Ice Hockey ACT Board

Meeting Minutes

24 May 2018, 5.30pm

Woden Community Centre

Minutes recorded by Assistant Secretary: Dean Klemick

1. Attendees:

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendees** | **Position** | **Attended** | **Apologies** |
| Tanya Brunt | President | Y |  |
| Bryce Logan | Vice President | Y |  |
| Marlena Kaczmarek | Secretary |  | Y |
| Dean Klemick | Assistant Secretary | Y |  |
| Adrian Miller | Treasurer | Y |  |
| Dave Jackson | Senior Delegate |  | Y |
| Sarah Mohr | Junior Delegate | Y |  |
| Diane Doornbos | Registrar | Y |  |
| Luke Power | Referee-in-Chief | Y |  |
| Mike Sargent | Junior Coaching Director |  | Y |
| -vacant- | Senior Coaching Director |  | N/A |
| Jodie Cochrane | Director of Women’s Programs | Y |  |
| Adrian Sancataldo | Member Protection & Information Officer |  | X |
| Tony Lane | Tribunal Director |  | X |
| Diane Percy | Chief Medical Officer | Y |  |
| Diane Doornbos | Equipment Officer | Y |  |
| Lachlan Clark | Media & Public Relations Officer | Y |  |
| Andrew Brunt | N/A – scheduling officer |  | X |

1. Meeting Opened

President opened meeting, thanked the traditional owners of the land the meeting was being conducted upon and welcomed new Portfolio Directors. Discussed keeping a strategic level view rather than operational level and reminded all attendees of the confidentiality and interpersonal respect of board meetings.

1. Apologies:

Secretary, Senior Delegate and Junior Coach.

1. Approval of Previous Meeting Minutes:

Proposed by RIC, seconded by Treasurer.

