



**Ontario Speed Skating Association**  
**Minutes of the Annual General Meeting held May 14 – 15, 2011**  
**at Otonabee Inn, Peterborough, Ontario**  
**Hereinafter cited as AGM-11**

1. Welcome

at 10:00am on May 14, 2011, Graham Wilkins, President, welcomed delegates to the Ontario Speed Skating Association's (OSSA) 2011 Annual General Meeting and called the meeting to order.

2. Confirmation of Delegates

A roll call was conducted of the members and voting delegates present. There were forty-seven (47) club delegates and five (5) voting directors. Twenty-seven (27) votes were needed to have a majority on any subsequent votes.

3. Agenda

**MOTION AGM-11-01:** Moved by Don Clarke, seconded by Rocky Lamontagne, that the agenda previously distributed and printed on page two of the reports package for the 2011 OSSA Annual General Meeting be approved.

Discussion regarding adding new items at new business. Website will be reviewed between items 8 & 9.

Motion Carried.

4. Minutes – 2010 OSSA Annual General Meeting

**MOTION AGM-11-02:** Moved by Laurel Rockwell, seconded by Gail Bouchette that the minutes of the 2010 OSSA Annual General Meeting held on May 29 – 30, 2010 be accepted.

Motion Carried.

5. President's Report

Great strength shown by our clubs this season not only in registration numbers, but also the manner in which our members faced challenges such as the new race format. Hats off to technical committee for their efforts running "a meet within a meet" at provincials and trying to sort that out with such late information. It prepared our skaters for participating at the Canada East meet, unlike other provinces that didn't embrace it and were not.

It also speaks well for our organization that registration numbers were so high and provided a financial influx.

Great take up by our members to participate in officials and coaches clinics. Members took advantage of upgrade opportunities as well. It's clear from club reports that we need more coaches, more coach training and more ice time.

Special thanks to Laura Woodall for the work with Special Olympics. We put out a request to our clubs to host these skaters and many responded. Thank you!

There has been a contingent liability on our books regarding a former employee of OSSA. All we were able to report in past is that it was an existing possible unresolved liability. The liability was in the form of a Human Rights Tribunal of Ontario complaint, but we can now report that we have reached a settlement with the Morrison family. It took five years to resolve and there were costs related to the lawyers. The details of the settlement were mostly private, but one part was a letter of regret that we have been asked to distribute which has been circulated. This has been an ongoing issue for Mr. Wilkins as a board member for five years and it was a very difficult and sobering issue. OSSA needs to be responsible employers. The settlement that was mutually acceptable between OSSA and the Morrison family.

**MOTION AGM-11-03:** Moved by Cindy Van Lierop, seconded by Jocelyn Bérard that the President's report be accepted.

Motion Carried.

6. Vice President Finance and Administration Report

Will review report and financial statements, followed by amendments.

- Very significant growth in our membership. – 7% increase compared to last year including special event. Excluding special event growth was 30%. This allowed us to move from under 2000 to over 2500 and we will have 8 instead of 6 votes at the SSC AGM.
- Reviewed chart of ordinary members by province. Quebec has significant growth, we were matching up with BC until about 2



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years ago when we started increasing. Lots of clubs with significant growth – Toronto 250% (check that figure). Learn to skate programs and lots of ice made this happen. London 87, Hamilton 71, Durham 63 Milton...etc (all in report.)

- Significant financial implications, consult page 9 of financial statements.
- Major revenue sources: Ministry grants, base, sport for more, merchandise sales, donations, sponsorship are other possible sources. We are working to sell off merchandise. It was up this year related to grants such as high school sport for more and trillium grant. There are some items we will sell to clubs, but custom ordered goods are not something we'll be doing in future.
- Expenditures include salaries and benefits, professional fees, other admin & finance, club and member development, other technical expenses, marketing expenses.
  - Professional fees are up due to settlement.
  - Request to have officials line item broken out in audited financial statements for 2012.
  - What's in other technical expenses: includes ODC, registration fees for athletes going to meets,
- Reviewed operational section of statements – top of pg. 2. Also reviewed operating fund at bottom of page 2.
  - Looked at balances in different funds.
- Look at balance sheet, pointed out fund balance section of balance sheet. Reviewed net worth of OSSA, almost back to place we were worth before financial crisis.

**MOTION AGM-11-04:** Moved by Stephen Arnold, seconded by Ian Overman that the 2012-2011 financial statements be accepted.

Motion Carried.

**MOTION AGM-11-05:** Moved by Steve Arnold, seconded by Gail Bouchette that Graham Mathews be our auditor for the 2011-2012 season.

Motion Carried.

- Reviewed change to special event category and wanted to again bring to the attention of the group the introductory member category to ensure clubs are using both properly. Reviewed the definition of special event member. Note that it's a one-time only use. If you are doing an introductory program for four or five sessions and the participants are registered as special event members we are not protected by our insurance coverage.
  - The cost to a club for a special event member is \$5.
  - Is it possible to submit to submit a spreadsheet of special event members to the OSSA office once a year rather than putting them into the SSC database. Yes it's possible, but then OSSA staff will have to enter it. The database is cumbersome for the registrars. SSC promised us when the database was created that it would be improved each year, but that hasn't happened.
  - Do special event members really need to be registered in the database? Possibly not.
  - Perhaps ask SSC for a batch registration option.
  - Regarding introductory members, it's worked well for Ottawa, but if a person wants to do the program again for a second time do they have to be upgraded to a different member category – yes. In Gloucester they did not have a problem converting people to a recreational member when they asked to do the intro program a second time.
  - Roger mentioned an option they have in Markham to buy insurance from the city and then they don't need to register special event members at all, the city policy then covers open houses or one-time events.
  - The Lakefield club owns property and that is why they have their own coverage for liability purposes which covers what would normally be their special event type participants.
  - A special event skater can participate in one event, but if the event is a multiple day event it is still just one event.
  - Mike Murray – is it possible that we can get an OSSA policy for one time usage rather than registering special event members. This would be a blanket policy for all clubs. Possibly no cost or a small extra cost.
  - London Special Olympic skaters are regular club members and pay the same fees to OSSA as other members and therefore have the same rights as all members, including the right to skate at ability meets. They have a challenge



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with a skater who is able to integrate into races, but can't wear a proper speed skating helmet, per our rules they must wear a speed skating helmet and this skater cannot. They wear a specific, custom made hockey helmet – how can we get that approved. Need to make a special request to OSSA to have this permitted and documented and then it can be approved. This will not permit hockey helmets for everyone.

- Jacky says bike helmets are not ok. Are hockey helmets acceptable for practice? Must come out with a statement on what helmet is ok for practice and what is needed for racing.
- SSC is reviewing their helmet regulations and perhaps they can take the special Olympic special requirements into consideration.
- Laurel Rockwell would like it to be clear, we get a lot of adoption due to the fact that people can wear hockey and bicycle helmets.
- Reviewed the changed definitions for competitive and recreational skaters. Based on this we would have only had about 200 competitive skaters based on this. We only pay \$5 per person for recreational skaters, but pay \$20 for competitive skaters.
  - We would no longer require an ability skater to change to a competitive skater if they were accepted to Ontario Cups. That trigger would only occur if a skater qualified for a meet such as Canada East Championships.
  - Note, this may change back after the SSC AGM.
  - Lori doesn't need to check the registration list at provincials, those people had to be registered to have qualified.
  - We will need to provide a list of examples to clubs of when a skater is a competitive skater – September is too late for that publication – check with Joanne when she “needs” it.
  -

7. Amendments

**MOTION AGM-11-06:** Moved by David Stewart, seconded by Cindy Van Lierop that the amendment to regulation #1.02 of the By-Law, found on page 59 of 2011 Annual General Meeting (AGM) Report, be accepted.

Motion Carried.

**MOTION AGM-11-07:** Moved by David Stewart, seconded by Rocky Lamontagne that the amendment to regulation #12.04.1 of the By-Law, found on page 60 of 2011 AGM Report, be accepted.

Motion Carried.

**MOTION AGM-11-08:** Moved by David Stewart, seconded by Jocelyn Bérard that the amendment to regulation #9.03.2 of the By-Law, found on page 61 of 2011 AGM Report, be accepted.

Motion Carried.

**MOTION AGM-11-09:** Moved by Stephen Arnold, seconded by Gail Bouchette that the amendment to regulation #9.03.1 of the By-Law, found on page 62 of 2011 AGM Report, be accepted.

Motion Carried.

At this time an additional delegate joined the meeting increasing the vote count to forty-eight (48) club delegates and five (5) voting directors. Twenty-seven (27) votes required to have a majority on any subsequent votes.

**MOTION AGM-11-10:** Moved by Stephen Arnold, seconded by Gail Bouchette that the amendment to Annex A1 of the Information Manual, found on page 63 of 2011 AGM Report, be accepted.

Discussion:

- Did not have a skaters representative this season. Did not receive applications.
- Did the Director of Sport Development became Executive Director – no, Executive Director was added. Clarified the



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changes between the two charts.

- Did have a contract employee in the “Director of Sport category”, but was it was defined by grant that was paying for the position so it’s not a permanent position and is currently vacant.
- The secretary was not on the previous chart, this represents a rule that already exists in our by-laws.

Motion Carried.

**MOTION AGM-11-11:** Moved by Stephen Arnold, seconded by Will Wallace that the amendment to Annex A2 of the Information Manual, found on page 65 of the 2011 AGM Report, be accepted.

