

**COLE HARBOUR ROCKETS MINOR BASKETBALL
ASSOCIATION
Annual General Meeting 2023-24 Season**

AGM Details

Date: Tuesday – Sept 15, 2024

Time: 8pm – 9:30 pm

Location: Google Meet / Teleconference
Google Meet joining info



Cole Harbour Rockets Executive:

Stephanie Wolfe – Secretary

Laverne Withers – Treasurer

Angie Randell - Registrar

Sean Francois - Webmaster

Lawrence Eady – Girls Equipment Coordinator

Amy Campbell – Boys Equipment Coordinator

Jason Sheppard – Girls Tech Coordinator

Adrian Jones – Boys Tech Coordinator

Laura Brine – Tournament Coordinator

Shireen Ley – Summer Teams Coordinator

Rowan Ayers – Boys Equipment Coordinator (Outgoing)

Zarina O'Donnell - Fundraising Coordinator (Outgoing)

Kelly Francois – Gym Coordinator (Outgoing)

Jud Mullen – Vice President

Robin Veinotte – President

Brett Haley – Past President

1. Roll Call - Attendance and Quorum Confirmation of Executive Members
Confirm Quorum, Vote to Proceed
2. Call for additions to Agenda
Vote to Approve Agenda
3. Scheduled Agenda:
 - Annual Board Member Reports Provided by all, Will Read the Treasurers Report on Finances. Others have been provided in advance.

Notes for Members:

- Opening Registration – We have opened Registration with a Fee of \$440.00/player for club and 195 for Jr NBA. Hurricanes and Bedford are all -at 500+/player for reference. We are over 700 registrations currently for all fall programs as of the date of this meeting and will cap groups.

- Jr NBA is in great hands with Coach Anthony Brown, who has offered to come back next season. Aiming for 3 groups on Sundays for the fall, and one Friday sessions for families who can not make Sundays.
- Interviews underway for an Operations Manager (Virtual) to aid in our clubs operations. We voted on hiring staff a few seasons ago and have never got organized to do so. We are going to start with a Virtual Admin. This person will be virtual via an agency, and will give us 15-20 hrs per week, with duties such as:
 - Aiding Treasurer in Financial Transactions, including chasing members for payments.
 - Become a RAMP App and Schedules Champion for the Rockets.
 - Work with Coaches to assure RAMP App is up to date, practices are loaded and families all have access, as well as keeping communication high with all coaches and filtering their needs to other board members.
 - Work with secretary as needed to chase coaches for Back Checks, NCCP online courses and any other requirements.
 - Work with Equipment Coordinator to keep and update lists of equipment and jerseys out by each team and help bridge any gaps on shortages.
 - Help keep social media sites up to date, along with posting any articles needed on our website.
 - Aid Tournament and Summer Teams coordinator on any administrative organizational tasks
 - This will take a lot of pressure off of some of the current executive, who spend many hours a week doing these tasks now which is not sustainable for a club our size.
- Growth statement
 - Due to the continued demand in older groups (and a need for continued recruitment for our Jr NBA and U10s), our clubs has put caps on registration this year to assure we do not get bigger than last season due to an overall shortage of gym access in our area.
 - Each new team we add, is a team using paid gyms for practice time, which increases our over all costs as a club.
 - \$4400 rev per team in Registrations (10 Players) minus near 7.5% for RAMP and CC fees.
 - \$65/hr for paid gyms, 3hrs of practice time per week for 22-30 weeks = \$4,300 to \$5,800 in gym cost
 - Plus the \$1,800+ for MBAns
 - \$350+ for BNS
 - Plus apps, admin, equipment, and other overhead costs.. we can't afford to grow (regardless of gym access) until we get more free gyms to help balance and an eco systems of fundraising (or Charge 500+ per player).
 - We need to look at Paid Division Coordinator positions, that will own the [balancing and placement](#) process for each age group, as well as be a focal point for coaches through out the season along with the new ops manager and technical coordinator. The more support we can provide our coaches, the higher quality of programs we will offer.
 - The future of our club includes staff, including at some point an Executive Director – who can be involved in Placements, Recruiting Coaches, running

tournaments and profitable summer camps to offset their cost to the organization. We approved hiring this person in the past, but we haven't reached the right revenue / expense formula for it yet. Hopefully we will be more balanced financially at the end of this club season and proceeds from Spring can be used to secure this person.

