

Minutes from the MCA Board of Directors meeting held Feb 19, 07.

Location- meeting room 235 Sport Manitoba bldg.

Time – 6pm

Attendance: Ruth Schappert, Tim Woodcock, Rob Nagy, Tim Loewen, Jon Benson, Marion Pyszczek
(Dave Johnston and Bruce Hardie via phone)

1) **Meeting called to order @ 6:23pm**

2) **Approval of Minutes** from last Board meeting held Jan.18/06. Rob N. proposes motion to approve the minutes from the last board meeting, Tim L. 2nds. Motion carried.

3) **REPORTS**

4) **Presidents Report.**

- a. Ruth proposes extending Temporary Director (Jon Benson) hours this summer as opposed to searching for a new Temp. Director. The position would run until September. **Motion** to move that Jon Benson's hours to be increased to 35 hrs./week from April 16 until the end of August to staff the MCA office as Temporary Director. Moved by Bruce H. 2nd by Rob N. – motion carried.
- b. **Bookkeeper Position.** To be revisited in fall.
- c. **License in Progress** – still waiting for reply/clarification/direction from CCA.
- d. **Coaches meeting with Rick and Marion** – see agenda from meeting below.

5) **Vice Presidents Report** – absent.

6) **Secretary's Report** – No issues. Jon Benson has been dealing with any Bingo matters as they arise.

7) **Treasurer's Report** – No issue's to report. Waiting for reply to Budget submitted to Sport Manitoba before MCA budget to be finalized.

8) **Provincial Program Co-ordinator's Report** (see report below).

- a. **Vehicle Use Policy** - Dave J. proposes motion to pass "Vehicle Use Policy" as submitted (see below). 2nd by Bruce H., motion passed by vote.
- b. **Equipment Policy** - Dave J. proposes motion to pass "Equipment Use Policy" as submitted (see below). 2nd by Bruce H., motion passed by vote.
- c. **Minimum Coaching Standards** - Dave J. proposes motion to pass "Minimum Coaching Standards" document as submitted (see below). 2nd by Bruce H., motion passed by vote.

9) **Mountain Bike Co-ordinator's Report** – See attached report below.

- a. **Minaki** – issue is dead until Minaki puts request in writing.
- b. **Awards criteria** – request for board to review Awards criteria document for approval/discussion at next meeting.
- c. **Race schedule** – Rob N. proposes motion to approve Race Schedule as submitted. 2nd by Tim W. Motion passed by vote.
- d. **Trail equipment** – waiting for 3rd quote on equipment.
- e. **Jersey contest** – Rob N. proposes motion to post Jersey Design Contest document as submitted, on MCA website. 2nd by Tim L., motion carried.

10) **Road Report** – Fog club is being encouraged to take on some races for the upcoming season. They are willing to do the Minnedosa race but not necessarily a TT series which would be more beneficial to the road race calendar. Tribalistic is another possibility as a club qualified to host a race(s) but are not a current member club with MCA.

11) **Rec and Transportation Report** – absent but reports that he is currently involved in meetings with various City of Winnipeg committee's and things are going well.

12) **2007 Objectives** - objectives discussed are:

- a. **More cycling venues**

- b. **Large cycling event** - maybe something similar to the Cobblestone Classic.
 - c. **BMX** – need for a venue, coaches, basically everything .
 - d. **More cyclists** – how to increase MCA memberships (general and family included).
 - e. **More advertising** – maybe advertise in the Leisure guide or similar publication.
 - f. **High School cycling program** – is this a possibility?
 - g. **Increased Media Coverage.**
 - h. **Kids of Mud** – increase advertising.
 - i. **Camps** – bike programs.
 - j. **Office** – open on a full time, functioning basis.
 - k. **Volunteers** – for office?
 - l. **More cycling paths** – on and off road.
 - m. **Lobbying** – for new groups to help get more infrastructure.
- 13) **New Business** –
- a. **Rowing Club** - Need to make a formal agreement with the Rowing Club with regards to use of their facility.
 - b. **Funding request** – for Ruth and Dave to attend coaching facilitator clinic. Funding may be available under unused 06/07 budget.
 - c. **Trailer** – needs to be picked up and paid for in order to ready for the upcoming season.
 - d. **Credit cards** – need to be issued for MCA use which are not in current Directors (Mike McKee) name for increased office functionality as Mike is in on a part time only basis.
- 14) **Next Meeting** - set for March 12 at 6:30 (Mountain bike committee meeting is scheduled for March 19).
- 15) **Adjournment** – motion to adjourn by Tim L. 2nd by Rob N. Meeting adjourned at 8:22 pm.

