

Provincial Development Program Committee Meeting

MINUTES

Thursday February 6, 2020

CONFERENCE CALL

- 1-855-392-2520
- Access code 1560811

Present: Pauline, Julie, Karin, Richard, Aaron, Lorne, Megan, Steven W, Ihor, Shayna

Regrets: Tamara, Betsy

Called to order: 8:03 PM

1. Approve minutes from last meeting minutes – **MOTION:** To approve the Thu Jan 9, 2020 meeting minutes as presented. No corrections. Pauline, 2nd Megan. All in favour. Passed
2. Trips update
 - QC Cup debrief – good trip, no issues, beautiful trails, lots of fun. Shayna confirms. Only 1 shower for all. Joel created the “Shower Cup” to encourage fast showers!
 - Staff Nationals – Elise unable to attend due to work conflict – Kenton Frith replacing her. Steven W possibly as a 4th for part of the trip.
 - Nationals selection – race fees increase on Feb 17th. Will ask athletes
3. 2020-2021 PDP document edits
 - Karin working on a Coach Agreement, Travel Policy & Screening Policy.
 - Better define coach experience and criteria in document.
 - Minimum standards for team selection? Discussed. Hard to define. Best to clearly define individual trip objectives. Add this to brainstorming session (see below) for athlete perspective.
4. Events
 - Male & female racing same distance. **ACTION:** PDPC agrees there is no reason for our Manitoba races to have different distances for men/women, girls/boys.
5. Athlete Development
 - Respiratory Function Study (Tim Wintoniw email) – Nationals. **ACTION:** Pauline to send info to all selected athletes. Their choice as to whether or not they participate.
6. Coach Development
 - Stephen Novosad wanting to visit us again in spring, possibly over 2 weekends, possibly partnering with Saskatchewan. Want to blend athlete development (training camp) with coach development (L2T & T2T workshops?) & LF training (Megan & Kenton?).
 - Conference call with Stephen – hopefully Monday next week.
7. New Business
 - Cold weather policy edits – tabled to next meeting.
8. Outstanding **ACTION** items:
 - Schedule a meeting to discuss PDP support of post-secondary athletes. Summer Brainstorm session with out-of-province athletes? **Megan** and **Ihor** to take lead on planning.
9. Next meeting: Thursday March 5, 2020 8:00 PM (update: next meeting May 7th, 2020)

Adjourned: 9:50 PM

Provincial Development Program Committee Meeting
MEETING MINUTES
Thursday May 7, 2020

CONFERENCE CALL

- 1-855-392-2520
- Access code 1560811

Present: Pauline, Julie, Karin, Richard, Aaron, Lorne, Megan, Steven W, Ihor, Tamara, Betsy, Shayna
Called to order: 8:03 PM

