

**PORT COQUITLAM
MINOR HOCKEY ASSOCIATION**



**2021-2022
AGM REPORT**

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EXECUTIVE COMMITTEE – 2021-2022

Immediate Past President	Kim Egli
President	Ramin Ahmed
1 st Vice-President	Jay Miletich
2 nd Vice-President	Rob Toor
3 rd Vice-President	Jason Ho
Secretary	Michelle Lahti
Treasurer	Kristi Hayes
Registrar	Shannon Gordon
Coaching Coordinator	Greg Ross
Asst. Coaching Coordinator	Amrit Gill
Referee-in-Chief	Brandon Borghardt
Equipment Manager	Scott Yahemech
U7 Division Manager	Nicole Neufeld
U9 Division Manager	Ali Afzali
U11 Division Manager	Jason Ho
U13 Division Manager	Steph Wagner
U15 Division Manager	John Keighley
U18 Division Manager	Matt Elliott
U21 Division Manager	Matt Elliott
Director At Large Tournaments & Special Events.....	Meghan Church
Director At Large Sponsorship & Fundraising/Media Relations.....	Kim Egli
Website.....	Matt Landin

OPERATIONS – 2021-2022

Director of Hockey Operations Doneau Menard

LIFE MEMBERS

1974	Aubrey Davies	2009.....	Patty Wilson
1977	Frank Dagg	2010	Brian Lowe
1983	Norris Moore	2010	Gordon Webb
1983	Geoff Taylor	2011.....	Bernice Draper
1983	Ken Vass	2011	Cleveland Astle
1985	Barbara Moore	2012.....	Kellee Eng
1985	Doug McIntosh	2012.....	Doug Friend
1986	Don Ackert	2013.....	Brian Koyanagi
1986	Bob Sutter	2013.....	Satish Lal
1987	Brian Smith	2015	Kim Egli
1987	Ken Williamson	2016.....	Rob Picco
1989	Don Nicholas	2018.....	Amber Henricksen
1989.....	Wayne Hankey	2019	Scott Yahemech
1989	Gordon Ballard	2020-----	Lori Sherle
1989	George Richards	2020-----	Dave Jansen
1990.....	Lyle Merusiak	2021-----	Shannon Gordon
1991	Del Holbrook	2021-----	Ramin Ahmed
1992	Ken Munro		
1992	Daryl Fernquist		
1993.....	Chris Thomas		
1994	Mike Bowen		
1995	Terry Jansen		
1996	Gary Robertson		
1997	Terri Jansen		
1998.....	Ernie Arneson		
1999	Bob McFegan		
2000	Ron Torgerson		
2000	Larry Lawrence		
2002	Debbie Brookes		
2004	Leah Schull		
2004	Scott Ingraham		
2005	Gary Harrison		
2005	Al Nightingale		
2007.....	Julie Fitzgerald		
2008.....	Eleanor Lafleur		
2008.....	Richard Evans		
2009	Stu Anderson		

**AGENDA FOR 2022 ANNUAL GENERAL MEETING HELD VIA ZOOM
May 4th, 2022**

****In-person meeting format is altered due to COVID-19 pandemic****

1. Call to Order
 2. Report on Attendance
 3. Approval of the May 5/2021 AGM Minutes
 4. Old Business
 5. Year End Reports
 6. Treasures Report
 7. Open Questions
 8. Appointment of Auditor
 9. Awards
 10. Elections of the 2022/2023 Directors and Officers
 11. New Business
 12. Adjournment
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**PORT COQUITLAM MINOR HOCKEY ASSOCIATION
MINUTES OF THE ANNUAL GENERAL MEETING HELD VIA ZOOM ON
WEDNESDAY MAY 5, 2021 AT 6:30 PM**

EXECUTIVE PRESENT:	President	Ramin Ahmed
	1 st Vice-President	Jay Miletich
	2 nd Vice-President	Rob Toor
	3 rd Vice-President	Jason Ho
	Treasurer	Kristi Frick
	Secretary	Michelle Lahti
	Registrar	Shannon Gordon
	U7 Division Manager	Nicole Neufeld
	U9 Division Manager	Ali Afzali
	U11 Division Manager	Jason Ho
	U13 Division Manager	Steph Wagner
	U15 Division Manager	Kim Egli
	U18 Division Manager	Matt Elliott
	U21 Division Manager	Matt Elliott
	Equipment Manager	Scott Yahemech
	Director-at-Large Sponsorship & Fundraising	Shannon Svingen-Jones
	Director-at-Large Tournaments & Special Events	Meghan Church
	Coaching Coordinator	vacant
	Assistant Coaching Coordinator	Phil McDonnell
	Referee-in-Chief	Brandon Borghardt

Regrets: Nicole Neufeld, Scott Yahemech, Shannon Svingen-Jones, Phil McDonnell, Brandon Borghardt, Matt Landin

Michelle Lahti reviewed the Zoom meeting format via a slideshow, please contact Ramin Ahmed for details.

FORMALITIES

Ramin Ahmed acted as Chairperson of the meeting and Michelle Lahti acted as Secretary of the meeting.

There were 51 voting members (including 7 lifetime members) in attendance. A quorum being present, the meeting was called to order by the Chairperson at 6:54 pm.

ACCEPTANCE OF MINUTES

On motion duly made by Lori Sherle, seconded by Kristi Frick and carried, unanimously IT WAS RESOLVED that the minutes of the Annual General Meeting held July 16, 2020 be accepted as circulated.

OLD BUSINESS

- Michelle Lahti stated that old business from the July 16, 2020 AGM was Ramin thanking Kim and a new executive member asking how to connect as well as it being noted that the meeting was recorded and deleted afterward

YEAR END REPORTS

- Ramin Ahmed thanked Kim, the executive and the covid task force team. The coaches were so helpful as well as the parents. A few games happened and the kids had fun.
- Kristi Frick went over the Treasurer report, she thanked everyone for their patience this year as it was harder to get cheques signed due to covid. Kristi went over the income statement, gaming grant was received, registration fees and expenses were lower this year. With the surplus of funds it was voted to return to families in the form of a credit for the next season for returning players and refunds to families of non returning players.
- Ramin shared that a 25% credit was issued to all members and early registration numbers are looking great.
- Kristi noted that the main costs were insurance, ice, website expense and outside storage due to the construction.
- Ramin said that there was no equipment purchased and we did not incur jersey fees
- Kristi said that there is \$135931.64 in the checking account
- Michelle Macrae asked what the \$42,000 development cost is and what the breakdown is, the whole amount is Doneau

On motion duly made by Eric Svingen-Jones and seconded Sabrina McEachern, and carried, unanimously, IT WAS RESOLVED to accept the financial report as presented.

OPEN QUESTION PERIOD

-
- Michelle Macrae asked what the rep carding fee breakdown is, is it a static fee every year, Ramin responded yes, it covers fees and assessments by Pacific Coast, development fees and stipends to coaches. Michelle asked about team that don't have paid coaches, Ramin replied that the fees go to the cost for Doneau, bus for travel and extra cost for first choice of ice times. Michelle then asked if prime time ice is more expensive as extra ice is paid for by the team, Ramin noted that it had been more expensive in previous years but not this year. Michelle asked is development fee from carding and registration, Ramin said that carding and registration fees go into the general revenue and development fees are taken from that. Michelle commented that it appears the rep players are paying more for development than rec players, she would like more clear and concise breakdowns of the carding fees. Ramin said he would look into this and the bulk of the fee goes to Pacific Coast, BC Hockey charges for every rep team we have and if there is room to reduce carding fees we will do that. Eric Svingen-Jones mentioned that we are on par with all other associations. Tomas Cirip commented that he had been asking every year for a breakdown of how we set carding fees. Rob Toor commented that he thinks that Michelle Macrae is looking for more transparency on the rep carding fees. Doneau said that carding fees are the same for every association for all players, fee has nothing to do with our association, it goes to Pacific Coast and to associations hosting provincial championships. It is \$175 for U11 and \$375 for U13-U18
 - Michelle Macrae asked about tryouts and player assessments, do we have a standard evaluation form that is used for all levels of rep teams, Ramin said that yes, there is a rating for skating and other skills and suggested Doneau share more. Michelle asked if there is a set practice plan for each evaluation. Doneau shared that it is based on group and evaluations, the evaluators this year had different goals, the evaluator gets an assessment sheet on every player, goalies are ranked on comparison during practice. Skaters evaluation is based on skill set, practice and games. Players are guaranteed 3 sessions unless there is a safety issue; most of the evaluation is based on game play plus the one practice session. Michelle asked if the practice plan mimics the evaluation sheet and is it the same for all teams, Doneau replied that he supplies the practice plans for the evaluation and coaches are to evaluate players on the same basis for all teams.

