

## Minutes of Meeting

September 29, 2019

SUBJ: BOARD OF DIRECTORS FALL MEETING FOR NORTHERN VIRGINIA WRESTLING FEDERATION

From: William Marck, NVWF Secretary

To: NVWF Board of Directors

Ref: (a) NVWF Fall meeting held on September 25, 2019 at West Springfield High School  
(b) Fall meeting notice change of date, email by Mike Gingras, Commissioner, dtd Sep 16<sup>th</sup>  
(c) Fall meeting notice reminder, by Mike Gingras, dtd Sep 25<sup>th</sup>  
(d) NVWF Summer Meeting on August 21, 2019

Encl: (1) Attendees signatures pages 1-2 scanned copies  
(2) Attendees list showing those additionally attending September  
(3) Proposed NVWF Age Divisions Adjustments  
(4a) Proposal for NVWF Commitments on Funding Resource Commitments  
(4b) Proposal Outline on Mat Purchases  
(5) Proposal for Committee to Compile and Post Events  
(6) Proposal for Committee to Organize Camps and Clinics  
(7) Proposal to Adopt a New Club – The Hornets Wrestling Club from Orange County

1. Meeting: The Northern Virginia Wrestling Federation held the reference (a) Fall Meeting at West Springfield High School at 7:00 PM. References (b) and (c) were issued regarding the Fall 2019 meeting (also seen as an enclosure for convenience). The meeting was also announced at the reference (d) Summer Meeting to all members present, pending availability of facility space for such meeting.
2. Attendance: Enclosure (1), 2-pages, contains signatures of attendees at the subject meeting. Enclosure (2) was used as a baseline to identify who attended the meeting from the Summer meeting.
3. Executive Officers in Attendance:
  - a. Mike Gingras, Commissioner
  - b. Scott Matheny, Vice Commissioner
  - c. Bill Marck, Secretary
  - d. Doug White, Equipment Manager
  - e. Treasurer, Jimmy Zoller
4. Registrar: Shannon Matheny was in attendance and hosted the meeting at West Springfield High School upon which she has connections at the school to enable the meeting.
5. Definitions: The NVWF Board of Directors (BOD) is comprised of one representative per active club deemed to be in good standing. The NVWF Executive Officers Committee (Officer or ExComm) is responsible for executing plans on the Board's behalf.

6. Age Division Adjustments: The Board voted in agreement by voice vote to allow the Commissioner and Registrar to adjust the birth date ranges to level out the age divisions so to have an even number of kids in the gym during any one session. More specifically, there was a decision to set the age divisions in September each year, based on birth date ranges from the prior year, so that coaches and managers could advertise the structure well in advance of the winter season start and negotiate with coaches on which age divisions they would lead.
  - a. Shannon Matheny (Registrar) agreed to use date ranges in announcements to club managers when soliciting inputs for the registration links online.
  - b. Enclosure (3) was provided by Bill Marck to help structure the conversations with materials presented as comparison.
7. Mat Purchase Commitments: The Board voted in agreement to set aside financial resources, in the amount of \$66,000, in escrow for the purchase of custom mats with a defined circle size (TBD). There was a strong desire to obtain agreement by the northern Virginia adult referees association and/or VHSL to endorse designs and layouts for the new mats for purposes of potentially hiring adult referees for youth tournaments. The Board voted to form a committee led by Bill Marck to construct logistics plans and evaluations leading to future purchase options. The discussions and decisions were based on a basic outline presented by Mike Gingras. Club representatives said there is a strong desire by club coaches and families to move in this direction, however, some emphasized the need to conduct evaluations so that club managers, coaches, and families were not excessively burdened in terms of time for mat setup. Enclosures (4a) and (4b) are provided in this regard.
8. Committee on Camps, Clinics, and Events:
  - a. Enclosure (5) was provided by Bill Marck to formally establish a means to solicit, compile, and post camps, clinics, and tournaments for NVWF membership and family awareness during the year. Mr. Marck began posting such materials in prior years on the NVWF website due to interests by managers, coaches, and families. This was also directly related to family and club interests expressed in several surveys issued in a couple of years using Survey Monkey. As stated by Mr. Marck at the meeting, a website tab was established in this regard.
  - b. Enclosure (6) was provided by Bill Marck to formally establish a committee to organize camps and clinics in the northern VA area for the convenience of wrestlers in the area. This would provide exposure to new or advanced technique from instructors both in the area and outside the state without having local wrestlers have to pay for costly hotel or travel fees. Mr. Marck shared prior experiences organizing two USA-sponsored camps in Loudoun County where many NVWF kids attended. Mr. Marck said there was a need to have some nominal finances set aside as risk reduction so an organizer could make calls/arrangements to outside instructors and cover costs without undue risks to the organizer.
  - c. The Board voted unanimously to combine both initiatives into one committee with Mr. Marck as the lead. They requested an outline be provided in the near future in this regard. The Board voted to set aside \$3,000 max each year to cover costs and/or expenses that may not otherwise be covered through registration fees. The Board requested some type of procedural guidelines be written so to maintain checks/balances, incentives to operate in the positive, and managers to exercise diligence to organize properly.

