



Nepean Knights Minor Lacrosse Association

Executive Meeting
Thursday, July 18, 2024, 7:00-9:00 pm

Location: Cardel Recreation Centre
1500 Shea Road, Stittsville, ON, K2S 0B2



Google Meet joining info
Video call link: <https://meet.google.com/dmi-hpjd-xsb>
Or dial: (CA) +1 289-949-2429
PIN: 385 986 840#

Present: Jill Balcom, Jo-Anne Green, Derek Herfst, Phil Kiazzyk, Mark Lange, Cheryl Scott, Sheldon Spears, Jeff Sweet, Erin Petruska, Jessica White, Jeff Zywicki, (via phone for first 10 minutes: Chris Hipwell, Christa Swanson)

Absent: Mark Lange, Tyler McDonald, Sheldon Spears, Jeff Zywicki



Welcome and Call to Order – Jessica White (initiated), Derek Herfst (seconded)

Land Acknowledgement (Jessica White)

We would like to acknowledge the (Anishinabe) Algonquin nation whose traditional and unceded territory we are gathered upon today for our meeting. The peoples of the Anishinabe Algonquin nation have lived on this territory for millennia and their culture and presence have nurtured and continue to nurture this land.



- 1. Opening Remarks & President Update (Jessica White/Jill Balcom)**
- 2. Treasurer Report (Jeff Sweet)**

Update on transition from previous Treasurer

- We have cheques, but are still working on bank access. The completed paper work to have signing officers changed are submitted and signing authorities will be in place in the next couple of days.
- Jeff and Jill will be added to the online banking, and will be able to handle disbursements.
- Unfortunately until Jeff has full access he cant view accurate data, but will do so asap.
- OLA Fees for the Festival (Provincials) were not paid by June 15th, and with the changeover in signing authorities Jessica worked with the OLA to arrange a later due date. Due to the limited time and daily EMT limits, a payment plan was established with the OLA as well as Erin (as a monitor) to ensure teams were paid up. All 14 teams EMT-ed the OLA Festival fees to the U17-2 account, in which Jessica sent daily 2k EMTs to the OLA. Due to time restrictions, Cheryl did the same from the U17-1 team account so fees were paid as quickly as possible. All transactions are well documented, from the accounts and

amalgamated into one document that will be available for ONCA audit (and can be provided to Treasurer for records).

- At the moment, there are two extra teams we have planned to go to Provincials that the OLA was not aware of, resulting in the NKMLA with an outstanding amount of \$350 owed. We are working with Fiona now to clarify the teams and pay for their participation.
- All teams have been provided their invoices for the season (association dues, tournament fees, clothing etc.). Teams were asked to pay their invoices on/by July 31st. At the moment two teams have paid in full.
- Referees and Timekeepers have not yet been paid due to access to the bank account. Tyler will update and provide a document for referees, and how much they are owed to Jessica, who will review and prepare so all EMTs will be ready to go the minute bank access is obtained. Jill will review prior to payments being sent.
- Zone 5 championships – Gloucester is co-hosting with us, so they will reimburse us for floor time after the festival. All zone 5 teams are paying their own fees directly (each association treasure will handle costs individually once invoices are available).
- Gloucester canceled a game during the Zone fun day, however they will cover the costs (i.e. referees etc.). cost and refs for that one.
- The 2024 season photo session has earned us a total of \$467 as our percentage from purchases.
- We have approximately \$3000 reimbursement from the hotel arrangement from the Capital Showdown. We're still working to clarify the required invoices to get the reimbursement but its in the process.
- With the limitation, and discrepancies among all the different team bank accounts, we want to proceed with the original plan this season to establish a master CIBC bank account, with permanent sub-accounts (one dedicated per team). As managers and secondary signatory identified, they would be added at the start of the season and disabled from the account at the end of the season. The administrators would be the ones to reset these accounts yearly and this process with accounts provides transparency for all team financial activities.
- The learning curve on setting up these accounts did not go as planned and the lessons learned were many. We discovered that the CMO – CIBC light version is free, however the regular version costs \$30/monthly.
Resolution – All board members voted unanimously to continue with the CMO account set up over the winter. A trial test will be done with one or two accounts, and once this is functioning and well established, the \$30/month fee option will be brought to the board to vote on and finalize the process.
- We now have a cheque scanner. The Treasurer can scan cheques received, and deposit the money into the appropriate account.