Open for discussion

- Coaching Resources – Top Teams
 - As per last season, we are looking to place coaches on top teams based on their commitment to stay in that role for multiple seasons with a focus on the role and the age group.
 - Tariq and Tajhon Thomas are going to continue with the top team at U14&16 boys, and continue to build a year round program. Allan Thomas has the top team in U18 for the 3rd year.
 - U12 Boys top team will be with either Robin Veinotte or Corey Lucas or both.
 - U10 Boys will be decided based on placements, but appear to have some experienced coaches moving to the Rockets for the opportunity.
 - For Girls Teams, these positions have not been locked yet – and Jason Sheppard has been trying to get time with Robin to discuss these items to no avail.
- Fundraising next season
 - Other clubs close to our size are charging 500/kid because that is the revenue required to run a club our size. We are stuck in the middle, as other clubs in Dartmouth are at a size where they can operate with in the no cost gym allotments they are getting from HRM/HRCE and carry little to no monthly gym costs. Last season we aimed to fundraise 30K (or \$50/club player), we fell short but had good momentum with the Bingo. This year we will see Bingo, Auction, FlipGive, and the Ongoing 50/50's (Which provided families with over 8K in registration fee relief based on their commissions)
- Placement/Balancing Process: <https://www.rocketbasketball.ca/content/Detailed-Balancing-Placement-Process>
- Constitution Updates
 - We created a committee last season to update our constitution and align it with recommendations from Canada Basketball. We failed to complete that task but made good headway. We hope to resume that this fall and hopefully complete it by the Holiday Break.
- Executive Positions Returning Confirmation
 - Kelly Francois is stepping down from Gym Coordinator after 5 years. She played a major role in our clubs growth and will be missed. Amy Campbell has offered to move latterly from the Boys Equipment Coordinator to the Gym Coordinator (vote for confirmation). Kelly has been critical to the success and growth of the club and she will be missed.
 - That creates a void in the Boys Equipment Team. Holly David has reached out with interest and has started the position to help us fill the gap.
 - Zarina O'Donnell has stepped down from the clubs fundraising coordinator. She has worked hard over the years getting a great foundation in place for success.

Zarina did some big things getting us set up with countless raffles, was a bit part of last years Bingo and Auction and has been a major contributor to the club and will be missed.

- This creates an opening for a lead fundraising coordinator to work with our Treasurer and fundraising committee.
- Rowan Ayers is not reoffering as the second boys equipment coordinator.
- All other board members has reoffered.

4. Additional Call for any other nominations for Board Positions (vacant or not) Planed nominations:

- a. Holly David – Boys Equipment Coordinator (currently doing the role)
- b. Amy Campbell for Gym Coordinator (currently doing the role)

5. Agenda (if any added)

6. Vote to Adjourn the meeting

Rockets Executive Team

Attached Executive Reports

**Cole Harbour Minor Basketball Association
Treasurer's Report
Aug 2024**



To: Association Members

The financial statements for Cole Harbour Minor Basketball Association have been prepared using Microsoft Excel. The financial transactions of the association are recorded on spreadsheets. Annually we submit our Statement of Income and Balance Sheet to Registry of Joint Stocks.

The fiscal year for the association started on September 1, 2023 and ends on August 31, 2023. Revenue that are recorded in July and August will be for the fall/winter season and will be accounted for in that fiscal year.

