



## Women's Ringette Association of Calgary

### 2017 Annual General Meeting Minutes

Wednesday April 12, 2017 | 7:00 p.m.

Triwood Community Centre – JT's Lounge

2244 Chicoutimi Drive NW

#### 1. Welcome and Introductions:

- WRAC Executive Board
  - President – Melanie McDonald
  - Vice-President – Amber Bridges
  - Referee Coordinator – Trudy Holzmann
  - Treasurer – Shelley Laycock
  - Webmaster – Kim Arndt
- Team Representatives present at AGM:

Team Name	Contact Name	Email Address
Icebreakers	Carol Christofferson Kyrsten Devonshire	<a href="mailto:robototh@telus.net">robototh@telus.net</a> <a href="mailto:kyrsten.devonshire@gmail.com">kyrsten.devonshire@gmail.com</a>
Rockettes	Ashley Bird	<a href="mailto:Ashley.bird@yahoo.ca">Ashley.bird@yahoo.ca</a>
Raiders	Elizabeth Gillis	<a href="mailto:lizgillis@gmail.com">lizgillis@gmail.com</a>
Arc Angels	Carol Rau	<a href="mailto:caroltrau@gmail.com">caroltrau@gmail.com</a>
Silver Spurs	Trudy Holzmann on behalf of Kristyn Schmidt	<a href="mailto:Weiss_kkn@yahoo.ca">Weiss_kkn@yahoo.ca</a>
Ringers	Deb Kube	<a href="mailto:Monkeybusiness3@shaw.ca">Monkeybusiness3@shaw.ca</a>
Fusion	Susan Garrow-Oliver	<a href="mailto:sgarrow@mtroyal.ca">sgarrow@mtroyal.ca</a>
Thunder	Tanya Graham Veronica Day	<a href="mailto:tntgraham@shaw.ca">tntgraham@shaw.ca</a> <a href="mailto:veronicagday@gmail.com">veronicagday@gmail.com</a>
Rebels	Kim Arndt	<a href="mailto:Kim.arndt@shaw.ca">Kim.arndt@shaw.ca</a>
Blades	Melissa Pollard	<a href="mailto:kmkovatch@shaw.ca">kmkovatch@shaw.ca</a>
Cougars	Jeanette Bailey	<a href="mailto:Jspot8886@gmail.com">Jspot8886@gmail.com</a>
Luna-Chix	Sandi Wasyluniuk	<a href="mailto:rswas@shaw.ca">rswas@shaw.ca</a>
Blue Herons	Nicole Mclean	<a href="mailto:Nicole@elbowriver.com">Nicole@elbowriver.com</a>

#### 2. Call to Order Agenda Overview

Meeting called to order 7:10PM

- NO additions to the agenda

### 3. 2016/17 Review

- Player/Team Complaints

- The WRAC Board reserves the right to look into issues brought forth to their attention, regardless of whether a formal complaint has been filed or not. It is the Board's duty to ensure the league is a safe and fun environment for everybody involved, thus investigations may be required to ensure that.

- By-Law Review/Reminder

By-Law 3: Players

3.1 In adhering with a recreational Ringette League, teams must consist of more WRAC players than CORA C level players and a maximum of 3 registered CORA players and affiliates are allowed per roster. Goalies will be the only exception.

- ❖ Teams should not be actively recruiting CORA players onto their teams if they already have 3 CORA registered players on their roster – this includes affiliates/spares.
- ❖ No team should have CORA A or CORA B players on their roster or on their spare list.

3.3 Players must be 18 years of age as of December 31<sup>st</sup> to register with WRAC and will be on probation for one season.

- ❖ Teams should not be using spare players who are under the age of 18, regardless of their relationship to the team.

By-Law 5: Discipline Policy and By-Law 12: Discipline and Complaints Policy

For the full By-Laws, please go to [www.womensringette.ca](http://www.womensringette.ca)

- ❖ Player Code of Conduct was voted in at the 2016 AGM and all players, coaches and managers must adhere to the Code of Conduct
- ❖ Coaches, Captains and team Managers should be managing behavior on the ice
- ❖ All teams have the right to submit a complaint, concern, question, comment, and/or feedback etc. to any member of the WRAC Board without fear of retaliation
- ❖ It is strongly recommended that teams submit complaints, concerns, questions, comments and/or feedback as soon as possible, preferably within 24 hours, of the issue
- ❖ WRAC Board reserves the right to follow up on issues within the league
- ❖ Team captains should be notifying the Board if a player was ejected from a game or if a player was issued a major infraction on the ice

Minor Infractions

12.12 Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others, the Club or to the sport of ringette.