1. Approve minutes from last meeting minutes – **MOTION:** To approve the Thu Feb 6, 2020 meeting minutes as presented. No corrections. Pauline, 2nd Ihor. All in favour. Passed
2. 2020-2021 PDP
 - Coach Agreement, Travel Policy, Screening Policy – still in progress – **Karin**
 - Older athlete discussion – both local post-secondary athletes and out-of-province University athletes. Where is their place in the PDP? Survey to go out to– **ACTION: Megan & Ihor** to create a survey for former provincial athletes as well as current Grade 12 PDP athletes. **Deadline: May 18th, 2020**
 - Is everyone staying on PDPC for 2020-21? Neither Megan nor Betsy are actively coaching a PDP athlete. Everyone agrees both Megan & Betsy should stay on PDPC for another year. Julie will stay on as Parent Rep. Aaron leaving – thanks to Aaron for his service. Everyone else remains on committee.
 - Male athlete rep nominations – Raphaël B **ACTION: Megan to contact Raphaël**
 - **MOTION:** Add another bullet point to TOR under Composition: “PDPC reserves the right to appoint members to this Committee based on their merit and who may not meet any of the above criteria” 2nd Megan. All in favour. Approved.
 - Selection Committee members needed for 2020-21. Karin now has a long list of possible members. Please forward names as appropriate. 2020-21 Selection Committee will convene again in November 2020 (Early Snow Camp).
3. Events
 - Early Snow camp in Vernon/Canmore early Dec – need to use booking credits from cancelled 2020 Nationals accommodations & airfare.
 - Easterns (Morin Heights) vs Westerns (Red Deer). Same weekend Jan 29-31. Both are Canada Cups (not Noram). All agree to wait until Sep before making any decision.
 - Thunder Bay February races – will be great to attend
 - COVID plans – travel, team size etc. – consider trips will likely be more expensive in general – due to potential smaller team size, possible funding cuts etc. Many “unknowns” at this time. We hope to be in better position to make decisions by September.
4. Athlete Development - How is COVID affecting training plans?
 - Possible virtual training camp with ON and others? Karin to send email to PDP coaches to see who wants to be involved in coordinating a virtual training camp. Deadline Mon May 11th.
5. Coach Development – tabled all discussion here to future virtual Club Coaches meeting
 - How is COVID affecting coach development plans (certification courses, professional development opportunities)?
 - Financial aid for courses needed for Comp Dev certification
 - Manitoba coaches meeting – what to do – virtual meetings? Guest coaches?
6. New Business – n/a
7. Next meeting: Thursday June 4, 2020 8:00 PM

Adjourned: 9:55 PM

Provincial Development Program Committee Meeting

MINUTES

Thursday January 9, 2020

CONFERENCE CALL

- 1-855-392-2520
- Access code 1560811

Present: Pauline, Karin, Richard, Betsy, Aaron, Lorne, Shayna, Megan

Regrets: Tamara, Julie, Steven W, Ihor

Called to order: 8:03 PM

1. Approve minutes from last meeting minutes – **MOTION:** To approve the Thu Nov 7, 2019 meeting minutes as presented. No corrections. Betsy, 2nd Pauline. All in favour. Passed
2. Trips update
 - Staffing for Quebec and Nationals – Joel should be good to go to Quebec. Elise might not be able to travel to Nationals – will need a 3rd for sure. Looking at possibilities.
 - O Cup debrief – Young team, lots of energy, had it's challenges but overall an excellent trip. Good team. Kings Court format very well received! Ski conditions very good (40cm of new snow!).
 - QC Cup selection ages – no need to clarify, PDP document clear, trust the Selection Committee
3. 2020-2021 PDP document edits
 - The AR is not used for selection, submit only when race notes may be informative
 - Discussion of older athletes and how best to support them into U23 categories. **ACTION:** Need to brainstorm this in future meeting.
 - Consider EOI submission for ALL trips at beginning of season (with option to submit later as per usual)
4. Events
 - Provincials distances – combine U16/U18 for one race but not both. Offer a shorter distance option for recreational athletes (all ages)
 - U16/U18 Birch distance recommendation – 5K considering the cold weather forecasted
5. Coach Development
 - T2T in Manitoba – will coordinate a Dryland in 2020 with outside LF, hope to have Megan trained to LF in future.
6. New Business
 - **ACTION:** For 2020-2021 create minimum standard(s) for team selection. Work on this throughout this year.
 - RCM plus Concussion protocol (pre-season education sheet) – for 2020-2021
 - PDP Waxing inventory – to use up the flouro in inventory and not buy more – will mean low stock for Nationals.
7. Next meeting: Thursday February 6, 2020 8:00 PM