Motion Carried.

**MOTION AGM-11-12:** Moved by Stephen Arnold, seconded by Will Wallace that the amendment to Annex A4 of the Information Manual, found on page 69 of the 2011 AGM Report, be accepted.

Discussion:

- We pay less for recreational skaters with new SSC category definitions, so is there a need to raise that cost? While our expenses drop, our revenues also drop.
- Members concerned about revenues being down and their fees, concerned that they won’t be able to afford this change.

Proposed amendment, moved by John Pillar, seconded by Janet Mason, that the competitive member fee be \$95, and the recreational member fee be \$80.

Discussion:

- Maximum entry fee one day or two day: we aren’t finding hosts for two day meets.

Proposed amendment, moved by Jacky Shoebridge, seconded by Mark O’Donnell, that the max entry fee for one day be \$45.

Discussion:

- Regarding the entry fee, cost to club is an \$11 difference per skater to clubs for one day vs two day competition, but a \$20 difference in the revenue. Cost to for families to attend meets is rising due to cost of gas. Understand that some clubs pay a lot for ice and that’s difficult to accommodate.
- Will Wallace suggests a base rate and then based on ice rate can increase that number.
- Desmond Preudhomme notes that Toronto only charged 55 last year, no one charged the max last year. Toronto cannot host at 45, possibly not even at 50.
- Need to consider cradle cost, some clubs take advantage of that. Club sets this fee, not OSSA.
- Platinum meet is under 100 skaters, so the platinum category should be an entry fee not a sanction fee.
- Delegates noted that these numbers changed based on budget last Tuesday, but the information was published on April 21<sup>st</sup>. They would like these rules out sooner and perhaps make a note “Subject to revision when these are posted.”

Motion Tabled. Will bring it back with the budget discussion.

**MOTION AGM-11-13:** Moved by Gail Bouchette, seconded by Patty Clarke that the amendment to Annex A7 of the Information Manual, found on page 71 of 2011 AGM Report, be accepted.

Proposed amendment, moved by Gail Bouchette, second by: Patty Clarke That date be changed to be date submitted, a line is added for latest revision date, that the note regarding deadlines to office and deadline to posting proposal to change by-laws indicate that it must be in by 60 days prior and posted 21 days prior.

Amendment carried.



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Motion Carried.

At this time an additional delegate joined the meeting increasing the vote count to forty-nine (49) club delegates and five (5) voting directors. Twenty-eight (28) votes required to have a majority on any subsequent votes.

**MOTION AGM-11-14:** Moved by Stephen Arnold, seconded by Gail Bouchette that the addition of Section H to the Information Manual, found on page 74 of 2011 AGM Report, be accepted.

Discussion:

- This policy is for OSSA volunteers only and OSSA covers cost. This is not for club volunteers. We were at risk not having something like this.

Proposed amendment, moved by Dale Coolidge, seconded by Darryl Rowsell that police records checks be good for one year only.

Discussion:

- There are significant challenges regarding wait times and finger prints. Will need to work with that, particularly tough with coaches.
- A check good for one year is basically good for two years.

Amendment defeated.

Discussion:

- “conviction” is a broad term, perhaps we can make some distinctions? Unfortunately the details of a conviction are not provided on a positive record check so we cannot make distinctions and it would be difficult to draw that line anyway.
- Put notice on coach form so that they get their CRC on time.

Motion Carried.

**MOTION AGM-11-15:** Moved by Stephen Arnold, seconded by Jocelyn Bérard that the addition of Annex C4 to the Information Manual, found on page 78 of 2011 AGM Report, be accepted.

Discussion:

- What happened with the logo contest – our existing logo won!
- Give a blanket permission letter to all clubs.

Motion Carried.

**MOTION AGM-11-16:** Moved by Stephen Arnold, seconded by Will Wallace that the addition of Annex B10 to the Information Manual, found on page 79 of 2011 AGM Report, be accepted.

Discussion:

- Change wording to “up to \$3000” and include long track camps. Carried

Motion Carried.

**MOTION AGM-11-17:** Moved by Dave Stewart, seconded by Cindy Van Lierop that the amendment of regulation #B9.06 of the Information Manual, found on page 80 of 2011 AGM Report, be accepted.



**Ontario Speed Skating Association**  
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Motion Carried.

**MOTION AGM-11-18:** Moved by Dave Stewart, seconded by Cheryl Wilson that the addition of regulation #B9.07 to the Information Manual, found on page 81 of 2011 AGM Report, be accepted.

Motion Carried.

**MOTION AGM-11-19:** Moved by Dave Stewart, seconded by Rocky Lamontagne that the amendment of Annex E1 of the Information Manual, found on page 82 of 2011 AGM Report, be accepted.

Motion Carried.

**MOTION AGM-11-20:** Moved by Dave Stewart, seconded by Rocky Lamontagne that the amendment of Annex E2 of the Information Manual, found on page 82 of 2011 AGM Report, be accepted.

Motion Carried.

Vice President Technical Programs report

- Third year in this role, tough year with changes.
- Committee is responsible for technical bulletin and it's becoming a very stable document.
- Addition of long and short vice track roles was excellent.
- Would like more long track people on technical committee and would like a masters representative as well.
- Committee worked well, did a lot of meetings and votes via email and there was no animosity in committee
- Some clubs ran bronze level meets, ie. Markham/Newmarket meet. Gloucester and Quinte really embraced the fun element. Good for younger kids, skating for time is not the only thing. Do not have to be sanctioned, but can be.
- Regional/silver level was a success in many ways, but also a failure as they had to cut a lot of kids. Suggestion has been that OSSA has to hold more meets, but it's the clubs that have to host more meets. Biggest impediment to more meets is more officials so we need to train them.
- Ontario Cup series ran well, were at or close to the maximum limits. "Calling up" skaters from below the line works, but must draw limits on that so we don't have safety issues.
  - Skaters only had to attend one Ontario Cup meet, three counted to points. Works well, reduced byes.
- Need to put limits on number of skaters at regional and Ontario Cup meets. Will review with final ranking list. Want kids to get ice, don't want officials to be on the ice for ten hours.
- Had two platinum meets this year, one hosted by Gloucester for CWG short track selections, and FPVQ hosted us for CWG long track selections. Held annually, one year for OWG, one year for CWG and then one year for our top skaters to be introduced to this level of competition.
- Provincial Short track championships; the week before provincial championships we were still waiting for clarity from SSC on how the Canada East meet would be run so we could structure our provincial championship to match. SSC changed this the night before our provincials. Apologize for this, but was out of our hands. Glad we waited though as our skaters and officials were extremely prepared for the Canada East Championships where others were not. SSC also changed the way they were running Canada East the day before that meet.
- Honest mistake was made when they named winner of Kit Jarosz trophy as the Committee only considered the meets with electronic timing. When the mistake was discovered we took time to do the research to ensure right person got it. Apologies to the skaters for the error. Award will be presented at Ontario Cup 1.
- Canada East championship – didn't know how to run it until we were running it. Top Quebec officials relied on Ontario officials to figure out what was happening. Thank you to entire Toronto club for taking that on. We did well.
- Nationals were in Montreal. We did not fill all of our spots as we did not meet minimum times for some ages/genders.
- Canadian Long Track Championships, real challenge for our skaters as we did not hold a long track meet. So had to set criteria for qualifying. Ended up offering it to anyone that had been registered for Sault Ste. Marie or had skated long track this



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season. Was a great experience for the skaters.

- Ian Overman accepted an opportunity to discuss long track. Sault Ste Marie and Ontario have a heritage of providing great skaters for Canada, such as Kevin Scott, Kristina Groves, Christine Nesbitt, Martin Corbett, and Connor McConvey. Currently Ontario has Richard MacLennan on national team. Ontario also provides long track coaches. Ultimately Ian would like to bring to the attention to the slow decline of long track in Ontario. Both LT meets cancelled this season, one due to weather and one due to low skater registration. Over last five years there are about 10 fewer skaters registering for these meets. Lots of new members, but mainly represented by short track clubs. Proposal to this group is that they encourage their skaters to try long track. For instance, give the long track camp a try. LT only runs in January and in recent years has had to compete with short track. It used to be that short track stopped at Christmas and didn't start again until early February. That is no longer the case. Growth in Ontario is not happening north of Barrie. We do not have clubs in North Bay, Timmins or other northern areas. Sault members have to travel a minimum of eight hours to go to any meet in Ontario, as do people who travel to the meet in the Sault, but Ian challenges clubs to do that. Ian realizes that they are trying to reduce the competition conflicts between short and long track and knows that it's difficult.
- Jacky Shoebridge added that her kids did long track and really enjoyed it, despite both being high performance short track skaters. Remembers getting on busses to go to Sault Ste Marie and having a great time. Feels it is really important for clubs to encourage their skaters to try it.
- Laurel Rockwell agrees that there hasn't been a focussed effort from clubs to move away from short track to long track, but has a hard time moving their kids to long track in that time frame because there are short track competitions at the same time.
- Note, you can skate long track on short track skates, just have to put the blade in the middle
- Kendra Elliott added that she also did both and her long track memories are cherished. Loved the bus trips. Really valued the experience she received from long track.
- Cost is not that prohibitive.
- Janet Mason would like more information available to clubs about long track, for instance didn't know you had to move the blade, didn't know you could use short track skates, didn't know you could go to the camp. Would love to see OSSA organize a bus.
- If the Sault ice isn't used for competition the city will stop putting it in.
- At the national training centre in Calgary the short trackers train on a long track, even during the season and the opposite is true of the long trackers training on the short track.
- Need the top skaters to set an example for the younger ones.
- Members would like to see OSSA create a poster to advertise long track and make it available for the clubs. We will do that and advertise the entire season.
- Ian would like OSSA to request that SSC not compress their long track season to five weeks. Could hold North Americans and Canadians later in February. North Americans are held in covered oval and could be held much later. Work to extend the season for the lower level skaters.
- Dave Stewart continued his report commenting on next season, notes that we aren't going to consider potential changes until we hear from SSC what their plans are for next season. Technical Committee will not waste time making plans until we hear from SSC.
- In consideration of last year, OSSA will be posting surveys, one general one, one for those at provincials and one for those that skated at nationals. Just looking for feedback. In past we asked for emails, this year we want surveys so that trends are easier to identify.