12.13 All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, staff, officials, coaches, organizers, or Club decision makers).

12.14 Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point 12). This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

12.15 Penalties for minor infractions, which may be applied singly or in combination, include the following:

- a) Verbal or written warning;
- b) Verbal or written apology;
- c) Service or other voluntary contribution to the Club;
- d) Removal of certain privileges of membership or participation for a designated period of time;

- e) Suspension from the current competition, activity or event; or
  - f) Any other sanction considered appropriate for the offense.
- 12.16 Minor infractions that result in discipline will be recorded and maintained by the Club. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

12.17 Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result in harm to other persons, to the Club or to the sport of ringette.

12.18 Examples of major infractions include, but are not limited to:

- a) Repeated Minor Infractions;
- b) Intentionally damaging Club property or improperly handling Club monies;
- c) Incidents of physical abuse;
- d) Pranks, jokes or other activities that endanger the safety of others, including hazing;
- e) Disregard for the bylaws, policies, rules, regulations and directives of the Club;
- f) Conduct that intentionally damages the image, credibility or reputation of the Club or the sport of ringette;
- g) Behaviour that constitutes harassment, sexual harassment or sexual misconduct; or
- h) Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.

#### 4. 2017/18 By-Law Updates and Proposals:

- By-Law 5: Discipline Policy and By-Law 12: Discipline and Complaints Policy

Proposed additions:

- A player will be ejected from a game for receiving ~~6 minutes in penalties~~ **more than three penalties in one game.**
- ~~○ A player will be given a one game suspension after receiving 30 penalty minutes in a season~~
- ~~○ A player will be given a 3 game suspension after receiving 40 minutes in a season and a full season suspension after 50 minutes in a season.~~
- ~~○ Encouraging the referees to call more penalties and to write up players when they are kicked out of a game~~
- The opposing team will be awarded a penalty shot when a team is assessed 7 penalties in a single game, as well as still being shorthanded for the two minutes following the penalty shot
- ~~○ Awarded another penalty shot with each consecutive penalty~~
- ~~○ Players soliciting a fight will be ejected from the game and will have automatic game/season suspensions~~

- By-Law 4: Referees (unchanged)

- NEW By-Law -WRAC Funds and corresponding Financial Statements

- Shelley and Amber will report back to the Board regarding discussion with the bank as to the feasibility of on-line banking.
- By-laws are to be created (Melanie), similar to other leagues, regarding WRAC financials, including the auditing of the books, the thoroughness of annual financial statements, as well as expenditures for the league and Board.

#### 5. Ringette Alberta and Ringette Canada

- No updates at this time

- Ringette Alberta AGM scheduled for May 5 to 7, 2017 in Red Deer – Tanya Graham will be attending

## 6. Vice-President's Report and Registration:

- In 2017, 229 players were registered.
- Deadline for team registration will be Friday October 06, 2017
- Deadline for payment of fees will be Friday October 20, 2017
- Deadline for adding players and spares to team will be Sunday December 31, 2017

## 7. Treasurer's Report

- Amber and Shelley will look into some banking changes including reduction of banking fees
- Shelley will provide the board with an Income Statement (listing revenues and expenditures) and a Financial Statement (listing assets and liabilities). These reports should show on a line by line basis revenue coming from each team in the form of registration fees and team bonds and expenditures to Ringette Alberta for team registration and all other fees and expenditures
- Teams have requested a more detailed presentation of the Financial Statements, including line by line items, for the AGM's
- ~~Teams shall be notified of all teams that are register to avoid the situation that arose this year where one team did not register with WRAC~~
- Airdrie WRAC Attack did register for the 2016/17 season, however, for future seasons team's will be notified if a team is no longer registered within the WRAC league

**SEE APPENDIX B FOR PROPOSED FINANCE BY-LAWS**

## 8. President's Report

- See 2016/17 Review

## 9. Referee Coordinator Report

- See APPENDIX A
- Motion: All teams are required to have a time keeper for all games
- Motion: WRAC Board (Melanie to draft) to send letter to all WRAC referees (those assigned by the Ref Coordinator and those independently assigned by a team) advising of WRAC rules and standards.
  - Games should be called tightly to prevent injury
  - Advise of WRAC rule adjustments
- Motion: All teams are required to provide the name and contact information for any referee that they use in their games that are not assigned by the Ref coordinator. These referees must be Ringette Alberta certified.

