

**Hibbing Chisholm Youth Hockey Association  
Board Meeting  
Memorial Building Canteen  
400 East 23<sup>rd</sup> Street**

**Monday, September 19th, 2016  
6:00 PM**

**AGENDA**

- 1. Meeting Called to Order**
- 2. Approval of the September Agenda**
- 3. Approval of the August 15th, 2016 Minutes and Evotes**
- 4. President's Report**
- 5. Treasurer Report**
- 6. Fundraising Report**
- 7. Executive Director Report**
- 8. Arena Manager Report**
- 9. Coaching Committee**
- 10. Old Business**
- 11. New Business**
- 12. Association Member Open Forum**
- 13. Adjournment**

**Hibbing-Chisholm Youth Hockey Board Meeting: August 15th, 2016 Memorial Building Dining Room, 6pm**

**Board of Directors Present:** Rally Hess, Joel Carlson, Mike Sanborn, Heather Drews, Nicole Anderson Rachel Delich-Sullivan, Tom Dicklich, Shane McKinlay, Pete Hyduke

**Absent:**

**Members of Association Present:** JR Albrect

Rally called the meeting to order at 600pm

**Agenda:** Rally made motion to approve the agenda as presented. Joel seconded the motion. THE MOTION CARRIED UNANIMOUSLY.

**Minutes & E-Votes:** Mike made a motion to approve the minutes of the July 15<sup>th</sup>, 2016 meeting. Joel seconded the motion. THE MOTION CARRIED UNANIMOUSLY.

**Presidents Report/ Coaching Committee:** See attached report.

Nominations for open board position Nicole nominates JR Albrect, Joel seconded. No other nominations. JR to fill open board position.

Coaching policy approval, Motion made by Joel, seconded by Rachel. Amended motion to state that all exceptions must be approved by the board. Amended motion by Rally, seconded Rachel. THE MOTION CARRIED UNANIMOUSLY.

Coaching Committee: See attached notes. Survey to parents why they do not sign up for fall skills. Removal of Shea Walters, Kris Walters, and Ryan Hanegmon from Coaching committee. Motion to approve coaching committee rosters made by Joel, seconded by Mike. THE MOTION CARRIED UNANIMOUSLY.

**Fundraising Report:** Approval for the parents to sell soda and water at the Hibbing Raceway for a concert with all money to be donated to HCYHA. Also that the hours worked will count towards DIBS. Motion by Joel, second by Mike. THE MOTION CARRIED UNANIMOUSLY.

**Treasurer Report:** Joel gave report on budget. Rachel made motion to approve Treasurer Report, Mike seconded the motion.

MOTION CARRIED UNANIMOUSLY

**Executive Director Report:** Heather gave E.D. report. See attached report.

Motion made by Joel to make the Bantam B tourney a 16 team tourney, seconded by Rachel. MOTION CARRIED UNANIMOUSLY

**Arena Manager Report:** Not present

**Old Business:** none

**New Business:** Squirt Outdoor Tourney needs to be finalized and presented to board.

Pete Kaim to reach out to employees about working again this year.

Pete H. suggests making Chisholm ice the home to the Mite teams.

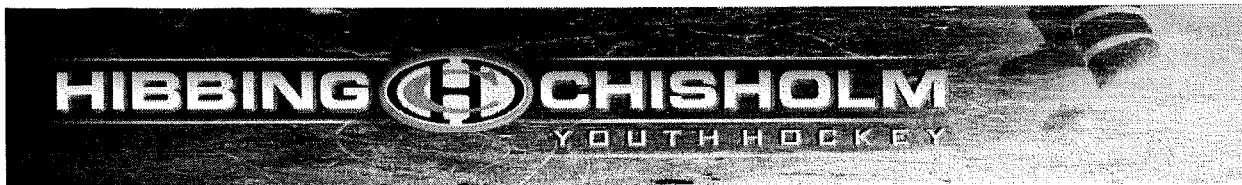
Dryland-how to continue discussion was held, insurance liability, Heather to contact Mike Fay Insurance. Dryland policy to be drafted.

