



Sherwood Park Ringette Association  
 P.O. Box 3001  
 Sherwood Park, AB T8H 2T1

**Executive Board Meeting**  
**MILLENIUM PLACE**  
**Activity Room #1**  
**January 9, 2024**  
**7:00pm**

**MEETING #1**

**MEETING MINUTES**

**ATTENDANCE:**

* <b>President</b> – Jessica Winship ✓	* <b>AA Director</b> Shandra Morin ✓	<b>Past President</b> Lindsay Maloney ✗
* <b>Vice President</b> Phil Bloomfield ✓	* <b>Director Player Development</b> Ian Winship ✗	<b>Photo Coordinator</b> Mireille Sieben ✓
* <b>Secretary</b> Karie Bell ✓	* <b>Director Coach Development</b> Angela Kotyk ✗	<b>Tournament Coordinator</b> Kristy Penman ✓
* <b>Treasurer</b> Kevin Kotyk ✓	* <b>Evaluation Coordinator</b> Mike Stuckless ✓	<b>Bingo Coordinator</b> Kim Bizuk ✓
* <b>Registrar</b> Theresa Stewart ✓	* <b>Equipment Director</b> Luc Berube ✓	<b>Website Coordinator</b> Dayna Bond ✓
* <b>U10 Director</b> Paula Howard ✓	* <b>Black Gold League Rep</b> Amanda Forster ✗	<b>Open Division Liaison</b> Amanda Forster ✗
* <b>U12 Director</b> Jackie Day ✗	* <b>Fundraising</b> Lee Shalapy ✓	<b>Sponsorship/Marketing</b> Erin Allan ✓
* <b>U14 Director</b> Pam Kennerd ✓	<b>Active Start Coordinator</b> Paula Howard ✓	<b>Social Media Relations</b> Pam Kennerd ✓
* <b>U16 Director</b> Ashley Byrne ✓	<b>Ice Allocator</b> Theresa Stewart ✓	
* <b>U19 Director</b> Leah McBride ✓	<b>Director of Officials</b> Christine Pittman ✓	<b>Other</b> : Jamie Curran ✓, Garry Rusnak ✓, Cory Spooner ✓, Stacey Heinisch ✓, Jeremy ✓ ✗
		✓ ✗

\*need 9 for Quorum

**I. Additions to Agenda – Jessica**

NONE

**II. Adoption of Agenda – Jessica**

MOTION to adopt Agenda: Christine P.  
 Seconded: Pam K.  
 All in Favour - PASSED

**III. Adoption of Meeting Minutes – Jessica**

MOTION to adopt December 13, 2023 Meeting Minutes: Ashley B.  
 Seconded: Phil B.  
 All in Favour - PASSED

**IV. Correspondence & Open issues**

**A. Session 3 – Jessica**

Discussion on options to support third season /post season play, including teams moving on beyond provincials. See item F below for more detail.

**B. CRC Bid – Jessica**

RAB is suggesting we bid for CRCs April 2025 next year. To ensure Ice can be scheduled we need confirmation by March 2024.- CRC Committee: Christine, Theresa, Kevin (financials), Mireille, Jessica, Lee

**C. Hosting Provincials**

Primary Committee: U14AA team, Stacey is helping with U16 &U19, Kristy is assisting with hotels. SPRA is hosting all AA provincials U16 is using STA ice and U19s using BMT, LED & EDM ice. W/f ice and officials confirmation.

	PROVINCIAL CHAMPIONSHIPS
WEEK 1 (February 23-25)	U14AA – Sherwood Park Ringette Association U16AA – in progress U19AA – in progress
WEEK 2 (March 1-3)	U16A/U19A/Open A – Leduc Ringette Association
WEEK 3 (March 8-10)	Open B – St. Albert Ringette Association (Edge) U16C – Calgary Northwest Ringette Association (Genesis Place)
WEEK 4 (March 15-17)	U14C – Pembina Ringette Association U16B – Lacombe Ringette Association
WEEK 5 (March 22-24)	U14A – Sherwood Park Ringette Association U14B – Calgary Northwest Ringette Association U19B – Beaumont Ringette Association
WEEK 6 (March 29-31)	Open C – Rockyford Ringette Association

**D. Mid-Year Survey – Jessica/Angela**

Director of Coach Development will summarize themes for each division and break it into 3 sections, feedback for the division, feedback for SPRA, feedback for coaching team, then will meet with Division directors.