3. House League Update (Jill Balcom)

- Gloucester invoice is planned for the House League Championship Day.
- Jill continues to clean the House League gear
 - Once all jerseys are washed, she will count them, as well as note what was received last year, and this year then will provide the inventory to Derek so we can monitor and keep track of the jerseys moving forward.
 - All that will be left is the goalie gear (which will need to be washed as per usual process), which is on hold until access is obtained to the account, then it will be sent to be cleaned.

4. Competitive Update

- To note for future discussion – possibility of a U22 (2008) boys competitive team next season. The cohorts coming up are large so we need to review and consider the possibility of U22 teams for the next few years. This item will be added to a future agenda to be discussed.

5. Risk and Safety Update (Erin Petruska)

- Review and wording updates for the below three documents are required. Once finished Erin will upload to the ONCA portal.
 - Conduct Management and Issue Resolution
 - Social Media
 - Parent Rep Description
- We need to review our definitions to ensure that we align with the newly updated OLA definitions (recently changed). Erin will review and note where changes are required. Otherwise the NKMLA is in compliance with ONCA.
- Resolutions moving forward will be inputted to GoogleForms. Please note this for future votes.
- Bad behaviour in the stands needs to be addressed. The Code of Conduct is signed and seems to be immediately forgotten, and pulling it out to remind parents of what they signed has no impact on curtailing the behaviour. The board needs to brainstorm as to how we can address this growing issue. Options include:
 - Designating parent representatives to be in the stands,
 - De-escalation training for board members, volunteer parent representatives etc.
 - Attendance of board members at all games to address problematic situations
 - Introduce a system (i.e. steps), that is widely shared before the season starts and can be as simple as a one warning rule to a parent/family member, and if there is a second incident, the player will be required to sit out a game. This may decrease the number of outbursts and inappropriate behaviour towards players, referees, coaches etc.
 - Consider implementing Canada Hockey rules/guidelines for unacceptable behaviour in the stands.
 - New process prior to the season is an option in which managers and coaches specifically discuss the team plan to address bad behaviour on the team, which is shared with the parents and is enforced all season (i.e. a parent does XYZ, and the first consequence is ABC, but the second consequence is DEF).
- Regardless of what direction we go, its clear the NKMLA needs to align with the recent OLA crackdown and tightening of standards for consequences of bad behaviour.
- Additionally, we need to examine the option of creating guidelines on how managers, or parents can implement to de-escalate a situation of unacceptable behaviour.
- This topic will continue to be discussed and explored.

6. Girls (Jo-Anne)

- What is the process for requests for Team Ontario sponsorships?
 - Family should send an email to the president or vice president with the request. To date no one has sent a request for this season. There is a letter that members should download, complete and send. The link will be shared (to note this should be reflected on our website).
 - There is money allotted for this in the budget, but we should consider a deadline as to when these requests must be made.

- A coach for a girls team has proposed holding a girls team banquet. Details are not established or known yet however so information is limited but it sounds like the banquet would cost approximately \$40/player. Because money would be collected for the event, the board has asked that the coach prepare a brief document with the proposal, what it will entail, the costs (breakdown if there is a charge, rental of location, food, etc.) and the board will review to determine if this can be sanctioned.

7. Other

- **TeamSnap vs SportsHeads discussion**

- Our webmaster wanted to migrate our website to TeamSnap for efficiency, and when researched, discovered it will cost us an additional \$1500 US to do so. At the moment we pay \$2200 US (\$3600 CAN) annually for TeamSnap. Brad has suggested we consider other programs used by other sport associations, for example, SportsHeads (a platform many other associations are moving towards). SportsHeads costs \$1489 CA (plus hst) and the longer you remain with them, the lower your charge.
- As an example, SportsHeads offers a free, automated scheduling mobile app, which supports the integration of GameSheet along with other features. The company is Canadian, and is very responsive and available for support.
- We currently have a number of various issues and a move to an alternative platform like SportsHeads may solve many of them (outdated website, it's a more user friendly platform etc.).
- Brad will establish a deck and mock website for us to review using SportsHeads.
- The board will reach out to talk to some of the other local associations who are using SportsHeads on how game information is disseminated to see if it's easy and mirrors TeamSnap, OR if there are complaints and it's a struggle.

