

# COLE HARBOUR ROCKETS MINOR BASKETBALL ASSOCIATION

## Annual General Meeting 2024-25 Season

### AGM Details

**Date:** Sunday June 29, 2025

**Time:** 830pm – 9:30 pm

**Location:** Google Meet / Teleconference



### Cole Harbour Rockets Executive:

Stephanie Wolfe – Secretary (Outgoing)

Laverne Withers – Treasurer

Angie Randell - Registrar

Sean Francois - Webmaster

Lawrence Eady – Girls Equipment Coordinator

Jason Sheppard – Girls Tech Coordinator (Outgoing)

Adrian Jones – Boys Tech Coordinator

Laura Brine – Tournament Coordinator

Shireen Ley – Summer Teams Coordinator (Outgoing)

Holly David – Boys Equipment Coordinator

Fundraising Coordinator (Vacant)

Amy Campbell – Gym Coordinator

Jud Mullen – Vice President (Outgoing)

Robin Veinotte – President

Brett Haley – Past President

1. Roll Call - Attendance and Quorum Confirmation of Executive Members  
Confirm Quorum, Vote to Proceed
  2. Opening Remarks from the Chair/President
  3. Call for additions to Agenda  
Vote to Approve Agenda
  4. . Scheduled Agenda:
    - **Annual Board Member Reports**  
All board members have provided reports in advance. The **Treasurer's Report** will be read aloud during the meeting.
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- **Jr NBA Program**

The Jr NBA program is in great hands with **Coach Anthony Brown**, who has offered to return next season. We plan to run **three Sunday groups in the fall** and **one Friday session** for families unable to attend on Sundays.

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● **Virtual Operations Manager**

This position was a success during the **Fall/Winter season**, but was less effective in the **Spring/Summer**. We intend to continue the position, review personnel options at a later date, and ensure that Spring/Summer support matches Fall/Winter standards.

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● **New Board Position: Community Involvement Liaison**

Given our continued growth and stronger community presence, it's important to ensure our board is represented at the community table without diverting from the club's development needs.

- The President recommends creating this position to support community efforts, including facility builds and special projects.
  - **Nominee:** *Jud Mullen* (if approved, this would create a vacancy for Vice President).
  - Open for discussion.
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● **Summer Teams Coordinator – Dissolving Position**

Originally created to support 4–6 summer teams, this position is no longer feasible as we now have **19 summer and Sprummer league teams**. We will extend support through our existing board structure rather than maintain a separate role.

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● **Gym Coordinator Compensation**

Our club's growth means volunteerism alone no longer meets our operational needs. The **Gym Coordinator role** has become a **year-round position** requiring several hours per week.

- Seeking board support to develop a fair compensation model in collaboration with other executive members.
  - This will **not** apply to the President's duties ever. The treasurer is spending a lot of time chasing payments, paying bills, etc.. we are considering outsourcing some of those duties to a book keeper.
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● **Coaching Resources – Top Teams**

Final decisions for top team coaches are still pending, as some may be unavailable due to external commitments.

- New D1 coaches will be expected to support **both Summer and Fall/Winter programs with 2 year commitments to the programs they cover at a minimum**.
  - As the largest club in Atlantic Canada, D1 coaching roles at Rockets can launch coaching careers — we must prioritize the club and athletes in these selections.
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● **Participation in Outside Leagues**

Two new leagues are attempting to form outside Metro Basketball:

- **902 Hoops:** Rockets will not participate, as we are committed to Metro Basketball's well-run, inclusive structure, aligned with Basketball Canada and Basketball NS.

- **AEBL:** A province-wide league with 4-5 tournaments. We may consider D1 team participation if schedules align with MBA, but Metro will remain our primary league. If their structure considered Metro as the primary their participation number would go up.
- Every few years someone tries to compete with Metro for various reasons – mainly because they can not get a club or team entered, or it's too far for them to travel as they are rural, or because they feel elementary aged kids need to learn zone traps before they learn to defend as individuals. Rural groups have reason to organize, but it's not because MBAns is doing something wrong, it's because they don't have access. I typically discredit groups that feel only D1 kids matter, and that systems/schemes/zones are critical to pre-teen development in basketball because a league somewhere outside of Canada does it and obviously doesn't have a long term development plan focused on foundational, transferable skills.

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### ● Fundraising

Last season's **50/50** underperformed compared to the previous year. The loss of a dedicated fundraising coordinator impacted results.

- The **50/50 with credits toward future programs** remains the right model — it just needs better promotion and internal support.

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### ● Placement / Balancing Process

Our posted **Core Policy and Guidelines** worked well last season, with only a few exceptions.

- We will continue our focus on fairness and transparency.