Reports

Presidents Report

Manitoba Cycling Association

Coaches Meeting Feb 16 2007

Agenda

Coaches Responsibilities

Coaching Duties

- Program Planning (Year Plan/ Training objectives/ Reporting Results)
- Monitoring Athlete Progress (use of logbooks/ or www.Ilog.ca)
- Coordinating training plans with other coaches (eg. Off-season cross-training or dual sport athletes)
- Reporting to the Provincial Team Development Coordinator of any concerns/ violations of Provincial team Policy by athletes.
- Semi-annual reporting on athlete progress/ training requirements
- Attendance at all practices
- Monitoring of attendance of the athletes
- Communication with parents of all athletes under the age of 18 by phone or e-mail regarding practice schedule, location, and practice times at least one week in advance by e-mail or, note or phone.
- Maintaining current emergency contact information for all athletes under your supervision
- Development of an Emergency Action plan that can be put into action for all planned activities
- If unable to attend a practice, a suitable substitute coach should be arranged in advance.

- Ensure that Coaching Certification is up to date at all times: including First Aid Red Cross Standard First Aid with CPR C (every 3 years)/ Child Abuse Registry check/ Police Criminal Record Check/ Class 4 Drivers License
- Complete Respect in Sport Modules

Administrative duties

- Monthly time sheets for pay to Ruth by e-mail to be submitted by the 5th day of the following month e-mail: admin@splitz.ca

Provincial Program Coordinator's Report

Manitoba Cycling Association
Provincial Program Coordinator's Report
February 19, 2007

POLICY REVISIONS

The committee has revised and approved the Vehicle Use Policy and the Equipment Policy as well as developing minimum coaching standards. The final drafts of all three are attached for Board approval.

NEW COACHING POSITION

President Ruth and I have met with Head Coach Marian and new Development Coach Rick to discuss plans, areas of responsibility, review, etc. It appears that plans are progressing well.

SPRING CAMP

Spring Camp has been finalized from Thursday, March 22nd to Sunday, April 8th in Davis, Oklahoma. The required supervisory staff are in place and, with any luck, the official announcements will be out prior to our meeting on Monday.

WESTERN CANADA SUMMER GAMES

The committee has met with the staff (Coach, Manager, Mechanic and Massage Therapist) for the upcoming games. All planning and arrangements are progressing within the expected time frames.

PERFORMANCE ENHANCEMENT PROGRAM

Participation in this program has been less than we would like. The program only has 3 more sessions at this point so no changes will be made. We will be reviewing this matter to determine how to best proceed with similar initiatives in the future.

Respectfully submitted,
Dave Johnston
Provincial Program Coordinator



VEHICLE USE POLICY

RESERVATIONS – Booking the Van

- Vehicle use requests must be made, on the prescribed form, to the Manitoba Cycling Association office (the office) in advance of the date required.
- In the case of conflicts in booking dates requested, the order of priority for use of the van is as follows;
 - Provincial Program
 - MCA Office Staff
 - MCA Board members, for MCA business
 - MCA Clubs
 - Individual MCA members
- A \$200 deposit is required at the time of booking.

COSTS

- Gasoline is to be paid for by the user(s) unless arrangements have been made with the office to charge fuel to the MCA Credit Card.
- The user(s) will be liable for the insurance deductible in the event that an insurance claim results from their use of the van.
- A \$100.00 fee may result if the vehicle is not returned clean and/or with less than a full tank of gas.

