

RSC Board Meeting Minutes
January 12, 2020
8:00pm (ADT)
Meeting via Skype

In Attendance: Erin Gillespie, Chair
Sam Ashley
Mary Kish
Jana Hamilton
Emily Whitman
Cameron Short
Sarah Dobrowolski

Regrets: Sarah Miles

Recorder: Jana Hamilton

1. Welcome and Call to Order

- The Chair welcomed the board to the meeting. The meeting called to order at 8:02pm(ADT)

2. Approval of December 1, 2019 Meeting Minutes

This item was tabled until the next Board meeting to give all Board members an opportunity to review the minutes.

3. Approval of the Agenda

Motion: To approve the January 12, 2020 Meeting Agenda as presented.

Moved by: Mary Kish

Seconded by: Sarah Dobrowolski

Carried.

4. 2019-2020 RSC Membership Registration Update

- The registrar was not available for the call, so no update was provided.

5. Treasurers Report

- The Board reviewed the following Financial Statements:
 - o Financial Statement ending November 30, 2019
 - o Financial Statement ending December 31, 2019

It was noted that, as we move forward towards the end of the fiscal year and the 2020 RSC National Championships, the RSC Board of Directors needs to discuss options for spending surplus funds to comply with not-for-profit organization best practice. The Chair noted the following items that will be expenses that were not previously budgeted for, or will be a greater expense than previously budgeted for:

- Team Manager/Head of Delegation expenses for attendance at the 2020 IJRU World Championships
- Additional expenses for Board members to attend the 2020 National Championships
- Rental fees associated with tablet use at the 2020 National Championships

- IJRU fees associated with the use of the IJRU Results system (fees to be determined from IJRU at a later date)

5.1 Financial Changes Update

5.1.2 Bank Account Change Options

Update: The Credit Union in Ontario was able to send forms to a credit Union in BC to add Emily Whitman to the account for signing authority. Steps are moving forward to ensure better board member access to the RSC account.

5.1.3 Accounting Software Purchasing

The Board has previously discussed the purchasing of an online accounting software to facilitate more precise tracking of income, expenses, and to provide the ability to provide invoices and receipts to members. The Board discussed options and the Treasurer indicated that the QuickBooks software will provide all necessary functions required by RSC. It was noted that the annual subscription allows for the invoicing and receipt function to be used. It was noted that the \$52 annual subscription only provides one user licence. It was agreed that the Treasurer would research the system more and present at the next Board meeting.

TASK: Emily to present further information on QuickBooks at the next Board meeting.

5.2 Tablet Contract Review

Previously, the Board in consultation with the individual PSO Board's, discussed developing a rental agreement with individual PSO's for the use of electronic devices to operate the IJRU scoring system at the RSC National Championships. As a result, RSC sent each individual PSO the RSC National Championships Tablet Memorandum of Understanding/Contract for Review.

The following feedback was provided by each PSO:

- Jump Rope BC:
 - o Recommended increasing the rental fee to \$30 per device, at least for the initial year
 - o Clarification on where the funds for the rental fee associated with the use of tablets come from (general operating budget vs. National Championships budget)
- ORSO:
 - o Will review the policy at their February Board meeting
 - o Upon initial review, suggest increasing the rental fee, but did not provide an exact amount
- RSANS:
 - o No objections to the contract

The Board agreed to hold off on a final decision on the document until additional feedback is received from the outstanding PSO's.

TASK: Erin to update the RSC National Championships Tablet Memorandum of Understanding with the changes provided by each PSO and the Board.

6. 2020 National Championships

6.1 2020 Annual General Meeting

The RSC Annual General Meeting will be held on Saturday May 16, 2020 at the Tournament Capital Centre in Kamloops, BC. As in previous years, the AGM will begin immediately following the completion of the competition. The four Director at Large positions, elected

biannually, will be open for election at the 2020 AGM. As per the RSC bylaws, the AGM package must be sent to the general membership no later than April 25, 2020.

