



JDF Lacrosse Association Board Meeting Minutes

7 January, 2026 – 7 pm JDF Senior Center 201

Meeting called to order: Kyla 7:06 pm

Adoption of Agenda: Moved by Nikila, 2nd by Rob P, all in favor, carried.

Adoption of December Minutes: Moved by Jill, 2nd by Cass, all in favour, carried.

Adoption of Reports of Committee Members and Committee Reports: Moved by Alicia, 2nd b Craig, all in favour, carried.

Attendance: Kyla, Jean, Sarah, Alicia, Rob C, Cass, Craig, Jessica, Rob P, Nikila, Jesse, Wes, Jill, Curt

Non-executive members: Jeremy Tringham

Elected Directors-

President – Kyla Pedlow

A big chunk of my time in December was spent dealing with an issue involving our U18 Tier 2 field team. They played a double header against North Island with a very small roster and had to use several call-ups. One of those call-ups was one of our female players who is only registered in the female division. Unfortunately, we were unaware that in field, female players cannot cross over to co-ed. Which is different from box, where this is allowed without issue.

Because of that rule, the female call-up was deemed an “illegal player.” Normally, the penalty for playing an illegal player is a forfeit (0-10 score), which wasn’t a problem here since the team lost both games anyway. The problem came from the fact that those losses actually helped the Tier 2 team by lowering their ranking and pushing them into the Tier 2 bracket. Which meant they’d be eligible to go to Provincials. Because of that, the Island Commission and the Vice Chair of Youth Field felt the games should be pulled from the rankings entirely, since forfeits would technically benefit the team. Which left the team at the bottom of tier 1.

My issue with that decision is pretty straightforward: nowhere in policy does it state that anyone has the authority to remove games from the rankings altogether. If that were allowed, it opens the door to some very subjective decision making about when games stay or go and who decides that.

I had a meeting with the U17 Commissioner, the Island Chair, and the Vice Chair of Youth Field. In that meeting, it was determined that the decision itself wouldn't be reversed at that level, but that we do have the right to appeal. We've now formally appealed the decision with BCLA, and I have an appeal meeting scheduled for Monday, January 12th at 7:00 pm.

The outcome of this appeal will determine whether this team goes to Provincials or not. If the appeal is successful, they'll land in either 1st or 2nd spot in Tier 2. If we lose the appeal, they'll end up 9th in Tier 1 and not go to Provincials.

On top of that, communication from the Field Directorate and VIFLL continues to be very sparse when it comes to what to expect with play downs and Island Championships. We've heard that some teams have been directed to self schedule their own playdown games. But that communication has gone directly to the teams, and not to associations. I believe the Island Championship schedule is currently being put together, so hopefully that gets released soon.

On a positive note, we had our first VIMLC meeting last night for box season. U11 tiering was officially voted in, and we do need to nominate a division commissioner before the February meeting. So if anyone is interested in being a division commissioner this season, or knows someone who would be great in that role, please let me know.

A reminder that monthly reports are required of everyone, please and thank you! It is part of your responsibilities in your role. If we are not in the season that your role is in, then you can saying "nothing to report". But for the most part, everyone should have something to report each month.

Thanks everyone!

Vice President Operations- Nikila Cyr

My focus over the past couple of months has been on preparing for box tryouts. U13 held their first session tonight, January 6, and it ran smoothly. Thank you to everyone who helped ensure all the necessary work was completed in preparation for tryouts.

With U11 now approved for tiering, I am working on restructuring the format for tryouts versus assessments. I will be working closely with the Tryout/Assessment Committee to organize coaches, evaluators, pinnies, and other logistics for the upcoming sessions. Jean has created the tryout fee in RAMP, and emails will be going out to families shortly with further information.

I am also working on applications for both tournaments: Travis Bateman (May 22–24, 2026) and Rumble on the Rock (June 5–7, 2026). As we currently do not have a Tournament Coordinator, I will take the lead on tournament coordination. If anyone is interested in helping, please let me know.

In addition, I have been working with Wes to provide training for the Field and Floor Allocator position, and I'm very happy to have him on board.

Vice President Box Programs & Development- Curt Morwick

Took part in a meeting with the VIMLC in which U11 tiering was discussed and voted upon. This allows us to narrow our strategies moving forward with this division, and I am excited to work on this.

