



MANAGER'S MEETING
JDF Fieldhouse
September 30th, 2009

Executive Members in Attendance:

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|--------------------|-------------------------|
| Harold Bloomenthal | Head Manager |
| Kim Waters | Secretary |
| Corrina Taylor | Registrar |
| Debbie Cooper | Ice Allocator |
| Michael Hanson | VP Operations |
| Debbie Francis | Risk Manager/Gaming |
| Karen Koblun | Website |
| Brian Kowalko | Fundraising/Sponsorship |
| Paulina Ortlieb | Administrator |
| Bryan Grant | Head Coach |

Team Managers in Attendance:

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|---------------------|-----------------------------|---------------|--------------------------|
| Initiation Blue #1 | Scott Manning | Atom A | Cheryl Brown/Tom Nawosad |
| Initiation Gold #2 | Willana Gibson | Atom B | Janice Milligan |
| Initiation Black #3 | Tim Frost | Atom C1 | Eva Gnech |
| Initiation White #4 | Dina Franklin | Atom C2 | Garth Thoroughgood |
| Initiation | Lori Shoemaker | Atom C3 | Corrina Taylor |
| Atom C4 | Richard Fuller | Atom Female | Paul Block |
| Novice 2A | Ken Harasyn | Novice 2B | Lori Guertin |
| Novice 3A | Shannon O'Connor | Novice 3B | Ed Parker |
| Novice 4A | Deanna Eden/Lisa McClelland | | |
| Novice 4B | Heidi Mount | PeeWee A | Lisa Church |
| PeeWee B | Dan Polomark | PeeWee C1 | vacant |
| PeeWee C2 | Craig Spandli | PeeWee C3 | vacant |
| PeeWee C4 | vacant | PeeWee Female | Avalon Beckman |
| Bantam A | vacant | Bantam B | Chris Lammie |
| Bantam C1 | Rose Macdonald | Bantam C2 | Lisa Church |
| Bantam C3 | Corrina Taylor | Bantam C4 | Debbie Cooper |
| Midget T2 | Rick Hood | Midget C1 | Gary Stride |
| Midget C2 | Jason Kahl | Midget C3 | Dale Biggan |
| Midget Female | Deb Lewis | | |

Meeting was called to order at 7:03pm

1. **The Managers Position (Harold Bloomenthal)**

- The role of the team Manager is to perform the day to day operations involved with the team throughout the season. You are to be the contact person for all team concerns.
- Managers must have *Respect In Sports* program. This program is available online and the cost is a team expense if the program is needed. If you already have Speak Out you do not need *RIS*.
- **Criminal record check** is also required. Deadline to get these done is Dec. 1st/09. Crim. checks are only needed every other year.
- **Have a parent meeting** right away to establish communication, managers contact info, delegate jobs.
 - Treasurer – Each team must have own bank account which must be closed out at the end of the season.
 - Safety Person
 - Timekeepers/Scorekeepers
- Discuss with parents any tournaments, fundraising ideas, team activities and ensure all players are included in all events.
- **Game Sheets** – there are 5 copies. White copy goes to commissioner (Atom up). Online reporting should be done right away. Every game you play, exhibition and tournaments included will have a game number and must be reported.
- **Discuss with parents the 24hour rule.** (If a conflict arises, wait 24hours to further discuss as the situation can usually be cleared up once everyone has taken time reflect on conflict)
- **Always follow the 2 DEEP rule.** If a coach needs to talk to a player off the bench either the manager or a second coach must be present.
- **Incident reports** are available online on our website. Reports are not just for injury but for any conflict. Reports can be sent to Divisional Managers, Harold Bloomenthal, Mike Hanson or the Administrator. They will be kept for the season. Try to manage it yourself before getting executive members involved.
- **Injury reports** must be sent into the office right away. No injury is too small. All must be reported.
- **Teams with Non Parent Coaches** – Generally teams will pay for expenses such as hotel, some gas etc. Manager should oversee this in the budget and communicate with parents.
- **Penalties & Suspensions**
JDF must follow rules as set by the association, VIAHA, BC Hockey and Hockey Canada. Any of those can impose additional penalties if the association does not follow the regulations. Examples of penalties are:
 - Misconduct – 10 minutes
 - Game Misconduct – out of the game. If penalty occurs with less than 10 minutes left in play player sits out next game.