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### ● Coach Training & Conduct

- Last season, Rockets coaches were identified as high on the list for negative behaviour and language toward officials — this must change.
- That behaviour sets a poor example and fosters a negative culture among athletes.
- We'll explore strategies to promote respectful, positive coaching and provide training to handle stress and conflict constructively.
- Additional coach development (e.g., anti-racism courses, online training) will be reviewed for feasibility.
- **Safe Sport training** will continue to be strictly enforced as per BNS and club standards.

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### ● Constitution Updates

We aim to align with Basketball Canada standards and become an officially certified club.

- Our previous committee couldn't complete this work last season; we will form or expand a committee to move this forward.

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### ● Executive Positions & Nominations

- **Summer Teams Coordinator:** Proposal to dissolve the role due to program growth and integrate support into existing board functions.
- **Secretary:** *Stephanie Wolfe* is stepping down (thank you, Stephanie!).
  - **Nominee:** *Melanie Emberley* (nominated by Laverne Withers).

- **Fundraising Coordinator:** Vacant; no current nominations.
- **Vice President:** *Jud Mullen* stepping down.
  - **Nominee:** *Jason Sheppard* (nominated by Robin Veinotte).
- If Jason's current role (**Girls Technical Coordinator**) becomes vacant:
  - **Nominee:** *Jack McDonald* (nominated by Robin Veinotte).
- All other board members have reoffered.
- Note: Our **Registrar** has announced this will be her final season after more than 10 years of service.

Call for any other nominations for Board Positions (vacant or not)

5. Additional Agenda (if any added)
6. Vote to Adjourn the meeting

Have a great remainder of the Summer!  
Rockets Executive Team

Attached Executive Reports

**Cole Harbour Minor Basketball Association**  
**Treasurer's Report**  
**June 2025**



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, 2024 and ends on August 31, 2025. Revenue that are recorded in July and August will be for the fall/winter season and will be accounted for in that fiscal year. Below is an estimate as our Year End does not close until August 31<sup>st</sup> and we could carry additional costs for equipment that needs to be ordered.

<b>Income Statement - 2024-25 - Cole Harbour Minor</b>			
	<b>Income</b>		
	Membership Fees Fall/Winer		278,562.30
	Fundraising (Rev)		22,043.94
	Spring/Summer Fees		154,356.20
	Merch Sales		21,048.00
A) Total Income			<b>476,010.44</b>
	<b>Expenditures</b>		
	Admin		38,562.24
	Basketball Canada		12,550.00
	Basketball NS		23,504.00
	League Fees		116,160.00
	Equipment		49,562.26
	Gym Rentals		154,326.21
	Fundraising Costs		4,523.50
	Other (Refunds, Professional Services, Tournament Fees, etc.)		68,358.87
B) Total Expend			<b>467,547.08</b>
C) Net Surplus (A-B=C)			8,463.36
D) Surplus (or Deficit), beginning of Year			-5,666.54
E) Surplus (or Deficit), End of Year			2,796.82

Expenses Notes:

- 2025-26 Registration Fee's will be \$525 for Club, 175 Jr NBA (12 Sessions). That is still less expensive than Halifax and Bedford and St Marg Slam.
- Budget for Team Photos for Jr NBA, U10 and U12 were cancelled again, but it's important we really try to make this work this season.
- Fundraising was a gap. 30K / year would enable us to do team and player photos, and cover U10's Jamboree fees which is a great long-term goal.
- We need to lobby for more free gyms. Amy Campbell did a great job in helping reduce our costs this year in gyms while increasing our summer programming.
- Collection, payment arrangements and general bill pays along with fundraising assistance is a major workload and takes part time work hours. Generally 5-10 hrs a week.

Respectfully submitted,

Laverne Withers  
Treasurer – Rockets Basketball

## **Cole Harbour Minor Basketball Association**

### **Web Coordinator Report**

**June 29, 2025**



To: Association Members

We are now going into our 6th season using RAMP InterActive (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 2025-26 season will open via the RAMP website in early July 2025. 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

June 2025



To: Association Members

This season the Cole Harbour Rockets girls program included 17 teams covering the U10 to U16/18 age groups, with continued growth at all ages. The girl's program has tripled in size over the last 4 to 5 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.

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**

**June 2025**



#### **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 2025 in order to continue sitting on the bench. 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 only 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

June 26 th , 2025

To: Association Members



This season we used 31 facilities for our gym bookings (20 HRCE free locations and 11 paid facilities). Altogether, we had approximately 140 time slots per week.

Items to note:

- ☐ NSCC has stopped booking indefinitely. This impacts approximately 12 practice spaces per week.
- ☐ Paid facilities used, are as follows: Shearwater Gym, Zatzman Sportsplex, Ecole du Carrefour, Mosaique, Bois Joli, Lake Echo Community Ctr., Lake & Shore Recreation, East Dartmouth Community Ctr, Horizon Rec Ctr. & North Preston Community Ctr.
- ☐ Bois Joli is best suited for U10 age, or beginner U12. Many teams declined practice space at this facility, due to the size of the gym.
- ☐ CSAP has provided notification that the hourly rates will be increasing.
- ☐ Applications have been submitted to HRCE and HRM for fall/winter 2025/2026 bookings.

