



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

**Millennium Place  
Meeting Room 1  
May.03 2023 – 7:00pm**

## MEETING MINUTES

### ATTENDANCE

* <b>President</b> <i>Nicole Doherty</i> ✓ * <b>Past President</b> <i>Lindsay Maloney</i> ✓	* <b>AA Director</b> <i>Shandra Morin</i> ✗ <i>OG Joleena Funnell</i> ✗	<b>Sponsorship</b> -Vacant-
* <b>Vice President</b> <i>Jessica Winship</i> ✓ <i>OG John Losty</i> ✓	* <b>Director Player Development</b> <i>Ian Winship</i> ✓ <i>OG Shelly Rodrigue</i> ✓	<b>Photo Coordinator</b> <i>Mireille Sieben</i> ✓
* <b>Secretary</b> <i>Karie Bell</i> ✓	* <b>Director Coach Development</b> <i>Angela Kotyk</i> ✗	<b>Tournament Coordinator</b> <i>Kristy Penman</i> ✗
* <b>Treasurer</b> <i>Kevin Kotyk</i> ✗ <i>OG Sandra Young</i>	* <b>Evaluation Coordinator</b> <i>Pam Gates</i> ✓ <i>OG Mike Neville</i> ✓	<b>Bingo Coordinator</b> <i>Kim Bizuk</i> ✓
* <b>Registrar</b> <i>Kelly Daniels</i> ✓	* <b>Equipment Director</b> <i>Luc Berube</i> ✗	<b>Website Coordinator</b> <i>Dayna Bond</i> ✗
* <b>U10 Director</b> <i>Paula Howard</i> ✓	* <b>Black Gold League Rep</b> <i>Amanda Forster</i> ✓	<b>Open Division Liaison</b> <i>Lynne Wiker</i>
* <b>U12 Director</b> <i>Jackie Day</i> ✓	* <b>Fundraising</b> <i>Lee Shalapay</i> ✓	<b>Marketing Coordinator</b> <i>Erin Allan</i> ✓ <i>OG Sandra Jesus</i> ✗
* <b>U14 Director</b> <i>Pam Kennerd</i> ✓	<b>Active Start Coordinator</b> -Vacant-	<b>Social Media Relations</b> <i>Pam Kennerd</i> ✓
* <b>U16 Director</b> <i>Ashley Byrne</i> ✓ <i>OG Kim Derewianka</i> ✓	<b>Ice Allocator</b> <i>Theresa Stewart</i> ✓	
* <b>U19 Director</b> -vacant-	<b>Director of Officials</b> <i>Christine Pittman</i> ✗	

\*Voting Members = 17 – need 9 for quorum

✓ ✗

	<p><b>I. Additions to Agenda – Lindsay</b></p> <ul style="list-style-type: none"> <li>• none</li> </ul> <p><b>II. Adoption of Agenda – Lindsay</b></p> <p><b>MOTION</b> to adopt Agenda: Nicole D  Secounded: Kim B  All in favour – PASSED</p> <p><b>III. Adoption of Meeting Minutes – Lindsay</b></p> <p><b>MOTION</b> to adopt April 4, 2023 Meeting Minutes: Shelly R  Secounded: Nicole D  All in favour – PASSED</p>
	<p><b>IV. Correspondence &amp; Open issues</b></p>
	<p><b>1. WELCOME New Board Members - Lindsay</b></p> <ol style="list-style-type: none"> <li>a) Introductions</li> <li>b) Website has lots of information <ol style="list-style-type: none"> <li>i. SPRA Vision Statement</li> <li>ii. SPRA Mission Statement</li> <li>iii. Values</li> </ol> </li> </ol>

iv. Guidelines and Procedures Manual (includes board position descriptions)

v. PARENT HANDBOOK!

