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## AGM 2024 – Annual Executive Director Report

### Richmond Jets Minor Hockey AGM – June 5th, 2024

Overall, the 2023-24 season was very successful both on and off the ice and it would not have been possible without the support and dedication of our board of directors, volunteers and the management team and staff. I want to thank everyone for their unwavering support throughout the year and all the time they sacrificed throughout the season.

#### Main Objectives:

The main objectives in 2023-24 was to continue to build on the success we had in the previous year and continue to grow the association at every level from U7 to U21, that included some of the following areas:

- **Build trust, accountability and respect** following a “**Jets Culture and Way**”, that is inclusive for all players as it relates to the new RJMHA Vision-Mission-Values statement;
- **Operations** – Oversee the day-to-day operations of the association working directly with the President and Board, the management team, appointed positions, volunteers, coaches and skills providers;
- **Communication** – Improve and execute all forms of communication, whether it be in-person, virtual via Zoom, social media, email and TeamSnap platforms. Also engage with volunteers, coaches and members at the rink and at association events (Opening Day, Tournaments, Try Hockey, Awards Nights);
- **Recreational Program** – Approximately 80% of the association are recreational players in U7 to U21 divisions and it is very important to continue to place a large amount of focus and resources on the C program. Over the past few years, we have had great success at both league and playoffs, winning numerous banners and tournaments and that success is due to our strong skills development programs and experienced coaches.
- **Competitive Rep Program** – In 2023-24 we introduced our new Director of Hockey, Linden Saip and Director of Rep Hockey – Milton Chan. Their objective was to review the rep program and provide a set of recommendations to make it one of the best in the PCAHA. Over the course of the year new initiatives were created that included Rep ID Camps and parent meetings in the summer, rep program culture presentations, the hiring of experienced head coaches, improvements to the tryout process/policies and our skills and goalie programs and having a strong oversight of the program throughout the year.



## Key Responsibilities:

The key responsibilities included the following areas:

- **Governance/Leadership:** Working directly with President Eric Bernal and the Executive Team on regular basis to improve the RJMHA governance model and orienting our new board members (4) in their first year of their term. Working with the numerous standing and special committees we have in place along with reviewing and updating our bylaws and policies as required. Organizing, planning and attending monthly board meetings including creating agendas, completing reports and taking minutes;
- **Financial/Budgetary:** Worked closely with the treasurer and was a member of the finance committee. Responsible to assist with monthly and yearly operating budgets and gaming grant application, with the goal of being fiscally responsible. Processed monthly invoices for skills providers and appointed positions and assisted with 50-50 licenses and draws;
- **Operational:** Responsible for the day-to-day operations of the association working with the President, directors of hockey and rep program, our registrar, ice allocator, risk manager and equipment manager. Member of numerous committees and assisted with tournaments and association events throughout the year;
- **Recreational C & U7/U9 Programs:** Worked with division managers and the director of hockey in the planning and execution of the skills programs. Worked with Division Managers on player evaluations, C team drafts and year end player evaluations.
- **Rep Program:** Worked with the director of rep and rep committee throughout the year and helped manage the rep tryout process. Was acting U13A DM for tryouts and was also part of the rep coach selection committee and executed all coaching contracts.
- **Risk Management & Safety:** Worked directly with the risk manager, division managers and ambassadors on dispute resolution and discipline issues. Dealt with allegations and maltreatment issues from BC Hockey. Tracked penalties and suspensions on a daily basis and informed and directed teams on suspensions as needed;
- **Programming:** Member of program and goalie committees and worked with Director of Hockey and our Ice Allocator on the execution and management of the skills program. Also planned, organized and executed our Opt-In programs in the fall and winter and met with the committee and DOH monthly to review the program;



- **Coach Mentorship:** Worked with the DOHO and DOR on setting up monthly meetings, and distributed presentations and attended meetings for all divisions;
- **Pre-Season Camps & Programs:** Planned, organized and executed summer camps in July (power skating) and August (season prep camps). Also helped organize the Try Hockey and Try Goalie skates in August.

### 2023/2024 Season Summary:

This year we introduced a new [Mission, Vision, and Value Statement](#) "Elevating Excellence" with the fundamental Core Values of:

- ✓ **Integrity**
- ✓ **Respect**
- ✓ **Inclusiveness**
- ✓ **Competitive Spirit**
- ✓ **Safety, Fair Play & FUN**

This is a key in the development of a better culture and the "**Jets Way**" throughout the association, following a set of guiding principles for all our players and coaches. It is very important that we continue to work on developing a strong culture that is inclusive, accessible and affordable to make community hockey the choice of many in Richmond.

Overall, I feel the year was a success both on and off the ice and everyone from our team of volunteers to all our players and coaches, should be quite proud of what we accomplished.

The main priorities were to build on the great programs the Jets offer for all players and goalies and continue to fine tune and improve our daily operations. As a community hockey program, we continued to focus on inclusion and diversity and create initiatives to grow the game (Try Hockey, Try Goalie, Intro to Hockey and First Shift), along with offering a very competitive model for our recreational and competitive streams. Given the experience and expertise of our management team, our quality of coaching, ice availability and programs we offer to our members, the Jets are in a strong position to continue to be one of the top associations for many years to come.

We have a very strong team in place to oversee and run the association that lead to a very successful year. I would like to thank them all for their leadership and guidance throughout the year:



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- Director of Hockey Operations - **Linden Saip**
  - Director of Rep Hockey - **Milton Chan**
  - Registrar - **Tina O'Connor**
  - Ice Allocator - **Nadine Bayley**
  - Tournament Registrar and Equipment Manager - **Ken Hamaguchi**
  - Risk Manager - **Dara Takenaka-Fraser**
  - Referee in Chief - **Jeff Harms** and Ref Assignor **Brandy Brundige**

### Recommendations for the season ahead:

As we look ahead to the upcoming season recommendations include:

- ✓ Continue to **“Tell our story”**, and the **“Jets Way”** to build our culture and grow the Jets brand;
- ✓ Build on our popular grow the game initiatives – Try Hockey, Try Goalie, Intro to Hockey, First and Second Shift and find other ways to bring hockey to the diverse community of Richmond, including working with the City of Richmond;
- ✓ Improve on all areas of communication with our members;
- ✓ Continued fiscal responsibility for the short and long term. The association is in a great position financially due to the strong direction of the finance committee and Board;
- ✓ Develop and improve our volunteer network, especially in key positions like Division Managers;
- ✓ Continue to improve our strong skills program and offer more opt-in programs for players and goalies in the coming season;
- ✓ Coach Mentoring - With the addition of Linden Saip and Milton Chan, our coaching programs were very strong this year with monthly meetings and the introduction of coaching software that we will improve upon for the coming year;
- ✓ Look at the overall committee structure to improve efficiency and execution and have more volunteers involved outside the board;

### Summary:

*I am very proud of what we have accomplished since I joined the association in 2020 and I feel the association is in a very good position to continue to grow and develop well into the future.*

Yours in hockey.

**Wayne Carleton,**  
RJMHA Executive Director