournaments	95,547	74,961
Equipment and supplies	64,991	20,117
Insurance	42,103	44,671
Referee fees	34,266	29,741
Bank charges and interest	22,178	20,859
Office supplies and administration fees	12,036	13,889
Ice scheduler fees	9,661	9,558
Association fees	8,035	5,974
Training and development	4,340	11,270
Advertising and promotion	3,149	1,462
Bad debts	-	7,091
	<u>693,536</u>	<u>669,058</u>
NET LOSS	\$ (21,403)	\$ (16,997)



President's Report for 2016/17

2016/17 marked the most successful season for the North London Sports Association in years, with many teams making the finals in Alliance Championships. Special mention; the Midget Jr Mustangs Purple won the OHF Championships this past year. These accomplishments were in large part because of the many volunteers involved with teams and the Association. They always say it take a village to raise a child. From the great Board of Directors that I have had the privilege to serve with, the extended board members (Conveners, Ice Scheduler and Administrator), the Tournament organizers, the coaches and assistant coaches, managers, trainers, and everyone else who helped – A BIG THANK YOU!

Initiation/Hockey Canada Programming

We continue to see change from Hockey Canada through Alliance Hockey to try to stop or slow the 12.2% or 15,517 participants nation-wide, decrease in enrollment in our sport each year. With the Initiation Programs first year for the GLHA, moving to half ice programming for 5-6 year old's. Initiatives such as Bring a Buddy, Jersey Day, and Welcome Banners brought forward by Alliance Hockey are a great step to helping Associations with kids leaving the sport we love.

Look for this trend to continue as Hockey Canada met and released on June 6th that it will also be phasing in half ice for Novice programs as well.

- Effective for the 2017-18 season, it is recommended all coaches and instructors that coach Initiation Program players (5- and 6-year-olds) must be Coach 1 – Intro to Coach-trained;
- For the 2018-19 season, it be mandatory that all coaches and instructors coaching Initiation and/or Novice (7- and 8-year-olds) be Coach 1 – Intro to Coach-trained;
- In the 2017-18 and 2018-19 seasons, it is recommended all games played at the Novice level be cross-ice or half-ice games; and
- In 2019-20, it will be mandatory that all games played at the Novice level be cross-ice or half-ice games; and
- Beginning in the 2018-19 season, all head coaches at the Atom, Peewee, Bantam and Midget levels community sport streams (as determined by the member) be Coach 2 – Coach Level-trained, and it be recommended that all assistant coaches at these levels be as well.

Skating/Goal Clinics

These clinics continue to be very well received and a positive benefit that other Associations do not offer.

Timekeepers

Established this past season a timekeeper program for the Association has been successful for the 2016/17 season. The GLHA is looking to move to electronic game sheets and this will pave the path to do so.

In my second year as President, I feel that we have continued to build on the accomplishments of last, but I know that there is so much more to do. We need more parents to volunteer to enable us to provide that resources. With your assistance we can improve the hockey experience for our players at all levels.

Thank you
Sean Wheatley
President
North London Sports Association



Minor Development – 2016/17 Annual Report

2016-2017 Season Results:

<u>Division</u>	<u>Qualified for Alliance</u>	<u>West MD Champions</u>	<u>Alliance Results</u>
Tier 3	Tier 1	Finalists	Tier 1 Champs
Tier 2	x	x	
Tier 1	x	x	
Min Atom	Tier 1	Champs	Finalists
Atom	Tier 1	Champs	Finalists
Min Peewee	Tier 2	x	Finalists
Peewee	Tier 2	x	Finalists
Min Bantam	Tier 1	Finalists	Tier 1 Champs
Bantam	Tier 1	Finalists	Semi-Finalists
Minor			
Midget	No Team		
Midget		x	Quarter-Finalists

1. Many players from all the different age groups have moved up for the next season to Seeded or higher. Congratulations to all those players.
2. 5 coaches from the 2016-2017 season have also moved up to Jr Mustangs or Jr Knights. Congratulations to those coaches.
3. There was no Team for Minor Midget MD due to insufficient players registered for tryouts.
4. 2017-2018 MD Coaching Interviews are complete. Recommendations to the Board still to be completed.
5. The Alliance MD Championships will be held in London and will be hosted by the GLHA for the 2017-2018 and 2018-2019 seasons.

