



Minutes of a Regular Council Meeting

Date: December 11, 2019

Time: 6:30pm

Place: Oceanside Place Arena \Meeting room

Attendees: Jason H, Cam, Colleen, Paula, Jason O, Ian, Sharon, Dave, Greer, Rick

Absent: Farrah, Tara, Rennee, Erin

1. Called to order 6:37pm

2. Approval of Agenda

Move that Council accept the agenda as presented.

M/SC ST/GC

3. Approval of Previous Minutes

Approval of previous minutes from AGM and November 13 meeting

M/SC IT/GC

4. Treasurer's Report – Farrah

General: \$10,529.96

Gaming: \$103.18

PayPal: \$0

Field: \$7,202.06

Etrans:

TD

General: \$1,767.02

Greer is going to help with the treasurer duties.

The TD bank needs to be closed and it needs 2 of the people with signing authority to close it

Action: Jason O and Cam to close TD Bank.

Accounting process, Greer interested in reviewing so that all teams are budgeting/managing the same.

Action: Greet to follow up with Rennee

5. Director's Reports

- a) Past President, Cam Miller – no report

- b) Head Coach, absent
- c) Head Referee, Rick Popplestone – no report
- d) Head Manager, Renne Allen – see attachment 1 for full report

Expenses – paper aok to purchase, if needing to print manager hand books, it is aok to go to print shop and expense.

Policy handbook on website is most recent copy. Discussion on creating a sub committee to review policy manual and code of conduct forms.

Action: Sub-committee to meet prior to next meeting to review policy manual and forms – Greer, Sharon, Rennee, Colleen.

- e) Floor/ Field Allocator, Colleen Jordan

Dry floor available April 13, 2020.

Executive agreed to proposed time change to practice to allow later start for Tyke.

Mon (half hour overlap)

5:30-6:30 pm Tyke

6-7:00pm Novice

7-8:30 pm Bantam

Wed Either Tyke or Novice at box.

5:30-6:30 pm Tyke

6-7:00pm Novice

7-8:30 pm Bantam

Tue/Thu

6-7:00 pm Pee wee

7-8:30 pm Midget

- f) Webmaster, Sharon Todd

Renewed web domain

Submitted Secured Sock Layer

- g) Equipment Coordinator, Paula Winnett

Locker needs to be cleaned out.

Action: Paula to set a January date to clean out locker.

- h) Tournament Coordinator, Erin Guthrie – no report
- i) Sponsorship Coordinator, Tara Macleod – no report

6. Old Business

- a.) Field Lacrosse U13 & U15 Budget – Determine costs to team

Paula recommends that future budgets fees cover league costs. Tournaments are not included.

- b) Calendar/Key Dates Review

Sharon has set up google calendar and all executive have been emailed access.

Action: Executive add dates as required.

- c) Gaming funds discussion and actions needed to reapply.

Action: Farrah to follow up with BC gaming. Greer to assist.

- d) Box drop-ins – (see attachment 2)

Sharon and Colleen presented new format. Costs to be determined and voted on by executive.

Cam secured 30 sticks and balls. Colleen emailed sponsor but has not had a response.

Action: Sharon and Colleen to confirm costs and email executive for approval prior to promoting new format.

Action: Cam to follow up with Oceanside & Springwood to set up times to promote LAX to gym classes.

7. Council Reports

a.) President, Jason O'Connell

A lot of information emails come through BCLA and he will distribute as needed/applicable.

Greer and Jason met with Brian Nikula and he has agreed to be a resource to OMLA coaches this season.

He will attend a coach meeting to share resources with the coaches.

Action: Set up a meeting pre-season with coaches and Brian.

b.) Vice President 1, Dave Jamieson

Attended Island Commission meeting AGM and regular meeting – will send out minutes to exec.

AGM

Junior Warriors program will return

January 9 tournament deadline Shark Attack June 12-14.

BC Summer games are Mid-July – so playdowns are effected.

May have a shortened season for some age groups due to Summer games schedule.

Regular meeting

Need addresses of executive for VIMLC

Scheduling hopefully smoother this year.

c.) Vice President 2, Greer Cummings – no report

d.) Vice President 3, Ian Todd – no report

e.) Vice President 4, Jason Hassey – no report

f.) Registrar, Sharon Todd

BCLA Box registration opens December 1st.

M/SC ST/ GC Motion to keep box registration fees the same as 2019 season.

g.) Secretary, Colleen Jordan

Oceanside Play Passport to Play invite – will email to executive

8. New Business

a) Shark Attack Tournament application/ date – Colleen J

The deadline this season to host tournaments is Jan 9th. (This is a strictly enforced deadline)

The list of approved tournaments will be open for viewing by associations on March 19th.

Teams will not be able to apply for tournaments until April 3rd.

Discussion if OMLA will host Midget tournament, but because the parent group has changed and we have a new tournament coordinator it was decided to focus on the Shark Attack which is a fundraiser for the association.

Action: Colleen/Erin to book Shark Attack June 12-14 (need to have tyke rules)

b) Review of discipline policy and ideas for tone setting in coordination with coaches/ refs/managers in advance of the upcoming season(s). – Greer C

Action: subcommittee to meet to review / prepare polices/ code of conduct forms.

c) Draft Concussion Policy – Jason O (See attachment 3)

Action: Review and bring revisions to January meeting. If policy is to be added, executive will set a special meeting date.

