



**Nepean Minor Hockey Association
Executive Board Meeting
August 13th 2025, 7pm**

MINUTES

In Attendance: Ingrid (President), William (VP Finance), Scott (VP Operations), Jessica (VP Administration), Carmen (House Director), Jeff (Competitive Director), Marc (Secretary)

Regrets: Shelley (Risk and Safety), Jennifer (VP Programs)

1. Approval of the Agenda and Previous Minutes

- Jessica moved to approve June minutes and August agenda, Jeff seconded.

2. Business Arising

- Registration Update (Scott, VP of Operations)
 - Registration numbers are up compared to this time last year. It's possible that we exceed our preseason expectations. Keeping registration open for U21 until the end of the month. Only players on waitlist are U21 over agers. Registration closes Aug 15th. Last year we had a high number of registrants after the deadline. Ingrid indicated that after fall tryouts, we need to review whether the tryout fees cover all of our tryout expenses.
 - U12 is a big cohort, it can accommodate two U12B competitive teams, and a U13 roster select team as well as 3 A House teams. Jen, Carmen, and Jeff can come up with the proportion of A/B/C teams and take in to account interlock play, which may allow to have less teams in any one division.
- NMHA Office Update (Scott, VP of Operations)
 - The office is moving to a small office on the same floor at Walter Baker along with a small storage space. We will have to move by the end of November (to allow to get through fall tryouts and sort outs). City will renovate the new office space to allow for meeting space and office manager's desk. City will provide us with 24 bookings of the Walter Baker board room per year to allow for larger meetings. Jeff brought up that the goalie equipment storage space at Howard Darwin is not ideal and could be reconsidered.
- NMHA Brand Review (Ingrid, President and Jessica, VP of Admin)
 - Jess introduced the 60th anniversary logo for NMHA. Envision this logo being used for the year, shared with all suppliers, for merchandise, used on all socials, etc. Then this logo would be retired at the end of the season and NMHA would go back to the previous logo. In order to get merchandise ready for September, we need to start placing orders shortly. Jeff cautioned about ordering too much merchandise, Ingrid agreed that we will keep orders small.
- Briefing Notes (Marc, Secretary)
 - Concept of briefing notes brought up to improve efficiency and effectiveness of meetings. Briefing notes for New Business Items and Motions/Decision items. Agenda items need to be sent out to Secretary well in advance, deadline for Agenda Items to be sent out will be 5 days prior to the meeting. We will create a sharepoint folder for all board members to place briefing note and supporting documents without having to send out multiple emails.



3. Notice of Motions

- a) Motion to approve the NMHA 60th anniversary logo for the 2025-2026 season.
 - **Jess moved the motion, Carmen seconded. All approve.**
- b) Motion to review the registered trademark options for the proposed primary Nepean Minor Hockey Association Brand "N". (Briefing Note)
 - We have never looked at registering the 'N' as a standalone registered trademark. With the jersey redesign process, if we want to consider changing our jersey symbol to just 'N', we should have the 'N' trademarked. The 'N' is more synonymous with NMHA than 'Raiders'.
 - Jeff brought up concern of Junior B and girls teams already wearing a stylized N jersey; asking if they have already trademarked their 'N symbol'.
 - Raiders is not going to be used as a standalone anymore. Use of Logo Policy updated to include that you must use 'Nepean Raiders' as a whole.
 - Plan to buy a 60th anniversary banner to replace the 50th anniversary banner currently hanging in the Steve Yzerman arena.
 - Hopefully the trademark information can help the jersey committee with their decision on designs.
 - **Jeff moved the motion, Carmen seconded. All Approve.**
- c) Motion to select Shane Francescut, <https://shanefrancescut.com>, as the NMHA Photographer for the 25-26 Season without going to solicitation (Briefing Note)
 - Jeff sent out a briefing note for the board to review regarding this motion. Shane Francescut reached out to Jeff to indicate that he was interested in proceeding with photography for this season again.
 - Previous photographer contracts have been one year with a second year option. Jeff is suggesting we enact the second year option. If the board agrees to proceed with Shane Francescut, we would allow him to send us a proposal which the board would then need to approve. Proposal would need to be in by August 20th, Competitive teams to be photographed ASAP.
 - Ingrid reiterates that all photos must be delivered by Dec 15th, as last year the photos were delivered very late. Jess would like team photos to be reviewed by managers due to issues last year with the composite team photos (player sizing)
 - Scott reviewed last years proposal and found that Shane Francescut indicated 10% of sales would go back to NMHA. He asked if NMHA has received that amount, Ingrid will check with Warren.
 - **Jess moved the motion, Carmen seconded. All approved.**
- d) Motion to discontinue using the NMHA three infraction rule and follow the three infraction rule as per the HEO Officiating Rulebook 4.8 (b) (Briefing note)
 - Idea is to standardize and align the 3 infraction rule with that HEO. As we do more interlock play, this provides more consistency for referees.
 - **Jeff moved the motion, Jess seconded. All approved.**



