

NCJLA Board Meeting,

May 19, 2010

Minutes

In the San Francisco home of President Betty Hartog. Attending: President Hartog, Vice President Todd Samet, Treasurer Tony Grzejka, Don Aiello, Rus Sherman, John Demarest, Jeff Mills, John Fensterwald (secretary).

By phone: Mickey Parmelee, Boys Director Blake Abbate, Girls Director Kristine Wollam.

Meeting began at 7 pm

April meeting minutes approved.

Treasure's report: With \$235,500 in the checking account and other money in certificates of deposit, NCJLA has assets of \$421,290 and liabilities of \$98,845 (mostly checks being written) for net assets of \$322,804. Yearly expenses and income to date are about on target.

Lease update: All equipment was moved out of the chapter office in Marin in early May. The chapter will save \$2,400 in monthly rent for the next seven months.

Directors' reports: see below.

Boys' report: Blake reported that four teams were no-shows at the jamboree on Treasure Island. Don Aiello suggested that in the future, the League will assume that teams that do not affirmatively commit to the festival will not appear. Blake reported positive comments on the jamboree. Teams appreciated the event organization and the central location.

Blake will present an end-of-the-season report to the board on ejections and brawls (see his report for first half of the season).

Girls' report:

- Redding as host: Despite attempts at negotiation, two teams from Diablo chose to forfeit rather than play in Redding as scheduled. The coach of the U-13B Scorpion team indicated in February that the team did not want to travel that far. Kristine said that had offered to hire a bus and a pizza and ice cream party. She

agreed that Diablo could combine efforts and send one team instead of two – all without success. She said that Diablo did not inform Redding until the day before of its final decision.

Kristine said that since Redding is in the league, teams in its divisions should be required to travel to play there. Redding teams regularly travel a great distance to other teams' host fields. VP Todd Samet reiterated Kristine's view.

Kristine said that in the future, schedulers must make an effort not to have the most southern teams play Redding. Rus suggested that the league ask at the start of the season for teams willing to go to Redding. He said that coaches may be willing but parents decide only the week before the game not to go; parents of U-11 and U-13 are particularly reluctant to drive several hours each way for a game.

Motion: Because Redding was not notified formally until only a day before the event, Don made a motion to request Diablo to pay for refs and the field. Todd seconded. With John Demarest opposing, the motion passed 6-1.

Further discussion on this topic will occur at the open meetings for club delegates and board members this summer.

- **U-13 Festival:** As of the meeting, not enough players (only 11, with a minimum of five more needed) had signed up for the U.S. Lax U-13 festival in Ohio in June, despite repeated recruitment efforts. Kristine was to follow up with calls to delegates.

Rus noted that parents now have more post-season options, including advanced summer leagues, clinics and programs and may be deciding those are a wiser use of money than \$1,500 for one travel weekend of lacrosse.

Coach Amy McCleary is to lead both the U-13 and U-15 teams. The latter, with 17 girls enlisted, was in better shape.

Kristine is to verify with Coach McCleary and with Rick Jeffries, coach of the U-15 team going to U.S. Lax national tournament, of the obligation to reimburse NCJLA for registration fees for the tournaments. The League will eat the registration fee for the U-13 tournament, which has already been paid, if a team cannot be assembled.

- **Complaints and incidents:** There have been many fewer complaints of bad conduct by players and coaches on the girls' side, but still plenty enough to warrant concern. The board has requested a summary report on incidents and

complaints. The board also agreed to discuss further – at the summer meetings – the role and training of field marshals.

Spreading the good word about the NCJLA: The chapter has been invited by U.S. Lacrosse to a youth lacrosse meeting in Baltimore to give a presentation because the NCJLA has been identified as among the most well-run chapters in the nation. US Lacrosse will cover costs. Only a half-dozen chapters have been invited. One of the board members – Don, Betty or Tony – will go.

Compensation: Recognizing the hard work and effort that Girls Director Kristine Wollam and Boys Director Blake Abbate have done in the absence of an executive director, the board discussed presenting them with a bonus, which will be determined at the end of the summer.

