

**NCJLA Board Meeting
December 15, 2010
Minutes**

A Board meeting was convened at 7:07 pm at Oakland, CA . Board Members in attendance were: Don Aiello (President); Jin Peavey; Betty Hartog; Karoline Platt; and Carl Baylor. Board Members that were present on telephone were: Todd Samet; Phil Connolly; Avery Blake; and Tony Grzejka (Treasurer). Those not in attendance were: Dale Tills; Wes Koenig; and Mickey Parmelee. Nora Mitchell, Executive Director was also present.

1. A motion was made and seconded and approved by the Directors to adopt the Board Minutes from the November 20, 2010 board meeting. *See Attachment A*
2. Nora Mitchell presented the Operations report to the Board (*See Attachment B*). Nora highlighted that as of this date, 286 Boys Teams and 98 Girls team had registered which is a 7% increase in the total number of teams registered compared to 2010. Nora highlighted areas for the Board to think about (scheduling process and realignment of conferences) that will help improve the 2012 process. Nora also highlighted the upcoming PCA training that will be conducted in January 2011.
3. Treasurer's report; Tony Grzejka, Treasurer, present the current Balance sheet at 13 December 2010; Income Statement and Expenses for the period 1 October 2010 through 13 December 2010. Tony highlighted that he was awaiting the final contract for field use at Treasure Island and gave the Board an update of the filing of taxes (Form 1128 filed and waiting approval from IRS and upon approval, Form 990 would be filed.)A brief Question and answer session followed. *See Attachment C*
4. Don presented an update to the Travel Team Policy to the Board. During the review, Don highlighted Point number 12 and asked that it be 'word-smithed'. A motion was made to adopt and insert the finding in the NCJLA's Operational Manual. A motion was made and seconded and approved by the Directors to approve the recommendations. *See Attachment D*
5. Don presented a proposal from Theresa Sherry for the U-15 Girls National Team. The information provided was Ms. Sherry's bio; a proposal; and a Financial breakdown of the estimated costs. A motion was made and seconded and approved by the Directors to approve the Theresa Sherry as Coach of the U-15 Girl's National Team and the proposal provided with the stipulation that the Board would get clarity of the financial breakdown. *See Attachment E*
6. Nora Mitchell presented to the Board a new process for selecting boys playoff teams at the High School and "A level" team playoff seedings. The process is based on a Rating Percentage Index that combines two factors to select and pair teams. A motion was made and seconded and approved by the Directors to approve the NCJLA Tournament Selection Process for the 2011 season. *See Attachment F*
7. Commissioners. Nora Mitchell presented the following Volunteer Commissioners for approval: Boys: U-9 – Charlie Rockman (Berkeley); and U-11 – Alan Beland (Granite Bay) & for the Girls: U-15 - Ashley Hemmen (Scorpions) and U-13 Tony Semone (Ross Valley). A motion was made and seconded and approved by the Directors to approve the Boy's and Girl's Commissioners.

8. Petitions. Nora presented two petitions for individual players to 'play down' from the Santa Rosa and Berkeley Clubs. There was insufficient information for the Board to vote on the request.
9. The Novato Lacrosse Club presented a petition to cancel a scheduled game against the Central Marin Lacrosse Club during the regular season. After some discussion, several member of the Board are planning to be present at the scheduled game this spring. **A motion was made and seconded and approved by the Directors to not accept the Petition to cancel the scheduled game (Note 1 board member opposed). See Attachment G**
10. CLC Update. **Don Aiello reminded the board that the CLC was being held on January 8, 2011 in Vallejo and that we were sending out email reminders to all of the coaches and administrators in our database. In addition to the four levels of coaches' sessions, the CLC will also hold a three hour administrative session covering a wide range of topics including an hour long presentation by Alice Anderson on the steps to set up a 501(c)(3) non-profit corporation.**
11. Open Board Seat. Don Aiello discussed with the Board the status of the open Board seat. Don asked that the Board make recommendations to him and preferably, he would like the vacancy to be filled with a person involved with the girl's side of the NCJLA.
12. Scholarship. Don Aiello spoke of need for the NCJLA to review opportunities to 'give back' to the lacrosse community it represents. He recommended the NCJLA establishing a committee to review options on how we could financially support deserving causes and figure out how to 'give back'. Board members that volunteered to participate on the committee are: Todd Samet; Karoline Platt; and Carl Baylor.
13. Positive Coaching Alliance ("PCA"). The NCJLA requires all coaches to have taken and be current in the PCA training. Nora Mitchell was tasked to determine if the NCJLA could receive a 50% discount for those members that will take the course on line.
14. NCJLA Gear. Nora Mitchell was tasked to obtain sizing information from Board Members and Commissioners in order for them to receive jackets and Polo shirts with the NCJLA logo on them. Don Aiello asked that the Board Members enhance their visibility and local, regional and national events.
15. **On December 16, 2010**, Don Aiello sent out an electronic request to the Board to for the following approval: That Coach McCleary (Stick with IT) take the Girls Festival teams (U15, U13 & U11) to the US Lacrosse Festival events in 2011. The Board voted unanimously to approve the resolution.
16. A motion was made and approved by the Board to end the meeting at 8:57pm.