4. Area Reports

1. President (Ingrid Meza-McDonald)

1. Trademark Registrations

NMHA applied to register the following trademarks in Canada:

- RAIDERS & Design
- NEPEAN RAIDERS & Design
- NEPEAN RAIDERS
- These applications are filed under numbers 1,274,684; 1,274,685; and 1,274,688, Through continued adoption and use, NMHA also holds common law rights to these marks in Canada.
- New registered trademarks will be submitted for the 2026-27 season, in this calendar year.

2. HEO Player Pathway – Updates

Please ensure you have reviewed the HEO 6.55 Player Pathway updates and memos. If any communications are to be shared with membership, please use the official memos.

3. Tournament Participation – 2025 Season

- Competitive Teams:
 - Will be permitted to participate in five (5) tournaments this season.
 - The 2-local tournament policy will not be enforced this season.
- House League Teams:
 - Requests will be reviewed on a case-by-case basis, given the increased tournament fees and ice allocation requirements for over 90+ House teams.

4. Game Scoring Tablets

- Tablets are required by the AA/A league and HEO for game scoring.
- Associations are responsible for purchasing the tablets.
- The recommended device is an Apple iPad, as it is the only device compatible with the full suite of league management tools.
- The NMHA office will manage placing the order.

5. VSC (Vulnerable Sector Check) Process

- HEO System Requirement applies to:
 - Coaches
 - Team Officials (ie trainers and manager)
 - Third-party instructors
- Association VSC Process (previous procedure) continues for:
 - Executive members
 - All other volunteers not working 1:1 with minors
- Communications will be required (internal and external) to clarify the updated VSC process.
- **Action:** To get a list of all NMHA volunteers with a 1 to 1 contact point – they will need to update VSC status through HEO portal. **VP Risk and Safety has sent out communication to these volunteers.**



- **Action:** To allow all out of district 4 year old transfer requests for U7 program, but to continue to review the transfer request on a yearly basis.
- **Action:** One player is moving out of the country midseason, allow them to play with a prorated registration fee but will need to ensure that team composition has one extra player. Player needs to be prepared to pay full team fees.

2. VP Programs and Development (Jennifer Emery)

- Goalie Conditioning Sessions and Skater Sessions have been planned and schedule (Goalie Academy and APEX are running the sessions)
- Looking to combine certain sessions to allow for players off of waitlist, waiting until registration closes
- Spoke with Tony Iob about some plans for coach mentoring for the upcoming season, to schedule a meeting in the upcoming weeks
- Met with Brendan Earle, comp and house director to go over goalie development sessions this season. Brendan will be our goalie development lead.
- Working on planning our December Ice Sessions
- Manager Liaison will now be combined house/comp

3. VP Finance (William Yap)

- NMHA insurance for 2026
- House Financial aid
- I hope to have an update on the new NMHA credit cards
- Audit of the 2025 financial year is scheduled to start
- I would like to discuss with the Board about the Audited Financial statement timeline post-audit regarding the DFS to be reviewed and approved no later than the end of November 2025.

4. VP Operations (Scott Dawson)

Ice Scheduling:

- In preparation for the coming season and Emma and Gray have been working tirelessly to understand and implement ice scheduling within SportsHeadz system.
- Significant progress made since last meeting.
- They are doing a fantastic with learning the new system and actively in the system assigning ice.

