



JDF Lacrosse Association Executive Meeting Agenda

September 11, 2025 – 7 pm Westshore Parks

Meeting called to order: 7:26 pm by Kyla

Non-Executive Observer Introductions: none

Adoption of Agenda: Motion by Nikila, 2nd by Jill. All in favour

Adoption of August Minutes: Motion by Alicia 2nd by Jesse. All in favour.

Adoption of Reports of Committee Members and Committee Reports: Motion by Nikila, 2nd by Blake. All in favour.

Attendance: Kyla, Jessica, Alicia, Jesse, Jill, Nikila, Blake, Niki, Craig, Jean, Rob P, Sarah, Rochelle, Cass, Rob P, Jamie

Non-executive members: None

President – Kyla Pedlow (Interim)

In August I attended the VIFLL meeting for field team declarations. JDF has officially declared the following teams for the 2025 field season: one U7, two U9, three U11, two U13, two U15, and two U18. On the female side, we have declared U11, U15, and U18 teams. I will leave it to Craig to provide more detail on the female side.

The first field tournament of the year is the Westcoast Cup, scheduled for September 26–28. At this point, our U13T1 and U18T2 teams are officially registered to attend, and I believe U11T1 is also planning to go. We have received a number of releases, primarily from Mid-Island as well as Pac Rim on the female side. The Island has indicated that league games could begin as early as this weekend. I am still waiting for confirmation on which of our teams have been scheduled, as we are still finalizing rosters and none of our teams have jerseys yet. This early start came as a surprise, since games don't typically begin until the last weekend of September. Each team will be given six games scheduled through the Island, with the remainder being self-scheduled.

The VIMLC meeting was held last night. It appears that Andy Stuart may be stepping in to take over as Chair from Tim Frost this year. The VIMLC AGM has been set for November 2nd.

The BCLA AGM is scheduled for Saturday, October 25th. That same day will also include a Minor Directorate Special Session, as well as the BCLA Awards Ceremony/Volunteer

Recognition Event. JDF will have seven votes at the BCLA AGM. Representing JDF this year will be: Niki, Blake, Craig, Jean, Sarah, Jessica, and myself.

I also want to include a HUGE thank you to each of our executive members who have helped us get through assessments. Alicia, Blake, Curt, Craig, Jamie, Jean, Jesse, Jill, Matt, Nikila, and Sarah were all instrumental in executing these sessions, and we are incredibly thankful for the time and effort they put in.

Vice- President Box 1- Niki Williams (Interim U9, U11, U13) Nothing to report

Vice-President Box 2 – Vacant

Vice-President Box 3- Blake Anderson (U7, U15, U17) – nothing to report.

Vice-President Field 1 – Sarah Nishimura (Interim) (U9, U13 & U15)

See assessment committee report

Vice President Field 2- Jamie Boyd (U11 & U18) Nothing to report.

Vice-President Female – Craig Patzer

The girls teams are forming with more numbers than before. Currently we have a U11, U15 and U18 team.

There are polls out to the families to see if they have any interest in creating a combo tier 1 team with Nanaimo. I will report back and update everyone if we choose to do this. Mostly because I will need help with assessments.

The girls tournament has been cancelled and the fields used for a u9/u11 tournament. I will assist where required.

We may need another practice session as if all u15 and u18 are present it's very packed. Nikila found a 8-10pm opening at topaz and most families are amenable to the late timings.

Secretary – Jessica Lejeune

JDF AGM is booked for Nov 23rd at Royal Bay School. Time TBD around game schedules when they are released.

I will be working on submitting names for BCLA awards winners at their AGM once nomination forms come out on their website.

Treasurer – Cass Jutting

I have attached the draft financial statements for fiscal year 2024-2025 that are currently being reviewed by our accountant. There will be some minor adjustments within, but generally not to the overall picture. The official statements will actually be ready well in advance of the AGM this year to be approved by the membership. We did very well in that we have a net profit of \$62K in 2024-25, and this sets us up well for the future should there ever be any shortfall in our receipt of gaming grant funds. I would propose we create a contingency fund policy but not until I have explored the regulatory requirements for this with the accountant and/or if we determine that we have a project to allocate net profits to on a yearly basis.

