

Skate Regina

Minutes of Meeting – August 18, 2008

Optimist Arena

In Attendance; Laurie Hudema, Lisa Trembley, Kim Mack, Lynette Keyowski, Jodie Ross, Cathy Wright, Leslie Gosselin.
Rosanne Boyarski

Missing; Donna MacKay, Erin Harde, Janet Hornung, Connie Argue, Susan Waldal, Ken Ready ,

1. **Minutes of meeting** - reviewed from June 6th, 2008, May 13th, July 30th,
 - a. Reviewed and accepted June 6th and July 30th.
 - b. Changes to be made for May 13th
 - i. Need to include last names of motions that are made
 - ii. Need to include who names were being removed;
 1. Remove Ken Ready
 2. Add: Rosanne Boyarski, Lynette Keyowski , Leslie Gosselin, Laura Hudema, -

Motioned: Lynette Keyowski; Seconded:

2. Meeting Schedule

- a. We discussed to establishing a set date so that the majority of people can arrange schedules to allow for the majority of the board to be present for meetings, as well as coaches. Cathy Wright did have some concerns with attending on Wed night, but we will try and work around her schedule and get all coaching items at the start of the meeting
- b. Meetings will take place 3rd Wednesday of every month. We really need to get full attendance at the board meetings. All meeting will start at 7:00pm
- c. Coaches meeting monthly meeting will be held prior to our board meeting - so that any concerns or ideas can be brought forward to the board meeting from the coaches meeting

3. Programs

- a. Can Synchro – work in the schedule for Monday nights
- b. Advanced CanSkate Synchro to be worked into schedule on Thursday nights
- c. Would be great to get Synchro skaters using our “skills ice”
- d. Synchro – we need to get some info in their programs about our skate Regina ice time

4. Volunteer Requirement

- a. Need to post a sign up for the volunteer positions
- b. Each liaison of each position will be responsible for ensuring names of all volunteers are provide to Jodie so that she can track the Mino and Major
- c. All the information had been added to website as discussed at last meeting
- d. Every family to do one major and the minors ranged from 1-4 depending on hours of ice booked/week per family.
- e. Clarification was made that two Majors do not cancel out a minor
- f. Need to clarify the positions more clearly
- g. We need to provide skate Regina members with information as to where the money is going for volunteer requirements fees that are not met (primarily Admin wages to meet Club needs not being fulfilled by volunteers)
- h. Kim Mack volunteered to take the volunteer document and departmentalize it in a format i.e. Hospitality (Test days, competitions, ice carnival, social evenings etc). Kim will work on the document
- i. This document will also be reviewed at any orientation sessions that are going to be held for all skaters.

5. Orientation Sessions

- a. Discussion took place that we need to increase communication with members and having orientation for the various levels of the skating groups would be a good thing. It was discussed we should hold recreational orientations in the northwest, south, east end of the city.
- b. Jodie will work on scheduling the date and events for the sessions in early October for CanSkate parents.
- c. Items that will be discussed
 - i. Program Outline - how the program has changed
 - ii. Skating times decreased (Preschool programs increased from ½ hour to 45 minutes, and CanSkate/Advanced CanSkate lessons reduced from 1 hour to 45 minutes.)
 - iii. Canskate, Advance Canskate
 - iv. How your child will be assessed.
 - v. What to wear
 - vi. Coaches meet and greet
 - vii. Coaches on hand to answer any questions
 - viii. Fee Structures
 - ix. Winter session – have a parent session and speak to the process of the skater moving up in the skating program, coaches would be on hand to have a meet and greet, and a chance to speak parents about private lessons

6. StarSkate Seminar January 3 & 4 (All Male, Dance, etc)

- a. Section run and we have not heard back with a confirmation as of yet on the seminar

7. Advanced CanSkate Parent Orientations.

- a. Discussed holding the session 7 weeks into the skating session
- b. Discussion will take place on who kids are moved up and what is accepted, coaches will be available at this time for parents to meet and ask coaches questions.

8. Coaches Agreements

- a. All rec coaches have received Statement of Intention and agreement. There are a few who still need to submit to Club.
- b. Need to amend the coaching agreement; that in order to maintain their seniority they have to be coaching.
- c. If a coach requires a leave of absence then a written request must be submitted to board and they make the decision, at this time the seniority would stay if a leave is granted.
- d. You do not gain seniority unless you are coaching
- e. All coaches that are going to substitute must be in good standing and registered with Skate Canada
- f. Need to change Cathy to 14 years on the seniority roster
- g. Coaches also need to teach canskate / or advanced canskate to maintain status
- h. Discussed having the reward base :
 - i. Need to amend the coaches agreement with regards to the fee schedule, coaching of Canskate
 - ii. If coaches leave the club and come back to work, after 3 years they will gain their seniority back or it was discussed to earn back time at double time.
 - iii. What is classified as 1 year of service - full winter or full winter and off season
 - iv. Coaches have to commit to x amount of hours of teaching
 - v. Skate Regina Board controls the seniority roster
 - * Will continue to work on the seniority item
- i. Need to amend the coach's agreement with regards to the fee schedule, coaching of Canskate, if coaches have left the club, when they come back to coaching in three years they can gain their seniority back.
- j. Seniority information will be updated and instituted in the next session selection
- k. Skate Regina controls the seniority roster
- l. Substitute Agreement – need to establish one
 - i. Clause in base coach agreement
 - ii. Current club coaches need to be approached first to do any substitute teaching