The Board of Directors was reminded that the following items must be submitted to the RSC Chair no later than March 1, 2020 to facilitate compilation of review of all documents prior to their distribution to the general membership:

- Provincial Representative Reports
- Registrar's Report
- 2020 - 2021 Draft Budget
- RSC Chair's Message
- 2018-2019 RSC Reviewed Financial Statements - completed

6.2 Medal Options and Approval

The RSC National Tournament Committee (NTC) provided the RSC Board of Directors with a quote and mock-up of new medals to be purchased for the 2020 National Championships. The Board reviewed the quote and mock up and had the following suggestions for changes:

- The lanyards should say Rope Skipping Canada National Championships. The lanyard should not include the year

Emily indicated that based on communications and reviews with the company, the medals appear to be of good quality.

Motion: To approve the RSC National Medal purchase as presented by the NTC, the cost of which is subject to exchange rates on the date of order.

Moved by: Sam Ashley

Seconded by: Sarah Dobrowolski

Carried.

TASK: Emily to inform the NTC that they are approved to proceed with ordering new medals.

7. NTC Terms of Reference

The Board reviewed the updated National Tournament Committee (NTC) Terms of Reference. No changes were made.

Motion: To approve the National Tournament Committee Terms of Reference as presented.

Moved by: Sarah Dobrowolski

Seconded by: Jana Hamilton

Carried.

Note: about succession planning for the NTC and sending out Expression of Interest notice for the 2021 National Championships

TASK: Erin to post the NTC ToR on the website and send to the NTC Chair.

8. IJRU Update

8.1 Changes to RSC Rulebook

The Board reviewed the draft version of the RSC Competition Manual. The following items were discussed:

- The RSC Competition appeals form should be posted on the website
- Coach's Box

As RSC membership waivers the 2019/20 indicate athletes must not wear jewellery, this rule will be maintained for the competitions for 2020.
Note: The waiver for 2021 must be updated prior to 4.4.5 being changes within the RSC Rulebook.

It was agreed that the RSC Competition Manual should be posted as a draft to the RSC website. As the year progresses the Board will continue to review the Competition Manual and accept feedback before approval a final document.

TASK: Erin to post the RSC Competition Appeals form on the RSC website.

TASK: Erin to post the Draft RSC Competition Manual to the website.

8.2 RSC Judging Manual

The Board reviewed the updated RSC Judging Manual. It was noted that, for administrative ease, only items not found in the IJRU Judging Manual were included in the RSC Judging Manual to decrease revisions as new versions of the IJRU Judging Manual are released.

The following items were discussed:

- \$250 Fine for Non-Compliance with required number of judges
 - There are many clubs struggling to meet the judging requirements
 - The amount of the fine was discussed as being quite substantial for a National level
 - It was agreed that collaboration is important to ensure PSO's meets the judging requirements for the National Championships to ensure RSC has the required number of judges to send to the IJRU World Championships
 - It was agreed that if clubs are not able to supply sufficient judges for IJRU Worlds they will either need to find another individual to represent their club or they should not attend
- Coaches in a judging role
 - It was agreed that coaches and judges should be committing to their roles at specific competitions.
 - Technical Committee members should not be permitted to coach at any point in a tournament

It was agreed that the RSC Judging Manual should be posted as a draft to the RSC website. As the year progresses the Board will continue to review the Judging Manual and accept feedback before approval a final document.

TASK: Erin to post the Draft RSC Judging Manual to the website.

TASK: Erin to update the RSC Judging Manual to reflect the required number of judges and to reflect specific restrictions on coaches in a judge's role.

8.3 2020 World Championships Update

There has been no additional communication from IJRU regarding assistance required for the upcoming 2020 IJRU World Championships. Once additional information is received on volunteer roles, responsibilities and positions, this information will be sent to the RSC General Membership.