1. Updates of Outstanding Business / Action Items:

| **From mtg** | **Serial** | **Item** | **Responsibility** | **Due date** | **Status** | **Update/current status** |
| --- | --- | --- | --- | --- | --- | --- |
| 26.04.18 | 1 | Contact unregistered players in Senior B and C to complete team registration in ESD. Inform team managers that if unregistered players play, their team will automatically forfeit the game.  | Registrar/Senior Delegate | 27.04.18 | Complete |  |
| 26.04.18 | 2 | Investigate if ESD can generate scoresheets that can be printed off for scorers prior to games with player names/numbers already filled in. | Registrar | 24.05.18 | Complete | Assistant Secretary to contact Signal Co about ensuring availability of rink wifi throughout the year. Registrar to document scoresheet management process. |
| 26.04.18 | 3 | Investigate laptop/tablet options to facilitate live scoring. | Assistant Sec | 24.05.18 | Complete |  |
| 26.04.18 | 4 | Liaise with Pirates committee about T2 team coming in under IHACT. | Vice President/Senior Delegate | 30.06.18 | Continues | President to provide contact at IHA for VP to follow-up for more info. |
| 26.04.18 | 5 | Develop Facebook group social media policy. | Vice President/Assistant Sec | 24.05.18 | Continues | VP passed draft policy example to Assistant Secretary and Media Officer for consideration and further development. |
| 26.04.18 | 6 | Seek IHA approval of amended paper-based scoresheets. | Assistant Sec |  | Complete | Reformatted Excel file emailed to IHA. No response by meeting date. |
| 26.04.18 | 7 | Recruit league co-ordinators for Senior B and C leagues. | Senior Delegate |  | In progress |  |
| 26.04.18 | 8 | Issue of whether IHACT require legal representation (or access to legal representation) for tribunal meetings (ie if player brings a legal representative) and whether the Tribunal requires legal representation (or access to legal representation). Investigate if ACT Sport & Rec have advice/suggestions for legal support for sports committees. | Assistant Secretary |  | Continues |  |
| 26.04.18 | 9 | Contact all newly appointed Portfolio Directors and set up their IHACT email accounts. | Secretary (Vice President to contact new Media Officer) | 30.04.18 | Complete |  |
| 26.04.18 | 10 | Request sent to IHACT Board to rename MTT. Investigating possibility of having similar names/branding across other ACT representative/travel teams. Junior Delegate to discuss with Junior Brave (MTT) team management. Senior Delegate to discuss with WTT team management.  | Junior Delegate/Senior Delegate |  | In progress |  |
| 26.04.18 | 11 | Board to make a decision about whether scorer’s will get paid during the 2018 winter season and beyond. Treasurer will confirm that IHACT can cover cost for this season as it was not factored into fees. Assistant Secretary to put a poll out to members on facebook for their opinion. Decision will be based on the poll result and will be implemented by the IHACT Board. | Treasurer/Assistant Sec |  | Complete | Poll released. Result acknowledged in President’s Update of 15 May 2018. Treasurer to identify scorers who need to be paid and calculate fair payment. Discussion: Process of training & qualifying scorers needs to be decided upon. Senior B mostly covered, Senior C may need attention. Senior Delegate to consult with leagues & draft a process for board consideration. Junior Delegate to do same for juniors. |
| 26.04.18 | 12 | One of the IHACT goals is damaged and urgently needs to be repaired or replaced. Need to source welder to do short-term fix. | President/Vice President |  | Complete | Thanks included in the President’s email update of 15 May 2018. |
| 26.04.18 | 13 | Get quotes for two new goals that meet IIHA specifications. | Vice President  |  | In progress | Quote to be provided from local metalworks. Member identified who has specs for fabricating new goals from scratch. |
| 26.04.18 | 14 | Contact Brave about contribution for hiring IHACT goals for training and games. | President |  | Pending | President to contact Brave at a future date. |
| 26.04.18 | 15 | Need to have a rink code of conduct that applies to all players, officials (on and off ice) and spectators. Circulate a previously developed document for Board approval out of session, then arrange for copies to be laminated and displayed around the rink. | President |  | Complete | Junior Delegate to produce six copies of signage to put up around rink. |
| 26.03.18 | 16 | Review IHACT Positions Descriptions document | All Board & Portfolio  |  | Ongoing | All PDs to review position description docs. |
| 26.03.18 | 17 | Compile list of accredited and unaccredited coaches | Registrar/Senior Coaching/Junior Coaching |  | In progress | Once all coaches have registered on ESP, Registrar to provide details to appropriate directors |
| ≤29.01.18 | 18 | Compile WWVP register | Registrar/Junior Delegate |  | In progress |
| ≤29.01.18 | 19 | Develop IHACT Tribunal and Suspension Regulations document | RIC |  | In progress | Treasurer to provide more comments to RIC |
| ≤29.01.18 | 20 | Advertise 2018 competitions once schedule finalised | Registrar/Media Officer/Junior Delegate/Senior Delegate |  |  | Games to first weekend in June added to FB as Events. |
| ≤29.01.18 | 21 | Fine-tune ESD to utilize its full potential and make a simpler layout menu for people to follow. | Registrar | Ongoing | Ongoing |  |
| ≤29.01.18 | 22 | Establish live scoring functionality for De Fris Competition  | Registrar |  | In progress | Registrar has purchased personal laptop to practice using live scoring screens before tournament. |
| ≤29.01.18 | 23 | Change code on equipment room & compile a list of people that need access/are given code | Equipment Officer |  | In progress | 26.04.18 - Code has been changed but list of people needing access not yet compiled. |
| ≤29.01.18 | 24 | Rules of Engagement (ROE) for Senior B and Senior C leagues | All Board to approve once drafted |  | Ongoing | A. Miller working on the final draft. |
| ≤29.01.18 | 25 | Club basis Viability committee | Junior Delegate / Senior Delegate |  | Ongoing | Outline written by A.Miller – still awaiting further instruction. Two people have put their hands up to be on the committee at this stage. |

1. Elected and Portfolio Reports:

**President – Tanya Brunt**

* President’s email update sent to IHACT members
* Rink signage approved by John and multiple signs up (by 18 May)
* Senators have agreed to allow our De Fris team to use their change room for tournament
* Sportstec Clinic offering services to IHACT in return for advertising on our IHACT page
* Due to join a hook up conference call on the evening of 25 May, to vote on change to IHA Constitution
* I have made some basic enquires the Australian Sports Commission about some guidance on our constitution review.
* ACTISF Update – Bryce and I attended a meeting on Monday 14 May. In short, the Federation are continuing to work behind the scenes, lobbying with various parties and Politicians. The option paper is close and shortly the Federation will call upon the delegates to form a groups or people to bring all parties up to speed with that status.

**Vice President – Bryce Logan**

* Chasing quotes for new goals. Will provide options at meeting.

**Treasurer – Adrian Miller**

* Provided update on team balances,
* BAS payments processed.

