



**Knights Hockey Club Board of Directors  
MEETING MINUTES  
Zoom Conference Call/Cardel Rec South  
October 12, 2021**

**Meeting Chair:** Robin Latajka

**Recording Secretary:** Erin Boulet

**In Attendance:** Robin Latajka, Bruce Swan, Corey Severtson, Jennifer Kidd, Kirk Cullen, Kari Schwab, Charene Welsh-Mattson, Lisa Rosier, Erin Boulet, Jamie Keeley, Scott Purdy

**1.0 Call to Order**

- The meeting was called to order at 7:01 pm by Robin Latajka who acted as Chairman of the meeting

**2.0 Approval of previous minutes**

**Motion: It is proposed that the meeting minutes from Aug 10 meeting, be accepted as written.**

Proposed by Corey Severtson

Seconded by Bruce Swan

**Motion Passed**

No Discussion.

**3.0 Acceptance of the agenda**

**Motion: It is proposed that the agenda be approved as written.**

Proposed by Chris Willoughby

Seconded by Jamie Keeley

**Motion Passed**

No Discussion.

**4.0 Presidents Report – Robin Latajka**

- Operations council update:
  - Season is off to a good start
  - Experiencing some challenges getting officials (referees) for games. There is a shortage city-wide due to a lack of new officials last season (covid restrictions impacted referee clinics).
    - Still a number of challenges with the HCR 3.0 with getting people registered/transfers
    - You can expect to see a lot of 2 man assignments to games
  - Game & Conduct – there have been 2 major dressing room incidents already this season. Reminder to associations to follow G&C protocol. Dressing room issues are to be dealt with by the associations, not Hockey Calgary
    - 2 person supervision rule in dressing room must be followed
    - No phones in dressing rooms

- Coaches are needed for the “First Shift” program. Reach out to Jamie Henry if you have coaches that are interested.
- Affiliates – be patient. Affiliates won’t be released until the end of October. Reminder that the ‘Substitute Goaltender Rule’ cannot be used to sit a back up goalie for a game. The rule can only be used in a true goalie shortage situation.
- COVID communication – New procedures that applies to U7 to U11. All COVID communications continue to go through Erin & Corey
- Rink policies – managers are expected to communicate rink policies to their teams when attending a game. Be sure managers are up to date on current rink policies.
  - Some rinks have started to ask for ID from 12-17 year olds  
ACTION: Charene to communicate with Age Group Coordinators that they are to make managers aware of this task.
  - Lisa Mcgregor from the YMCA will be replacing Beth Long in her role at Hockey Calgary.
- Evaluations – Huge thanks to all the Board Members who helped out during evaluations
  - KHC saw low number of withdrawals and complaints after player placement
  - Thank you to Lisa & Bruce for all the hours they put in during evaluations
  - Thanks to Corey for stepping up to coach a team this season
- Brown Bagging for Kids – very successful! Teams did a great job.
- Succession planning:
  - Please start to think about whether or not you will be returning next season.
  - Positions up for election this year:
    - President (must be a voting member from current board)
    - VP Off ice
    - Tournaments
    - Special Events
    - Hockey Development
    - Evaluations

## 5.0 Administrator/Registrar Report – Erin Boulet

- HCR 3.0/Rostering
  - Knights experienced a technical issue with the TeamSnap roster connector
    - Teams could not upload into HCR
    - Manually entered all players and coaches into their team rosters in HCR
  - Once teams are all rostered, each team will receive a copy of their official pending Hockey Canada roster.
    - Teams will be asked to confirm their coaches
    - Once coaches are rostered, we will start working through each team to ensure that they meet the team qualification/coach certification requirements.
- Affiliates
  - Still waiting for elite associations to finish their affiliation requests
  - Once that is complete, we will receive the affiliation request form from Hockey Calgary

- Affiliates are expected to be approved by the end of October
- Final registration numbers for the 21/22 season
  - 57 teams
  - 956 players
  - Congratulations to Kari who guessed closest to final numbers!

