

**WEST FERRIS RINGETTE ASSOCIATION
MINUTES OF MEETING**

**June 17, 2019 6:30pm
WJ Fricker School, Classroom 6, North Bay, ON**

Name	Position	Attended	Regrets	Name	Position	Attended	Regrets
Carrie Read	President	x		Shawnah Smales	Equipment Coordinator	x	
Kelli Pace	Past President		x	Lori King	Web Director	x	
Mark Webster	Treasurer	x			Referee-in-Chief		
Dee Johnson	Ice Director		x	Brennain Lloyd	Publicity Director	x	
Barb Guay	Registrar	x		Meaghan Spykerman	Technical Coordinator	x	
Lorrie Nolan	House League Director	x		Leslie King	Sponsorship Coordinator	x	
Erin Johns	Rep Director		x	Niko Gregorin	Tournament Coordinator	x	
Trina Palmieri	Secretary	x					
Claire Periard	Ways & Means Coordinator	s					

Call to Order: 6:32pm

Agenda Item	Key Points of Discussion	Action	Status – Contact Person
Additions & Adoption of Agenda	-Minutes from May 28, 2019 meeting were reviewed with changes. The minutes will be posted on the website as reviewed and the player movement document will not be posted	Motion: “To approve the minutes from May 28, 2019 meeting.” Motioned by Sylvie and seconded by Claire. All in favour. Action: Trina will send Lori minutes to post on our WFRA website	
Action Items from Previous meeting	1)Review role of Treasurer, Communication with Tania 2)Erin to review Coaching Appointment and Selection policy	1)Tania will communicate with/through Mark moving forward. Any items the Board members have for Tania, will be given to Mark to give me and vice versa. She will not be on our email list. 2) -Deferred to next meeting	

	<p>3) Learn to Skate vs Bunnies program</p> <p>4) House league pictures</p> <p>5) House league jerseys</p> <p>6) Signed copy of Bookkeeper contract</p> <p>7) Vacant positions</p>	<p>3)-Looking to divide the ice for those learning to skate and run as 3 on 3. Will go ahead with Learn to Skate and Play as listed on registration forms-Shawnah will help to develop. Shawnah, Lorrie and Meghan to meet and develop list of equipment/people needed (ie. pads, tutor shooters, smaller nets, volunteers). Will review at next meeting.</p> <p>4) Sylvie has agreed to organize WFRA pictures this year and will book the room upstairs at West Ferris Arena-likely on a Sunday during house league games. Will invite rep teams as well.</p> <p>5) -Players have surplus of jerseys and look to provide value to sponsor in another way if can reuse some jerseys for 12 and up. Motion: "At the end of 2019-2020 season, we will ask for jerseys to be laundered and returned to Coaches, with the exception of U10 and under divisions." Motioned by Meaghan and seconded by Niko. All in favor. Carried.</p> <p>6) Completed and in Secretary binder.</p> <p>7) No further nominations received. Referee in Chief and House League Director II roles are still vacant. Brennain has talked with Jeff Graham-referee with previous experience and he may be interested. Referee-in-Chief needs to be an active and certified referee. Option is to separate scheduling and refereeing duties of the role. -George and Stephen are willing to help train the RIC. -Lori will advertise these vacant positions on WFRA website, including a description of roles. This will also be posted on Facebook. Action-Carrie will send Lori the RIC job description to post online. She will also</p>	
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		obtain complete list of referees and minor officials from Stephen Hamilton.	
President's Report (Carrie Read)	<p>1) Binders provided included information on Executive member's role to help with transition for new members, and will move with that position. Encouraged to add any useful information to the binder.</p> <p>2) Review the Recruitment/Retention survey recommendations. Discussion about focusing on younger age groups (Gr 1-4), in particular by reaching out to schools. We do distribute flyers to each school board already for Come Try Ringette. Lorrie will use this opportunity to approach schools to speak about ringette and offer a gym ringette program. Other ideas include reaching out to Brownies groups as well.</p> <p>-Other recruitment ideas: Discussion around summer camps and book an outdoor rink in the summer for gym ringette. Good way to recruit older players. Can announce at year end banquet.</p> <p>3) Ringette Ontario Status Report-goal is to increase publicity. Injury reporting was identified as gap as an organization. RO will be updating their injury reporting procedure and will have a new Concussion procedure and form. Discussed WFRA injury reporting. Need to look at documentation of all injuries, including concussions, and the flow of reports/communication between coaches, parents, Association, assessing athlete's status and understanding of next steps with their injury. Lori mentioned there is a database to follow the paper trail as well.</p> <p>-Need to consider implications from Rowan's Law when reviewing our concussion policy. Rowan's Law-Ontario legislation that is designed to protect amateur athletes and educate coaches on dangers of head injuries. Starting July 1, 2019, athletes, parents, coaches and officials will be required to review the concussion awareness resources and their sport organization's concussion code of conduct.</p>	<p>Action-Will discuss school approvals at September meeting. Look at equipment needs (ie. goggles).</p> <p>-Discuss summer camps at November meeting.</p> <p>Action: -Discuss injury reporting policy at our next meeting. Need to review guidelines for reporting all injuries.</p> <p>-Trina will summarize decisions made on concussion protocol by WFRA, along with our current concussion policy and review at next meeting.</p>	
Vice President's Report (Sylvie Gribbon)	-Nothing to report.		
Treasurer's Report (Mark Webster)	<p>-Accounts are still being finalized. As Treasurer, he will deposit cheques and attend Executive meetings. He will confirm how Bingo monies are processed with Tania.</p> <p>-Profits from Provincials will be reported at next meeting and determine how to best to spend/save. Investment into developing sport.</p>	<p>Action: Review final financial report and discuss how best to spend/save-investment into developing sport.</p> <p>-update on whether any reimbursement for ref fees for mileage from Provincials due to our Northeast location.</p>	
Ice Director Report (Dee Johnston)	-Nothing to report.		
Registrar (Barb Guay)	<p>-Registrations are going well and many being received at Source for Sports prior to May 31, 2019 for Early Bird rate. Keith has forwarded online registrations to her as well. Current process is that our Registrar uploads player registration information to Ringette Ontario for their records.</p>		

