

MINUTES for OISRA Nordic Division Steering Committee 2019 Fall Meeting
Eric and Laurie's Home
1821 NW Glassow
Bend, Oregon
Sunday, November 9, 2019

Present:

Eric Martin, Nordic Director (voting)
Pete Reinhardt, Asst. Nordic Director (voting)
Gene Hyde, Commissioner (voting)
Sarah Swaney, Southern League Rep (voting)
Kelly Crowther, Northern League Rep (voting)
Dave Munson, OISRA Executive Director (non-voting)
Jinny Martin, Nordic Division Secretary (non-voting)
JD Downing, Summit HS Head Coach and Sponsorship (non-voting)

Absent:

Jon Dolan, Mt. Hood League Rep

A quorum was present.

Meeting was called to order at 10:08 a.m.

I. PRELIMINARIES

1.1 Minutes from Spring Meeting (March 31, 2019)

MOTION: Sarah S. moves to accept the minutes as written. Kelly C. seconds.

VOTE: Unanimous approval.

1.2 Treasurer's Report – no changes to bank balance – so no action.

!ACTION The Committee will need a new Division treasurer by the end of this season.
Treasurer does NOT need to attend Committee meetings.

1.3 2019-20 Budget

MOTION: Gene H. moves that teams will pay OISRA Nordic Division \$14 for each skier who participates in the state meet. Kelly C. seconds.

VOTE: Unanimous approval.

MOTION: Sarah S. moves to accept a revised budget for 2019-20. Gene H. seconds.

VOTE: Unanimous approval.

Discussion:

- Purpose of charging a state meet fee was to balance the budget.
- No additional sponsorship from Point S for this season
- Can reuse plaques for trophies
- Can use school print shop for the awards program. Need a 2-day turnaround.
- Nordic Division fees were \$13 (instead of \$15) because of insurance increase

- Grant money for new team is for first year only, so will not be any grant money available for LaPine this season. Eric will talk to Zach Webb to explain this policy.
- Could scale back banquet – start by choosing Mexican food options from Tate & Tate
- ONSF will let JD know if ONSF will contribute \$2,000 this season.

2. **OLD BUSINESS**

2.1 Bibs

- JD has researched many options, trying to find sponsorship for the bibs that extends for 3-5 years; asking a total commitment of \$10,000 over the time span. Has not been able to find a sponsor.
- Many companies are already too leveraged into local sponsorships
- \$1,000 seems to be the top limit for local sponsorship.
- Plan to put names of annual sponsors on the bib (CORA, ONSF, and XC Oregon), because they have consistently donated substantial amounts to the program already. XC Oregon visibility on the bibs could be small.
- One option to have one major sponsor on each set of 100 bibs.
- Possibility of finding a sponsor for just the cost of printing the bibs – and not for the value of the sponsorship over time. Cost for 300 bibs at \$13.75 each plus \$60 set up fee is \$4,185. Would still want to put other sponsors on the bibs as well if found a sponsor for cost of bibs?
- Sarah S. will research some other possibilities for bib sponsorship

2.2 System for FERPA forms for schools that will not share academic information

MOTION: Gene H. moves to use the honor system for academic eligibility for schools that do not provide this information to the Executive Director. Kelly C. seconds.

VOTE: Unanimous approval.

Discussion: After the registration deadline (approx. Dec. 8th) the Executive Director will send out to parent reps and coaches the same notice he sent out last season, instructing parents how to check the Parent Vue for the information for academic eligibility.

2.3 Address problems of Bend LaPine School District providing NO support to non-OSAA sports.

Discussion:

- LaPine skiers (less than 10 students) being charged \$100/month to use school fields in the winter. Cannot use the weight room.
- Could LaPine skiers use a park nearby and not pay for field usage?
- Summit does not ask to use school fields – only occasional use
- Mt. View charged for weight room usage
- NOT a reduced fee for non-OSAA “school” teams to use school facilities – Sal had said in meeting that he would restructure fees for groups comprised entirely of high school students, but reduced fees did not happen

- Sal had also said that the school district did not want much to change with their new policies – still want non-OSAA team clubs at the schools, but that is not the treatment ski teams are receiving.
- Desire to talk to current superintendent, Shay Mikalson, before he leaves, letting him know that non-OSAA sports are disappointed with new arrangements.
- Desire to include representatives from other non-OISRA sports (Lacrosse, water polo, ultimate Frisbee) in meeting with administration.
- Need for OISRA Nordic to develop a short wish list for what they want from the school district, so a discussion can have clear objectives: reduced fee for facility usage, support academic eligibility check, awards displayed, etc.
- Could use Beaverton School District process for vetting non-OSAA sports as a desirable process to adopt.
- Dave Munson, JD Downing, and Gene Hyde agreed to represent Nordic skiing for a meeting with School District.
- Aim for a meeting in the spring – after spring break.

