

**Helena Area Youth Hockey Association  
Board Meeting Minutes  
September 12, 2018  
6:00 pm at Helena Ice Arena**

**People Present**

HAYHA Board Members:

Kurt Moser – President and Squirt Rep  
Sarah Garcia – Treasurer and High School Rep  
Lance Wilson – Registrar  
Robert Whited – Bantam Rep  
Scott Petersen – Member at Large and SafeSport Coordinator  
Justin Steckelberg – U8 Rep  
Mekell Lybbert – MAHA Rep  
Judy Merickel – 8U Rep and Secretary  
Ryan Lilletvedt – Vice President and PeeWee Rep

Guests:

Bob Richards – Coach-in-Chief  
Jon Flynn – House League Coordinator

**Call to Order at 6:03 pm**

**Minutes**

Lance moved to approve August 20<sup>th</sup> minutes. Scott seconded the motion. Motion passes unanimously.

**Public Comment**

None

**Practice Schedule**

After much discussion, Judy moved, and Lance seconded that we accept the practice schedule and the start and end dates as follows. It was written on the white board in the meeting room and has been re-written here in table format. Kurt will send this to Stan with the rink contract. Stan and Paula may adjust slightly.

**2018-19 HAYHA Practice Schedule with U8 and House Games**

Monday	Tuesday	Wednesday	Thursday
4:20 - 5:20 p.m. HS (1hr)		4:25 - 5:25 p.m. Bantam/16U (1hr)	
5:20 - 6:20 p.m. Squirt (1hr)	5:20 - 6:20 p.m. 8-U - Group 1	5:35 - 7:05 p.m. Squirt (1.5hr)	5:20 - 6:20 p.m. 8-U - Group 1
6:30 - 7:30 p.m. 10U/12U (1hr)	6:25 - 7:25 p.m. 8-U - Group 2		6:25 - 7:25 p.m. 8-U - Group 2
7:40 - 8:40 p.m. Peewee (1hr)	7:35 - 8:35 p.m. Bantam (1hr)	7:15 - 8:45 p.m. Peewee (1.5hr)	7:35 - 8:35 p.m. 10U/12U House (1hr)
8:50 - 9:50 p.m. 16U (1hr)	8:45 - 9:45 p.m. HS/16U (1hr)	8:55 - 9:55 p.m. High School (1hr)	8:45 - 9:45 p.m. Bantam (1hr)

Friday	Saturday
	Occasional House Game before U8s
House Game (when Bighorns are away)	
	10:00 - 10:55 a.m. Termite Game    11:00 - 12:00 p.m. Mite Game

**START DATES**

HS - Start 10/22/18

BA - Start 10/15/18

PW - Start 10/15/18

SQ - Start 10/15/18

House - Start 10/29/18

8U - Start 10/11/18, End 3/14/19, State Tournament 2/23-24/19

**Referee Update**

Kurt reported that Amber Guge has volunteered to schedule refs again this year.

**Registration Update – Lance Wilson**

HAYHA Registrar, Lance Wilson, reminded everyone that registration will NOT close. The deadline was to push people to get registered so that the majority would, and we could

confidently give team commitments to MAHA for all divisions above U8. Registration will remain open through the first week of practice. Currently there are 180 players registered:

- 22 High School
- 11 Bantam
- 24 Peewee
- 41 Squirts (keeping in mind that ~28 will make travel A and B teams, the rest will be House)
- 8 House League
- 74 U8s
- 23 Coaches

A discussion ensued around whether we will have the numbers for a 16U team as previously discussed in the last board meeting. Bob Richards said if there are 25 players and under, then that is just one high school team. The board decided to declare a HS and 16U team to MAHA because it could work if MAHA does a 16U league. If MAHA does not do a 16U league, it might be difficult to get 20 game guarantees for the 16U team, without having to travel to regional tournaments. The issue was tabled for further discussion next board meeting after another month goes for registrations. Sarah is working on the logistics for a 16U team.

### **Rink Contract**

Kurt ran the ice hour numbers, with the help of Judy for U8 and House numbers, and he recommends signing a contract for 460 hours @ \$245 per hour and including a paragraph that the U8 tournament will need another 22.5 hours of ice. The board agreed.

### **Bylaws**

Kurt handed out a revised proposed amendment to the bylaws. This amendment gives the board disciplinary authority to carry out the new discipline policy. A notice of intent to change the bylaws needs to be sent out to the entire membership. The board discussed the timing of that notice and decided to table this and discuss further at the October 10<sup>th</sup> board meeting.

### **Coach-in-Chief – Bob Richards**

USA Hockey will be offering CEP certification here in Helena on October 21, 2018 for levels 1-3. This is great if coaches don't want to travel to Bozeman on October 6<sup>th</sup>. Board reps were asked to send this information to their coaches. Bob has tryout evaluators lined up to do tryouts the week of October 22<sup>nd</sup> for Squirt and Peewee division. Bob will bring 1 Head Coach recommendation for each level, except for U8s, to the next board meeting on October 10<sup>th</sup>. Because U8s start on October 11<sup>th</sup>, Bob will email Head Coach recommendations for U8s to the board on September 19<sup>th</sup>. The board will decide with an email vote by September 21<sup>st</sup>. The board will make Head Coach decisions for all other levels at the board meeting on October 10<sup>th</sup>. For levels where tryouts are occurring – Squirts and Peewees – the board will name just one Head Coach on October 10<sup>th</sup> to 1) lead tryouts with the rest assisting and 2) participate in the

final discussion with evaluators on bubble players. After tryouts are done and the A and B teams are named, the board will name Head Coaches for the A and B teams of Squirts and Peewees. As of right now, no one has applied to be Termite Head Coach. Judy will send an email out to coaches from last year and new ones who have expressed interest encouraging them to consider applying to be Head Coach of Termites.

