



**Rope Skipping Canada**

**Saut à la Corde Canada**

## **RSC Board Meeting Minutes**

**February 11, 2018**

**8:00pm (AST)**

**In Attendance:** Sam Ashley, Chair  
Erin Gillespie  
Sarah Dobrowolski  
Deirdre DeGagne  
Jackie Ball  
Amy Cornett  
Mary Kish

**Regrets:** Russ Paton

**Recorder:** Erin Gillespie

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### **1. Welcome and Call to Order**

The meeting was called to order at 8:07pm (AST).

### **2. Approval of January Meeting Minutes**

**Motion:** To approve the meeting minutes as amended.

**Moved by:** Jackie Ball

**Seconded by:** Amy Cornett

**Carried.**

### **3. Approval of the Agenda**

**Motion:** To approve the agenda as amended.

**Moved by:** Jackie Ball

**Seconded by:** Deirdre DeGagne

**Carried.**

### **4. Financial Report**

The Financial Report was sent to all of the provincial emails. Account details were discussed. Current balance as of December 31, 2017 was \$25,483.24.

### **5. Tournament Committee Update**

Deirdre provided an update regarding the Tournament Committee and the planning for the 2018 National Championships. The RSC Board confirmed that 16 athletes will be competing at the 2018 National Championships from China. The tournament committee asked for clarification regarding the potential acceptance of athletes from the USA for the 2018 National Championships. The potential inclusion of these athletes was discussed. It was noted that it is normal practice for RSC to accept athletes from outside of Canada, provided the competition can accommodate them. It was agreed that, RSC will accept athletes based on first come, first served basis. The club survey that was



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distributed regarding intention to compete at the 2018 National Championships indicates that approximately 283 athletes intend to attend Nationals. A maximum number of total athletes was discussed. It was agreed that a reasonable maximum would be 350 athletes. Accommodations at the venue (dorm rooms) will also be available on a first come, first served basis.

An update was provided regarding the tournament committee's concern over the costs associated with First Aid. It was agreed that individuals certified in Emergency Care (life threatening emergencies) and First Aid was a requirement for the event. There was discussion regarding the potential for RSC to contribute to the costs associated with training individuals within the organization in emergency first responder training in the future.

The number of ribbons remaining on hand and the number required to be ordered was discussed.

The gym is currently booked until 6:00pm on Monday May 21 for the athlete camp. It was decided that the gym should be booked until 8:00pm to ensure adequate time for the completion of the event, camp and teardown.

The fines associated with teams/provinces not providing enough judges was discussed. The current requirement is 1 full time judge for both speed and freestyle per 5 athletes.

On behalf of ORSO, Brad expressed a concern regarding RSC taking over the hosting of the National Championships. The reasons behind RSC taking the lead on the National Championships was discussed. It was noted that, RSC will be fiscally responsible for the operation of the National Championships to ensure delivery standards are consistent from year to year, despite the changing of hosts.

**TASK:** Mary to explore securing medical personnel (ex. Certified EMT) for the 2018 National Championships.

**TASK:** Mary to order the required number of medals for the 2018 National Championships.

## **6. Policy & Procedures Manual**

The updated Policy and Procedure Manual was discussed. There were no further updates at this time to the Policy and Procedure Manual. The updated version of the Policy and Procedure Manual was accepted and will be posted on the RSC website before the March 2018 board meeting.

**TASK:** Erin to provide the updated Policy and Procedure Manual to Sam for posting on the RSC website.

## **7. Strategic Plan**

The updated Strategic Plan was discussed. It was agreed that RSC should communicate the Strategic Plan to the membership. Additionally, when communicating the Strategic Plan to the membership RSC will ask for expressions of interest for individuals who are interested to be involved in executing the Strategic Plan. All of the tasks associated with the Strategic Plan will be assigned and discussed at the March 2018 board meeting.

**TASK:** Erin to update the Strategic Plan for publication on the RSC website.

**TASK:** Erin to assign the Strategic Plan tasks and communicate to the Board once completed for further discussion.



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#### **8. Minimum Coaching Requirements**

The Minimum Coaching Requirements were discussed. It was discussed that the Criminal Record Check be valid for 3 years. The RSC Board accepted the Minimum Coaching Requirements as presented to be communicated to the RSC Membership.

**TASK:** Erin to prepare the Minimum Coaching Requirements for publication on the RSC website.

**TASK:** Minimum Coaching Requirements to be communicated to membership via email and posted on the RSC website.

#### **9. Review of RSC Waiver and Medical Policies**

Questions were raised regarding the collection of the RSC Waiver and the possible consequences if the waiver is not completed in full. The potential for having the RSC Waiver as part of the registration form was discussed, however the validity of this method of collecting waivers was questioned. Further information is required from the injury lawyer regarding the online collection of the waiver.

**TASK:** Sarah to speak with the injury lawyer regarding the online collection of the waivers.

#### **10. Sanction Form**

The use of the Sanction Form was discussed. It was discussed that sanction numbers should be provided to those who submit Sanction Forms. It was agreed that the Sanction Number will be the same as the row number in the google form (ex. Row 1 = Submission 1 = Sanction number 001). RSC will provide sanction numbers back to the host organizations/club as forms are submitted.