Most of my time has been spent working with the other VP's and the tryout committee focussing on the upcoming Box tryouts and making sure it runs smoothly. Our first session was tonight, and from what I saw at drop off, it went well! We will continue to be super busy with these tryouts for the next couple weeks and then into the newly formatted U11 sessions. It has been a lot of work, as we've changed to tryout format, but everyone has done an incredible job moving it forward.

Vice President Field Programs & Development- Sarah Nishimura

The tail end of field season has largely consisted of communicating with teams on their intentions for provincials, island championships and the u11 provincial tournament-and making the necessary arrangements for all of the above.

I've had the chance the review what worked and what didn't with our assessments for field and bring those learnings into our planning for the box season.

Vice-President Female – Craig Patzer

Nothing new to report. Girls remain in prep for provies.

Vice President Finance- Cass Jutting

The new accounting software is up and running. The bookkeeper and I have determined that it is unnecessary to use some of the additional applications for accounts payable due to how we are currently managing payments. So despite my previous indications that we would be setting people up with access to "Dext", that will no longer be happening. We will continue to have invoices and requests for reimbursement with receipts attached sent to me via email, and they will be processed on Mondays effective immediately.

I have attached the draft financial statements for September to December 2025. A more in depth review will occur so that I can produce a report that compares budget to actuals.

The profit and loss statement reflects a significant portion of our Box Registration Revenue to date (received in Dec). Some of the revenue for Field Registration 2025-2026 was recognized in Aug 2025 statements due to the overlap of the season with the fiscal year (our accounting is done on a cash basis vs accrual basis)--by the same token our Field Registration revenue for 2026-27 will be received in Aug 2026 which will bring our budgeted revenue back in line. Our Field Rental Expenses up to November are reflected in these statements. The rental expenses for WSPR for December were \$6846 (paid in January) bringing our field expenses to approx \$35K in this year. If you have any questions about any of the other expense totals reflected here please let me know.

Booster sales did well for field season, particularly during picture day. We are maximizing the use of Square to our advantage but will have to take the fees for using square into consideration when determining prices for WhalerWear.

Per the balance sheet:

Cash balances are healthy but expect that for the remainder of the season, they will only be decreasing as box registration revenue declines.

Two teams still owe tournament advance fees to the Association. (I have asked for lower division teams to submit all their season documents to substantiate ref fees etc).

With a new WhalerWear coordinator there will be a stocktaking to verify this inventory value but I expect it is generally accurate and moving forward Square will be our system of record for WhalerWear operations so that on a monthly basis we will have accurate inventory values.

There are some accounting adjustments to be made to the Liabilities and Equity portion of the balance sheet based as some of these amounts are adjustments required to "open" the accounting books for 2025-2026.

I have submitted grant applications to both the city of Langford and Colwood that focus on our three tournaments held for Box each spring. The hope is that these funds will help cover the costs of the floor time at minimum, so that whatever funds we raise can go toward the Debbie Cooper Memorial tournament costs (we don't charge for this tournament). We received less gaming grant funds this year to cover the association floor time expenses so that is noted in our application.

Secretary – Jessica Lejeune

Updated contacts sent to VIMLC and VIFLL.

Association certificate of good standing successfully received and sent to BCLA.

Will send final list of directors to BCLA when we have finalized the most recent appointed positions.

Registrar – Jean Gallagher

Registration is going well, we currently have 287 registrations, give or take a few transfers in and out. This includes the female players who will go to VELA.

U17 – 34

U15 – 41 (waitlisting now)

U13 – 62

U11 – 44

U9-54 (6 for Sooke)

U7 – 31 (5 for Sooke)

A total of 111 players have registered to try out. With U11 moving to tiering, tryout fees will be added manually for those families already registered who now wish to tryout and we will need to keep close track of who has paid or not before they step foot on the floor.

Using only credit card for registration has been so much easier for keeping track of payments. Many families are taking advantage of the split payment option. Families are reaching out if they need payment plans or are using funding assistance and the system is working quite well. We are not losing out on as much fundraising fees this way either. Overall, it feels way less stressful, and the time spent dealing with registration is considerably and noticeably less.

Operations Support Appointed Directors report to President-

Risk Manager-vacant

Director of Admin- Jill Denis

I have been helping prepare and print evaluator sheets and paperwork for tryouts, I will continue to assist as needed as we move through Tryouts and Assessments.

Email addresses and MS365 access are being created for new board members.

I continue to support the Director of Finance as the second signor for JDF financial transactions.