Kevin John



House League – 2016/17 Annual Report

2016-2017 Season Results:

Our House League program had a great year with several teams not only making the City finals but also making the Alliance weekend.

With London being the host city for the Alliance House League Championship this year it opened an additional team from each Major division to be able to experience a regional final.

Our numbers remained steady with a possible increase next year.

Balancing always seems to be a concern each year and North is always looking for constant improvement in this area. In line with that thought, we are trying to change how we evaluate and draft players to help with this concern.

In January, I challenged each coach to fairly evaluate their players online so we could have a record of each player mid season performance in 5 simplified skills. We had over 80 percent of our players evaluated.

Using those evaluations at the beginning of next season, those evaluations will be used in the player draft. The big change will be with the exception of novice; no player evaluation skates will take place. Teams will be drafted with board members present at each level and balancing games will take place immediately following that process. The extra ice could be used for additional games if necessary for further balancing.

Gerry Vanderhoek



Meeting Agenda/Following AGM

Tuesday, June 20, 2017 @ 7:30 pm

- 1) Welcome
- 2) Acceptance of Agenda
- 3) Approval of prior meeting Minutes
- 4) Financials – Tom Getliffe
 - a) Budget Approval
- 5) Ice Scheduler Report – Kenan Cejvan
- 6) Timekeeper Convener – Erica Serratore
- 7) Equipment Report
- 8) Tournament and Sponsorship Report
- 9) Risk Management Report
- 10) Registrar Report
- 11) Seeded Hockey Report – Kenan Cejvan
- 12) MD Hockey Report – Kevin John
 - a) MD Head Coach Recommendations/Approval
- 13) CHL Report – Gerry Vanderhoek
 - a) HL Assessment Changes
- 14) Vice-President Report – Mike Goring
- 15) President's Report – Sean Wheatley
- 16) New Business

Next Meetings: August 8th at 7:00pm

North London Hockey Association

Board Meeting Minutes

May 9, 2017

Members Present: John Jacob, Sean Wheatley, Kenan Cejvan, Mike Goring, Gerry Vanderhoek, Kevin John, Jeff Craigmile,, Erica Hayward, James Hindle, Vaughn Steen

Regrets: Kevin Routley, Mike Demelo, Gerry Vanderhoek, Erica Serrato, Mike Goring, Sean Jefferies, Shawn Pollock, John Keating

Meeting Called to order by Sean last meeting before AGM June 20th.

Acceptance of Agenda : Motion to approve made by Jeff, second by Kevin, carried.

Approval of minutes: motion to approve made by James seconded by Jeff , carried.

Financials – Tom Getliffe (absent)

- Deferred.

Administrator Report – Erica Hayward

- Lots of email regarding registration. Erica will set up coaching interviews for MD.
- Police checks are done
- We will be going with Ted for pictures and it will be booked.
- Cost for pizza for the floor hockey needs to be given to Tom. Invoice for volunteers.
- Jeff wanted to know if we have an updated list of police checks and when they are good for. Some House league coaches did not have their police checks.
- **Ice Schedule Report (Kenan Cejvan)**
- Nothing to report...just getting some ice for next year.

- **Timekeeper Report – Erica Serratore**

-

Equipment Report – Vaughn Steen

- A few MD jerseys have not come back yet...Petes may have them. Vaughn will look into this.
- Goalie equipment has to come back from the Initiation Program.

Tournament and Sponsorship Report – (Rob Mazurek and John Keating)

- **Absent.**

Risk and Management Report – (Jeff Craigmile)

- Nothing to report.

Registrar Report – (Darci Craigmile)

- Absent – May 1st registration opened and many people have registered.
- Fee schedule: we went up \$5 from last year.
- A fee transfers have gone through.