Here are my main points regarding fiscal year 2024-2025:

1. The major expense to our entire operation is field and floor time, which cost us \$78.5K for regular season play, and a minimal amount of that expense was for tournament floor time. Without the gaming grant, we would not be able to pay for this time based on current registration fees.
2. Assessments cost (total for box and field), including floor time, referees and assessors, and not including the amount of volunteer time and effort it takes, is \$30K. I personally question if this level of "assessment" is worth the amount of money invested in the process. This represents 13% of our registration revenue. Is there a more efficient way to achieve our objective of team formation?
3. We have made some progress, but still have room to grow with player, coach, and development overall for the Association management. I think we did good work with referee mentoring, and with continued commitment to attracting new referees (from all age groups), we will hopefully be well prepared as an Association to meet the increased officials requirements, while continuing to grow a strong referee group.
4. In all operational areas, it will be required for appointed directors to take responsibility for developing basic plans, tracking spending, and communicating with me on proper documentation of expenses (eg equipment purchasing plans, maintenance/purchase of jerseys, floor and field allocation to specific activities). We have made incredible strides this year towards proper management of our finances and with a robust operational budget to abide by in 2025-2026, this should be very straightforward for everyone and it will enhance the ability for the Treasurer (me and future incumbents) to maintain oversight on the "big picture".
5. I think we can do better with sponsorship and fundraising to decrease our reliance on the gaming raffles but we need a goal and a plan. Gaming raffles are "easy" but they do bring additional reporting requirements and tracking that needs more attention by everyone involved.

The link is the budget for 2025-2026.  Budget 2025-2026.xlsx PLEASE REVIEW! This will be put forward for a vote tomorrow evening and I would prefer to have any required adjustments identified in advance so that a proper motion to adopt the budget can be made. This year I have focused this budget on ensuring that we are properly resourcing our fundamental activities that have been neglected, such as governance, skill development (for players, coaches, referees, and directors), and community building.

Please note the following:

1. A quick explanation of what you see in the spreadsheet: I have proposed a balanced budget with the grant revenue based on what we received last year, \$70K and this includes everything you see on the spreadsheet. The alternative

budget, without \$70K of grant funding is what is highlighted in yellow. We will have an answer on our grant funding no later than 30 September and so I would like this budget to be approved in principal so we can carry on with business, and if there is an adjustment to be made, I will have it prepared for the October meeting and we can move to amend the budget as required.

2. I have not identified a specific amount for Assessments in here but that doesn't mean I am convinced we shouldn't do them. If we continue with the process as we have in (recent) previous years, the funding for this will be pulled from floor/field time, referee, and some combination of player/coach development funds that are currently allocated in order to meet the \$30K funding needed for that specific activity. We do not have to decide on this at this meeting, but we do have to decide before we get too far down the road.
3. I have potentially over estimated our registration revenue at \$250K as 24-25 it was \$225K and I feel like we are close to capacity without additional field and floor time. However, the related expense that is variable to the registration numbers is BCLA/VIMLC/VIFLL registration fees which depending on the division, are 18-40% of the registration fee per player so the decrease, to some extent, will balance out and any impact to the overall budget will be minor.

If you have any questions, please let me know!

Registrar – Jean Gallagher

U7 - 13 - includes one transfer from U7F

U9 - 33 (includes one U7 playing up)

U11 - 46

U13 - 38

U15 - 35

U18 - 45

U7F - 0

U9F - 3

U11F - 14

U13/15F - 25 + 1 waitlist, 1 transfer in to be waitlisted and 1 pending waitlist

U18 - 25

JDF transferred out 3 players and transferred IN 21 players in ramp, this does not include the Mid Island players who were not transferred through Ramp since Mid Island did not use it. Still waiting on Kidsport funding approvals for a few players. Will follow up as needed.

