

CLHA BOARD MEETING AGENDA

Monday, Nov 8th

Board Members:

Position	Name	In Person	Virtual	Absent
President	Eric Luoma			
Vice President	Neil Carlson			
Secretary	Valerie Linhoff			
Treasurer	Sara Nelson			
Director of Business Operations	Jake Rivard			
Director of Youth Hockey	Pat LeVasseur			
Director of Girls Hockey	Tara Jacobson			

Additional Board Members:

Position	Name	In Person	Virtual	Absent
Advisor	Chris Phelps			
Registrar	Megan Hyde			
Web Coordinator	Derek Roche			
Fundraising Coordinator	John Gustin			
Equipment Coordinator	Michelle Carlson			
Ice Schedule Coordinator	Brittany Celski			
Mite Coordinator	Matt Howe			
In-House Mini-Mite/ Little Wildcat Manager	Sami Neurer			
Goalie Coordinator	Brian Schaeppi			
TEACH/ SKATE Coordinator	Jessica Howe			
In-House Tournament Coordinator				

Additional Attendees:

AGENDA

- **Call to Order:**
- **Review/approval of last meeting minutes:**
 - *Motion to approve last month's meeting minutes*
 - Motion:
 - Second:
- **Treasurer's Report and Association bills to be paid:**
 - \$ in Checking:
 - \$ in Money Market Account:
 - \$ in QuickBooks Cash:

 - Motion to Approve Treasurer's Report
 - Motion:
 - Second:
- **Unfinished Business:**
 - CLHA Website - has it been moved under the CLHA umbrella (Roche)
 - .
 - Hardship Awards (Luoma)
 - .
 - CLHA Tryouts Process and Procedures (Linhoff, Roche)
 - More info to come in upcoming months – tabled until next meeting
 - CLHA Website Overhaul (Linhoff, Roche)
 - More info to come in upcoming months – tabled until next meeting
 - CLHA Board Members “How To” for their positions (Linhoff)
 - More info to come in upcoming months – tabled until next meeting
 - CLHA Pictures (Multiple)
 - Do we need to adjust picture day due to jersey delay?
 - CLHA Refund Policy Committee Update (Carlson, Nelson, Roche, J. Howe)
 - Update?
 -
- **Open Forum:**
 - .
- **New Business:**
 - DIBS Policy Update (Nelson)
 - See attached document
 - CLHA Team Managers Code of Conduct (Linhoff)

- See attached document

- **Meeting Adjourned:**

- Motion:
- Second:

- Next Meeting: December 13th, 2021

Chisago Lakes Hockey Association

DIBS Policy

Updated for 2021-2022 Season

Chisago Lakes Hockey Association (CLHA) depends on the assistance of its members to function as a successful organization. It is important that we all share in the commitment to produce a program that operates efficiently.

I. What is a “DIB”

- A. A DIB is a single “credit” for volunteer help you provide to CLHA. Most of the time 1 credit = 1 hour of actual commitment.

II. DIB REQUIREMENTS

- A. All families with a player or players on a “Travel Team” (U8’s/Mites and up) are REQUIRED to complete 4 DIBS credits (minimum). These volunteer credits can be completed from April 1st through March 31st of each calendar year.
- B. All families without a Travel Player, who only have a player or players in the in-house mite program are required to complete 2 DIBS credits.
- C. All families with only a player or players in the Little Wildcats program are exempt from the DIBS requirement and are not required to complete volunteer hours nor submit a volunteer deposit.
- D. All families with only a 2nd year Bantam and no other family members playing in the association are not required to complete any DIBS nor submit a volunteer deposit.
- E. Current board members, rostered head coaches and team managers will be automatically credited with 4 DIBS credits and are NOT required to submit a volunteer deposit.
 - 1. Head Coaches will have 12 credits to distribute to Assistant Coaches for each team as they see fit among rostered assistant coaches and other volunteers based on their commitment to the team. These members are still required to turn in a DIBS deposit check
- F. In general, DIBS are not allowed to be transferred or shared among different families within the association except for in extreme and rare cases.
- G. In the event “extra” DIBS are completed in one season, excess volunteer hours are not allowed to be transferred to future seasons.

III. SECURITY DEPOSIT FOR VOLUNTEER DIBS

- A. CLHA will collect and hold a \$400 security deposit for every travel player and a \$200 deposit for every in-house player (maximum of \$600 per family) by way of a check made payable to CLHA. The DIBS deposits assure that all volunteer

needs are met throughout the season, and that all CLHA members contribute to the success of the organization.

- B. DIBS checks will be held by the assistant treasurer. Upon completion of the required DIBS, families will be notified that their DIBS are complete and their deposit check will be shredded.
- C. Checks will be cashed after the April board meeting for those families failing to complete 100% of their DIBS obligation. Security deposits are not pro-rated for partially completed volunteer requirements.
 - 1. In the event the check bounces or the volunteer deposit is unpaid for incomplete DIBS, players will be ineligible to register for a subsequent season until volunteer deposits in arrears have been paid in full.