**MOTION AGM-11-21:** Moved by Mariska Vergeer, seconded by Larel Rockwell that the Vice President Technical Programs report be accepted.

Motion Carried.

Break until Sunday.

Resume Sunday at 9:00am



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The number of present delegates was revised to include forty-five (45) club delegates and five (5) voting directors. Twenty-six (26) votes were needed to have a majority on any subsequent votes.

8. Statistician's Report

**MOTION AGM-11-22:** Moved by Don Clarke, seconded by Adele Couchman that the Statistician's Report be accepted.

Discussion

- Records need to be on website
- Add records list to meet coordinators package
- Ensure list is updated in information manual
- Perhaps provide Certificate for record setters

Motion Carried.

9. Approval of Club Reports

**MOTION AGM-11-23:** Moved by Will Wallace, seconded by Dave Stewart that the Club Reports be accepted.

Discussion:

- Marg Oliveira: There was not enough information out about junior trials and meets like it and she will be putting together a package for clubs to use as guidance for their athletes to know what they need to do to prepare.
- Jocelyn Bérard: What do we do with what we learn in these reports – there are obvious trends. Board reviews it and looks to see what they can do to address those issues.
- Graham Wilkins notes that we don't always agree with what is said, but where there are trends we work to address them.
- Kitchener-Waterloo wanted to add that athletes at international children's games and they really enjoyed it, was a tremendous opportunity
- Laura Woodall thanks all that helped her with Special Olympic initiatives this year.
- Cindy Van Lierop had not heard about international childrens games, on the committees, had not received any information about it. Adele Couchman clarified that the city runs it, it doesn't go to all clubs, depending on seasons different clubs are invited to participate and the kids pay for it themselves. This is not an SSC or OSSA initiative, it's community based. Don Clarke added that the International Childrens Games are a community based multi-sport event. You don't represent Canada or Ontario, your community sends you. Who is invited changes depending on who is hosting, and other factors. Skaters there from Korea, US. Not necessarily your best skaters, opportunity for lower level skaters.
- Graham Wilkins noted that communications are better, website is better and if you have something going on that you think might be of value to the members of the association tell us and we can share it.

Motion Carried.

10. Coaches and Officials

- Thank you for adopting this position!
- Officials committee was run by Doug Flynn. Doug has done an awesome job. He fully spent his budget and accomplished a lot with it. We now have enough officials to run a meet without having to import officials from outside of the province
- Really need to work on developing our coaches. Need to run clinics, make them available. Do a better job of communicating to coaches for going to provincial meets, make it clear who's responsible for what with respect to participating in out of province meets.
- Intends to provide information on how to challenge a course.
- Brief explanation by the Executive Director of the different courses.
- Commented that it seems like SSC made it more difficult, but they made it better and to turn out better coaches we need to train them at a higher standard.
- We also have professional coaches in Canada and we need to ensure that they meet a certain standard as well.
- Gerald Ouimette felt that he was not prepared to take the course when he took it, the bar is so high that participants are lost.





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- Developing coaches has to be a priority. Regardless of spending on ice or facilities, if you don't have coaches you don't have skaters.
- Need to host another Introduction to Competition A & B course.
- Possibly have expert coaches travel to the different meets to act as mentors to coaches, ie. Dave Morrison & Mike Rivet.

**MOTION AGM-11-24:** Moved by Ron Richards, seconded by Rocky Lamontagne that the Vice President Coaches and Officials Report be accepted.

Motion Carried.

11. Marketing Report

- Roger feels his role is related to declining revenues from grants and merchandise by acquiring sponsorships and donations.
- Feels that there is a lot of opportunity considering all of the Olympic medals speed skating wins
- We are also a clean sport, no drug or violence scandals so companies should feel comfortable associating their name with ours.
- 14 clubs received a \$1000 grant from Intact and they will be doing that program again next year.
- If clubs have parents of skaters who are in a position to influence sponsorship please let us know.
- Wants to have an intern from a community college
- Invite a marketing professional to receive a commission to acquire sponsorship on our behalf.
- There is a facebook page for the Ottawa oval that is viewed around the world and we are invited to post items there.
- Put fundraising suggestions on our website – ie boston pizza.
- Possibly have naming rights for events.
- Need better exposure and can get that with the live race streaming.
- When Clarington did provincials they went to their community for sponsors, must be careful that we don't impose rules of exclusivity on them that would be too onerous. Desmond view is that it's worth exclusivity as it supports us all. Possibly sponsor money provides something to host grant as well.
- Make sure we do our homework before taking anything on so that we don't cause conflicts by not giving enough notice.
- Perhaps make rules about what OSSA can get sponsorships for and what the clubs can approach sponsors on.
- Timing is everything, need to have a lot of notice.
- The most interested company that London had contact with was Boston Pizza.
- Existing merchandise inventory – please consider buying from OSSA before approaching anyone else.
- New better website.
- Have a sale to move stale inventory.
- Have a package offer for clubs for 'safety items'. Will go on website, a few handouts today to split profits of a few items that clubs will want to have on hand in September.
- Suggested generic speed skating clothing items.
- A couple of clubs, London & Toronto, put streaming video on their websites of meets – well done!
- Toronto also has a YouTube channel. Suggest that OSSA do that for the Ontario Cups. Invite a college class to do the work for free.
- Publicity – let us know your media contacts.

**MOTION AGM-11-24:** Moved by Alex Perrie, seconded by Bonnie Mack that the Vice President Marketing Report be accepted.

Motion Carried.

12. New Business

The discussion of MOTION AGM-11-12 regarding the amendment to Annex A4 of the Information Manual, found on page 69 of the



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2011 AGM Report continued.

Steve Arnold presented a base case sample with zero change and highlighted the following:

- -6% of members = -6% of revenues
- Increase competitive fee to \$100, recreational to \$80 = +5%
- Clubs switch skaters from competitive to recreational with \$100 & \$80 fees = +1%
- Competitive +\$5, recreational + \$5, some switch from competitive to recreational = +0
- A few other examples provided.
- There is concern that we don't know what SSC is going to do.

Proposed amendment moved by John Pillar, seconded by Dave Ord to set the Competitive member fee at \$95 and the recreational member fee at \$80.

Amendment carried with 28 votes for.

**MOTION AGM-11-25:** Moved by Don Clarke, seconded by Ron Richards that competition fees be discussed separately.  
Carried.

**MOTION AGM-11-26:** Moved by David Stewart, seconded by Cheryl Wilson That the competition fee for a platinum two day be changed to a maximum entry fee as it is an individual entry fee, not a sanction fee.  
Carried

**MOTION AGM-11-27:** Moved by David Stewart, seconded by Ron Richards that competition fees be accepted as printed on page 70 of the 2011 AGM report.

Discussion:

- Why is there a maximum? To try to keep fees reasonable, there has always been a maximum.
- Ron Richards believes that no one charges the maximum just because they can, they try to keep it reasonable and cover their costs. Most people charge within \$5 of each other. No one charged \$60 last season.
- Mike Murray would like to see some sort of tie in to the number of times a skater gets to race at a meet, for instance if a meet is over subscribed. Perhaps consider how we can do this for next year.
- Parents don't want to pay \$50 to go race only 2 races. Jacky Shoebridge suggested that skaters like that should go to the mini-meet.
- Do we need to add a cradle max entry fee – it should be for mini meets. Most clubs do it for free.
- Put this to the technical committee to create some guidelines.

Proposed amendment moved by Desmond Preudhomme and seconded by James Browne that a zero fixed fee for cradles is added to the fees schedule.

Amendment Carried.

Motion carried to keep sanction fees the same.

- Medals, passed around samples. Note, that clubs are meant to pay for provincial medals. Every year the club asks right before the meet that we pay for the medals, the answer is no. The group needs to be aware of it.
- Mike would like to motion that there is an extra \$5 charged for provincials to cover medals, was not supported.
- No one wants to order from OSSA when it costs \$10 and they can get it somewhere else for \$5. They should always be the same for a provincial medal for consistency, they like that. The issue is the cost, needs to be more reasonable.
- OSSA should be in business of setting a standard. Suggesting OSSA provide Ontario cup medals also
- Recommended supplier for all clubs.
- Gail suggests that we recommend the supplier and anyone can get provincials medals anywhere – group says no.