Executive director search: The Chapter will immediately begin an extensive search for an executive director and a webmaster, with interviews in June and plans for hire by no later than July. The board has reviewed the job descriptions that Don prepared. The job descriptions (see below) will be posted on Craigslist and disseminated to member clubs (job descriptions are attached).

Much of the executive director's work in the areas of policy making, can be done off-season. The board wants all policies to be set and written before the delegates meeting in September.

Don Aiello, who has served as web master this year, noted that we made 1,100 schedule changes this year – far too many. He would expect the webmaster to work about 25 hours per week during the season and 10-15 hours per week around registration, with little time needed during the summer.

The total pay allotted for staff will \$85,000. The board expects that a new executive director, focusing on fund-raising, will offset some of the expense.

The board authorized Betty to proceed with the search. The pay for executive director was set at \$30,000. The web master will be paid in a range of \$20 and \$25 per hour, with \$15,000 budgeted for this purpose.

Summer meetings: The board will hold summer sessions on June 26, July 31 and Aug. 28 and invite clubs to send representatives to help establish policies and issues raised during the year. Don and Betty have been compiling a "to-do" list that will include issues related to sportsmanship, scheduling, registration, coach training and club participation in chapter events. The list is long; subcommittees will be created, and volunteers are needed to help with the work.

Jamie Poore has volunteered to lead a sportsmanship subcommittee.

Meeting adjourned at approximately 9:45 pm.

Girl's Director's Report:

- 1) Did the vendor contract for the End of Year Tournament and Jamboree
 - a. Tried to secure vendors for both weekends...
 - b. Worked with Cliff Bar to get more product for the girl's weekend
- 2) Worked with Blake on TI organization
 - a. Managed the hiring of the trainers
 - b. Signage
 - c. Vendor maps and spaces, trainer sign in sheets, admin stuff
- 3) TI end of year tournament
 - a. Schedule, seedings, and brackets...while Don got me started by putting my brackets on the excel spreadsheet I had to minimize the wait times in between games with 2 different styles of seedings, three different age groups, and four fields.
 - b. Rules and Volunteer sign up
 - c. Got all information out to reps and up on NCJLA website
- 4) Redding host date issues-
 - a. 2 U13 B teams from Diablo decided to "forfeit" the games...while they brought the subject of doing so up in March, the u13 commissioner and I had been working on a compromise. Even with pizza parties offered from Redding and a flipping of the schedule, chartering a bus, the team still would not go. I find this type of attitude from the coaches and parents to be very disappointing and should not be tolerated by our league. There is HUGE fallout from a team not attending games such as other teams losing games, the spirit of being part of a league, ref fees, and site fees.
 - b. Redding would like the scorpions to help pay for the field fees as there were 3 hours of fees that Redding had paid for that were not used.
- 5) Verbal assault to refs and coaching scums- While there weren't any ejections from refs this past month, I am receiving more and more complaints from the refs about coaching and sideline behavior. I am implementing a no Cross Talk and No talking to the refs policy IMMEDIATELY. Coaching may not talk directly to a ref. If they have an issue they need to use their captains as a mediator. Also, coaches are to go through the stick check and shake the ref's hand and

then shake the opposing coach's hand. Coaching bantering back and forth over the center table will no longer be tolerated.

