



**ROWING
CANADA
AVIRON**

Rowing Canada Aviron
BOARD OF DIRECTORS MEETING
Conference Call

March 6, 2019

4:00PM (PST) / 5:00PM MST / 7:00PM (EST)

Attendance

Carol Purcer, President
Tom Hawker, Director
Jennifer Wallinga, Director
Peter McClelland, Athlete Director
Carol Hermansen, Provincial Director
Marisha Roman, Director
Heather Holden, Director

Staff

Terry Dillon, CEO
Sid Murdoch, Secretary

1. Call to Order

The meeting was called to order by President Purcer at 4:00 p.m. PST.

2. President's Opening Remarks

- Agenda template has been adjusted to move directors to the beginning and staff to the end.
- Important that agenda items and documents are shared at least one week in advance of the meeting to allow enough time for review. A continuing practice going forward.

3. Approval of Agenda

- As a result of the CEO's flight schedule and limited time on the call, an update on National Safe Sport Requirements will be moved forward.
- Athlete Director's report will also be moved forward.

MOTION #1: Board Meeting Agenda

Moved: Tom Hawker Seconded,

That the Board Meeting Agenda March 6, 2019, be approved as amended.

CARRIED

4. Review and Approval of Previous Minutes:

4.1 January 26, 2019

MOTION #2: Board Meeting Minutes

Moved: Jennifer Walinga Seconded,

That the Board Meeting Minutes, January 26, 2019, be approved.

CARRIED

5. Business Arising

- None

6. President's Report

- Staff were congratulated on the launch of the new website and for their work on *Every Coach Certified*. Need to establish a clear pathway for RCA coaches according to the goals of this initiative.
- Attended the Royal Canadian Henley Budget meeting for the 2019 event.
- Attended the COC's Sport Community Update Skype meeting. A coordinated effort to promote Safe Sport practical applications and consistency across sport.
- COC's athlete commission is reviewing the development of athlete unions around the world.

6.1 Director Terms Discussion

The Board reviewed a report on longer terms for directors:

- Adjusting to 3 years could provide more continuity.
- To gain the necessary experience, a Director / Treasurer term needs to be longer than 2 years. Athlete Director role term could be adjusted to match the Olympic cycle of 4 years.
- Important that the process to change the By-laws is principled and the terms are matched to the context of the duties of the RCA Board when communicated to the membership.
- 21 days notice to the Board is required in order to consider an amendment to the By-laws.

7. Treasurer's Report

6.1 Treasurer's Report as at February 28, 2019

- The Board reviewed the Treasurer's Report representing RCA's financial position after 11 months as at February 28, 2019.

6.2 2019-2020 Budget Update

- The Treasurer's report on the RCA Budget for 2019-2020 was reviewed by the Board.

6.3 National Training Center Structure for Capital Project

A report on National Training Centre considerations was reviewed by the Board. Funding and Project Management for the NTC were discussed.

Next Steps:

- The CEO and Treasurer will meet next week to develop an initial plan on the NTC process and report back to the Board.

6.4 Debrief on Semi-Annual Meeting - Fees and Strategy for 2020

- Report was tabled until the April Board meeting.

8. Athlete Director (McClelland)

7.1 High Performance Update

- National Team Selection will occur over the next few weeks.
- This is the Olympic qualification year.
- An Athlete Council has been formed with 6 National Team members. Result has been positive interaction between the Council and staff with meetings held on a regular basis. Terms of Reference has been approved.
- A National Team Athlete monthly food support program was discontinued. To compensate, RCA has been following up with local and national grocery stores that may be able to offer discounts or other types of support. A senior athlete crowd funding campaign will also be launched soon.
- Some National Team Athlete carding payments were delayed due to a misunderstanding as related to the submission of athlete agreements. Important that athletes understand the process around required documentation and are provided with up to date information.

9. Provincial Director (Hermansen)

- At PAC's recent meeting, a discussion was held on a reduced budget and how that would impact face to face meetings. It was determined that the majority of provinces wanted to continue with in person meetings. The next will be held May 3 to 5 in Montreal.
- PAC is working on Safe Sport and Indoor Rowing. They are currently focussing on the sections related to Harassment and Abuse polices.
- PAC is planning a one-day indoor rowing participation event across Canada in 2020 and a possible affiliation with the Heart and Stroke Foundation - further information to be provided to RCA.
- It was noted that the Joint Board PAC meeting at the National Conference in January was well received by all who attended.

10. Director (Walinga)

9.1 Domestic Rowing Support

- Important that communications are planned, timed and intentional.
- Information can be shared among groups using the 365 platform.
- Important that members are aware of RCA communication plans.
- Include training and resources that lead to best practices across the country.