Vice-President Report- Mike Goring

- a) **Seeded Hockey** – deferred. Kenan: tryouts are occurring. We are looking at true costs for the mustangs. Suggestion for deferred payments to do so.
- b) **Sean Simpson stepped down as coach of minor peewee as his son made Knights.** Kris Dinel was selected by the junior mustangs committee to fill the role.
- c) Kenan had a discussion with Junior Mustangs White and that they may be charging a different fee. We have a one more year deal with Paranis.

MD Hockey Report – Kevin John

- Not a lot to report...schedule for coaches interviews will occur. About 10 applications have come in thus far.
- Meeting after AGM to pass through coaches to the Board.
- Issues regarding tournament entries and fees will be discussed later at MD coaches meeting.

CHL Report – Gerry Vanderhoek/Shawn Pollock

- **Absent:** HL ball hockey banquet went well, will be capped at Major Peewee. Sean suggested we need to look at what we are going to offer..regarding offering pizza or not.
- **Gerry** is looking through the coaches ranking of players for the following year.

President's Report – Sean Wheatley

- Bylaws and constitution was handed out and looked at.
- Alliance AGM is June 2nd and 3rd Motions for the Alliance AGM were looked at and discussed.

New Business

None.

Motion to adjourn meeting made by Jeff, seconded by Vaughn.

Board Roles & Responsibilities



North London Sports Association Inc.

Board of Directors

Position Roles

President

Chair for Board of Directors Meetings and all AGM/Special Meetings

Liaison with Alliance Hockey for appeals, policies and procedures, issues

Liaison with GLHA and other Associations for appeals, policies and procedures, issues and player relief

Advises Board of Directors

Member of the following Committees;

- GLHA
- Alliance Hockey President's
- Resolutions (Chair)
- Policy & Procedures
- Jr Mustangs Management (ex officio)
- All Coach Selections (as needed)

Delegates duties to Director positions as needed

Signing officer of the Corporation

Past President

Resource to the current Board of Directors

Member of the following Committees;

- Nomination
- Disciplinary/Appeals (Chair)

Vice President of Hockey Operations

Shall assume full powers of the President in his/her absence

The Vice-President oversees the Directors of Seeded, Minor Development, House League and Hockey Development.

Member of the following Committees;

- Jr Mustangs Management
- Disciplinary/Appeals
- All Coach Selections

Develops and approves the coaches and managers manuals

Assist the Director of Registration with rosters and registration

Treasurer

Keep and maintain full and accurate accounts of all receipts and disbursements raised and expended in the name of the Corporation

Report on all the financial activities of the Corporation on a monthly basis

Member of the following Committees;

- Finance

Be responsible for reviewing statements relating to the operations of activities and events

Signing officer of the Corporation

Secretary

Attend all meetings of the Board of Directors and take the appropriate minutes of such proceedings

Give all notices required to be given to the members and/or the Board of Directors two weeks prior to next board meeting

Member of the following Committees;

- Resolutions
- Policy & Procedures

Have minutes from meeting to board members no later than 2 weeks after meeting

Custodian of the Seal of the Corporation

Signing officer of the Corporation

Maintain all records, correspondence contracts and other such documents belonging to the Corporation which he/she shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution

Serve as Board Parliamentarian for the Board of Directors

Director of Minor Development (MD) Hockey

Responsible for all representative teams, including all aspects of their operation, representing same at the MD or respective MD Association

Member of the following Committees;

- Disciplinary/Appeals
- MD Parent Rep (Chair)
- MD Coaches Selection (Chair)

Recommend coaches to the board for approval

Be responsible for the movement of players between the Corporation's MD and HL programs

Issue travel permits for MD teams and maintaining record of issued permits

Directors of House League (HL) Hockey

Two positions, recommended split of Novice to Peewee and Bantam to Juvenile

Responsible for all house league teams, including all aspects of their operation, representing same at the CHL or respective MD Association

Member of the following Committees;

- Community Hockey League
- Disciplinary/Appeals
- HL Parent Rep (Chair)
- HL Coaches Selection (Chair)

Recommend coaches to the board for approval

Issue travel permits for HL teams and maintaining record of issued permits

Director of Hockey Development

Responsible for all coach training including but not limited to; Coaching Clinic and following the Minor Hockey Development Guide from Hockey Canada

Responsible for all player development including but not limited to; Skating, Shooting, Checking and Goalie Clinics using personal knowledge and Hockey Canada's Guide to train the MD and HL Coaches to continue to develop players.

