**PMHA Coaches, Managers and Parent Rep Meeting**

**Tuesday, September 30, 2014**

**8:00**

**LCCVI Amphitheatre**

**AGENDA**

1. Sign in with contact information and collect Dance tickets from Pam Dobbin.
2. Welcome – Vice President – Max Boyd
3. Executive Introductions
4. Tryout process – ice time – President - Nick Salaris
5. Shamrock (OMHA REP and AE teams) Schedule, Rules, Process – Shamrock Rep – Nick Salaris and Brian Hoven
6. New Employed Ice Scheduler (games – league and exhibition, practice, playdowns, all ice surfaces, Petrolia, Watford, Mooretown) – Kim Kuchta email: [PMHAice@outlook.com](mailto:PMHAice@outlook.com)
7. OMHA Registration / Rosters – Hockey Canada Registry (HCR) Boys– Don Harding – (Approx. 300 boys registered)
8. Coaches Manual – Max Boyd
9. AP Process – Max Boyd
10. Official OMHA Rosters, NRP, player movement - OMHA Rep – Dave Feenstra and Max Boyd
11. Tri-County – Ryan Stokes
12. House League - team selection and start dates – Sept. 13/14– Lou Harse
13. OWHA Registration / Rosters – Girls – Rep – Chad Cox (approx. 90 girls registered)
14. WOGHL – Girls Rep – Marcia Stinson
15. **Parent Rep Duties and Parent Rep for each team** – Brenda Wilson

A) You are a BIG part of our team!! You are the voice that passes information onto your team. If you or any of your parents have any questions or concerns, please pass them my way. If I don’t know the answer I will get one for you. If you have any issues that need to go to the PMHA board, bring them forward and I will bring them to the board. I will send emails with information from PMHA and that the executive will need to be passed along to your team parents. Please copy me on these emails as you send them so that we can be sure they are delivered.

B) Either the parent rep or the team manager needs to enter team scores on the website. If you are in Shamrock or OWHA you only need to enter the home scores as the websites are linked. You are to add all events and news articles to your website page (Jody Rumbold will set you up tonight).

C) Part of your position is to distribute and collect items as requested (ie. Dance tickets, Silverstick tickets, volunteer cheques etc.)

D) **“Official Roster”:** Parent Rep or Manager: Please provide Don Harding (OMHA Registrar) or Chad Cox (OWHA Registrar) your team’s official roster list with coaching staff to be uploaded in the HCR computer site. Without an official roster your team cannot compete in tournaments or playdowns.

E) **“Volunteer Roster”:** Please email your completed Team (Staff) Management and Player Roster to Lisa Friesen at [lmfriesen@outlook.com](mailto:lmfriesen@outlook.com). Lisa will email you the forms needed to complete this. These forms are important, so that she is able to track your hockey families cheques and volunteer hours. Please do this as soon as possible (This is to save costs on paper and ink).

F) **“Website Roster”:** Please provide Jody Rumbold – Webmaster your team list with DOB for any new players to our organization (mostly Tim Bits, first time players in tyke and novice or any one tht has moved or transferred into the system). She cannot enter their name without a Date of Birth.

G) **Collect 2 - $500 volunteer cheques** made payable to PMHA dated January 15, 2015 and April 15, 2015. Families with more than one member to PMHA submit cheques with their oldest child’s team. Complete the Volunteer Cheque List and submit with cheques in the PMHA box. Each cheque is worth 6 hours of work, so 12 hours in total to cancel both cheques. Parents can watch the website for volunteer opportunities or contact Brenda Wilson. All jobs listed on the Coaching Staff Team Management form will work off both cheques. Lisa will email you the form needed to submit the Volunteer Cheques. [lmfriesen@outlook.com](mailto:lmfriesen@outlook.com)

H) **Girls Hockey**: Due to no gate fees: Please submit cheque for $50 payable to PMHA to help cover the cost of referees as OWHA no longer allows gate fees to be collected. The girls teams will receive gate passes which will allow entry into both boys and girls home games.

I) **All cheques need to be submitted to PMHA by October 15, 2014. If cheques are not received, practice ice times will be cancelled.**

J) Novice Rep team is required to submit a $150 travel fee made out to PMHA. Complete the travel cheque form and submit with cheques in PMHA box.

1. Website – tournament entries and coaches, parent rep access – Jody Rumbold

Check out website: lots of great info can be found. Links to other centres, directions, google maps, stats etc. Shamrock League is all linked. Sign up for the text and email reminders!