It was noted that IJRU contacted the RSC regarding recommendations for individuals for the Tournament Director role for the International Open Tournament. With their permission, RSC provided IJRU with two individual names that have previously fulfilled this role at the RSC

National Championships, Deirdre DeGagne and Craig van Herk. IJRU will contact these individuals directly and provide them with additional information on roles and responsibilities of this position.

8.4 RSC Worlds Qualification Policy Update

The Board reviewed the previously approved RSC Worlds Qualification Policy and discussed potential changes to the document based on recently released changes to the events being offered at the IJRU International Open Tournament (IOT). The following updates were addressed:

- Individual Events - The IOT will only offer SRSS and SRIF events. As a result, the policy should be updated to reflect this change
- Number of Entries per Event - based on the current qualification policy RSC could be looking at upwards of 250 athletes attending Worlds. This total number currently is without any additional spots being added to Worlds. IJRU has not yet confirmed when they will be opening up additional spots to countries but did confirm it would in all likelihood be prior to the National Championships.
 - The Board discussed the logistics of this number of athletes attending the competition and reviewed if the policy should be changed to include a greater number of overall spots or if it should remain the same. The Board agreed that:
 - Any additional spots awarded should be awarded to the highest placing overall athletes, individual or teams

The age divisions for the IOT must also be changed in the World's qualification policy as age categories were added.

TASK: Erin to update the RSC Worlds Qualification Policy and send to the Board for reviewed at the February Board meeting.

8.5 IJRU Results System

The Board reviewed the IJRU Results System report submitted by the NTC Chair. The following items were addressed that require Board action:

- Competitions to use the IJRU Results System prior to Nationals
 - Recommendations:
 - JRBC Speed and Power Event - February 2020
 - ORSO Speed and Freestyle Event - End of February 2020
 - RSA Master's Competition - February 2020
- NTC to confirm timeline for completion of results system and timeline for availability for use to RSC
- The Board agreed that it would be beneficial for RSC to use the system as we moved forward with the new judging system.
- RSC providing financial support for professional development and technical support surrounding the use of the results system.
 - The Board agreed that RSC could support bringing an individual from IJRU to the RSC National Championships to provide onsite support and training for the NTC
 - The Board discussed the potential for providing financial support to allow tournament committee members from neighbouring provinces to attend competitions to provide additional support for provincial championships. It was agreed that this cost should be paid by individual provinces.

It would be highly beneficial for all PSO's to use this system at provincial competitions to allow all judges to gain experience working with their devices and allow tournament organizers the chance to work with the system.

One item that remains outstanding, is the cost for use of the system from IJRU, as they have not yet provided RSC with a Memorandum of Understanding pertaining to the use of the system and the costs associated with it.

TASK: Erin to communicate with Deirdre the approval to continue working with the IJRU Results System and to confirm a timeline for implementation with IJRU.

8.6 World Championship's Team Manager/Head of Delegation Expressions of Interest

The Board reviewed the RSC World Championships Team Manager/Head of Delegation Expression of interest form. The Board discussed the following items with respect to the Expression of Interest:

- Payment of Expenses
 - Historically the RSC Team Manager received a \$500 honorarium towards their expenses related to attending the World Championships. Based on the responsibilities of this individual and that this position will attend the IJRU AGM on behalf of RSC it has been recommended that RSC pay for all expenses related to participation of this individual in the event.
- Date of Release
 - Based on the roles and responsibilities of this position, it was agreed that the individual selected for this position should be in advance of the National Championships. Based on the application deadline of February 29, 2020 it was agreed that the Expression of Interest should be distributed to the general membership on February 1, 2020.
 - Following the application deadline, the Board will review the applications and select the successful application at the March 2020 Board meeting

8.7 Team Canada Registration and Payment of Fees

The RSC Chair has confirmed the following scheduled relating to 2020 IJRU Worlds registration:

- February 1 - May 1: IJRU On-Line registration open
- March 1: Deadline for pre-registration (attendee's information and deposit of \$150 USD per person)
- March TBD: Additional competition spots opened per country publicized
- May 1: Deadline for registration