**Adjournment:** Pete made a motion to adjourn the meeting. Joel seconded the motion. THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Nicole Anderson

HCYHA Secretary



## **Hockey Development Coordinator – Role Description**

The Hockey Development Coordinator plays a vital role for the Hibbing Chisholm Youth Hockey Association (HCYHA). This individual is responsible for ensuring that the on-ice product being offered is of the best possible quality. Besides making sure that coaches are teaching skills in a fun and engaging manner, the Hockey Development Coordinator needs to communicate the long term athlete focus being applied to both coaches and parents. The ability to apply and promote USA Hockey's age-appropriate recommendations is key to both player development and consumer satisfaction.

A successful candidate in this role will drive an association's success on and off the ice. This role will typically be filled by a coaching committee chair.

### **Primary Duties and responsibilities:**

- Implement the developmental guidelines and training priorities of the American Development Model
  - Both on and off the ice
- Ensure proper instruction is being offered at each level
- Facilitates the recruitment of coaches
- Assigns coaches to appropriate teams by interviewing candidates and matching them by qualifications and USA Hockey Coaching Education Program certification
- Facilitates monthly coaching meetings
- Coordinate with coaching staff on completing appropriate USA Hockey
  - Coaching Education Program certification level
  - Background screening
  - Online age-specific module training
  - Safe Sport training
- Implement ongoing education & training programs (teambuilding, practice plans, small games, etc.)
- Coordinate the tryout process and define the selection committee/process
- Determine the structure and execution for introductory programming (learn to play)
- Attend and evaluate skills sessions, practices and games for all levels of play
- Responsible for communicating with parents regularly on the development plan being implemented
- Act as the main conduit between the hockey program and it's board, coaches and parents

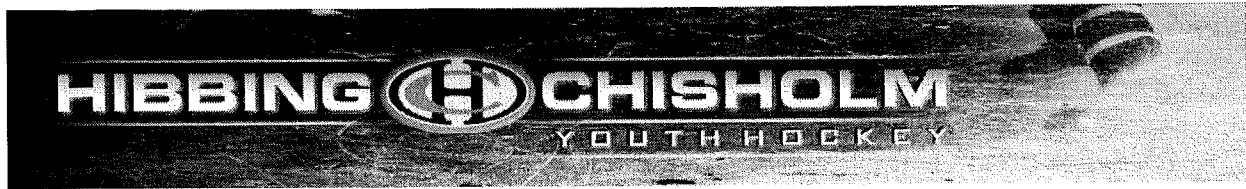
### **Preferred Qualifications:**

- A strong belief and knowledge of the American Development Model
- Well organized
- Good communication skills, both in-person and by email
- High-energy and passionate about youth hockey
- Efficient planner with a commitment to follow-through on tasks
- Commitment to professional development through acquiring appropriate USA Hockey Coaching Education Program Levels

### **Reporting Structure:**

The HCYHA is a 501(C) (3) non-profit organization governed by a Board of Directors consisting of association volunteers. The Hockey Development Coordinator reports directly to the Board Chair.

This is a volunteer position.



## **Growth Coordinator – Role Description**

The Growth Coordinator's primary role is to lead growth opportunities for the local association. This individual will accomplish this duty by committing to USA Hockey's 2 and 2 Challenge and following this comprehensive growth program.

By participating in this program, at minimum this leader will organize the association's participation in Welcome Back Week, a national Try Hockey For Free Day and hosting a Transition Program.

### **Primary Duties and responsibilities:**

- Help acquire and retain youth hockey players in the 4 to 8 year old age group.
- Coordinate the components of the 2 and 2 Challenge
- Liaison between the board and USA Hockey's Program Services department
- Have a presence at community activities
- Communicate with parents to maximize program satisfaction
- Coordinate loaner equipment availability
- Recruit volunteers to assist with growth initiatives.