- 6) Rep meetings...very low attendance. Will go to a hybrid style next season.
- 7) Travel teams (festival only)...still short on players. I will be handing out flyers at the tournament and talking to athletes personally. Dealing with this has taken my attention from the importance of handling other things...like the tournament. Also, will put my foot down next year. When I say the tryout is on one day, the tryout will be in that day. I'll be spending the summer thinking of a better way to handle this. I do not feel that having someone who is outside the NCJLA do this team. Why? If this is our team then it needs to be our team, complete with scholarship money and a coaching stipend. We need to bring this process back internally or forget it all together. Now that you have an administrator who can deal with finding a coach and gets paid for this we should stop subbing it out. Do we have money that Amy can use for scholarships or as a stipend?
- 8) Policy questions to look at over the summer:
 - a. What circumstances constitute a "forfeit" when should we allow teams to do so (hint, travel time is not one of them)
 - b. Roster issues...inaccurate roster issues. I would like to look into a card ID system for the coaches and athletes that they show the ref during stick check. Will help ease with players moving up and checking coaching certifications.
 - c. Scheduling- a hybrid of central schedule and self scheduling. I did not do the schedule this year but I can see why people are upset...the northern most team should never travel all the way to the bottom and vice versa. A lot of the reps want to go to one game a day style format but we do not have the numbers of teams in each area to support this...not even close.
 - d. Reps not doing their rep job...can I fire reps for next season? My biggest issue has been a rep not being present and transferring information. Am I allowed to call the club president and ask for a new one?
 - e. Policies need to be out by September's meeting or we're sunk.

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Boy's Director Report May 2010

1. Jamboree
 - o Head up the organization and scheduling of the Jamboree with help from Don Aiello
2. Playoffs

- Communicated all necessary information to the organizations for them to pass along to there clubs
 - Learned the important of rosters. If the rosters are not submitted this information does not go to the clubs
 - Would like to re-organize the way the NCJLA does seeding for next year
 - Will organize a committee to help with this process over the summer
 - Posted all information on the website for Playoffs and updated as needed with the help from Don
 - Plan on attending and passing out medals at all playoff games.
 - Will look for help from commissioners and board members to help. Volunteers?
 - Managing any petitions from the playoff seeding (countless hours of work, hence the re-structure of seeding process)
3. Off-Season Plans
- Organize committee to recommend a re-structure of the playoff seeding
 - Organize a committee to evaluate and recommend any changes to policies
 - Create a packet of information to hand out at the first delegates meeting.
 - Synchronize this with Kristine and the Girls side
 - Looking for input on what clubs would like to see in this packet and what would be helpful to have.
 - Lay out the calendar in advance for all NCJLA functions including Playoffs
4. Fights
- A number of teams fought in there last game. (5 fights and one was bench clearing brawl, all of which happened in the last game of the year)
 - Recommend change policy and put to vote in first delegates meeting.
 - What will the NCJLA do next year to encourage players to think twice before they take a swing?
5. Ejections
- YTD 21 ejections 7 fighting, 4 Coaches and 2 Parents.
 - Jamboree had two ejections.
 - First game of the first day was a scrum and a ejection
 - Second day had a fight and ejection
 - Neither of these are in my report above, because I did not receive a ejection report for them. I tried to track down the refs, but due to the nature of the event we have no records of what refs were assigned to these games.

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Job descriptions:

NCJLA Webmaster

-Major responsibilities

1. Add games/make game changes as needed within 24 hours of receipt of an appropriate/approved game change/addition request. Confirm all game changes/additions with the coaches AND schedulers. Game changes must transpire within policy or with a commissioner's approval. The webmaster does not make policy with regards to game change parameters.
2. Add/modify Fields as requested. Review field descriptions to make sure directions are included and update as needed.
3. Load team rosters within 7 days of receipt. Make small changes if needed. Maintain log of loaded rosters and roster changes. Prepare roster instructions and templates in accordance with NCJLA policy. Assist clubs with the roster preparation process.
4. Maintain NCJLA members' database. Properly combine duplicate profiles to maintain key information. Assure coaches, assistant coaches and team manager's profiles are publicly visible. As requested by the Executive Director or President, update/correct the clubs' delegate and representative contacts. Modify as needed, the listing of directors, commissioners and other key contacts.
5. Assist/train NCJLA officers, board members and commissioners on how to fully utilize the website including but not limited to posting events, scheduler contacts, calendar items, documents and sending emails.
6. Set up team registration programs, in conjunction with the directors and treasurer, before the end of September. Assist boys' and girls' director with team name changes, establishing conferences/divisions and team assignments to their respective conferences. Assist clubs with the registration process as needed.
7. Administer website. Establish accounts and passwords for officers, directors and commissioners. Interface with NCJLA website provider, currently, League Athletics and club website administrators to determine and implement enhancements and improvements.
8. Prepare reports and data analysis as requested such as a game log for season end reconciliation with officials' assigners.