**E. Board Positions – Notice of Intention & Board Selection Committee –**

REMINDER Survey sent January 8, 2024. BSC will help to ensure intention and interest. Each position to create/ share a timeline for their jobs for incoming.

- F. Budget Allocation for Commitment to Attend –**
- 2021 season each team got \$450 – except OPEN
  - 2022 season \$10,000 was allocated for playdowns
  - 2023 Season \$10,000 allocated & SPRA paid session 3 fees on behalf of teams and what was left over was shared equally between divisions including OPEN (Need to confirm).
  - For the 2023/2024 Season:
    - The \$10,000 set aside, based upon financial good standing of the association, is intended as a good will gesture and not an expectation. SPRA reminds all teams that each team needs to pay for their own way throughout the season and not to rely upon these funds.
    - playdowns are \$500/team.
    - Committee (Kevin, Pam K, Leah, Amanda) to prep options for February board meeting discussion. Including:
      - Recommendations on potential budget increase for post session 2/3
      - Key principles: equitably apply or apply sliding scale (%or otherwise).
- G. Budget Allocation - extenuating circumstances/injuries etc** Discussion on board approach - confirmed board role is to review individual circumstance, which requires a vote on refunding registration if required.
- H. Affiliates** - proper use of affiliates - Leah  
[RAB Player Affiliation Policy](#)  
 some parents noting overuse of affiliates - not for development - how to address over use of affiliates when not needed.  
 Directors to talk to coaches to remind them of the policy and how to use affiliates.
- I. BGL Windups (U10, U12)**
- U12 Director notes: 12A team wasn't interested in organizing. 12C has too many new-to-ringette families and they were not even able to get into any away tournaments. They were hoping for something out of town. Bottom line: No interest or capacity to organize at this time.
  - U10S3 & U12 is cost recovery. Ice is paid for - BGL is updating a template and is sending to Theresa.
- J. Come Try Ringette / Learn to Play – Paula/Erin**
- Jen/Future Champions will run L2P 4 weeks in April & May
  - Come Try will be run in late may to push right before registration.

**K. Policy Manual Review – Jessica**

- Can everyone please review policies and highlight any changes to be made. Please be sure to review any items that also directly affect your executive position and if updates need to be made.
- COMMITTEE: Pam K, Paula, Mike, Phil, Jessica (Dayna will put together a policyreview@ email address - Individual review by January 31 please.

**L. AGM – April 2024 - plan deadlines.**

Shall be held prior to April 30th of each year. Members will be notified (at least) 21 days in advance via email, website posting, or newspaper advertisement. Can Table this discussion for February meeting, but POLICY REVIEW needs to happen ASAP to be completed in time for meeting prior to AGM.

- Policy creation/review should be completed in a timely fashion with a target timeline of no longer than 3 months from start to finish. For policy revisions to be ratified at the Annual General Meeting, they must pass a motion at a SPRA meeting prior to the AGM.
- Aging out players - awards? PPTs should be started.

**V. NEW BUSINESS**

**A. Ringette Canada - increase in Membership and Registration fees for the 2024-2025 season – Phil/Jessica**

[Dec.18.2023 Memorandum from Ringette Canada](#)

Annual Registration Fees = \$35/athlete, \$25/coach, \$25/official. Annual Membership Fee for provincial ringette associations will increase to \$1,250.00. There has not been an increase for the past 5 years.

Need to ask RAB how the fees are increasing on their end.