**Senior Delegate – Dave Jackson**

* **Injuries**
	+ We have had two reported injuries that have required Insurance claims,
		- Adam Larkin – Eye. I know Adam has sent his form off.
		- Rish Rummukainen – ACL. Given forms, not sure if she has completed.
* **League Coordinators Needed**
	+ B and C are still without League Coordinators.
	+ B is running themselves smoothly at the moment
	+ C has a bit of a struggle organising scorers. Joel Davis has been helping a lot here and I have been fulfilling the League Coordinator role at the moment.
* **Goalie Repayments/Refunds**
	+ I believe that the goalie refunds were approved, my question is how do the repayments for summer league get processed?
* **Request for new Jerseys (Bison)**
	+ The Feisty Bison are requesting funds to buy more Jerseys. With several players leaving and no other jerseys left in the store room they will need new jerseys. They are looking to get ~25 sublimated jerseys. This will be a bit of a revamp.
* **Incident Report from Sharks v Devils**
	+ During the Devils v Sharks Game 14/5/18 there was an incident where a player checked another player from behind out of play. The Devils asked for an investigation into the issue regarding the penalty and if the player should receive further discipline.
	+ With regards to further discipline I have discussed this with the RIC and it was determined no further discipline is required. The findings are below.
	+ The penalty as assessed on ice was incorrect for the infraction and it should have been assessed as a 5+GM for checking from behind. Rule 123 ii.
	+ Whilst the on ice penalty was incorrect, the offending player received the correct amount of ‘suspension time’ by sitting out the rest of the game.
	+ The senior delegate has undertaken to reinforce with all senior C teams (via the senior C committee) the players code of conduct.
	+ There is no further disciplinary action required, regardless of the reported post game injuries suffered by the Devils player.
	+ Devils were reminded that any and all injuries must be recorded on an injury report form at the conclusion of you game and before leaving the rink.
	+ The other thing I would like to mention from this incident is that the player who was checked further approached the other player in question while they were on the bench and verbally abused them. The referee of the game did talk to them after about this and let them know this behaviour is not acceptable. Is that enough or do we need to pursue this further?
* **Summary/Things to consider**
	+ League Coordinators for B and C needed
	+ How are goalie payments refunded?
	+ Feisty Bison requesting funds for new jerseys
	+ Is more action required surrounding spectator verbally abusing (I know there is work around this in terms of the poster/code of conduct to be put up around the rink)

**Junior Delegate – Sarah Mohr**

* **2018 Winter season**
Successfully up and running, with an increase in registrations for IHACT Juniors this season. This year has seen a slight change in format to accommodate the increased numbers and get as much out of the allocated ice time as possible. This includes the creation of an under 15 league which includes PeeWee’s and 1st year Bantams in a three-team league. 2nd year Bantam age players are playing with the Midget team in Senior C.
* **2018 Format**
Squirts play – 2x 20 minute cross ice games
Atoms play - 2x 20 minute cross ice games
Under 15 league play – 2x 40 minute full ice games
Midget Phoenix in C grade and/or MTT. (5 Juniors playing up in Senior B).
* **Junior League Coordinators for 2018**
Squirts – Kylie Helmers
Atoms – Dahlerup
Under 15- Jo Binkin
Phoenix in C – Michael York
* **Facebook**Junior Delegate has been asked by parents, and is considering, creating an IHACT Juniors facebook group, noting that the audience is somewhat different to the regular IHACT members group. This could be used for game updates, Junior related buy swap and sell, questions and sharing other junior related general information and reminders.
* **Pucks**IHACT Junior Coaching Director has requested IHACT purchase of new regulation weight pucks for training. Currently Juniors train with blue pucks which are lighter than regulation pucks. It is estimated that these would be at a cost of around $200 if printed with the IHACT logo, less if plain. For consideration by Board.
* **IHACT Ginsberg, DeFris and Tange Representative Teams**Plans are progressing for the IHACT representative teams. Sarah Mohr is managing both Ginsberg and DeFris and Di Doornbos is managing Tange.
Training for the Ginsberg and DeFris teams has commenced on Sunday lunchtimes utilising the donated ice time from IHACT. These on-ice sessions are being shared by both Ginsberg and DeFris National Teams to get as many on-ice training sessions as possible. Tange Coach will contact Andy Brunt to arrange training.
IHACT have advised IHA of our requirements to fill both squads with players from the player pool in all three national teams.
* **Tournaments**
ACT will be sending a team to the annual Atoms only tournament in Newcastle in July school holidays. Invites have been sent to 12 Atom age players.
* **FOR NOTING:**
	+ WWVP Policy, previously approved by the Board. For the information of new Board members.
	+ A full set of IHACT Representative Jerseys have been ordered and will be available for loan before the first National Tournament in July. This was previously approved by the Board.
* **ACTION ITEMS:**
	+ Request for approval to purchase of 80 new, appropriately weighted, pucks for Junior trainings.
	+ Playing Up forms 2018 have been updated. For approval and upload to IHACT website.