9. Proposal to Accept the Hornets Wrestling Club as a New Member of NVWF:
  - a. The Board voted and agreed unanimously to accept the Hornets Wrestling Club, located in Orange County, as a new member of the NVWF beginning season 2019-2020.
  - b. The representative explained that their area wrestles in an ad hoc manner in terms of scheduled events in the area, and they would rather wrestle in an organized league.
  - c. The Hornets is a sanctioned chartered member of USA Wrestling with roughly 40 wrestlers.
  - d. According to Jake Bell, the Hornets club practices as a very nice facility.
10. It was announced that the following clubs would not be returning to the NVWF:
  - a. Knights in Spotsylvania
  - b. Knights in Arlington
  - c. Brentsville Tigers
11. Additional details were captured from meeting discussions as seen below.
12. NVWF Treasurer, Jimmy Zoller, showed positive finances as compared to last year.
  - a. Mr. Zoller said all clubs are paid up largely due to Jimmy's online new banking method.
  - b. Mr. Zoller said the Holiday NOVA Open tournament last year gained \$1,100.
13. Schedule Discussions: The membership discussed, voted, or shared the following:
  - a. The Board agreed to hold two tournament events in December 2020.
  - b. Fairfax County, Building Use Requests, are due by September 1<sup>st</sup>, and if late, clubs would need to hurry to submit information.
  - c. Bandits Club offered to host on January 12<sup>th</sup> at Robinson High School. And, the club confirmed the school could accommodate the date.
  - d. Lions Club wanted McLean High School.
  - e. Annandale Club is conversing with the head coach for February 8/9.
  - f. Edison High School offered February 2<sup>nd</sup> to the Franconia Wrestling Club.
  - g. Clubs can host at other locations other than their own sites, to get concession fees.
  - h. Kettle Run Club offered to host on December 8<sup>th</sup>.
  - i. Battlefield offered their gym on February 9<sup>th</sup>.
  - j. Mount Vernon Club offered to host at locations other than their own site.
14. Registration Process:
  - a. Shannon Matheny remains at the Registrar on a financial basis.
  - b. The early "on-time" registration date closes at midnight on November 24<sup>th</sup>. Ms. Matheny emails the roster to club managers on November 25<sup>th</sup> for review to determine if kids are correctly in their club or if someone is missing or accidentally assigned to another club.
  - c. The late registration period would be November 25 through December 31<sup>st</sup>. Midnight of December 31<sup>st</sup> the system shuts down. Ms. Matheny would then forward the rosters to club

managers to review on January 2<sup>nd</sup>. Coach would have to respond by January 5<sup>th</sup> upon which time the NVWF Treasurer would calculate club fees based on club registrants in this regard.

- d. Clubs would not be authorized to enter anyone into the NVWF season end finals if fees were not completely paid.
- e. Sometimes parents enter: wrong birth dates, years of experience, clubs, or birth certs
- f. Clubs have their own responsibilities to determine if a wrestler is paid, deserves scholarships, less fees, etc. The NVWF registration fee is separate from club costs.
- g. Shannon can “no-show” a club fee.
- h. Parents need to delete the registration file and re-start the process for major issues.

15. Registration Fees:

- a. The base fee was \$40 per wrestler.
- b. The late fee was \$10 for kids registered during the late period.
- c. Clubs can charge their own fees in addition to this.
- d. Some clubs only use the NVWF registration system to collect the NVWF fee plus additional club fees for a grand total, however, parents don't pay online. Instead, parents pay clubs on their own. Then clubs pay the NVWF Treasurer.

16. Club Contacts & Locations: Mr. Marck offered to update the club contact file and practice locations to create a map, pending inputs and updates from club managers and coaches.

17. USA Cards:

- a. All clubs affiliated with NVWF need to have their coaches obtain “Leader” cards and background certifications.
- b. All cards expire August 31<sup>st</sup> of each year.
- c. All coaches are required to watch videos including but not limited to the Safe Sport.

18. Elections: The Articles of Incorporation for NVWF registered with the state of Virginia show annual elections every year. Although the date or time period is unspecified, the NVWF proposed using the fall 2019 meeting for elections to encourage participation by new parties.

- a. The position of Commissioner – Shannon Jackson was the single only person self nominated for the position, and subsequently voted by unanimous decision.
- b. The position of Vice Commissioner – apparently nobody offered to run.
- c. The position of Treasurer – Judy Smarr self nominated, and was voted by unanimous decision.
- d. The position of Equipment Manager – Jake Bell self nominated and was voted by unanimous decision.
- e. The position of Secretary – Jeff Payne self nominated and was voted by unanimous decision.
- f. The positions would become effective following the closing of the meeting.