DRIVER QUALIFICATIONS

- All vehicle drivers must be at least 21 years old, have a valid Class 4 Manitoba driver's license and a minimum 2 years of driving experience.
- Only persons who have been pre-authorized by the office may drive the van.
- Driver records/abstracts from the Department of Motor Vehicles may be requested. Provision of same will be the responsibility of the user(s).
- Driving privileges may be denied or suspended if the applicant has;
 - Two or more moving traffic violations or accidents, in the previous three years.
 - A single severe violation or accident, such as;
 - Driving while impaired
 - Speeding, over 20 kph above the posted speed limit
 - Reckless driving, etc.
- For the safety and well being of the passengers, The Manitoba Cycling Association reserves the right to deny any applicant.

RESPONSIBILITIES

- The driver must operate the van in a safe manner, observing all laws.
- Seat belts must be worn at all times by all occupants.
- The driver and passengers are prohibited from using any tobacco products, alcohol, or illegal drugs. Also, the driver is prohibited from using any substance that may reduce attentiveness or cause drowsiness.
- The driver must not use a phone while the vehicle is moving.
- Vehicle load capacities, including number of passengers and cargo weight, must not be exceeded. Capacity information is located on the inside jamb of the driver's door.
- No roof storage is allowed.
- On all trips outside of the City of Winnipeg, the driver must update the Van Use Log Sheet on a daily basis.
- The driver must ensure that all lights are turned off and that all doors and windows are locked when the vehicle is left unattended.
- Accidents must be promptly reported to law enforcement authorities and the Manitoba Cycling Association. .
- Fines resulting from traffic or parking violations will be the responsibility of the driver.
- On trips where the expected total travel time exceeds 6 hours, additional authorized driver(s) are required. No driver shall be on duty more than 6 continuous hours. The driver must take at least a 2-hour break before driving again.
- Layovers are required in the event of adverse weather or unsafe road conditions.

KEY PICKUP, VEHICLE PARKING, KEY DROP OFF

- Vehicle keys and log sheet are to be picked up at the office during regular business hours.
- Vehicle keys for evening, weekend, and holiday use are issued in advance, during normal office hours. A given vehicle may be scheduled for several trips over a weekend, with each group having keys in their possession. Vehicles may be used only during the hours reserved.
- The van is to be parked on the north side of the building next to the underground parking doors – in the stall marked “Cycling Van”.
- At the conclusion of the trip, the keys, any receipts, and the van log sheet must be promptly returned to the office.

VEHICLE MAINTENANCE

- All vehicle maintenance is the responsibility of the Manitoba Cycling Association.
- If the vehicle is damaged or needs repairs, the driver should make arrangements for the necessary repairs in order to maintain a safe vehicle. Where possible, contact the office for directions, prior to making such arrangements.

IF AN ACCIDENT OCCURS

- Take all reasonable steps to protect life and property.
- Contact the police and comply with police instructions.
- Do not assume or admit fault. Others will determine liability or negligence after investigation.
- Report the accident to the office (204-925-5686) as soon as possible.

OPERATING PERSONAL VEHICLES FOR MANITOBA CYCLING ASSOCIATION BUSINESS

- When using your personal vehicle for Manitoba Cycling Association business the primary liability coverage shifts from Manitoba Cycling Association to your personal vehicle insurance. Your personal vehicle insurance will be the primary payer in the event of a liability claim.
- Manitoba Cycling Association requires that all drivers using their personal vehicle for Manitoba Cycling Association business carry personal auto liability insurance of at least \$2,000,000 per occurrence.
- Manitoba Cycling Association is not responsible for physical damage to an employee's vehicle.
- Anyone transporting athletes in personal vehicles for Manitoba Cycling Association business must be an authorized driver, including all staff and volunteers.
- Reimbursement for the use of a personal vehicle on behalf of the Manitoba Cycling Association shall be at a per kilometer rate, which is not to exceed \$.40 per kilometer.

Approved by the Board _____



VAN USE REQUEST

Date: _____

Date(s) van is required: _____

For who is the van required: _____

Furthest point of travel from Winnipeg: _____

Estimated kilometers to be driven: _____

Name(s) of driver(s): _____

- NOTES:
- 1) Attach copies of licenses of all potential drivers.
 - 2) Potential drivers may be requested to provide a current driver's abstract.

