

Kelowna Ringette Association

Board Meeting

7pm - Zoom Meeting

October 7, 2025

Attendees:

Pres: Bob Somerville	<input checked="" type="checkbox"/>	Divisional Dir-FUN-U12: Leah Tainaka	<input checked="" type="checkbox"/>
Vice President: Aaron Heck	<input checked="" type="checkbox"/>	Divisional Dir-Club-U14-Open: Andrea Cook	<input checked="" type="checkbox"/>
Registrar: Janet Reiter	<input checked="" type="checkbox"/>	Divisional Dir-Zone-U14-U19: Jackie Nilsen	<input checked="" type="checkbox"/>
Treasurer: Tracie Koebel	<input checked="" type="checkbox"/>	Dir Managers and Jerseys: Tracy Allan	<input checked="" type="checkbox"/>
Secretary: Dina Fiset-Kinzel	<input type="checkbox"/>	Coordinator-Social Media: Linette Sandor	<input checked="" type="checkbox"/>
Coordinator- Equipment: Graham French	<input type="checkbox"/>	Coordinator-Ice Scheduler: Jenni Duff	<input checked="" type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

	Agenda Item		Action
1	Call to Order	Meeting called to order at 6:36 pm	
2	Additions to Agenda & approve Agenda approve minutes	JD - discuss on medical details to team managers AH - KRA Policies <ul style="list-style-type: none"> ○ Formal Complaints and Discipline Policy ○ Records Retention and Email Use Policy ○ Conflict Resolution Policy ○ Audit Policy ● KRA Knowledge Transfer 	

		<ul style="list-style-type: none"> ● Player Movement Feedback <p>LS - tournament scheduling</p> <p>Agenda approved by vote.</p> <p>Minutes pending approval:</p> <ul style="list-style-type: none"> ● August 25, 2025 ● September 14th, 2025 ● September 25th, 2025 [Player Movement Meeting] ● Sunday electronic votes that need to be recorded in the meeting minutes ● Pending Secretary's return, and then they will be addressed 	
	<p>President Report Bob</p>	<ul style="list-style-type: none"> ● Gaming grant approved for 18k ● TORL meeting <ul style="list-style-type: none"> ○ U14/U16 KRA Club teams hadn't signed up for Autumn blast, but have now ○ Rebecca Selven is the new executive director of RBC ○ TORL has requested that we send out an email to all high school players about volunteer credit for HS ● RBC Board has approved all player moves except for two 2-year+ moves ● Still receiving a few concerns from U12/U14 parents about player moves and team formations 	<p>Bob to check with Birgitta on how we have communicated about the volunteer hours in the past.</p>
	<p>Vice-President Report Aaron</p>	<ul style="list-style-type: none"> ● Player movement and team formation for U10/U12 has been quite controversial ● Player movement requests have been finalized except for three - two move-ups, and one pending move-down <ul style="list-style-type: none"> ○ Next year we should provide more information up-front about team formation and evaluations ○ Expectation is that next year, because of the limited number of players at the U14/U16 divisions, we're going to run into a similar challenge. ○ [General discussion on how this can be 	<p>Aaron will take forward a proposal on meeting with parents to get their feedback on how the process could be improved</p>

		<p>improved].</p> <ul style="list-style-type: none"> ● Brief demo of electronic move-up request form draft intended to inform requestors and players about the process, and gather information needed for the PMC. 	<p>next year. Aaron to put revised move up request form for full review at future board meeting.</p>
	<p>Treasurer Report Tracie K</p>	<ul style="list-style-type: none"> ● Grant funding received - \$36,100, down slightly from last year. ● Investigating some additional apparel options with BC Sportswear and vbs apparel [lululemon]. <ul style="list-style-type: none"> ○ Looks like we'll have more offerings for apparel than have been available in the past. ○ Lululemon items should be at MSRP, and that will include how we choose the brand them. ○ Trying to also put in some options for parents as well - long rink coats, blankets, ball caps, etc, and see if there's any takers. 	
	<p>Registrar Report Janet</p>	<ul style="list-style-type: none"> ● Registration opened up for BCWG try-outs. <ul style="list-style-type: none"> ○ 28 registered so far. ● Team BC affiliate sign-up is still open. ● Waiting to hear back from WRA player who wants to move over to KRA for the season. ● All the players that have registered as U12 that are now U14, do we charge the difference in player packages, or do we let it go? <ul style="list-style-type: none"> ○ TK - We have to charge them the difference because we've been doing that with other athletes. ● We have to have copies of the birth certificates, but not all of them are on file with RAMP <ul style="list-style-type: none"> ○ Communication to go out and add their certificates via RAMP ● There is a new BC Ringette - Retaining Girls in Sport & Physical Activity Workshop available at no cost for coaches. 	<p>Janet to get in touch with managers and coaches for those athletes that we don't have birth certificates on file to have those parents put the certs on file.</p>

