

	<p><b>Nepean Knights Minor Lacrosse Association</b>          Executive Meeting          Thursday, September 26, 2024, 7:00-9:00 pm</p> <p>Location: Tony Graham Recreation Centre          100 Charlie Rogers Place, Kanata, ON, K2V 1A2</p>	
---	--	---

**Present:** Jill Balcom, Joanne Green, Derek Herfst, Phil Kiazzyk, Mark Lange (via phone), Cheryl Scott, Sheldon Spears (via phone), Jessica White, Hunter Gibbons, Jeff Sweet

**Absent:** Tyler McDonald, Erin Petruska, Jeff Zywicki



**1. Opening Remarks & President Update (Jessica White/Jill Balcom)**

- NKMLA representatives (two) required at the **Zone 5 AGM** in Cornwall, Location TBD, Oct 27<sup>th</sup>, 11am  
 Sheldon Spears has indicated he will attend, however we still need one additional person.

- NKMLA representatives (two) required at the **OLA AGM** in Niagara-on-the-Lake, White Oaks Resort and Spa, November 8-10  
 We need to register people by Monday next week (September 30th), Jessica will confirm the date.  
 The tickets are already paid for, and we can always buy more if new members join the board as this is a great opportunity to network and learn.  
 To note – NKMLA attendees will need to vote on behalf of the JR C team (you will be provided a vote marker for the JR Cs, and one for KNMLA).  
 The Travel policy should be reviewed for the members who plan to go. It may be cheaper to have them rent a vehicle. Jess has a code that will provide a discount that she is willing to share (just reach out to her).  
 There are many different sessions throughout the weekend, some being mandatory modules, while others are optional.  
 If there is a question and answer portion Mark Lange has indicated he would be willing to attend. Mark and Jessica will touch in on it.

- **Update on Girls Sixes**  
 Girls sixes will consist of two weeks of practices, two per week. Field time has been booked for the next two weeks (fields with lights). Now they have 4 games in Bellville coming up Oct 5, 2024. Provincials is the following weekend on the 12th. We need to pay the provincial fees which are due on Sept 30<sup>th</sup> (total is \$300). Hunter will forward that email to Jessica and Jeff Sweet to pay.  
 Jessica will provide Hunter with player cards in case they are required (total 11 players).

- **Community Coaching Grant Application status**

We got a reply on this grant in August, and it was not approved. They thanked us for our interest, but are unfortunately unable to accommodate our grant request.

- **Discussion – Board member intention for 2025 season (remaining or departing)**

We need to plan accordingly for the next season and the composition of the board. If you are still not sure on what your plans are, please let Jessica or Cheryl know by Tuesday what your intention is so plans can be made (either way – staying or leaving).

If you are aware of someone who has expressed interest in your position, or any of the board positions, please share their name and contact information with us.

As there are no current board members who want to fill the President position, we will need to do a call out to the association for it. A President must be in place by the AGM (to be announced there) and we will need to do an application for any of the other positions (available or not).

<b>Position</b>	<b>Current Occupant</b>	<b>Intention</b>
Administrative Director	Sheldon Speers	Undecided
Coach Mentor	Jeff Zywicki	Staying
Competitive Director	Mark Lange	Departing
Equipment Manager	Derek Herfst	Staying
Girl's Director	Jo-Anne Green	Undecided
Head Referee/RIC	Tyler McDonald	Departing
House League Director	Jill Balcom	Departing
Logistics Director	Phil Kiazuk	Departing
President	Interim - Jessica White	Departing / Vacant
Registrar	Jessica White	Departing
Risk and Safety	Erin Petruska	Departing
Scheduler	Debbie	Staying
Secretary	Cheryl Scott	Departing
Tournament Director	Vacant	Vacant

Treasurer	Interim - Jeff Sweet	Departing / Vacant
Timekeeper & Referee Scheduler	Caleb Bosomworth	TBD
Webmaster	Brad MacDonald	Staying
Vice President	Interim – Jill Balcom	Departing / Vacant

Please review and revise your Role Description to ensure it reflects the actual work of the role, and includes all the tasks you did so it captures as much as possible on/by **October 14<sup>th</sup>**. Cheryl will send out links to each board member to their role description to help facilitate the work.