### **Member Handbook**

Mekell made all member handbook updates and sent them via email to the board. There is one section that still needs clarification and it's the U8 Coaching requirements. Mekell is going to reach out to Pete Kamman, MAHA's Coach-in-Chief to find out what is required of U8 assistant/helper coaches. In the past they have had to complete three of the five items that all other division have to complete:

1. USA Hockey Coaches Registration
2. Background Check
3. SafeSport Training

USA Hockey rules say that all coaches should complete two more things:

1. CEP certification of level 1 or higher by Jan 1 of season
2. 8U Age-specific modules before first ice session

Mekell will report back to the board with what she finds out and update the handbook accordingly.

### **Treasurer's Report – Sarah Garcia**

Sarah reported \$124,000 in the checking account with a lot of deposits coming in daily from registration. She brought some outstanding balances to the board's attention. The board recognized that this was a past issue and is hopeful that the new online registration requiring payment in full or scheduled installments will end the issue moving forward. As for what to do with the people owing outstanding balances. The board decided Sarah will draft a letter stating that they have 30 days to pay their outstanding balances or it will be sent to collections. Mekell is going to help draft the letter. Also, the board decided that next season, anyone who has outstanding balances will not be able to register until that is paid. Dustin had been working with some families on their outstanding balances last year, so Sarah will check to see if Dustin is ok with this approach.

### **Equipment**

The equipment shed was broken into for a second time and \$500 worth of sticks and pucks were taken. All equipment has been moved inside the rink. Lance moved to replace what was stolen. Sarah seconded. Motion passed unanimously.

### **SafeSport**

Scott Petersen, SafeSport Coordinator, printed a report for who in HAYHA is SafeSport certified. He reminded all board members to get theirs done and to remind their volunteer leaders (locker room monitors, team managers, equipment managers and coaches) to get theirs done as well before the first practice.

### **MAHA Update – Mekell**

The board discussed the updates Mekell had sent out prior to board meeting:

- Reminder of Upcoming Summit in Bozeman. All HAYHA Division Board Reps (excluding 8U Reps) will need to attend the Scheduling Meeting, Saturday, October 6th, 3:30 - 5:00 (watch MAHA website for location). You will need to coordinate with Commissioners / HAYHA Ice Scheduling (Paula) in advance, so you know ice availability/games you will be scheduling.
- Division Reps (excluding 8U) - Please review & email your teams the attached "information for the MAHA Summit". This includes information for ordering apparel & any hotel blocks. Reminder that the Summit is for players 10U & older (not 8U).
- Coaching Clinic - Bob, Pete & I are working on scheduling a coaching clinic in Helena, so coaches would not need to travel to the Summit to take coaching certification. Bob should have an update for us tonight so hold off emailing coaches to register for coaching clinic at the summit, until we discuss and finalize this tonight.
- Board Members - Reminder from MAHA President...As we begin the 2018-2019 season we must be very cognizant in making sure that we are all on top of the SafeSport training and recognize the possible signs of abuse. If you think something is not right and it should be reported, report it. At beginning of the season all Division Reps & Coaches (with Board rep over Safesport) need to review with Coaches, players, parents, managers, locker room monitors & others, the importance of SafeSport policies being followed and that everyone needs to work together.
- Hockey Affiliate Agreement & Info will be discussed at MAHA meeting at the Summit.
- Next MAHA meeting I will participate in is September 17th @ 8:00 pm.

Mekell also submitted Grow the Game grant application for \$1,000 for equipment rental. She also submitted the U8 State Festival bid for Feb 22 and 23<sup>rd</sup> in Helena.

Lastly, Mekell is going to check with Pete Hamman, MAHA Coach-in-Chief on the requirements for U8 coaches. Last year we had them complete #1 - #3 requirements before stepping on the ice, with many doing #4 and #5 as well. She will report back to the board.

- 1) USA Hockey registration: [https://www.usahockeyregistration.com/login\\_input.action](https://www.usahockeyregistration.com/login_input.action)
- 2) Background Check: You will need your USA Hockey number, and this takes 2 minutes. Go to <http://www.mthockey.com>
- 3) SafeSport Training: They changed this from last year, so all coaches, board members, team managers, equipment managers and locker room monitors must take it again this

year even if you took it last year. This takes a couple of hours. You will need your USA Hockey number. Go to <https://www.usahockey.com/safesporttraining>

- 4) U8 Age Specific Module: <https://www.usahockey.com/agespecificmodules>
- 5) Current CEP Level 1 or higher, before January 1st of this season. Register here for an upcoming coaching clinic: <https://www.usahockey.com/coachingclinics>

**Other Business**

Ryan registered the board for the Club Excellence program. He will do further work on this and report at the next meeting.

Robert asked a question about Squirt and Pee wee goalies dressing for try outs. Bob Richards said at the Squirt level everyone skates, no goalies dress for try outs. At the Pee wee level, goalies do dress for try outs.

**Next Meetings**

October 10<sup>th</sup>, 6:00 pm at the Helena Ice Arena.

**Meeting adjourned.**

Signed by President: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Secretary: \_\_\_\_\_ Date: \_\_\_\_\_