**Ontario Speed Skating Association**  
**Minutes of the Annual General Meeting held May 14 – 15, 2011**  
**at Otonabee Inn, Peterborough, Ontario**  
**Hereinafter cited as AGM-11**

Calendar:

- Long track isn't going to change much
- Short track is going to change still in negotiation
- Some clubs don't have ice yet; some clubs have already had to book theirs.
- Other problem this year from last year is that our special meet is in March (OWG) rather than December (CWG Trials).
- Eastern is really early due to when ice was available.
- This year it will be important that eastern skaters skate the east and western skaters skate in the west.
- Three Ontario cups before Christmas
- Gone to 7 western ability meets.
- Concerned that we don't have an eastern Ontario cup
- Concerned that we don't have a host for provincials.
- Regional championships are in Kitchener. Need to really look at it as it's becoming really big. Looking at ways to restrict entry. Minimum number of regional meets skated for instance.
- Send dates/availability to Jacky
- Jacky will be distributing this newer calendar via email shortly. Versions have dates on the top to indicate newest version.
- Will allow some overlap for Kingston ladder meet.
- Please add columns to add bronze level meets.
- Where is line of east vs west – Clarington and Durham is in the east?

Camps

- Kitchener-waterloo hosting camp again this summer for 5-12 year olds – novices/beginners, at RIM park. August 20-23.

Ron Richards noted that OSSA can't yet make a decision about where the east/west line is drawn. Suggests that before that decision is made there needs to be consultation with the affected clubs so that they have an opportunity to comment on it and ensure that the technical committee knows how it will affect those clubs. There is a lack of clarity of who can go where, it seemed to change throughout the year and they would just like it to be really clear at the beginning of the year. Please be sure that it is open for discussion before a hard line is drawn.

The question was asked: Does OSSA have guidelines of where skaters can join a club geographically related to where they live?

- No; some clubs have their own rules, ie. Oakville can only have Oakville residents due to city ice contract requirements.
- Should we have RTCs we might create rules about it.
- Cambridge has a guest skater policy that they enforce strictly.
- Milton had a skater leave their club and just spoke to that skater to understand why and that person is welcome back in future.
- How is OSSA going to respond to new minimum standards from SSC that are going to be put forward at their SSC AGM? OSSA's approach – they are guidelines, SSC cannot enforce them for anything other than SSC sanctioned meets. Further to that, they are too onerous and we intend to ask them to have different guidelines for different sets of circumstances. Including consideration for size and velocity.
- Cambridge – July camp deadline is extended until May 31<sup>st</sup>.
- Cindy Van Lierop asked about a London press article inviting people to join a speed skate program in Aylmer ON and if OSSA is aware of it. OSSA has had some discussion with a city recreation department employee trying to begin a program.

13. Elections

The number of present voting delegates was revised to include forty-two (42) club delegates and zero (0) voting directors. Twenty-three (23) votes were needed to have a majority on any subsequent votes.

Nominations committee: Rhonda Mulcahy acted at the chair, additional support by Dave Ord & George Simpson.

Slate of candidates presented:



**Ontario Speed Skating Association**  
**Minutes of the Annual General Meeting held May 14 – 15, 2011**  
**at Otonabee Inn, Peterborough, Ontario**  
**Hereinafter cited as AGM-11**

**President** (two year term): Graham Wilkins

**Vice President Coaches and Officials** (one year term): Patti Pokol

**Vice President Marketing** (two year term): Roger Buxton

**Vice President Technical** (two year term): Dave Stewart

**MOTION AGM-11-28:** Moved by Adele Couchman, seconded by Will Wallace, that the slate of candidates be accepted to form the OSSA Board of Directors.

Motion Carried.

Note – one vacancy at the Vice President Development position – please contact us if interested in this position!

14. Adjournment

**MOTION AGM-11-29:** Moved by Don Clarke, seconded by Laurel Rockwell that the meeting be adjourned.

Motion Carried.



**Ontario Speed Skating Association**  
**Minutes of the Annual General Meeting held May 14 – 15, 2011**  
**at Otonabee Inn, Peterborough, Ontario**  
**Hereinafter cited as AGM-11**

**Attendees - Ontario Speed Skating Association Annual General Meeting**

( V ) = Voting Delegate

Name	Club	May 14	May 15
Mike Allen	Barrie	( V )	( V )
Dave Ord	Brampton	( V )	( V )
Evert Steenge	Brampton	( V )	( V )
David Hickman	Cambridge	( V )	( V )
Mark Miyasaki	Cambridge	( V )	( V )
Mariska Vergeer	Cambridge	( V )	( V )
Dale Coolidge	Clarington	✓	✓
Ron Richards	Clarington	( V )	( V )
Cheryl Wilson	Clarington	( V )	( V )
Darryl Rowsell	Durham	( V )	( V )
JoAnne Swaine	Durham	( V )	( V )
Kendra Elliott	Gloucester	( V )	( V )
Julie Fortier	Gloucester	( V )	( V )
Lisa Kluge	Gloucester	( V )	( V )
Laurel Rockwell	Gloucester	( V )	( V )
Michael Murray	Hamilton	( V )	( V )
Pierre Lavallee	Kingston	( V )	( V )
Greg Clark	Kitchener-Waterloo	( V )	( V )
Don Clarke	Kitchener-Waterloo	( V )	( V )
Patty Clarke	Kitchener-Waterloo	✓	( V )
Adele Couchman	Kitchener-Waterloo	( V )	✓
Alex Perrie	Kitchener-Waterloo	( V )	( V )
Jacqueline Shoebridge	Kitchener-Waterloo	✓	Absent
Katie Cunningham	London	( V )	( V )
Janet Mason	London	( V )	( V )
Cindy Van Lierop	London	( V )	( V )
Nicole Van Lierop	London	✓	✓
Nick Beck	Markham	( V )	( V )
Jocelyn Bérard	Markham	( V )	( V )
Lisa Liew	Markham	( V )	( V )
James Browne	Milton	( V )	( V )
Vanessa Browne	Milton	✓	✓

Name	Club	May 14	May 15
Rhonda Mulcahy	Newmarket	✓	✓
Diane Simpson	Newmarket	( V )	( V )
George Simpson	Newmarket	( V )	( V )
Mark O'Donnell	Oakville	( V )	Absent
Matthew O'Donnell	Oakville	( V )	Absent
Gail Bouchette	Ottawa	( V )	( V )
Marion Chase	Ottawa	( V )	( V )
Kathie Gauthier	Ottawa	( V )	Absent
Kosta Hatzis	Ottawa	( V )	( V )
Rocky Lamontagne	Ottawa	( V )	( V )
Bonnie Mack	Ottawa	( V )	( V )
John Pillar	Ottawa	( V )	( V )
Simon Barker	Peterborough	( V )	( V )
Dave Clements	Quinte	( V )	( V )
Beth Wismer	Quinte	( V )	Absent
Richard Wismer	Quinte	Absent	( V )
Ian Overman	Sault. Ste. Marie	( V )	Absent
Barb LeBlanc	St. Lawrence	( V )	( V )
Gerald Ouimette	St. Lawrence	( V )	( V )
Cam Boyd	Toronto	( V )	( V )
Jackie Engholm	Toronto	( V )	( V )
Desmond Preudhomme	Toronto	( V )	( V )
Jeanne Preudhomme	Toronto	✓	( V )
Graeme Tickner	Toronto	( V )	( V )
Will Wallace	Toronto	( V )	✓
Stephen Arnold	OSSA	( V )	( V )
Jacqueline Deschenes	OSSA	✓	✓
Roger Buxton	OSSA	( V )	( V )
Patti Pokol	OSSA	( V )	( V )
David Stewart	OSSA	( V )	( V )
Graham Wilkins	OSSA	( V )	( V )



## APPENDIX 2 – PROPOSED AMENDMENTS

**SECTION HEADING Article 1 Definitions and  
Interpretation (By-law No. 5)**

**REGULATION # 1.02**

**PAGE NO.2**

**TITLE: N/A**

**EXISTING REGULATION (EXACT WORDING)**

1.02 "Affiliated Club" means any speed skating club or in-line skating club organized within a specified geographical region in Ontario for competitive speed skating, recreational long blade skating, long distance and marathon skating and/or in-line skating, and accepted for affiliation with the Association by resolution of the Board of Directors.

**PROPOSED AMENDMENT (EXACT WORDING)**

1.02 "Affiliated Club" means any speed skating club or in-line skating club organized within a specified geographical region in Ontario for competitive speed skating, recreational long blade skating, long distance and marathon skating and/or in-line skating, and accepted for affiliation with the Association by resolution of the Board of Directors. A new club may not be granted affiliation without the prior approval of the OSSA Board of directors, with input from the existing area clubs.

**RATIONALE**

The statement "A new club may not be granted affiliation without the prior approval of the OSSA Board of directors, with input from the existing area clubs." was a motion made at the 2010 AGM and it needs to be incorporated into our policies.

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**



**TITLE: N/A**

**EXISTING REGULATION (EXACT WORDING)**

12.04.1 The Technical Committee is composed of the Vice-President Technical Programs Administration, the Skater's Representative and not more than an additional five (5) Ordinary Members of which the Official's Development and Coaches Development Committees shall nominate one member each respectively. The Vice President shall appoint the additional three (3) Ordinary Members to the Technical Committee.