**VI. REPORTS BY EXECUTIVE MEMBERS**

\* **President – Jessica Winship** - Just got an invitation to share Oilers 50/50 with EDM & STA Ringette - Sunday January 14 (?) - NEED 4 VOLUNTEERS - looking for volunteers within the board. DIV DIRECTORS to ask managers/coaches.

MOTION by KIM B. for SPRA to participate & reimburse any volunteer participating/working the 50/50 \$100

Seconded by Leah M.

ALL in favour PASSED

\* **Vice President** – *Phil Bloomfield* - Meeting with the Discipline Committee Panel later this week and expect to be able to share the outcome and recommendations to the Board.. Have rcvd some informal information re: hearsay issues - will investigate further. And will remind all parties to follow the protocols set out in our policy.. We have been in communication with RAB re: Safe Sport which will help with alignment to our upcoming policy review.

\* **Secretary** *Karie Bell* – NONE

\* **Treasurer** *Kevin Kotyk* - everything paid for at the county (but aren't cashed yet and don't have any receipts yet).

\* **Registrar** *Theresa Stewart* – All memberships are paid now. CRC's - we had 4 that were 'invalid', 3 are cleared, 1 on contingency that certain procedures the person needs to follow - then we can clear everyone. A few still missing CRCs on coaching staff - Div Directors will reach out to those individuals.

\* **U10 Director** *Paula Howard* – NONE

\* **U12 Director** *Jackie Day* – 12B-1 is wondering how they get the BGL money for Ft Mac.

Confirmed, process isSPRA will give the full amount (incls. BGL) once travel complete - Email Treasurer (Kevin) once game has been played and he will reimburse.

\* **U14 Director** *Pam Kennerd* – U14 Goalie is doing OK on the team and haven't had much feedback otherwise.

\* **U16 Director** *Ashley Byrne* -

Unfortunately, one of our U16 teams has been experiencing some poor coaching behaviors this season. The Coaching director and I had been working with the HC to address issues brought forward by parents and athletes to the team manager. Per our resolution policy, the first attempt to address these issues with the coach was made via an email from our coaching director to HC to remind them of the coach's code of conduct and rule of 2. The team manager was made aware of incidents of the rule of 2 not being followed after this email had been sent and acknowledged by the HC, therefore the conflict escalated to an in-person meeting between myself, the coaching director, the HC, and the team manager. HC was verbally made aware of the importance of the rule of 2 and reminded of the tools that were available to assist with providing practices appropriate for the age level being coached. An email follow-up was sent to reiterate what was discussed at the meeting. The HC was then found to violate the rule of 2 again after this meeting.

In addition, there were several other violations which included code of conduct, altercation with officials in a tournament, misalignment with coaching staff/ disputes, as well as poor alignment to LTAD with team practices. Even after on-ice tutelage and classroom offers to improve the level of coaching these behaviors were not corrected. Ultimately this was escalated to the President and Vice President for disciplinary action, with a detailed timeline of infractions- which provided the necessary details of each incident. SPRA concluded it was in the best interest of our athletes and their parents, support staff, and the association, to dismiss the head coach and an assistant coach of one of our U16 teams.

These situations can be difficult and uncomfortable- but if you follow these simple steps it will help with the ultimate resolution of these types of incidents.

- Have courageous conversations promptly (tough conversations).
- Document, identify, and share with the individuals concerned.
- Don't be an island- the association is here to help you navigate this.
- Discuss improvements/ how the Association can help.
- Document each violation separately.
- Escalate the issue following the SPRA policy.

\* **U19 Director** *Leah McBride* - NONE

\* **AA Director** *Shandra Morin* - NONE

\* **Director Player Development** *Ian Winship* –

- PowerSkating with Debbie complete. Some interest from U12 in further skating, could reach out to Savannah.
- All Goalie clinics but 1 complete (3 U10/U12, 4 S1/S2, 2 U14-19 complete). Again, some interest with more work with Kaeli from U12 but schedules may be a challenge
- Mental Training ongoing in January (10th and 26th)
- U12 and U14 Wrist Shot Clinics with Future Champions added for January 22nd and 29th
- Feedback on all will be gathered via Google Form in February.