9.2 Women in Leadership

- Important that female coaches have more leadership roles in Canada.
- Networks for female coaches need to be developed and supported by RCA.
- A NextGen Hub coach from Victoria has formed a group with other women from Alberta and Nova Scotia. RCA has provided support through the Office 365 Teams platform and there are regular meetings. There is also a hosted event in Vancouver through OTP being organized by Colleen Miller.

9.3 Culture & Values Based Sport

- Attended meetings with the COC and OTP as a consultant.
- There was a discussion on values based sport through the development of strong culture within our teams and organizations. A proactive approach to promote and foster that type of thinking more broadly.

Next Steps:

- Continued involvement, facilitation and communication through RCA staff. Provide members with a platform and support.

11. Director (Roman)

12. Director (Holden)

- Nothing to add.

13. CEO

12.1 NTC Update

- Deferred until the next meeting.

12.2 Update on National Safe Sport Requirements

The Board reviewed a report on Safe Sport Expectations and Requirements provided by the CEO.

In the last few days there have been further announcements from The Honourable Kirsty Duncan, Minister of Science and Sport – most recently [SAFE SPORT ANNOUNCEMENT - Ottawa, ON - Feb 21, 2019](#)

This announcement reiterated her statement last June, announcing new requirements for federally funded sport organizations:

- Strengthen their mandatory anti-harassment, abuse and discrimination policies;
- Immediately disclose any incident of harassment, abuse or discrimination;
- Put in place an independent third party to address these cases; and,
- Provide mandatory training to their members by April 2020.

And further, on the eve of the 2019 Canada Winter Games, the Red Deer Declaration for the Prevention of Abuse, Discrimination and Harassment in Sport, was endorsed: In Red Deer it was agreed:

- That all Canadians have the right to participate in sport—in an environment that is safe, welcoming, inclusive, ethical and respectful. An environment that protects the dignity, rights and health of all participants.

- That there must be zero tolerance for gender-based violence and abuse in sport.
- And that we will work together to implement a collaborative, intergovernmental approach to address harassment, abuse and discrimination in sport—in the areas of awareness, policy, prevention, reporting, management and monitoring.

What does this mean for RCA?

In addition to previous expectations of having Safe Sport Policy and Procedures to cover our organizational footprint and associated activity, as NSO, we are now required to ensure similar policies and procedures exist across the entire sport of rowing in Canada.

Exactly what this means is still being defined but it will likely include requirement to:

- Establish a National Framework and Standards for Safe Sport in rowing
- Prescribe a common and coherent set of Policies and Procedures appropriate for rowing
- Management of an Accountability Framework that ensures Members fulfil minimum standards with respect to Governance and compliance with Policy and Procedure
- Provision of Safe Sport Training and Development Programming across the sport
- Engagement of a third party reporting mechanism with appropriate triage and tracking

It may not be up to RCA to deliver all of these requirements, but we will likely be expected to make sure they are in place and they are working.

What has RCA Safe Sport Response been to Date?

Staff Awareness and Training

RCA is signed up to the Responsible Coaching Movement and all coaching staff have completed recommended training and development. All staff understand ‘rule of two’ and undergo criminal records checks. This falls into what we might think a traditional and existing set of expectations and requirements.

All RCA Staff, both HP and National, took part in a mandatory training day to cover policy, procedure and expectations with respect to Safe Sport. This was in direct response to the new requirements.

Every Coach Certified

RCA will complete the roll out of its strategic priority to ensure every rowing coach working within Canada has a Nationally recognized certification that includes Safe Sport training and the appropriate Criminal / Vulnerable Sector Checks - [Every Coach Certified Link](#).

Meeting Safe Sport Expectations

The importance of establishing policies and procedures around Safe Sport expectations was noted - the Board needs to be engaged in the process.

Safe Sport Working Group:

- The Board appointed a Safe Sport Working Group Chaired by Marisha Roman, Working group to also include RCA staff.

Next Steps:

- First step of the WG will be a review of RCA's Discrimination and Harassment Policies and Procedures.
- Also considered, changes to the Good Standing sections in the RCA By-laws.
- It was noted that PAC has also formed a working group to review Safe Sport led by Katie Edwards and including BC, PEI and ON.

14. Secretary

- Travel to the next Board Meeting in Victoria was discussed.
- Directors that would like to visit the proposed NTC in North Cowichan need to arrive by Friday April 26th.

15. Next Meeting

Board Meeting, April 27 – 28, 2019 in Victoria:

- Agenda to include Safe Sport Working Group and next step planning for the NTC project.
- Directors were requested to reflect on today's meeting and contact the President if any items require further discussion.
- Reports and agenda items for the April meeting are to be sent to the President at least 2 weeks in advance.

RCA Staff:

- It was noted that staff are working on a number of projects. Important that Directors communicate through the CEO first with any questions.

16. Adjournment

- The meeting was adjourned at 530 p.m. PST.