APPOINTMENT OF AUDITOR

On motion duly made by Lori Sherle and seconded by Shannon Gordon and carried unanimously, IT WAS RESOLVED that E P R Trust in Maple Ridge be appointed as auditor of the Society for the ensuing fiscal year.

SCHOLARSHIP PRESENTATIONS

Michelle presented three \$500.00 Midget Scholarship awards as follows:

- 2020/2021 Tom McVeigh Scholarship recipient: Mikey Tshibangu
- 2020/2021 Stu Anderson Scholarship recipient: Randall Kong, Kyuhyan Yoon
- 2020/2021 Neil Bradbury Scholarship recipient: Miles Grant

LIFETIME MEMBER PRESENTATIONS

Michelle Lahti awarded a lifetime member award to Shannon Gordon

AWARDS

- Will be posted to PCMHA's website

There being no further questions the meeting was moved to the election phase.

ELECTION OF DIRECTORS AND OFFICERS

Ramin thanked the executive for all your hard work this year and handed it over to Kim to run the elections.

Kim Egli presided over the elections. Brian Lowe & Satish Lal acted as scrutineers. Kim gave a big thank you to Ramin for this year, he did an excellent job with all the changes on the fly. There are 19 positions and not up for election this year is registrar and secretary as they are going into their second year of a two year term

Position of President: Ramin Ahmed put his name forward. A call for nominations from the floor, no nominations from the floor, Ramin was elected by acclamation.

President	Ramin Ahmed (1yr term)
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All nominees put their names forward for the respective positions and there being no nominations from the floor; the following Officers were elected by acclamation:

1 st Vice-President	Jay Miletich (1yr term)
2 nd Vice-President (2 year term)	Rob Toor (1st yr of 2 yr term)
3 rd Vice-President	Jason Ho (1 yr term)
Secretary (2 yr term)	Michelle Lahti (2 nd yr term of 2 yr term)
Treasurer (2nd year of 2 years)	Kristi Frick (1 st year of 2 yr term)
Registrar (1st year of 2 years)	Shannon Gordon (2 nd year of 2 yr term)
Coaching Coordinator	Greg Ross (1 yr term)
Past President	Kim Egli (automatic)

Directors:

Ali Afzali, Brandon Borghardt, Scott Yahemech, Matt Elliot, Steph Wagner, Nicole Neufeld, Meghan Church and Matt Landin all accepted their nominations. A call for nominations from the floor was presented three times, there being no further nominations from the floor, all were elected by acclamation.

Director positions to be appointed by President.

NEW BUSINESS

- No new business

ADJOURNMENT

- There being no further new business
- On motion duly made by Rob Toor, seconded by Jay Miletich carried unanimously, IT WAS RESOLVED that the 2020/2021 AGM be adjourned at 7:52 pm.

PRESIDENT'S REPORT, 2021/2022 SEASON

Ramin Ahmed, President

It has been an honour and a privilege to be returning this season as president of Port Coquitlam Minor Hockey Association (PCMHA). Most of our existing Executive Team returned as well, which was great news for our association as they brought the wealth of knowledge and experience to help run the day-to-day operations smoothly. I want to thank each and every one of the members of our Executive Team for their time, effort, dedication, and expertise this season and continually year after year. Without the support and commitment of these individuals, we would not have been able to have the fantastic season we did.

During our season preparation in summer, and with the 3rd rink (Arena 1) opening, it introduced a scheduling challenge and new opportunities for additional development. We needed to architect a new schedule for PCMHA to encapsulate all 3 sheets of ice. This was a monumental task to create a balanced schedule and to incorporate development ice for Fall and Winter camps. In addition, we needed to provision for a tentative Christmas Tournament as well. The team led by Jason Ho, our 3rd VP/Ice Allocator, did a great job in creating a greatly functional and well-balanced schedule for the season that helped minimize the impact of these challenges on our player experience and development.

Like last season, our volunteers were once again tasked with implementing and following the ever-changing COVID-19 mandates. Jay Miletich, our 1st VP/Risk Manager, worked hard to ensure the safety protocols are in place and followed. Of course, we could not have continued our season without an army of diligent volunteers. Thank you to all our volunteers who contributed and ensured hockey continues safely for all our players, volunteers, and spectators.

We started the season with the new reality as COVID was still strongly being present in our community. Even though we were able to continue practices and game schedules as published by the Pacific Coast Amateur Hockey Association (PCAHA,) the season wasn't without its challenges – challenges relating to COVID waves and mandates, restrictions on exhibition games, and cancellation of our Christmas tournament due to COVID restrictions. In spite of these challenges, our coaches, managers, HCSPs, on-ice helpers and other volunteers worked hard to ensure hockey continues as normal and our players have a fun and positive playing experience. On behalf of the entire Executive Team and the membership, I want to extend a huge thank to all the team officials and volunteers for their dedication and hard work. Your dedication to providing a quality experience for all participants in minor hockey, under stressful and ever-changing conditions was truly inspirational.

Our teams did well in the playoffs and brought home the PCAHA playoff banners. Our U15A1 team deserves to be recognized for going to BC Hockey Provincials and winning the bronze. Please join me to congratulate the team players, coaching staff, team officials, and other volunteers for their hard work and dedication throughout the season.

Like last season, PCMHA is in a strong financial position. As a result, once again, we will be issuing a registration credit for returning players and refund for graduating players.

Port Coquitlam Minor Hockey recognizes the value and benefits hockey provides for young individuals. Moreover, I am grateful that there was an outlet for our players to participate in a game they love. However, I am saddened to announce that I will be stepping down as a president of the association. I will

continue my work with the association as a Past President, life member, and whatever role required to move the association forward.

Sincerely,
Ramin Ahmed
President, PCMHA

1ST VICE-PRESIDENT'S REPORT, 2021/2022 SEASON
Jay Miletich, 1st Vice-President, Risk Management & Discipline

As the pandemic continued to evolve and change throughout another hockey season, we again were presented with adaptations, accommodations and ongoing challenges. We had a successful season that looked more like what we are used to, although there were still some concessions that we all had to make in order to keep the game that we all love going.

Many thanks to the hardworking coaches, divisional and team managers. I also can't say enough about our safety officials. Without their continued help and support our season wouldn't have been as successful as it was. Once again, the dedication of the entire association was put to the test with the ever-changing Covid virus and all of the safety measures that go along with something that is changing faster than we can adapt. With all of our efforts we were able to pull off a successful and a near-normal hockey season.

Unfortunately, again this season, we had several issues with coaching staff and parents. The issues arose from "pandemic fatigue" which led to many differences of opinions and sometimes a complete disregard of the safety protocols put into place by the PHO, ViaSport and BC Hockey. Although the protocols aren't always popular, they were put into place to allow us to have a full season of hockey. The most important goal was to have the players where they want to be...on the ice. Sportsmanship Starts in the Stands, is a mandatory educational BC Hockey program. BC Hockey, in partnership with the Vancouver Canucks, has developed the program to address the behaviours and attitudes that have become a negative influence in the game of hockey in BC. The intent of the program is to ensure that the environment at BC Hockey events and initiatives is positive for everyone. It was also developed to ensure the level of parent expectations was consistent across the province. BC Hockey creatively came up with a new format this season by letting the parents view it online and work through a brief seminar. We appreciate the participation of all who took the time to complete this.

Finally, I would like to thank the arena staff for their services in maintaining the facility to keep it a safe and fun environment for everyone and for all their endless support and help throughout the season. We hope everyone enjoyed being back on the ice. Even through all of these months of difficulties, there were some major successes for many of our Poco Pirates.

"Life isn't about waiting for the storm to pass, it's about learning how to dance in the rain."

~Viviane Greene

We wish you all a great summer and look forward to seeing you at the start of next season!

Yours in hockey,
Jay Miletich
1st Vice-President, PCMHA

2nd VICE-PRESIDENT'S REPORT, 2020/2021 SEASON
Rob Toor, 2nd Vice-President, Gaming

Thank you to the team managers for volunteering to help keep their teams running smoothly during the year. Volunteers are an integral part of our association. I applaud each of you who provide many hours to the benefit of your respective teams and our organization.

3RD VICE-PRESIDENT'S REPORT, 2021/2022 SEASON
Jason Ho, 3rd Vice-President, Ice Scheduler

This season we added a third sheet of ice with both excitement and some challenges.