## 6.0 Off Ice Consultant/Ice Scheduler Report – Lisa Rosier

- Off ice/Ice scheduler update
  - This weekend is team pictures
    - Will be on both Saturday and Sunday
    - Held at Midsun Community Centre.
  - Hockey Calgary board (rink divider) training has been booked in partnership with Southwest Hockey
    - Teaches U9 and U7 coaches how to use the rink dividers
  - Seeding round game scheduling started last week and was completed over Thanksgiving weekend.
    - Game schedule will be posted tomorrow
    - Will take a few days to put together the practice schedule
  - U9, U11, U13 & U15 manager meetings have been booked
  - Jerseys have been handed out for all teams
    - Jersey care document will be posted on website
    - U9 's have all received their goalie gear
    - Teams have been instructed on how to wash jerseys
    - Jersey bond is in place for all age groups if jerseys are not returned in good condition
  - Ice is booked for Joust in the South Tournament
    - 34 teams submitted a request to host
    - Will be held Nov 26-28 and Dec 3-5
    - 4 Jousts in total
    - 2 of the 4 KHC teams already have their tournaments filled

## 7.0 Vice President On Ice Report – Bruce Swan

- Evaluations:
  - Less than 10 complaints
  - Head coaches have been assigned for every team
  - Coaches meeting is scheduled for Thursday night
  - Idea to host a “Coach Them” demo
  - Everyone did a great job and evaluations ran very well!
    - Experienced a shortage of evaluation volunteers
    - Ended up having to hire evaluators
    - Will need to consider this for future evaluations
- Getting lots of questions about affiliates
  - Will remind coaches at coach meetings that you can not play anyone that is not on your roster
- Coach certifications
  - Need to review coaches that have PIC's and RIS-AL expiring
- Hosting U18 provincials?
  - Bid is due by Dec 15 if we decide to bid to host
  - Bruce will check with the U18 BC 1 team to see if there may be interest

- Lisa will check with CBHA to see if this is the year that they are required to host play offs. KHC could not host provincials if CBHA is hosting play-offs this season

## 8.0 Vice President Off Ice Report – Kari Schwab

- Thanks to volunteers, Age Group Coordinators and helpers during evaluations
  - Had very few shifts that were not filled
  - Charene is starting to put together some feedback regarding how things went this year
- Showcases have been updated both at Cardel and Lake Bonavista arenas
  - Some products from Play it Again Sports are displayed
  - Will be adding some signage when it arrives
- Community company sponsorship/engagement
  - Companies are apprehensive about sponsoring as they are still recovering from COVID setbacks

## 9.0 Vice President Finance Report – Chris Willoughby

- Discount program:
  - Charene put together the idea to approach business owners within the Knights/community about offering a discount/perk to the Knights membership
  - Purpose is 2 fold: 1) offer Knights members a discount and 2) promote Knights owned businesses
  - Would need to form a subcommittee to establish guidelines for discount program and determine what information is provided to members
  - Will need to survey business owners/membership to gauge interest
  - Could be an annual program to support local business
  - Businesses would also be given the opportunity to donate to the uKnighthed fund
  - KHC social media would be used to promote businesses who are participating
  - Discussing regarding using KHC membership list to promote businesses/solicitation
  - Question regarding who would spearhead committee

**ACTION:** Charene to write up program idea/outline to distribute to the Board of Directors for review.
- Auditor:
  - Would like to discuss going through a full audit at future meeting
  - Need a more consistent auditor for the future
- Questions came up at the managers meetings regarding how team funds that have been raised through fundraising can be spent
  - Primary question/concern was regarding spending team funds on apparel
    - Money raised using an AGLC licence can not be spent on food, apparel etc.
    - Apparel sponsorship is permitted
    - Discussion followed regarding limiting team spending to hockey related costs
      - How to monitor?

**ACTION:** Chris will put together a paragraph to clarify the Knights position on using team funds to purchase apparel and will circulate to members of the board
- Maximum cash call: Do we have one? Do we need one?

- Suggestion to institute a cash call maximum of \$250. If teams need a higher cash call limit they can request that through the Vice President Finance
- uKnighthed fund application deadlines:
  - Deadline for registration fee/tier 1 applications – Oct 15
  - Deadline for cash call support/tier 2 applications – Dec 15

#### **10.0 Vice President Safety & Governance Report – Corey Severtson**

- Low number of withdrawals due to new COVID vaccine requirements
- A few questions regarding if negative COVID tests will still be accepted after Oct 25
- Feedback from families is that they like the vaccine requirements as it adds to them feeling safe
- Cardel is considering phasing out security guards to check proof of vaccine
  - May rely on associations/user groups to screen participants
- No update on the Cardel restaurant
- Cardel has implemented mandatory vaccine requirement for employees. Must be vaccinated by Nov 15
- REMINDER: It is absolutely mandatory that every dressing room is supervised by 2 adults at all times.
  - Discussion re: how to keep phones out of dressing rooms
- Former “Coaches Room” at LBCA is now a KHC office

#### **11.0 Policy & Procedures review**

- None

#### **12.0 New Business**

- None

#### **13.0 Next Meeting – Tuesday, November 9, 2021**

##### **Adjournment**

Motion: **It is proposed that the meeting be adjourned at 8:08PM**

Proposed by Robin Latajka

Seconded by Chris Willoughby

Motion **Passed**