- 5 minute major penalty – the ref will take a copy of the game sheet. If a player receives 3 major penalties they sit out the next game, 4 penalties will result in a meeting with the disciplinary committee. Any more than 4 will result in possible 6 game suspension or worse.
- It is the manager's job to keep these players off the ice.
- Coaches can face suspensions as well.

2. Fundraising/Sponsorship (Brian Kowalko)

- We receive approx. \$62,000 in gaming funds. Most gaming funds are disappearing and we are expecting it all to disappear as soon as next year. In addition we will be faced with the new HST tax next season which will increase our operating costs. This results in an increase of approx. \$150/player which will be an added expense come next season. JDFMHA is trying to create an ongoing sponsor program within our Association to help increase sponsorship funding which will help make up for the gaming shortfall.
- Our association is also going to a standard clothing line. Custom jackets, pants, warm-up suits etc. has been designed and will be exclusive to our Association. No sponsor logos or names will be aloud on any clothing. If your team has a business who would like to advertise or sponsor there are team Banners available for an individual team.

3. Gaming (Debbie Francis)

- Bottle drive routes are available for a fundraising option. Special Event Sanction request must be submitted for this or any type of group event.
- 50/50 will not be aloud for individual teams. They are available for tournaments.
- Hockey pools are not aloud. Fundraisers must not take place in a liquor establishment. If funds are raised thru a gaming event such as a raffle, funds must be used as a team i.e. tournament or purchasing of ice only.
- Your team bank account must have two signatures. Budget deadline is Dec. 15th and can be given to Debbie.
- If you are hosting a tournament please check with Debbie before applying for your gaming licenses.

4. Risk Management (Debbie Francis)

- Each team must have a Safety Person. A Safety course is available for those teams needing one. Please obtain your hockey ID number from Corrina prior to registering. This is a team expense. Your team will not play until a Safety Person has been rostered.
- Ensure any team event has been properly sanctioned. This includes any team activity such as dryland training, floor hockey and team fundraising events. Event sanction forms are available online.
- JDF Recreation is going to an "Own Key Locks" system. You will be required to provide a pad lock for your team's dressing room as well as your visiting team if they don't have their own.
- **Hand shakes** – encourage your team to keep the gloves on.

- **Personal Trainers** – If your team has a personal trainer come out to a practice or run a dryland session, that trainer must be registered with BC Hockey. If the trainer is not registered, your event will not get sanctioned and your team is not covered in the event of an injury. A special sanction form is required and available online. Personal trainers must also have *Respect in Sport* program. **Remember – anything off ice requires a sanction form.**

5. Ice Allocator (Debbie Cooper)

- Once your team is registered in a tournament please send dates to Debbie so she doesn't give you ice times you can't use. Don't ever let your ice time go black. If you can't use your ice time please trade or your team will be charged. \$168/1.5hr of ice.
- Get off the ice on time.
- Rep playoffs begin Jan 30th and run for 4 weeks. Rec playoffs start Feb 27th.

6. Head Coach (Brian Grant)

- It is the Managers job to ensure your team's coaches are qualified with the proper credentials. This includes goalie coaches. For PeeWee up coaches the Hybrid course must be taken and is available online. JDF is hosting the Div 1 course.
- Brian is here to help out all teams and coaches. Clinics are available and drill books are available in the office and may be signed out.

7. Booking Referees

- Exhibition games are your responsibility. All league game will be scheduled by our ref allocators. For PeeWee house down please contact Paulina, the Administrator. For PeeWee Rep up please contact Neil Lundin. Email and contact is on the website.
- Referee abuse has a zero tolerance. Referees have the ability to call a game if a situation gets out of hand. Referee abuse is the home team responsibility.
- BC Hockey has implemented a yellow card system that will give team managers the ability to serve an abusive parent an order to behave or vacate the arena.

8. Player Affiliation

- Player affiliation is the use of a player not rostered to your own team. Generally any team below you is your team affiliate. Bantam affiliates to PeeWee must go through Executive. There is no major C to minor C affiliation.

9. Website (Karen Koblun)

- Managers are to contact Karen for website privileges. Please familiarize yourself with the website as it holds wealth valuable information.

Meeting adjourned at 9:20pm