The Assessment committee really did an excellent job. I also participated in meetings, but those Sarah listed did the heavy lifting. Jill and I worked out a great system for facilitating the communication that went out to all players and have saved templates for everything for future years.

All teams are set up in Ramp save U18. Managers have been granted access as they are made known.

Head Coach Box – Curt Morwick Nothing to report

Head Coach Field – Vacant (Curt and Blake – interim)

Everything has been mentioned in other reports. We've had good interest for coaching, especially in the u11 and U15 field teams this year, which is nice to have. And we are in talks with Cody to run a Level 1 field coaching clinic. If you require your level 1, but are coaching a u15 and above team, that level 1 certificate will carry you through this season, including provincials.

Still in the works to find storage at Royal bay for our nets. In progress.

I believe that we've navigated a well executed assessment process, been flexible when faced a challenge and I'm happy it's been positively received by most. It's been a ton of work and commitment and a big thank you to everyone putting in the time!

Head Referee – Rob Cook Nothing to report

Referee Allocator box & field– Sarah Nishimura

Box allocator

Nothing to report

Field Official Allocator

Clinics start this weekend for Field officials. New and returning level 1 officials will do clinics at Camosun this Saturday.

I will be allocating for PAC as well as JDF. Similar to last year our officials will be pooled and most are willing to officiate at any field. BCLA wants us using ramp however there is not island buy in to do so, so games will be allocated via google docs. The game schedule presented a significant challenge last year, so I am hoping we can hammer out a very clear game scheduling/game change procedure so that the schedule is clear to all.

L2's will complete online clinics.

There is a significant shortage of senior officials which will make u18 games a challenge. My hope is that we will identify and mentor strong L1's to be able to cover U15 games so that we can save the senior officials for U18.

I've discussed with the Nanaimo allocator that we would like put a stipulation in place that we have at least one weeks notice for self scheduled games to secure officials.

Equipment Manager – Rob Ponte

Just in the process of getting teams situated with gear. Not much else to report.

Risk Management – Vacant (Matt) Nothing to report

Gaming – Rochelle McRae nothing to report

Jersey Manager box & field– Jesse Henwood

Box Jersey Manager Report – Nothing to Report

Field Jersey Manager Report – Everything is ready to go waiting on team lists for sizing. Once I have received I will start to distribute them to teams.

Webmaster – Stephen Laws Nothing to report

Whaler Wear Coordinator– Ashley Petch Nothing to report

Head Manager box & field – Alicia Hayes

I'm working on getting the awards for players for last field season and box season organized with the help of Jamie and Britt. We have most of the field nominations which I will transfer over to the spreadsheet. Just waiting on box nominations.

I have started getting manager files together for the Coach and managers meeting which we are hoping to maybe have next week. I've been updating spreadsheets with names of managers as I've been receiving them. I've already sent out some information via email to those managers. For example, the jersey sign out sheet went out to all managers and or coaches.

I have started to gather information for the form 100 as the deadline at BCLA was moved up this year.

Photo day is booked for Saturday October 18 in the lower clubhouse. Once I have a game schedule, I will get to work on a photo schedule.

Tonight is the last of the assessments!! Finally!! I have been at everyone getting the players checked in and getting jerseys handed out and helping coaches and other executive members where I can. I want to say I think assessments went pretty smoothly. There were a few hiccoughs as always, but between the team, we were always able to get things solved pretty quickly. I'm sure we've also learned a few little things moving forward for the next round of assessments!

I may be forgetting things. I'm sorry it has been a crazy month! Thank you to everyone for all their help at assessments!

Floor & field Allocator – Nikila Cyr

Box Allocator Report - Nothing to report

Field Allocator Report - Things have been interesting this season with number of teams and amount of field time available. All practices have been uploaded to RAMP, there still could be a few changes. Waiting on the game schedule for the first 8 games I believe and then teams will have to self-schedule the remaining games for the season. I would say that assessments were overall successful for starting 2 weeks earlier than previous years.