Thank you to all the managers, coaches and division managers who were proactive in managing their ice times. It was much appreciated and makes the ice allocator position so much more manageable.

Regards,
Jason Ho
3rd VP - Ice Allocator

REGISTRAR'S REPORT, 2021/2022 SEASON
Shannon Gordon, Registrar

Returning player registration is open (opened April 30, 2022). Players registered and fully paid by June 30th are eligible for a \$50.00 early bird discount. New players and transferring player's registration can start after June 1, 2022. Registration fees will remain the same as they were for the 2021/2022 season.

Registration payment can be made one of three ways. Credit card via team snap (there are fees associated with team snap, and go directly to them, not PCMHA), Etransfer or cheque. Three installment payments can be made but we must receive 3 cheques dated May 1, June 1 and July 1.

Goalies are again eligible for a 50% discount off registration. And families with 3 or more children registered are eligible for 50% off the youngest players registration (before other discounts)

Cheques can be written to PCMHA and mailed to

PO BOX 44
Port Coquitlam, BC
V3C 3V5

Please contact Shannon Gordon if you require any further information regarding registration.
registrar@pocominorhockey.com Thank you

COACHING COORDINATOR'S REPORT, 2021/2022 SEASON
Greg Ross, Coaching Coordinator

What a great year for the association. Congratulations to all players and coaches on such a successful year with plenty of Team and Individual accomplishments. A giant thank you to our coaches for their commitment and time spent with the players this year, and Thank you for be so assisting in all the changes that happened throughout the year with all of the Covid Changes. This years coaching roster was incredibly talented and hard working, With a combination of returning veteran coaches as well as new coaches and on ice helpers to our association, I look forward to continuing to get know many of you around the rink. With the ability to get together for some events and the on ice coach skates I believe we are in a great position with our coaches and with more coaches getting involved in these ongoing events, we will be able to share ideas, drills and techniques to benefit our players.

Thank you,

Greg

ASSISTANT COACHING COORDINATOR'S REPORT, 2021/2022 SEASON
Amrit Gill, Assistant Coaching Coordinator

REFEREE-IN-CHIEF REPORT, 2021/2022 SEASON
Brandon Borghardt, Referee-in-Chief

EQUIPMENT MANAGER REPORT, 2021/2022 SEASON
Scott Yahemech, Equipment Manager

Another season in the books with some new equipment. Over the past couple of years we have been stocking up on some new development gear for better training during practices. We have purchased Goalie gear for the U6-U9 levels. This year we started are transition of going back to White Jerseys and getting rid of the Grey. All U11-U18A and U18C got the new Laga Jerseys this year, while U13-U21C will get them next season completing our transition going back to White. Looking forward to what next season brings.

Thanks

Scott Yahemech
Equipment Manager
PoCo Minor Hockey
Passion. Pride. Play

U7 DIVISION REPORT, 2021/2022 SEASON
Nicole Neufeld, U7 Division Manager

Thank you to all the hard working volunteers that have put so much time and effort into our hockey season. We were thankful to have a more “normal” season. It still came with some challenges but for the most part everyone adapted.

Overall the children enjoyed playing games again and learning new skills while at the same time having fun!

Looking forward to seeing you again next season!

U9 DIVISION REPORT, 2021/2022 SEASON
Ali Afzali, U9 Division Manager

U11 DIVISION REPORT 2021/2022 SEASON
Jason Ho, U11 Division Manager

Thank you to all coaches, managers, HCSP and all the volunteers that gave your time to support all the hockey players in U11. Your hard work and dedication helped our players develop and improve throughout the season. Our season started with a large turnout for our Rep tryouts in U11 age group.

We were able to field two Rep teams in this divisions this year.

Our U11C teams worked hard and continued to develop throughout the season.

Congratulations to our U11 C2 team for winning the playoff banner in their group.

Congratulations to our U11 C3 team for winning the Team Achievement Award.

Congratulations to U11 A2 for winning their President's series Banner.

Have a fantastic summer and see you next year!

Jho

U13 DIVISION REPORT, 2021/2022 Season
Steph Wagner, U13 Division Manager

Thank you so much to all of the coaches, managers, HCSPs, parents and most importantly, the players for such a wonderful and almost back to normal year in U13. Good luck to those moving on to U15 next season!

Congratulations to U13 A2 for winning the President Series Flight 3 banner!!

U15 DIVISION REPORT, 2020/2021 SEASON
John Keighley, U15 Division

Congratulations to U15 A1 for winning the Tier 2 playoff banner and going to the BC Provincial Championship and winning Bronze!!

U18 & U21 DIVISION REPORT, 2020/2021 SEASON
Matt Elliott, U18 & U21 Division

Congratulations to U18 C2 for winning the League banner!!

Congratulations to U18 C4 for winning the League banner!!

DIRECTOR-AT-LARGE TOURNAMENTS & SPECIAL EVENTS, 2021/2022 SEASON
Meghan Church, Tournaments & Special Events

Team Clothing

Continued partnership with Cyclone Taylor. They have a retail section in the Coquitlam location for Pirates Gear.

Below are the details of the sponsorship program

ASSOCIATION OFF-ICE TEAM SUPPLIER

MINIMUM SEASON SALES TOTAL \$10,000.00 = \$500.00

MINIMUM SEASON SALES TOTAL \$20,000.00 = \$1000.00

MINIMUM SEASON SALES TOTAL \$30,000.00 = \$1500.00

*MAXIMUM SPONSORSHIP OF \$2500.00 FOR A TOTAL OF \$40,000.00 IN TEAM SALES FOR THE

Cyclone Taylor has a retail section in the Coquitlam location for Pirates Gear.

Masks

Placed an additional order of 175 masks with RealHip Clothing. 15 adult and 10 youth sold, as well as 10 adult and 10 youth donated as a giveaway for a U18 game. 75 adult and 55 youth are remaining.

Tournament

Unfortunately due to the PHO the tournament was cancelled this year. Refund cheques were issued to teams registered. The \$100 basket contributions we collected from teams was donated to SD43 Food Program (\$1800 total).

Refunds

U8	\$975x8	\$7,320
U9	\$975x5	\$4,875.00
U11	1075x8	\$8,600

Tournament T-shirts were ordered/can't be returned. Total Cost for 352 shirts \$4699.01 (Inc Tax). These will be available to use for next year's tournament. Sizes 90 Youth Small, 125 Youth medium, 106 Youth Large, 30 Youth XL.

Medals were ordered from Trophy Centre, and they are holding the stock for us to re-use next year. Payment has not been made. If we do not use them we will have to pay a restocking fee (25% of order). Total cost is \$1919.23.

The following is what is being held

17x Gold hockey medal with purple ribbon, custom insert (PCMHA logo) and rear engraving

17x Silver hockey medal with purple ribbon, custom insert (PCMHA logo) and rear engraving

17x bronze hockey medal with purple ribbon, custom insert (PCMHA logo) and rear engraving

289 Participation medals with purple ribbon, PCMHA logo disk and engraving

Ice The available tournament ice was offered to all teams. 25.75 hours were booked and the rest was returned to the city. Teams were responsible for the cost of the hours booked.

Raffle Baskets Total cost of non-returnable items purchased for the raffle baskets was \$681.20. We will be able to use these for next year's tournament.

DIRECTOR-AT-LARGE SPONSORSHIP & FUNDRAISING, 2021/2022 SEASON
Kim Egli, Sponsorship & Fundraising

MEDIA RELATIONS COORDINATOR REPORT, 2021/2022 SEASON
Matt Landin, Media and Public Relations

DIRECTOR OF HOCKEY OPERATIONS, 2021/2022 SEASON
Doneau Menard, Director of Hockey Operations

Review for 2021/2022 and Recommendations 2022/2023 Season

After a full season interrupted by COVID-19 regulations, our game schedule reduced down to about 4 total games for teams. It was nice to have a season that looked almost normal. There were still early regulations in the arena with mask mandates, spectator limits, social distancing precautions off ice, sanitation requirements among other safety measures, but once the players and coaches got onto the ice, things looked like normal hockey again.

We are now blessed with a third ice sheet and it is fabulous. The feature rink was finally done and came just in time for tryouts to begin. Our association now has some usable ice for development in our younger age groups and it was well attended.

U6 review

Registration numbers are up from last year. I predict some good growth in this age group to be our largest yet when it arrives at the U9 division. There are some strong skaters in this group, similar to last year. Coaching help was outstanding with multiple potential coaches for future teams.

Practice plans were sent out weekly for the coaches all year long for all teams in U6 to U9. Coaches did a great job following the progression of plans. There were several families with older siblings in this division and the flow of management information was outstanding. Lindsay Drexler is a rock star manager.