Jerseys:

- Jersey Committee terms of reference are finalized. Current members, Carmen, Jen, Greg and Scott as chair. First meeting to be in September 2025.
- NMHA Game Jerseys: Greg will have all the Jerseys ready for pick up by coaches in September
- Tryout Jerseys: All Tryout Jerseys are at the NMHA office for pick up. A top up order which includes the biggest goalie sizes will be received before end of August

Office:

- NMHA will transition to the new office space in November and must be fully moved by November 30th
- Our Office manager will be able to book up to 24 different bookings of the Walter Baker Boardroom per year.



House League Interlock:

- Ingrid has taken on the mentor role for our Interlock coordinator, William Henry, to provide guidance, leadership and assist in coordination with other associations. Jen and Carmen will support this initiative with House programming needs, Emma will support this from ice scheduling.

Goalie Equipment

- Lorne is getting ready for the season, all inquiries should be sent to his NMHA email

5. Risk and Safety (Shelley Perras)

EDI Speaker:

- Confirmed EDI Speaker for November 19th at Robert Borden High School as part of 60th Anniversary year. Free to members. Information will be distributed to the members early October.

6. VP of Admin (Jessica Kingsbury)

7. House Director (Carmen Earle)

- Have convenors with all divisions and have met with all individually Carmen and myself
- Working on a list of House Team roles and description to add to our website, will be ready for season start
- House pathway and sort out schedule almost 80% complete
- Meeting with House Team Aug 21, seasonal start up, pathway and sort outs
- Created new volunteer form for House specific volunteers, to assist convenors with recruitment of head coaches and team volunteers
- Working on policy revision and manager manual update will be ready for season start
- Pinney's ordered for sort outs
- Beginning the purchase of convenor kits, to assist with sort out process

8. Competitive Director (Jeff Pollard)

- Coach meeting for seasonal information and fall tryouts expectations/process on August 18th
- U16 B tryout schedule complete, tryouts set to begin on August 22
- Volunteer link is ready for distribution
- Pathway and Tryout schedule is 80% complete
- Most policies are updated; manager manual is 80% updated will be ready for season start
- Jeff is B league Rep
- Jen AA/A league Rep

5. Adjournment

- Marc moves to adjourn the meeting, Jess seconded. Meeting adjourned.



NMHA

Nepean Minor Hockey Association

Est. 1965

Briefing Note

Nepean Minor Hockey Association Executive Board Meeting

Title: Motion to select NMHA Photographer for the 25-26 Season

Report From:	Jeff Pollard (Comp Director)
Date of Meeting:	August 13 th , 2025
Action: (please select)	☐ Information ☐ Advice ☒ Decision

Please keep briefing note to 1-page, 10.5 pt. font

Summary – How does this proposal support our strategic directions?

Motion to select Shane Francescut, <https://www.shanefrancescut.com/>, as the NMHA Photographer for the 25-26 Season without going to solicitation

Purpose of the Motion:

To formally decide on a photographer without going to solicitation.

Background – What does the executive need to know to understand this issue?

The NMHA selects a photographer each year to take poses of each player and team for purchase. The steps in the past have been to post solicitation on social media for photographers to provide a proposal with their portfolio at a specific due date. Once complete, a criterion matrix that has been developed scores each proposal, and all voting members are provided with the same information and asked vote on their preferred photographer, not only based on the score but the portfolio as well. The submission is sent to the President and Secretary. Once the deadline is past, the President informs the POC and they in turn award the contract to the Photographer.

Steps – What upcoming steps are required?

Upcoming steps:

- Determine if Shane Francescut is the photographer that NMHA would like to select upcoming season;
- If the vote is yes, receive a proposal from Shane;
- Proposal must be approved by the executive;
- If the vote is no, proceed with the process above;

Results – How will the success of this change be measured?

- Photos of competitive teams will commence in September and all photos must be delivered by Dec 15th.



NMHA

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Briefing Note

Nepean Minor Hockey Association Executive Board Meeting Title: Three Infraction Rule

Report From:	Jennifer Emery (VP Programs and Development)
Date of Meeting:	August 18, 2025
Action: (please select)	☐ Information ☐ Advice ☒ Decision

Please keep briefing note to 1-page, 10.5 pt. font

Summary – How does this proposal support our strategic directions?

