

# Bemidji Youth Hockey Association

## August Regular Meeting

August 12, 2014

Bemidji Community Arena (BCA)

**Board Members Present:** Corey Rupp, Bruce Hasbargen, Brian Schafer, Jim Marcotte, Kevin Waldhausen, Jim Fillipi

**Board Members Absent:** Kirk Malkowski

**Committee Reps/Age Group Reps/Others Present:** Neil Huewe, Tracy Pogue, Tony Ladner

**BCA Board Members present:** none

Meeting called to order by President at 6:00p.m.

### **A. Administrative & Financial Matters**

#### **1. *Approval of July regular meeting minutes***

- a. Motion made by Kevin and seconded by Corey to approve. No further discussion and motion passed

#### **2. *President's Report***

- a. People need to get involved, will need people to fill positions next year - webmaster, registrar, scheduler
  1. Corey will man a volunteer table at the season kickoff banquet
- b. Registration is open
- c. Need to update team rep list
  1. Neil will find a Peewee rep
  2. Bruce will update list and send to Tracy

#### **3. *Treasurer Report/BCA Finance Committee***

- a. Financials sent to board for review and discussed during meeting
  1. Motion made by Kevin to approve fiscal reports and expenses for July, seconded by Brian. No further discussion and motion passed.

#### **4. *Payroll***

- a. Pay for coaches was deferred until next meeting after coaches are tentatively set

#### **5. *Concessions***

- a. Working on prices, ref comps, concession stand schedules

#### **6. *Registration:***

- a. Sara attended District registrar meeting

#### **7. *Scheduling***

- a. Schedule is being worked on

8. **Grievance**
  - a. None
9. **Policy and Procedure**
  - a. Suggested updates will be coming regarding game limits, tournaments, refunds and more.
  - b. Bemidji Hockey philosophy handout is being developed.

## **B. Hockey Matters**

1. **EMT's**
  - a. None
2. **Equipment**
  - a. Need shelving in storage room for equipment
  - b. Checked on jersey costs, none ordered at this time
3. **HDC**
  - a. Coaches are registering and will be set this month
  - b. Skating program to be developed, HDC working a proposal
4. **Referee's**
  - a. None
5. **Tournaments**
  - a. Tournaments are set and advertised and about 1/2 full
  - b. George Pelawa Bantam AA tournament set
    1. Need traveling trophy - Kevin will work with the Pelawa family on selecting one
  - c. Would like banners moved to highlight them better - Kevin will relay to BCA Board
  - d. Need trophy case - Kevin will relay to BCA Board
6. **Age group reps**
  - a. List will be updated
  - b. Age group reps input is needed at the Board meetings, attendance is strongly encouraged
7. **Safe Sport Coordinator**
  - a. Coaches and board members will need to do Safe Sport training
8. **Other hockey items**
  - a. Kevin drafting updates to policy manual to reflect past mandates for white helmets and jersey requirements
9. **District 16 report**
  - a. None
10. **Rec Hockey**
  - a. Tracy will work on getting registration open on the website

## **C. Marketing**

1. **Season Kick Start Banquet**
  - a. September 23, 5-7:30pm
  - b. Same tables as last year
  - c. Discussed having mandatory mite parent meeting that night
2. **Raffle**

- a. Prizes were discussed
- b. Everyone was to use connections and get prizes
- 3. **DIBS**
  - a. Reviewed DIBS update for the BYHA Handbook, the list of positions that receive credits and the DIBS program summary sheet that includes the penalty and amount of DIBS requirements. All documents are attached to the minutes.
  - b. Motion made by Bruce and seconded by Jim F. to approve DIBS Handbook and the list for credits. No further discussion and motion passed.
- 4. **Website**
  - a. Discussed BYHA being a beta test for NGIN - Digital Donor Wall
    - 1. It was suggested that we start with a specific campaign for a trophy case
  - b. Need team reps
  - c. Need to add Rec hockey registration
- 5. **Recruiting/Marketing**
  - a. Discussed upcoming events
    - 1. BSU appreciation day
    - 2. BSU homecoming parade
      - (1) Kevin will register BYHA
    - 3. Backpack flyers
- 6. **Grants**
  - a. Little Lady Lumberjacks received donations of 15 pair of skates and a Pass the Puck grant for ice time
  - b. Additional starter equipment sets were received
- 7. **Pictures**
  - a. None
- 8. **Other Marketing items**
  - a. None

**D. BCA**

- 1. **BCA Board Meeting**
  - a. None
- 2. **Other BCA items**
  - a. None

**E. Misc**

- 1. None

**F. Adjournment**

Motion made by Jim M. and seconded by Jim F. to adjourn. No further discussion and motion passed.  
Meeting adjourned at 8:00pm.

**G. Next Board Meeting**

Second Wednesday of the month, September 10<sup>th</sup>, 6pm, BCA

#### Article 4.03 DIBS: BYHA VOLUNTEER PROGRAM

Members and the volunteer time they put in is the lifeline of BYHA. Volunteers are necessary for the Association to operate smoothly. Every family is required to fulfill a certain number of volunteer hours to ensure success. "DIBS" is an online tool that helps keep members organized by providing a platform to schedule and claim volunteer opportunities. DIBS is generally used to reference the volunteer program.