**Resolution:**

- Acceptance/Consideration of non-board members for President position  
If necessary, the board will accept applications from candidates external to the existing (2024) board (should there be a limited number of remaining board members with capacity to take on the position).

As per the by-laws, and the present situation with a lack of identified President candidate, we are in a situation in which we may need to consider an external person for the President position. Considerations for this external candidate must include a passion for lacrosse, experience and background in lacrosse, time available to put into the role, and someone who would add value.

This resolution is applicable only for the 2025 season.

Resolution of the acceptance/consideration of a non-board member for President position was unanimously approved by the board (2024/09/26). Jessica initiated the resolution, Derek Herfst seconded it.

- **Determination of the upcoming NKMLA AGM date**

End of financial season is September 30<sup>th</sup> but to be ONCA compliant we have to have an accountant do a full overview of our financials, so we must wait until it is complete to conduct the AGM.

Jeff needs some time to prepare the materials for the audit so with this in mind, the AGM will be conducted in November (12, 13 or 14<sup>th</sup>). Location TBD – Johnny Leroux, size was good and worked well last year. Cheryl will reach out regarding availability and book it.

Pizza and drinks we provided this last year and it was well received by attendees but we do not want to overorder. Jeff will review financials to determine available funds for it.

When we post the date/location for the AGM, we will create and include a Google doc so members who plan to attend must pre-register (which will be used for room set up, and purchase planning for food/beverages).

To consider, we need to hold our AGM before the OLA AGM, so the new board can participate in that event. If post the role now, we can do a special meeting to bring in the new president via resolution, so s/he will be ready to go for the OLA AGM.

This will have to be confirmed (requirements of AGM order, if any).

## 2. Treasurer Report (Jeff Sweet)

- **Financial update** (current balance, transition status, accesses etc.)

The association currently has a balance of \$105k, which is great! Keep in mind the equipment purchases that are typically done over the winter as well as the up front payments for tournaments that will be required (for tournaments which typically cost \$40k however the cost has risen so it will likely be a bit higher). We also have \$1500 set aside for the ongoing jersey replacements. We are well situated financially for the start of next year.

At the moment all referees and timekeepers were paid, and we only have the \$7k to the OLA and the \$300 for the Sixes outstanding. Derek has a check from GLA but will provided it to the treasurer this upcoming week. Otherwise we are all paid up with no outstanding costs. We are however owed a refund from the Zone, as well as the City (for pad time not used).

**NKMLA mail box** located in Barrhaven is currently listed under retired members names and need to be switched to current board members to ensure access to the mail is possible. In the meantime, if you go to the post office and simply tell them your there for the NKMLA mail they likely will provide it.

To note – The scheduler has already submitted the floor time for the upcoming season to the City, based on this seasons status, and the potential for a U22 team

**New Banking System for NKMLA** – as many know, there was a new bank system proposed and commenced this season that had to be put on hold. Jeff and Jessica will meet in a couple of weeks to go through the new system, what was outstanding, address all challenges, run a number of test scenarios, with the intent to have the system in place for the 2025 season. Jessica and Jeff will work on this over the winter as required, despite their departure from the board. Thank you Jeff and Jessica, its much appreciated!

**Inquiry - Payment tracking** – Is it possible to set up the new banking system to allow for the EMT confirmations to go to the [equipment@knightslacrosse.ca](mailto:equipment@knightslacrosse.ca) so its easier for the equipment director can monitor incoming money easier? Yes, Jeff and Jessica will include this in their plans for the set up of the new banking system to accommodate this request. In addition, they will also include/test the same set up for the Tournament director email (so s/he can accept and monitor money coming in/out in an easier fashion).

Jeff has kindly offered to help with the treasurer transition with the new person if required. Just let him know. Thank you Jeff, having you step in to support the board has been much appreciated.