**Secretary – Marlena Kaczmarek**

* Responded to query from Canberra Ice Hockey Supplies
* Set up email accounts for all Portfolio Directors following successful nominations at previous meeting
* Implemented pre-meeting preparation as agreed at previous meeting:
	+ Notice to all IHACT members sent out to all members on facebook & in president’s update email
	+ Emailed all Board and Portfolio Directors for attendance, agenda items, and reports two weeks prior to meeting.

**Assistant Secretary – Dean Klemick**

* **Action Items on Assistant Secretary from IHACT Board Meeting 26 Apr 2018**
	+ Review tribunal regulations and submit comments - No further comments beyond those raised at the last meeting.
	+ Inquire as to whether ACT Sports & Rec, or IHA, provide pointers / guidance / advice on engaging professional services (Accounting / Legal) - Ongoing.
	+ Determine the hardware requirements to support online scorekeeping - Provide report to the board & present three options for suitable hardware to board. Document device use guidelines, (procurement, maintenance, disposal)
		- Advice from ESD is that any device with a browser and internet connectivity will be capable of using the live scoring module of ESD, with native mobile apps in the works. That said, “Teams, times, schedules and rosters are required to be populated in order to access to the live scoring module and do not see any site on CID 6240 (ACT) that currently meet these requirements.” I haven’t followed up with ESD to understand how the data Di has entered isn’t sufficient, as my quick examination of the Senior C data looks to have all of those details.
* **Subtasks ongoing:**
	+ Modified scoresheet proposal - write to General Secretary Martin Jones at IHA - cc Pres and Sec) – Completed. Modified scoresheet template sent to IHA 17 May 2018. Nil response as at 20 May 2018.
	+ Review IHNSW instance of ESD - I’ve had a quick look at the IHNSW instance of ESD. It has been styled very nicely: http://results.ihnsw.com.au/
	+ Complete intro to hockey in Canberra document and circulate to board for review – Ongoing.
	+ Promulgate poll on scorers payments to IHACT Members Group - Completed.
* **Other Tasks**
	+ I’ve passed the social media credentials that I have to Lachlan and have added him to the Facebook page as an Editor. The Editor role will allow the media officer to post things to the page as Ice Hockey ACT, but not allow him to manage the roles of the others with access to the page (Tanya and me at the moment).
	+ Lachlan and I spent some time discussing the media officer role and discussing Tanya’s intent to publicise local games further. Following that discussion, I’ve published all local games for the next few weeks to Facebook via the page’s Events function. Initial observations from doing this are that:

a. You can reduce the time it takes to input events by having details and logos in an easy-to-access location (eg Desktop) before starting

b. The description field is important; it becomes the post headline when Facebook shares the event, and

c. When bulk creating events, it may be better to use the scheduling tool to release them all overnight, rather than publishing them immediately. Flooding our followers feeds may become annoying and counterproductive, but scheduling events to be released overnight over the course of a week should mitigate this.

**Registrar – Diane Doornbos**

* + - All league schedules are now up on IHACT’s ESD page
		- Score/game sheets can be printed – sent everyone a copy of what they look like. Both IHA & the IHA RiC are fine with these being used. Will fill one in as a “How To”, laminate it & put in the scorer’s folder. These are a little different to the current ones but have less room for errors.
		- Will need to look at who will have access to be able to print the game sheets off due to the information that can also be obtained in this area of ESD.
		- Still issues with score sheets not being filled in correctly &/or signed off by the Ref. This means stats are not correct on ESD. Game sheets won’t be uploaded until I have the correct player info eg jersey numbers.
		- Working on members born outside of Australia & their need to provide information & checking IHA v IHACT information on membership numbers.