DIBS requirements will be established prior to each season. All members of BYHA are required to satisfactorily fulfill the DIBS requirement or will be assessed a financial penalty that must be paid prior to registration of any family member the following year. The BYHA Board will set the penalty and administer enforcement of it.

Each family is required to fulfill DIBS requirements for each player registered in BYHA. A maximum of 2 player's worth of DIBS will be required per family. This maximum does not apply to home tournament DIBS. Each family is required to do the tournament portion of DIBS for every player in the family.

Specific volunteer positions and duties in BYHA are given DIBS credit. Not all positions and duties have DIBS credits allocated to them, even though all are important and need to be completed. Again volunteering is the lifeline of BYHA. A list of positions and credits will be approved by the BYHA Board.

Credits need to be fulfilled by adults. No children under the age of 16 are allowed in concessions area at any time. It is acceptable to utilize other responsible adults to cover DIBS shifts. Check with the DIBS coordinator for people willing to work DIBS shifts for families. If there is any payment, it is the responsibility of the family to arrange with the worker directly.

Scheduling and tracking of credits is done through the DIBS online tool. DIBS credits will be added as scheduling allows. Sign up at your convenience, however it is a first come – first served sign up. If you do not see any available volunteer hours, they are not available yet or have already been claimed. Please allow some time for completed DIBS credits to show up on your profile.

Cancellation of your claimed shift is generally allowed, as long as it is cancelled more than 72 hours before the shift is scheduled to start. If you are unable to complete a shift after the cancellation timeframe you are responsible to find a replacement.

Home Games, Mite Practices and High School Games DIBS are concession stand only. Running the clock, scorebook, penalty box, or tracking stats during non-tournament games or scrimmages does not satisfy the DIBS requirement. These team-related activities still need to be completed and each family is obligated to share in the performance of these duties. Team managers or coaches will need to coordinate the completion of these duties.

## DIBS Program 2014-2015

The BYHA requires each family to fulfill a certain number of volunteer hours and do a certain amount of fundraising each year in order to keep registration costs as low as possible. This volunteer requirement is necessary for the association to be successful.

Please note that during the registration process, you were prompted to check a box acknowledging that if you do not fulfill your volunteer hours you will be charged a \$500 penalty. Fees must be reconciled prior to registration of any of your kids next season.

BYHA utilizes the DIBS online tool to manage volunteer hours. All volunteer opportunities will be available through the DIBS menu. If you do not see any available volunteer hours, they have been claimed. DIBS will be added as they become available. Please allow time for completed DIBS to show up on your profile.

Cancellation of your claimed shift is generally allowed, as long as it is cancelled more than 72 hours before the shift is scheduled to start. If you are unable to complete a shift after the cancellation window you are responsible to find a replacement.

Home Games, Mite Practices and High School Games DIBS are concession stand only. Running the clock, scorebook, penalty box, or tracking stats during non-tournament games or scrimmages does not satisfy a DIBS requirement. These team-related activities still need to be completed and each family is obligated to share in the performance of these duties. Team managers or coaches will need to coordinate the completion of these duties.

Each family is required to fulfill DIBS shifts for each player registered in BYHA (maximum of 2 players of DIBS per family). The requirements for each age level are outlined in the table below.

<b>Termites/Mites/8U</b>			
2 Home Games/Practices	3 High School Games	6 Tournaments	<b>11</b>
<b>Total</b>			
<b>Squirt-Bantam/12U</b>			
2 Home Games	3 High School Games	8 Tournaments	<b>13</b>
<b>Total</b>			

Position	Amount of DIBS credits	Notes	# Skaters Estimated
BYHA President	100.00%		1
BYHA Vice-President	100.00%		1
BYHA Secretary	100.00%		1
BYHA Treasurer	100.00%		1
BYHA Board Member	100.00%		3
PBIHT Chair	0.00%		0
Concession Manager	100.00%		1
Head Coaches (Squirts through Bantams)	100.00%		5
Assistant coaches (Squirts through Bantams)	100.00%		12
Mite/Termite Lead Coaches	100.00%		3
Assistant coaches (Mites/termites)	100.00%		8
Age Group Reps	100.00%		6
Team Managers	0.00%		0
Mite/Termite Coordinator	100.00%		1
Tournament Director	100.00%		1
Marketing/Recruiting Coordinator	0.00%		0
Fundraiser Chair	0.00%		0
Picture Coordinator	0.00%		0
Registration Coordinator	100.00%		1
Special Fundraising Coordinators	0.00%		0
Banquet Coordinator	0.00%		0
Equipment Coordinator	0.00%		0
Goalie Coordinator	0.00%		0
Website Coordinator	100.00%		1
Scheduler	100.00%		1
BCA Marketing Chair	0.00%		0
DIBS Coordinator	100.00%		1
Referee Coordinator	100.00%	If unpaid	1
EMT Coordinator	100.00%	If unpaid	1
HDC Member	0.00%		0
HDC Chair	0.00%		0
Safe Sport Coordinator	0.00%		0
Dryland Coordinator	100.00%		1
Ice scheduler	100.00%		1

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Credits are for Home Games and High School Games.

Tournaments need to be completed by everyone including parent coaches

Multiple positions can be cumulative

100% = 1 skater DIBS requirement

200% = 2.0 skater DIBS requirement

