



## NEPEAN RINGETTE ASSOCIATION

<b>AGM Meeting Held</b>	May 16, 2017 at 7:30pm Food Court, Walter Baker Centre, Nepean
<b>Board Members Present</b>	Melanie Genereaux, Terry Simpson, Joe Tremblay, John Bertram, Diane Dillon, Amy Maika, Warren Fishwick
<b>Board Members Absent</b>	Joe Correia, Karen Fishwick (Out-of-Country)
<b>Agents of the Board Present</b>	Scott Linseman, Sarah Miles, Tricia Scott, Shelley Glover, Monica Skillen
<b>Other Members</b>	Brent Dobson, Lynn Hyatt, Wendy Seguin, Catherine Archambault, Sean Burrows, Peter Kelly, Laurie Doyle, Pablo Donoso, Wendy Tyman, Bobbi MacLeod, Annu Chopra, Mario Daigle, Graydon Miles



Slides.ppt

### A. Call to Order (Melanie Genereaux)

- Meeting called to order at 7:32pm

### B. Establishment of Quorum (Melanie Genereaux)

- As per our Bylaws at least 10 members need to be present or by proxy to constitute a quorum.
- Twenty-five (25) people were in attendance

### C. Acceptance of Agenda (Melanie Genereaux)

**MOTION made by Amy Maika to accept the agenda for the 2017 AGM.  
Seconded by Peter Kelly.  
All in favour. Carried.**

### D. Acceptance of the 2016 AGM Minutes



AGM 2016\_ Minutes  
2016 05 31.docx

**MOTION made by Diane Dillon to accept the 2016 AGM Minutes.  
Seconded by Wendy Seguin.  
All in favour. Carried.**

## E. Presentation and Approval of Reports President's Report (Melanie Genereaux)



2017\_President  
Report.docx

- 2016-2017 was another successful season for Nepean. We fielded a total of 20 minor teams, 2 Open teams and 2 sessions of Bunnies (70). Many of our competitive teams experienced success; with our U16 AA winning Gold and our U14AA team winning Silver during Provincials at home in Nepean. Our U19AA team had a strong 4<sup>th</sup> place finish at Provincials as well. The U16AA team carried on to Nationals in Leduc, Alberta where they represented Nepean as Team Ontario. They had a strong 4<sup>th</sup> place finish and were the recipients of the Agnes Jacks Sportsmanship Award. The U14AA team travelled to Easterns in Pierrefonds, Quebec where they placed 4<sup>th</sup>. Our U16A team won Gold at Provincials in the McCarthy Division held in Pickering, while our U19A team had a strong 5<sup>th</sup> place finish in the Jacks Division. This was the first year for the NCRRL Championship weekend and Nepean teams did well with U19B-Walsh winning gold, U16B winning Gold, U14B winning Silver and U10 teams taking home both Gold and Silver.
- Nepean Ringette has shaped the efforts of its Executive around 3 key initiatives.
- **Increasing Our Members:** This initiative remains our #1 priority and is on the agenda at each Executive Meeting. Here is a summary of the activities that supported this mandate:
  - For the fourth year in a row, hired and paid a very qualified Bunny Instructor (Kaitlyn Youldon) to run the Learn to Skate on-ice program and organize all of the on-ice volunteers.
  - We're thrilled to say that we had the largest U7 Bunny registration ever with almost 70 bunnies playing for us this past season.
  - We have 4 newly certified Come Try Ringette leads on our Executive Team.
  - Participated in the regional "Come Try Ringette" event (September & May) and a "Bring a Friend to Bunnies" event (September & March).
  - Changed the fee structure (2017/18) for U8, lowered the payment by \$150 per player and added a consistent weekly practice time to allow players to more easily transition from Bunnies to U8 and beyond.
  - Changed the fee structure (2017/18), lowering fees by \$100 per player for the U19B program offering fewer and more consistent practices, allowing this age group flexibility with their work and school schedules
  - We will be hosting a Nepean Ringette Booth during Canada Day celebrations in Barrhaven
- **Coaching Development:** We believe that the best chance for girls to improve and enjoy the sport of ringette comes through their experience with their Head Coach and bench staff. We continue to run a variety of initiatives to better train and support our coaches – both adult coaches and youth coaches in training.
- Nepean has a long history of having very qualified coaches and we're trying to leverage them to mentor and pass knowledge onto other coaches in training. We're also trying to increase the number of female bench staff members.
- We continue to have Paul Youldon as a paid "Head Coach" to officially train and mentor coaches. Paul created many resources for coaches and worked 1-1 with several of our Head Coaches. He videotaped games for teams and walked bench staff through the video replay to illustrate things he advised them to work on. In the early fall Paul organized a Youth Coach in training course that was attended by over 20 players U14 & U16 aged preparing them to become on-ice helpers and Coaches-In-Training (CIT).
- **More and Better Goalies:** Nepean Ringette once again held another year of high quality goalie education with our lead Instructor Jasmine Leblanc of the NRL Gloucester Devils. Jasmine was awarded the Goaltender of the year for the NRL at the National Championship in Edmonton this year.
- Jasmine held low ratio goaltender instruction in twenty hour-long sessions spaced throughout the season. We also had two U16AA on ice goalies to assist Jasmine with the younger Novice and U12 goalies.
- Additional resources included Keely Brown Goaltender drill books available for loan during the season. Jasmine Leblanc was also available at for an extra fee for team practice instruction and participated in the evaluation of our goalies during tryouts.
- **Other Highlights:** This is my first year as President of the NRA. I would like to thank Karen Fishwick, Past President for the past year of mentorship. Our association is proud to say we have strong, and close to fully populated Executive team. I would like to thank all for their dedication to our Association.
- We introduced our newly-designed Jerseys in January 2017
- We hosted the 2017 AA Provincials.
- Powerskating – We will continue to have APEX run our Powerskating program next season. We will be funding three sessions per team (except for U19 teams) and giving teams the option to hire the instructors for additional sessions using their team budget.
- Became a member of TrueSport whose 7 principles are: Go for it, Play fair, Respect others, Keep it fun, Stay Healthy, Include Everyone and Give back