Oversee and support the Associations Hockey Canada Initiation Program

Member of the following Committees;

- MD & HL Coaches Selection

Provide support and assistance to coaches for the player selection and evaluation process

Director of Risk Management

Responsible for maintaining current list of all Association coaching staff with certificate numbers.

Responsible for maintaining current list of all Association police checks (VSS) and submitting and annual audit of the VSS to the Board

Assists with the development of coaches and managers manuals, and web content

Ensures enforcement and education of players, parents and coaching staff of insurance requirements and Association policies

Member of the following Committees;

- Disciplinary/Appeals
- Policy & Procedures (Chair)

Director of Registration (Registrar)

Responsible for the registration of all players in the Corporation's programs, including maintaining all registration records and team lists, ensuring all registration cards are signed, confirming rebates for players withdrawing from the program, confirming all registration fees paid and submitted to the Corporation's Treasurer

Ensure that Hockey Canada registration system is setup with proper parameter

Provide lists with appropriate information for the Board, convenors, coaches, City of London, and others as required. Ensure that accurate information is provided for tryouts, HL assessments, draft, and the ice allocation and rosters creation

Complete and submit all rosters for Association

Liaison with Jr Mustangs Management Committee and Alliance Hockey for Roster issues, inquiries and required paperwork

Director of Equipment

Responsible for the issuance, return and inventorying of all Association equipment and jerseys, the maintenance and storage of same, and the keeping of all records for the signing of all issuances and returns by team coaches; and

Authorize the respective use of jerseys and equipment by all Association teams

Develop and maintain a system for conflict jerseys when teams require them

Complete an annual inventory of all equipment and report back to the board replacements needed, equipment repairs and equipment not returned

Responsible for obtaining quotes and ordering equipment and jerseys as approved by the Board

Director of Sponsorship & Player Retention

Co-ordinate and or arrange for sponsors for all House league teams, communicating with the Director of Equipment for equipment needs

Report on the status of the sponsorship activity from time to time to the Board of Directors

Confirm the payment of all sponsorship fees with the Corporation's Treasurer;

Serve as the principal contact with all sponsors and will liaise with same from time to time regarding the activities of the Corporation

Oversee and approve team fundraising requests

Provide a template letter and sponsorship deck for HL and MD to obtain sponsorships

Plan, Host and maintain corporation fundraising events

Member of the following Committees;

- Tournament Organizing

Sponsorship & Fundraising (Chair)

Serve as Liaison with Alliance Hockey and Hockey Canada for Player Retention initiatives

Director of Website & Marketing

Responsible for the advertising and promotion of the Association and its programs by means including, but not limited to; newspaper ads, signboards, bulletin board notices, newsletters, etc for the purpose of increasing enrollment and positive publicity for the Association

Responsible for clothing contracts and Association swag

Member of the following Committees;

Tournament Organizing

Serve as Association webmaster, creating stories and keeping the site "fresh" for Association members

Develop and maintain Association mailing lists

Create and maintain user accounts for all coaches or webmasters, and monitor individual team websites/social media for appropriate material

Directors at Large

Responsible for coordinating the volunteer activities associated with the tournaments, try-outs, assessments, and any other activity requiring volunteers

Responsible for promoting social and fundraising events such as, but not limited to, dances, Coaches Appreciation Night, Picture Day, Santa's visit, etc.