U7 review

The registration increased by almost 50% in this age group this season. Practice plans were provided to these coaches all season and well attended. The ice times were buzzing for U7. There was less attention necessary for me to monitor this group because of the great coaching led by Devon Boullion and Mike Joyce.

This group is a good size and even more growth is expected. It is probable that 3 teams will be necessary moving into next season.

U8 review

This group had a little bit of growth and some players returned after opting out of the COVID season the year before. Practice plans were provided for all sessions. Coaches had some trouble adjusting to the large groups size. They almost doubled in growth since U6 and last season had practices in their own “cohorts”. This was somewhat overwhelming at first.

I dropped the ball, not realizing that this group had no experience in game play. They don’t participate in games in U6 and lost a whole U7 season to CODID without games. Getting them up to speed on game set up and how the format worked took some scrambling but it didn’t take long to find its course.

Coaches dropped off from the first year. Possibly with the frustration of COVID. We had three teams and coaches stepped up to cover them off. There was some interruption with certifications but it got sorted out to make game play happen

Similar to last season, growth of this group moving up to U9 is a real possibility. Discussion of having 3 teams again next year is necessary if BC Hockey continues with FULL ICE 5 on 5 after Christmas. If the trend in registration increase continues and they rise above 40 players, it should be considered.

It is encouraged to have all players try the goaltending by this age and NOT have full time goaltenders at U8. No skaters should be denied the opportunity to play goal unless they are extremely poor skaters. Any players considering goaltender positions consistently must demonstrate a good foundation of skating skills to be allowed to play the position. There are a couple of possibilities in U8.

U9 review

BC Hockey changed their format for the season with half ice hockey. After Christmas, they converted to full ice. This made parts of the season difficult with roster sizes in game play.

Practice plans were sent out and well run and directed by the coaching leadership in this group. Some full ice drills were encouraged in this group earlier than previous with the introduction of full ice hockey after Christmas.

Identifying goaltenders in this division is a concern moving forward.

C DIVISION OVERALL REVIEW

Choosing teams in an attempt to make them balanced is a challenge under normal circumstances. Some players are active in other sports outside of hockey both in-season and in off-season. Some players in U11 or moving up to U13 had only a handful of full ice games the previous season due to COVID restrictions or not playing at all. U15 players lost an additional season not familiarizing themselves with body checking. U18 players with 3 birth years in its division is the most difficult of all. There is a wide variety of players that have growth spurts, train for fitness or aren’t active at all. They choose not to play Rep and certainly could. They request to play with their buddies while they graduate from school and minor hockey. After a season of not having hardly any games at all, balancing proved to be difficult. Which is why there was so much discrepancy between teams in some divisions.

U 11 C

U 11 C teams were to capacity once again. It had two C teams and dedicated coaches in each. Coaches did a great job encouraging the players in practice and training. Both teams started the season with goalies but one team lost the commitment of one and had to manage encouraging another or others to fill in.

There are numbers for five U11 teams again in 2022-23. Goalie numbers could be a concern for having each rep team hold 2. Based on projections, one or both REP teams may be forced to play with only one goalie per team. There is potential for some to emerge but commitments haven't been made as full time goalies yet.

U 13 C

This age group had two U13 C teams with very dedicated coaches. There was a goalie shortage in this division. Every attempt was made to find a solution so the REP teams could keep top goalies deserving to be there. By roster deadline time, it was decided that our U13 A2 team had to release one to C. I was appreciative of their understanding, although not much choice was available. They made the best of taking advantage of some extra practice, development and getting in some A2 games.

It is likely this division with play with a total of 4 teams again next year. There is a real concern with the number of goalies in U13 next season once again. At season end, there are only 3 full time goalies projected for 4 teams. On or both Rep teams will certainly carry one.

U15 C

This age group maxed out with 4 teams in its division. Coaches did an excellent job encouraging this age group and practices were well run with plenty of skill development. Without a season of game play with these players, evaluating for balanced teams was difficult.

U18 C

Issues were raised from team selection from previous season rankings. There are more requests for player placement in this division than any other. The primary request this season was to have the core of these teams from 2020-21 remain together as closely as possible to play in a season that was lost due to COVID. This proved to imbalance the teams more than expected. Previously players were placed by previous season rankings. This will be back again for constructing rosters again.

The numbers in this division after registration went back and forth from 4 teams with players forced to go on a wait list to 5 teams with smaller rosters. It was discussed and decided that 5 teams would be best so that players were not forced to quit hockey because we didn't have room. This also created issued forming teams and finding a close enough balance between them.

Juvenile C

Juvenile had 2 teams this season. Rich Evans returned with Phil Stanyer and it was a great success. We hope Rich and Phil can return. They are outstanding coaches for this age group. Their Monday night home games were fun to watch and competitive. They had some good rivalry games and created the Bob Davies Cup in memory of our PCCC beloved ice man lost to a heart attack last year.

REP

U 11 A

For the first time in many years, this team played in Flight 1 after the placement round completed. This is quite an accomplishment for a Tier 2 association. The team struggled in the standings but competed most nights against better teams. There was clearly a learning curve with many of the players not able to play a full season of 5 on 5 hockey lost to COVID restrictions on game play. Overall, the team competed well and had a good end to the year.

U 11 A2

U11 A2 had a great coach in Rob Whidden. He is positive and encourages his players. They did an excellent job in skill development. The team had a successful season in the standings

The incoming numbers should be similar to this season. This division should retain the A2 team and have it as a continued goal that it remains in place. Our development in U9 players coming into U 11 is improving and the coaches have been outstanding in focusing on skills.

U 13 A

Mike Di Stefano did an outstanding job with U13 A1 keeping this group focused on development. They had good success in game play and remained competitive in their flight. He had a good staff to help with this important age group. Their practices are well planned and had good pace. They have a good group moving up and will be young but competitive again.

U 13 A2 also had a parent-coaching group led by Jeremy Heuchert and other parents stepping up to assist. This team had a successful regular season, possibly able to move up a flight for better competition. Unfortunately, they weren't able to move up after Christmas. They had a great year with great coaching, had some tournament success too.

U15 A

U15 A1 team was Coach Greg Ross returned with his staff for a third year and kept this group engaged and well trained for the competition. They were competitive in their flight but peaked at the right time for playoffs and ended up qualifying for Provincial Championships in Vernon.

This is the first time in decades our team has qualified for provincials and congratulations to his staff and players.

A U15 A2 team will be promoted again this year. There will be a deadline for commitments to be made and discussion on the quality of skill registered to determine having one. It should be noted that all of the players playing U15 C trying out for rep, would not have experienced any body checking and emphasis should be on some instruction prior to tryouts for REP.

U18 A1

U18 A1 returned after not having a proper season last year and a two-year absence. There was an appetite for an A2 team but fell short of the required numbers to field a team.

This team had a great regular season qualifying into Final 4 playdowns. An outstanding series with Sea to Sky and fan support was entertaining into playoff action. A few of the players on this roster did a great job assisting in our development programs and our young players paid them back with great fan support on our feature Saturday night games.

Goaltending

Alumni Austin Caktas was used as a service provider for our goalie sessions this season. Our younger age groups were most of their students. Austin Caktas, He did an excellent job with positive feedback coming from the parents and goalies. Friday after school ice time was used for the second year and it seemed to work without too much conflict. These sessions normally run at a loss but is critical in the strength and depth of both rep and C teams. It must continue.

The approach to encourage goalies at a younger age such as U8/U9 is critical. Our biggest barrier seems to be parents not wanting their child to play goal with the cost being the largest factor. Discussion on how we, as an association can assist in this is important.

REFEREES

There has been a drop overall across BC Hockey in referee participation. New rules have emerged to reduce any conflict in criticizing officials. Hopefully this will have an effect attracting more.

RECOMMNDATIONS

U6 to U9

With a third ice sheet available, we were able to take advantage of development in our younger age groups. The Winter sessions were not as full as expected. This was partially due to getting

word out late and not having previously done them, families were not aware they would be available and looked elsewhere. We have some great coaches internally in our association and interest is there. Rep teams could have the opportunity to purchase extra practice time. The younger divisions will have skill-based programming available. All programming will be designed as a cost recovery.

The reintroduction of Full Ice hockey in U9 creates some roster challenges if the numbers don't line up. Potentially there are not enough in Half Ice to begin the season or the reverse to end in Full Ice. Coaches and parents should be informed of this scenario. It is also challenging to find balance in teams without know how well players adjust to full ice play.