Motion: To discontinue using the NMHA three infraction rule and follow the three infraction rule as per the HEO Officiating Rulebook 4.8(b). Found here: <https://www.hockeyeasternontario.ca/media/4ijfyk15/2024-26-hc-rulebook-e.pdf> currently uses for our House

NMHA Rule found here: [https://nepeanminorchockey.ca/Pages/1565/Repeat_Penalty_Rule_\(3_infractions\)/](https://nepeanminorchockey.ca/Pages/1565/Repeat_Penalty_Rule_(3_infractions)/)

Purpose of the Motion: To ensure that our referees are able to consistently enforce what the rulebook states and what they have taught, to ensure less confusion and remain consistent with all other HEO District Associations. This will also assist in ensuring consistency of rules when our teams are playing interlock against other associations, who do not follow the same infraction rule NMHA has in place. We are trying to grow our interlock and our teams will not always be refereed by the NMHA officials and we cannot hold other associations teams to our policy/rule if we are the only association that follows it.

Background – What does the executive need to know to understand this issue?

NMHA is only association using a rule that differs from the rule book in regards to the 3 infraction rule.

HEO Officiating Rule:

<https://www.hockeyeasternontario.ca/media/4ijfyk15/2024-26-hc-rulebook-e.pdf>

4.8 (b) A player will be assessed a Game Ejection penalty in the following circumstances: When a player is assessed three Minor penalties for “stick infractions” in the same game. For the purpose of this rule, “stick infractions” are Rule 9.1 — Butt-Ending, Rule 9.2 — Cross-Checking, Rule 9.3 — Slashing, Rule 9.4 — Spearing, and Rule 9.5 — High-sticking — Junior/Senior. ii. When a player, in Minor or Female divisions, is assessed three Minor or double Minor penalties for Rule 7.6 – Head Contact in the same game. Any player who is assessed a Game Ejection penalty will be removed from the game and ordered to the dressing room for the remainder of the game. No time will be recorded on the Official Game Report against the offending player for a Game Ejection penalty. A substitute for the penalized player will be permitted immediately.

NMHA HOUSE Rule: Ejection for any three minor infractions

[https://nepeanminorchockey.ca/Pages/1565/Repeat_Penalty_Rule_\(3_infractions\)/](https://nepeanminorchockey.ca/Pages/1565/Repeat_Penalty_Rule_(3_infractions)/)

Any player incurring three (3) minor penalty infraction incidents in the same game will be ejected for the remainder of that game. An infraction for which a penalty shot is awarded, which otherwise would have resulted in a minor penalty, shall be counted as a minor penalty infraction for purposes of this rule. Double minors count as one infraction unless otherwise specified by the referee.

Steps – What upcoming steps are required?

- Vote to follow three infraction rule as per the HEO Officiating Rulebook 4.8(b).
- Or vote to keep the current rule in place.

Results – How will the success of this change be measured?

Following the HEO Officiating Rulebook will ensure that our players are penalized the same as all other associations within our district. Referees will be enforcing rules as per the rulebook, they are taught from.



NMHA

Nepean Minor Hockey Association

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Briefing Note

Nepean Minor Hockey Association Executive Board Meeting

Title: Motion to review the trademark options for NMHA 'N'

Report From:	Ingrid Meza-McDondald (President)
Date of Meeting:	August 13 th , 2025
Action: (please select)	☒ Information ☐ Advice ☐ Decision

Please keep briefing note to 1-page, 10.5 pt. font

Summary – *How does this proposal support our strategic directions?*

Motion to Review the Registered Trademark Options for the Proposed Primary Nepean Minor Hockey Association Brand "N."

Purpose of the Motion:

To formally initiate a review of the trademark registration options for the proposed primary brand mark stylized as "N." Representing the Nepean Minor Hockey Association (NMHA).

Background – *What does the executive need to know to understand this issue?*

The NMHA is considering adopting "N." as its primary brand identifier. Before proceeding with any public or commercial use of this mark, we will assess its availability and eligibility for trademark protection to avoid potential legal or brand conflicts. This includes researching existing trademarks, evaluating potential infringement risks, and understanding the scope of protection available.

Steps – *What upcoming steps are required?*

This review may include:

- Conducting a preliminary trademark search (national and international, as applicable).
- Consulting with a trademark attorney or IP specialist.
- Evaluating the risks and benefits associated with registering the mark.
- Preparing a Summary outlining findings and recommendations for next step

Results – *How will the success of this change be measured?*