

**North Dakota Amateur Hockey Association
2005 Fall Affiliate Meeting
September 17th, 2005 – Devils Lake**

Call to Order: [Kleven] 1:25 PM

ROLL CALL: [Gunderson] President Kleven asked for the roll call.

Community

Bismarck
Devils Lake
Bottineau
Cando
Crosby
Dickinson
Fargo All-City
Fargo Flames
Fargo Flyers
Fargo Raiders
Grafton
Grand Forks
Grand Forks Angels
Grand Forks Blues
Grand Forks Northstar'
Grand Forks Blackhawk's
Grand Forks Park District
Grand Forks Supras
Grand Forks Gold
Grand Forks Stallions
Hazen/Beulah
Jamestown
Langdon
Mandan
Mayville/Portland
Miles City, MT
Minot
Park River
Rugby
Shanley Angels
Sidney, MT
Valley City
Watford City
Wahpeton
West Fargo
Williston

Community Rep

Mike Wald
Terry Wallace
Dave Duckworth NE District Director
Sig Bjornstad
Kurt Kocher
Dave Hanneman
Sue Petry
Not Present
Connie Gunderson
Nate Brenneman
Davis Hills
Gary Splichal Girls/Women's Director
Donald Novacek
Not Present
Not Present
Not Present
Bob Gillen Coaching Program Director
Not Present
Not Present
Not Present
Jeff Gustafson At-Large Director
Scott Schafer
Julie Howatt NE District Director
Dennis Lindgren
Ramona Giedd
Larry Naves
Not Present
Curt Seim
Jay McClintock
Not Present
Damon McLaughlin
Jay Marshall
Dave Hansen
Not Present
Troy Miller
Alan Fuller

Minutes: The minutes were table until the winter meeting.

Special guest speaker Bruce Krueger, Risk Manager for USA Hockey from the Minnkota District. Bruce stated that there have been a few slight changes made in the insurance program. Directors and Officers insurance have now been added. Prior to 2005 directors and officers insurance was an optional item that the associations could pick up. Starting in January of 2005 a national Director's And Officers insurance coverage has been negotiated. The change now is that the policy is going to be national; the insured is USA Hockey and all of its affiliates.

The fee was raised from \$25 to \$35. Part of the five dollar raise goes to online registration. The policy will then cover \$1 million per incident with a \$10 million national aggregate per year. D & O coverage will coverer claims that don't result personal injury or property damage. Effective September 1st your association will now have crime coverage. Crime coverage basically covers you if your association's treasurer decides to take the associations money. For the state organization as an affiliate there is \$100,000 of coverage with a \$10,000 deductible, and the local associations will have \$50,000 of coverage with a thousand dollar deductible.

How to obtain a claim form: if you have a player or coach that is injured call the 800 number which would put you to the claims office of K & K insurance and they will send out a form and open a claims file. This is the way the insurance company prefers it to be handled.

Affiliate Requirements: Greg Evenson/Gary Splichal:

Affiliate Forms, fees (\$50) and Organization Information form. Failure to comply could result in not being granted Affiliate status which means no player or team registration.

Jack stated that these items are very important. Gary Splichal stated that there are three items that are going to be required this year, the first one will be the affiliate agreement filled out properly and signed, the second item will be the \$50 fee, and the third will be the affiliate contact sheet. In looking at the affiliate agreement, Date and year is self-explanatory, name of association address city and zip. The name of the association can be different from the organizational name, on the line that says nonprofit corporation needs to have the legal name on that line. Also make sure that your tax identification number is on there. The community is the physical location where are you residing, example Fargo, West Fargo. On page 3 where the officers are listed, this needs to be the Board of Directors from the organization that controls the parents. The term of this agreement should be a lifetime unless there are changes mandated from USA Hockey. On the last page under the letter A please make sure that you fill in under the local affiliate address and city. Greg Evenson stated that if you could possibly put the address or post office box of your organization and not your president's address as these change often. Gary Almquist will go through these and make sure that they are filled out properly and will mail your organization back a copy. Gary Splichal also stated that if these three items are not fulfilled NDAHA can stop your team from league play. Again three items are The Affiliate Agreement, the \$50 fee, and the contact sheet.

Fair Play Program & how to do score books: Bob Gillen

Bob had stickers printed that include the fair play point section. The stickers will now go on the white copy of the score sheet. Writing on these labels does not go through to the other copies. Until new score books can be printed up put the sticker on the original or white copy of the score sheet that will go to your league secretary. Bob passed around a sheet to sign up for however many score books your association will need for league play one per team, this does not include squirts. Use your old score books for tournaments and non-league games. Bob Gustafson suggested that a label be put on the outside cover of the scorebook showing that that book is used for league games only. Bob Gillen will try to have the covers of the score books made a different color.