Appointed Directors Box report to VP Box Programs & Development-

Division Director Box- Jessica Lejeune U13

Try outs for A1 team started Jan 6th. 40+ players eager to try out. Great group of assessors and first round of cuts went smoothly. No other issues.

Division Director Box-Rob Ponte U15

Division Director Box-Craig Patzer U17

Coaching Director Box – Curt Morwick

Much of the same as above, but with lots of time sourcing evaluators and assessors for our box sessions. Will be coordinating with the committees for the U11 tryouts and sourcing coaches and evaluators. Setting up coach interviews with Nikila etc.

Been establishing plans and framework for the tryouts and communicating with coaches about how to implement that framework into their sessions.

Conducting online meetings with the coaches and evaluators with the goal to be as organized as possible before they arrive to the arena. (First time setting up a teams meeting!!)

Will be inquiring about box clinics for our upcoming season. Want to get on those early, especially the level 2, as we seem to be limited and somewhat handcuffed by the lack of level 2 facilitators. We tried to inquire about a level 2 field course, but nothing ever materialized. Level 1 we have some flexibility as we can use Cody to teach.

Officials Director Box- Rob Cook- see field report

Appointed Directors Female report to VP Female-

Coaching Director Female –vacant

Officials Director Female– vacant

Head Manager Female–vacant

Appointed Directors Field report to VP Field Programs and Development-

Division Director Field–vacant

Division Director Field–vacant

Coaching Director Field –vacant

Officials Director Field–Rob Cook

I will keep this short and sweet. I had plenty of time to go to the fields and watch some very good games.

I am very pleased with how our young referees performed this season. I received numerous reports from coaches on how well our refs did, even in some heated games.

We had a good number of entry level refs and they also did very well in the U9 games.

I am confident that based on the successful season they had, most if not all, will return next season.

A key factor in this is due to Sarah assigning mentors to these games.

Money well spent.

Looking forward to the start of box season, even if I will be in the stands.

Thank you

Operations Support Appointed Directors report to VP Operations-

Head Manager box & field – Alicia Hayes

I sent Provincial declarations to BCLA for four teams, two co-ed U13-1 and U18-2 as well as two female U13/15 and U18.

I'm starting to work on collecting end of season packages from finished teams as well as I am getting ready to send out emails to those coaches who have for their award nominations. Once the rest of the teams are done, I will continue to send those emails.

I am also beginning to prepare folders and get ready for box season.

Floor & field Allocator – Wes Roberts

Quick update on my progress since stepping into the Field & Floor Allocator role.

The transition is going smoothly, and I have been working closely with Nikila as she trains me on our current systems. She has done an incredible job setting everything up to be as clear and manageable as possible, which I greatly appreciate.

Key highlights from my first few weeks include:

- **Training:** Working alongside Nikila to learn the nuances of our scheduling software and internal processes.
- **Relationship Building:** I am currently getting to know and establishing direct lines of communication with our main contacts at Westshore Parks and Rec and City Centre Park.
- **Season Outlook:** While I anticipate a bit of a learning curve as we move full force into the box season, I feel confident that the foundation Nikila has built will help me keep things running efficiently.

I'm looking forward to wrapping my head around this all and a great season ahead!

Equipment Manager – Rob Ponte

Have started picking up field coaches buckets and goalie gear.

Slowly getting ready for box season. Most of the registered goalies to this point have there issued gear for the season.

Thanks

Jersey Manager box & field- Jesse Henwood

~Field~

I have gotten field pinnies returned from most teams not going to provincials. Will continue to collect them as they come in.

~Box~

Rob and I met goalies at the locker on Sunday and started handing out jerseys and gear.

Have been working with the tryout/assessment team and created buckets of assigned pinnies for tryout that started this week.

Officials Allocator Box & Field-Sarah Nishimura

Field Official Allocator report:

Regular season play and the u9/11 jamboree have concluded. No South Island games had to be cancelled due to official shortages.

Both the mentor system and 3-official system were very successful, and other associations have said they would like to implement the same.

Play downs and island championships are the last field games to be allocated which will happen in collaboration with the head official of the island.

One item to take forward for consideration is whether we as an association should be allocating and subsidizing pac rim and their lack of officials. It's a substantial workload and pac does not have a head official or any development plan for officials that we can see. All mentors were paid by JDF, and JDF has 3x as many officials.