Overall, I recommend limiting the registration numbers, to accommodate approximately 55 teams unless we are able to secure additional gym space.

Many groups requested additional gym time to run tournaments. Assistance and direction was provided. All individual teams were required to cover the cost of the additional gym time, collected through tournament registration fees.

I also recommend holding a coaches meeting in the fall, before the season begins. I believe it is important to go over all processes and rules as a group, as not everyone reads through emails that are sent (ie: how to review gym contracts, access to facilities and what is expected behaviour wise etc.). Having everyone informed properly, will help in maintaining positive relationships with our facility partners.

Respectfully submitted,  
Amy Campbell  
Gym Coordinator

## Cole Harbour Minor Basketball Association

### Equipment Report

June 2025

To: Association Members



To: Association Members

This was my third year as equipment manager for the girls' teams. We had 18 teams on the girls' side with three U10 teams, six U12 teams, six U14 teams, and three 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 are 8 sets of uniforms that are still to be returned, but I am confident we will get them all back. The outstanding sets are with long-term coaches. 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 had just enough balls to give out to the teams this year, with no spares for size 6 balls. We have several older balls that are becoming unusable. We should order more balls (especially size 6) so we have replacements available when the older balls become unusable.

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.
- We purchased new score clocks that are labeled, tagged with an Apple AirTag 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**

**June 29, 2025**



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

To: Association Members

- We had nearly 800 athletes with us for Club Play and Jr NBA this season
  - We had a peak of 72 Registrations for U8/Jr.NBA Co-Ed over 3 seasons (Fall/Winter/Spring)
  - We had 64 Total Teams in the MBA and Four Jr NBA Groups
  - We continued with Spring 3x3 and our numbers were down, however our Sprummer U12 and U14 groups were full and were the reason 3x3 numbers were low. We have 3 Girls Travel teams this summer, and 10 boys teams and 8 Sprummer house teams.
  - Ramp automates data transfer for MBAns and BNS now
- Registration will open this week for the 2025-26 for this season.

Respectfully submitted,  
Angie Randell

**Cole Harbour Minor Basketball Association  
Fundraising Coordinator Report  
June 29, 2025**

This position was vacant this year.



**Cole Harbour Minor Basketball Association**

**Boys Technical Coordinator Report  
June 2025**



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 2025.

Respectfully submitted

Adrian Jones

Boys Technical Coordinator

**Cole Harbour Minor Basketball Association**

**Tournament Coordinator Report**

**June 2025**



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

We are looking at dates leading into the new year, over the holiday break that could give us a tournament after the Slam Xmas Classic but before kids go back to school.

Also exploring in season tournaments where over two weekends, a group that plays Sundays in Metro could have a tournament on two Saturdays vs a traditional Sat/Sunday.

Respectfully submitted

Laura Brine

Tournament Coordinator, Cole Harbour Rockets

## **Cole Harbour Minor Basketball Association**

### **Vice President Report**

**June 29, 2025**



**To: Association Members**

This was my second full season 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 really focused on helping Robin with a community project where we are looking to create a recreation facility in partnership with the Church of Saint Andrew. Things are very promising but moving slowly.

I will be looking to step aside from the official Vice President Role for the club to make way for someone to spend time on the athletes and coaches and I will offer to continue to be a member of the board where ever the opportunity arises and continue to assist Robin and the club as we progress with our community project and bring the additional Recreation Facility to life in Cole Harbour of the next few years.

**Jud Mullen**

**Vice President, Cole Harbour Rockets**



## **Cole Harbour Minor Basketball Association**

### **President's Report**

**June 29, 2025**



To: Association Members and Fellow Executive

Demand for our program continues to grow with 64 Club teams and 4 Jr NBA groups last fall.

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 Sprummer and Summer programs continue to grow, with our house leagues being a big draw giving us an opportunity to continue to grow into U16 boys this year, keeping U12 and U14 Boys groups, and perhaps looking for a girls division in U12.

Our team continues to be stretched thin, the additional of a paid ops manager worked great for the fall/winter season but struggled in the Spring/Summer – we will build on that and look to continue to strengthen our support for volunteers.

Our executive team do a lot a workout 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 and we are at the point where local part time staff is needed for registration activities, AR, and general information upkeep.

We need to do more for coaches, our coaches this year lacked the support and mentorship in some cases to provide them with the guidance on how to handle themselves on the side lines in situations of stress, and for some coaches is turned into negativity toward officials which then garnered a team culture around be a victim of officiating – which is not the lessons we are trying to provide in youth sport.

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 independently, 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".

President, Cole Harbour Rockets Minor Basketball