

Cowichan Valley Lacrosse Association

Participants

Chris Claxton	President	Present
Teri Zunti	Secretary	Absent
Marnie Isherwood	1st VP	Present
Dale Gardiner	2 nd VP	Absent
Taylor Martin	Head Coach	Present
Janice Parmar	Treasurer	Present
Raina Bennefield	Registrar	Absent
Dallas Lister	Head Referee	Present
	Referee Allocator	
Katrina McCormick	Head Manager	Absent
Teri Zunti	Facility Coordinator	Absent
	Equipment Manager	
	Booster Club	
Anthony Bone	Website Coordinator	Absent
Lorne Winship	Senior	Absent

Old Business

Election of General Directors

- Raina Bennefield – Registrar
- Katrina McCormick – Head Manager
- Anthony Bone – Website Coordinator

All 3 voted into positions. Motion – Dallas, 2nd Janice, all in favor – carried.

Registration

- Questionnaire for Registrar needs to be sent to Raina to complete ASAP
- Online date to open TBD – hoping for December 15th
- Aim to move away from in person registration. This will eliminate the possibility of forms and funds going missing.
- Only schedule one in person registration session night at ISC during a drop in session.
- Fee increases for both the Island and BCLA. Island fees will now be \$15/player and BCLA will increase \$1/player.
- 2020 registration fees will be determined at the December 10, 2019 meeting.

Drop In Sessions

- Discussion around making drop in sessions - Bring A Buddy, \$5.00/player and friend gets in free.
- Ask Naomi if she would be willing to help with flyer distribution at the schools
- Drop In session dates have been booked at the Multi-purpose room ISC.
 - February 15, 2020 9 :00 – 2 :00 pm
 - February 22, 2020 4 :00 – 9 :00 pm
 - March 1, 2020 5 :00 – 10 :00
 - March 5, 2020 5 :30 – 7 :30pm
- Evaluation slots will be booked at the Cowichan Sportsplex box.

Late Fees

- Late fees of \$15.00 will be added to the regular registration fees on the following dates :
 - PW, Bantam & Midget late fees in effect March 1, 2020
 - MT, Tyke & Novice late fees in effect March 15, 2020
- Refund policy – no refund will be offered once the playing season has started.

Concussion Protocol

- Concussion Policy – motion to adopt, all in favor – carried.
- Baseline testing will not be done.
- Team manager and coach must record and report any suspected concussion to the Association Head Manager.

Managers Handbook

- Need to add in Section 19.02 BCLA General Operating Policy regarding volunteer drivers – see attachment.

Items from the BCLA AGM

- Provincials are as follows :
 - Midget July 2 – 5 Comox
 - Bantam July 9 – 12 Prince George
 - PeeWee July 16 – 19 North Okanagan
 - Female (all) July 16 – 19 Coquitlam
 - Summer Games July 23 – 26 Maple Ridge

Evaluation Fees

- Change the ‘tryout’ fee for A team to evaluation for all players
- Fee will be \$10.00, if a player does not come to evaluations they will be placed on the lowest seeded team.

Fundraising

1. Discussion regarding team fundraising – look at 20% of team fundraising funds going back to the association. To be discussed further at next meeting.

Apparel – Booster Club

2. Looking at using a local company for CVLA clothing – further discussion needed

Meeting adjournment : 8 :55 pm

Next Meeting : December 10, 2019, 7pm Cowichan Sportsplex Office

Volunteer Drivers:

19.02 Any volunteer driver willing to provide transportation where needed for organized lacrosse activities, must review and comply with the following conditions:

