

UVHA Board Meeting Minutes



November 16, 2016 ~ 6:00 PM

Kinney Pike Insurance, White River Junction, Vermont

1. **Attendance:** Kathy Roberts, Kylie Curtis, Sarah Morlock, Matt Maher, Justin Barwood, Alex DeFelice, Roger Gillies, Bill Mann, Jason Spaulding
2. **Meeting called to order:** 6:05 PM
 - a. October 12th meeting minutes were unanimously approved (motioned by Jason, seconded by Alex).
3. **Monthly Reports:**
 - a. **Webmaster**-No report.
 - b. **Coaching Coordinator**-Alex reported that coaches are almost all up to date with coaching requirements, with the exception of a few who are scheduled to soon complete their needed Coaching Education Programs. Kylie informed the Board that she has no way of tracking SafeSport completion. Consequently, team books should have copies of coaches' SafeSport certificates of completion. Alex will communicate this with coaches.
 - c. **Equipment Manager**-Linda was not able to attend, but Matt shared that jersey assignment is complete and in good order. Following her first experience with the process, Linda has plans for its improvement next season. Bill suggested that we work to compile a master list of jerseys, including notation of their purchase date. He argued that this specific record would allow for a better assessment/indication of the acceptable wear and life of each jersey. Matt again brought up for consideration a player-purchase system, alleviating the association's responsibility. Sarah has offered to assist Linda in taking inventory of Mite goalie gear. Bill will order any goalie equipment determined to be needed.
 - d. **SafeSport Coordinator**-Kathy is still awaiting news of a state meeting. She learned that there is a new SafeSport Director and that the change has delayed scheduling. There are a few coaches who have yet to complete their background checks. Kylie will reach out to these individuals to ensure that this is in process. A

number of teams have yet to identify Locker Room Monitors. This needs to be addressed immediately. Coaches will be urged to follow through in seeking at least one Monitor for their team. The Board also here discussed the consumption of alcohol at team events, reviewing both USA Hockey and UVHA policies regarding the matter. The existing UVHA policy reads that there are grounds for disciplinary action when there is evidence of the, "Use or distribution of alcoholic beverages during any UVHA function, defined herein to mean a game, practice, or other on-ice activity, transport of persons to and from games or practices or other on-ice activities or other occasions wherein minors and adults are present because of the occurrence of a UVHA game, practice or other on-ice activity." Matt voiced that the Board's rule should not attempt to overstep or supersede the laws set forth for all citizens. While the group was certainly concerned with the conduct of coaches and parents and the subsequent safety of its players, it was generally agreed that the Board had no place imposing policy to govern members outside of UVHA events. Bill motioned to change the verbiage of the existing policy to define a team event as a practice, game or UVHA Board sponsored activity including minors. Jason seconded his motion. Seven voted in favor, none opposed. One abstained.

- e. **Treasurer**-Ryan was not able to attend. There was a mix-up between the submission and file-by dates set forth by the tax preparer. Ryan's understanding was that he had until the 15th to submit necessary paperwork. However, that was the file-by date. We have been granted an extension until the 30th of November, but no further extensions will be granted. Ryan will have all necessary documentation to the CPA's office by then.
- f. **Fundraising**-Sarah reported that the sock sale net \$402.08. The Storm apparel sale will soon be rolling out. ** Christmas Tree Sale planning is well underway. The trees have been secured. Ryan sent the \$1,000 down payment to William Nichols for 100 trees and 50 wreaths. The Larsons have kindly volunteered to again transport them. While the Town of Hartford approved our use of the Municipal Building parking lot, the Town Manager required that we obtain an Itinerant Vendor's License. Sarah has filed the application and is awaiting word of its approval. The NHAHA ADM grant application is due December 1st. Sarah will complete and file the UVHA's request for a set of Mite goalie gear and Storm water bottles for future Try Hockey for Free days.
- g. **Registrar**-Kylie reported that there are currently 145 registered players, with a number more expected to soon register. The November Try Hockey for Free day was held Saturday, the 12th. Kylie and Sarah were pleased with another successful event. There were 12 participants, and, of those, two have now registered as Mites. Kylie has been working to finalize rosters. As Alex also explained, there

are a few coaches who need to complete their age-appropriate modules and CEPs. Kylie also has a list of players who still need to submit birth certificates. As Mite coaches are not rostered, there is no official reporting of the completion of coaching requirements. She is aware that there are a number of Mite coaches who are in need of their CEPs, SafeSport certifications, background checks, and age-appropriate modules. In order to have a systematic method for tracking the completion of these coaching requirements, Kylie made a motion that coaches be required to log-in and register with SportNgin as part of the coaching application process. Justin seconded her motion. All voted in favor.

- h. **Scheduler**-Bill asked for coach and team parent contact information in the event that a game is suddenly cancelled or time changed so that he may notify teams. Kylie will email Bill both lists. Bill expects that Tier movement will soon impact the schedule. There is currently a December 3rd scheduling conflict with the high school. He is working to remedy this. Bill wanted the support of the Board to make it clear that coaches should work with him to schedule games. Doing so without his involvement can have ramifications on the schedule as a whole. Finally, Bill asked that the Board think about our role in making decisions regarding Tier movement. Bill has fielded a number of questions regarding on the topic and wanted to understand if the Board felt that there should be a minimum level of Board involvement in such decisions or if it was solely a coaches' decision. Matt reminded the group that Tier movement is ultimately decided by NHAHA and that the appropriate level of checks and balances are already in place.