For what is the van required: _____

Contact Information:

Name(s): _____

Phone number(s): _____



VAN USE LOGSHEET

Date of departure: _____

Estimated date and time of return: _____

Approved drivers: _____

(Must have copies of license(s) on file)

Kilometres on return: _____

Kilometres on departure: _____

Kilometres driven: _____

	Departure	Day 2	Day 3	Day 4	Day 5
Kilometres	_____	_____	_____	_____	_____
Fluid levels checked					
Engine Oil	___	___	___	___	___
Transmission Oil	___	___	___	___	___
Radiator	___	___	___	___	___
Brakes	___	___	___	___	___
Power steering	___	___	___	___	___
Windshield	___	___	___	___	___
Tires checked					
Pressure	___	___	___	___	___
Wear or damage	___	___	___	___	___
Lights checked					
Headlights	___	___	___	___	___
Running lights	___	___	___	___	___
Brake lights	___	___	___	___	___
Turn signals	___	___	___	___	___

If the trailer is being towed:

Hitch	___	___	___	___	___
Safety Chains	___	___	___	___	___
Tires	___	___	___	___	___
Lights	___	___	___	___	___

	Day 6	Day 7	Day 8	Day 9	Day 10
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Kilometres _____

Fluid levels checked

Engine Oil	___	___	___	___	___
Transmission Oil	___	___	___	___	___
Radiator	___	___	___	___	___
Brakes	___	___	___	___	___
Power steering	___	___	___	___	___
Windshield	___	___	___	___	___

Tires checked

Pressure	___	___	___	___	___
Wear or damage	___	___	___	___	___

Lights checked

Headlights	___	___	___	___	___
Running lights	___	___	___	___	___
Brake lights	___	___	___	___	___
Turn signals	___	___	___	___	___

If the trailer is being towed:

Hitch	___	___	___	___	___
Safety Chains	___	___	___	___	___
Tires	___	___	___	___	___
Lights	___	___	___	___	___

Upon return

Keys returned: _____ Gas tank full: _____ Van clean: _____ Gas receipts attached: _____

No damage: _____

If any damage, describe it: _____



Provincial Program Equipment Policy

1. The Provincial Coach will administer this policy on behalf of the Manitoba Cycling Association.
2. Prior to each racing season, the Provincial Coach will submit a complete inventory, including the condition of same, to the Board of Directors.
3. Equipment owned by the Manitoba Cycling Association may be loaned to members of the Association only.
4. It will be the responsibility of the athlete wishing to use the equipment, to pick it up from the Provincial Coach and to return it at the request of either the MCA Office or the Provincial Coach.
5. The member borrowing the equipment will sign for it, prior to receiving the equipment. If the member is a minor, a parent or guardian must sign the form. A return date must be stated.
6. A replacement value has been assigned to each piece of equipment and these values must appear on the loan form. The athlete should inspect the equipment to make sure any existing damage or missing parts are noted on the form before signing. The following list may be expanded or updated as conditions dictate.

a) Disk Wheels	\$100.00 each
b) Zipp Disks	\$2,000.00 per pair
c) Computrainers	\$2,000.00 each
7. The signature of the member (parent or guardian) shall be regarded as acceptance of responsibility for the equipment loaned. The member (parent or guardian) to whom the equipment has been loaned will make good any losses to the Manitoba Cycling Association in accordance with the table in item 6 of this policy. Damage to equipment sustained during races or training sessions shall NOT be charged to the member (parent or guardian) in possession of the equipment, provided that the activity is part of the Provincial Program.
8. If it is necessary to transfer equipment directly from one member to another, the member giving up the equipment is responsible to obtain the signature of the member receiving the equipment. The signed form shall be given to the Provincial Coach, as soon as

possible. In the event this requirement is not followed, the original person signing is will remain ultimately responsible.

9. It will be the responsibility of the Provincial Coach to affix a number to each piece of equipment in the most permanent manner feasible. These identification numbers must appear on the loan forms.
10. Any equipment offered for loan by the Manitoba Cycling Association shall be considered suitable and capable of doing that for which it is intended, however, the Manitoba Cycling Association, its officers, members or agents do not offer any guarantee or warranty, either expressed or implied.
11. A deposit is required at the time the loan is made which shall be returned to the athlete when the equipment is returned to the Provincial Coach. The deposit will be in the form of a cheque for the full amount of the value of the equipment and postdated 1 day after the return date on the loan form.