**PROPOSED AMENDMENT (EXACT WORDING)**

12.04.1 The Technical Committee is composed of the Vice-President Technical Programs Administration, Vice-Chair Short Track, Vice-Chair Long Track, the Skater's Representative and not more than an additional five (5) Ordinary Members of which the Official's Development and Coaches Development Committees shall nominate one member each respectively. The Vice President shall appoint the additional three (3) Ordinary Members to the Technical Committee.

12.04.2 The Vice-Chair Short Track and Vice-Chair Long Track shall be an Ordinary member who is appointed by the Vice President Technical Programs and hold office from the termination of the meeting at which he/she is selected until the next Annual Meeting or until his/her successor is elected or appointed.

All following item numbers would adjust to allow for the insertion of this particular amendment. I.e. 12.04.2 becomes 12.04.3 and so on.

**RATIONALE**

The trial positions of Vice Chairs for short and long track worked well and should become a permanent part of the association.

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**



**SECTION HEADING Election of Directors (By-law #5)**

**REGULATION # 9.03.2**

**PAGE NO. 12**

**TITLE: N/A**

**EXISTING REGULATION (EXACT WORDING)**

9.03.1 The Voting Delegates at the Annual Meeting shall elect by separate vote an Ordinary Member or Independent Member for each of the following five (5) positions:

- (a) Director and President;
- (b) a Director and Vice President Administration and Finance;
- (c) a Director and Vice President Development;
- (d) a Director and Vice President Marketing;
- (e) a Director and Vice President Technical Programs Administration;

**PROPOSED AMENDMENT (EXACT WORDING)**

9.03.2 The Voting Delegates at the Annual Meeting shall elect by separate vote an Ordinary Member or Independent Member for each of the following six (6) positions:

- (f) Director and President;
- (g) a Director and Vice President Administration and Finance;
- (h) a Director and Vice President Development;
- (i) a Director and Vice President Marketing;
- (j) a Director and Vice President Technical Programs Administration;
- (k) a Director and Vice President Coaching and Officiating;

**RATIONALE**

The trial position of Vice President Coaching and Officiating worked well and should become a permanent part of the association.

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**





**SECTION HEADING Election of Directors (By-law #5)**

**REGULATION # 9.03.1**

**PAGE NO. 12**

**TITLE:**

**EXISTING REGULATION (EXACT WORDING)**

9.03.3 The Voting Delegates at the Annual Meeting shall elect the Directors and officers of the Association save and except an individual who is ex officio a Director and save and except the Secretary of the Association. Directors are elected for a two-year term. In odd years, the President, the Vice President Technical Programs Administration and the Vice President Marketing are elected. In even years, the Vice President Administration and Finance and the Vice President Development are elected.

**PROPOSED AMENDMENT (EXACT WORDING)**

9.03.3 The Voting Delegates at the Annual Meeting shall elect the Directors and officers of the Association save and except an individual who is ex officio a Director and save and except the Secretary of the Association. Directors are elected for a two-year term. In odd years, the President, the Vice President Technical Programs Administration and the Vice President Marketing are elected. In even years, the Vice President Administration and Finance, Vice President Coaching and Officiating and the Vice President Development are elected.

**RATIONALE**

The trial position of Vice President Coaching and Officiating worked well and should become a permanent part of the association.

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**



**SECTION HEADING Annex A1 (Information Manual)**

**REGULATION # n/a**

**PAGE NO. 9**

**TITLE: OSSA Organisational Chart**

**EXISTING REGULATION (EXACT WORDING)**

See attached labelled “current”

**PROPOSED AMENDMENT (EXACT WORDING)**

See attached labelled “proposed”

**RATIONALE**

Update the structure to include the new Board member, and current staff job titles as well as adding the Vice Chairs long and short track.

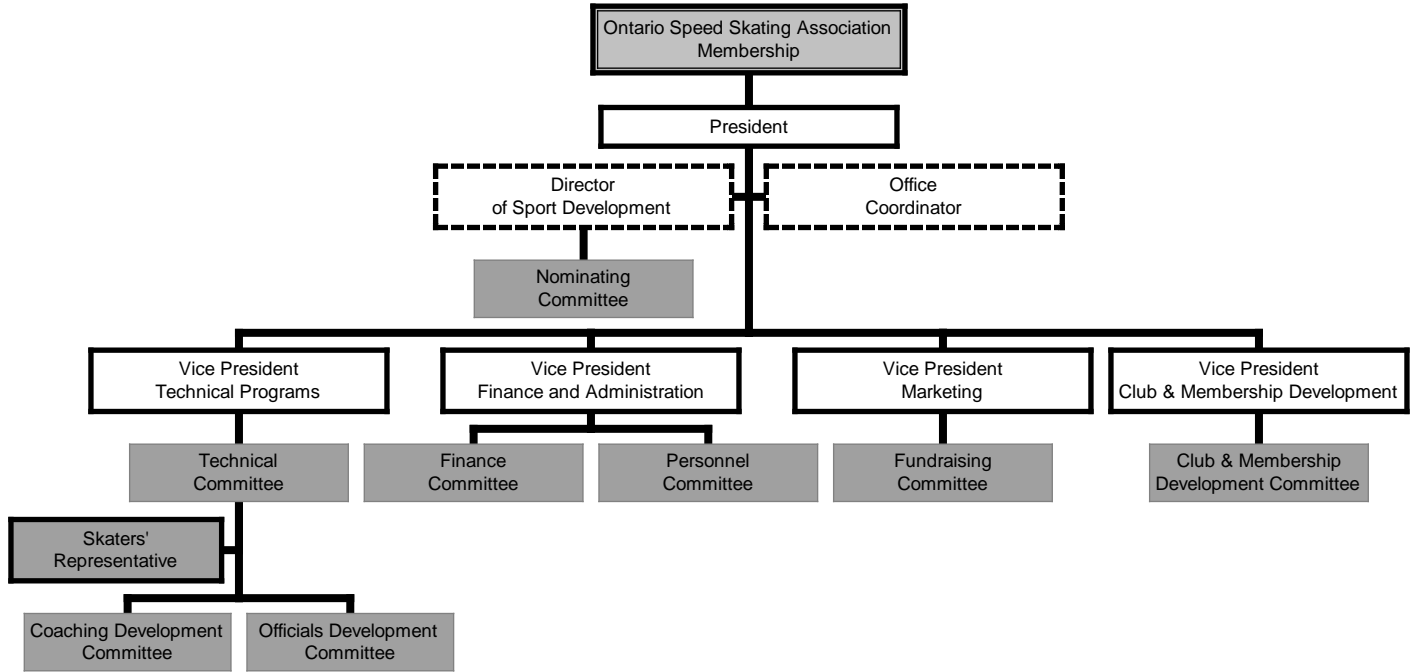
**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**



**Ontario Speed Skating Association**  
**Minutes of the Annual General Meeting held May 14 – 15, 2011**  
**at Otonabee Inn, Peterborough, Ontario**  
**Hereinafter cited as AGM-11**

Annex A1: OSSA Organisational Chart - CURRENT

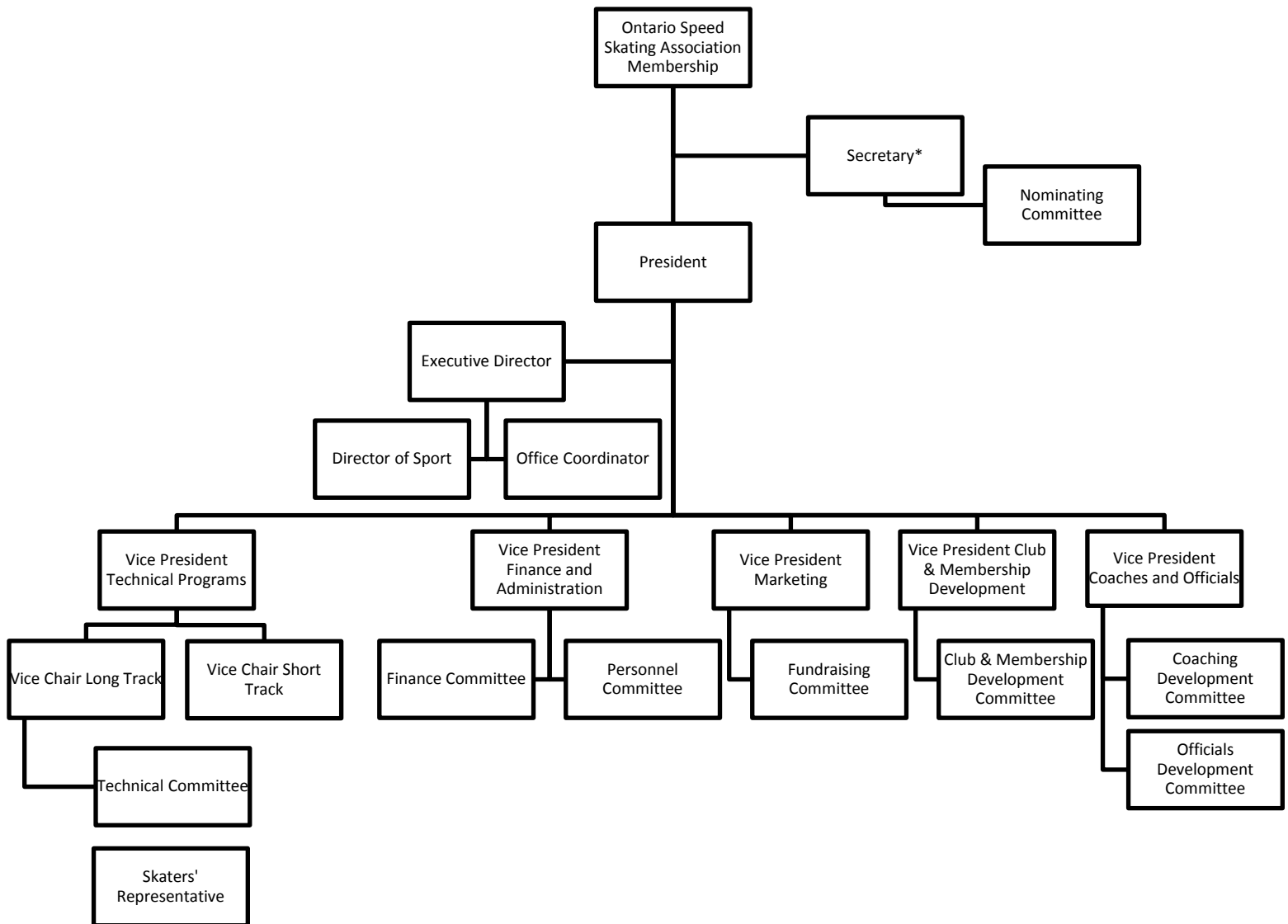


The Board reports directly to the membership at the Annual General Meeting or Special Meeting