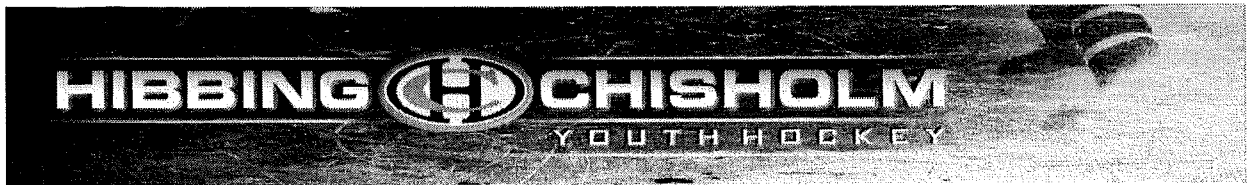
### **Preferred Qualifications:**

- A passion to grow the game locally
- Excellent communication and organization skills
- Enthusiastic

### **Reporting Structure:**

The HCYHA is a 501(C) (3) non-profit organization governed by a Board of Directors consisting of association volunteers. The Growth Coordinator reports directly to the Executive Director.

This is a volunteer position.



## **SafeSport Coordinator – Role Description**

The HCYHA SafeSport Coordinator is the person responsible for handling reports from members in the program. While working with the USA Hockey SafeSport Coordinator, help review and/or investigate the allegations and provide final results.

Along with handling reports and inquiries from association members and USA Hockey leaders, this individual will help provide guidance to association leadership on how to handle disciplinary matters.

### **Primary Duties and responsibilities:**

- Take calls and respond to verbal and written reports from members or others regarding allegations of misconduct
- Understand the complaint reporting procedures and structure within USA Hockey
- Provide assistance in handling or investigating reports from USA Hockey or the Affiliate SafeSport Coordinator
- Track and maintain filing system for all SafeSport Reports
- Share investigation information with all relevant parties on progress and status of complaints, investigations, hearing procedures, appeals and final resolutions
- Communicate effectively and efficiently with members and volunteers via telephone and e-mail
- Coordinate, oversee and monitor status of background screening program for coaches, officials and volunteers
- Work with the Hockey Development Coordinator, Registrar and President to make sure all coaches, volunteers, officials and association leadership have a completed their SafeSport training or recertification
- Connect with participants and parents on the value of the SafeSport Program

### **Preferred Qualifications:**

- Current registered member of USA Hockey
- Successfully pass background screening and complete SafeSport Training
- Ability to maintain confidentiality on sensitive membership information and complaint details
- Excellent organizational, communication (oral and written), problem solving, listening and interpersonal skills
- Capacity to be objective and compassionate
- Efficient planner with a commitment to follow-through on tasks
- Positive attitude and strong work ethic

### **Reporting Structure:**

The HCYHA is a 501(C) (3) non-profit organization governed by a Board of Directors consisting of association volunteers. The SafeSport Coordinator reports directly to the Executive Director.

This is a volunteer position.

# The Three D's of Governance Overview

Nonprofit corporation law has three overriding standards board members need to follow when serving their organization. To simplify the legal and fiscal requirements, board members can reference the Three D's of governance.

These three principles will help guide all board activities, decisions and strategic planning.

## 1. Duty of Care

Utilize your best judgment when making decisions that impact the association. Board leadership needs to be responsible for their decisions by being reasonably informed and having their members' best interests in mind.

### Tips for exercising the Duty of Care

1. Be an active participant with the board and their meetings
2. Be diligent in providing oversight and with the decision making process
3. Act in good faith
4. Consider the facts
5. Review meeting minutes
6. Have a working knowledge of the association's bylaws, policies and procedures
7. Be fiscally responsible
8. When needed, utilize qualified experts
9. Know the benefits provided to USA Hockey associations and their respective volunteers



# Parliamentary Procedure Basic Elements

In order to conduct well-run meetings, it is important to have a parliamentary process for productive discussions and decision-making. The most common process is Robert's Rules of Order. Most boards will follow Robert's Rules, but be sure to check with your association's bylaws to make sure an alternative procedure isn't named. Below are the basic elements of common parliamentary procedure.

## BASIC ELEMENTS

**Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member.

- How to Introduce: "I move that....."
- Is a Second Required: Yes (raise your hand and say, "I second it.")
- Voting Requirement: Majority vote (or quorum as specified in your bylaws.)

**Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting.

- How to Introduce: "I move to postpone indefinitely..."
  - The motion may be brought up again at a later date.
- Is a Second Required: Yes
- Voting Requirement: Majority vote

**Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered.

- How to Introduce: "I move to amend the motion on the floor"
- Is a Second Required: Yes
- Voting Requirement: Majority vote to accept the amendment, then a separate majority vote is needed to amend motion.

**Commit:** This is used to place a motion when meeting as a committee.

- Is a Second Required: Yes
- Voting Requirement: Majority vote need to carry it back to the board
- At the next meeting the committee is required to prepare a report on the motion committed.

**Question:** To end a debate immediately.

- How to Introduce: "I call the question"
- Is a Second Required: Yes
- Voting Requirement: Vote happens immediately without discussion. Two-thirds is required and if passed, the motion on the floor gets voted on immediately.

**Table:** To lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time.

- How to Introduce: "I make a motion to table this discussion until the next meeting"
- Is a Second Required: Yes
- Voting Requirement: Majority vote





# American Development Model

## Sharing Success

The success of USA Hockey's ADM also resonated with the United States Olympic Committee, which recently asked for permission to use the ADM name and logo to represent American athlete-development efforts across its entire sporting landscape, "to help Americans explore their full athletic potential and utilize sport as a path toward an active and healthy lifestyle."

INTERESTED IN  
LEARNING MORE?  
[ADMKIDS.COM](http://ADMKIDS.COM)



**Q:** How is USA Hockey grooming the next wave of American-born talent?

**A:** By revolutionizing youth hockey to cultivate more skill, passion and athleticism than ever before.

### WHAT IS USA HOCKEY'S AMERICAN DEVELOPMENT MODEL?

The ADM is USA Hockey's nationwide player-development program for youth hockey associations. It's based on *age-appropriate, age-specific* competition and training for boys and girls, beginning with their first steps onto the ice and carrying them through age 18 and beyond. The ADM places a heightened emphasis on skill development and long-term athlete development principles, providing a blueprint for the best possible youth hockey experience.

Put simply, it's doing what's best for kids.

### HOW DOES THE ADM HELP PLAYERS REACH THEIR FULL POTENTIAL?

First and foremost, by enhancing athleticism and emphasizing skill development.

Through science and experience, we've learned that the world's elite athletes were almost never early-age specialists. They enjoyed a variety of sports and activities. They climbed. They swam. They biked. In short, they were kids. The ADM lets kids be kids. It encourages them to have fun and it amplifies their *all-around athleticism* through programming developed by hockey experts, sport scientists and child development specialists. This programming lifts the lid off kids' athletic potential, blending with science to create a full toolbox of athleticism. When they apply it to hockey, good things happen. When we complement it with age-appropriate, age-specific skill training, good becomes great.

### HOW DOES THE ADM LOOK?

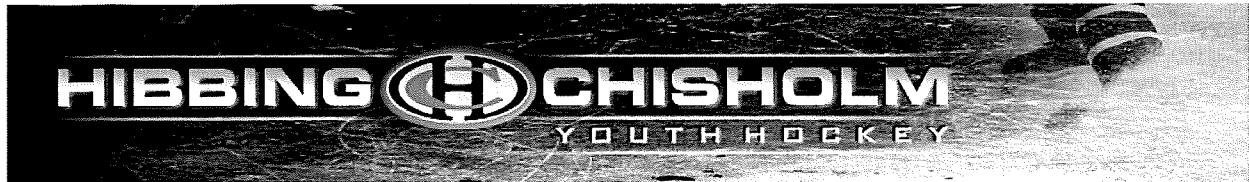
At the younger age levels, it looks like fun and constant motion in small spaces. The ADM encourages station-based practices, small-area games and cross-ice competition to deliver more repetitions, more puck touches and more skill development per hour of ice time. It provides the most efficient, most engaging development path for children, keeping them both in the game *and* on a path toward their *full* potential.

The ADM encourages a 3:1 practice-to-game ratio at these younger levels, while also making hockey more family-friendly. The ADM emphasizes development at your local rink in mite (8U), squirt (10U) and peewee (12U) hockey. This emphasis helps children benefit from more skill development and less burnout.