- a) The Insurance Corporation of British Columbia (ICBC) considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. A volunteer who is paid a wage or is reimbursed for that individual's time is no longer considered a "volunteer" and is to contact his/her Autoplan agent as it may be necessary for the volunteer's vehicle to be rated for "business use".
 - b) The driver must hold a valid British Columbia (ICBC) driver's licence (Novice Stage or Full Privilege only). ***Volunteer drivers must be twenty-five (25) years or older.***
 - c) The vehicle must have standard insurance coverage with ICBC.
 - d) The vehicle must have one (1) seatbelt available for every passenger, including the driver. Drivers are responsible for complying with all child restraint requirements.
 - e) The number of persons being transported in the vehicle must not exceed the normal carrying capacity of that vehicle.
 - f) The vehicle must be maintained in sound mechanical order.
 - g) A vehicle with a seating capacity of more than ten (10) persons, including the driver, is classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport athletes, coaches, referees and/or volunteers is required to have a valid Class 4 Driver's License issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for athletes, coaches, referees and/or volunteers transportation.
 - h) Volunteers who rent vehicles to transport athletes, coaches, referees and/or volunteers must be aware of the appropriate requirements for driver's license classifications, third party liability insurance limits, and bus permits, particularly when renting vehicles, which have a capacity to carry more than ten people, including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Only drivers who are declared to the rental agency are allowed to drive (confirm minimum age requirement for operating a rental vehicle with the rental agency). Insurance coverage is voided if an undeclared driver drives the vehicle.
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- i) There is no medical, dental or disability coverage for volunteers. If a volunteer is injured by the actions of other people, the volunteer still has the right of common law action and in the case of automobile-related injuries, ICBC coverage may apply.
 - j) All incidents of injury or vehicle accidents must be reported to the individual's respective Association/Club/League immediately.

New Business

1. Meeting called to order at 7:05pm
2. Agenda – accepted
 - a. Added concussion Policy & Female release letter
3. Minutes from Nov 27th meeting – accepted
4. Correspondence - None
5. Director's Report
 - a. President's report
 - i. Still working towards opening registration on December 15th. Topics to help with this will be discussed in tonight's meeting.
 - b. Booster Club
 - i. No plans to open up a booster club but instead clothing orders will be done through Identity graphics directly. Marnie will organize this and prepare a document to be added to all team manager handbook. Also information should be placed on website and Facebook.
 - ii. Taylor to bring in Shorts he like from last season so we can show identity graphics the material and style the teams will like.
 - iii. Marnie to set up meeting with Cindy from Identity so Chris and Marnie can meet to set up guidelines for ordering
 - c. Website
 - i. Some confusion on costs at the moment. Notes look like it is a \$500 set up plus \$475 annual fee plus \$2 registration cost per player.
 - ii. Chris is going to look into this with Tony Bone and find out hard costs.
 - iii. Need to confirm that Goaline subscription has been canceled.
6. Old Business
 - a. Concussion & Return to Play Policy was motion by Dallas to be adopted for the 2020 lacrosse season.
 - b. Policy 3 was amended to read "Team manager and Coach must record and immediately report any suspected concussion, to the association head manager, and the player must be removed from play and practice for a minimum of 24 hours.
 - c. Added to the CVLA Bylaws as Bylaw #22 and will be put forward at the next AGM to be voted in. It will be used as an operating policy until that time.
 - d. Dallas will also email tim about this policy.

Motion – Dallas, 2nd Taylor, All in Favor – Carried

7. New Business

- a. Assessment of fees and registration 2020

(Please note all these fees apply to both male and female players)

Mini- Tyke - \$180

Tyke - \$ 215

Novice - \$240

Peewee - \$275

Bantam - \$300

Midget - \$310

Dallas motioned for approval, 2nd – Janine. Carried, all in favor approved.

- b. **Late fees-** \$15 late fee will apply to all Male and Female players after the dates below for the specific age category.
 - i. Deadline is March 1st for all Male and Female players in PeeWee, Bantam & Midget
 - ii. Deadline is March 15th for all male and Female players in Novice, Tyke and Mini Tyke

Taylor motioned for approval, 2nd Dallas. Carried, all in favor. Approved

- c. **Fundraising fee attached to registration for all male and female players**
 - i. \$50 non-refundable fundraising fee will be attached to all registrations. This fee will be for the cost of the raffle that the CVLA will run during the season. Players will be able to reimburse their cost of the \$50 by selling a booklet of 10 tickets for \$5 each.

Dallas motioned for approval, 2nd by Taylor. Carried, all in favor. Approved.