Our registration seems to have some growth. This may be due to restrictions alleviating and the fabulous new ice sheets all opened. A greater push through friends and media would be helpful to increase registration in all age groups even further. The expectation is for U6 to continue to grow. U7 through U9 usually increases as well.

U11

Having two rep teams in U 11 continues to be important. There will be changes to the structure of U 11 and the format that it has been in the past. The tryouts for this division will not begin until the after the first week of school. It is expected there will be a greater practice-to-game ratio and teams will be formed later than normal after players start in their schools.

There may be a concern with goalie numbers. U 11 may only have 6 goalies for 5 teams. We have the numbers to have five teams. Projections have 5 teams with some room for growth from new registrations.

U13

To continue with 2 Rep teams should be considered. There will likely only be 2 C teams in this division but with the quality of coaching available, 2 rep teams are recommended. There will be growth coming in 2023-24 and to lose a Rep team makes it challenging to resurrect it. There is a concern with the low goaltending numbers in this division.

U15

This division is projected to have 5 teams. We should have enough goalies with Rep teams able to have two. A U15 A2 team will be promoted again this year. With a 5th team populating this division, it is possible to do it. There will be a deadline for commitments to be made and discussion on the quality of skill registered to determine having one.

It should be noted that all of the players playing U15 C trying out for rep, would not have experienced any body checking and emphasis should be on some instruction prior to tryouts for Rep.

The coaching staff for A1 would like to return.

U18

The return of our U18 A1 team should be strong again Ryan Ross is eager to return as Head Coach with his staff. There is strong interest in having a U18 A2 team with a strong 2006 group and a 2007s graduating out of U15 A1 after a provincial championship appearance.

This division has the numbers to field 5 full teams. There is always a delay in setting rosters with players trying out elsewhere before our C rosters can be set.

THANK YOU

Finally, I would like to thank our President Ramin Ahmed for his past 2 years of service in a time that has not been experienced before. We had restrictions changing weekly creating conflicts with families not compliant to what we were forced to uphold by the city. Unfortunately, he must resign. He will be missed.

Thank you to our outgoing executive members for their great service as well.

Thank you to the parents that stepped up in the line of duty that sometimes were placed in direct conflict because of the rules that the DOH mandated on the city. They did a great job trying their best to keep things safe for our players as well as the city's expectations.

Our season end fairly close to what looked like normal hockey once again. Tournaments opened up, spectator restrictions lifted. They were even serving alcohol at the concession. Here's hoping that we can get back to hockey the way it used to be.

TREASURER'S REPORT, 2021/2022 SEASON
Kristi Hayes, Treasurer

**Port Coquitlam Minor Hockey Association
Balance Sheet As at March 31, 2022**

Current Assets

McVeigh Savings Account	\$ 1.00
Term Deposit	\$ 2,164.62
Rich Evans Complete Player Award	\$ 500.00
Chequing Account	\$ 232,530.10
Gaming Account	\$ 3,290.97
Bank Shares	\$ 88.32
TOTAL CURRENT ASSETS	<u>\$ 238,575.01</u>

Current Liabilities

Unearned Revenue (COVID Refund)	<u>\$ 124,786.96</u>
TOTAL CURRENT LIABILITIES	<u>\$ 124,786.96</u>

EQUITY

Current Earnings	\$ 41,616.21
Retained Earnings	\$ 72,171.84
TOTAL EQUITY	<u>\$ 113,788.05</u>

LIABILITIES AND EQUITY	<u>\$ 238,575.01</u>
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Port Coquitlam Minor Hockey

Income Statement 2021-2022

REVENUE	Actual 2021-22	Budget 2021-22	Difference
Income			
Gaming Grant	\$ 90,000.00	\$ 90,000.00	\$ -
Fundraising Income - Giants	\$ 3,412.00	\$ 2,000.00	\$ 1,412.00
Player Development & Goaltending Clinics	\$ 62,753.00	\$ 22,000.00	\$ 40,753.00
Interest Income	\$ -	\$ 30.00	-\$ 30.00
Carding Fees	\$ 27,725.00	\$ 26,000.00	\$ 1,725.00
Sponsorship	\$ -	\$ 2,500.00	-\$ 2,500.00
Tournament Income	-\$ 5,430.21	\$ 5,000.00	-\$ 10,430.21
Donations	\$ 1,800.00	\$ -	\$ 1,800.00
Scholarships	\$ 2,500.00	\$ 2,500.00	\$ -
Registration	\$ 259,206.00	\$ 350,000.00	-\$ 90,794.00
TOTAL REVENUE	\$ 441,965.79	\$ 500,030.00	-\$ 58,064.21
Expense	Actual 2021-22	Budget 2021-22	Difference
Advertising	\$ 60.74	\$ 70.00	-\$ 9.26
Affiliation Fees	\$ 29,483.10	\$ 40,000.00	-\$ 10,516.90
Association Expenses	\$ 6,780.03	\$ 8,000.00	-\$ 1,219.97
Hardship	\$ 1,834.50	\$ 2,500.00	-\$ 665.50
Bank Charges	\$ 146.93	\$ 300.00	-\$ 153.07
Outside Storage(Equipment)	\$ 1,638.25	\$ 3,950.00	-\$ 2,311.75
Coaches Clinic	\$ 1,407.00	\$ 1,000.00	\$ 407.00
Convention Expenses	\$ -	\$ -	\$ -
Development	\$ 40,727.00	\$ 40,000.00	\$ 727.00
Fundraising Expenses	\$ -	\$ 500.00	-\$ 500.00
Gifts & Donations	\$ 1,800.00	\$ 500.00	\$ 1,300.00
Hall Rentals	\$ -	\$ 1,500.00	-\$ 1,500.00
Ice Rentals	\$ 190,140.34	\$ 280,000.00	-\$ 89,859.66
Insurance	\$ 1,363.00	\$ 1,363.00	\$ -
Office Supplies, Postage, Stationery	\$ 92.61	\$ 250.00	-\$ 157.39
Photographs	\$ 898.95	\$ 1,200.00	-\$ 301.05
Skill Development	\$ 24,184.00	\$ 31,600.00	-\$ 7,416.00
Referee Fees	\$ 33,307.00	\$ 30,000.00	\$ 3,307.00
Referee Expenses & Clinics	\$ 902.73	\$ 1,000.00	-\$ 97.27
Scholarships-Stu Anderson	\$ 1,000.00	\$ 1,000.00	\$ -
Scholarships - Bradbury	\$ 1,000.00	\$ 500.00	\$ 500.00
Scholarship	\$ 500.00	\$ 500.00	\$ -
Scholarship-Rich Evans Player of the Game	\$ 500.00	\$ 500.00	\$ -
Society Reg Fees	\$ -	\$ 40.00	-\$ 40.00
Sponsor Appreciation Night	\$ -	\$ 100.00	-\$ 100.00
Sport Equipment	\$ 52,289.16	\$ 37,550.00	\$ 14,739.16
Team Travel	\$ 500.00	\$ 1,500.00	-\$ 1,000.00
Coach Payment(prev team travel)	\$ 5,000.00	\$ 8,500.00	-\$ 3,500.00
Trophies/Awards/Rings	\$ 3,453.44	\$ 3,530.00	-\$ 76.56
Windup/Volunteer Appreciation	\$ 700.00	\$ 6,000.00	-\$ 5,300.00
Website	\$ 640.80	\$ 1,500.00	-\$ 859.20
TOTAL EXPENSES	\$ 400,349.58	\$ 504,953.00	-\$ 104,603.42
NET INCOME/LOSS	\$ 41,616.21	\$ 3,984.80	

CONSTITUTION AND BY-LAWS PORT COQUITLAM MINOR HOCKEY ASSOCIATION

CONSTITUTION

1. The name of the Society is “Port Coquitlam Minor Hockey Association” and this Association shall be registered under the *Society Act*.

The purpose of the Society shall be:

- a. To encourage and foster amongst its members and all citizens in general, sportsmanship and good citizenship.
 - b. To maintain and increase an interest in Amateur Hockey.
 - c. To control and operate minor hockey within the limits of the City of Port Coquitlam.
 - d. To encourage and promote competition for its members in House Leagues, Inter-City Leagues and B.C. Playdowns.
2. As an unalterable provision of this Constitution, this Association shall be affiliated with the British Columbia Amateur Hockey Association.
 3. The Society shall be carried on without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purposes. No member of the Board shall be paid any remuneration for services rendered to the Society, but may be paid his reasonable expenses in acting as a member.
 4. Upon winding-up or dissolution of the Society, the assets remaining after the payment of all costs, charges and expenses properly incurred in the winding-up, including the remuneration of a liquidator and after payment to the employees of the Society of any arrears of salaries or wages and after the payment of any other debts of the Society, shall be distributed to a charitable organization (or organizations) in Canada, registered under the provisions of the *Income Tax Act*, which shall be designated by the Board of Directors.
 5. Clauses 4 and 5 of this Constitution, including this clause, are unalterable.