Tournament Coordinator – Brittney Corkery Nothing to report

Marketing Manager– Nikila Cyr– Nothing to report

Administrative Coordinator– Jill Denis Nothing to report

Past President– Ryan Hyland Nothing to report

Policy Committee– Nothing to report

Assessment Committee– Kyla, Nikila, Jill, Alicia, Brittney, Craig, Sarah

Assessment planning began in July with our first meeting occurring July 24.

The assessment committee included Jill, Nikila, Alicia, myself, Jamie, Craig, Curt and Blake.

This season we assessed significantly more athletes than last year. With increased registration we assessed and balanced two U9 teams, tiered and balanced three U11 teams, and tiered two U13 teams, two U15 teams and two U18 teams. We also coordinated very well attended back to the field assessments.

Feedback from the assessment process has been largely positive. While starting assessments earlier this year meant we had to work around many people's holiday schedules, it has also allowed our U13 and U15 teams to start practicing far earlier than last year.

We put a huge effort into having neutral assessors and non affiliated coaches on the field for assessments which strengthened our assessment process and hopefully instilled confidence in families in the process.

Potential areas of improvement/Ideas we have identified for next year include:

-Initiating the field assessment planning before the summer, so that there is less work to be done when the time comes.

-Having a point person or "chair" of the assessment committee

-A group chat in ramp/whats app for the assessment committee so we're all on the same page

-Have the equipment manager as part of the assessment committee

-Ensure the scheduling allows for adequate time between last assessment and coaches cuts.

-Delineate a clear procedure for coaches cuts on how and when a coach can ask to bring athletes to coaches cuts that did not score in the top cohort.

-Release assessment dates early in the summer so families can plan around them if they have athletes wanting to make T1.

For further discussion - Bringing back "Tryouts" for A/T1

-As our numbers have rebounded from covid times, it may be worth exploring bringing back try outs both for field and box

-Try outs can have a hard deadline for signing up, which would avoid the challenges we're experiencing with U18 with late registrations.

-If we are assessing a smaller group it is easier for the assessors to accurately score the athletes.

-Scrimmaging athletes with a wide variety of skill can be a negative/frustrating experience for children that are new to the sport, try outs would avoid this.

-Assessments would still need to take place for balancing purposes.

Finance Committee- Cass, Jutting, Craig Patzer, Rob Ponte, Jean Gallagher Nothing to report

Sponsorship Committee- Cass Jutting, Nikila Cyr, Blake Anderson, Jamie Boyd
Nothing to report

Agenda

Review of Old Business:

-Craig/Kyla/Rob P/Rob C- shot clock for girls field lacrosse. Wait for direction from BCLA.

New Business

Topic	Action Item	Responsible
Cass-Budget Approval	Cass makes a motion to approve the 2025-2026 Budget 2nd by: Jean Discussion: Will make sense moving forward with executive purchases with receipts submitted in their roles. All purchases will be explained in monthly reports by anyone spending funds from their budget and plan for replacements or new equipment for the next season as well. Financial statements available for all membership at yearly AGM. Vote: All in favor. Motion passed	All executive to report any spendings and provide receipts
Sarah-self scheduling	Vifll will schedule first 6 games for all teams. Teams need to have their draft schedule for rest of season into Vifll. Manager to manager to schedule 3 home and 3 away games per team Need clear communication between associations and commissioners	Sarah Nikila Alicia

	8 games needed to qualify for provincials 12 games is a typical season Need clear process of communication to schedule games, all teams get equal chance to play their 6 remaining games. Scheduling committee formed: Sarah, Nikila, Alicia to work together to build one schedule spreadsheet on platform of choice (google docs or other)	
Craig-tournament	U9/U11 New co-ed tournament. Tournament committee: Craig, Jill, Niki, Nikila, Sarah, Alicia, Jean, Britt, Rob P, Jesse	Tournament Committee
Blake- floor time	Booking floor time and planning for box assessments- tabled to Oct meeting.	Tabled

Next Meeting: Oct 2nd, 7pm in person.

Meeting Adjourned: Motion to adjourn 8:19pm, Kyla.