- **ONCA compliance update (October 18<sup>th</sup> deadline).** Checklist of requirements:
  - Company Key
  - Updated your Incorporation
  - Bylaws ready for approval (and you have removed your Policies and Regulations from your bylaws)

A financial report is required for the AGM, which must be prepared by a trained professional. Nicole had reached out to someone and have it lined up. Jeff will review the

current materials (inbox/invoices/correspondence) to find the name/contact information to reach out to them to get it moving and provide any documentation required.

Kudos to everyone on their hard work in the past 12-18 months to get ONCA compliant! The NKMLA are a full year ahead of everyone else in the zone.

To remember following the AGM, we will need to update our corporation (once we have the financials).

### 3. Risk and Safety Update (Erin Petruska)

- Discussion following review of Coach Selection Policy and Conduct Management & Issue Policy
  - Resolution: Coach Selection Policy  
Coach selection policy was reviewed in detail during the meeting to address all comments made by the board and finalize the document. Please see Appendix A for the details on that discussion.  
Resolution of the Coach Selection Policy was unanimously approved by the board (2024/09/26).
  - Resolution: Conduct Management & Issue Policy  
Conduct Management & Issue Policy was reviewed in detail. There were minimal comments made by the board, the document was finalized.  
Resolution of the Conduct Management & Issue Policy was unanimously approved by the board (2024/09/26).

### 4. Equipment (Derek Herfst)

- **Equipment storage / Storage solutions**  
All jerseys have been moved out of Derek's basement and relocated to Bell (includes all House League and tryout jerseys). However, this further highlights the need for a better way to store jerseys.  
Derek would like to purchase 20 large tote containers (100L in size) as a start to organize the space and ensure longevity, and ease of locating items is maintained. The totes can easily stack, and will be labelled so it will increase storage space overall.  
In preparation, Derek has cleaned out all the old jerseys to make more space. Derek plans to use what is already in the storage space, work with it/around it with the bins to overall be more organized. At the moment everything is in garbage bags in piles.
- **Potential for the City to take over storage maintenance of nets and shot clocks**  
The City owns the nets and shot clocks for GLA. Why does the city not own our nets and shot clocks as well? This question has been posed in the past with no progress.  
Someone will reach out to Debbie to see if she has a contact we can talk to about it and see how we can go about this request. With the Black Bears, now may be the best time to approach the city with this request.  
It costs us money for the frames and the netting. It makes sense for the city to repair them when they are repairing their hockey nets, and manage it all themselves.

Reminder – the storage fees for our storage locker will be due sometime in October, please check the mailbox to ensure we get it and pay for the next year.

- **Goalie Equipment – Purchasing option (from T Kiazzyk)**

Thomas Kiazzyk has XL goalie gear in excellent condition, that he is offering to sell to the NKMLA. It consists of McKenny pants, uppers and shins, and is asking \$1200/total (for all items). This is a reduced cost.

- Resolution: Purchase of \$1200 of goalie gear from T Kiazzyk.

- Resolution: The purchase of the offered goalie gear was unanimously approved by the board (2024/09/26). \*Phil Kiazzyk abstained from the vote.

## 5. Logistics (Phil Kiazzyk)

- Winter Lacrosse – Discussion on status, who will run it etc.

The options for Winter lacrosse at the Bell Sensplex on Sunday mornings are: 7 to 10am or 8 to 10am. Both times are available. We just need to decide to book it.

At the moment, we do not have someone to run the program, so Phil will look into the cancellation policy.

Who will run the program? Jeff Z can help occasionally, but he can not be dedicated to it as he already has winter commitments. Suggestions for running the program include reaching out to the following groups to see if there is interest and availability:

- the JR C
- the Black Bears
- and/or the JR B

We can also consider promoting it to players who have aged out who want experience coaching and reiterate the giving back aspect.

Cost: 395\$/session = 3950\$

Resolution: No formal vote was taken however all board members present fully supported the decision to proceed and book the sessions, review the cancellation policy and do a coach call out for the program. There were no objections.

## 6. Other

- **Ottawa Sport Council's Volunteer Recruitment Fair**

September 28<sup>th</sup> at St Laurent. Jill and Cheryl will attend. Other than the banner, what other materials should be made available?