House League Director's Report (Lorrie Nolan-Girard)	- Discussion about Coach selection process-players are drafted and then coaches are recruited depending on numbers. Brennain will distribute an email looking for coaches in September and have them reply to the House League Director.	Action -Brennain will send out email to recruit house-league coaches in September.	
Rep Director's Report (Erin Johns)	<ol style="list-style-type: none"> 1. Tryouts - will need to host a tryout for U12 in the early fall and for Open A in the late August, potentially. U10 will need to have another "information session" at the end of September/early August. Erin will need to liaise with the Ice Director and the coaches to arrange this. 2. We will advertise for U19R in August as there is some potential interest. I hear that there may be interest in Open B/C so more to come on that. 3. Practice Schedule for the Rep Teams – Erin will liaise with the Ice Director to look at making the practice schedule together. The U10, U12 and U14 teams want to share ice at times. This will be on a rotation, based on what they are looking to do with the groups. We will also have to look at what events they are attending who is playing AA etc. Open A will be doing a "training camp" style and will likely only need ice once and a while. <p>Regionals - we have put the ice request in for the 3 pads in North Bay and 1 pad in Astorville. Erin has looked at Regionals this year and they only needed the 4th pad for 1 day (Saturday). The request has gone in for Astorville and we will tailor the ice based on the needs. The Ice Director will hear from the City soon and let us know what was approved.</p>		
Ways and Means Coordinator's Report (Claire Periard)	<p>-Claire wanted to thank Brennain for helping her with communicating schedule to group. There are approximately 12 parent Bingo volunteers and will look to recruit new volunteers in the new season and communicate how they can be reimbursed with credits towards WFRA registration. Second Bingo runs every second Saturday at 10:45pm and currently being staffed by Bingo ladies. Depending on parent volunteers, may look to opening these Bingos to parent group.</p> <p>-Concerns that Bingos aren't balancing consistently and Directors/Co-Director need to ensure initial cash/ticket sales are balanced and if short at final count, then need to communicate with Bingo Manager about this shortage with the runners.</p>	Action: Recruiting email to WFRA membership for more parent volunteers. -Review plan on how to train parent volunteers and ensure consistency with Bingo procedures.	
Equipment Coordinator (Shannah Smales)	-Nothing to report.		