**Ontario Speed Skating Association**  
**Minutes of the Annual General Meeting held May 14 – 15, 2011**  
**at Otonabee Inn, Peterborough, Ontario**  
**Hereinafter cited as AGM-11**

Annex A1: OSSA Organisational Chart - PROPOSED





Note: The Board reports directly to the membership at the Annual General Meeting or Special Meeting  
\*The Secretary reports directly to the membership at the Annual General Meeting or Special Meeting, but is appointed by The Board.

**SECTION HEADING Annex A2 (Information Manual)**

**REGULATION # 6, 7, 8**

**PAGE NO. 11**

**TITLE: Job Descriptions, Board Structure**

**EXISTING REGULATION (EXACT WORDING)**

**None currently existing**

**PROPOSED AMENDMENT (EXACT WORDING)**

**VICE-PRESIDENT COACHING AND OFFICIATING**

6. is responsible for the development and welfare of coaching and officiating throughout the Province, working closely with the Coaching Development Committee Chair, Officials Development Committee Chair and clubs to assist them achieving this goal

1.in conjunction with the aforementioned Chairs, develops the budget for the Coaching and Officiating Development Committees prior to the incoming fiscal year

2.liaises, as required, with SSC

3.oversees the activities of the Coaching Development Committee

4.oversees the activities of the Officials Development Committee

**7. Executive Director Job Description (see attached)**

**8. Office Coordinator Job Description (see attached)**

**RATIONALE**

If the 2010-2011 trial position of Vice President Coaching and Officiating becomes part of the Board of Directors going forward a job description should be in place for the position. There was also a request to add staff job descriptions to the information manual.

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**



## **EXECUTIVE DIRECTOR**

### **POSITION DESCRIPTION**

The Ontario Speed Skating Association's strategic approach is athlete centered and coach driven with its administration designed to support that approach. Within this context, the Executive Director is responsible to the Board of Directors for the operational leadership and management of the Association.

### **REPORTING AND RESPONSIBILITIES**

The Executive Director reports through the President to the Board of Directors of the Ontario Speed Skating Association. The Executive Director reports to the portfolio Vice-Presidents with respect to the implementation of portfolio policies and programs.

Responsibilities include management of the office staff, liaising with internal and external stakeholders, technical support, financial management, fundraising, the marketing of speed skating and speed skating merchandise, the formation of new clubs, membership growth and such other duties, as may be assigned from time to time, related to the effective and efficient administration of the Association.

### **KEY ACTIVITIES**

Performs the duties of an Executive Director of the Association by being responsible for:

- Organizing and managing the affairs of the Association in conjunction with the President and the portfolio VPs including:
  - i. Adherence to the administrative mechanisms detailed in the Association's By-law, Information Manual and Office Manual
  - ii. Organizing, attending and participating in meetings of the Board and the members
  - iii. Communicating and distributing accurate information to the Association's Board of Directors and members
  - iv. Maintenance and development of the Association's website and newsletter
  - v. Identification and implementation of new and appropriate office systems and policies
- Management of the office staff including:
  - i. Responsibility for the Office Coordinator, Director of Sport and other staff
  - ii. Preparation of job descriptions and management of the hiring process
  - iii. Administration of the personnel policy detailed in the Office Manual including performance evaluations
- Maintaining positive relationships and liaising with, and communicating and



**Ontario Speed Skating Association**  
**Minutes of the Annual General Meeting held May 14 – 15, 2011**  
**at Otonabee Inn, Peterborough, Ontario**  
**Hereinafter cited as AGM-11**

distributing accurate information to, internal and external stakeholders including:

- i. Federal, provincial and municipal governments and officials in Ontario
  - ii. Speed Skating Canada and other member branches of SSC
  - iii. Association's club executives and members
  - iv. Media including newspapers, television, public relations and relevant internet sites
  - v. Professionals such as accountants, auditors and lawyers
- Technical support by:
- i. Acting as staff liaison to, the Coaching Committee, Officials Committee and Technical Committee and coordinating meetings and conference calls
  - ii. Safeguarding databases provided by the Coaching Committee, Officials Committee, and Technical Committee of coaches, officials and athlete results respectively within OSSA files.
  - iii. Appropriate issuance of race sanctions and athlete registrations and contracts per OSSA policies.
- Club and membership development by:
- i. Ensuring that the V-P Club and Membership Development is assisted in executing other activities designed to encourage the growth of membership in Ontario
  - ii. Implementing club and membership development programs and policies established by the Club and Membership Development Committee for the identification, establishment, and growth of new and existing clubs
- Financial management of the Association including:
- i. Preparation and everyday management of the annual budget
  - ii. Approval of cheque requisitions
  - iii. Appropriate payment of expenses and invoices
  - iv. Monthly reporting to the Board on the financial status of the Association
  - v. Club and member registration statistics
  - vi. Management of insurance policies including liability, accident, property and directors and officers liability
  - vii. Management of securities such as GICs and money market funds
  - viii. Liaising with the VP Finance and Administration to ensure the smooth and efficient operation of the Association's administrative and financial procedures
  - ix. Cooperation and supportive interaction with the auditor in the annual audit process
- Fund-raising by providing support to the President and Vice President Marketing in the:
- i. Preparation and submission of grant applications and reports to the Ministry of Health Promotion and Sport, the Trillium Foundation, private foundations and other granting agencies and organisations
  - ii. Conceptualization and execution of fundraising initiatives such as lotteries
  - iii. Achievement and maintenance of corporate partnerships and sponsorships



- Support of the VP Marketing, the Marketing Committee in the:
  - i. Implementation and administration of marketing initiatives
  - ii. Profitable selling and the inventory management of OSSA merchandise

#### **QUALIFICATIONS**

- An undergraduate degree in sport management or business.
- Proven management experience
- Demonstrable financial and budget skills
- Analytical capability and imaginative creativity
- Experience in a provincial, national or international sport system
- Excellent team player with strong organisational and interpersonal skills who enjoys dealing with people and the public
- Self starter with the ability to prioritize tasks and work well under the pressure of deadlines
- Willingness to travel through the Province of Ontario
- Experience in speed skating is an asset

#### **LOCATION**

- The office of the Executive Director will be located at the head office of the Ontario Speed Skating Association situated in Lakefield, Ontario

#### **RENUMERATION**

- Salary is commensurate with experience and qualifications of the successful applicant and competitive with sport management positions of similar responsibilities and expectations.

Updated March, 2011

### **OFFICE COORDINATOR**

#### **POSITION DESCRIPTION**

The Ontario Speed Skating Association's strategic approach is athlete centered and coach driven with its administration designed to support that approach. As such, the Office Coordinator is responsible to the Executive Director for the efficient administration of the Ontario Speed Skating Association (OSSA) office.

The Office Coordinator is also the day-to-day face of the Association in terms of communications with its various stakeholders. As such, the Office Coordinator plays an important role in the experience that members of affiliated clubs, customers for OSSA merchandise and representatives of support and related organizations have when they interact with the OSSA office.





## **SUMMARY**

The Office Coordinator reports to the Executive Director.

Duties include the general administration of the OSSA office, preparation of the monthly budget statements, timely preparation of internal and external reports, the profitable selling of OSSA merchandise, and such other duties, as may be assigned from time to time by the Executive Director.

### **KEY ACTIVITIES:**

Responsible for general office management, activities include but are not limited to;

- Regular mail, email and telephone correspondence and maintenance,
- Ensuring timely, accurate and appropriate actions are taken when responding to communications from various stakeholders including, but not limited to, clubs, parents, coaches, OSSA committee and board members, officials of the Ministry of Health Promotion and Sport, Speed Skating Canada, Sport Alliance of Ontario and other Branches of Speed Skating Canada,
- Maintenance of OSSA filing system,
- Website updating, including timely posting of race registration forms and results,
- Invoicing, shipping and receiving,
- Merchandising,
- Office systems backup and maintenance,
- Office security and safety,
- Submission of entry forms for quota or restricted events,
- Ensuring that athletes participating in an OSSA sanctioned events are appropriately registered prior to that event,
- Following up with OSSA sanctioned meet hosts to ensure that the post-meet package is returned to OSSA,
- OSSA member registration activities, including timely club membership billing, accurate and correct registration of members by clubs,
- Processing and tracking registrations for clinics,
- Completion of employment forms and records and wage and salary payments and government remittances,
- Bank reconciliations, accounts receivable and payable reviews,
- Regular bookkeeping tasks including preparing bank deposits, cheque requisitions, monthly financial statements and assistance with year-end audit requirements,
- Control of inventory of merchandise and office supplies, and,
- Work plan Summary Chart.