4. New Business:

- a. **Gear Lockers**-Two gear lockers were purchased and recently installed at the far end of the bleachers at the rink. There are combination locks securing both units. With the exception of trophies and those items off-site, all of the gear and equipment once stored in the concession area and the mezzanine at WABA have been relocated. The Board agreed that every attempt should be made to keep the combination(s) confidential.
- b. **Refund Policy**-Taking into consideration recent refund requests, Matt felt it would be in the UVHA's best interest to strengthen the refund policy in favor of the association. He would like to set earlier request-by dates and lower refund percentages. He pointed out that neighboring associations have a strict no-refund policy and that player commitment is critical to planning, including determining the number of teams and making the ice purchase. Matt will send an email to the Board proposing revised language.*

- c. **Locker Room Policy**-There has been some ambiguity regarding the Locker Room Policy and a call for clarification. Kathy explained that the existing Locker Room Policy language was drawn directly from USA Hockey's own language on the subject. While USA Hockey presents a number of options for appropriately handling changing in mixed gender locker rooms, the Board agreed that most were unreasonable or simply not feasible, given known limitations of many GSL ice facilities. The Board agreed that the best fitting of these was that which generally stated that players should always be dressed in a minimum layer of clothing, maintaining modesty. Bill made a motion to approve the language of the existing policy reading, "It is expected that all players will arrive with appropriate underclothing on (shorts/leggings & shirt) so that no player is ever in a state of undress." Justin seconded his motion. Seven voted in favor, none opposed. There was one abstention.
- d. **Referee-in-Chief**-Matt, Kelly and Sarah have worked to advertise the need for a new Referee-in-Chief in the Valley News recreation section and on the website and Facebook pages. Matt has contacted Dick Bresset who may be willing to consider reprising his role. Matt also has an inquiry to follow up on, identified by a UVHA coach. In the case that neither of these leads pan out, Matt made a motion to approve, in advance, \$300 to secure a classified ad in the Valley News. Jason seconded his motion. All voted in favor.
- e. **NH Tier V State Tournament Planning**-Roni will attend the December meeting focused on tournament planning. He will soon contact Team Parents to inform them of the volunteers that will likely be needed to host. Justin and Bill offered to help with scheduling. Sarah offered to assist Roni with fundraising needs, including organizing concession and tee-shirt sales.
- f. **Medical Supplies/Coach Medical Kits**-It was decided that coaches should all be issued a new medical kit. Bill made a motion to approve a budget of \$250 to purchase ice packs and ten med kits, one for each team and one for the rink. His motion was seconded by Alex. All voted in favor. Sarah will order these kits, keeping in mind that they should fit easily into a puck bag for the coaches' convenience and accessibility at games. Kylie will order ice packs to be included.
- g. **General Discussion**-Matt noted that this season's record enrollment is an indicator of the association's overall success. He also pointed out that the UVHA's higher level Tier play this season is another sign of the association's growth and health. However, the Board discussed that as player numbers grow, so does the need for volunteers to coach and oversee operations. Demands are high on the volunteer body already committed and recruiting has proven to be difficult.
- h. **Goalie Clinics**-Kylie asked that the Board consider welcoming two Twin Valley goalies to partake in the Monday night goalie clinics. They have UVHA

registered siblings already in attendance. The Board agreed that doing so should not impact the existing, registered Storm body. Alex and Jason will soon be splitting the group into two, ability-based sessions. Following this split, a motion will be emailed to the group, including a fee to be determined based on the remaining number of skates, but not to exceed \$75.

5. VT State Meeting Report:

- a. The next Vermont meeting is December 13th at the Comfort Inn in Montpelier.

6. NH State Meeting Report:

- a. The next New Hampshire meeting is December 10th at the Holiday Inn in Concord.

7. Meeting Adjourned: 8:54 PM

**11-17-16 Addendum: Matt made an email motion for the following refund policy change (see below). His motion was seconded by Justin. Nine members (MM, SM, AD, JS, JB, BM, BM, RR, KR) voted inline, in favor of the proposed change. None opposed.*

Existing Version:

10.5 UVHA Refund Policy. *All requests for refunds must be made to the UVHA Board in writing. After the non-refundable fee has been subtracted, if the request is received before November 1, 80% of the remaining registration fee will be refunded; if the request is received before December 1, 70% of the remaining registration fee will be refunded; if the request is received before January 1, 40% of the remaining registration fee will be refunded; there will be no refunds after January 1st.*

Proposed Version:

10.5 UVHA Refund Policy. *UVHA registration fees are non-refundable, except under extraordinary, mitigating circumstances, such as injury, illness, financial hardship or family relocation. Under such circumstances, a detailed request for a refund must be made to the UVHA Board of Directors in writing. Upon approval of the request for refund by vote of the Board of Directors, registration fees will be returned based on the following schedule:*

Before September 1: 75% Refund

Before December 1: 50% Refund

After December 1: No Refund

The Board reserves the right to increase (but not decrease) the refund amount at its discretion depending upon the specific circumstances of the request.

****11-26-16 Addendum:** *Sarah made an email motion to approve a deposit of \$837.36, made payable to the Forty Seven Brand, to process the minimum order of 72 Storm hats. Six members voted inline, in favor of her motion (MM, JS, JB, BM, BM, AD, SM). None opposed.*