3. **NEW BUSINESS**

3.1 **Reviewed NL and SL race schedules** (See Appendix I)

- Highlighted dates are joint events All teams are invited to all races, if there are open dates on either League’s race schedule.

3.2 **Elect Nordic Director**

- Nordic Director is elected in odd years.
- Need email vote of all Nordic coaches to elect Nordic Director
- Northern League representatives will ask if anyone else would like to have this position
- Eric would not be offended if someone else wants to be the Director.
- Commissioner (Gene Hyde) and Asst. Director (Pete Reinhardt) have one more year in their terms)

3.3 **Filled out Worksheet for State Meet (See Appendix II)**

- Acknowledged that Steering Committee is the State Race Committee
- Agreed that Head Coaches who coach at least one full team (boys or girls team) will choose one “Most Improved” athlete from their team that will receive the “Most Improved” trophy at the state meet.
- Filled in as many job duties as possible, assigning a league or specific person to jobs.
- Added “S” – Volunteers for Check-In table.
- Decided to consolidate Volunteer Coordinator’s job for various race workers into ONE position that involves emailing all parents (using Active email services). Sarah S. will supply a detailed list of the race worker positions for the ONE Volunteer Coordinator to work with.

Meeting adjourned at 1:40 p.m.

Respectfully submitted,
Jinny Martin, Nordic Division Secretary

Appendix I

Highlighted dates are joint events All teams are invited to all races, if there are open dates on either League's race schedule.

Southern League

Dec. 14 -15 Rainbow Camp at Meissner

Jan. 4 Diamond Lake Jamboree

Jan. 11 Diamond Lake

Jan. 18. Hoodoo

Jan. 25 Mt. Bachelor (JOINT)

Feb. 1 Hoodoo (Biathlon)

Feb. 8 TBD

Feb. 21-22 State Meet Mt. Bachelor

Northern League

1) Saturday, December 14 - 11:00 - Meissner - Classic - Boys First - Interval Start - Jason Adams Sponsor - Redmond Host

2. Wednesday, December 18 - Time TBA - Location TBA - Technique TBA

i) Potential Uphill TT for Central Oregon Schools; afternoon

ii) Make sure it will not conflict with club skiers

3. Monday, January 13 - 6:00 PM - Hoodoo - Skate - Sprint - Boys and Girls Start Same Time - Sporthill sponsor - Corvallis host

4. Saturday, January 18 - 11:00 - Teacup - Classic - Boys first - Interval Start - St. Mary's host

5. Saturday, January 25 - 10:30 - XC Oregon Invite - Skate - Interval - Girls first - Bend will course marshal - SL will time

6. Saturday, February 8 - 11:00 — Meadows Skiathlon - Boys first - HRV host

7. Friday, February 21 - Friday, February 22 — State @ Mt Bachelor;

8. HRV/St. Marys TT will be announced

Appendix II

Worksheet for Planning State Meet

STATE MEET COORDINATOR ____ [Sarah and Gene will ask parents for suggestions] ____

Bold underlined notes identify jobs that have timelines well in advance of the event.

A. Awards Banquet	Assigned: Sarah Smith (Bend High) – needs to be contacted
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1. Reserve location: **Make reservation in Fall. Sarah Swaney will make reservation.**
2. Coordinate with venue: **Check details of access and layout for use of room at least one week in advance.**
3. People to handle decorations, set up tables, podium, and PA system
4. Two people to check in people who will be eating
5. Master of Ceremonies for awards presentation
6. People to assist MC for presenting awards
7. Set up table for awards
8. Slides for Logos – way to project them on screen
9. Order food: **Confirm the date at least 6 weeks prior to Banquet**
10. Coordinate with caterer

B. Awards	Assigned: Southern League
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1. Order awards: **Order awards in the Fall - medallions may need to be ordered.**
2. Order plaques from High School Woodworking Shop. **Order plaques in the Fall (Check to see how many plaques can be reused this season)**
3. Make arrangements to receive state meet pins **in the Fall**
4. Pick up awards
5. Make a list of awards for MC
6. Biathlon plaque and individual awards: Biathlon plaque is stored at Eric Martin's house. **Need a new Biathlon Plaque.**
7. Package state meet pins in packets for each Head Coach
8. Get "Most Improved" names on trophies – one for each school with a full team.