Adjourned: 9:50 PM

Provincial Development Program Committee Meeting

MINUTES

Thursday November 7, 2019

CONFERENCE CALL

- 1-855-392-2520
- Access code 1560811

Present: Megan, Pauline, Karin, Richard, Julie, Lorne, Steven, Ihor, Aaron

Regrets: Shayna, Tamara, Betsy

Called to order: 8:03 PM

1. Approve minutes from last meeting minutes – **MOTION:** To approve the Oct 10, 2019 meeting minutes as presented. No corrections. Ihor, 2nd Megan. All in favour. Passed
2. Trips update
 - Staff in place for all trips. Looking for a 4th at World Jrs trip. Elise arrives at Nationals 3 days late.
 - Steven W waxing for National team in March.
 - Early Snow camp debrief – a selected athlete has informed us they cannot join the camp until 3 days after start. **ACTION:** Karin to kindly inform athlete that in fairness to 1st Alternate, they must forfeit their spot. Athlete is welcome to train with team and receive race waxing support (for usual price).
3. Responsible Coaching Movement – Karin
 - CCSAM has taken the pledge, next steps include creating:
 - Rule of Two Policy
 - Travel Policy
 - Coaches Agreement (to be signed each trip)
 - Background Screening practice (MyBackCheck or similar service)
4. Annual PDP Orientation session for parents/athletes/coaches
 - Discussed. Consider a spring session.
 - In meantime, Julie creating a “Top 5” list of things to know about PDP.
5. PDP training day in December
 - Discussed. Decided not to organize.
6. New Business
 - **ACTION:** For 2020-2021 create minimum standard(s) for team selection. Work on this throughout this year.
7. Next meeting: Thursday December 12, 2019 8:00 PM

Adjourned: 9:50 PM

Provincial Development Program Committee Meeting

MINUTES

Thursday October 10, 2019

CONFERENCE CALL

- 1-855-392-2520
- Access code 1560811

Present: Megan, Pauline, Karin, Richard, Julie, Lorne, Steven, Tamara, Ihor, Aaron

Regrets: Betsy, Shayna

Called to order: 8:03 PM

1. Approve minutes from last meeting minutes – **MOTION:** To approve the Sep 5, 2019 meeting minutes as presented. No corrections. Steven, 2nd Pauline. All in favour. Passed
2. Welcome to new Parent Rep, Julie Brodeur & Female Athlete Rep, Shayna Hensrud
3. Team spot cancellation policy draft – Ihor's corrections reviewed and approved.
4. DRAFT 2019-2020 PDP document updated
5. Training Camps – Fall Training Camp debrief – extremely happy with Stephen Novosad visit, hope to bring him back in Spring.
6. New Business:
 - Ski Selection discussion
7. Next meeting: Thursday November 7, 2019 8:00 PM

Adjourned: 10:04 PM

Provincial Development Program Committee Meeting

MINUTES

Thursday September 5, 2019

8:00 PM

CONFERENCE CALL

- 1-855-392-2520
- Access code 1560811

Present: Megan, Pauline, Karin, Richard, Ihor, Lorne, Aaron, Steven, Betsy

Regrets: Tamara

Called to order: 8:10 PM

1. Approve minutes from last meeting minutes – **MOTION:** To approve the June 12, 2019 meeting minutes as presented. No corrections. Pauline, 2nd Lorne. All in favour. Passed
2. Training Camps
 - Fall Training Camp – Birds Hill Park – October 4-6, 2019
 - Specific itinerary ideas & logistics shared. Will pass these on to Stephen Novosad.
 - No Nic Lemyre or Adam Kates visit
 - Organizing lead: Pauline (with help from Elise & Ihor)
 - Early Snow Camp – Canmore – Dec 1-9, 2019
 - Accommodations booked.
 - Staff: Pauline & Betsy - need a 3rd (male)
3. 2019-2020 PDP Trip staffing – Expression of Interest
 - Travel dates decided
 - **ACTION:** Megan to share staff roles document for EOI
4. Team spot cancellation policy draft
 - **ACTION:** Ihor to email the draft with Committee for further review
5. DRAFT 2019-2020 PDP document update
 - **ACTION:** Committee members to review draft document and send (Karin) language for THUNDER BAY trip “objective” AND updated selection criteria for EASTERNS
6. New Business:
 - Tabled discussion (next meeting) - Ski Selection
 - Tabled to next meeting – Athlete & Parent Reps (deadline September 6)
7. Next meeting: Thu October 10, 2019 8:00 PM