Equipment Loan Form

Date:

Member's

Name:

If member is a minor, name of parent or guardian:

Description of equipment:

Condition of equipment:

When

loaned:

—

When

returned:

Expected

return

date:

Agreed

value

of

equipment:

Signature of member

Signature of parent or guardian

MANITOBA CYCLING ASSOCIATION
COACH(ES) QUALIFICATIONS AND RESPONSIBILITIES

Minimum Qualifications

- Head Coach
 - o NCCP Level 3 in cycling
 - o Manitoba Class 4 driver's license
 - o Current First Aid certification
 - o Annual police background check
 - o Annual child abuse registry check
- Assistant Coach(es)
 - o As for Head Coach, except NCCP Level 2 in either Road or MTB

Responsibilities

- Head Coach
 - o Identification of potential Provincial Program participants
 - o Development of written, yearly training plans for Program participants
 - o Monitoring of training plan progress by Program participants
 - o Written evaluation of Program participants
 - o Coaching at Program Projects and Major Games, including
 - Representation of athletes to race officials
 - Representation of athletes during drug testing
 - General athlete assistance
 - o Active member of the Provincial Program Committee
 - o Assist Provincial Program Coordinator in selection of other members of the Provincial Program Committee
 - o Supervision of assistant coach(es)
- Assistant Coach(es)
 - o Development of training plans for participants in the Provincial Development Program
 - o Monitoring of training plan progress by participants in the Provincial Development Program
 - o Act as liaison with the coaches of any Club programs in Manitoba
Assist Head Coach, as requested

Provincial Program Co-ordinator's Report

Feb 19/07-Board of Directors Meeting
Mountain Bike Coordinator Report

- 1) Status of inclusion of Minaki in MCA-request the results of meeting with Ted Bigelow.
- 2) Awards criteria document-there is an electronic copy, in the past the criteria were not adhered to. See attached.
- 3) MCA 2007 Race Schedule-Is is approved for posting on Website?

- 4) Third quote from Pacer Products.
- 5) Timers-Don Page has timers and will replace batteries as required. Timer was repaired last year and is functional-from correspondence with Don Page.
- 6) Medal Count-at the office we have the following: Gold-160 Silver-160 Bronze-132 as well as a number of older style medals
- 7) Equipment Inventory-on Tuesday I will be doing an inventory in the storage unit. Note-there is some bodybuilding items in the storage unit-?Do they contribute to the cost of the unit? There potentially is room for the quad but not the trailer in the unit. ?Store trailer outside with the white trailer?
- 8) Blue Trailer-Wondering if this trailer could be set up as an event trailer for organizers to use. Contain trailcutting equipment, blower, course cones/signs, table, Canopy etc.
- 9) Posting of minutes on MCA website. The last minutes posted are from Oct 2006. Should we post our remaining minutes.
- 10) Bingo Status-what are the number of bingos available this year. Do clubs need to fill out new application forms to apply for bingos?
- 11) Commissaire Clinics-Both road and mountain clinics will be held. See attachment.
- 12) Coaching Clinics-Will be held May 12, 13th weekend. The recommended fees are \$35 for Level 1 and \$60 for Level 2. The rooms are booked and technical portions can be conducted at Whittier Park. In April the Level 3 clinic will be held as arranged by R. Schappert and the CCA.
- 13) MB Cup Proposal for jerseys-want to know if can proceed with website posting of contest for jersey design. Recommendations for jersey vendor requested.
- 14) Birch Ski Area-All clubs except Olympia, Tread the Thunder, Minaki, Lifesport in favour of keeping Birch as a venue. R. Yaschshyn indicated that Birch would be used a training venue in addition to others (verbal correspondence). Proposals to fund are forthcoming from clubs. Suggest an evening bingo (\$3000.00) be designated as fundraiser for Birch venue with surplus going to MCA.
- 15) 2007-2008 Funding Status?