Reach out to Chris Hipwell for the banner.

Cheryl will create other volunteer information for the booth.

- **New business**

For upcoming agenda the following two items (try out release format & Hockey tryouts)

### **Try out release format - Jeff Zywicki**

Many other sports organizations use their websites for posting tryout results (i.e. post the list of try out jersey numbers (not names) of who is moving forward) instead of handing out letters, sending emails, or conducting in person discussions. The NKMLA needs to consider doing this as well. It will eliminate the potential for error (which is quite stressful for coaches and players), it also provides confidentiality and privacy to players when they obtain their results. There was a lot of discussion about how the results were conducted at all levels this season, so we need to address it, review and consider what method is the most effective and conducive to the Knights as an association.

Invite/include the Webmaster at this meeting so technical aspect of this may be considered.

### **Hockey tryouts (i.e. Triple A / AA) – Jeff Zywicki**

These tryouts take place in spring (April, mid April and mid May depending on the level/team). This will impact us and our tryouts and we need to figure out how/if we will accommodate it and plan how it will be managed consistently.

Suggestion to book NKMLA as early as possible, keeping in mind, we're limited to pads based on when the ice is removed.

Lets get all the dates for hockey tryouts, the dates for when we can hold tryouts (based on OLA opening date and plan accordingly.

We may also want to attempt to coordinate the Team 2 coaches at the same time as Team 1 coaches so they can all attend the initial tryouts (so they can see players before the players are absent for hockey tryouts). Another consideration is establishing Evaluator teams (who evaluate the players then give the list of players to coaches).

### **Webpage**

Jessica will talk to Brad regarding switching the Knights webpage as discussed at the last board meeting to establish it for the upcoming season.

- Next meeting – TBD (dependent on AGM date)

**Move to adjourn the meeting:** Phil Kiazuk (initiated), Jeff Zywicki (seconded)



## Appendix A

### Coach selection policy discussion

- Proposal to consider moving the Team 1 coach selections to January 7<sup>th</sup> instead of 1<sup>st</sup>
- Coaching selection committee and the selection process:
  - o It should not be the same individuals on the coaching committee every year. At least one person should be rotated out, and not have the same five selectors every year.
- Consider having a parent on the coach selection team and at interview(s). This may be a great option for alternative opinions / feedback. The person doesn't necessarily need to have lax experience, but parents can provide great parent opinions on coaches that can be applied. The parent input can be considered during the process and used to help formulate the result/decision (however they would not get a vote). As well, having a parent on the selection team helps optically and builds on transparency. Parent(s) on the coach selection team must not have a child on the team of the coach being interviewed/considered (this includes step children, nieces/nephews/cousins etc).
- Board members on the bench:
  - o Board members should not be on the bench as head coaches, unless the board determines that there is an exception.
  - o This should be dependent on board position (ie President shouldn't be a head coach, but why not an assistant coach?)
  - o Generally we should discourage certain board members from being a head coach (ie President, Vice President, Competitive director), unless the need arises (no other qualified options). The board should be able to make that determination on a case by case basis and vote on it.
  - o A consideration for limiting board members on the bench – parents/players may be hesitant to speak up regarding concerns/complains (of the bench itself or team issues etc.) due to fear of retribution (i.e. being black balled / not being selected in future seasons). This is a valid concern. It is not uncommon for a parent to approach a board member to ask a hypothetical question on a problem/concern but when they are advised to talk to the bench, the discussion ends and it is never escalated.  
To address this, the Managers manual will be reviewed (regardless the outcome of the policy) to ensure there is a process in place, that players and parents are aware of and have someone they are comfortable talking to when there are challenges.
  - o The Board has an opportunity to vote on all proposed coaches, and have input on that decision.
  - o Applications for coaches need to be consistent, with a due date, and all required information provided at the designated time of submission. The use of a Google form/doc should be implemented to streamline the process and make it more efficient. Only complete applications should be considered.
  - o Cohort on a bench should be limited to two years consecutively (unless the board votes otherwise).