As children progress in age, the ADM progresses with them, providing age-specific programming designed to prepare, propel and polish, with curriculum proven to produce Olympic- and NHL-caliber players.

### WHAT RESOURCES DOES USA HOCKEY PROVIDE?

USA Hockey produces an unmatched library of hockey resources for coaches, parents and administrators, ranging from proven practice plans and extensive video to local, on-site coaching. USA Hockey's regional ADM managers serve youth hockey associations nationwide, leading practices and educating at the grassroots level. These advocates are former NHL and NCAA coaches and players, with education backgrounds, who have dedicated themselves to bettering American hockey through age-appropriate competition and training.



## President's Report September 19, 2016

- USA Hockey Club Excellence
  - Club Excellence Board Positions
    - President
    - Vice President
    - Hockey Development Coordinator
    - 8U Growth Coordinator
    - Treasurer
    - Secretary
    - SafeSport Coordinator
    - Registrar
  - Board Training Materials – please review (email)
    - Three D's of Governance
    - Parliamentary Procedures (Rebert's Rules of Order)
  - 2 and 2 Challenge (Recruitment & Retention)
    - Welcome back week (Sep 19-25)
    - Try Hockey for Free Days (Nov 12 and Feb 25)
    - Girl's Hockey Weekend (Oct 8-9)
    - Transition programs (Ex. LTS, Skills, Girls Intro, Equipment lending)
- American Development Model (Board Review)
- First week of Fall Skills complete
- Regular season to start Oct 17 (full practice schedule) for Bantam, PW, and 12U, Squirt/10U Oct 24, Mite/8U and below Oct 31
- Grant Writing Committee met Aug 23, Mighty Duck grant for upgrading refrigerant being reviewed
- Boy's Coaching Committee Meeting 6 PM, Sep 21 at the Memorial Building

*Submitted by Rally Hess*



## Treasurer's Report – August FY16-17

### Accounts

#### Fundraising

Beginning balance           **\$61,394.00**

Ending balance               **\$64,805.63**

Notes: \$4,335.00 Law Enforcement Tournament Income, \$838.37 Law Enforcement Tournament Expense.

#### General Fund

Beginning balance           **\$16,119.82**

Ending balance               **\$34,925.37**

Notes:           Total income                   \$44,491.00 vs. budget of \$24,450.00

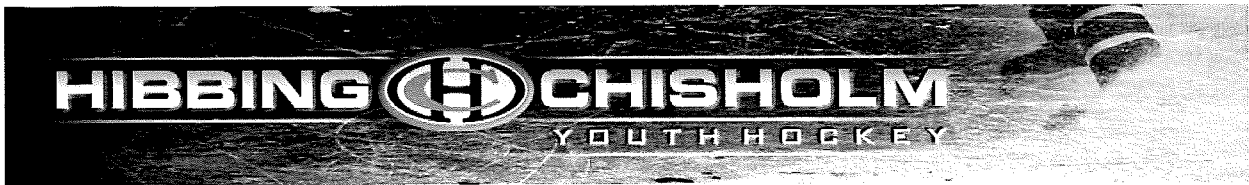
In August we received \$0.00 vs. \$1,000.00 budgeted donations-signage, \$4,335.00 vs. \$0.00 budgeted in law enforcement tournament Income, \$32.73 vs. \$0.00 budgeted other-fundraising income, \$10,157.86 vs. \$0.00 budgeted in fall/spring registration, \$107.58 vs. \$450.00 budgeted in summer registration, \$4,416.56 vs. \$8,000.00 budgeted in winter registration, & \$25,441.27 tournament entry fees.

Total expenses               \$7,950.90 vs. budget of \$14,487.74

In August we spent \$1,800 vs. \$500.00 budgeted on coaching-other expense, \$718.11 vs. \$699.87 budgeted on Total insurances expense, \$558.98 vs. \$1,063.00 on total professional fees expense, & \$1,199.74 vs. \$1,557.92 on total payroll expense, \$382.93 vs. \$800.00 on utilities, \$4,874.60 vs. \$7,044.08 budgeted on total arena operation expense, \$1,187.93 vs. \$1,146.58 budgeted on depreciation expense, \$838.37 vs. \$413.25 budgeted total fundraising expense, \$1,050.00 vs. \$495.00 budgeted on total tournament expense.