**TASK:** Sam to post the link for the Sanction Form on the RSC website.

#### **11. Recreational Instructor Training Proposal**

Liz (creator of the program) would be willing to join an RSC Board call to discuss the information and program she has developed. Full information is required in order for the RSC Board to approve the Recreational Instructor Training Proposal. The potential for a partnership with Jump Rope, to allow RSC Members to receive a discount on ropes and engage in cross promotion was discussed. It was agreed that RSC would not engage in an exclusive partnership but would partner with Jump Rope.

**TASK:** Sam to communicate with jumprope.com regarding developing a promotion for RSC and its members.

#### **12. 2019 Nationals Hosting**

Rope Skipping Alberta has agreed to host the 2019 National Championships. Written confirmation is required from Rope Skipping Alberta regarding their acceptance. Communication to Rope Skipping Alberta will also include the hosting requirements which outlines the province's responsibilities as well as RSC's responsibilities.

**TASK:** Sam to send communication to Rope Skipping Alberta for final written confirmation that they will host the 2019 National Championships.

#### **13. Research Study Update - Urinary Incontinence in Female Rope Skipping Athletes**

The results of the research study were presented. Impacts that the research study has on rope skipping



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that RSC should consider, include the re-evaluation of Triple Unders as an event and educational resources for coaches/clubs on pelvic floor exercises. It was recommended that a physiotherapist provide information to RSC members regarding pelvic floor exercises and the benefits they pose for rope skippers.

#### **14. New Business**

##### **14.1 Insurance**

This item was tabled until the next meeting.

##### **14.2 Scoring File**

The new scoring file is being tested. There are still some minor issues that are being worked on. A final version should be made available soon.

#### **15. Coast to Coast**

**BC** – Various records days across the province are taking place in the next coming weeks. All results will be compiled. Many community events have been taking place over the past few weeks/months.

**Alberta** – Rope Skippers in Calgary were recruited for a study at the U of C regarding the use of KT Tape and ankle stability/mobility. The Alberta Team Competition was hosted on February 3 and 4 with good attendance from across the province. The Masters Competition will be hosted in Calgary on March 3 and 4.

**Ontario** – Ontario Open was hosted on February 3 and 4 with approximately 160 athletes. Provincials will be hosted in April. Teams continue to participate in many community events. A Quebec Rope Skipping club attended the Ontario Open.

**Nova Scotia** – Mini Rec Workshop/Competition will be hosted in the coming weeks. Provincials will be hosted at the end of March. Ellory provided a judging clinic to the province in January.

#### **16. Old Business**

##### **13.1 Tasks from Previous Board Meetings**

**TASK:** All provincial representatives to send out the expression of interest for Judges Focus Group to PSO's and clubs within the provinces. – **COMPLETED**

**TASK:** Deirdre to convert the Direction Expression of Interest Form to a google form to be sent out to provinces. – **COMPLETED**

**TASK:** Deirdre to create the expression of interest for Athletes intending to attend the World Championships and the expression of interest for the Team Canada Head Coach. – **COMPLETED**

**TASK:** All Board members to review the Recreational Instructor Training Proposal and provide feedback at the February meeting. – **IN PROGRESS**

**TASK:** Mary to request to see the full content of the Recreational Instructor Training program for the Board to review.

**TASK:** Amy to communicate to Alberta regarding the use of sport flooring. – **COMPLETED**



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**TASK:** Erin to update the Policy and Procedure Manual with the changes related to the membership year – **COMPLETED**

**TASK:** Communication to be sent to Provincial organizations regarding requests for insurance certificates. All information must be resent when requesting an insurance certificate. – **COMPLETED**

**TASK:** The Board to discuss and decide the possibility of changing membership year for Rec members to align with Full members. – **COMPLETED**

**TASK:** Erin to continue to review the strategic plan and resolve comments and finalize formatting. – **COMPLETED**

**TASK:** Board of Directors to determine who should be responsible for tracking the Sanction forms. – **COMPLETED**

**TASK:** The Tournament Committee to review the Organizing Guidelines and update to provide a first draft to the Board of Directors for review. – **IN PROGRESS**

**TASK:** All Board of Directors to send their Fundraising ideas to Erin to compile and present to the Board. – **COMPLETED**

**TASK:** Mary to inform the Board once the testing on the new program is complete. – **IN PROGRESS**

**TASK:** Sam to send video/animation ideas to Che to begin the process of developing the media to be used. – **COMPLETED**

**TASK:** Erin to transfer the requirements for a coach to be in good standing from the Strategic Plan to the Policy and Procedure Manual. – **COMPLETED**

**TASK:** All Board members to review the updates to the Policy & Procedure Manual prior to the January 2018 meeting. Next meeting (January) motion to accept the Policy and Procedure Manual as presented. – **COMPLETED**

**TASK:** Deirdre to send the 2017 Nationals financial report to all Directors. - **COMPLETED**

**TASK:** Assign Strategic Plan action items at the January 2018 meeting of the Board of Directors. – **IN PROGRESS**

## **17. Next Meeting**

March 11, 2018 @ 8:00pm (Atlantic)

## **18. Adjournment**

**Motion:** To adjourn the meeting at 10:56pm (AST)  
**Moved by:** Deirdre DeGagne  
**Seconded by:** Mary Kish  
**Carried.**