Philip G. Connolly
Secretary

NCJLA board agenda – November 20, 2010

1 Review and adopt minutes from Oct 20, 2010 board meeting (Phil; all)

1. NCJLA role in supporting travel teams; Travel team process recommendation for board approval; key dates (Dale, Mickey, Wes)
2. Boys' scheduling process review & recommendations – (John, Nora)
3. Direct recruiting policy (non poaching) for board review & adoption – (John, Nora)
4. Commissioner job description review; stipends – (Nora)
5. Presentation of commissioner candidates for approval – (John, Kristine, Nora)
6. Financial report (Tony)
7. Operations report - Status of team registrations; website; CEP sessions; PCA (Nora)
8. NCJLA Privacy Policy for board review & adoption - (Phil)
9. Petition for playing down (Nora)
10. Approval to amend petition submissions from just Jan board meeting to November – January. (Nora)
11. Status of contract with boys' officials (Phil)
12. Options for filling MJ Davey's board seat (Don)

Topics on hold from previous agenda

NCJLA Email policy for board review & adoption - (Karoline, Nora)

NCJLA Sponsorship policy for board review & adoption - (Don, Tony)

Continue discussion on player waiver - should the NCJLA start tracking movement?

Geographic club boundaries/player waiver. (All)

Additional topics if time permits:

Tournament/Jamboree logistical support, e.g. food, vendors, set up, clean up;

Expansion (contiguous communities; bridge/new start programs) – NCJLA involvement

New club support

 Fund raising at the club level

"Long range" planning

Sportsmanship

Coaches training beyond US LAX CEP

Diversity

Attachment A
NCJLA Board Meeting
November 20, 2010
Minutes

A Board meeting was convened at 10:00am at Oakland, CA . Board Members in attendance were: Don Aiello (President); Todd Samet; Jin Peavey; Mickey Parmelee; Avery Blake; Phil Connolly; Betty Hartog; and Dale Tills. Board Members that were present on telephone were: Tony Grzejka (Treasurer). Those not in attendance were: Karoline Platt; Carl Baylor; Wes Koenig; and MJ Davey – resigned. Nora Mitchell, Executive Director was also present.

1. A motion was made and seconded and approved by the Directors to adopt the Board Minutes from the October 20, 2010 board meeting. *See Attachment A*
2. Dale Tills provided an overview of the NCJLA role in supporting travel teams (National Teams and Festival Teams), Travel team process recommendations; key dates and other aspects of travel team items. *See Attachment B* The Board agreed to choose individuals or groups based on their successful past performances at these US Lacrosse events and there motivation. A motion was made and seconded and approved by the Directors to approve: the NCJLA paying for the registration fee for selected travel team (to be reimbursed by the team); Doug Appleton and his organization to take the 2011 Boys' U15 Team NorCal to the US Lacrosse National Championship Tournament; Bill Glazier to take two U15, two U13 and one U11 NorCal teams to the 2011 Boys' US Lacrosse U15, U13, U11 Festival Events.

The Board agreed to consider proposals to take additional teams from the greater Sacramento region to the US Lacrosse Festival events in 2011 and will continue to search for coaches and organizations interested in taking Team NorCal to the 2011 Girls' U15 National Championship Tournament and the 2011 U15, and U13 Girls' Festival Events.