Income Statement - 2023-24 - Cole Harbour Minor Basketball		
	Income	
	Membership Fees Fall/Winer	272,404.11
	Fundraising (Rev)	37,410.81
	Spring/Summer Fees	98,790.76
	Merch Sales	30,709.79
A) Total Income		439,315.47
	Expenditures	
	Admin (Locker, Div Coordinators, Spring Coaches, Fees, etc..)	26,546.30
	Basketball Canada	10,575.00
	Basketball NS	17,850.00
	League Fees	114,345.00
	Equipment	48,950.36
	Gym Rentals	179,456.30
	Fundraising Costs	24,278.13
	Other (Refunds, Professional Services, Tournament Fees, etc.)	32,560.25
B) Total Expenses		454,561.34
C) Net Surplus (A-B=C)		-15,245.87
D) Surplus (or Deficit), beginning of Year		9,579.33
E) Surplus (or Deficit), End of Year		-5,666.54

Expenses Notes:

- Spring League Revenue saved the season (again)
- Budget for Team Photos for Jr NBA, U10 and U12 were cancelled
- Fundraising did better in 2023, but we didn't hit our 30K target, which caused a hole.
- We have AR with some summer athletes in excess of 3,000 – which when collected will be added as revenue to 2024/25
- We need to lobby for more free gyms, Robin needs to execute on the Launch Pad for the future of the club.
- It is the recommendation of the Treasure that registration fees for 2024-25 be \$500/Athlete. Bedford, Halifax Hurricanes and others are at this price or close. They are not as large as us, and do not offer all teams 2 practices a week. We need to cover the club's cost and hire staff to run the club at this size so that it does not burden volunteers and burn them out.

Respectfully submitted,

Laverne Withers
Treasurer – Rockets Basketball

**Cole Harbour Minor Basketball Association
Web Coordinator Report
July 30, 2024**



To: Association Members

We are now going into our 5th season using RAMPInterActive (RAMP) as our website service provider to align with Metro Basketball Association - MBANS (they also use RAMP), to help reduce some admin & data transfer fees related to player registration costs. We continue to use RAMP for our main web presence.

Use of the Team app, via mobile devices, through RAMP is an additional benefit by using their web services. This functionality has now been used for the past three seasons. There were some instances we encountered that required RAMP's customer service to resolve, but overall it has been a beneficial tool for coaches & parents.

Since transitioning to RAMP (from GoalLine) Robin Veinotte (Club President) has also been able to further leverage the service to set up Rockets 3x3 Spring League, Mini Camps, and Rockets Summer teams as well.

Registration for the upcoming 2024-25 season was opened via the RAMP website in early August 2024. From a Social Media perspective the Cole Harbour Rockets primarily use Facebook to reach the majority of our club's families beyond the club website, registration portal, and e-mail. Additionally, there is a dedicated Rockets Coaches Facebook Group to share information among coaches throughout the year. We are also continuing to work with Canada Basketball as we work towards becoming a 'Verified' club through Canada Basketball's Club Licensing program. Once complete, the Canada Basketball 'Verified' status will validate that the Cole Harbour Rockets are engaging in best practices when it comes to governance and overall operation as a club.

Respectfully submitted,

Sean François
Web Coordinator, Cole Harbour Rockets

Cole Harbour Minor Basketball Association

Technical Director Girls Report

July 2024

To: Association Members



This season the Cole Harbour Rockets girls program included 18 teams covering all age groups, with continued growth at all ages. The girl's program has tripled in size over the past few years, which is a direct result of the efforts from our volunteer coaches, player growth within the club and our club promoting girl's sport within the community.

The assessment period is a busy and challenging time and as technical director I was able to participate in assessments for all the girls age groups and teams this past season. Skill assessment and roster construction for teams is challenging time as the club continues to grow each season. To assist with this process, a proposed assessment document has been shared with members of the executive for discussion on assessment improvements for the upcoming season. This document suggests how the club should consider "Tryouts" for our Division 1 teams in each age group. As a club, we can investigate using skill assessment apps to improve the process, identify coaches to run assessments and solicit coaches to assess players for team construction. The Executive can also consider identifying lead coaches for our Division 1 teams each season as well.