BY-LAWS

PART 1 - Interpretation

- a) In these By-Laws, unless the context otherwise requires:

“Directors” means the Directors of the Society for the time being;

“*Society Act*” means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it;

The definitions in the *Society Act* on the date these By-Laws become effective apply to these By-Laws.

- 1.2 Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

PART 2 - Membership

- 2.1 The members of the Society are the applicants for incorporation of the Society and those persons who have subsequently become members in accordance with these By-Laws and, in either case, have not ceased to be members.
- 2.2 The membership of the Society shall be comprised of two (2) classes of members, Ordinary Members and Life Members.
- 2.3 The following persons shall be Ordinary Members:
- a) a parent or legal guardian of a child:
- i) who applies and who has been granted playing privileges in the Society’s hockey programs prior to April 1st of the current year and whose membership has not at any time ceased; or
 - ii) whose application for playing privileges is accepted by the Executive at any time after March 31st of the current year and whose membership has not at any time ceased;

provided that such membership shall be limited to two parents/legal guardians per child, it being understood that a member having more than one child registered in the Society’s hockey programs shall have no greater rights as a member in the Society than a member having only one child so registered;

- b) any person over the age of nineteen (19) years who does not otherwise qualify for membership and who, in the twelve (12) month period preceding April 1st in any

year, has performed any volunteer services in furtherance of the purposes of the Society subject to Executive approval. Membership under this provision shall be based upon information compiled and verified by the current Registrar of the Society.

- 2.4 Membership shall not be transferable.
- 2.5 An Ordinary Member ceases to be a member:
- a) on June 30th in each year unless an application for playing privileges for a member's child has been made to the Society for the next playing season in accordance with Article 3.1;
 - b) by delivering his/her resignation in writing to the Secretary of the Society;
 - c) where the member no longer has a child participating in the Society's hockey programs as a result of the child being released in accordance with the rules and regulations of the Canadian Hockey Association ("CHA"), British Columbia Amateur Hockey Association ("BCAHA"), Pacific Coast Amateur Hockey Association ("PCAHA") and/or such other association of which the Society is a member or with which it is affiliated;
 - d) on being expelled.
- 2.6 A member may be expelled by resolution of the Executive where the Executive has received a recommendation from the Discipline Committee to expel the member, provided that if the member who is the subject of the proposed expulsion is given an opportunity to be heard at the meeting of the Executive prior to the resolution to expel being voted upon.
- 2.7 The Executive shall have the power, by a vote of three quarters (3/4) of those present at a duly convened meeting, to suspend a member whose conduct shall have been determined by the Executive to be improper, unbecoming or likely to endanger the interest or reputation of the Society, or who wilfully commits a breach of the Constitution or By-Laws of the Society, provided that the member who is the subject of the proposed suspension shall have been given an opportunity to be heard at the meeting of the Executive prior to the resolution to suspend being voted upon.
- 2.8 All members are in good standing except a member who has been suspended, has a debt owing to the Society, or who is wrongfully in possession of Society property.
- 2.9 A member not in good standing forfeits all rights, privileges, claims and interests accorded a member of the Society.
- 2.10 The Executive may bestow the honour of Life Member on any person who has rendered distinctive or meritorious service to the Society for a period of at least five (5) years.

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- Nomination for Life Membership must be submitted to the Executive at least 30 days prior to the annual general meeting detailing the service for which the honour is bestowed.
- 2.11 Life Members shall have the privilege of acting in an advisory capacity to the Executive and shall be accorded all rights and privileges of Ordinary Members.
- 2.12 Life Members shall be entitled to hold office and shall be entitled to one vote per Life Member at all general meetings of the Society.

PART 3 - Player Eligibility and Registration

- 3.1 A parent or legal guardian of a child wishing to play hockey in the Society's hockey programs for the next playing season must, at the date and time established by the Executive on an annual basis:
- a) complete and sign the player application in the form approved by the Executive;
 - b) submit proof of the following:
 - i) if a new registrant, that the child's age is consistent with the CHA regulations with respect to minor hockey eligibility; and
 - ii) that the child satisfies the residency requirements of the CHA, BCAHA, PCAHA and/or such other association of which the Society is a member or with which it is affiliated;
 - c) make payment of the player registration fee or charge established by the Executive on an annual basis and any other fees or charges that the Executive may establish from time to time for new, renewal, or late registrations; and
 - d) make payment of any outstanding amounts due to the Society, and return of all property of the Society.
- 3.2 Notwithstanding any of the provisions of Article 3.1, the Executive has the full power and discretionary authority not to accept an application for playing privileges, where:
- a) the available ice time or other resources of the Society, or such other consideration that the Executive deems reasonable or appropriate in the circumstances, requires that the Society limit the number of persons accepted for playing privileges; or
 - b) the parent or legal guardian of the person has been expelled or is suspended as a member of the Society; or
 - c) the person is not eligible as a player in the Society's hockey programs because of a bylaw, rule, regulation or directive of the CHA, BCAHA, PCAHA and/or such other association of which the Society is a member or with which it is affiliated.

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- 3.3 Upon the Executive accepting the application for playing privileges, the person named shall become a player in the Society.

PART 4 - Directors

- 4.1 The Directors shall be solely responsible for managing and supervising the affairs of the Society, including, but not limited to, the establishment of:
- a) representative team, player try-out and selection policies and procedures;
 - b) coach selection policies and procedures;
 - c) ice time schedules and allocations;
 - d) policies and procedures regarding the selection and placement of players and coaches to teams;
 - e) policies and procedures regarding safety, including the proper equipment to be worn by players, provided that such policies and procedures are not inconsistent with those of the CHA, BCAHA or the PCAHA or any other association of which the Society is a member or with which it is affiliated.
- 4.2 a) The Directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and which are not by these By-Laws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meetings, but subject, nevertheless to:
- i) all laws affecting the Society;
 - ii) these By-Laws; and
 - iii) rules, not being inconsistent with these By-Laws, which are made from time to time by the Society in a general meeting.
- b) No rule, made by the Society in a general meeting, invalidates a prior act of the Directors that would have been valid if that rule had not been made.
- 4.3 No Director shall be remunerated for being or acting as a Director but a Director shall be reimbursed in accordance with the terms contained in clause 4 of the Society's Constitution as if he were a member.
- 4.4 In accordance with the *Society Act*, each Director of the Society shall assume office on the express understanding and condition that the Society shall indemnify him and his heirs and personal representatives from time to time and at all times against all costs, charges, expenses, and damages whatsoever which such Director sustains or incurs in or as a result of any civil, criminal or administrative action, suit, or proceeding by reason of him being or having been a director, including an action brought against the Society, if he

acted honestly and in good faith with a view to the best interests of the Society and in the case of a criminal or administrative action or proceeding, if he had reasonable grounds for believing his conduct was lawful, and the Executive shall have the power and authority to purchase and maintain such insurance coverage as may be reasonably necessary to assure to each Director such indemnity.

- 4.5 The Society shall have such number of Directors as determined and fixed by the membership at the annual general meeting, consisting of the following Officers:

Immediate Past President;
President;
1st Vice-President;
2nd Vice-President;
3rd Vice-President;
Secretary;
Treasurer;
Registrar; and
Coaching Coordinator;

together with coordinators having the following responsibilities and/or functions;

Referee-in-Chief;
Equipment Manager;
Assistant Coaching Coordinator;
Media Relations Coordinator;
6 Division Managers;
First Director-at-Large; and
Second Director-at-Large.

- 4.6 With the exception of the Immediate Past President, separate elections shall be held for each officer position to be filled.
- 4.7 The coordinator positions shall be elected as a group on one ballot and the positions then assigned by the President of the Society at the first duly convened meeting of the Executive Committee after the annual general meeting of the Society.
- 4.8 An election may be by acclamation, otherwise it shall be by ballot.
- 4.9 The officers and coordinators who are elected at a general meeting or who are appointed to fill a vacant office shall comprise the Directors of the Society, and the Executive Committee shall be comprised of the Directors.
- 4.10 No person shall be eligible for election as an officer or coordinator unless he is a member of the Society in good standing.
- 4.11 A director is eligible for re-election.