3. Boys' scheduling process review. Nora Mitchell presented the Scheduling Committee update prepared by the Boy's Commissioner, John Sheehan. A motion was made and seconded and approved by the Directors to approve the Boy's scheduling process and in addition to extend the registration cut-off date for the Girls to 15 December 2010. *See Attachment C*
4. Nora Mitchell presented a recommendation by the Scheduling Committee to enter into a contract with Sports Pilot Inc., a software company providing an automated game scheduling tool. This tool will be run as a pilot for selected clubs for the 2011 scheduling. A motion was made and seconded and approved by the Directors to approve entering into the contract with the stipulation that the cost of the services would not exceed \$300. *See Attachment D*
5. Geographic club boundaries/player waiver. Nora Mitchell spoke of the role of the NCJLA in determining and enforcing boundaries for its member clubs in the October Board meeting. She presented an updated proposal. The Board was in agreement with the concept; however, the President suggested she update the proposal to focus on specific violations the NCJLA has recently been involved in rather than the broader scope of the current proposal . *See Attachment E.*

6. The Board was presented a new process for selecting playoff teams at the High School and Junior playoff seedings. The process is based on a Rating Percentage Index that combines two factors to select and pair teams. A motion was made and seconded and approved by the Directors to approve the NCJLA Tournament Selection Process for the 2011 season. *See Attachment F*
7. Commissioners. Nora Mitchell presented the following Volunteer Commissioners: Boys: High School – Ben Hewitt; U-15 – Bryce Whitlock; U-13 Boys – Greg Mengis and for the Girls: High School Jim Dunn for approval. A motion was made and seconded and approved by the Directors to approve the Boy's and Girl's Commissioners.
8. Treasurer's report; Tony Grzejka, Treasurer, present the current Balance sheet at 17 November 2010; Income Statement and Expenses for the period 1 October 2010 through 17 November 2010. A brief Question and answer session followed. *See Attachment G*
9. Petition for Playing Down. A petition from the Skyline Club was presented to the Board to allow (Emerson S.) to be allowed to move from the U-15 Boys Division to play in the U-13 Boys B Division. A motion was made and seconded and approved by the Directors to approve (Emerson S.) to play in the lower age group.
10. The board approved changing the review and approval of petition submissions as stated in the NCJLA Operations Guide from just the January board meeting to the November, December and January board meetings.
11. Operations report. Nora Mitchell presented the Operational report. She reiterated the need for Girl's Commissioners and asked for Board assistance in scheduling PCA Training. *See Attachment H*
12. Topics not covered in the meeting were Privacy Policy – Phil and NCJLA email policy - Karoline, Nora.
13. A motion was made and approved by the Board to end the meeting at 1:07pm.

Philip G. Connolly
Secretary

Attachment A

NCJLA Staff Monthly Status Report

November 19 to December 14, 2010

Executive Director – Nora Mitchell

- Events
 - PCA host site coordination, working on four events: Tues, Jan. 25 - Petaluma?, Thurs. Jan. 27 - Menlo Park 6:30-8:30, Tues. Feb 8 - El Dorado Hills, Thurs. Feb 17 - Walnut Creek
 - Dog Fagan cancelled Jan. 30 level 2 clinic in Fair Oaks. Only sited, “unforeseen circumstances.” I’m still trying to follow up.
- Communications
 - Email blast with pitch to volunteer to be a commissioner, got two as a result
 - Email blast reminder re: team registration deadlines
 - Email blasts promoting boys national travel team.
- Staff
 - Weekly phone calls with Kristine and John, as needed with Dan
 - Monthly in person staff meeting in Oakland, focused on training John to use League Athletics back end for email communications.
- Website
 - Boys scheduling announcement on home page
 - Ongoing on web content review & improvements with Dan.
 - Off season camps and tournament page written and loaded
 - Master calendar items added to events, re: boys game scheduling
 - Follow up with clubs missing club profiles – they’re all in now!
- Operations
 - Monitored scheduling project
 - Monitored team registration, assisted in contacting clubs who hadn’t registered.
 - Processed exceptions, late reg requests, issues regarding conference structures
 - Updated internal activities tracking spreadsheet
 - Tracked progress of travel team issues
 - Booked hotel for US Lacrosse convention, for me, Don and John (Kristine not attending)
 - Provided new club guidance through team registration.

