



**MINUTES– EXECUTIVE MEETING
HOLLYBURN JACKRABBIT SKI CLUB**

7:00 pm

Monday, February 11, 2008

**Jill Hoube's House
155 East Windsor, North Vancouver
604-985-1991**

In Attendance: Norm Laube, Amanda Smith, Jake Weaver, Utta Gagel, Jill Hoube, Tammy Stothers, Diego Bittante, Dirk Rohde

1. Welcome and Review of Past Minutes:

- Adopted minutes of last meeting on November 23, 2007.

2. SDP Program Report:

- Experiencing issues with the new program because skill levels are so broad.
- Mt. Washington has divided each level into sub-levels to make it easier to group kids.
- We are trying to track number of years in a level in our database to help with group issues.
- Have not yet given out CCBC handouts.
- Calendars and hoodies are at Deep Cove Outdoors for pick-up.
- Level 4 groups are very small.
- Coordinators are still trying to deal with the issue of parents coaching their own children.
- Guidelines in place are:
 - o Match an experienced coach with a new coach.
 - o Preference not to coach own child.
 - o Session Coordinator must use own discretion and deal with each situation on an individual basis to make it work.
- Report cards are to be given out on the last day.
- ***Jill to find report cards and remind Session Coordinators that Coaches need to fill them out. Report cards need to be in an envelope.***
- Continues to be an issue with Coaches who are away and do not find coverage.
- Jill has stressed that it is the Coaches responsibility to find a replacement.
- ***Jill to send out a reminder email to Coaches regarding finding coverage if away.***
- Diego suggested the Club have a 2008 season badge made that would be given to all children in Jackrabbits. He has researched the cost and it would be \$1-\$1.30/badge. Unanimous support was given for the idea.
- ***Diego to organize 2008 season badge.***

3. Coaching Committee Report:

- 22 new Community Coaches have been trained.
- 12 Coaches have done the equivalency.
- 6 Coaches are trained Learning to Train Coaches.
- *Utta to email names to Norm to include in upcoming newsletter.*
- Utta reviewed the Coaching Committee proposal regarding changes to the Jackrabbit program. Changes would make the transition from Jackrabbits to Racing smoother.
- All executive members were in favor of Coaching Committee recommendations.
- Teen program is looking for replacement coaches.
- Need someone with strong technical skills and backcountry skiing experience.
- Currently have several 16+ kids who are coaching.
- Utta suggested these kids be recognized in the newsletter.
- *Utta to send Norm names of teenage coaches to include in newsletter.*
- *Utta and Russ to prepare a write-up of the different levels that will be posted on the Jackrabbit website.*
- Will need to make some adjustments to registration next season to incorporate the recommended changes.
- Will need coordinators for each level.
- By implementing Coaching Committee recommendations the Club will be full implementing the Long Term Athlete Development Model.

4. Registrar Report:

- Zone 4 will be used next year for registration.
- Dirk will be doing the set-up.
- Yoel Guttman has also offered to help.
- Dirk will work with Birgit to resolve past issues.
- He will start working on it in April/May time frame.
- Need to ensure that in Zone 4 medical forms are complete. For the time being a manual cross check will be required.
- Registration summary can be used to tax purposes.

5. Executive Job Descriptions:

- Responsibility for teen program lies with Coaching Committee. Coaches will have to submit a season plan to Coaching Committee for approval.
- Risk Management Policy and Implementation – Coaches should be responsible.
- Accident reports should be given to Session Coordinator and then given to Jill Hoube.
- *Dirk to email JR Organization Document to executive and each member to update own section.*
- Sprint Day will be Feb 23/24. Older kids in the racing program may be available to help.

6. Racing Program Report:

- 6th out of 15-20 Teams at the recent BC Champs at 100 Mile House.
- 1994 Boys are very strong.
- Still recruiting for a Head Coach.
- Good candidate in the USA who would be available to start in the Spring.

- Club would like to secure enough funding to employ his wife on a part-time basis as well.
- Executive agreed to fly Travis Jones and his wife to Vancouver for an interview.

7. Officiating/Race Organizing:

- Need forerunners for races.
- Need to know the distances of the courses.

8. Website Updating:

- Goran will change the domain name to Hollyburn Jackrabbits.ca.

9. Financial Sponsors:

- Working to secure premier sponsors to support Head Coach position.
- Keith Purchase is working on this.

10. Upcoming Events:

- *April 4 or 5 Jill to book the Lynn Café for Volunteer Appreciation evening.*
- *June 7 Jill to book Mahon Park for Club Picnic.*
- Cascade Cup – members will need to arrange their own transportation.

11. Newsletter:

- *Norm targetting the end of February for next newsletter.*
- *Utta to get teen group to do a write-up for the newsletter regarding their recent overnight trip. (Utta ask Kiera Van der sande – she is a keen writer)*

12. Strategic Plan

- Norm gave an overview of how Strategic Plan 2005-2010 was developed.
- Agreed it was timely to start working on updating the Plan given the maturity of the Club and the new LTAD framework and Skill Development Program.
- **Target May 2008 to hold a Strategic Planning workshop.**

13. Next Meeting:

- Monday April 7th – Deep Cove Outdoors