### Other

A new finance committee developed the FY16-17 operating with limited information. We will continue to see budget to actual variances throughout the fiscal year as a result of the assumptions made in the budget.



September 19, 2016

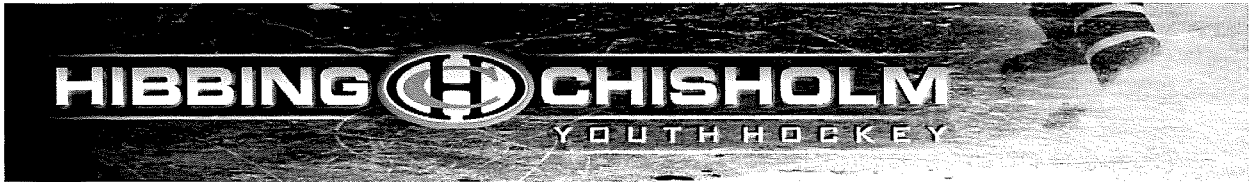
## Executive Director Report

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- I. 2016-2017 Fall Program Information
  - A. 166 Registrations
  - B. Net Income
    - 1. ~\$17,000 Registration Fees collected
    - 2. 133.5 Hours of Chisholm Ice rental @ \$50/hour
    - 3. Total profit: ~\$6700
  - C. Registrations are still coming in
- II. Arena Staff
  - A. Interviews will be held September 26 with a decision on staff to come shortly after.
  - B. 2 new applicants will be interviewed for 1-2 openings.
  - C. All 3 of last year's staff are interested in coming back.
- III. 2016-2017 Home Tournament/Scrimmages
  - A. Registration is open with 76 teams registered so far, up from 48 the month before, and 18 the month before that.
  - B. Squirt and Bantam B tournaments are full with 16 teams. With no participating teams from neighboring associations, concerns exist in lodging accommodations. I am expecting complaints as more teams begin reserving hotel space. Fortunately, there are no Virginia tournaments either of these weekends, although Eveleth has their PWA/PWB tournament the same weekend as our Bantam B tournament.

### 2016-2017 SCRIMMAGE TEAMS

BANTAM A	PEEWEE A	BANTAM B	PEEWEE B
Hibbing-Chisholm	Hibbing-Chisholm	Hibbing-Chisholm	Hibbing-Chisholm
(Tartan)	Hermantown	(Greenway)	(Greenway)
Northern Lakes	Duluth East	Becker-Big Lake	Duluth East Red
Grand Rapids AA	Sibley AA		
(St. Paul Capitals)	St. Paul Capitals		
(Greenway)	(Fort Francis)		
	(Grand Rapids)		
	(Eveleth)		
	(Virginia)	N/A	N/A
		N/A	N/A



1. Cloquet – Feb. 2-5 – \$975 (Not paid)

VI. 2016-2017 Season Start

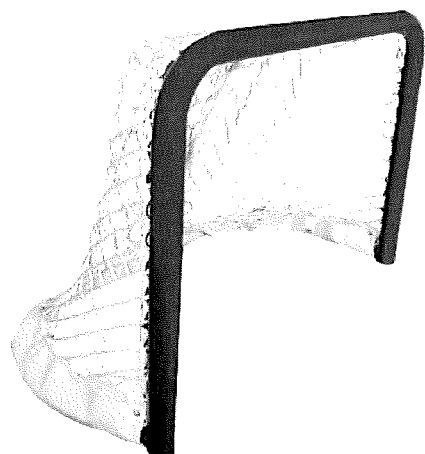
- A. Peewees, Bantams, and U12s will start with 3 Saturdays in Chisholm beginning October 1<sup>st</sup> as an effort to build skills ahead of the normal regular season.
- B. October 17 marks the first days of Fairgrounds ice. Sample schedule is below:

16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	345-500 U12 515-645 All Peewee 700-830 All Bantam	345-515 All Peewees 530-645 U12 700-830 All Bantams	300-430 All Bantams 445-545 U10 600-700 Squirts	400-530 All Peewees 545-715 All Bantams		
					MEA	
23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1245-200 U12 215-315 Squirt 330-430 U10 445-530 LTS1 530-615 LTS2 630-800 Goalie 815-915 Adult Open	345-445 U12 500-600 PWB 615-715 PWA 730-830 BB 845-945 BA	345-500 PWB 515-630 PWA 645-800 U12 815-930 BA 315-400 Mini 1st Year (Chis) 400-445 Mini 2nd Year (Chis) 445-545 Mite (Chis) 600-700 BB (Chis)	345-445 U10 445-530 U8 545-645 Mites 700-800 Squirt 715-830 BA 730-845 BB (MB)	300-430 BA 445-600 PWB 615-730 PWA 745-900 BB 515-615 Squirt (Chis) 630-745 U12 (Chis)	615-745 BA Scrim (MB) 800-930 BA Scrim (MB) 345-445 Squirts 500-630 BA Scrim 645-815 BA Scrim 830-1000 BA Scrim 345-430 Mini 1st Year (Chis) 430-515 Mini 2nd Year (Chis) 530-630 Mite (Chis)	800-930 BA Scrim 945-1115 BA Scrim 1130-100 BA Scrim 115-245 BA Scrim 300-430 BA Scrim 445-615 BA Scrim 1100-1230 BA Scrim (MB) 1245-215 BA Scrim (MB) 230-400 BA Scrim (MB) 415-545 BA Scrim (MB)
	Teacher In-Service No School				BA Scimmages	BA Scimmages
30-Oct	31-Oct	1-Nov	2-Nov	3-Nov	4-Nov	5-Nov
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
800-930 BA Scrimm (MB) 945-1115 BA Scrimm (MB) 1130-100 BA Scrimm (MB) 115-245 BA Scrimm (MB) 545-645 Mini 1st Year (MB) 545-645 Mini 2nd Year (MB) 645-745 Mite (MB) 1115-1245 BA Scrim 100-200 Squirt 215-315 U8 330-430 U10 445-530 LTS1 530-615 LTS2 630-800 Goalie 815-915 Adult Open	345-445 U12 500-600 PWB 615-715 PWA 730-830 BB 845-945 BA	345-500 PWB 515-630 PWA 645-800 U12 815-930 BA 415-500 Mini 1 (Chis) 500-545 Mini 2 (Chis) 600-715 BB (Chis)	345-445 U10 445-530 U8 545-645 Mites 700-800 Squirt 715-830 BA 745-900 BB (MB)	300-430 BA 445-600 PWB 615-730 PWA 745-900 BB 515-615 U10 (Chis) 630-745 U12 (Chis)	345-500 PWA Scrim 515-630 PWA Scrim 645-800 PWA Scrim 815-930 PWA Scrim 345-445 Mite (Chis) 500-545 U8 (Chis) 545-645 U10 (Chis) 700-800 Squirts (Chis) 815-945 PWA Scrim (Chis)	800-930 PWA Scrim 945-1115 PWA Scrim 1130-100 PWA Scrim 115-245 PWA Scrim 300-430 PWA Scrim 445-615 PWA Scrim 1100-1230 PWA Scrim (MB) 1245-215 PWA Scrim (MB) 230-400 PWA Scrim (MB) 415-545 PWA Scrim (MB)
	Halloween				Pee wee A Scimmages	Pee wee A Scimmages

VII. Arena Equipment Needs

- A. Mini-Mite Nets (qty 4) from <http://www.xhockeyproducts.com/>

Home → One - Piece Welded Mini - Mite Portable Hockey Goal (2")



### One - Piece Welded Mini - Mite Portable Hockey Goal (2")

XHP CODE: Mini-Portable-Goal-2

This Mini-Mite Portable Hockey Goal is perfect to use on the pond or helping that little one go TOP SHELF!

IN STOCK | Ships In Approximately: 1 - 2 Weeks

MSRP: \$199.99

**\$189.95**

SHIPPING BILLED SEPARATELY

Quantity 1

**ADD TO CART**

Login or create an account to earn XHP points.