Upcoming for ED

- PCA workshops, finalize host locations, book w/PCA
- Ongoing website content improvements, re-org.
- Write and post NCJLA Overview doc
- Ongoing staff weekly calls and monthly meeting
- Email blasts promoting ref and umpire training, Jan. 8 CLC, travel teams, PCA workshops, Level 1 clinic.
- Monitor girls team registration, follow up with clubs as needed.

Hours:

- Averaging 20 hours per week, mid-November to mid-December

Boys Director (BD) – John Sheehan

- 2011 Scheduling Process Document - Developed and distributed 2011 Scheduling Process document to all clubs on 12/8/10.
- 2011 Conferences - Developed 2011 conferences and distributed on 12/8/10.
- 2011 Playoff Seeding Process – Developed and distributed 2011 Playoff Seeding Process document on 12/8/10.
- Boys Director Season Introductions – Sent out email message to all clubs to introduce the three documents referenced above. Also, sent out intro email message to all high school coaches and clubs at Ben Hewit's request.
- Frequent Travel Award Program. Developed a incentive program for teams to travel to the Sacramento area teams for board review.
- NCJLA Gear – Sourced products, received estimates and developed a cost summary for the purchase of NCJLA jackets, polos, and hats for the board, staff, and commissioner.
- Meetings: Attended monthly Executive Director's meeting with Nora, Kristine, and Dan
- Emails and Phone Calls - Reviewed, initiated and responded to an estimated 800+ emails and phone calls

Upcoming for BD

- Coordinate Beta testing of auto-scheduling software in selected conferences.
- Prepare for Regional Boys Representative Conference Calls.
- Make adjustment to conferences as required.
- Deal with scheduling issues as required.
- Finish construction of Boys Coach's Corner: Add content and build out the Boys section of the Coaches Corner.
- Weekly Conversation(s): Conduct weekly telephonic conversation with ED to discuss boys division topics.
- Monthly Meeting: Conduct monthly face-to-face meeting with Nora, Kristine, and Dan.

Monthly Hours Worked: 75

Girls Director (GD)

- 1) Talked with Melissa at Clif Bar. They will be on board to sponsor the NCJLA End of Year festivities. She will put in her Q3 budget CLIF product for us to hand out at EYT. She will be able to send people with a set up (games etc) only 1 of the days of May 14th or 15th. Last year CLIF supplied us with a TON of product. I put together goody bags for the teams. This year she'd like to see the CLIF logo up on the NCJLA website as being a partial sponsor of the event. Will need board approval for this (I assume).
- 2) Filled all commissioners spots with the exception of the U9s...I am waiting on the U9s to see which clubs will register an U9 then ask those clubs for a commissioner.
- 3) Did Master Host spreadsheet for girls as well as the division spreadsheets. Got out the Host dates excel spreadsheet to girl's reps.
- 4) Girl's rep meeting on December 9th. Talked about registration, specifically A/B split and HS registration (which is low this year so far). Also covered was travel team information to date, uniforms, umpire training, scheduling (host dates and soft rosters), and a call out for help finding vendors for the Play Day and Tournament. I REALLY NEED HELP WITH THIS

PART!!! I am not a marketing person, I don't put on events, and just thinking about vendors and contracts makes me cry.

- 5) Answered e-mails.
- 6) Talked with Scot Mehl (umpire association) with the A/B challenges and going to FC rules. Not going to happen and I am okay with that. Clubs were okay with having 6-8 teams at the A levels.

Next Month

- 1) Plug host dates in to schedule
- 2) Finish out Coaches Corner. There will be some power point presentations from my coaching and sport psych classes, coaching evaluations, and some tabs for boys and girls drills etc.
- 3) Work with commissioners on conferences.
- 4) Get my commissioners squared away with the information they need for next season.
- 5) Start getting vendors for the play day.
- 6) Umpire training and recruitment...We're also adding a coaches meeting at the NorCal Lacrosse Convention on January 8th.