IV. MANAGERS RESPONSIBILITY FOR DIBS

- A. Managers for each team will collect DIBS deposit checks from families on their team. These checks should be collected and submitted to either the Treasurer or Assistant Treasurer prior to December 1st.
- B. The responsibility to seek DIBS opportunities, register for volunteer hours, and monitor progress rests on each family. The team manager IS NOT responsible for tracking each players DIBS progress; however, they may inquire periodically for an update on the teams DIBS completion progress from the assistant treasurer as a courtesy to provide that information to their families.
 - 1. Each player/family may contact their manager, the assistant treasurer, or treasurer for any questions pertaining to DIBS.

V. TEAM DUTIES

- A. Each travel team will have additional responsibilities that do NOT count toward your volunteer credits. Such duties include running the game clock, assisting with the penalty box, or completing the score sheet.

VI. CLAIMING DIBS - "HOW TO"

- A. Log in to the CLHA website with your username and password (located in the upper left-hand corner of the screen).
- B. Click on the DIBS tab.
- C. Under "Available Sessions" click on current year volunteers (i.e.: 2021-2022 DIBS).
- D. Once you select the DIB item, enter the volunteer information "Claim DIB item on behalf"- select profile name (first registered CLHA player)
- E. Enter the name of the person completing volunteer hours in the "person fulfilling DIB item" including contact phone number for cancellation/changes that may occur.
- F. Select "Claim DIB item" to complete your session.

**** If you decide while you are in the session that you don't want a DIB item-
click Cancel before you complete the last step ****

VII. HOW TO VIEW "CLAIMED" DIB ITEMS?

- A. If you sign up for an opportunity online and can't remember the information, simply log on with your username and password (located in the upper left-hand corner of the screen) and click on the DIBs menu and then "My Dibs" --> View all my currently claimed DIB items.

VIII. WHAT TO DO IF YOU ARE UNABLE TO WORK A SELECTED DIB ITEM?

- A. Find a replacement to work the selected DIB item on your behalf. Contact the DIBS coordinator of that event with the replacement volunteer information to ensure credits are awarded appropriately.

APPENDIX B: CLHA TEAM MANAGER'S CODE OF CONDUCT

Participation in the Chisago Lakes Hockey Association is a privilege. This Code of Conduct provides the basis for conduct and discipline for Coaches for The Chisago Lakes Hockey Association.

CLHA Team Managers Shall:

- Hold a parent/coach meeting at the beginning of the season to go over team rules, season schedules, DIBS/Work Agreement requirements, tournament schedules (if known), and any other pertinent information.
- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment. Be a positive role model to your team and their parents. Display emotional maturity.
- Be organized, show up to the rink with Team Managers Roster Book for all practices, scrimmages, games, and tournaments.
- Maintain an open line of communication with your players' parents.
- Adhere to CLHA, District 2, Minnesota Hockey, and USA Hockey rules and regulations pertaining to rostering, team credentialing, rules and regulations and conduct of play.
- Always supervise your team to ensure they are good to one another, good to the facilities, and are good ambassadors of the CLHA brand.

Disciplinary Guidelines for Team Manager violations of the Team Managers Code of Conduct

Actions or behavior which deviates from the spirit and values outlined in the CLHA code of conduct or that disrupts the team will not be tolerated. Team Managers are subject to the following disciplinary process:

1st step: Allow a 24 hour "cooling off" period from the time of the violation.

2nd step: Approach the party in question to review the situation.

If not satisfactory, the 3rd step is to contact the CLHA Secretary.

If not satisfactory, the 4th step is to contact the CLHA Vice President.

1st Offense:

Team Manager may be excused from managing the next proceeding game (as defined by Minnesota Hockey) by the CLHA Secretary. The CLHA Board of Directors may be informed of the manager's actions and the discipline. Based on the seriousness, the Board may take further actions as deemed appropriate based on the situation.

2nd Offense:

Upon the 2nd Offense, in the same season, the Vice President along with the CLHA Secretary will be notified. In the event there is a conflict of interest with any member of the above-mentioned Board

Members, the CLHA Board of Directors will be responsible for appointing replacements. Discipline consistent with the violation may be given, as well as placement on probation.

3rd Offense:

Upon the 3rd Offense, in the same season, suspension from all team activities for the remainder of the season, following another Conduct Review Board hearing. ****NO REFUNDS OR EXEMPTION** from fundraising responsibilities and CLHA payments will be given to team managers should the Review Board rule against the manager.

The Review Board, consisting of the President, Vice President, and Secretary will conduct a hearing with the manager and any affected parties.

Exception to the above policies: If, upon review of the offense, it is determined that the Team Manager acted in direct violation of CLHA, District 2, Minnesota Hockey, and/or USA Hockey rostering/credentialing or registration regulations, and/or mismanagement of team funds has been determined, the Team Manager may be removed from their position immediately.

I, _____, have read and understand the Team Managers Code of Conduct. I will adhere to the CLHA Policies and Procedures, CLHA Team Manager’s Handbook, District 2 Rules and Regulations, as well as the Minnesota and USA Hockey Rules and Regulations.

Team Manager

Date

Team(s) Managing

*Upon review and completion of the Code of Conduct, email both pages to the CLHA Secretary and CLHA Registrar to complete the required Team Manager’s paperwork and gain access to your team(s) SportsEngine pages.