\* **Director Coach Development** *Angela Kotyk* –

1. Coach Certification - A few coaches within SPRA are still waiting to hear back from RAB on when they can be fully "trained". I have reached out to RAB a few times asking when this would be scheduled but no update yet. Our in-house RAB instructor (Craig) has also asked and offered to set it all up if he is given names but it needs to come from RAB directly. More info. once we have more of an update. There is no issue given this is a RAB delay. I am also waiting on a full list / update from RAB if there are any coaches missing certification. For the most part we are green other than those few whom I have already contacted RAB about and with RAB to schedule.
2. Coach reimbursement - will update for the last 30 days based on intake form on the SPRA website and reimburse by treasurer over the next week.
3. Peak - The Peak team from last year will meet about planning for the program for 2024, what it will look like, how will structure it, update it based on feedback and timing, resources req'd. Theresa needs to know ice by Jan. 15th, if we stay the same format or change it. Will still be for U14,U16, U19. Very high level now but it's on our radar.

\* **Evaluation Coordinator** *Mike Stuckless* - Met with Pam G. Dec 27 re: evals and paperwork etc. signed into skill shark and reviewing. Jan 15 will have post-meeting with everyone. have 2024 in hand and will review that. Planning early!

\* **Equipment Director** *Luc Berube* – NONE

\* **Black Gold League Rep** *Amanda Forster* – Can Division Directors remind teams/Managers about game cancellations/road conditions/weather: see details at [BGL Operations Guide](#) S. 1407 - Teams considering possible cancellation for weather related reasons should communicate concerns with opposing teams, and officials, but must wait until 1 hour prior to Departure Time to confirm a cancellation based on weather conditions. Traveling coaches and managers are expected to be in constant contact with their teams until such time as the cancellation, if any, is confirmed. Both teams should ensure that officials are kept informed and notified.

ALSO MAKE SURE YOUR ICE ALLOCATOR IS ADVISED as soon as possible and she can attempt to help where she can. FORFEIT is \$850

\* **Fundraising** *Lee Shalapy* – Cash for Christmas is done. A few licenses for teams out there are winding up. AA teams are requesting to run online 50/50 to help offset costs.

MOTION by Lee S. that the three AA teams host online 50/50 to help with provincials

Seconded: KIM B

All in favour - PASSED

**Active Start Coordinator** *Paula Howard* - NONE

**Ice Allocator** *Theresa Stewart* – I have ice for L2P, Spring Ringette, Evals, Peak - i have it all. Moving Sadoway tourney to Sept.15 weekend.

**Director of Officials** *Christine Pittman* - NONE

**Photo Coordinator** *Mireille Sieben* – everyone got their photos, no complaints as far as I know.

**Tournament Coordinator** *Kristy Penman* – NONE

**Bingo Coordinator** *Kim Bizuk* – approached by another BINGO assoc for another Hall. Do we want to do that? Kensington Bingo Hall - the need 14 volunteers/BINGO. Renewal is June 1 - might be just a few months to try it. 1 BINGO/month.

MOTION by Kim B that SPRA joins the Kensington Bingo Association for the remainder of this season until June 1, 2024.

SECONDED: Leah M.

All in favour - PASSED

**Website Coordinator** *Dayna Bond* - NONE

**Open Division Liaison** – *Amanda Forster* – Katrina Connelly may be interested in this position for next season.

**Marketing Coordinator** *Erin Allan* - Thanks to Kevin for presenting last meeting. We will order pins and looking at recreation guides, etc.

**Social Media Relations** *Pam Kennerd* – NONE

MOTION to Adjourn Pam K

Seconded by Kevin K.

All in favour - PASSED - Meeting adjourned at 9:28pm

# NEXT MEETING: Tuesday, February 13, 2024

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## SUMMARY OF MOTIONS

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Seconded: Pam K.  
All in Favour - PASSED

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