**Referee-in-Chief – Luke Power**

* **Green Shirt Program**

As the policy has now been communicated we should start to see more green shirts on ice. I have reinforced the policy with all officials so that they are aware.

* **Suspensions**

I am currently preparing suspension notices for 3 senior B players from a fight that occurred Sunday 20/05. There were also two other suspensions issued for fighting earlier this month in senior B. All 5 suspensions have been issued as 2 games.

* **Complaint**

Myself and the Senior Delegate received a complaint from a senior C team regarding an on-ice penalty. They queried weather the penalty was correct and if any further disciplinary action would be taken. The investigation found that an incorrect penalty was assessed as 2 min for charging plus a game misconduct (IIHF rule book does not allow for such a penalty) when it should have been 5 min major and automatic game misconduct for check from behind. It was determined that the offending player had served the correct ‘suspension’ period and no other action would be taken. The senior delegate undertook to communicate to all senior C team via the senior C committee the players code of conduct as a reminder. I have debriefed and coached the referee on correct application of penalties.

* **Development**

Both myself and Nick Mason were supported by the IHA RIC to referee our first AIHL games this month. Additionally, Adam Cullen officiated as a linesman for the first time in AIHL. Whilst there were some minor hiccups, it’s great to see local officials getting opportunities over bringing in interstate officials.

I am working with the senior/AIHL officials to give back locally to ensure we are supporting the rest of the officiating team.

* **National Championships – De Fris**

I will shortly be putting a call out to local officials to gauge interest in working the upcoming De Fris tournament. Kent has supported that we solely use local officials. Additionally, Kent has advised he will be in attendance as the tournament RIC so he can work with our local team to develop skill.

**Junior Coaching Director – Mike Sargeant**

* Nothing to report at this time.

**Senior Coaching Director – Position vacant**

* N/A

**Director of Women’s Programs – Jodie Cochrane**

* WD to survey players about last season in order to scope potential changes for 2018/19 summer season.

**Member Protection & Information Officer – Adrian Sancataldo**

* No report received

**Media & Public Relations Officer – Lachlan Clark**

* **Regular monitoring of social media accounts**

My main goal in maintaining this portfolio is to keep on top of and regularly monitor and respond to messages that are received through all of our social media outlets. In the past messages have gone unread and unresponded too for extended periods of time; making the members that contact us through social media feel unheard and spurning potential new members due to our silence. This process will be twofold:

* + Increasing our overall response time so that people can rely on the Facebook page as a solid source of information. As it currently stands more people go to the IHACT members page as a starting point, and not the associations Facebook page; and our average response time stands at about eight hours. I want to make it so that all new players can go through the Facebook page as a starting point; and established members or experienced players can go through the members page.
	+ Referring all new players and members enquiries to the appropriate board member, and actively following up with both the person making the enquiries and the board member.
* **Beginning the process of developing the ESD site**

It is of my opinion that our current IHACT website has reached its effective use, and has some major issues that would be easily overcome by utilizing the full suite of options available to us on esports desk. The website as it currently stands is outdated, has questionable security processes, and the domain and intellectual property ownership is a worrying concern. It is of my understanding that we have a financial relationship with esports desk and therefore have a direct source to go to for any issues with out site; but they will also provide a significantly higher level of site security. I would like to transition the official IHACT website to the esports desk site and fully utilise it’s suite of features.

**Chief Medical Officer – Diane Percy**

* CMO to liaise with SD & JD to make register of qualified First Aid volunteers.

**Equipment Officer – Diane Doornbos**

1. Lock code has been changed
2. List of “who” should have the code:
* Equipment Manager
* Secretary – (just as an FYI)
* Ass. Secretary- (as an FYI)
* Junior Delegate
* Senior Delegate
* Coaching Directors

No one else should be in need of access to the equipment room, as the equipment is not there for people that have forgotten pieces of their equipment, it is there for development programs, come & try days & hire.

The only equipment needed to be accessed weekly, is junior goalie gear- this was purchased for that reason.

I was asked at the beginning of the year to get a quote on 2 goalie helmets, have re-submitted the request, along with requesting a quote for more chin strap clips & laces to be used for toe strings for the junior goalie pads as there are a few broken following the womens season. Will keep you all informed once I receive the quote back.

**Tribunal Director – Tony Lane**

* N/A

## Portfolio Directors thanked and relieved 19:50.

1. General Business:
2. Financial investment in IHACT business plan, review of constitution

President to communicate with elected directors via email.