## 2. Transition - Lindsay

**On this date, May 3, 2023, the board transitions from outgoing Board to incoming board.**

President – Outgoing Lindsay Maloney, elected Nicole Doherty  
Vice President - Outgoing John Losty, elected Jessica Winship  
Secretary - Karie Bell let her name stand  
BGL Director - Amanda Forster let her name stand  
Registrar - Kelly Daniels let her name stand  
Treasurer – Outgoing Sandra Young, elected Kevin Kotyk  
U10 Director - Outgoing Nicole Doherty, elected Paula Howard  
U12 Director - Outgoing Pam Kennerd, elected Jackie Day  
U14 Director - Outgoing Kevin Kotyk, elected Pam Kennerd  
U16 Director - Outgoing Kim Derewianka, elected Ashley Byrne  
U19 Director – VACANT  
Player Development Director – outgoing Shelly Rodrigue, elected Ian Winship  
Equipment Director - Luc Berube let his name stand  
Director of Coach Development - Angela Kotyk let her name stand  
Fundraising - Lee Shalapay let his name stand  
AA Director – outgoing Joleena Funnell, elected Shandra Morin  
Director of Evaluations – Outgoing Mike Neville, elected Pam Gates  
Active Start – VACANT  
Open Division - Outgoing Allison Colwell, elected Lynne Wiker  
Director of Officials - Christine Pittman let her name stand  
Ice Allocator - Theresa Stewart let her name stand  
Sponsorship - Outgoing Andrea Saruk, elected VACANT  
Social Media - Jessica Winship & Pam Kennerd let their names stand  
Photo Coordinator - Miereille Sieben let her name stand  
Tournament Coordinator - Kristy Penman let her name stand  
Bingo Coordinator - Kim Bizuk let her name stand  
Web Administrator - Dayna Bond let her name stand  
Marketing – Outgoing Sandra Jesus, elected Erin Allan

## 3. Schedule (summary) Nicole

- May / June – preseason planning, ice negotiations, open registration (June 1), closing August, marketing and sponsorship ideas, AA Coach Application and Selection.
- July – no board meeting, Coach Applications, Chamber of Commerce isn't running Canada Day Parade. There is a parade in Ardrossan on June 20 (confirm date) (Marketing Coordinator)
- August / September – evaluations – planning, communicating, executing (usually no board meeting in September because we are full out with evaluations), Team Selection Meetings, Managers meeting, Coaches meeting, BGL Team Declaration Meeting.
- October – Affiliate Assignments, Platinum Ring Tournament Planning and Registration, Budget Meeting
- November – Platinum Ring Tournament, BGL Advance/Retreat Meeting, Team Photos
- December – Coaching Certification, Team Rosters Finalized, Commitment to Attend Provincials

- January - Phyliss Sadoway Cup Tournament (?)
  - February – Start planning for Spring / Summer programming, Start AGM Planning
  - March – Mini Platinum Ring Tournament,
  - April – Parent & Coach Surveys, Coach Evaluations, AGM
- b) Board Member Welcome Package – Jessica
- i. We will email out the packet as well. Have included Roles and info etc., on being on the Board. Any questions or input, please let Jessica know.

## 2. Pre-season Planning

### a) 2023/24 Fee Guide - **Nicole**

i. Update to Standards of Play - anticipated increase in ice costs

ii. **KELLY** – Proposed Fee Guide to review & discuss – SEE ATTACHED

Registrar Kelly Daniels suggested a small increase of \$51 to the Active Start registration fee. Justification included:

1. Most associations do not offer any discount and any increase would have SPRA more inline with similar associations.
2. Active Start is subsidized by the older age groups and instead of covering Active Start costs the older age groups could get additional monies for SPRA offered development
3. Prepares families for the U10 Registration fee.

The increase was rejected during a discussion amongst the attending board members.

**MOTION** Registrar Kelly Daniels motioned that the 2023 2024 fee schedule distributed with an addition of a \$50 increase to NEW to SPRA OPEN division be accepted.

Seconded by Erin Allan  
all in favour – PASSED

- iii. Registration should be up and running by June 1, 2023 – Close August 1, 2023. Anyone registered by July 1 and everyone at AGM gets \$50 credit.
- iv. LATE FEES after August 1 - \$75 late fee
- v. Summer Ice – Preseason camps
  - Shinny (like spring ringette)?
- vi. Has RAB designated/determined the earliest date we can start evaluations? [Review RAB website as per email received re UAA's It was the first Sunday prior to the Sept long weekend.]