Updated March, 2011



**SECTION HEADING Annex C4 (Information Manual)**

**REGULATION # n/a**

**PAGE NO. 54**

**TITLE: Annex A4**

**EXISTING REGULATION (EXACT WORDING)**

See attached

**PROPOSED AMENDMENT (EXACT WORDING)**

See attached

**RATIONALE**

Update fees to reflect changes in membership categories

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**

Club Fees - Affiliation (see Note 1)	2008-09	2009-10	2010-11	2011-12
10-50 members	260	260	300	300
51-100 members	310	310	350	350
101-150 members	360	360	400	400
151-200 members	410	410	450	450
201+ members	460	460	500	500
Liability and sport accident insurance	210	210	220	220



**Ontario Speed Skating Association**  
**Minutes of the Annual General Meeting held May 14 – 15, 2011**  
**at Otonabee Inn, Peterborough, Ontario**  
**Hereinafter cited as AGM-11**

<b>Membership Fees (see Note 2)</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
Competitive skater	80	80	90	100
Recreational skater	70	70	75	80
Family (minimum 4 family members)	200	200	220	220
Associate, Associate-Coach, Associate-Official (see Note 3)	25	20	20	20
Independent skater	105	105	115	115
Independent associate	--	--	25	25
Introductory member (see Note 4)	--	--	25	25
Student introductory (see Note 5)	--	--	50	50
Special event (see Note 6)	5	5	5	5
<b>Competition Fees</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
Sanction fee (club)				
Platinum Two day (Note 7)	--	--	125	125
Two day	95	95	100	100
One day	80	80	85	85
½ day (check-in fee is waived)	45	45	45	45
<b>Maximum entry fee per individual (Note 8)</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2010-11</b>
Two day	55	60	80	80
One day	55	50	60	60
Check-in fee per individual (Note 9)	3.85	4.00	4.25	4.25



**SECTION HEADING Annex A7 (Information Manual)**

**REGULATION # n/a**

**PAGE NO. 17**

**TITLE: OSSA Regulations Amendment Form**

**EXISTING REGULATION (EXACT WORDING)**

See attached labelled “current”

**PROPOSED AMENDMENT (EXACT WORDING)**

See attached labelled “proposed”

**RATIONALE**

Update the form, make it easier to use with correct headings.

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**



## Annex A7: OSSA Regulations Amendment Form – CURRENT

<b>SECTION HEADING</b>	<b>REGULATION #</b>	<b>PAGE NO.</b>
<b>TITLE:</b>		
<b>EXISTING AMENDMENT (EXACT WORDING)</b>		
<b>PROPOSED AMENDMENT (EXACT WORDING)</b>		
<b>RATIONALE</b>		
<b>DATE:</b>		
<b>SUBMITTED BY:</b>		
<b>PROPOSAL MUST BE RETURNED TO THE OSSA OFFICE NO LATER THAN 60 DAYS PRIOR TO THE AGM</b>		
<b>(Administrative Regulations - Article A3)</b>		

### NOTES

1. The exact wording of the proposed amendment must be provided.
2. All proposed amendments will be screened in accordance with the Article 3A of the Administrative Regulations.
  - The Vice-President, Administration & Finance in accordance with Article A3.04 will screen proposed amendments to Section A- Administrative Regulations;
  - The Technical Committee in accordance with Article A3.05 will screen proposed amendments to Section B – Competition Regulations.
3. If more space is required, please continue on a separate page.



## Annex A7: OSSA Regulations Amendment Form – PROPOSED

<b>DOCUMENT TO BE AMENDED (i.e. By-law):</b>	
<b>SECTION HEADING:</b>	<b>REGULATION #</b>

<b>TITLE:</b>
<b>EXISTING REGULATION (EXACT WORDING)</b>
<b>PROPOSED AMENDMENT (EXACT WORDING)</b>
<b>RATIONALE</b>
<b>DATE:</b>
<b>SUBMITTED BY:</b>
<b>PROPOSAL MUST BE RETURNED TO THE OSSA OFFICE NO LATER THAN 60 DAYS PRIOR TO THE AGM (Administrative Regulations - Article A3)</b>

### NOTES

1. The exact wording of the proposed amendment must be provided.
2. All proposed amendments will be screened in accordance with the Article 3A of the Administrative Regulations.
  - The Vice-President, Administration & Finance in accordance with Article A3.04 will screen proposed amendments to Section A- Administrative Regulations;
  - The Technical Committee in accordance with Article A3.05 will screen proposed amendments to Section B – Competition Regulations.
3. If more space is required, please continue on a separate page.



**SECTION HEADING Section H (Information Manual)**

**REGULATION # n/a**

**PAGE NO. 90**

**TITLE: OSSA Screening Policy**

**EXISTING REGULATION (EXACT WORDING)**

None

**PROPOSED AMENDMENT (EXACT WORDING)**

See attached Screening Policy Document

**RATIONALE**

Create a formal screening policy for Ontario Speed Skating Association provincial level volunteers.

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**

## **SCREENING POLICY**

Objective and Purpose

Screening of personnel and volunteers is an important part of providing a safe and healthy environment among sport organizations which provide programs and services to youth. Ontario Speed Skating Association (OSSA) is responsible for doing everything reasonable to provide a safe and secure environment for it's members.



The purpose of screening is to identify individuals within OSSA who pose a risk to children or youth and to provide members and employees of OSSA an environment free from harassment and abuse.

#### Policy Statement

OSSA requires individuals who will act in an official capacity on behalf of the Association, to complete a screening process which is based on the level of risk the position involves. Not all personnel affiliated with OSSA will be required to undergo screening through a Criminal Record Check including a vulnerable sector check, as not all positions pose a risk of harm to OSSA or its members.

#### Screening Risk

The Ontario Speed Skating Association Board of Directors will determine the risk and screening standard for each position within the organization based on but not limited to the risk assessment below.

**High Risk:** Positions where individuals have regular contact with the athletes and / or have power over the athlete's sport career. Identified high-risk positions within the organization include but are not limited to Coaches, Staff, and Support Staff.

**Medium Risk:** Positions where individuals usually only have contact with the athletes when others are present, and / or make decisions about the athletes within the context of rules and or policies. Identified medium risk positions within the organization include but are not limited to the Board of Directors, the Technical Committee and Officials.

**Low risk:** Positions where individuals have little contact with the athlete and / or decision-making is organizational based (not directed at the individual) within context of existing policies and guidelines. Identified low risk positions within the organization include but are not limited to Committee members (other than Technical Committee).

Specific persons who will be subject to screening through a Criminal Record Check including a vulnerable sector check are those who work closely with athletes who are minors and who occupy positions of trust and authority within OSSA programs. Such “designated positions” include:

- a) All individuals in paid staff positions;
- b) All persons affiliated with provincial teams, whether paid or volunteer;





- c) All staff persons, board members and volunteers involved in the delivery of developmental programs including camps and clinics; and
- d) Any staff person, board member or volunteer appointed to accompany an OSSA team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.

It is OSSA's policy that:

1. All "designated positions" will have a job description including a clear set of guidelines about appropriate behaviour and conduct.
2. The recruitment process for all "designated positions" may involve:
  - a. Requiring the candidate to complete an application form for the position;
  - b. Interviewing the candidate for the position. An interview may include, but is not limited to the following activities:
    - i. Explaining the process to the applicant
    - ii. Establishing a safe environment for the applicant
    - iii. Describing the job, ensuring the applicant has a copy of the job description and understands it.
    - iv. At least one interviewer shall record the applicant's responses to the questions. This documentation must be kept and filed with the office.
    - v. Look for attitudes towards children, other people and the sport that do not fit with those of the organization.
  - c. Checking a minimum of two references, one of which will be specific to working with children or youth.
  - d. Criminal Record Checks with vulnerable sector checks will be mandatory for all persons in "designated positions". OSSA will reimburse for the cost to complete a Criminal Record Check including vulnerable sector check when required to take on an OSSA position.
3. OSSA will not knowingly fill a "designated position" with a person who has a conviction for an offence.
4. A person in a "designated position" will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance.
5. It should be ensured that the individual knows where to find and clearly understands OSSA policies, especially any related to the athletes.
6. Screening continues throughout the period of an individual's involvement with OSSA. Ongoing observation on behalf of the organization is a must - the responsibility does not end once the person is in place. Part of the ongoing screening process may include annual formal feedback sessions, as defined within their job description.
7. If a person in a "designated position" subsequently receives a conviction for, or be found guilty of, an offence, he/she will immediately report this circumstance to OSSA.
8. Failure to participate in the screening process as outlined in this policy will result in one of the following:
  - a. Ineligibility for the "designated position".