## Secretary's Report on Insurance (Warren Fishwick)

- Topics covered in the Insurance presentation were:
  - Types of Insurance
  - Certificate of Insurance and Requesting Proof of Insurance
  - Coverage Definitions
  - Who is covered?
  - Which activities are covered?
  - Which activities are NOT covered?
  - Case Study – Liability coverage
  - Case Study - Sport Accident coverage
  - Other Case Studies
- We have a policy thru BFL Canada to cover NRA assets such as jerseys, medals, goalie equipment, shot clocks and cash-on-hand. This is renewed annually and basically covers the costs of the contents of our equipment locker in case of theft, damage, etc.
- National Insurance Program provided through Ringette Canada via the Ontario Ringette Association (O.R.A.) also thru BFL Canada.
- There is 4 Types of insurance:
  - Liability Coverage
  - Directors' and Officers' Coverage
  - Sport Accident Coverage
  - Vehicle Rental Coverage
- A "Certificate of Insurance" document can be downloaded from the O.R.A. website - <http://www.ontario-ringette.com/wp-content/uploads/2016/11/Certificate-of-Insurance-2016-2017.pdf>
- If an entity requests "additional insurance" or "proof of insurance", you can submit a "Request for Additional Insured" certificate from the O.R.A.
- Example – The U14 AA team is renting a gym from the Ottawa-Carleton District School Board for dryland practices. The O.C.D.S.B. requests that "proof of insurance" be provided in order to process the rental request.
- Complete the A-F-07 Form – "2016-2017 Additional Insurance Request Form" – <http://www.ontario-ringette.com/wp-content/uploads/2016/11/Request-ONT-2016-2017.pdf>
- If unsure how to complete, consult the "Sample" completed form – <http://www.ontario-ringette.com/wp-content/uploads/2016/11/Sample-Request-Form.pdf>
- Email the form to Bill Dressing (Admin Coordinator at O.R.A.), [admin@ontario-ringette.com](mailto:admin@ontario-ringette.com)) for processing
- Turnaround time is normally 2-3 days but the O.R.A office asks for 2 weeks' notice
- Liability Coverage:
  - Protects the insured if they are at fault for an accident and they hurt someone or someone's property
  - Protects the insured from the risks of liabilities imposed by lawsuits and similar claims
  - When a claim is made the insurance carrier has the duty (and right) to defend the insured
  - Very few claims for this type of coverage
- Director's and Officer's Coverage:
  - Provides liability coverage for association executive members to protect them for claims which arise from the directions and actions taken within the scope of their positions
- Sport Accident Coverage:
  - Supplemental Coverage for Medical Expenses only
  - Only to be used if:
    - i. Expenses are above and beyond what OHIP covers
    - ii. The insured's primary insurance provider does not cover the expense or
    - iii. The insured has no other insurance coverage
  - Examples: Ambulance charges, costs of physiotherapy, massage or other treatments related to an injury sustained during an NRA-approved ringette activity. Note that coverage does not extend to non-ringette activities.
- Vehicle Rental Coverage:
  - Collision coverage for rental vehicles (up to \$50,000 limit)
  - Restricted to provincial championships and approved provincial level administrative meetings
  - Liability coverage is covered by the owner of the vehicle by law.
- Liability & Sport Accident Coverage for Registered Players:
  - To be eligible for coverage the following conditions must be met:
  - Local associations must be in good standing and have paid their annual membership fees and submitted the registration form
  - All voting members of the Association Executive must be registered with the O.R.A. (dues and insurance, paid by the Association Treasurer)
  - All registered players, bench staff, executive and officials of O.R.A., in good standing with the association, are eligible