	<p>vii. Evaluation Schedule (tentative – subject to change)</p> <ul style="list-style-type: none"> <li>▪ VP, Director of Evaluations and Division Directors to meet to start evaluation preplanning. EVALUATIONS Guides on the website and will be removed – directors should go review/download previous versions for reference ASAP before taken down from website.</li> <li>▪ Goalies: Separate goalie evals this season – 5Count maybe (have to apply for sanctioning)</li> </ul> <p>b) Budgets - Treasurer</p> <ul style="list-style-type: none"> <li>i. Kevin &amp; Sandra will chat soon to discuss.</li> <li>ii. Profit – about \$41k</li> </ul> <p>c) Events</p> <ul style="list-style-type: none"> <li>i. Come Try Ringette – (need dates?) AS/U10 Director &amp; Marketing to work together. L2P – 27 registered in Spring program Don't do Come Try in September. Maybe in August.</li> <li>ii. SPRA Day?</li> </ul> <p>d) Out of Boundary Requests – Form on Website.</p> <p>e) Board support roles</p> <ul style="list-style-type: none"> <li>i. Secretary (Karie) will assist with Manager support <ul style="list-style-type: none"> <li>• Whats App group chat for Managers, update all Manager info on website etc. – add <a href="mailto:Manager@sherwoodparkringette.ca">Manager@sherwoodparkringette.ca</a></li> </ul> </li> <li>ii. NEED: Administrative support for Coaching Director <ul style="list-style-type: none"> <li>• Assist with administrative info like tracking receipts for courses, tracking coach certification, JR Coach applications and certification etc. Nicole and Jessica have a plan in motion.</li> </ul> </li> <li>iii. NEED U19 Director</li> </ul>
	<p><b>3. Updates</b></p> <p>a) RAB Conference and AGM – Sunday May 7 – <b>Nicole</b></p>
	<p><b>4. Thank you to retiring board members – Nicole/Jessica</b></p>
	<p><b>V. New Business</b></p> <p>a) Email platform- <b>Dayna</b></p> <ul style="list-style-type: none"> <li>▪ In the process of managing the potential email switch over – just have to provide one more piece of info and will be onto next steps.</li> </ul> <p>b) Policy Committee <b>Jessica</b></p> <ul style="list-style-type: none"> <li>• A group to review policy to review and linking on website etc. If anyone interested in joining, please let Jessica know.</li> </ul>

	<b>VI. Reports by Executive Members</b>
	* President <i>Nicole Doherty</i> - NO OTHER UPDATE
	* Vice President <i>Jessica Winship</i> - NO OTHER UPDATE
	* Secretary <i>Karie Bell</i> <ul style="list-style-type: none"> <li>▪ EVERY member must <u>register in RAMP as a Board Member</u>, please do so ASAP</li> <li>▪ Parent &amp; Coach Surveys – people are still submitting. Will send a report to each Division Director (and Pres, VP &amp; Coach Director as necessary) in a month or two.</li> <li>▪ If you cant attend a Board Meeting, you are welcome to send me an update that I can include at the meeting (and minutes).</li> </ul>
	* Treasurer <i>SANDRA</i> <ul style="list-style-type: none"> <li>• Has some forms for President to sign.</li> <li>• Next ice cheque needs to come from Casino account</li> <li>• Get Kevin switched ASAP to treasurer email</li> </ul>
	* Registrar <i>Kelly Daniels</i> - NO OTHER UPDATE
	* U10 Director <i>Paula Howard</i> - NO UPDATE
	* U12 Director <i>Jackie Day</i> - NO UPDATE
	* U14 Director <i>Pam Kennerd</i> - NO UPDATE
	* U16 Director <i>Ashley Byrne</i> (Kim D outgoing) - NO UPDATE
	* U19 Director - <i>vacant</i> -
	* AA Director <i>Shandra Morin</i> ( <i>Joleena outgoing</i> ) <ul style="list-style-type: none"> <li>▪ Shandra and Joleena are both out of town. Will connect soon to review all the AA information.</li> </ul>
	* Director Player Development <i>Ian Winship</i> ( <i>Shelly R outgoing</i> ) - NO UPDATE
	* Director Coach Development <i>Angela Kotyk</i> - ABSENT
	* Evaluation Coordinator <i>Pam Gates</i> ( <i>Mike N outgoing</i> ) - NO UPDATE
	* Equipment Director <i>Luc Berube</i> - ABSENT
	* Black Gold League Rep <i>Amanda Forster</i> - NO UPDATE
	* Fundraising <i>Lee Shalapay</i> <p>Camrose Casino is likely closing – but there is a proposal that all clubs move to Edmonton – City of Edmonton went back and petitioned AGLC to rescind the approval – we are in favour of keeping it open for all rural clubs.</p>
	Active Start Coordinator <i>Paula Howard</i> - NO UPDATE
	Ice Allocator <i>Theresa Stewart</i> - Still waiting for county to negotiate ice.
	Director of Officials <i>Christine Pittman</i> - ABSENT
	Sponsorship - <i>Vacant</i> -
	Photo Coordinator <i>Mireille Sieben</i> <p>NO UPDATE (Book in September) – usually photos in early November</p>
	Tournament Coordinator <i>Kristy Penman</i> - ABSENT

