



## Managers Meeting – October 20<sup>th</sup>, 2022

---

**Start:** 7:30 pm, **End:** 8:30 pm

**Location:** Boardroom, East Hants Sportsplex

**Attendance:** Cathy Spencer VP Admin & U13-AAA, Chris Baylis Treasurer, Greg Heard Secretary & U11-A, Mike-U11AA, Jen U11-C, Adam U9-Int Coach, Erin U11-C, Angela U11-C Treasurer, Nicole-U7 Coordinator, Melanie-U9 Coordinator, Lindsay U13-C, Corrine, Jillian U13-C

Virtual: NaDeana (Too many roles to list), William Leonard Thompkins, Kelly, Krista Wood

---

- Team Meetings
  - Get them scheduled before the season starts
  - Book the Braedon Bannister Room, it's free
  - Have an Agenda, email Greg if you need sample [secretary@ehpenguins.org](mailto:secretary@ehpenguins.org)
- Topics to Cover
  - Dressing rooms for U11 & below, 1 parent is allowed, once player is dressed, they leave the room
  - U13 & above, females have their own dressing room
  - This Year there is a focus to ensure 2 adults in the room at all times. You are allowed up to 6 Parent Monitors to assist. This can be comprised of your staff (Coaches, Manager, Safety Rep). All of them need to have their background check. No players allowed in dressing room until there are 2 Parents and/or coaches in the room. Important to set these rules at your team meeting.
  - The 2 adults/coaches in the room at all times is not a new rule. It is being audited this year, if this is not followed the head coach is immediately suspended.
  - It is the safety reps responsibility to ensure this is being followed
  - 2 key forms need to be filled out, Player Respect Contract & Medical Form. They have 2 weeks from the team being formed to have these forms submitted. Failure to complete will see the player removed from the ice. Have parents bring it to the meeting.
  - Identify your Parent Monitors on your form for Jill that goes to your coordinator
  - 2 Roster Forms, both are sent to your coordinator. 1 goes to Jill and registers to Hockey Canada, the 2<sup>nd</sup> goes to Webmaster & the Secretary. Teams must wait to receive team approval from Jill before



completing the second roster for GrayJay This gets your teams into GrayJay and helps fill out our mailing lists. Managers will be assigned their login once this is done.

- TeamLinkT
  - We are asking all managers to use this for the association to communicate with your team
  - Canadian based and hosted in Canada
  - The system works to automatically upload games from GrayJay
  - Allows for Polls, Chats, Emails, Document Uploads, Pictures & you can link directly to your league schedule. Working on importing practice schedule.
  - We can link to the association master account and if we need to cancel games/practices for a day due to a snow storm, we can do it on behalf of all teams to get the message out to parents more quickly
    - Once season starts, Greg (Secretary) will reach out to managers to link the teams
  - It's also a backup system to GrayJay for communications, should we have trouble like we did to start this year
  - It's FREE for all teams
- Jersey's
  - U9 & U11 Development teams, get to keep a set. That will be determined by our equipment manager
  - Cheques for Jersey deposits need to be collected before jersey's will be handed out
  - You need to bring the Jersey Sign out Sheet for parents
  - Need to have cheque post dated from April 30<sup>th</sup>, 2023
    - Parents need to inspect them, sign-off, and identify any holes or marks on the jersey
    - Send the form back to the equipment manager
  - Team Sponsor Bars & Name Bars, & Team Socks
    - Manager coordinates on behalf of the team & places 1 order
    - Jersey Sponsor Form is on the website
    - Parents must pay for these, preferably money sent to your team bank account
    - U7, U9-C & U11-C get free socks. All other teams must email Kelli for team socks and e-transfer money for them. The association does not accept cash
- Pro Shop
  - New pro shop opening, an email was sent out from the coordinators



- They will have skate sharpening 😊
- This Saturday they will be at the rink to show off the new apparel & take orders
- They will be the exclusive partner of the association; we want to help keep them at the rink
- They will keep an inventory of product
- Dan Allanis the owner
- All new orders should go through them, we will no longer partner with Nova Trophy & they have been notified
- Bank Account & Finances
  - Get moving on that process ASAP. In some cases, it's taking a couple of weeks
  - 2 signatures need on all accounts, typically the treasurer & manager
  - Keep track of your spending, the association will not be giving credits this year as was offered during covid
  - Budgets are not available yet. Once the ice is allocated, budgets will be released
  - Budgets need to be submitted to VP Admin (Cathy) & Finance (Chris) for approval
  - Treasurer, Manager & Head Coach are expected to collaborate on budget. Get input from your parents. Use TeamLinkT for polls for parents to vote on budget. Ex: 1 tournament vs. 2 vs 3 tournaments
  - If one of your coaches doesn't have a player on the team, budget to have their expenses covered as per our policy.
  - Bank Accounts need to be closed by the end of the year and closing statement sent to VP admin
  - Rep Fees are due Dec 31<sup>st</sup> this year
  - Read the fundraising policy & finance policy
- Fundraising
  - 50/50 meeting is this Sunday
  - MK Davis is our association lead
  - All teams need a 50/50 coordinator
  - This year we can fundraise outside of 50/50, it needs to be approved. Submit to MK and VP admin and/or Treasurer
  - No additional fundraisers can happen without a team 50/50rep
  - You can't make fundraising mandatory, parents can opt to pay instead



- Practices & Games
  - Season starts Nov 1<sup>st</sup>, U9 can\will start playing games Dec 1<sup>st</sup>
  - In past years, not a lot of notice before games start
  - Some associations are behind on balancing due to Fiona
  - At some points in the season, you will need to trade ice, do your best to help out your fellow managers in the association. You will need help at some point down the road.
  - If you switch ice, email the rink so they can update the boards
  - If you reschedule a game, you need to notify the referee in chief to schedule refs & timekeepers.  
Coaches cannot be refs
  - You can book extra ice outside of your schedule, get agreement for your parents meeting. You will need to book directly with the rink and your team will be responsible to pay. It does not go through the association.
  - Managers need to keep track of their ice time throughout the year
  - You need travel permits for anything that is not a league scheduled game and for tournaments. Refer to the Managers guide for details.
- Player Suspensions
  - Tournament & Exhibition games count if they were scheduled before the suspension occurred
  - If you schedule games after the suspension, they don't count towards the suspension
- Tournaments
  - They fill up quickly, book them now
  - Book your hotels right away
  - We will host Ettinger-Smith for all C level teams & U9-Int
  - U7 Jamboree is coming back
  - Bannister Tournament is also back this year
- Development Ice
  - New to the association this year and free
  - Will run from 6-9 every Sunday
  - Parents will need to register for it
  - More details to come on it



- If you need extra help for your players, budget for it and Joel and/or Bryan can come out
- Team Pictures
  - Nadine is coming back this year. A lot of positive feedback from last years
  - Last year some scheduling hiccups, many lessons learned last year
  - We'll have a schedule out soon
  - Plans for still & action shots
  - Exploring player cards / hockey cards
  - Will start in November