1. Tournament Reimbursements – Treasurer – Suzanne Marks
2. Volunteer Cheques and Bingos– Lisa Friesen
3. Team Fundraising Approval – Melissa Harris. Please send your requests to Melissa at [harry\_5577@hotmail.com](mailto:harry_5577@hotmail.com)
4. Equipment and Jerseys – Jason Reidhead
5. Referees – Ryan Joy
6. Gate Scheduling – Kandy Hoven
7. Sponsorship for team jerseys – Kristin MacFarlane
8. Upcoming Events: **PMHA Homecoming Weekend (all games scheduled at home for weekend)**

**All teams MUST SELL 10 tickets!**

Dance with Rumblefish

**Sat. Oct. 18**

8:00 – 1:00

Wyoming Fair Building

Tickets: $10 advance $15 at the door. Get from Parent Rep or Heritage Esso on Petrolia Line.

**Return Tickets to Pam Dobbin 519-844-2097 or email: kdobbin@brktel.on.ca**

1. **Clothing Sales:** Sewlutions in Wyoming will handle all clothing orders. Please see Tracy for any team orders and she will donate a portion back to PMHA.
2. **Hockey Socks** – Amy Card is our sock coordinator. They are $20.00 a pair. Please contact her at [john.amycard@gmail.com](mailto:john.amycard@gmail.com) or 519-882-3549.
3. **Silverstick – Midget – Petrolia Host** – We support all Silverstick Tournaments (Novice to Midget boys and girls)– Nick Salaris
4. **Silverstick Tickets** – Tickets will be available by October. You will receive a bag of tickets to hand to your team. You will need to return them(along with money) to the PMHA box (inside the double door entrance above the lost and found box). Jen Irwin is the Silverstick Coordinator and can be reached at [irwinfamilyjjjc@hotmail.com](mailto:irwinfamilyjjjc@hotmail.com)
5. **Silverstick Kitchen** – One of our important funfraisers is the Silverstick kitchen. We are in NEED of three Kitchen Coordinators. Plese let your families know and if they are interested to contact Brenda Wilson at [jbcz@sympatico.ca](mailto:jbcz@sympatico.ca)
6. **Pictures** – Held week of Nov. 28

We will be contacting you with the date and time that your team will have their pictures taken. We will be looking for volunteers to help with organizing the teams, the day of the pictures. Please contact Mandi Pearson at [mpearson@town.petrolia.on.ca](mailto:mpearson@town.petrolia.on.ca) for more information. There are a limited number of volunteer spots available for this event.

1. **Bank Accounts** – reminder to all teams to open a bank account with 2 signatures for your specific team. Scotia Bank offers $25 per team for doing business with them.
2. **Game Sheets** – old vs. newer – difference in ref calls
3. **Year End Wrap Up Dates**

House League – March 21, 2015 ?

Travel – April 13, 2015 ?

Esso participation certificates to be filled out by the Parent Rep.

Coaches will forward award winners names to Kelly Currie by March 1st.

1. **Police Checks** – Lisa Myers

Brenda White OPP has confirmed the date for the Criminal Reference Check (CRC).

**Tuesday Oct. 7th from 5:00 pm - 8:00 pm.**  
 She asked that we note the following:  
 The OPP will supply the OPP form for the applicants to fill out.

 Make sure applicants bring original 2 pcs of I.D., and we will photo copy:

**Acceptable Identification:**     
Two (2) pieces of identification are required to complete any of the checks, **one** of which must be government-issued and include the Applicant’s name, date of birth, signature and photo of the Applicant.   
  
**Acceptable Forms of Photo Identification**

* Driver’s Licence
* BYID (Bring Your Identification, issued by the Liquor Control Board of Ontario (LCBO))
* Military Employment Card
* Canadian Citizenship Card
* Indian Status Card
* Passport
* Permanent Resident Card
* PAL (Possession & Acquisition Licence issued by the Chief Firearms Office)
* CNIB (Canadian National Institute for the Blind) Card
* Ontario Photo ID Card (issued by the MTO)
* NEXUS Card
* FAST Pass

**Acceptable Forms of Non-Photo Identification**

* Birth Certificate
* Baptismal Certificate
* Hunting Licence
* Outdoors Card
* Canadian Blood Donor Card
* Immigration Papers

1. Adjourn

Most of the information you have received tonight is also available on the website and / or in the coaches and managers manual. All of the contacts mentioned and all executive members are noted on the website along with contact information.

**Each Team will receive shortly (when received from OMHA):**

1. OMHA Manual of Operations Book – boys teams only
2. OHF (Ontario Hockey Federation) Handbook – boys teams only
3. Officials Rulebook: **VERY IMPORTANT** – each boys Rep and AE will get to refer to for referring calls and suspensions.