- **Junior C support discussion (Krista and Chris)**

- With the success of the Jr C team, the board wants to discuss what we can do to support the team now that the regular season has ended. As the team proceeds into the playoff season, the team is encountering additional cost and pressures. The Jr Cs are part of our association and we want to support them during this off season process. We may need to be creative on how we can do this as we are limited financially.
- The goal each season is to ensure the Jr Cs are set up for success for the upcoming year. They want to ensure there is always a place to play for everyone who wants to each season. The Jr Cs are focused on building a team that everyone is proud of and a team that players are excited to play for but they need some support, and more people in the stands. Having more people there gets the younger kids excited as they watch and see where they can play if they stick with the sport.
- Although it's exciting how much success the team is having in the playoffs, financially it's harder since the team is trying to juggle the playoff costs, while maintaining financial security of the team for the following year.
- One suggested way to help the team is to provide support for floor time for playoffs (i.e. if it's two hours per game, plus one practice a week could we consider providing \$120 a week for the rest of the season to help offset costs). The Jr Cs have not asked for anything specific, but have indicated that anything the board offers would be appreciated and would help the team. The Jr C budget is set for the next season, to ensure that the team can be carried until it has been set (doesn't get set until three or

four weeks into the season), and even a month in, there are still changes to be made on the team, as the Jr B team is finalized. This means Jr C management has to carry the team financially until all players are rostered, so money must be in the back to ensure the season can start while its being finalized.

- o The Jr Cs are working on trying to secure small dollar sponsorships however this is an extremely difficult and challenging task.
- o As the Jr Cs move to the next round, they may play in Peterborough, with travel costs associated, and if they win that round, they would be travelling somewhere west. How much support they need for the playoffs and associated costs depends on how many more games they play, and the geographic location of where they will be played.
- o We can consider encouraging creative ways to grow attendance such as promotions and social media events (i.e. post a photo with a player when at a game, your name goes into a draw to encourage attendance).
- o To note after the regular season, if a team moves into playoffs, the OLA takes 15% of the game admission cost. This is a source of revenue to the Jr Cs that is lost during playoffs (the team has to pay it out 7 days from when the series ends).
- o Board brainstormed on potential ways to help the Jr Cs (following departure of Chris and Krista from the meeting).
 - Would we consider reaching out to the minor association members and ask teams to donate any surplus money in their budgets to help the Jr C team (similarly to what we have done in the past to help the U17 teams go to qualifiers and final 6)?
 - Would we consider donating all the left over Jibbitz to the Jr C to sell at games so they can make extra profit to make up for the 15% of admission the OLA requires?
 - If the team continues all the way (i.e. to mid-august), it would cost them approximately \$750 for floor time which is already paid for. Are we in a position to forgive this cost? Review of money gained during winter lacrosse, and kickbacks (hotel, photos) it was discussed and determined this would be the best facet to support the Jr Cs while staying on track financially.

Resolution - The board of directors present unanimously approved (2024/07/18) providing the Jr C team forgiveness on floor time owed during the playoff season (up to \$750 in floor time).

Resolution was initiated by Erin Petruska, and seconded by Phil Kiazzyk.

- **Zone championships (July 27/28)**

- o Starts next weekend and will go over three days, starting on Friday night with the U17s at JLA, Saturday and Sunday (at Bell and Earl Armstrong arenas).
- o All teams participating will have their fees paid by their associations directly to the zone.
- o Outstanding details we need to sort out are iPads, scorekeeping etc.. Phil/Logistics will take a look and sort this out prior to the tournament.
- o GLA will cover all responsibilities at Earl Armstrong, while NKMLA will do the same at Bell.

- **Golf tournament**

- With the date approaching and low registration rates, Sheldon will speak with the golf course to discuss the option of shifting the tournament to next season.
- All prizes secured can carry over (nothing time specific), or the board can consider conducting a silent, online silent auction to see if we can raise money in that facet.

Move to adjourn the meeting: Jessica White (initiated), Phil Kiazzyk (seconded).