One area for improvement I have focused on for the upcoming season is assisting our volunteer coaches with drills, skill development and coaching support. Last season we had a preseason meeting with all the U10 coaches which was a great experience, as we touched on all aspects of coaching from shift charts, EAP's, practices and games. This season, I would like to share that experience with each age group and the division coordinators to further enhance the coach's knowledge and experience within the club.

A second initiative worth investigating is a coach's meeting for all the girl's coach's prior to the season. Ideally, it would be great to have this meeting prior to assessment, in a gym with a group of girls to demonstrate some skills and drills for new coaches, have a Q&A session to answer questions pertaining to the upcoming season and tap into the knowledge of some of our more experienced coaches within the club. This will also be an opportunity to discuss security checks, equipment, assessments, provincials and club tournament with all of our coaches prior to the start of the season.

Skill development for all our players is essential for player growth and continued enthusiasm amongst our athletes at all age levels. To enhance skill development, address this, it would be beneficial to identify coaches who have an interest in running skill sessions for the club which players can participate throughout the season at various times outside of normal practices and games. I have spoken with a few coaches who are interested in running skill sessions for the Rockets, so we will need to discuss this as an executive to determine if it is possible for the upcoming season given gym availability.

Respectfully submitted,

Jason Sheppard

Girls Technical Director – Rockets Basketball

Cole Harbour Minor Basketball Association

Secretary's Report

August 11, 2024



Criminal Record and Vulnerable Sector Checks - Summary

We had a lot of coaches that needed to update their checks as they hit the 3 year mark or up to date checks were not loaded into RAMP. At the end of January, Basketball Nova Scotia implemented that all coaches and managers would need to have completed and updated checks in RAMP by April 2024 in order to continue sitting on the beach. Basketball Nova Scotia will be following up with checks and will contact clubs when necessary. Going forward, all checks will be completed through RAMP.

Meeting Notes

The executive did not meet this year in person or virtually. All communication and information was completed/shared through email this year in order to meet the scheduling needs of the executive.

Respectfully Submitted,

Stephanie Wolfe

Secretary

Cole Harbour Minor Basketball Association

Gym Coordinator Report

August 1st, 2024

To: Association Members



This was another challenging year from a gym scheduling perspective. Mostly due to the continued expansion of the club.

Items to note:

- We pay for a lot of gyms due to our location and needs. These gyms include
 - East Dartmouth Community Centre
 - Zatzman Sportsplex
 - Lake Echo Recreation Centre & Lake and Shore
 - Horizon and NPCC
 - Carrefour & Mosiaque
 - Bois Joli
 - NSCC & Shearwater Arena
- All of the HRCE gyms that we had access to this year, were free of charge.

We are continuing to work with HRCE to gain access to quality gyms to meet the clubs growing needs.

As we continue to have players come back and commit to our older divisions, this year was a more challenging year in finding enough gym time for the U14-U18 age ranges on both the girls and boys side.

We also had many teams engage in finding gym time to host tournaments and exhibition games at a rate that we had not encountered before. All were willing to pay for the gym time, but we did assist them in filling out forms and/or procuring the gym time.

Respectfully submitted,

Kelly François

Gym Coordinator

Cole Harbour Minor Basketball Association Equipment Report

July 2024

To: Association Members



This was my second year as equipment manager for the girls' teams. We grew to 18 teams on the girls' side with four U10 teams, six U12 teams, six U14 teams, and two U16/18 teams.

We were able to ensure that all the girls' teams had the red/black updated ROCKETS uniforms. All teams looked the same across the board and our brand as a club remained consistent.

There is one set of uniforms that are outstanding as they were being used for summer ball. We have just enough uniforms on the girls side for the teams we had last year. We do have extra unisex uniforms at the locker, but we should consider purchasing some extra sets of women's cut uniforms for the older ages.

We should have a plan to replace the older practice balls we have. We have to throw away several older balls each year as they become usable, so it would be good to have replacements available when this happens.