The Fair Play program was adopted by the Board of Directors and the Affiliates at the spring 2005 meeting. This is basically a coach's, players, fans agreement that if everything is abided by each team may earn a Fair Play point during league games. On the bottom of the sticker / new scorebook's everything will be the same, scoring will be the same, penalties, this information will still be written in the same way and in the column where it shows the home and away Fair Play minutes this is where you enter the Fair Play minutes for each team. This system will not be used at the state tournament. It will be used for standings for the state tournament seedings. In order for it to be easier for the league secretaries Bob would like the scorekeepers to put to a + 1 up at the top of the score sheets for each team if they have earned their Fair play points. If they did earn their Fair play points leave it blank or put no points by each team name. Know one loses a point you can only gained a point.

Executive Assistant position status – Pete Sonnesyn

Pete is reporting on the status of this committee which met three times this summer. The committee is made up of Peter Sonnesyn, Jack Kleven, Bob Gillen, Greg Evenson, Scott Schaefer, Gary Almquist, Gary Splichal, Dennis Nybo and David Duckworth. The committees started working on the needs and feasibility and possible duties of the executive assistant position. Discussion held during the third meeting pertained to the possibility of a part-time position versus a full-time position. They itemized the yearly expense costs, the startup costs plus the salary and determined that with questions regarding time commitments. Gary Splichal stated that as long as he was working with the Select program and the web site he would work with the committee in order to get caught up with the various things that we are behind on and try to put it in better order and report back at the spring meeting. The committee agreed to accept Gary Splichal's offer. The committee outlined special job duties for Gary. The title of this position is called Executive Assistant. The salary is five hundred dollars per month. Salary adjustments are determined on an annual basis by the executive board of NDAHA. No benefits are provided for part-time position except \$150 per month for office rent, \$40 per month communication lines and reimbursable expense for mileage, travel, office supplies. The supervisor of this position will be the executive board of NDAHA. The job summary is to assist and oversee supervision of NDAHA and the center point of contact for NDAHA and its affiliates.

To assist NDAHA board members; special team and project committees and leaders; local affiliates; Jr. Gold; Girls; coaching and referee committees and leaders in implementing and monitoring policies, procedures, and guidelines within NDAHA and USA Hockey as they relate to program administration: public relations, record-keeping, programming, personnel, purchasing, inventory control, promotion, and budgeting. It is the intent of the NDAHA treasury to absorb the expenses until the spring meeting. At that time a determination will be made whether we continue with this position as a part-time position or expand it to a full-time position and at that time take on applications. Dennis Nybo thanked the committee; he thought that the process well and it was thought out for a month and a half. Pete also thanked Dennis as he acted as secretary and took minutes of the meetings.

Special Projects and Festivals – Brett Stockert

Brett stated that there are projects still pending. The tryouts will be the same process as last year. The only change that may happen is that Jamestown will be trying out in the SW district. The dates right now for the tryouts will be the third and fourth week in March. The older groups, the Seventeen's will probably be starting a week after that. Brett would like everyone to stress to their coaches that they would like to get as many kids out for this as possible. Mark Tollefson is taking care of the district side, which goes up to the third weekend in March after that if you have any questions please contact Brett. If you know of any coaches that would like to coach please contact Brett via e-mail. Jack stated that we encourage the kids from the smaller communities to come and tryout, the fees are not very expensive, and this would give them a chance to play with kids that they would never get to play with otherwise, and this would be a great experience for the kids.

Web Site Information- Gary Splichal

Gary suggested keeping an eye on the web site as he will get the items for the special projects and Festivals on the web site. There should be a finalized schedule by the first of the year. Gary stated that as of right now there are two web sites one is NDhockey.net which is the special projects and the other is NDAHA.org. he asked that people not use the NDhockey.net anymore use the NDAHA.org web site instead. When the elite league is done in the fall that information will be moved over to the.org Web site. If anyone has any information they would like posted on the web site please contact Gary. The web site is only as good as the information that is posted. The rules and regulations are almost ready, there are just a few slight clean up problems that need to be done. By the end of the month the Rules and Regulations will be posted on the web site with the most current information as possible. The updated coaches and referee information will be posted when Gary is given new information.

Registrar Report and Tournament Sanctioning Requirements – John Colter

Jerry Brown was unable to attend this meeting so John will convey the reports. Jerry Brown will be retiring after this season as registrar from the Minnkota district. There were 287 teams last year that is up seven more teams from the previous year. There were 3421 players in the youth division, this is up 98.