	Secretary Report Dina	Absent	
	Managers and Jerseys Report Tracy A	<ul style="list-style-type: none"> ● Almost all the jerseys are out. There are a few players that still want to change sizes. ● We need to order a few goalie jerseys - we have XL to 4XL, and we need something in the middle. <ul style="list-style-type: none"> ○ Andrea - XL is too small, 4XL is too big. XXL would be good. ○ 2 x 2XL would work for next year ○ TK: Approx cost is \$100 per jersey. ○ There might be a minimum number of jerseys that we need to order. ○ BS: One of the concerns raised at U12/U14 is that they don't have enough fit jerseys. ○ Have been in touch with the U12 coach and potential manager to ensure that their jersey sizing is sorted. ● For managers, still trying to gather up the last couple of managers for a few teams. Will have meetings with them individually to bring them up to speed. 	Tracy to reach out to BC Sportswear and find out minimum order size, get required goalie jerseys ordered.
	Ice Scheduling Report Jenni	<ul style="list-style-type: none"> ● Tentatively looking at using some of the Oct 18th ice time at the end of this month to run through a session for coaches to help connect them with resources and peers. <ul style="list-style-type: none"> ○ Maybe getting them into a bit of a group chat would be helpful. ● Weekend of the Vernon tournament, we have a bunch of ice but refs aren't necessarily available for TORL games. <ul style="list-style-type: none"> ○ Looking at doing a few sessions for teams to go through power skating or skills with them, making use of U19 TBC players as volunteers. ○ TK: we can lock that in with the tentative schedule that was sent. Need to connect with coaches and let them know what we would like to do that ice time, and then TK can connect with the U19 TBC players to 	<p>Jenni/Tracy to look at photographer options and schedule the photo session.</p> <p>Jenni will talk to Michelle and gather some information from coaches on what</p>

	<p>come on out and help out at those practices. There are 7 TBC athletes at U19 that we can split up between the morning and the afternoon practice ice times.</p> <ul style="list-style-type: none"> ○ 3 Open B teams will get a full ice practice each. ● Waiting on a couple of coaches to fill in their tournaments, and then want to get the practice schedule worked out all the way through Christmas. Will be doing that shortly. ● We're done with special events like come try and bring-a-friend. We currently have a Saturday morning slot on alternate weeks that we are going to use for full-ice practice time for some teams. <ul style="list-style-type: none"> ○ Photos need to be added into the schedule. ○ Need to look at photographer options. ○ Will look into additional Power Skating sessions <ul style="list-style-type: none"> ■ Cost is \$110 per session, or \$150 with assistant ■ BS - would encourage the coaches to be there to go on the ice and learn from her while their players are on the ice 	<p>they're interested in for Power Skating courses.</p>
<p>Social Media Report Linette</p>	<ul style="list-style-type: none"> ● Nothing to report. 	
<p>Director Fun-U12 Report Leah</p>	<ul style="list-style-type: none"> ● U12CI is starting this Saturday <ul style="list-style-type: none"> ○ U12CI is looking for 3 or 4 donated ice times. WRA has donated 1. ○ Currently at 13 or 14 players, with one player who has goalie skills. We won't have enough players for two teams. ○ Jenni - are we going to give extra ice time to other groups extra ice time as well? Previously the board has said that we can't give so much ice time to one group and not to other groups. ○ MOTION: KRA donate one ice time <ul style="list-style-type: none"> ■ Jenni motioned ■ Aaron seconded ■ In favour: Linette, Tracie, Andrea, 	<p>Leah to notify U12CI that KRA is donating.</p>

		<p>Tracy A</p> <ul style="list-style-type: none"> ■ Leah abstain ■ Motion passes 	
Director U14-Open Report Andrea	<ul style="list-style-type: none"> ● Received a coach complaint that we are working through <ul style="list-style-type: none"> ○ There are privacy matters in play at the moment ○ Work is underway on this 		
Zone co-ordinator Report Jackie	<ul style="list-style-type: none"> ● Nothing to report. 		
Equipment Graham	Absent		
Old Business	<p>Janet - we need to ensure that the FUN/U10 parents need to know about the requirements for volunteering for Sweetheart. It might be that we need an in-person meeting before the practices run by a board member.</p> <ul style="list-style-type: none"> ● Giving them ample notice about what's required at the tournament. ● Reminding them that they'll be required to volunteer the four hours, and there are fees that are applied if they don't meet the volunteer. ● To make the message clear, it should be in-person. ● TK - we can draft an email, and Birgitta can send-out. If Leah is not available on Monday's, when the practices happen, then maybe we could do a meeting before one or two games. Should be done before Christmas so that it's on their radar. 	<p>Leah to hold the session for FUN/U12's .</p> <p>Andrea wil hold the session for the U10's.</p>	
New Business	<p>JD - Getting medical details to team managers</p> <ul style="list-style-type: none"> ● Years ago, at the beginning the players filled out the form and it was held by the managers in the first aid kit. ● Then we used the EPAC system that had the information on the phone in the event of an emergency ● But in RAMP, the information may all be in there, 	<p>Send a reminder to the managers about getting their medical</p>	