Board Requests

- 1) Commissioners: U13 Tony Semone, RVLC, has a daughter on the U13A team, has worked with select soccer.
- 2) Commissioner: U15 Ashley Hemmen, Diablo U15A coach, recent graduate and player of Cal Poly.
- 3) On the call, someone recommended that we hire commissioners. I voiced my reasons for liking commissioners to be involved with the NCJLA as opposed to a college student from outside our organization. She felt that going into the volunteer pool of her club was a hard way to go with finding a commissioner.

Logged Hours worked for the month: 50ish or more

Website – Dan Miller

11/18/10	Team Registrations, Off-Season Play List
11/29/10	Team Reg, Off-Season Play List, Club Profile
11/30/10	Team Registration Fixes
12/1/10	Registration Corrections & Data
12/2/10	Misc. Emails, Registration, Scheduling, etc.
12/3/10	Misc. Emails, Club Profiles, Site Changes
12/4/10	Scheduling rampup
12/5/10	Scheduling rampup, follow up
12/6/10	Scheduling, Teams, Profiles, etc...
12/7/10	Scheduling rampup, follow up, misc.
12/8/10	Scheduling rampup, etc...
12/9/10	Scheduling rampup, etc...
12/10/10	Scheduling...
12/12/10	Scheduling...

53 hours

		Fielded	Registered	Fielded	Registered	
		2010	As of 12/14/2010	2010	As of 12/14/2010	
		Boys	Boys	Girls	Girls	
High School	Varsity	19	22	12	16	
	JV	17	18			
U15						
	U15A	18	16	7	7	
	U15B1/U15B	16	37	15	15	
	U15B2/U15C	33	19			
U13						
	U13A	16	10	7	9	
	U13B1/U13B	27	45	21	17	
	U13B2/U13C	31	23			
U11				18	20	
	U11A	11	11			
	U11B	35	45			
	U117	12	11			
U9		36	29	8	14	
Total		271	286	88	98	
Grand Total 2010						359
Grand Total 2011						384
Growth %			6%		11%	7%

ATTACHMENT D

TRAVEL TEAM GUIDELINES

Below are the recommendations the Travel Team Committee presented to the NCJLA Board at the November, 2010 meeting. It is recommended that these findings be listed in the NCJLA Operational Manual.

The scope of the NCJLA's participation in Travel Teams is to remain limited. The NCJLA should provide a framework for Travel Team organizations to effectively deliver to the membership a rewarding experience. The NCJLA should support Travel Teams in the following manner for US Lacrosse sponsored events only:

1. The NCJLA Board will approve travel team organizations/coaches for US Lacrosse events. Each interested team director and/or coach should be required to submit an application to the NCJLA by October 1st for consideration for the next season's events. This application will include a resume of the coaches, a Mission Statement of the group, an estimated cost per player of the US Lacrosse events participating in, and a description of the selection process of the players.
2. The previous year's coaches, if in good standing with the NCJLA Board, will be looked favorably upon to take a team the following year. All submissions of interest will be decided on during the October NCJLA Board Meeting. No group will be awarded or can represent themselves as having exclusivity of the NCJLA/ Nor Cal brand.
3. All coaches must have proof of a passed background check either by their representative club or by the NCJLA.
4. They must be a member of US Lacrosse.
5. Once a selection of organizations/coaches to take teams has been made the NCJLA can assist in securing locations for tryouts for the various teams.
6. Recommendations of the NCJLA objectives in the selection process will be provided at that time. (club representation should be diverse and the teams should be built to be competitive)
7. If any additional Festival teams to the one's chosen in October, want to form, they must have their applications to the Board by February 1st . The Board will review the applications in the February Board meeting.
8. The NCJLA will begin the Travel Team process at the September delegates meeting. The NCJLA will ask for interested parties to submit a proposal to take a team to the various US Lacrosse events at that September meeting.
9. The NCJLA will post all pertinent information regarding the US Lacrosse Travel Team events on their Web Page and regularly email all clubs timely information about tryouts, selection process and coaches.