- d. **Refund Policy for Male and Female Players in PeeWee, Bantam and Midget**
 - i. No refunds will be given after April 6th, 2020.
 - ii. 50% refund given if player withdraws between March 9th – April 5th, 2020
 - iii. Full refund minus \$60 Administration fee if the player withdraws prior to March 8th 2020.
- e. **Refund Policy for all Male and Female Players in Novice, Tyke & mini Tyke**
 - i. No refunds will be given after April 20th, 2020
 - ii. 50% refund given if player withdraws between March 23rd – April 19th, 2020
 - iii. Full refund minus \$60 Administration fee if player withdraws prior to March 22nd, 2020.

Janine motioned for approval. 2nd – Taylor, Carried. All in Favor. Approved.

- f. **Request for release of female player**
 - 1. *In Camera Discussion*

Off Camera

- ii. Request was denied
- iii. We are following the guidelines set by the BCLA that players should play in their catchment.
- iv. We want to keep the integrity of our club intact.
- v. If there is no team for this player to play on then the request will be reviewed then.

- g. **Catchment area for all male and female players**
 - i. Chris is going to send a friendly email to the Nanaimo lacrosse association to ask them to review their player registrations and catchment areas. Cowichan Catchment is quite large and we want to make sure we have players playing in the right area.

Fundraising Ideas

1. Raffle

- a. Tickets will be \$5 each. Booklets of 10 will be given to each registered player.
- b. Ticket sales will be from December 15th – May 11th, 2020
- c. Draw date – Tentative at May 20th
- d. Draw date to coincide with an exhibition game between Shamrocks and Timberman. (if we can get this game locally)
- e. Still need to find out more details on legality of raffle.
 - i. Dallas will talk to JDF and see how they run their raffle
 - ii. Chris to chat with timberman and Shamrocks to see if they can schedule an exhibition game at Island Savings center.
 - iii. Contingency on getting tickets back. Marnie concerned that players/parents wont return tickets for the draw. Gaming license needs to have all tickets returned.
 - iv. Janice will be away until end of December. Katrina McCormicks name was brought up to ask to fill out gaming license if needed before Janice is back.
 - v. Discussed that we might have to solve this prior to next meeting.

2. 20% Rule

- a. 20% of all funds raised via fundraisers by each Male and Female CVLA team will go back to the club

Taylor motioned for approval. 2nd- Dallas, Carried. All in favor. Approved

3. Christmas Tree Chipping

- a. Taylor to look into this ASAP
- b. Recommendation if we find someone to donate their trucks/chipper we will add they logo/company information to our website/facebook pages. Also add their sponsorship into the program for the Peewee tournament.
- c. Janice will discuss with her husband if they can use their property on Polkey road to drop trees off at.

4. Corporate Sponsorship

- a. We need to offer them something
 - i. A spot of the CVLA website,
 - ii. Jersey sponsorship
- b. Marnie to create a letter to be handed out to corporate sponsors

5. Gaming Grant

- a. Did we apply for this?

6. Krispie Cream Donuts

- a. Dallas will contact Campbell River Lacrosse association and find out more details.

7. Hot dog days

- a. Wanting to book 2 hot dog days
- b. Dallas talking to Rona to see if they can do them their.
- c. Rona should be able to supply tent and bbq
- d. Ask Dawne Gron if Save on would donate hot dogs
- e. Island bakery should be asked for buns
- f. Every team should have to supply 2 people to work a shift at the hot dog sale.
- g. Do we need food safe?
- h. Dallas and Taylor will look into this more.

8. Lacrosse Day

- a. Ideas to be discussed at the next meeting
 - i. Should include the entire association
 - ii. 3 on 3 mini tournament
 - iii. Shoot out
 - iv. Speed gun
 - v. Hot dog sale
 - vi. 50/50 tickets
 - vii. Raffle baskets
 - viii. Prizes.
 - ix. Radio station – Juice FM community cruiser.
 - x. Older players and younger players team up / mini tournament
 - xi. Coaches vs players.
 - xii. Participants would need to be part of the CVLA for insurance reasons
 - xiii. Could we get some of the past Junior B players to come out.
 - xiv. Alumni players
 - xv. Date should be before all games start so that everyone can enjoy the day
 - xvi. Great way to build the entire association.

Meeting adjournment: 8:30pm Dallas motioned to adjorn meeting.

Next Meeting : January 15, 2020