	<p>Bingo Coordinator <i>Kim Bizuk</i></p> <p>Asking the board to revisit the concession amounts now that the Caesars concession has raised their prices.</p> <p><b>MOTION</b> to increase concession allowance for volunteers to \$15 by Kim B.          Seconded by Jackie D          All in favour - PASSED</p>
	<p>Website Coordinator <i>Dayna Bond</i></p> <p>EMAIL TRANSITION: I have to provide one additional piece of information and I will be onto next steps.</p>
	Open Division Liaison <i>Lynne Wiker (OG Amanda)</i> – NO FURTHER UPDATE
	Marketing Coordinator <i>Erin Allan (Sandra J Outgoing)</i> - NO UPDATE
	Social Media Relations <i>Pam Kennerd</i> - NO UPDATE
8:15pm	<p><b>VII. ADJOURNMENT</b></p> <p>Motion to adjourn Theresa S.          Seconded Shelly R          Adjourned 8:24pm</p>
	<p><b>NEXT MEETING: June 6, 2023</b>  <b>MP Activity Room 3</b></p>

### SUMMARY OF MOTIONS

Motion to adopt Agenda: Nicole D  
 Seconded: Kim B  
 All in favour – PASSED

Adoption of Meeting Minutes – Lindsay  
 Motion to adopt April 4, 2023 Meeting Minutes: Shelly R  
 Seconded: Nicole D  
 All in favour – PASSED

MOTION Registrar Kelly Daniels motioned that the 2023 2024 fee schedule distributed with an addition of a \$50 increase to NEW to SPRA OPEN division be accepted.  
 Seconded by Erin Allan  
 all in favour – PASSED

MOTION to increase concession allowance for volunteers to \$15 by Kim B.  
 Seconded by Jackie D  
 All in favour - PASSED

## **Registration - 2023-2024 Player Registration Fees**

Updated by 2023/2024 Registrar. Reviewed and adopted at May 2 SPRA Executive meeting.

New first year player fee – \$150 plus \$61 RAB fee for a total of \$211 for U10, U12 and U14 Divisions. Applicable for any “new to ringette” player, playing ringette for the first time.

**NOTE: Ringette Fee gets paid directly to Ringette Alberta. SPRA has no ability to refund these dollars.**

<b>Birth Year</b>	<b>Division</b>	<b>Fee + Fundraising Fee (FF)</b>
2018 2017	<b>Active Start</b> <ul style="list-style-type: none"> <li>1 ice time per week, set weekday</li> <li>October – March</li> </ul>	\$99 plus \$61 RAB Fee <b>Total: \$160</b>  No Fundraising Fee
2015 2015 2014	<b>U10 – Step 1, 2, 3</b> <ul style="list-style-type: none"> <li>All U10 Registrants will pay a base price of \$500 plus \$150 fundraising fee</li> <li>Once teams are set, Step 2 and 3 participants will be charged an additional \$50 for Step 2 or \$125 for Step 3. (full details in U10 Registration Note below)</li> </ul>	Step 1: \$450 plus \$150 FF plus \$61 RAB fee = <b>Total \$661</b>  Step 2: \$500 plus \$150 FF plus \$61 RAB fee = <b>Total \$71+751</b>  Step 3: \$575 plus \$150 FF plus \$61 RAB fee = <b>Total \$786</b>
2013 2012	<b>U12 A, B, C(*)</b>	\$700 plus \$150 FF plus \$61 RAB fee = = <b>Total \$911</b>
2011 2010	<b>U14 AA, A, B, C (*)</b>	\$725 plus \$150 FF plus \$61 RAB fee = <b>Total \$936</b>
2009 2008	<b>U16 AA, A, B (*)</b>	\$725 plus \$150 FF plus \$61 RAB fee = <b>Total \$936</b>