	<p>but how does it get down to team managers.</p> <ul style="list-style-type: none"> ● Janet - can look in RAMP to see if this information is there so we can give a report to the managers. ● Tracy - I've printed off sheets and handed them out to our team. ● Linette - it's in the managers handbook to use the RBC form. It's missing some details like autism or ADHD to help coaches work with the kids. I've been filling out this form. ● What was the ePACT cost, was it expensive? <ul style="list-style-type: none"> ○ Tracie - the cost of ePACT 2023-2023 was \$800 CAD per year. ● There is nothing in RAMP. For this year, we will keep using the RBC medical forms. ● We need to send a reminder out to the managers that they need to get their medical forms in. <p>LS - tournament scheduling</p> <ul style="list-style-type: none"> ● Across Ringette BC, U14 has 5 female-only teams [3 TORL], U16 has 5 female-only teams [3 TORL], U19 has 7 female-only teams [3 TORL]. ● That leaves us looking at tournaments with a small number of teams. We are okay for Autumn Blast. ● Reached out to Spirit of Winter. <ul style="list-style-type: none"> ○ They've suggested registering as female-only, but will reserve a spot for all-gender for us in case not enough female-only teams sign-up. ● Running into difficulties with the divide of all-gender vs female-only. <ul style="list-style-type: none"> ○ Some areas need male players to even have teams . ● WRT Sweetheart tournament, have received one team who was hoping to come but are disappointed that we don't have an all-gender option. <ul style="list-style-type: none"> ○ We don't have the ice to be able to have all of the divisions. ● Still pending what we do for Provincials. <ul style="list-style-type: none"> ○ Minimum number of teams in a division is three. 	<p>sheets gathered.</p> <p>Aaron to talk to Birgitta about setting up a shared google drive for the Board operational documents .</p> <p>Aaron to prep a basic knowledge transfer template that can be shared with others to fill out. Will provide a site page for each position/person, and also a Google Doc for those that would prefer to do it that way to start.</p>
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AH - KRA Policies

- Broadly, we need to do policy definition and review
- Formal Complaints and Discipline Policy
- Records Retention and Email Use Policy
- Records Retention Schedule
- Conflict Resolution Policy
- Audit Policy
- [Brief demonstration of using Google Sites as a method to publish internal policies. Draft policies overview provided].
- Need a committee to review these initial policies, provide feedback and adjustments, and bring recommended drafts to the Board for final approval.
- **MOTION** - Create a policy review committee, AH will chair
 - Seconded by Bob
 - In favour: Jackie, Andrea, Linette, Leah, Jenni, Tracie K, Tracy A, Janet
 - Opposed: None
 - **Motion passes**
 - Committee: Aaron [Chair], Jenni, Bob, Linette [proofing]
 - Committee will be email-based to start, with reviewing the draft policies as the first job.

AH - KRA Knowledge Transfer

- As a new member of the board, finding it difficult to find information
- Challenges with tribal knowledge - lots of dedicated volunteers with tons of experience but it's largely in their heads.
- [Brief discussion and demonstration on benefits of an internal wiki].
- We have to be careful on capacity as we have Policies to work on
- BS: Could capture things like what people think are the main points for the positions that they fill.
- BS: It would be great to set up a master schedule that covers what things we need to do at particular

		<p>times of the year in each position.</p> <ul style="list-style-type: none"> ○ This could be built from what individuals track for their own positions. ○ Janet - what if we all kind of keep track and do a calendar for what we work on throughout the year, and then fill in the blanks. Then we could build it together that way. ○ Jenni - agreed that gathering the info as we work would be good. There's a little window there to collect some details. ○ Aaron can discuss this with Birgitta to see about setting up a shared drive for the board to use for procedural business documentation. ○ Aaron to prep a brief knowledge transfer template that folks can fill out at their convenience until maybe March, and then do a check-in. <p>AH - Player Movement Committee Feedback</p> <ul style="list-style-type: none"> ● We've received lots of critical feedback this year from U12 parents. ● We need to connect with them as a group and find out how we can make the process better. 	
Next Meeting		Tuesday November 4th, 6:30pm	
Adjournment		Adjourned at 9:05pm.	