1. Review of values and mission statement

President to communicate with elected directors via email.

1. MTT & WTT branding

Proposed team name discussed

1. Bench Coaches Accreditation Process

VP raised matter of bench coach accreditation for teams with junior players. President to speak to Coaching Director.

## Meeting closed 20:09.

1. Action Items - Carried Over and New:

| **From mtg** | **Serial** | **Item** | **Responsibility** | **Due date** | **Status** | **Update/current status** |
| --- | --- | --- | --- | --- | --- | --- |
| 26.04.18 | 4 | Liaise with Pirates committee about T2 team coming in under IHACT. | Vice President/Senior Delegate | 30.06.18 | Continues | President to provide contact at IHA for VP to follow-up for more info. |
| 26.04.18 | 5 | Develop Facebook group social media policy. | Vice President/Assistant Sec | 24.05.18 | Continues | VP passed draft policy example to Assistant Secretary and Media Officer for consideration and further development. |
| 26.04.18 | 7 | Recruit league co-ordinators for Senior B and C leagues. | Senior Delegate |  | In progress |  |
| 26.04.18 | 8 | Issue of whether IHACT require legal representation (or access to legal representation) for tribunal meetings (ie if player brings a legal representative) and whether the Tribunal requires legal representation (or access to legal representation). Investigate if ACT Sport & Rec have advice/suggestions for legal support for sports committees. | Assistant Secretary |  | Continues |  |
| 26.04.18 | 10 | Request sent to IHACT Board to rename MTT. Investigating possibility of having similar names/branding across other ACT representative/travel teams. Junior Delegate to discuss with Junior Brave (MTT) team management. Senior Delegate to discuss with WTT team management.  | Junior Delegate/Senior Delegate |  | In progress |  |
| 26.04.18 | 13 | Get quotes for two new goals that meet IIHA specifications. | Vice President  |  | In progress | Quote to be provided from local metalworks. Member identified who has specs for fabricating new goals from scratch. |
| 26.04.18 | 14 | Contact Brave about contribution for hiring IHACT goals for training and games. | President |  | Pending | President to contact Brave at a future date. |
| 26.04.18 | 15 | Need to have a rink code of conduct that applies to all players, officials (on and off ice) and spectators. Circulate a previously developed document for Board approval out of session, then arrange for copies to be laminated and displayed around the rink. | President |  | In Progress | Junior Delegate to produce six copies of signage to put up around rink. |
| 26.03.18 | 16 | Review IHACT Positions Descriptions document | All Board & Portfolio  |  | Ongoing | All PDs to review position description docs. |
| 26.03.18 | 17 | Compile list of accredited and unaccredited coaches | Registrar/Senior Coaching/Junior Coaching |  | In progress | Once all coaches have registered on ESP, Registrar to provide details to appropriate directors |
| ≤29.01.18 | 18 | Compile WWVP register | Registrar/Junior Delegate |  | In progress |
| ≤29.01.18 | 19 | Develop IHACT Tribunal and Suspension Regulations document | RIC |  | In progress | Treasurer to provide more comments to RIC |
| ≤29.01.18 | 20 | Advertise 2018 competitions once schedule finalised | Registrar/Media Officer/Junior Delegate/Senior Delegate |  | **Ongoing** | Games to first weekend in June added to FB as Events. |
| ≤29.01.18 | 21 | Fine-tune ESD to utilize its full potential and make a simpler layout menu for people to follow. | Registrar | Ongoing | Ongoing |  |
| ≤29.01.18 | 22 | Establish live scoring functionality for De Fris Competition  | Registrar |  | In progress | Registrar has purchased personal laptop to practice using live scoring screens before tournament. |
| ≤29.01.18 | 23 | Change code on equipment room & compile a list of people that need access/are given code | Equipment Officer |  | In progress | 26.04.18 - Code has been changed but list of people needing access not yet compiled. |
| ≤29.01.18 | 24 | Rules of Engagement (ROE) for Senior B and Senior C leagues | All Board to approve once drafted |  | Ongoing | A. Miller working on the final draft. |
| ≤29.01.18 | 25 | Club basis Viability committee | Junior Delegate / Senior Delegate |  | Ongoing | Outline written by A.Miller – still awaiting further instruction. Two people have put their hands up to be on the committee at this stage. |