There were 836 players in the youth girls division; this is up 90 from last year. There are also some players from the women's division, there were two teams that did not show up on the report, and there were 681 coaches last season, this figure is up 24. There was a registrars meeting this a.m. with all of the local registration people, this meeting went very well. John had packets with the new rule books and other information that your registration coordinator received along with the new USA hockey software. If you need tournament sanctioned forms they are available at the table to pick up or your registration coordinator can print this off from The Cyber Sports software, if you do print this off from the software four copies need to be sent to John. John also had several pamphlets that are available free of charge, contact your registration coordinator and they will be able to order these. These pamphlets come in packets of 100. Your registration coordinator also received a few copies of the off ice officials rulebooks, there are also copies of the Minnesota handbooks available. One of the new rules from last spring are the credential checks during invitational tournaments. Prior to any team playing in your tournament you need to do a credential check for all of the team members that are going to play. If a team cannot produce their credentials they are not to play. If you are hosting a tournament make sure that you contact the teams that are invited to your tournament and let them know that they will need to bring their credentials with.

What are other credentials needed: for USA hockey teams you will need your **TMA**, which is your team membership application which will be signed and stamped by the Associate Registrar which in ND is John. They will also need a **signed and stamped roster** of all the players and coaches, **birth certificates** with all the players that are on the roster, you also need the **Waiver of Liability** form for both the coaches and players, and also **Consent to Treat** for all of the players and coaches that are on the roster. If they cannot produce these items they should not be allowed to play. If you allow a team that cannot produce their credentials to play in your tournament, there are consequences. The first one is that you are allowing a risk that someone may be injured, and also your insurance coverage for every participant in that tournament plus all of the referee's will be in question. This will ultimately trickle-down to John and the consequences of a community not checking credentials prior to the tournament will be that the following year they will not be allowed to sanction any tournaments.

Your registration coordinator should put a packet together to give the coaches or your team managers to carry with them at all times. In these packets you can carry copies. Give your coaches copies. Copies are acceptable as long as the dates are correct. At this time we do not know what the Canadian credentials look like. If you have Canadian teams coming in make sure they know that they must have their travel permits with them. The Canadian travel permits look just like ours. If they have a travel permits that means that they are a registered and member in good standing with their Providence or the Canadian Amateur Hockey Association.

Credentials should be carried at all times not only for tournaments but also league and non-league games as you have the waivers and the Consent to Treats with you in the event of an injury and the parent is not there the coaches have a recourse to obtain medical attention for that player. Credentials will also be checked at the state tournaments. It was also suggested that the coaches make a copy of the front and back of their coaching card and that be put in with the packet of credentials in the event of the card being left at a hotel or home. Another new item is the **red card** that used to be attached to the TMA's **will no longer be used.** Teams have to be registered and rostered prior to their first game of the season, regardless of it being a league game or an exhibition game.

Risk Manager - Screening Report – Bob Gustafson

Bob handed out screening reports for all the communities. USA Hockey sends out information regarding Risk Management. This is catastrophic insurance, and is supplementary insurance. There is a \$1000 deductible before it starts if a child has no insurance of any kind. If you have insurance your insurance comes first, 100 percent then there is \$1000 deductible after your insurance. From the screening forms of all of the coaches, referees, board members, managers and anyone over 18 that Bob has forms for has been put onto a master spreadsheet. Bob has taken 172 of the forms that he has and has bumped them up against the North Dakota sex offenders list, which for your information there is 1379 registered sex offenders in the state North Dakota. Bob can e-mail each communities information in an Excel spreadsheet, you can correct the information and e-mail it back to Bob. The form was changed in 2003 and they are good for five years.

ND Youth League and League Secretaries – Dennis Nybo

The league secretaries for the following year will be:

Matt Stockertt – A League
SE District B – Connie Gunderson
NE District B – Julie Howatt
West B – Ron Seley
Girls – Gary Splichal
Jr. Gold – Phil Sedo

For the Good of Hockey

Bruce Rostad stated that last season regarding discipline the first half of the season was great and the second half did not go as well. As a community we need to keep on top of the discipline.

Jack had a handout regarding the pluses regarding a new USA Hockey district. On the second page there is a form for your organization fill out regarding what you may think is a negative reason not to redistrict. And prior to the winter meeting Jack hopes to have met with every district, to make sure that everyone understands what we want to do and why.

3 PM, motion by Dennis Nybo and seconded by Gary Splichal to adjourn the community rep meeting. Motion passed.