- Liability Coverage for Non-Registered Volunteers:
  - If the association maintains a separate list of non-registered volunteers who periodically assist the association in some capacity, liability coverage exists for the actions of these volunteers
  - Example – On-ice helpers, trainers or instructors who are used on an occasional basis
  - Note: Sport Accident coverage is NOT available for these occasional volunteers
- Coverage is yearly and runs from September 15 of one year to September 15 of the following year
- Example – A player registers and pays for the 2016-17 ringette season. She is covered for that playing season (September to March) and also for any approved ringette activities that take place between March & September 15, including:
  - End-of-season banquets and parties
  - Spring Tryouts
  - Summer ringette programs
  - Fall Tryouts or sort-outs (up until September 15)
- Activities that are covered:
  - Regular games, practices, training activities, skills training on an ongoing basis.
  - NRA on-ice activities are recorded by the Ice Scheduler
  - Other team activities MUST be entered into the Team Site in order to be “known” to the association and therefore sanctioned and covered
  - Skating or skills clinics that are 1-2 days duration (Example – Goalie training clinics, CI Coach clinics)
  - Ringette Day Camps, Ringette Schools, Player Clinics (1-5 days duration in the same week)
  - Association must submit \$15.00 administration fee and Camp Registration Form SD-F-01 to ORA
  - All above activities must have association Executive approval
  - All players taking part must be registered, meaning they have completed their online registration form and their fees are paid
  - Insurance dues must be paid by the Association Treasurer
- Activities that are not covered:
  - No coverage for events/functions involving the serving of alcoholic beverages
  - A specific insurance extension, which involves an additional fee, is required for such events/functions
  - Contact the O.R.A. office one (1) month in advance of the event to ensure proper coverage is in place
  - Only applies when associations/participants are directly responsible for the serving of alcohol.
  - It is strongly recommended that Host Liquor Liability Insurance be obtained even if you are not directly responsible for serving liquor.
  - Events that are NOT Sanctioned by the O.R.A. For Example - “Capital Ringette Classic” tournament in Ottawa – privately operated spring tournament that has no affiliation with any association or governing body
  - These types of events normally require a separate “Proof of Insurance” Certificate from an independent insurance vendor
  - Often the event hosts point teams and players towards a vendor of choice
- Then various Case studies were presented.
- In Summary:
  - All players must be properly registered with the NRA with all fees paid in order to be covered by insurance
  - All coaches and trainers must be properly documented on the TRF in order to be covered by insurance
  - All injuries that are sustained while participating in ringette activities should be documented via the Sport Injury Report Form (M-F-13) and this documentation should be signed by the coach and filed with the O.R.A. within seven (7) days of the accident
  - All team activities must be recorded in the online Team Site so that the NRA has a record of approved activities. The NRA website is the official database of all NRA events.
  - The NRA Secretary is the local Executive association contact for any insurance questions.