<p>Web Director's Report (Lori King)</p>	<p>-She met with Keith Boegel yesterday and reviewed the Web Director's role. She has a computer analyst background and feels very comfortable with her role and programming needs.</p> <p>-Discussion about feedback from WFRA survey that Executive are faceless. Suggestion to include picture of Executive on website.</p>	<p>Action: Trina will forward complete list of WFRA members with email addresses so Lori can update the website.</p> <p>Action: Lori to take pictures at next meeting of Executive and post online.</p>	
<p>Referee in Chief</p>	<p>-Nothing to report.</p>		
<p>Publicity Director (Brennain Lloyd)</p>	<p>- Discussion about ordering multi-purpose promotional tri-fold brochure for all occasions to be used at community events. Printing options had been sent to the group for comparison. Brennain recommended 3600OnlinePrinting.</p> <p>-Come Try Ringette-Budget for this event had been sent to the group for review. The total budget will be approximately the same as last years (radio ads, marquee, media release, message boards)with a reduction of \$600 since we will not advertise in Sports and Leisure guide-little value; instead will recommend we spend that we have 4 message boards instead of 2, purchase colour, double sided postcards and pay for some social media advertising (Facebook, Google).</p>	<p>Motion: To order 2000 copies from 3600OnlinePrinting.at the price of \$77.40 (plus tax and shipping). Motioned by Sylvie and seconded by Meaghan. All in favour and carried.</p> <p>Motion: To approve Brennain's budget of \$2960.00 for Come Try Ringette event, with addition of postcards, total of 4 message boards and paid social advertising. Motioned by Sylvie and seconded by Niko. All in favour and carried.</p>	
<p>Technical Coordinator (Meaghan Spykerman)</p>	<p>-Meaghan reviewed approved changes from the Board regarding coaching qualifications. She forwarded a document to the group outlining the changes and are as follows:</p> <ol style="list-style-type: none"> 1. Trainers who formerly only needed First Aid/CPR and Making Head Way will now also need Respect in Sport 2. All U8 – U12 coaches will need Respect in Sport starting in the 2019 – 2020 season. Starting in 2020-2021 season all U14 and above coaches will also need Respect in Sport and it will be recommended for all 18+ coaches. 3. We have delayed the requirement of all U16 and U19 A coaches needing their CI certification 4. There will be changes to the requirements of a Junior Coach (formerly CIT) and what parent on ice volunteers will need (please see attached). <p>Still awaiting finalization are changes to House league coaches (defined as a coach on a team that does not play outside of their association). They will likely need • Respect in Sport • Making Head Way • Introduction to Coaching.</p> <p>-Previous changes being implemented this year-U12P and U14A teams need a female Head Coach or Assistant Coach. The required one female bench staff member cannot be</p>	<p>Action; Trina will summarize decisions made about Vulnerable Sector Check and forward to Meaghan and review again at our next meeting.</p> <p>Action: Meaghan will communicate coaching certification requirements with HL Directors and Rep Director and they will communicate with coaches.</p> <p>Action: -Review next steps in communicating vulnerable sector check requirements and WFRA reimbursement with membership if volunteering. This will be monitored by Meaghan.</p>	

	<p>a Manager or Trainer.</p> <p>-by 2020-2021 all U16A and U19A coaches will need a female Head Coach or Assistant Coach • By November 1st 2020 all teams MUST have a qualified trainer on the bench for ALL games</p> <p>-Meaghan will complete a spreadsheet of all necessary coaching requirements for each rep and house-league coach in this new season, and communicate changes to them. Clinics will be offered in the new season.</p>		
Sponsorship Coordinator (Leslie King)	<p>-She will reach out to current sponsors and confirm sponsorship for 2019-2020 season.</p> <p>-She will be setting up a meeting with Larry Tougas and Niko to discuss Regionals-can we use Memorial Gardens for any games? How much for red lines? Battalion schedule to be considered and will discuss tournament sponsors.</p>		
Tournament Coordinator's Report (Niko Gregorin)	<p>-Regionals will be held March 27-29, 2020 and we will need to start planning early (ie. getting volunteers).</p>		
New Business	<p>-No new business. All addressed in Director reports.</p>		
Adjournment: Next meeting:	<p>Adjourned at 9:03pm.</p> <p>Next meeting: Monday, August 19, 2019 at 6:30pm-Location: Investors Group office.</p>	<p>There being no further business, the meeting was adjourned at 9:03pm.</p> <p>All in favour.</p>	