

Minutes of the November 2023 Meeting of the Halton Hawks Girls Fastpitch Association

Date: November 21, 2023 Commencement of Meeting: 8:07 PM Conclusion of Meeting: 10:40 PM

Location: Shoeless Joes Backroom

Minutes

Call to order - Steph

Welcome and introduction – Introduced Mark Centrone as the incoming Sr Travel Team director, welcomed incoming Kendra Mullins as the incoming Jr Travel team director.

Confirmation of quorum: In Attendance

Sarah Dunphy

Lindsay Lefebvre

Sarah Luskey

Ryan Poyntz

Aimee Voth

Stephanie McDiarmid

Danielle Pierre

Kendra Mullins

Mark Centrone

Approval of previous minutes – Aimee asked that the minutes be amended to include outgoing board members and incoming board members, as well as the coaching staff and team manager for all the teams. This is so that the team banking accounts can be set up. This has been actioned as of November 22, 2023, by Stephanie McDiarmid – amended minutes were sent to all board members.

Action items from previous minutes – Board Discussion

Treasury Position – The next steps for the transition of this is the AGM notes need to be provided to Tandia to continue this transition.

There is a requirement for all Coaches/Managers to attend Tandia in order to gain access and rights to the team accounts. Aimee and Lauren: Are going to find out if the paperwork can be gathered and brought to the Coaches meeting on December 19th. Tandia's hours are as follows: 9:30am – 5pm M-F with Wednesday not opening until 10am. They are not open on the weekends.

There was a lot of discussion surrounding gaps with working with Tandia. This may be a further discussion in the future to discuss if there is the ability or option to work with a bank other than Tandia.

Was there a decision made on Tiers of Sponsorship – October 6th communication S.L said she was going to investigate it – Did not discuss this topic at the meeting

Not for Profit – Was not discussed at this meeting. Stephanie provided a handout (attached) outlining the discovery so far of the NFP discussion. This conversation will be delayed until the new year.

Volunteer Laws Ontario – Sarah Dunphy/Sarah Luskey proof of Law in Ontario – Stephanie provided line of sight into potential risk that falls outside of insurance. Discussion surrounding the highlighting of risk is just creating fear amongst the organization. Discovered through the conversations that there are two forms of insurance that we carry:

- NSA Insurance: [NSA Canada Insurance Program | Lloyd Sadd](#)
- PWSA Insurance: [2023-PWSA-Insurance-Web-Summary.docx \(live.com\)](#)

Again, these links take you to the high level overview of the coverage and not the policy attached to our organization.

House league teams/Rep/Directors and Volunteers are covered under these policies as per Sarah Dunphy/Sarah Luskey communication and their understanding of the policies. Most of the risk falls on Coaches and the president of the organization. Would be nice to have a subject matter expert read over policies. No action on that currently.

Discovery through these conversations led to the forms that parents and coaches sign upon registration into our programs (concussion protocols, releasing liability, social media, etc.) These forms have been developed in one of two ways:

- Directly taken from the PWSA i. Concussion Policy ii. Social Media Policy
- Accumulated from other organizations i. Waivers of liability ii. Use and disclosure iii. Privacy Policy

While the concussion policy and social media policies are directly taken from the PWSA and have been vetted and carry with them rules that associations must abide by. The waivers of liability, use and disclosure, and the privacy policies have not been vetted or passed by any legal authority. Stephanie will look into the cost associated with regards to these policies and come back to the board on December 19th with a cost associated with having these looked at and properly written to close this potential risk in having potentially subpar liability and disclosure policies.

Budget Overview No budget overview currently

House League – Ryan

VOTE: Budgets Approved by majority vote from the board members

VOTE: Yearly Fees Approved by majority vote from the board members

VOTE: Registration Early Bird Start date: ASAP – Jan 31st Approved by majority vote from the board members. 2024 cost Feb – Rest of the season – approved by majority vote from board members

House league registration will be updated, and communication will start with regards to the public.

Winter Clinics

VOTE: Cost of \$60 approved by majority vote of board members (\$10/week per kid) Limit of 10-12 kids between the U9-U11 Age group. There was no appetite from the board to run different skill nights. Danielle will create practice plans for the six-week program and report back to the board with those plans on December 19th board meeting. At the December 19th board meeting, we will work to fill the nights of

the clinic with coaching for these Winter clinics. It was decided that we will forgo Dave's tutelage this year and find resources within the current hawk's attendance.

OSSTA Update – Steph provided an update on the increased fees associated with the OSSTA regarding the registration as well as tournaments. Clearly was communicated at the meeting the due dates for provincials. There was a hard line that no select players can play up within the rep programs starting immediately. This message needs to be relayed to ALL rep coaches and Select coaches at the Coaches meeting being held on December 19th

Who is attending HGSL going forward – Board Discussion Jen Charter to represent until an SHLD is put in place. We will look for volunteers that may be interested in running SHL. Katherine O'Neil – Steph to reach out. Sarah Luskey also has Sue Subject in mind. Ultimately this will come down to openness to take on a role and a board vote.

May Classic – Lindsay

Advertising

Fundraising Update

No U11 entries as of November 21st

Discussion surrounding teams that have entered this event. Concern surrounding the U11 division. Discussion that Milton has told coaches not to attend this event. Was mentioned at their AGM Sarah Luskey to reach out and report back on the December 19th board meeting on how that conversation went. There is also concern that this may be more insidious and that there are whisperings of other organizations not attending this event on purpose.

U13 was brought up why the divisions are Jr/Sr and not tiered. Ultimately U13 event will be decided based on the number of entries and may turn into pool play.