<p><b>MOTION made by Diane Dillon to approve the reports presented at the 2017 AGM.</b>  <b>Seconded by Peter Kelly.</b>  <b>All in favour. Carried.</b></p>
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#### F. Report of Auditors (Terry Simpson)

- The services of an Auditor were not obtained this past year so there is no report for this past season is available yet.

#### G. Appointment of Auditors (Terry Simpson)

- This has been deferred for now until we can obtain the services of an Auditor.

#### H. Presentation of Budget includes Treasurer's Report (Terry Simpson)



2017\_Treasurer  
Report.pdf



2017\_Financials.pdf

- Operations for the 2016-17 season saw a net gain of \$4,992. This was an improvement over the budgeted net loss of \$3,796.
- The major variances that contributed to this difference were as follows:
  - Registrations were higher than predicted at \$2,859
  - The profit for the Nepean Tournament was \$4,660 higher than predicted
  - Other Revenue was higher than budgeted due to the sale of older jerseys for \$3,720
- This season brought forward a new sponsor – Myers, who signed a three-year sponsorship of \$3,500 per year.
- Myers fronted all three years in 2016-17, which enabled Nepean to purchase new jerseys for all their teams.
- Nepean spent \$38,000 on new jerseys this year, which will be depreciated over seven years (2017-2023).
- The Nepean Tournament provided a larger profit due to 107 teams participating versus the budgeted 96 teams
- Nepean hosted the AA Provincial Championships this year and made \$1,921 (which was \$1,292 less than budgeted)
- Apex ran Nepean's on-ice power skating program this year at a cost of \$4,000
- Paul Youldon ran the Head Coach Program, which helped train coaches on how to develop their players (\$3,600)
- Goalie clinics continued to be offered as part of the Goalie Development Program at a cost of \$1,500
- Combined, the summer 4-on-4 program and the Elite summer camp realized a slight profit of \$450
- The Bunnies Program also made a slight profit – participation increased slightly from 65 to 70 skaters
- The 2017-18 budget was prepared based on the best available information regarding next year's cost structure, and the assumption that registrations will increase slightly and follow historical attrition and recruitment trends.
- Budget provisions have been made to reflect the following commitments, objectives and pressures for the 2017-18 year:
  - City of Ottawa ice rates have increased for the third consecutive year, up another 5.6% from \$171.95 to \$181.55 per hour. To help reduce ice costs, Carleton ice, which cost \$337.87 per hour this year, will be discontinued.
  - Registration fees for 2017-18 will remain mostly the same at \$595. However, U8 fees were reduced to \$445 and U19B fees were reduced to \$495; these teams will run on a fixed schedule and have less ice than other teams.
  - Nepean anticipates spending another \$4,430 on new jerseys this year to supplement the sizes already purchased
  - Bunnies will receive our older jerseys this year with the old logo on them
  - Paul Youldon will continue to support players indirectly through the Head Coach Program, at a cost of \$3,600
  - Apex will continue to run the Power Skating Program
  - Jasmine Leblanc will continue to run goalie clinics this year
  - A jersey replacement fund will be set up and teams U12 and higher will contribute \$250 per year going forward
- Possible risks to this budget include:
  - Actual number of players registered versus budget estimates (particularly if lower).
  - Tournament profit (particularly if team attendance at the Nepean Ringette Tournament is low).
- The surplus at the beginning of the year was \$67,642. With the gain of \$4,992 from the 2016-17 fiscal year, a surplus of \$72,635 will carry forward to the 2017-18 budget.
- A net income of \$8,115 is predicted for the 2017-18 season, of which \$3,750 will be set aside in the jersey replacement fund.
- Question & Answers:
  - Since we are giving up the Carlton ice are we picking up more city ice to offset the loss? Answer: No because we had too much ice last year with some teams complaining they had too many practices plus the U19B will be getting less ice with the new fee structure.
  - Will the team cap reflect the new jersey replacement fee? Answer: We are currently updating the team finance policy and this fee will be added.