Adjourned: 10:05 PM

Provincial Development Program Committee Meeting

MINUTES

Wednesday June 12, 2019

8:00 PM

CONFERENCE CALL

- 1-855-392-2520
- Access code 1560811

Present: Megan, Pauline, Karin, Richard, Ihor, Lorne, Aaron

Regrets: Casey, Steven, Tamara, Jackie

1. Approve minutes from last meeting minutes – **MOTION:** To approve the May 2019 meeting minutes as presented. No corrections. Ihor, 2nd Megan. All in favour. Passed
2. Terms of Reference review – **MOTION:** To approve the updated Terms of Reference document dated 12 June 2019. Karin, 2nd Pauline. All in favour. Passed
3. 2019-2020 PDP Trips/Events update (Selection races TBD at September meeting):
 - Early Snow Camp – Canmore – Dec 1-9, 2019
 - Pauline looking into accommodations for 8-10 athletes + 3 staff
 - Karin to inform Brian Walters in case Biathlon wants also to plan a camp same place/time
 - Fall Training Camp – Birds Hill Park – October 4-6, 2019
 - Pauline has contacted Nic Lemyre and Adam Kates. Will update later.
 - Karin has given Stephen Novosad these dates for a potential NSP outreach visit.
4. Team spot cancellation policy draft – tabled to next meeting.
5. Other Business: **ACTION:** Karin to distribute the Parent & Athlete Rep roles and invite nominees from the PDP community. Deadline for nominations to be June 28th. So we can select before our next meeting
6. Next meeting: Thu September 5, 2019 8:00 PM

Adjourned: 9:20 PM

Provincial Development Program Committee Meeting

MINTUES

Wednesday May 22, 2019

8:00 PM

CONFERENCE CALL

- 1-855-392-2520
- Access code 1560811

Present: Megan, Pauline, Karin, Richard, Ihor, Jackie, Betsy, Lorne, Aaron, Steven

Regrets: Casey, Tamara

1. Approve minutes from last meeting minutes – **MOTION:** To approve the June 2018, September 2018 & April 2019 meeting minutes as presented with corrections. Ihor, 2nd Pauline. All in favour. Passed
2. Select a new Committee Chair – **MOTION:** To select Richard Huybers as our Chair for 2019-2020. Megan, 2nd Pauline. All in favour. Passed.
3. 2019-2020 PDP Trips/Events (Selection races TBD at September meeting):
 - **Early Snow Camp – Canmore – Dec 1-9, 2019**
 - Pauline will pre-book accommodations for 8-10 athletes + 3 staff
 - Karin to inform Brian Walters in case Biathlon wants also to plan a camp same place/time
 - **Fall Training Camp – Birds Hill Park – October 4-6, 2019**
 - Good location for rollerskiing, travel for Sask & TBay athletes/coaches
 - **MOTION:** Pauline to contact Nic Lemyre and Sask & TBay coaches
 - **MOTION:** Karin to contact Stephen Novosad
 - PDP races
 - O Cup TBay – Jan 18-19, 2019 (TBD)
 - Easterns – Feb 7-8, 2019 Sherbrooke
 - Nationals – Mar 25-Apr 2 Vernon
4. Terms of Reference review – Megan/Jackie – TABLED to conference call meeting in June
5. Team spot cancellation policy draft – Ihor/Jackie – draft reviewed. **MOTION:** Ihor & Jackie to make edits and distribute again.
6. Other Business:
 - Add to PDP document, a requirement to select Alternates for each team trip. If not enough athletes submit EOIs to select at least 1 Alternate of each gender, then a 2nd call for the trip will be made.
7. Next meeting: Wed June 12, 2019 8:00 PM

Adjourned: 10:08 PM