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- 4.12 The Executive Committee shall serve for a period of one (1) year or until the election of a successor, with the exception of the Secretary, 2nd Vice-President, Registrar and Treasurer, who shall be elected on two (2) year terms on alternating years with the Secretary and 2nd Vice-President being elected in odd numbered years and the Registrar and Treasurer being elected in even numbered years.
 - 4.13 Unless another qualified person cannot be found, no person may run for the position of President of the Society unless that person has first served at least one (1) year on the Executive Committee in some capacity.
 - 4.14 A Director shall not be allowed to coach, assistant coach or manage any team in any division during his year of office unless approval is given by the current Executive.
 - 4.15 Any casual vacancy occurring on the Executive may be filled by the Directors from the members of the Society who are in good standing, but any member so chosen shall retain office only until the conclusion of the next annual general meeting of the Society, but is eligible for election at the annual general meeting.
 - 4.16 The members may by special resolution remove a Director from his office or position prior to the expiration of his term, and may elect another Director to serve during the balance of the term.
 - 4.17 The Directors may delegate any of their powers to committees consisting of such member or members of the Society as they think fit or as the President may appoint. Any committee so formed shall in the exercise of the power so delegated, conform to any terms of reference or regulations as may be imposed on them by the Executive. The chairman of each committee so appointed shall be required to attend Executive meetings upon request and to report plans which must be approved by the Executive.

PART 5 - Duties of Officers and Coordinators

- 5.1 The immediate Past President shall assume the duties allocated by the President and shall serve in an advisory capacity for the benefit of members of the Executive.
- 5.2 The President:
 - a) shall preside at all meetings of the Society and of the Executive;
 - b) shall act as the official representative of the Society and shall act as liaison officer between the Port Coquitlam Recreation Department, BCAHA and PCAHA;
 - c) shall be the chief executive officer of the Society and supervise the other officers and coordinators in the execution of their duties; and

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- d) shall have the power to immediately suspend any member, player, team official, game official or any other person associated with the Society for any conduct which the President in his sole and unfettered discretion believes has been or may be injurious to a member, player or game official and likely will continue, or which has significantly hindered the Society in the pursuit of any of its purposes, provided however that such suspension shall be effective only until the next duly convened meeting of the Executive.

5.3 The First Vice-President:

- a) shall be Chairman of the Discipline Committee;
- b) shall act as Risk Manager on behalf of the Society and as such:
 - i) shall cause to be performed any criminal record checks or such other checks as the Executive may determine;
 - ii) shall oversee and monitor the Speak Out Program;
 - iii) shall oversee and monitor the CHSP Program; andiii) shall report and deal with any activity or concerns relating to or regarding insurance liability coverage;
- c) shall assist the President in the performance of the President's duties;
- d) shall carry out the duties of the President in his absence; and
- e) shall perform any other duties to be assigned.

5.4 The Second Vice-President:

- a) shall be Chairman of the Gaming Committee;
- b) shall attend at and represent the Society at all gaming meetings as required;
- c) shall review and monitor fundraising efforts of individual teams;
- d) shall, in the absence of the President and First Vice-President, assume their duties; and
- e) shall perform any other duties to be assigned.

5.5 The Third Vice-President:

- a) shall act as liaison between the Society and the Port Coquitlam Parks and Recreation Department with respect to ice time procurement;
- b) shall be responsible for scheduling and allocation of ice times for the Society;

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- c) shall, in the absence of the President, First Vice-President and Second Vice-President, assume their duties; and
 - d) shall perform any other duties to be assigned.

5.6 The Secretary:

- a) shall be responsible for giving notification of meetings of the Society and Executive;
- b) shall prepare and retain custody of minutes or proceedings of the annual general meetings, extraordinary general meetings, Executive meetings, and any other meetings of the Society;
- c) shall be responsible for all correspondence of the Society and any other related duties;
- d) shall file such reports, resolutions and other documents as may be required by the *Society Act*; and
- e) shall perform any other duties to be assigned.

5.7 The Treasurer:

- a) shall be responsible for keeping the financial records, including books of account, necessary to comply with the *Society Act*;
- b) shall render financial statements to the Executive, members and others as required;
- c) shall present an interim financial report representative of the accounts of the Society as at March 31st in each year;
- d) shall deposit all monies to the credit of the Society in a chartered bank, credit union or trust company; and
- e) shall perform any other duties to be assigned.

5.8 The Registrar:

- a) shall be responsible for annual player registration;
- b) shall keep and maintain permanent records for all registered players of the Society;
- c) shall be responsible for registering all players, coaches and others with the BCAHA Mutual Aid Fund; and

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- d) shall perform any other duties to be assigned.

5.9 The Coaching Coordinator:

- a) shall develop and present the on-ice program within the Society for A, B and C Divisions from Peewee through to Juvenile;
- b) shall oversee the Assistant Coaching Coordinator;
- c) shall perform public relations as required pertaining to the Society and its coaches from Peewee to Juvenile;
- d) shall be in charge of selection of coaches for Peewee to Juvenile Divisions (in conjunction with Coaches Selection Committee);
- e) shall liaise with the B.C. Hockey District Coaching Coordinator regarding Intermediate Coaching Clinics;
- f) shall recommend coaches to the Executive Committee for attendance at high performance clinics;
- g) shall meet with the Society coaches from Peewee to Juvenile to discuss problems and solutions;
- h) shall perform evaluations on coaches during games and practices;
- i) shall assist with evaluation of players for team selection;
- j) shall establish team play guidelines;
- k) shall coordinate a meeting of coaches and players with the local Referee-in-Chief or B.C. Referee Committee Member for better understanding of the rules of the game; and
- l) shall perform any other duties to be assigned.

5.10 The Referee-in-Chief:

- a) shall maintain an effective line of communication between the referees, the Society and the N.R.C.P.;
- b) shall coordinate training programs for all referees;
- c) shall appoint assignors to assign referees for all games assigned by the Society;
- d) shall ensure that a reasonable standard of officiating is maintained at all times;
- e) shall ensure that all game officials are registered and are members in good standing with the BCAHA; and
- f) shall perform any other duties to be assigned.

5.11 The Equipment Manager:

- a) shall be responsible for the purchase, maintenance and repair of all the Society's hockey equipment;

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- b) shall be responsible for the distribution and collection of all hockey equipment owned by the Society and shall keep an accurate record of the assignment of such equipment; and

b) shall perform any other duties to be assigned.

5.12 The Assistant Coaching Coordinator:

- a) shall develop and present the on-ice program within the Society for the Initiation and Atom Divisions;
- b) shall maintain and update the coaches qualifications database;
- c) shall perform public relations as required pertaining to the Society and its coaches from Initiation and Atom;
- d) shall be in charge of selection of coaches for Initiation and Atom Divisions (in conjunction with Coaches Selection Committee);
- e) shall liaise with the B.C. Hockey District Coaching Coordinator regarding Initiation and Coaches Stream Coaching Clinics;
- f) shall meet with the Society coaches from Initiation and Atom to discuss problems and solutions;
- g) shall perform evaluations on coaches during games and practices;
- h) shall assist with evaluation of players for team selection;
- i) shall establish team play guidelines;
- j) shall coordinate a meeting of coaches and players with local Referee-in-Chief or B.C. Referee Committee Member for better understanding of the rules of the game; and
- k) shall perform any other duties to be assigned.

5.13 The Media Relations Coordinator:

- a) shall act as the Society's webmaster;
- b) shall act as a liaison with the media in the area;
- c) shall coordinate and publish a newsletter on behalf of the Society;
- d) shall coordinate special events;
- e) shall keep the Society bulletin board up to date;
- f) shall keep the trophy case up to date and display all Society trophies; and
- g) shall perform any other duties to be assigned.

5.14 The Division Managers:

- a) shall, in conjunction with the Coaching Coordinator, recommend coaches and team officials for all "C" teams;
- b) shall oversee all teams within their respective divisions and have general responsibility for the organization of teams, coordination and allocation of players among teams in their division;

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- c) shall provide the Registrar with a complete roster of each team;
 - d) shall ensure that each coach and/or manager of teams within their division are aware of the By-Laws, Rules and Regulations, Policies and Procedures of the Society and to ensure that such By-Laws, Rules and Regulations, Policies and Procedures are enforced;
 - e) shall attend any PCAHA meetings relating to their respective divisions as required; and
 - f) shall perform any other duties to be assigned.

5.15 The First Director-at-Large:

- a) shall act as the coordinator on behalf of the Society for the annual Giant's fundraiser;
- b) shall coordinate the clothing and souvenir sales on behalf of the Society;
- c) shall attend to the arrangement of all meeting rooms required by the Society; and
- d) shall perform any other duties to be assigned.