2007 2006 2005	<b>U19 AA, A, B (*)</b>	\$725 plus \$150 FF plus \$61 RAB fee = <b>Total \$936</b>
2005 and older	<b>OPEN</b>  <ul style="list-style-type: none"> <li><i>An additional \$50 for all NEW TO SPRA OPEN registrations</i></li> </ul>	Previously registered at OPEN: \$425 plus \$61 RAB fee = <b>Total \$486</b>  New to SPRA OPEN: \$475 plus \$61 RAB fee = <b>Total \$536</b>  No Fundraising Fee

*(\* Number of teams in each division will be determined based on number of players enrolled. The division that each team will be placed (A, B, C) will be determined at time of team selection.)*

## **Fundraising Fee**

Raffle tickets will be distributed in October.

You will have an opportunity to recoup your fundraising fee by selling your raffle tickets. The Raffle this year will continue as a “Cash for Christmas” raffle.

## **U10 Registration Fees**

U10 fees scales to coincide with Ringette Canada’s Children’s Ringette Guidelines and recommended number of practices and games during the season. Step 1 and Step 2 will play half-ice games for the 2021/221 Ringette Season. Step 3 will continue to play full ice games. All U10 registrants will pay the base fee at time of registration. As participants are assigned to teams based on the criteria set out in Children’s Ringette Guidelines, **SPRA will add the additional applicable fee for U10 Step 2 or 3 to your account and provide notice by e-mail from SPRA’s registrar to indicate an additional fee is payable and will be added to members payment plan.**

## **Late Registration**

Season Registration closes on August 1. Registration following the close of season play will be reviewed and if accepted assessed a \$75 late fee penalty.

Players joining late in the season may receive a reduction in fees depending on the circumstances after a review by the executive.



## **Evaluations**

For specific information about the evaluation process, please refer to Evaluation Guides that will be posted on SPRA's website for each Age Division by August 1, 2022. Evaluation Schedules will be released mid-August. SPRA has a significant amount of evaluation ice scheduled over the September long weekend.

Deadline to register for AA Evaluation is August 1, 2023. There will be no late registration accepted.

## **Refunds**

Refunds must be made formally in writing by email to the Registrar, President & Vice President. The date the request is made will be used in calculating the amount for the refund. If the teams have already been formed, the request for refund must also include the Coach, Manager and Division Director.

Requests for refund prior to the start of evaluation will received a full refund including the Fundraising fee.

Requests for refund after evaluation have started and prior to the formation of teams will receive a full refund including the Fundraising fee less a \$50 Administrative fee.

Requests for refund after team formation prior to November 1 will received 75% refund of Registration fees. No refunds for fundraising fees after the raffle tickets have been distributed.

Requests for refund prior to December 15 will received 50% refund of Registration fees. No refunds for fundraising fees after the raffle tickets have been distributed.

No refunds will be granted after December 15. Requests for extraordinary circumstances may be considers following a formal written request submitted to the President and the Division Director.

## **Why Register Now?**

SPRA encourages all our members, if they intent to play ringette this 2023/24 season, to register now. This helps our association plan for the start of the season.

Register between June 1 and July 1 and you attended the April 2023 SPRA AGM, you are only required to pay a deposit of \$150 for your account to be credited \$50 on your account to apply to your registration fees when due. \*New to Ringette and Active Start not eligible for payment Plan.

### **Payment Plan**

\$150 Deposit – June 1 – August 1 (plus RAB \$61 fee)

\$50 Credit applied to members account that attended the April 2023 AGM. (Applies to registration for each player in the family) and registration is completed by July 1.

1<sup>st</sup> Payment – September 15

2nd and Final Payment – November 15