C. Most Improved	Assigned: Each Head Coach of a Full Team of either Boys or Girls Team
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1. Coaches Select Most Improved for their team and give names to person ordering awards

D. Merchandise for Sale	Assigned: Kelly Crowther
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1. Coordinate with HotTees – approve design and make plans for timely arrival.
2. **Confirm date with vendor as soon as possible - preferably one year in advance.**

E. State Meet Programs	Assigned: Kelly Crowther/Sarah Swaney
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1. Get logos and updated organization officers – names of participants – Kelly will email list of names and layout of program to Sarah Swaney who will print off copies at School Print Shop.

F. Chief of Race	Assigned: Southern League
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1. Directs and controls the work of all officials
2. Schedules and presides over a Race Planning Meeting at the end of January.
3. Works with Ski Area to confirm date and communicates needs and wants of both parties.
4. **Communicates with TD a year in advance for scheduling purposes.**

G. Chief of Course	Assigned: Northern League
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1. Selects course **JD selects course.**
2. Responsible for preparation of the course
3. Prepares maps for courses and stadium layout
4. **John Millslagle is chief of course on race days.**

H. Chief of Timing	Assigned: Southern League
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1. Oversees all timing crews
2. Coordinates with Chief of Calculations

I. Chief of Calculations	Assigned: Jinny Martin – will check with Gene Hyde for help with program to calculate awards if needed
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1. Oversees all timing crews
2. Coordinates with Chief of Calculations
3. Creates start orders for each race
4. Calculates all elapsed times for individuals and relay races
5. Creates report for individual results and team results for each day
6. Posts results

J. Race Secretary	Assigned: _____
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1. Produces and distributes all technical data for the races
2. Creates and distributes schedules
3. Posts all race information on the website
4. Makes copies of Start Orders, maps, medical plans (**Make just a few copies for TD, announcer, etc. and having a few extra copies at race – generally, coaches can use website links to find this information.**)
5. Makes emergency sheets for contact info for all racers
6. Handles media reports
7. Sets up link for volunteers on website

K. Technical Delegate	Friday: Alan Watson
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(Alan has already been notified and is reserving the dates)	Saturday: Alan Watson
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1. Prefer a USSA official
2. Oversees Safety and Rules

L. Chief Medical Officer	Friday: Pete Reinhardt
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	Saturday: Pete Reinhardt
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1. Responsible for Medical Plan

2. Selects Assistants
3. Works closely with Mt. Bachelor
4. Handles all Medical Incidents
5. Tent provided by Southern League

M. Bib Supervisor	Friday Tracey Lange (Northern League)
	Saturday Julie Crafton (Southern League)

1. Organizes bibs into packages for each school (Individual and Relay Bibs)
2. Distributes bibs to coaches at check-in
3. Includes Relay Sign In sheets in Relay Bib packages
4. Includes **Start Orders** in Individual Bib packages

N. Race Food Coordinator	Friday: Northern League
	Saturday: Southern League- Susan Meyers

1. Plans food and food supplies for a race (approx.. 200 racers) including purchasing and/or solicitations
2. Finds volunteers to work at food tables
3. Includes preparing beverages
4. Cleans up food area.

O. Vol. Coordinator for Timing Crew	Friday:
	Saturday:

1. Start Supervisor
2. Start Volunteers
3. Finish Volunteers
4. Photo Finish for Mass Start race and varsity relay races

P. Vol. Coordinator for Course Monitors	Friday:
	Saturday:

1. Includes Technique Monitors for classic race
2. Includes relay zone referees

Q. Vol. Coordinator for Race Set Up	Friday:
	Saturday:

1. Preparation of:
 - a. Stadium
 - b. Courses
 - c. Start and Finish
 - d. Food Site; tables canopy, etc.
 - e. Announcers station
 - f. Check-in site; tables, canopy, etc.
 - g. Medical Tent

R. Announcer	Friday: Northern League
	Saturday: Northern League

1. On PA system for races

S. Check-In Table for Volunteers and Coaches	Friday: 2 from Northern League; 2 from Southern League;
	Saturday: 2 from Northern League; 2 from Southern League;

REMINDER: OISRA Nordic Assistant Director obtains representatives from each league to be jury members and to inspect the course

NOTE: O, P, and Q can be consolidated to one person who sets up Sign-Up Genius for all these race worker positions. Link to Sign-up Genius will be posted on the OISRA website, and parents will be notified by email (through ACTIVE) that these race worker positions are needed. Kelly Crowther will work on setting up this system for recruiting volunteers.