5.16 The Second Director-at-Large:

- a) shall solicit for and obtain team sponsorships on behalf of the Society;
- b) shall coordinate the annual dance fundraiser on behalf of the Society;
- c) shall coordinate team pictures; and
- d) shall perform any other duties to be assigned.

PART 6 - Meetings

- 6.1 The annual general meeting of the Society shall be held on or before May 15th in each year and shall be by written notice and publicly announced, via social media and/or electronic communication prior to the date of the meeting.
- 6.2 General meetings of the Society shall be held at the time and place, in accordance with the *Society Act*, that the Executive Committee decides.
- 6.3 A quorum for all general meetings shall be a minimum of forty-two (42) members, including the Executive. Unless a quorum is present at a general meeting, no business other than the adjournment or termination of the meeting shall be conducted.
- 6.4 Every member in good standing present at a general meeting is entitled to one vote. Sponsors shall have one vote. Voting by proxy shall not be allowed. Voting shall be by a show of hands unless the membership requires a poll. Upon a show of hands, every member shall have one vote and, unless a poll is required, a declaration by the Chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Society shall be sufficient evidence of the facts without proof of the number or

proportion of the votes accorded in favour of or against such resolution. If a poll is required, the resolution shall be decided by a majority of the votes of the members (with the exception of special resolutions which shall require 75% majority of the members in attendance) and such poll shall be taken in such manner as the Chairman shall direct and the result of such poll shall be considered the decision of the Society in general meeting upon the matter in question. The Chairman shall not have a vote, whether upon a show of hands or on a poll, except in the event of a tie, the President shall have a casting vote, being the only vote he is entitled to.

- 6.5 Executive Committee meetings shall be held as required, with a minimum of one (1) per month. The Executive Committee may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- 6.6 A quorum of any Executive Committee meeting shall consist of a majority of the Executive holding office at the time of the meeting. A resolution of the Executive shall be passed by a simple majority of votes and the Chairman of the meeting may move or propose a resolution but shall not have a second or casting vote.

PART 7 - Banking and Finances

- 7.1 Accounts shall be kept in the name of the Society at a chartered bank, credit union or trust company selected by the Executive Committee.
- 7.2 All Society cheques shall be signed by two signing officers who shall be any two of the President, 1st Vice-President or Treasurer of the Society.
- 7.3 The financial year of the Society shall be from April 1st to March 31st.
- 7.4 The funds required by the Society shall be obtained by whatever means the Executive shall see fit and shall be at their discretion.
- 7.5 The Executive Committee may purchase, lease or otherwise acquire for the purposes of the Society, any real or personal property, particularly equipment and supplies for the members of the Society and others and, so far as may be legal, from time to time, sell, demise, let, mortgage or dispose of the same.
- 7.6 In order to carry out the purposes of the Society, the Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of a debenture.
- 7.7 No debenture shall be issued without the sanction of a special resolution.
- 7.8 The members may by special resolution restrict the borrowing powers of the Directors, but a restriction imposed expires at the next annual general meeting.

PART 8 - Auditor

- 8.1 At each annual general meeting, the Society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.
- 8.2 An auditor may be removed by ordinary resolution.
- 8.3 An auditor shall be promptly informed in writing of appointment or removal.
- 8.4 No Director of the Society shall be auditor.
- 8.5 The auditor may attend general meetings.

PART 9 - Discipline Committee

- 9.1 The Discipline Committee shall consist of the 1st Vice-President of the Society who shall be the Chairman, and at least three (3) other committee members appointed by the President at the first Executive meeting.
- 9.2 The duties of the Discipline Committee shall be:
 - a) to review decisions of the President made under By-Law 5.2(d); and
 - a) to review all misconduct penalties (ten minute, game, gross and match) assessed players and team officials of the Society and to suspend and/or take disciplinary action that may be deemed necessary against such individuals.

PART 10 - Appeals

- 10.1 The Appeals Committee shall consist of the Officers of the Society.
- 10.2 The duty of the Appeals Committee shall be to hear appeals from decisions made by the Discipline Committee as made under By-Law 9.
- 10.2 The Appeals Committee may re-admit any team, player, team official or referee or uphold or modify any decision made by the Discipline Committee under By-Law 9.
- 10.4 Any team, player, team official or referee may appeal any decision of the Discipline Committee.
- 10.5 Any appeal to the Appeals Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of the Society within seven (7) days of being notified of the decision of the Discipline Committee.
- 10.6 Any appeal under By-Law 10.5 herein shall be dealt with by the Appeals Committee within seven (7) days of receiving the written appeal.

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- 10.7 Any team, player, team official or referee may appeal the decision of the Appeals Committee to the Executive Committee of the Association.
 - 10.8 Any appeal to the Executive Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of the Society within seven (7) days of being notified of the decision of the Appeals Committee.
 - 10.9 Any appeal under By-Law 10.8 herein shall be heard at the next duly convened Executive meeting.

PART 11 - General

- 11.1 The Society shall maintain affiliation with the CHA, BCAHA, PCAHA and the Port Coquitlam Amateur Athletic Association as the Executive deems it expedient or appropriate, and shall observe all laws, rules and regulations by which such associations are governed and where possible shall have representation at their annual meetings.
- 11.2 These By-Laws shall not be altered or added to except by special resolution.
- 11.3 A member in good standing shall be entitled to propose a special resolution for consideration at a general meeting provided that the proposed special resolution has the approval of at least 15 members in good standing (as indicated by their signatures on the proposed special resolution) and provided further that the proposed special resolution must be received by the Secretary of the Society at least four weeks prior to the general meeting in which the proposed special resolution is to be voted upon.
- 11.4 A notice may be given to a member by personal delivery or by mailing to the address shown on the player application form, and if mailed shall be deemed to have been received on the second day following the day of mailing.
- 11.5 Any rules and regulations not covered by this Constitution and By-Laws shall be governed by Roberts Rules of Order

Coaching Application Form



PASSION. PRIDE.PLAY.

Port Coquitlam Minor Hockey Association

P.O. Box 44

Port Coquitlam BC

V3C 3V5

Head Coach

Assistant Coach

Please Print All Information Clearly

Coach's Name: _____ Age:(optional) _____
Address: _____ E-mail _____
City: _____ Address: _____
Postal Code: _____ Cell Phone: _____
Work Phone: _____
Alternate Phone: _____

Program Preference & Level

Novice- Minor/Novice Major	U6 <input type="checkbox"/>	U7 <input type="checkbox"/>	U8 <input type="checkbox"/>	U9 <input type="checkbox"/>
Atom	A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	C <input type="checkbox"/>	
Pee Wee	A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	C <input type="checkbox"/>	
Bantam	A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	C <input type="checkbox"/>	
Midget	A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	C <input type="checkbox"/>	
Juvenile	A1 <input type="checkbox"/>	A2 <input type="checkbox"/>		

Coaching Certification

Level: _____ Year Obtained: _____

Have you completed the Hockey Canada
"Respect In Sport" Program?

Y | N Year: _____

Are you certified to coach the level for which you are applying?

Y | N

If not, are you available to take the necessary weekend clinic(s) to satisfy the requirement?

Y | N

If applicable, do you feel your child will make the team for which you are applying?

Y | N

In what portion of the team do you feel your child will rate?

Bottom | Middle | Top

Will you coach the team if an independent committee does not assess your child will make the team?

Y | N

Criminal Record/Respect in Sport

All coaches are subject to a criminal record check. Please visit pocominorhockey.com>coachescorner for more information on these requirements.

If you have knowledge that you require a new or updated Criminal Record Check please do so before submitting your Coaching application.

Coaching Experience: (list in order, starting with most recent)

Season	Association	Level	Position

Coaching References:

Name	Phone Number

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Playing Experience: *(list in order, starting with most recent)*

Season	Association	Level	Position

Undertakings

1. **I hereby consent to the disclosure of the above information**
2. **I hereby acknowledge the authority of Hockey Canada, BC Hockey, Pacific Coast Amateur Hockey Association and Port Coquitlam Minor Hockey Association and agree to carry out and abide by their constitutions, bylaws, rules and regulations.**
3. **I hereby agree to familiarize myself with the National Coaching Certification Program (NCCP) requirement for coaching minor hockey and ensure that I maintain the required level of certification.**
4. **By way of this application, I will provide the Port Coquitlam Minor Hockey Association with a current criminal record search of myself.**

Signature: _____

Date: _____

Printed Name: _____

If you feel there is additional information which is relevant, please attach the information to this application.

Please email this application to coachingcoordinator@pocominorhockey.com