Responsible for forwarding information for posting on the web site

Association Administrator

Responsible for administrating the day to day operations of the Association

Manage communications with Parents, Coaches and Board Members

Liaison with League office and other Hockey Associations

Assist and meet with MD Team Managers and Coaches

Assist and meet with HL Coaches

Coordinate and secure location for Meetings, Photo Day, Coach Appreciation and HL Banquet

Assist with the HL Assessments

Prepare, Submit and Monitor:

- Association application for HC Insurance Certificate
- Association applications for available funding
- Association Invoices
- Association Volunteer Letters for Police Checks

Assist in the collection NLSA Accounts Receivables

Maintain NLSA Administrative Mail Box at Carling Arena

Association Ice Scheduler

Responsible for acquiring and scheduling of all ice time for the Association's hockey program including Association Tournament

Responsible for liaison with the appropriate referee associations for the purpose of ice allocation and assignment of referees

Member of the following Committees;

- Tournament Organizing
- Alliance Ice Scheduler

Liaise with the respective external ice and referee officials, Directors of Seeded, MD and HL

Monitor and report on the utilization of ice to the Board of Director

Liaison with Alliance Hockey for changes and commitments with other Associations

Communicate with coaches for available ice

Tournament Chair

Responsible for the operation of the Association's Tournament(s)

Manages Tournament website

Submits Tournament budget to the Board of Directors

Sets Tournament rules

Member of the following Committees;

- Tournament Organizing (Chair)

Obtains quote and order trophies, banners, swag needed for the Tournament operations

Work with the Travel Company that books and offers hotel rebates

Complete all documentation to the Alliance Hockey

Complete final balance sheet to provide to Corporation Treasurer and Board of Directors

Coordinate for Tournament Vendors

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HOCKEY CANADA UPDATE: 2017 SPRING CONGRESS

Approved motions to impact coaching certification, Novice-aged programming in upcoming season

NR.052.17

June 6, 2017

CALGARY, Alta. – The leaders of the game assembled for Hockey Canada's 2017 Spring Congress in St. John's, N.L., at the end of May in review and celebration of the 2016-17 season, and to continue the work on developing the game of hockey moving forward.

Spring Congress is one of two annual meetings that bring together representation from Hockey Canada's 13 members as well as the Hockey Canada Board of Directors. Motions brought forward by the Member Forum and approved by the board include:

- Effective for the 2017-18 season, it is recommended all coaches and instructors that coach Initiation Program players (5- and 6-year-olds) must be Coach 1 – Intro to Coach-trained;
- For the 2018-19 season, it be mandatory that all coaches and instructors coaching Initiation and/or Novice (7- and 8-year-olds) be Coach 1 – Intro to Coach-trained;
- In the 2017-18 and 2018-19 seasons, it is recommended all games played at the Novice level be cross-ice or half-ice games; and
- In 2019-20, it will be mandatory that all games played at the Novice level be cross-ice or half-ice games; and

- Beginning in the 2018-19 season, all head coaches at the Atom, Peewee, Bantam and Midget levels community sport streams (as determined by the member) be Coach 2 – Coach Level-trained, and it be recommended that all assistant coaches at these levels be as well.

“Hockey Canada and our 13 members are committed to continuing to improve the delivery of minor hockey within our communities to ensure every player is getting the best possible experience they can,” said Paul Carson, vice-president of membership development for Hockey Canada. “While some of the motions approved at Spring Congress are already in place in some parts of the country, our Member Forum reviews the best practices from among its membership to apply consistently from coast to coast to coast. In the end, this is about developing players in a positive way, and ensuring that our coaches have access to the training they need to maximize the positive impact they have on the kids taking part in the game.”

In addition to the forward-looking planning sessions, delegates and other attendees of Spring Congress enjoyed the warm Newfoundland and Labrador hospitality and celebrated the contributions of the backbone of hockey in Canada, the game’s volunteers, thanks to the planning of hosts Hockey Newfoundland and Labrador and its local organizing committee. Once again, some of the game’s most passionate volunteers were honoured as part of the [2017 Hockey Canada Awards](#).

The next assembly of Canada’s hockey leadership will take place at the Hockey Canada Winter Congress and Annual Meeting in Ottawa in November.

For more information on Hockey Canada, please visit HockeyCanada.ca, and follow along via social media on [Facebook](#) and [Twitter](#).