



**2024 AGM BOOKLET**  
**2024 Annual General Meeting**

**MAY 21, 2024**  
**Cobourg Community Centre**

## Table of Contents

Agenda .....	2
Treasurers Report .....	3
Proposed amendments to the Constitution, By-Laws, Regulations or Rules .....	5
Policy/Procedure: Coaching Selection Policy.....	5
Current: .....	5
New: .....	7

# Agenda

## **Attendance**

**Minutes** – Motion to accept the 2023 AGM Minutes.

## **TREASURER’S REPORT**

## **PRESIDENT’S REPORT**

**POLICIES:** Review and vote on proposed amendments

**Motion** to dissolve the current executive.

## **ELECTION OF NEW EXECUTIVE**

## **ELECTION OF OFFICERS**

1st VP (2-year term)

2nd VP (2-year term)

Secretary (2-year term)

## **ELECTION OF DIRECTORS**

Ice Scheduler

Director of Operations

Tournament Director

Director of Development

Communications Officer

Referee in Chief

Director of Senior League

Equipment Manager

## **Questions**

**Motion for adjournment**

## Treasurers Report

### WEST NORTHUMBERLAND GIRLS HOCKEY ASSOCIATION Statement of Income

<u>For the year ended April 30,</u>	<u>2024</u>
<b>Revenue</b>	
Fees and registrations	\$ 196,165
Team sponsorships	11,150
Golf Tournament (portion retained by WNGHA)	905
Hockey Canada / OWHA / First Shift grants	400
Interest and service fee revenue	752
Tryout revenue	<u>14,352</u>
	<u>223,724</u>
<b>Expenses</b>	
Advertising (includes jackets for coaches)	1,077
Bank charges	283
Banquet costs (HL and Rep)	3,029
Board and AGM meeting costs	181
Christmas parade and Christmas party costs	1,700
Development program for coaches, players & goalies	11,850
House League (Jr & LL) costs	2,048
Ice rentals	170,438
Jersey costs - Tryouts, Jr HL and LL	6,688
Online registration fee costs	3,079
OWHA registrations and insurance	26,000
Referee fees - Ladies League & Jr. HL & tryouts	6,300
Scholarships	600
Website costs	<u>1,379</u>
	<u>234,652</u>
<b>Income (loss) before Tournament, Lottery and Other expenses</b>	<b>\$ (10,928)</b>
<b>Net Tournament profit</b>	<b>27,126</b>
<b>Net Lottery profit (loss)</b>	<b>(204)</b>
<b>Other expenses</b>	
Reimburse Town for Newcomer grant costs (grant received last year)	(9,222)
Ice decals for the CCC arena	(774)
Coaches bags and apparel with new design	<u>(3,099)</u>
<b>Net income for the year</b>	<b>\$ 2,899</b>
<b>Bank balance, lottery account and cash on hand at April 30th</b>	<b>\$ 13,865</b>
<b>Investment held with the Bank at April 30th</b>	<u>45,000</u>
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>\$ 58,865</b>

**Treasurer's Comments**  
**April 30, 2024 year-end of WNGHA**

This past year saw the continuing strengthening of the Association both financially and through the number of players registered with the Association.

I recognize that by simply looking at the financial report, it may appear that way, given the profit was under \$3,000, but if we focus on some of the underlying numbers, this does show through.

For 2024, our overall revenue grew for the third consecutive year. We saw registration increases, we had more teams at our tournament (61 teams in 2024), we had more sponsorships and we had our first golf tournament which included participation by our rep teams.

From an expense standpoint, we had numerous increases in costs, while continuing to invest in our coaches and players through development. Some of the expense highlights were:

- Hourly Ice costs increased for the first time since the 2019/20 season.
- OWHA costs were higher, but this was a function of more players with the Association.
- Successful rollout of our new logo design, which saw us purchase some apparel for coaches and giveaways.
- We replaced our ladies league jerseys and bought tryout jerseys, resulting in a cost of \$6,246, which doesn't typically occur annually.

We also incurred costs in 2024 that related to last year:

1. A one-time cost related to the Newcomer grant that was received last year in the amount of \$10,625. Therefore, these costs were actually related to revenue received last year.
2. The April 2023 ice costs were not paid until June 2023, due to the timing of when the bills were received. As such, there are additional ice costs in 2024 of \$7,000.

Therefore, if the costs related to last year are removed, along with the jersey replacements, then we had a profit in the current year of over \$25,000.

As you can see, this was a very positive year for the Association, both from a financial and long-term stability standpoint. Thank you to everyone who volunteers and helps out in some capacity.

Thanks,

Ian Koellner  
Treasurer of WNGHA

# Proposed amendments to the Constitution, By-Laws, Regulations or Rules

## Policy/Procedure: Coaching Selection Policy

Current:

### **Coaching Selection Process**

#### ***Notification (Call for Coaches)***

When the Executive of the WNGHA approves the call for coaches, they then must notify all members of the association via an email from the Registrar. The public will be notified by either an ad in the local newspapers or a news bulletin on the WNGHA web site. It must contain application deadline and interview dates.

Any AA team call for coaches will be put out by December 1<sup>st</sup>.

#### ***Coaching Selection Committee***

The Vice President of Representative Hockey will chair the committee and co-ordinate the entire process. The other committee members will be members of the WNGHA executive, or have either coached in our organization or another hockey organization at a high Rep level, or been involved and have a strong knowledge of the WNGHA Rep program and its intricacies. The executive council will approve the "Coaching Selection Committee" prior to members being invited to participate in interviews

Each candidate for a specific position will be interviewed by a *Coaching Selection Team* comprised of, at least three members of the coaching selection committee.