A few notable items to bring to the board:

- Our older jerseys are in stock, and we'll hold on to newer sets for future expansion.
- Pinnies should be collected at tryouts and re-distributed with gear to coaches. The majority were not returned.
- We will require new ball bags to be ordered for all teams, as the majority of the bags did not last for the entire season. A better quality bag that will last more than one season, would be beneficial.
- Our goal is to issue coaches a bin containing a set of jerseys for the age group, a set of pinnies, cones and a first aid kit for use during the season.
- There are 30-40 new first aid kits in the storage unit, so we don't need too many ordered, however we do need to order chemical ice packs.
- All score clocks should be labeled and tracked through a shared spreadsheet to which all equipment managers/executives have access.
- The storage locker at Cole Harbour Self Storage is quite full, and a lot of the items are not easily accessible at this time.

Respectfully submitted,

Lawrence Eady

Equipment Manager – Girls Teams

**Cole Harbour Minor Basketball Association
Registrar's Report
July 30, 2024**



Cole Harbour Minor Basketball Association
Registrar's Report
July 30, 2024

To: Association Members

- We had 684 Registrations for Club Play
 - We had a peak of 81 Registrations for U8/Jr.NBA Co-Ed over 3 seasons (Fall/Winter/Spring)
 - We had 63 Total Teams in the MBA and Four Jr NBA Groups (summer travel teams 11 / spring 15)
 - We had 193+ Coaches, Team Managers and Assistant Coaches Security Cleared and helping this year
 - Ramp automates data transfer for MBAns and BNS now
- Spring and Summer League had nearly 600 Athletes participate
Registration opened July 28, 2024 for this season.

Respectfully submitted,
Angie Randell

**Cole Harbour Minor Basketball Association
Fundraising Coordinator Report
July 30, 2024**



To: Association Members

1. Our Fundraising Revenue this year was 37,410.81.
2. Our Costs (50/50 Winners, Items, etc..) was 24,278.13
3. We had a large Merch Sale with 30,709 in sales, but costs after supplying coaches shirts were just over 29,000 (successfully funding the coaches swag)
4. 50/50's start to take off in the tail part of the season, we supplied over 8K in commissions for members for registration fee reprieve this season which earned the club nearly 4K in fundraising dollars.
5. The Bingo and Auction was a big success with over 8K coming back to the club in profits.

I will be stepping down as the club fundraising coordinator this year.

Sincerely

Zarina O'Donnell

**Cole Harbour Minor Basketball Association
Technical Coordinator Report
July 30 2024**



Adrian Jones

Boys Technical Coordinator

- Worked with many coaches this season in practices upon request
- Worked closely with the President and VP to identify coaches that may need assistance or that we wanted to see a practice and or a game to assure the experience they were offering aligned with the clubs goals.
- I was fortunate to officiate this season and got to see most of the teams and coaches in action on the boys side of the club, and was able to provide lots of feedback based on that.
- Looking to work with new coaches this year to help them get up to speed quickly – but also spend some time with more senior coaches who have not received any feedback in some time.
- Was active in balancing last season and will be a part of placements in 2024.

Respectfully submitted

Adrian Jones

Boys Technical Coordinator

Cole Harbour Minor Basketball Association

Tournament Coordinator Report

August 2024



To: Association Members

Lack of opportunity for gym time combined with the competition of other large scale, pre-established tournaments continues to limit our ability to host our own Rockets Tournament. Major tournaments we try not to conflict with include the SLAM Christmas Classic, the Bedford Classic, the East Preston Easter Classic, and BNS Provincials. That limits us to pre-season tournaments before MBANS begins, or right before March Break in the time between when MBANS is over and Provincials begin. Hosting our own tournaments would be a huge financial help to the organization, and I feel like setting a time and securing gyms should be a club priority. If the board feels that one large tournament is too much, we can try and break it down into two separate tournaments, either u10/u12 combined on one weekend, with u14/u16/u18 another, or all female one weekend and all male another. We could cut it down even further if it helped with availability. Open to suggestions. Once we have dates secured we can immediately begin the planning stages.