- m. Guest Coaches - need to establish agreement
 - i. All sessions except summer
 - ii. Need to provide a letter of intent that coach is willing to substitute Canskate/Adv CanSkate / Privates

9. Part-time / Team Coaching

- a. Part- Time Base Coach – needs agreement
 - i. Part-time coaching or team coaching
 - ii. Must have at least 1 competitive skater
 - iii. A formal request to Skate Regina must be submitted for team coaching applications
 - iv. Skate Regina will provide final approval of team coaching

Motioned: Kim Mack; Seconded: Leslie Gosselin:

10. Freelance Contracts

- a. Coaches that are teaching private lessons
- b. Stroking is billed at their rate - we need to look to standardize this price
- c. Stroking is going to be paid at a standard rate per fee guideline policy
- d. RFP will be issued for a stroking program to be put into place; this would amount to 40 hrs of work to create the program.
- e. Billing of stroking would be standard rate + 2.00 premium

Motioned by:

11. Coaching items - Mentoring Program – PA

- a. Team leaders will develop the Canskate program and put all the procedures in place so that everyone is delivering the same information at all sessions
- b. Team leaders will also be responsible for evaluating the skaters and moving them up based on passing criteria set out by the program
- c. Base coach agreement needs to be established or Service Contract that coaches will register with Skate Regina, follow all policies and procedures, the ability to accept private lesions, P.A's – how do we utilize them in a leader capacity
 - i. Guarantee that PA's would assist for the first 4-5 weeks, and then would continue only if the session had skaters who required help getting on their feet.
 - ii. Encourage the ones that want to take the courses to become coaches
 - iii. 16 is the age limit to take the coaching classes

- iv. P.A's would be used as the "helpers" with the skaters, for the CanSkate First Blades program only – require 1 PA for each 10 skaters in the canskate First Blades program
- v. How do we show acknowledgement to the Coaching Assistants? (The PA's will have to continue to receive certificates since Skate Canada regulates this.)
- vi. The Coach Assistants (mentoring program) would be report directly under the Team Leader and do what is required

12. Level 1 – Coaching

- a. Jodie has sent letters to all skaters 16 years + for Level I coaching
- b. The following costs are associated with obtaining the coaching certificate and some find it very expensive to put the skaters into the clinics
 - i. \$375 – Level 1
 - ii. \$135 – for the first year
 - iii. \$130 – First Aid course
 Need to part of the sessions 4 to 5 weeks
- c. Discussion took place on in order to move our skaters into the coaching program and have them in the future with Skate Regina we need to look at a process to assist the skaters.
- d. Agreement was made that Skate Regina will pay ½ of the phase 1, upfront, and pay second half once complete on the Phase 1 level work book. Will also reimburse for the first aid course once completed and proof of passing is provided

Motioned: Leslie Gosselin / Seconded: Rosanne Boyarksi CARRIED.

13. Misc Items

- a. Need to obtain the file on the Skate Regina brochure that we can update all applicable pages
- b. Ensure website is update with current information and program information
- c. Jodie waiting for additional notification on the on-line registration process
- d. Summer school was a success
- e. Letters requesting P.A's for hours
- f. Payment required for Leader Post, Sign guy, Data cleaning on computer system
- g. Need to communicated our enrollment to parents and coaches
- h. Need to establish a formula before any ice cancelling takes place
- i. Need to do post analysis on our programs and what we can change to make it better or what we keep that was successful.
- j. Kim Mack will take the volunteer positions and organize them by events – all discussed that we need to address the volunteer requirement at all information sessions
- k. Regional Fall Competition – held in Nov 21-23
 - i. Leslie Gosselin – Chairperson

- ii. Lisa Trembley – Registration
- iii. Barb Roberts – Regional Coach
- iv. Roseanne Boyarksi – Treasurer
- v. Competition Name TBA
- vi. Leslie will work to establish a committee and move forward on the Tech package

14. Recognition

- a. Send thank you and recognition to Sharron Radigan - thank you card will be sent
- b. Send thank you and recognition to Tami Halvorson – for years of service and thank you gift certificate will sent her to her new address

Motioned: Leslie Gosselin . Seconded Lisa Trembley CARRIED

Next Meeting – September 17th Optimist Arena

Meeting Adjourned – 10:30pm