| **24.05.18** | 26 | Live Scoring: Assistant Secretary to contact Signal Co about ensuring availability of rink wifi throughout the year.  | **Assistant Secretary** |  |  |  |
| **24.05.18** | 27 | Live Scoring: Registrar to document scoresheet management process. | **Registrar** |  |  |  |
| **24.05.18** | 28 | Live Scoring / Web: Investigate ESD’s capacity to quarantine users via roles | **Assistant Secretary** |  |  |  |
| **24.05.18** | 29 | W-T2/IHACT: President to provide contact at IHA for VP to follow-up for more info. | **President** |  |  |  |
| **24.05.18** | 30 | Scorer Payments: Identify scorers who need to be paid and draft a training and accreditation process for board consideration. | **Senior Delegate and Junior Delegate** |  |  |  |
| **24.05.18** | 31 | Goals: Get quote for fabrication of brand new goals | **Vice President** |  |  |  |
| **24.05.18** | 32 | Behaviour Expectation Signage: Produce six copies of poster to put up around rink. | **Junior Delegate** |  |  |  |
| **24.05.18** | 33 | Governance: Ensure all board members have access to Dropbox and are aware of its intended use. | **Secretary** |  |  |  |
| **24.05.18** | 34 | Review position description documents and recommend updates to board | **All Portfolio Directors** |  |  |  |
| **24.05.18** | 35 | Tribunal Policies: Further comments to be submitted to RIC | **Treasurer** |  |  |  |
| **24.05.18** | 36 | RoE: Request update from Senior Delegate | **President** |  |  |  |
| **24.05.18** | 37 | Governance: Task updates to be provided as part of monthly return | **All Elected and Portfolio Directors** |  |  |  |
| **24.05.18** | 38 | Governance: Monthly returns to be kept in separate document from meeting agenda | **Secretary** |  |  |  |
| **24.05.18** | 39 | Goalie Refunds: new policy to be documented then promulgated via website/ESD | **Registrar** |  |  |  |
| **24.05.18** | 40 | Goalie Refunds: Forward list of summer goalies inquiring about refunds to Registrar and Treasurer | **Media Officer and Women’s Director** |  |  |  |
| **24.05.18** | 41 | Behaviour Expectations: Contact spectator about abusive conduct during C game. | **President** |  |  |  |
| **24.05.18** | 42 | New Jerseys: Check proposed design to ensure alignment with existing stock. Check nameplates - must be surnames, no nicknames as per IIHF regs. | **Senior Delegate** |  |  |  |
| **24.05.18** | 43 | Financial Delegations: Draft financial delegation instrument to formalise decision about $500.00 per financial year budget each for Senior Delegate and Junior Delegate for supplies and $200.00 per financial year for the media officer for advertising and promotions. | **President and Treasurer** |  |  |  |
| **24.05.18** | 44 | Supplies: Order pucks and provide invoice to Treasurer. | **Junior Delegate** |  |  |  |
| **24.05.18** | 45 | Scoresheets: Contact RIC about officials not signing scoresheets. | **Registrar** |  |  |  |
| **24.05.18** | 46 | Scoresheets: Remind all teams of scoresheet validation and sign-off process: 1. team capt/managers to sign off before officials sign (to acknowledge penalties, goals and assists are correct, and whether there are nil injuries or injury form has been completed), 2. Officials sign | **Senior Delegate** |  |  |  |
| **24.05.18** | 47 | Women’s Summer Season: survey players about last season to scope potential changes for 18/19 season. | **Women’s Director** |  |  |  |
| **24.05.18** | 48 | First Aid Qualified Volunteers: liaise with Senior Delegate and Junior Delegate to identify qualified volunteers and generate register of quals and relevant dates of training | **Chief Medical Officer** |  |  |  |
| **24.05.18** | 49 | Bench Coach Reaccreditation: Contact coaching director about correct process for reaccreditation of bench coaches for senior teams with junior players. | **President** |  |  |  |
| **24.05.18** | 50 | Advertising Games: Populate all winter season games as Facebook events | **Media Officer and Assistant Secretary** |  |  |  |
| **24.05.18** | 51 | Discipline: contact players to communicate decisions about disciplinary matters. | **Referee in Chief** |  |  |  |

1. Next Meeting:

Thursday 21 June 17:30-20:30
Woden Community Centre, 26 Corrina St Woden