Lindsay has secured food vendors already.

Coaches meeting the May Classic will be a topic as it is a requirement of every team to have one member attend the subcommittee meetings with regards to the May classic.

Santa Claus Parade - Lindsay/Steph

Updates on how it went – This event was a huge success and the feedback from the community, as well as the participants, was very positive. There was some unhappiness from one parent that their kid didn't get a hat and as an organization, there was a majority vote to provide hats at rep's expense to all team members. Learnings from last year will be incorporated into next year's event.

Uniforms - Lindsay

Mizuno Update – Robust and lengthy conversations regarding the custom uniforms that Mizuno could provide. As a board, there was not the appetite to pursue this custom uniform option and a limitation with regards to timing on execution. The cost would be prohibitive for them to provide the Uniforms for the organization as they currently stand and therefore using them as a provider would cost the organization more. Options for providers seem to be Home Run Sports as Corbetts provided many pain points in the 2022-2023 season. Teams cannot deviate from the already approved uniforms. Danielle to reach out to

Home Run Sports to provide a Uniform Package based on already approved uniforms and present back at the coaches meeting on December 19th to move this process along.

VOTE to decide if we pursue as a provider – no vote, no appetite

Other Items of business – Board Discussion

Attendance/Update of October 30th Sports Dome Meeting – Sarah Dunphy sent out email communication informing the board of the upcoming meeting on October 23, 2023. All board members were asked at the time if anyone was going to attend. Unfortunately, no one attended this meeting. Sarah Dunphy reiterated the importance of representation of meetings such as this is critical in

- Ensuring that our voice is heard and to communicate that there is a need and desire for a space like this.
- If we do not have representation at meetings like this and a space like this were to become available, all those associations who did show up would likely take priority at a facility such as this.

Going forward, it is imperative that representation from this organization attends meetings like this. Understanding that everyone on this board is a volunteer and has employment is understood, however, there is also a commitment in joining an association like this to ensure that there is some capacity to move the association forward for future generations.

Next steps Sarah Luskey to reach out to:

- The town to see if we can secure minutes from this meeting
- John Behara from the HHMBA to capture his feedback as he did attend.

Permits must be managed by one representative – Sarah Luskey is the only one who will manage permits. Sarah to create a process for requesting permits and communicate that process by December 19th coaches meeting. Sarah did not want a file created where all permits and associated teams would be managed in one place. She will outline this process going forward at the next meeting.

Discovery that coaches and teams potentially have not completed all the necessary steps:

- Police checks
- Declarations
- Trainer Bags
- Binders
 - Injury protocols
 - Concussion resources
 - insurance forms
 - Policies
 - Medical Forms
 - PWSA injury form

Team managers need to collect police checks and Declarations and pass along to Sarah Luskey who needs to manage and ensure that ALL coaches/team managers/Board members are in good standing with in-date police checks, declarations. This tracker will be in place for the December 19th meeting and is an action item for Sarah Luskey.

There seems to be a large gap with transparency and line of sight into files and processes. There are many folders that contain processes and protocols, but the majority of the board does not understand nor do they have access to this information. This goes back to the whole risk discussion if we are not careful to ensure that these processes and procedures are in place then the risk associated with individuals and the organization increases. We need to work more carefully and with more transparency so that all board members understand the requirements and needs of the organization.

Stephanie to put together and gather all the necessary items for the Binders and provide them to the Team representative at the Coaches meeting December 19th

Set Next Meeting date and time – December 19th – to include Coaches Meeting time of board meeting will be 7-8 and coaches meeting will be 8-9 Place TBD based on the number of participants.

Steph will send out communication on the meeting by December 1, 2023

Coaches Meeting Agenda

iv. May Classic Volunteers and team requirements v. OSSTA Rules vi. Process Permits vii. Umpires – Danielle to provide process for this at the December 19th meeting viii. Police Checks and Declarations ix. Trainer Bags for all teams x. Binders for all teams

Bid for Qualifiers for U11/U13 approved – Danielle to handle the application for this and report back on progress at the December 19th meeting

Adjournment

Summary of Action Items/Those responsible/Time Lines

1. Steph to amend AGM Minutes – ASAP - COMPLETE
2. Aimee and Lauren - Find out if paperwork for Tandia can be gathered and brought to the Coaches meeting on December 19th.
3. Stephanie - Investigate the cost associated with regards to liability and disclosure policies and report back on December 19th.
4. Ryan – House League Registration – open to public and communication to organization - ASAP
5. Danielle - Create practice plans for the six-week Winter Clinics program and report back on December 19th.
6. Sarah Luskey to reach out to Anthony regarding potential boycott – Report back at December 19th meeting
7. Lindsay to place order for more hats – Kendra and Steph to provide numbers for their teams
8. Sarah Luskey – Potentially reach out to Sue Subject regarding SHL representation -
9. Steph – Reach out to Katherine O’Neil regarding SHL representation
10. Sarah Luskey - Reach out to the town for minutes from the Sports Dome Meeting and to John Behara from the HHMBA for feedback. – Provide update on December 19th meeting
11. Sarah Luskey - Create a process for requesting permits and communicate that process by the December 19th Coaches meeting.
12. Sarah to create a process for ensuring that Police checks/Declarations are completed and captured as an organization – Sarah Dunphy had a process and template in place. Sarah Luskey to determine what that looks like and have in place for the Coaches meeting December 19th
13. Stephanie - Gather necessary items for the Binders and provide to the Team representative at the Coaches meeting on December 19th.

14. Steph to send out coaches meeting communication by December 1st, 2023