- b. An individual elected to a position may be asked to resign by the President or delegate. In the case where an individual may decline to resign the Board of Directors may replace the person with some who can meet all the screening steps until the next election.
- c. Where an individual is appointed to a position, the appointment may not be offered.

#### Procedure

1. Each person subject to this policy will apply for and obtain a Criminal Record Check including a vulnerable sector check (CRC-VS) at their local police detachment or using online services approved by OSSA.
2. Each person subject to this policy will submit the original copy of their CRC-VS to the Executive Director of OSSA at the head office, in an envelope marked “Confidential”.
  - a. Paid staff members will submit the original copy of their CRC-VS to the Vice President Finance and Administration of OSSA to his or her home address, in an envelope marked “Confidential”.
3. The Executive Director will review all CRC-VSs received and will determine whether the CRC reveals an offence. Should an offence be revealed the Executive Director will inform the Board of Directors and will notify the person of its decision in writing. The original copy of the CRC-VS will be returned to the person who supplied it.
  - a. The Vice President Finance and Administration will perform this step for paid staff members.
4. CRC-VSs are valid for a period of three (3) years.
5. If a person has been screened and approved by a member club, OSSA will confirm such approval and not require a second screening.

#### Records

Copies of CRC-VSs will not be retained, but OSSA may retain written records of its communications with the persons submitting CRC-VSs. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

#### Review and Approval

This policy was approved by the Board of Directors of Ontario Speed Skating Association on December 11, 2010. This policy is not a static document: it will be reviewed by the Board of Directors, with input from the Executive Director, on an annual or as needed basis.

#### Implementation

This policy will be implemented in a phased manner as follows:



**Ontario Speed Skating Association**  
**Minutes of the Annual General Meeting held May 14 – 15, 2011**  
**at Otonabee Inn, Peterborough, Ontario**  
**Hereinafter cited as AGM-11**

- a) For those individuals in “designated positions” who are in full-time, continuing employment contracts, this policy will take effect June 1, 2011.
- b) For those individuals in “designated positions” who have been appointed to volunteer positions this policy will take effect September 1, 2011.
- c) For those individuals who are in “designated positions” who are in short term contracts, this policy will take effect upon the renewal of such contracts.
- d) For those individuals not yet hired for or appointed to “designated positions”, this policy will take effect immediately.

Where required, OSSA will revise all contracts of employment and contracts for services, as they come up for revision or renewal, to reflect the requirements of this policy. This policy will be communicated immediately to all staff and volunteers of OSSA who will be affected by this policy, and will be incorporated into the OSSA’s Personnel Policy when that policy is next reviewed and consolidated.



**TITLE: OSSA Logo Policy**

**EXISTING REGULATION (EXACT WORDING)**

None

**PROPOSED AMENDMENT (EXACT WORDING)**

See attached Logo Policy Document

**RATIONALE**

Create a formal logo policy for Ontario Speed Skating Association.

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**

## Logo Policy

The Ontario Speed Skating Association logo consists of the emblem, which is the medallion with a skater incorporated in the design, and the logotype for the wording. This logo is a trademark and can only be used by authorized licensees, in accordance with the usage guidelines.

The only acceptable colour combinations for the reproduction of this logo are:

- 1) Gold for both the emblem and the logotype
- 2) Black for both the emblem and the logotype
- 3) White for both the emblem and logotype (negative or inverse pattern) when used on clothing.

There shall be no reproduction or use of the logo without expressed written permission.

Requests to use the Ontario Speed Skating Association logo must be submitted, in writing, to the Ontario Speed Skating Association office at least 30 days prior to the expected use or reproduction of the logo. This submission must include a sample and/or explanation of the proposed use of the logo.

Written permission, which will be provided within seven (7) business days of receipt of the request, must be received before use of the logo can proceed. Permission to use the logo shall not be unduly withheld. Should an organization be refused this permission, they can appeal the decision in accordance with the policy found in the Information Manual. Any use of the logo shall be consistent with the philosophy, aims and objectives of Ontario Speed Skating Association. Permission to use the logo will be revoked upon violation of these terms.



**SECTION HEADING Annex B10 (Information Manual)**

**REGULATION # N/A**

**PAGE NO. 45**

**TITLE: OSSA Supported Camp**

**EXISTING AMENDMENT (EXACT WORDING)**

**N/A**

**PROPOSED AMENDMENT (EXACT WORDING)**

That the OSSA board take a leadership role in the operation of training camps and make it clear to the membership that the hosting of summer or other camps is open to any member club and that the question of who and where will be determined each year prior to the AGM. That the OSSA board will lead the facilitation and organization of these camps in conjunction with the hosting club, and with the help of the technical, officials, and coaching committees to provide instruction at camps, clinics to be held in conjunction to camps, and monetary assistance to the hosting club in the form of a grant in the range of \$1,000 - \$3,000 depending on the requirement. Also, additional support for coaches and officials, will be provided to help cover the costs of facilitators, travel and accommodation arrangements. OSSA will market the camps.

**RATIONALE**

**This motion passed at the 2010 AGM and does not currently exist in our by-law or information manual and it should be added. This will create a new Annex to capture the motion.**

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**



**TITLE: The Kit Jarosz Memorial**

**EXISTING REGULATION (EXACT WORDING)**

B9.06 **The Kit Jarosz Memorial.** The trophy donated by Jean Marie Leduc along with a cheque donated by Mr. & Mrs. Ludi Jarosz will be awarded annually at the Provincial Short Track Championships.

- a) The award recipient will be chosen according to the following criteria: This award will be based on time only;
- b) It recognizes the fastest 500 metre short track race by a female skater at a sanctioned competition in Ontario;
- c) The athlete must skate in the Provincial Championships to be eligible and must be a member in good standing of the Ontario Speed Skating Association;
- d) The athlete must be Intermediate Age Class or younger;
- e) The athlete must not be or have been a member of the National Team.

This trophy and cheque are intended to encourage younger female athletes to obtain the goals they have set out for themselves.

**PROPOSED AMENDMENT (EXACT WORDING)**

B9.06 **The Kit Jarosz Memorial.** The trophy donated by Jean Marie Leduc along with a cheque donated by Mr. & Mrs. Ludi Jarosz will be awarded annually at the Provincial Short Track Championships.

- a) The award recipient will be chosen according to the following criteria: This award will be based on time only;
- b) It recognizes the fastest 500 metre short track race by a female skater at a sanctioned competition in Ontario;
- c) If electronic timing is not used at a meet 0:00.2 must be added to the official time;
- d) The athlete must skate in the Provincial Championships to be eligible and must be a member in good standing of the Ontario Speed Skating Association;
- e) The athlete must be Intermediate Age Class or younger;
- f) The athlete must not be or have been a member of the National Team.

This trophy and cheque are intended to encourage younger female athletes to obtain the goals they have set out for themselves.

**RATIONALE**



Electronic timing is far more accurate and it is common practice to adjust times when they are not achieved with the electronic timing equipment.

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**

**SECTION HEADING Awards (Information Manual)**

**REGULATION # B9.07**

**PAGE NO. 26**

**TITLE: The Rick Morrison Memorial Trophy**

**EXISTING REGULATION (EXACT WORDING)**

None existing.

**PROPOSED AMENDMENT (EXACT WORDING)**

**The Rick Morrison Memorial Award.**

The trophy donated by the Clarington Speedskating Club will be awarded annually at the Provincial Short Track Championships.

The award recipient will be chosen according to the following criteria:

- a) This award will be based on time only;
- b) It recognizes the fastest 500 metre short track race by a male skater at a sanctioned competition in Ontario;
- c) If electronic timing is not used at a meet 0:00.2 must be added to the official time;
- d) The athlete must skate in the Provincial Championship to be eligible and must be a member in good standing of the Ontario Speed Skating Association;
- e) The athlete must be Intermediate Age Class or younger;
- f) The athlete must not be or have been a member of the National Team;

This award is intended to encourage younger male athletes to obtain the goals they have set out for themselves.

**RATIONALE**

This award exists and is given out annually, but the criteria for the award is not published in the OSSA Information manual.

**DATE: March 13, 2011**

**SUBMITTED BY: Board of Directors**



**SECTION HEADING** Section E – Committee Terms of  
Reference

**REGULATION #** Annex E1

**PAGE NO.** 54

**TITLE:**

**EXISTING REGULATION (EXACT WORDING)**

Excerpted: The Committee reports to the Board through the offices of the Vice-President, Technical Programs Administration

**PROPOSED AMENDMENT (EXACT WORDING)**

The Committee reports to the Board through the offices of the Vice-President, Coaching and Officiating.

**RATIONALE**

Should the position of Vice President, Coaching and Officiating be accepted the Coaching Development Committee would then report to that individual.

**DATE:** March 13, 2011

**SUBMITTED BY:** Board of Directors

**SECTION HEADING** Section E – Committee Terms of  
Reference

**REGULATION #** Annex E2

**PAGE NO.** 58

**TITLE:**

**EXISTING REGULATION (EXACT WORDING)**

Excerpted: The Committee reports to the Board through the offices of the Vice-President, Technical Programs Administration

**PROPOSED AMENDMENT (EXACT WORDING)**

The Committee reports to the Board through the offices of the Vice-President, Coaching and Officiating.

**RATIONALE**

Should the position of Vice President, Coaching and Officiating be accepted the Officials Development Committee would then report to that individual.

**DATE:** March 13, 2011

**SUBMITTED BY:** Board of Directors