19. **Hired Services:** The executive officer prepared plans to hire Jimmy Zoller to conduct financial services and process the “990” forms for the NVWF per Mike Gingras. The only other service hired similarly was the registrar function performed by Shannon Matheny.
20. **Proposals:** There were four proposals discussed at the meeting as previously mentioned as follows:
  - a. Commitment to purchase mats
  - b. Adjustments to the age divisions
  - c. Establishment of committee to organize camps and clinics
  - d. Establishment of committee to compile and post camps, clinics, and tournaments
21. **Details regarding proposal to purchase mats:**
  - a. Many acknowledged attritions by wrestlers and clubs. Many shared speculative opinions on the reasons for the attrition, some of which argue the need for mats with defined circles or areas for wrestling matches otherwise denoted as “big mat or full mat”.
  - b. Mike Gingras expressed concerns regarding liabilities for NVWF associated with using the traditional methods whereby kids could easily and often do bump into tables during matches. Mr. Gingras said a parent expressed deep concerns regarding these risks in a phone call several months prior.
  - c. Mike Gingras constructed a basic outline for the dimensions. Mr. Gingras proposed a draft size of 80% using eight stations. Mats would roughly be 28-feet wide with an 18-foot circle.
  - d. Mr. Gingras proposed using two permanent sites located on opposite ends of the northern VA area. At each site, a cargo container could be parked permanently in the parking lot of a school to store the mats. Some suggested consideration toward mobile trailers, or a combination thereof.
  - e. Shannon Jackson said the Saint James facility may be another potential option.
  - f. The final tournament would use twelve stations.
  - g. Jeff Payne said the Athletic Directors at South County High School would need some type of incentive to increase their willingness to store containers on site. Furthermore, the schools tend to cater toward high school basketball in the gyms. Mr. Payne supports the idea to purchase mats and store them in containers, however, he urged for a committee to evaluate the logistics.
  - h. Shannon Jackson says the “big mats” would help the middle school age and advanced wrestlers.
  - i. Scott Matheny says the schools would need some type of incentive to agree to a permanent site such as a small amount of monies to/from the Boosters, Concessions, HS Wrestlers Program, fund-raisers for the schools. Mr. Matheny said maybe the NVWF fee needs to be increased to cover the added costs.
  - j. Shannon Matheny said Community Use programs generally take over the schools after hours.
  - k. Eileen Kucharczk of Bandits says the idea is very good, NVWF would own its own mats, free itself from awaiting for schools to have multi-mat wrestling tournaments.

22. Votes on mat purchases and associated logistics: The Board voted unanimously to accept the proposal to commit funds for this specific purpose, however, all agreed for the need to form a committee responsible for looking into the details, form a “punch list”, and submit a program implementation plan to the Board for consideration of various layout options, referee approaches, and club host fee increases. VHSL adult referee representatives verbally agreed to support the need for referees as long as there were defined areas for wrestling and safety precautions to prevent wrestlers from hitting tables, walls, and floors. The Board voted to set aside \$66,000 in escrow for this purpose. The rationale setting aside funds was based on the fact that volunteers had to spend quite a bit of time draft a plan and looking into the logistics details, and no person wanted to spend the required time if their work was dismissed later. Therefore, the act of setting aside funds created a serious commitment to encourage volunteers to work to this end.
23. Details regarding proposal to adjust age divisions: There was a decision to set the birth date ranges in September of each year well in advance of the winter season. This would have the benefits of allowing coaches to identify which age divisions they would manage.
- a. Someone raised a concern that the histograms could potentially be “off” from their ideal numbers, however, someone else said there was not much difference from the season two years ago; maybe one month at most.
  - b. The benefit of doing this new approach of freezing the age divisions after February of each year gave a “predictable” time slot for parents and coaches.
  - c. A downside was pairing would become more challenging.
  - d. A vote as taken resulting in twelve (12) for the proposal and eight (8) opposed. As a result, the proposal was adopted.
24. Details regarding proposal to establish committee on camps, clinics, tournaments, and postings:
- a. The Board voted on the proposal to combine the two committees and pursue the initiative pending the submission of an outline/guidelines. The votes were recorded as sixteen (16) for the proposal, and one (1) opposed. As a result, the proposal was adopted.
25. Referees:
- a. Additional discussions were presented on whether or not there was a need for paid adult referees in lieu of high school referees.
  - b. Someone proposed the idea to create a cadre of high school referees that were trained and certified. The downside was that it could diminish fund raiser opportunities for host schools.
  - c. Someone additionally proposed the idea of having 1-2 paid adult referees that would oversee the high school age referees. This would benefit youth referees as opportunities for leadership positions.
  - d. Someone else said maybe one half of the referees could be from the host school while the other half were from the cadre.
  - e. The risk of using cadre referees is that maybe they would not stay around afterwards to cleanup whereas, high school kids are usually requested by their high school coach to stay.

f. Jeff Kraisser of King George commented on the cadre approach as well.

26. Other topics:

a. Trophies and medals – some asked how that would be managed and if enough would be distributed for all wrestlers or only the top three in each pool.

27. Meeting Adjourned: The meeting was adjourned at 9:00 PM.