10. The Boy's and Girl's Age Group Commissioners will contact the coaches of the clubs to communicate pertinent information on the Travel Team program and tryout information.
11. The NCJLA should reserve a minimum number of places for Nor Cal teams in the regional Festivals as soon as possible in order to guarantee spots for the Nor Cal teams. Any additional teams will be added on a best efforts basis depending on availability at the tournaments. This will be clarified each year as the dates and locations of the regional qualifiers are changed by US Lacrosse.
12. The NCJLA will **not** endorse or support any non US Lacrosse event or any Travel Teams participating in non US Lacrosse events. We do however feel it is in the best interest of our membership to provide information on the NCJLA web site of off -season travel teams, and off-season tournament opportunities available to our members.
13. The NCJLA believes it is important to provide a player in need of financial assistance every opportunity to participate in the Travel Team experience for US Lacrosse events. The NCJLA and Nor Cal Chapters at times will support with financial grants to a limited number of players and their families based on need. An application is required for Board Review.

ATTACHMENT F

NCJLA Tournament Selection Process

High School and A Divisions

For the NCJLA 2011 Playoffs, the NCJLA will use a similar seeding process used for the NCAA Men's Lacrosse Tournament. The process relies heavily on a Rating Percentage Index (RPI). The NCJLA will use two factors to select and pair teams. These two factors are: (1) quality wins or performances against top 8 teams, as ranked by the RPI, and (2) the RPI itself.

Because the RPI is so significant to the seeding, it is crucial that the formula yield fair and predictable results. The NCJLA will use an RPI that considers the following criteria: (1) the team's winning percentage, (2) the team's strength of schedule based on the winning percentages of the team's opponents, and (3) the team's strength of schedule based on the winning percentages of opponents once-removed: teams played by the team's opponents.

To rank a team based upon these criteria, the RPI gives different weights to the three criteria, multiplying each criterion by a different percentage. The RPI assigns a weight of 50 percent for the first criterion, 25 percent for the second, and 25 percent for the third, and then sums these products.

As an example, consider a team with a winning percentage of 75, an opponents' winning percentage of 60, and a winning percentage of 50 by opponents once-removed. Table 1 demonstrates how the RPI is calculated.

Table 1: RPI Calculation		
Criterion	Weight	Criterion x Weight
Winning percentage (75%)	0.5	$0.75 \times 0.5 = 0.375$
Opponents' winning percentage (60%)	0.25	$0.60 \times 0.25 = 0.135$
Winning percentage of opponents once removed (50%)	0.25	$0.50 \times 0.25 = 0.125$
$RPI = 0.375 + 0.135 + 0.125 = 0.635$		

Automatic Qualifiers – The four conference winners will be awarded an automatic berth if they have a .500 winning percentage or above. The four conference winners' seasonal performance will be input into the RPI calculation above and seeded based on their RPI calculation. Conference winners do not automatically receive the first four seeding spots.

ATTACHMENT G
Novato Lacrosse Club
926A Diablo Avenue – Novato, California – 94947

NCJLA
851 Burlway Road, Suite #711
Burlingame, CA 94010-1719
Director of Boys Lacrosse

Dear John Sheehan,

The Novato Lacrosse Club Board of Directors has a concern with regard to the U15A Boys Central Marin Lacrosse Team playing the U15A Novato Boys Lacrosse Team. We believe it is in the best interest of both clubs that the game which has been scheduled be cancelled. We believe this given the recent history between the two clubs. If you need any documentation regarding the history I can resend you all of the documentation that is already on file with your office.

In short there are still a handful of players on the U15A Central Marin lacrosse team that reside in Novato. They were actively recruited last season to play for Central Marin. We do not want to create a revenge game with kids that go to school together. It is not in the best interest of any involved and certainly not in the spirit of the sport. The NLC wishes to resume play with the U15A Central Marin Team starting in the 2012 season. We hope that you will consider our request and we thank you for your time on this matter.

In addition, the NLC would like to review with you once again the recruiting policy between clubs. We need to understand what happens when a kid is recruited from one club to another even if he lives in one community and plays for another due to recruiting. Can you please give us a clear update on what the ruling was last year so we can make sure everyone involved is staying above board as it relates in recruiting players.

Thanks for your time. I appreciate your attention to this matter and look forward to hearing a resolution to this situation.

Sincerely

Patrick Brown
Director of Boys Coaching
Novato Lacrosse Club.
1587 S. Novato Blvd
Novato, CA 94947