The IJRU Organizing Committee has confirmed that if RSC waits until after the National Championships to reserve tournament packages there is a high probability that there will be no accommodations remaining. As a result, the RSC Board of Director's discussed how best to reserve accommodation spots for the upcoming tournaments. The following items were discussed:

- As previously discussed, RSC could have upwards of 200 athletes attending the event. With each deposit costing \$150, that results in a deposit payment of \$30,000 that RSC would need to remit in order to reserve spots. Although, RSC has the funds currently to accommodate this, concerns were raised regarding payment of expenses leading into the National Championships that are required prior to RSC receiving the Nationals registration fees. RSC would be reserving spots and then following Nationals would allocate each spot to an athlete who qualified.
- Refund Deadline
 - The Chair of RSC has requested an extension on the refund deadline from IJRU. This was requested to accommodate any reserved spots that are not used by Canadian athletes at the event.
 - IJRU has not yet confirmed, a refund deadline with RSC

- Until the refund deadline is confirmed, there is a risk that if RSC purchases too many packages, money will be lost if they are not cancelled prior to the refund deadline
 The Board discussed sending out an expression of interest document to all clubs, for intent to attend the 2020 IJRU World Championships, Jr. World Championships and IOT. This would provide the Board with a better estimate of the number of individuals who may attend to be able to block accommodations more appropriately. The expression of interest should also include the package that they intend to purchase.
- Registration of Athletes at Nationals
 - It will be imperative, that all athletes who qualify for the tournaments being held, register and pay their registration fees at Nationals. As RSC will need to submit all payments and names of individual athletes directly following the National Championships it will be important to have 1 - 2 individuals dedicated at the event to processing World's registrations and collecting payments.
 - Challenges with the collection of payment comes as the fees are in USD and will be collected and paid out on separate days. It was suggested that all registration fees be paid in USD to avoid changes to funds received based on exchange rates.

TASK: Erin to begin creating World's registration form to be reviewed by the Board at the March Board meeting.

TASK: Erin to send out the World's Expression of interest to all clubs.

TASK: Emily to investigate the use of square or paypal to accept Worlds Registration fees.

9. RSC Provincial Promotion

This item was tabled until a future Board meeting.

10. Coast to Coast

British Columbia - no report

Alberta - Judging workshop this coming weekend

Ontario - Working toward Ontario open. Struggling with registration and results. Gym rentals have been sorted and clubs are moving forward.

Nova Scotia - Judge training and working through modules continues to be the focus. Grant approval was received for tablets.

11. New Business

- Sam will post the China Competition in February details for members to decide if they would like to go
- Erin discussed the phone conversation with the President of IJRU.

12. Old Business

12.1 Tasks from Previous Board Meetings

December 1, 2019 Board Meeting

TASK: Erin to email the General Manager regarding items that are required on a monthly basis regarding financial reporting. - **COMPLETED**

TASK: Erin to discuss with the General Manager the option of payments through e-transfer with 2 approving authorities. - **COMPLETED**

TASK: Erin to post the updated RSC Policy and Procedure Manual on the website. - **COMPLETED**

TASK: Erin to draft a contract for rental of tablets from PSO's for presentation to the Board of Directors. - **COMPLETED**

TASK: Erin to communicate the Precision Group Routine and Grands decisions to the NTC. - **COMPLETED**

TASK: Erin to send the updated NTC ToR to the Board for final review. - **COMPLETED**

September 8, 2019 Board Meeting

TASK: Erin/Sam to update the RSC Rulebook with the approved changes. - **IN PROGRESS**

April 14, 2019 Board Meeting

TASK: Sarah Dobrowolski to send information to Erin regarding the WADA Code to communicate to IJRU

13. Next Meeting

- **Sunday January 26, 2020 @ 8:00pm (ADT)**

14. Adjournment at 10:26(ADT). Motioned by Mary Kish.