**Application Deadline** – The application deadline must be stated in all notifications.

Candidates must complete:

- WNGHA Coaching Application Form
- Coaching Resume
- Yearly Plan
- Budget Estimate
- Potential Tournament Listing

Candidates should have a minimum of NCCP Coach Level certification, and have a good understanding of the WNGHA Constitution and Policies.

Coaching applications will be submitted through the organization website to the Vice President of Representative Hockey who will chair the committee. Applications will also be submitted to the President; hence having two points of contact versus one.

E-mail applications will be accepted only if received before the deadline and complete with all of the required information.

Only candidates with a complete application will be considered for an interview.

Preference will be given to those candidates with the total number of years as a head coach, level coached (i.e. U13 AA, U13 C). Consideration may be granted to those that have coached in the WNGHA before.

New candidates are strongly recommended to serve one year as an assistant coach to help get a better understanding of the West Northumberland Organization.

### ***Interviews***

The Vice President of Representative Hockey will organize and co-ordinate the interview process and will be present for all interviews. The Vice President of Representative Hockey will not necessarily be a voting member for all interviews but will be present to organize the interviews and ensure consistency.

Each candidate for a specific position will be interviewed by a coaching selection team comprised of members of the coaching selection committee. The team will ideally consist of the same members for all candidates. However, if due to unforeseen circumstances a team member cannot attend an interview, the interview will proceed with one less member. Interview times will not be re-scheduled unless dire unforeseen circumstances warrant it.

Any committee member that has a daughter playing in the age category of the applicant will not be a member of that coaching selection team.

Applicants will be allotted twenty minutes. The first component will be a five-minute or less presentation by the candidate followed by a "Question and Answer" period. Questions will not be standardized. They will be applicant and division specific, and may be based on the data accumulated from the various stages of the process.

### ***Final Selection***

Once the interview process is complete, the committee will make its final recommendations, based on all of the data gathered on the applicants through the interview process and on any further discussion that may arise during the process.

No one person be allowed to be the head coach of more than one **competitive** team with the association and that the Committee involved in the Coaching Selection bring selection(s) to the Executive for a majority vote via a live meeting.

Any executive members that have a daughter playing in the age category of the recommended candidate will declare themselves ineligible for that vote.

### ***Announcement***

Once approved, all candidates will be advised, successful or not, immediately following, the executives approval. Successful applicants will be called first.

Successful applicants will be announced on the WNGHA website.

New:

### **Coaching Selection Process**

#### ***Notification (Call for Coaches)***

When the Executive of the WNGHA approves the call for coaches, the public will be notified by a posting on the WNGHA web site. It must contain the application deadline..

Any AA team call for coaches will be put out by December 1<sup>st</sup>. Any additional Tier 1 or Tier 2 coaches will be put out by February 1st.

#### ***Coaching Selection Committee***

The Vice President of Representative Hockey will chair the committee and co-ordinate the entire process. The other committee members will be members of the WNGHA executive, or have either coached in our organization or another hockey organization, or been involved and have a strong knowledge of the WNGHA Rep program and its intricacies.

Each candidate for a specific position will be interviewed by a *Coaching Selection Team* comprised of at least three members of the coaching selection committee.

**Application Deadline** – The application deadline must be stated in all notifications.

Candidates will be required to complete in advance of the application deadline:

- WNGHA Coaching Application Form this form will require the following information:
  - Coaching Resume
  - Yearly Plan
  - Budget Estimate
  - Potential Tournament Listing



Candidates should have a minimum of NCCP Coach Level certification, and have a good understanding of the WNGHA Constitution and Policies.

Coaching applications will be submitted through the organization website to the Vice President of Representative Hockey who will chair the committee. Applications will also be submitted to the President; hence having two points of contact versus one.

Only candidates with a complete application will be considered for an interview.

New candidates are strongly recommended to serve one year as an assistant coach to help get a better understanding of the West Northumberland Organization.

### ***Interviews***

The Vice President of Representative Hockey will organize and co-ordinate the interview process and will be present for all interviews. In the event of a conflict of interest (see Conflict of Interest Policy), the Vice President of Representative Hockey will delegate the organization and coordination of the interview process to another member of the WNGHA Executive.

Each candidate for a specific position will be interviewed by a coaching selection team comprised of members of the coaching selection committee. The team will ideally consist of the same members for all candidates. However, if due to unforeseen circumstances a team member cannot attend an interview, the interview will proceed with one less member. Interview times will not be re-scheduled unless dire, unforeseen circumstances warrant it.

Any committee member that has a child playing in the age category of the applicant will not be a member of that coaching selection team.

### ***Final Selection***

Once the interview process is complete, the committee will provide a slate of all interviewed candidates to the Executive. After reviewing all potential candidates through the feedback brought forward by the Coach Selection Committee (in note form) and having further discussion at a board meeting about all potential candidates, the board will come to a consensus on the most suitable candidate and a vote will be taken to approve the slate. If the slate is not approved, more discussion and recommendations will take place until the full slate passes the vote. Any executive members that have a child playing in the age category of the recommended candidate will declare themselves ineligible for any votes on that age group's slate of candidates (see Conflict of Interest Policy).

The Executive Board must approve the appointment of managers and staff. A list of team bench personnel and staff must be given in writing to the Vice President by dates provided. It is the responsibility of the WNGHA executive to ensure proper reviews (including criminal) are completed on all coaches and trainers prior to their approval.

No one person be allowed to be the head coach of more than one competitive team with the association and that the Committee involved in the Coaching Selection bring selection(s) to the Executive for a majority vote via a live meeting.

***Announcement***

Once approved, all candidates will be advised, successful or not, immediately following the executives approval. Successful applicants will be called first. Once a successful applicant has accepted the coaching position, any remaining candidates will be notified via email.

Successful applicants will be announced on the WNGHA website.