**I. Approval of Membership Dues and Related Fees (Melanie Genereaux)**

- Proposal to Registration fee changes for the 2017-2018 season.
- Ice from the City of Ottawa has increased again this season
- U7 Learn to Skate (Bunnies) - \$195 (no change)
- U8 Revised Fee \$475 (NEW)
- U19 Recreational - \$525 (NEW)
- Early Bird Registration - \$595 ( no change ) – available until May 1, 2017
- U8 to U19 Regular Registration - \$625 (no change) – available until August 9, 2017
- U8 to U19 Late Registration - \$650 (no change) – after August 9, 2017

**MOTION made by Amy Maika to approve the registration fees for the 2017-18 season.  
Seconded by Graydon Miles.  
All in favour. Carried.**

**J. Business as Specified in the Meeting Notice (Melanie Genereaux)**

- None

**K. Election of New Directors (Melanie Genereaux)**

• **Elected Positions**

- Position Candidate
- President Melanie Genereaux (incumbent)
- VP Operations Joe Correia (incumbent)
- VP Administration John Bertram (incumbent)
- Secretary Tricia Scott (new)
- Treasurer Terry Simpson (incumbent)
- Director of Competitive Joe Tremblay (incumbent)
- Director of Recreation Wendy Seguin (new)
- Director at Large Amy Maika (incumbent)
- Player Advocate Diane Dillon (incumbent)

• **Appointed Positions**

- Coaching Coordinator Scott Linseman (incumbent)
- Convenor – U7 Bunnies James Marcogliese (incumbent)
- Convenor – U10 Novice Peter Kelly (new)
- Convenor – U12 Petite Monica Skillen (incumbent)
- Convenor – U14 Tween Tricia Scott (incumbent)
- Convenor – U16 Junior Kathryn McAndrew (incumbent)
- Convenor – U19 Belle Lynn Hyatt (new)
- Convenor – Open (Adult) Sylvie Lavoie (incumbent)
- Equipment Manager VACANT
- Fundraising VACANT
- Ice Scheduler Bruce Keats (incumbent)
- Past President VACANT
- Publicity VACANT
- Referee In Chief Patrick McKee (incumbent)
- Registrar Sarah Miles (incumbent)
- Statistician Danye Correia (new)
- Team Mgr Coordinator Amy Maika (incumbent)
- Tournament Coordinator John Bertram (incumbent)
- Webmaster Peter Daigle (incumbent)

**MOTION made by Amy Maika to accept the proposed list of Directors for the 2017-18 Nepean Ringette Executive.**

**Seconded by Sarah Miles.**

**All in favour. Carried.**

- Thanks to Karen Fishwick for being Past President & Director of Recreation this past season.
- Thanks to Warren Fishwick for being Secretary this past season.
- Thanks to Grant Hornsby for being Equipment Manager this past season.
- Thanks to Terri Northcott for being U10 Convenor this past season.
- Thanks to Shelley Glover for being Statistician this past season.
- Thanks to Kim Tremblay for being the Tournament Coordinator this past season.

**L. Draw for \$300 off Registration Fees (Melanie Genereaux)**

- Must be present to win
- Winners: Pablo Donoso & Sarah Miles

**M. Adjournment (Melanie Genereaux)**

**MOTION made by Peter Kelly to adjourn the 2017 AGM.**

**Seconded by Tricia Scott.**

**All in favour. Carried.**

- Meeting adjourned at 8:19pm