Respectfully submitted

Laura Brine

Tournament Coordinator, Cole Harbour Rockets

Cole Harbour Minor Basketball Association

Vice President Report

August 2024



To: Association Members

2023-24 was my first year as club Vice President and provide to be a transition year as I got acclimated to the role and became more familiar with the website and the back end of the RAMP system in particular. I helped secure additional gym time for the club at the Lake and Shore Recreation centre in Porters Lake. I worked with the President on a number incident resolutions involving parents and players at various times throughout the season.

I have also worked closely with Robin on our efforts to bring a new recreational facility to our community. I have been involved with presentations to Dartmouth area counsellors along with various meetings and presentations to Saint Andrews Church in Cole Harbour. I facilitated meetings with architects and engineers on preliminary design and survey work. As Robin mentions in his President's report, we now have a signed Memorandum of Understanding with Saint Andrew's Church to lease a 1 acre plot of land behind the church with the intent to construct a new recreation centre with up to four courts.

We look forward to more work and a successful 2024-24 season.

Respectfully submitted,

Jud Mullen

Vice President, Cole Harbour Rockets

**Cole Harbour Minor Basketball Association
President's Report
July 30, 2023**



To: Association Members and Fellow Executive

Demand for our program continues to grow with 63 Club teams and 4 Jr NBA groups last fall.

We were fortunate to have Coach Anthony Brown on Staff this season running our Jr NBA sessions. He did a fantastic job again representing our club. We are very fortunate to have him on board.

As a club we continue to focus on our core membership area of Montebello/Woodlawn/Westphal/Cole Harbour/ Portland Hills/Baker Drive and Eastern Passage. We have Members from Porters Lake and Eastern Shore as well as other parts of Dartmouth.

Our Spring League is growing, and there is opportunity for more over the summer. We kicked off our first Summer teams last season with 3 boys teams, and we jumped this year to adding a Girls Summer Team at U14, our first girls team (in a very competitive summer market), we added a U12 Boys Summer League which housed 40 boys who played on 4 teams in a house league with the top 20 making up the U12 Boys Rockets Selects who traveled to Cape Breton for a tournament, and played in one Halifax tournament along with some exhibition games. Selects had nearly 25 Games in this summer, and house leagues got 15 at a very affordable 350/player. We took 3 U14 Summer Travel teams with UBB taking D1, and my self along with others coaching 2 D2 teams combined into one group. We had U15 (UBB), U16 and U17 boys teams this summer. Big opportunity to grow more on the girls side, but it will require summer tryouts to be in December to compete with the well established competitive programs that exist on the girls side already.

We got close these season to revamping our constitution, and look to finish it this year to be completely in line with Basketball Canada.

Our executive team do a lot a work out of the spotlight to deal with issues that arise, and to keep the engine running that makes sure the kids have a great season. Our club needs to support our coaches more, and to keep our systems running better so we are brining on an Operations Manager (Virtual) to assist in keeping the App's updated, communication with coaches high, assure members are UpToDate financially and helping our volunteers with organizational tasks.

We hope to introduce a Coaching Mentorship program this season, firm up our execution on a balancing process consistent with boys and girls groups along with having a really active fundraising committee with many 50/50's, active social media and hopefully a year end tournament to celebrate our club and our athletes.

Last season I mentioned I was involved in trying to bring a basketball facility to our community – with a lot of help from VP Jud Mullen – who knows this industry well based on his career and experience outside of the club – we have secured an MOU to secure an acre of land to start to build a community center that will hopefully have 4 courts for year round access, along with other amenities to support youth sports in the community. This project is moving slow, but surely. And with the land secured, it's just a matter of time when we will be able to break soil and keep things moving. This facility will support the Rockets Organization tremendously– but will act as an independent, and will support other sports and organizations in the community as well.

With the Board and Members support I look forward to offering to serve more years in an effort to leave no kid behind and make the Rockets Basketball program a destination club in Nova Scotia.

Robin Veinotte

A handwritten signature in black ink, appearing to read 'Robin Veinotte', with a long horizontal flourish extending to the right.

President, Cole Harbour Rockets Minor Basketball