Qualifications

1. Impeccable integrity and honesty. Must pass background check.
2. Excellent Excel spreadsheet skills.
3. Experienced with League Athletics or similar website functionality.
4. Ability to work flexible hours, 6 days a week early in the season and up to 100/hours per month.

NCJLA Executive Director

Job Description

Administration

Assure that operational success of the spring lacrosse season.

Develop Agenda for Annual Delegates Meeting and ensure all relevant policy changes/scheduled events/etc. pertinent to the upcoming season are communicated to all member clubs whether in attendance or not.

Registration programs are opened on a timely basis.

Conferences are established before scheduling starts and are reasonably balanced.

Games are posted and updated in a timely manner. Assigners are informed of new games/game changes in a timely manner so all regular seasonal games have two

officials.

Post seasonal playoff qualifications are defined and posted before game scheduling starts.

Assure key administrative positions such as the Boys' and Girls' directors, website administrator and boys' and girls' commissioners' position are filled with competent individuals and oversee their activities so the boys and girls' divisions run smoothly and efficiently.

Evaluate each direct report's performance 2x a year and reports those results to the board.

Present to the board of directors proposed policy changes in the off season for review and adoption prior to the September delegates meeting.

Assist and assure clubs are in compliance with NCJLA policies and guidelines.

Recommend actions to the board as needed.

Set up pre-season coach and PCA training sessions.

Work with the president and board of directors to see that the mission and guiding principles of the NCJLA are implemented.

Serve as the liaison with the officials' organizations and US Lacrosse.

Lead the negotiations with officials' organizations

Secure venues and vendors, if appropriate, for all major events on a timely basis, e.g., annual delegates meeting, scheduling meetings, tryouts, jamborees, festivals and season end championships.

Assure official records, documents and fiscal records are maintained, secured and in compliance with federal, state and local regulations.

Fiscal

Establish, with the NCJLA Board of Directors (and specifically the Treasurer and President), an annual budget for the Association. The budget shall be reviewed with the President in August and presented to the Board of Directors at its September meeting.

Act as the fiscal agent for the NCJLA in conjunction with and at the direction of the NCJLA Treasurer, to monitor bank accounts, accounts payable and receivables, handling cash when appropriate, maintain bookkeeping and other financial records.

Communication

Assure the timely and accurate communication and/or posting of the NCJLA's mission, guiding principles, yearly goals, minutes, policies and procedures.

Prepare and post an annual master calendar of events by the September delegates meeting and update as needed throughout the operating year.

Establish a sound working relationship with member organizations, officials' organizations, board members, staff, and other members of the NorCal lacrosse community.

Prepare and submit a timely monthly report for each board of directors' meeting.

Oversee the dissemination of all broad based NCJLA communications in a timely and consistent manner.

Other

Perform other duties and complete projects as assigned by the Board of Directors.

Participate in long-range planning and budgeting for the future of NCJLA.

Represent NCJLA and the lacrosse program in a professional manner

Qualifications

Proven, effective planning, management and leadership experience, ideally in a nonprofit environment.

Strong supervisory skills of 1-5 people and a demonstrated ability to lead large volunteer organizations successfully.

Strong written, verbal, presentation and interpersonal communication skills.

Adept computer skills including knowledge of Microsoft Word and Excel and ability to learn and utilize the functionality of the NCJLA website.

Ability to multi-task and work efficiently under deadlines.

Some experience in budgeting and financial management

Self-starter with the ability to work independently while being a team player.

Dependable, reliable, honest, and trustworthy with high personal and professional ethical standards.

Appreciation for and understanding of Lacrosse culture.

The successful candidate will be subject to a background check as a condition of employment.

Organizational Relationships

The **Executive Director** reports to the NCJLA Board President and is a member of the NCJLA Board of Directors.