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

**Thursday, September 29, 2016**

**8:00 pm**

**LCCVI Amphitheatre**

**AGENDA**

1. Sign in with contact information.
2. Welcome – Vice President – Max Boyd
3. Executive Introductions
4. Ice Time – President - Nick Salaris
5. Ice Scheduler (games – league and exhibition, practice, play downs, all ice surfaces, Petrolia, Watford) – Nick Salaris email: [salaris1@hotmail.com](mailto:salaris1@hotmail.com)
6. OMHA Registration / Rosters – Hockey Canada Registry (HCR) Boys– Don Harding – (Approx. 280 boys registered) – [pmhraregistrar2014@outlook.com](mailto:pmhraregistrar2014@outlook.com)
7. AP Process – Don Harding - [pmhraregistrar2014@outlook.com](mailto:pmhraregistrar2014@outlook.com)
8. Coaches Manual – Dave Feenstra – [dave.feenstra@lamons.com](mailto:dave.feenstra@lamons.com)
9. Official OMHA Rosters, NRP, player movement - OMHA Rep – Dave Feenstra and Max Boyd
10. Shamrock (OMHA REP and AE teams) Schedule, Rules, Process - Shamrock Rep – Mike Hoven – [mikehoven@hotmail.com](mailto:mikehoven@hotmail.com)
11. Tri-County – Kevin Shaw – [kevinshaw73@hotmail.com](mailto:kevinshaw73@hotmail.com)
12. House League - team selection and start dates – Kevin Shaw - [kevinshaw73@hotmail.com](mailto:kevinshaw73@hotmail.com)
13. **Parent Rep Duties and Parent Rep for each team** – Brenda Wilson – [jbcz@bellnet.ca](mailto:jbcz@bellnet.ca)

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. For Shamrock 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 (Ashley Johnson/ Jody Rumbold) will set you up tonight).

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

D) **“Official Roster”:** Parent Rep or Manager: Please provide Don Harding (OMHA Registrar) - [pmhraregistrar2014@outlook.com](mailto:pmhraregistrar2014@outlook.com) with 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 Policiccio at [lisa.policicchio@gmail.com](mailto:lisa.policicchio@gmail.com) . Lisa will email you the forms needed to complete this. These forms are important, so that she is able to track your hockey family’s 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 Ashley Johnson/Jody Rumbold PMHA Webmasters - [pmhawebmaster@gmail.com](mailto:pmhawebmaster@gmail.com) 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 that has moved or transferred into the system). They cannot enter their name without a Date of Birth.

G) **Collect 2 - $500 volunteer cheques** made payable to PMHA dated January 15, 2016 and April 15, 2016. 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. [lisa.policicchio@gmail.com](mailto:lisa.policicchio@gmail.com) .

H) **All cheques need to be submitted to PMHA by October 15, 2015. 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 – Ashley Johnson/Jody Rumbold - [pmhawebmaster@gmail.com](mailto:pmhawebmaster@gmail.com)

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

1. Tournament Reimbursements – Treasurer – Suzanne Marks - [pmhatreasurer@hotmail.com](mailto:pmhatreasurer@hotmail.com)
2. Volunteer Cheques and Bingos– Lisa Policicchio - [lisa.policicchio@gmail.com](mailto:lisa.policicchio@gmail.com)
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 – Head Coaches please have a $500 cheque post dated to April 1st, 2017 -Jason Reidhead - [jason.reidhead@cogeco.ca](mailto:jason.reidhead@cogeco.ca)
5. Hockey Socks – Jason Reidhead - jason.reidhead@cogeco.ca
6. Coaches and Players on ice equipment – Max Boyd
7. Coaches Fair Play
8. Referees – Petrolia/Mooretown Referee Association
9. Gate Scheduling – Kandy Hoven
10. Sponsorship for team jerseys – Kristin MacFarlane
11. **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.
12. **Silver Stick – Midget – Petrolia Host** – We support all Silver Stick Tournaments (Novice to Midget boys and girls)– Nick Salaris
13. **Silver Stick 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 Silver Stick Coordinator and can be reached at [irwinfamilyjjjc@hotmail.com](mailto:irwinfamilyjjjc@hotmail.com)
14. **Pictures** – Mandi Pearson Coordinator - [pearson.pmha@gmail.com](mailto:pearson.pmha@gmail.com)

**Dates:** Oct 29 and November 5

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 [pearson.pmha@gmail.com](mailto:pearson.pmha@gmail.com) 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. If possible, please open at Scotia Bank in Petrolia as they sponsor PMHA and provide items every year for all players and coaches. Please contact Nick for required PMHA letter to open a team account.
2. **Game Sheets** – old vs. newer – difference in ref calls
3. **Year End Wrap Up Dates**

House League – March, 2017?

Travel – April, 2017?

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** – Samantha Greaves [samgreaves004@icloud.com](mailto:samgreaves004@icloud.com)

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

**Wednesday, October 12th from 5:30 pm - 8:30 pm (Petrolia Detachment)**  
 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

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.

1. Adjournment