- d) VIMLC Commissioner from OMLA – Jason O
Positions open and each association needs a volunteer to fill a spot.
Action: Greet to ask John Schafi

9. Next Meeting Date : January 8, 2019

10. Adjournment 7:58 pm

Attachment 1

HEAD MANAGER REPORT

Thank you for nominating me for this role. It is a role that I look forward to taking seriously and ensuring each and every team manager will feel prepared and knowledgeable. Paula has provided me with the binders from years ago that she found in the storage locker. I have been going through and planning everything that should be in there. I also have taken the liberty to reaching out to previous team managers and asked what do they wish they had or knew. With all this information, I am hoping to leave nothing undone.

To start with, I would like to request to expense a package of paper. There will be a lot of printing happening. I don't mind using my ink, but if I can have permission to expense the paper-lesser of the two, I will provide a receipt and expense report. Things that will need printing will be Policies. I have been familiarizing myself with a lot of the policies, especially being highly involved with Jr team, I need to know how the 2 leagues should be run. A few policies were broken last season and I will not allow them to happen again this up coming season.

If an up to date Policy can be provided at the earliest convenience, that would great. Along with the up to date policy, I would like to print up Rosters, Waivers, BCLA Release forms, and medical forms.

I also would like to propose having the Bantam and Midget players and parents sign a contract stating that they understand the policies, discipline and player conduct. I have noticed this age is the difficult age for players to show respect for themselves, team mates and coaches. When having accountability at this age, I have learned that they will respond to discipline. This also will help the managers with avoiding confrontation.

Other information I plan on putting in the binders are

- BCLA deadlines, coaches form 100's, Tournament-please verify that 1 is covered by the association.
- List of tournaments available
- Fundraising responsibilities
- Shark Attack responsibilities
- Swag order forms
- BCLA and VIMLA website links for quick reference
- Time/Score keeping responsibilities as well as offering run through how to for parents
- Year end parties-funds available and what is paid for
- First Aid kits and Concussion courses completed
- Team Snap

If there is anything you feel I should add to this list, please feel free to inform me.



January/February Box Lacrosse Dropin Program

Date	Time	Division	Activity	Staff/Provider
Monday, January 27	6-7:30PM	Peewee Division and Up	Conditioning Clinic	*Kickstart trainer
Tuesday, January 28	6-7:30PM	Novice Division and down	Intro to Lacrosse	Coaches & Bantam, Midget player volunteers
Monday, February 3	6-7:30PM	Peewee Division and Up	Skills and Drills, bring a friend – 4 stations	Vancouver Warrior or Junior B leader, Coaches
Tuesday, February 4	6-7:30PM	Novice Division and down	Skills and Drills, bring a friend – 4 stations	Coaches & Bantam, Midget player volunteers
Monday, February 10	6-7:30PM	Peewee Division and Up	Skills and Drills, bring a friend – 4 stations	Vancouver Warrior or Junior B leader, Coaches
Tuesday, February 11	6-7:30PM	Novice Division and down	*Registration and Equipment info Pizza night	Coaches & Bantam, Midget player volunteers, OMLA exec volunteers

March: Registered Players Only

Date	Time	Division	Activity	Staff/Provider
Monday, March 2 nd	6-7:30PM	Novice Division and down	Spring Box Clinic	*Lonnie Sullivan, Precision Lacrosse
Monday, March 9 th	6-7:30PM	Peewee Division and Up	Spring Box Clinic	*Lonnie Sullivan, Precision Lacrosse

- *Cost to be provided by OMLA

Attachment 3

Concussion & Return to Play Policy

A concussion is a type of traumatic brain injury that can have serious effects on a young, developing brain. While most children and teens with a concussion recover quickly and fully, some will have concussion symptoms that last for days, weeks, months, or even years. We recognize that the improper management of concussions can result in potentially permanent or fatal outcomes.

Policies

1. Baseline Testing is not required.
2. Mandatory Education – is required on an annual basis for all Coaches no later than April 1. Free Education is available at <https://cattonline.com/lessons/coach-introduction/> upon completion – coaches are to provide proof to the Association Registrar and Risk Manager. This training must be repeated annually.
3. Team manager and Coach must record and immediately report any suspected concussion (to the association Risk Manager and Association President) and player must be removed from play for a minimum of 24 hours.
4. Return To Play should follow the guidance at the following link;

<https://cattonline.com/wp-content/uploads/2017/10/CATT-Return-to-Sport-V11.pdf>
(If a new version than v11 is available – the newest should be used)
5. Players may only return to play with Medical Clearance provided by a licensed healthcare worker (Doctor or Physiotherapist). Team Manager must retain copy of clearance forms and provide on request to Association Risk Manager. Form must be similar to http://www.parachutecanada.org/downloads/injurytopics/Medical-Assessment-Letter_Parachute.pdf
Or if the doctor determines no concussion. http://www.parachutecanada.org/downloads/injurytopics/Medical-Assessment-Letter_Parachute.pdf
6. The association executive must review the Concussion Policy on an annual basis and amend to align with CLA and BCLA policies and best practices for concussion policies.
7. Failure to report concussions, failure to remove a player with a suspected concussion or failure to follow the approved return to play policy may be subject to additional discipline.