## 10. Election

- President – Melanie McDonald – nominated by Tanya Graham, second Sandy – Carried
- Referee Coordinator – Deb Kube – nominated by Tanya Graham, second Veronica – Carried

## 11. Omnibus Motion

- All reports and Motions be accepted: motion by Ashley and seconded by Tanya; unanimously carried

## 12. Upcoming Tournament Information

- Beers in Banff September 29- October 1, 2017 – contact Amber Bridges
- Potential tournament being arranged in Mexico, May 2018

## 13. Proposed 2018 WRAC AGM – Wednesday April 11, 2018 at 7:00 p.m.

## 14. Meeting Adjourned – 8:45 PM

### APPENDIX A

Referee Coordinator: Deb Kube - monkeybusiness3@shaw.ca

- All games assigned by the Ref Coordinator shall be assessed a \$2 per game fee – payable to WRAC prior to the start of the Ringette year on the registration form
- Referees are to be paid \$45 cash/cheque for city games and \$50 cash/cheque for rural games, prior to the start of the game
- Minimum of 72 hours' notice of cancellation of game must be provided to the coordinator through an email to [refc@womensringette.ca](mailto:refc@womensringette.ca) and text or call to the Coordinator's personal cell phone
  - In the event that the cancellation is less than 72 hours and the coordinator is unable to contact the referee, then the referee must be paid
- Teams may make arrangements for providing their own referees for their home games BUT these referees must be certified by Ringette Alberta
- For the 2017/18 season – all referee requests for games must be received at least 14 days prior to the first game of the season
- All games will have one referee assigned. If there is a request for a second referee, then the home team must request this at least 30 days prior to the game and the captain of the visiting team must also be notified.
- All game sheets must be retained by the team until April 2018. Any game sheet must be available for submission to the Ref Coordinator or any other member of the WRAC Board upon request
- If an Unsportsmanlike, Major, Match, Misconduct, Gross or Game Misconduct is assessed to a player or coach, then the game sheet must be submitted to the Ref coordinator within 24 hours via email
- ALL game sheets must be signed by the referee including printed name, upon completion of the game
- The game sheet must be legibly filled out and complete. Only those players and coaches registered with WRAC are to be listed on the game sheet and only those players and coaches are permitted at the bench or on the ice
- Referee requests must include the following game information
  - Date, time (AM or PM), Arena, Home team and Away team

## APPENDIX B

### By-Law 13: Association Finances

#### 13.1 Fiscal Year

WRAC's Fiscal Year will run May 1 to April 30.

#### 13.2 Financial Review

The books, accounts and records of the Treasurer shall be audited at least once per year by a qualified accountant or by 2 members of the Association who are not members of the Board and are elected for that purpose at the Annual General Meeting.

#### 13.3 Inspection

Detailed Financial Statements must be provided to the Board one month prior to the Annual General Meeting. The books and records of WRAC must be present at the Annual General Meeting and may be inspected by any member of the Association. The books and records can be inspected at any other time during the year by any member of WRAC upon arranging a time satisfactory to the Board. Each WRAC Board member shall at any time have access to the WRAC books and records.

#### 13.4 Recording of Transactions

Any money turned into WRAC must be receipted and signed for by the Treasurer and the transaction must be documented. Any money withdrawn from WRAC must be signed for by two members of the Board and documented. Any money withdrawn from WRAC for the purpose of reimbursement to a Board member must be signed for by two separate members of the WRAC Board.

#### 13.5 Signing Authority

The President, Vice-President and Treasurer shall have signing authority for all financial transactions conducted in the name of WRAC, employing a dual signature process.

#### 13.6 WRAC League and Board Expenses

All Board members shall be entitled to reimbursement with prior consent, for reasonable expenses incurred while engaged in business approved by the Board of Directors. All expense claims must be submitted to the Treasurer and one other Board member for approval.

##### 13.7.1 WRAC Travel and Meeting Expense Policy

- All Board members must receive approval prior to travelling or attending meetings in which they will be claiming expenses from the Treasurer and the President, or one other Board member if the President is making the request.
- For meetings that require overnight stays, the hotels will be reimbursed in its entirety. Budget and shared accommodations will be used when possible.
- When possible, meals will be reimbursed stays at:

- Breakfast: \$8.00
- Lunch: \$12.00
- Supper: \$18.00

\*If WRAC cannot afford to reimburse all meals, they will not. The member who is travelling must be aware of this beforehand.

- Fuel costs for the entire trip will be reimbursed at:
  - \$0.50 per kilometer
- Receipts and proof of purchase must be supplied to the Treasurer and one other Board member prior to reimbursements being issued.