Box official allocator report

I anticipate we will be hearing from the VC Minor shortly regarding clinics. Clinic registration will continue through ramp. Rob and I will work on a plan for recruitment of new officials and retention of existing officials as well as on and off floor mentorship.

Event Coordinator- vacant. Nikila Interim for tournaments

Tournaments have been applied for.

Operations Support Appointed Directors report to VP Female-

Head Manager Female –vacant

Officials Allocator Female–vacant

Finance Support Appointed Directors report to VP Finance-

Assistant Treasurer- Ashley Petch

Whaler Wear- Shae Mellors

Marketing-Nikila Cyr Nothing to report.

Policy Committee-

Assessment Committee-

Finance Committee-

Sponsorship Committee-

Agenda

Review of Old Business:

Balanced B/C team formations- selected “A” coaches to help out with u11 (big group to be assessed). Being mindful of coaches selected and their bench staff/buddy requests.

Team sizes for U13. Trickling in registration 3 large teams or 4 slightly smaller teams. Looks like 15-17 runners and 1 goalie available for 4 teams. Registration still open and its January. Best to plan for 4 teams 15 runners up to 18 depending on final registration numbers.

Late registrations- kids want to do try outs but have passed Jan deadline to sign up and pay for try outs. Division directors to be looped in for call ups this year in all divisions- include in coaches managers meeting.

New Business

Topic	Action Item	Responsible
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Increase the number of team bank accounts	<p>Cass makes a motion to approve opening five more unincorporated team bank accounts to accommodate the increased number of box lacrosse teams.</p> <p>2nd by- Craig</p> <p>Discussion- doesn't cost us anything to open more</p> <p>Vote- All in favor</p> <p>Motion carried</p>	VP Finance
Budget Review	<p>Cass makes a motion to approve the revised budget provided January 7th to board members.</p> <p>2nd by- Nikila</p> <p>Discussion- none</p> <p>Vote- All in favor</p> <p>Motion carried</p>	VP Finance
Cass- Contents Insurance	<p>Previously we held contents insurance based on invoices found from 2022. I am not sure when or why it was dropped. Just want to confirm that we wish to go without (previous years cost was \$2125).</p> <p>Get multiple quotes. If we lost all jerseys and goalie equipment we might not recover from that. Double check with Millstream storage what they have for insurance.</p>	VP Finance
Nikila <ul style="list-style-type: none"> ● U11 Structure ● 2026 Tournaments – Application due Jan 16th Belmont Box	<p>U11 tiered this year. Curt and Nikila are working on try out process, closed to no spectators.</p> <p>Have contact list, bathroom and water helpers.</p> <p>Bateman and Ruble tournament planning started. Submit application to BCLA.</p> <p>Offered to us that we can use for free if we maintain it. Hire a company to clean at beginning of year. Volunteer work parties as</p>	Curt Nikila Jean Kyla Nikila Wes

Sooke Arena	needed. Hoses from Craig's house or the church. Sooke arena- tentatively blocked Monday and Tuesday nights for practice use. Also reach out to Sooke for outdoor box use for pilot sooke teams.	Nikila Wes
Nade	Look into when Naden pulls the ice. They did say no to VELA. Also reached out to Kerry Park for options.	Nikila Wes
Kerry Park	JDF home games at Kerry Park- Kyla to speak to Andy about JDF being able to book the refs and U11 A 3 rd ref.	Kyla
Belmont Box	Set of Game balls given to managers this year, coaches have practice bucket. Managers give balls to refs when payment given by team treasurer. Put in coaches/managers meeting book	Rob P Jill Jean Kyla
Kyla- -Field Refs and continuing to support Pac Rim next season.	Not feasible to continue this, JDF refs booked for all pac rim games not getting travel fees. Sarah also registered all pac refs for training and we are getting nothing in return. Pac rim coaches not helping the situation. Master allocating sheet Sarah made was pinnacle to success of the season. Must have ramp next year for field. We have to communicate needs to VIFLL. Will need to communicate formal letter to pac rim this arrangement will not continue next year. Loop in VIFLL, BCLA and minor directorate Cass to send invoice to equal payment Nico received in previous years for doing this same double allocating position.	Kyla Cass Sarah
-VIMLC Division Commissioner - U11A Team referees. We need to make it work to have three referees at each of their home games.	Alicia would like to put her name forward. Kyla requests pay for 3 officials (add 1 experienced mentor on the floor level 2 ref) at each U11A home game in the 2026 box season. People against motion to tier U11 thought too much stress on young refs. Kyla to take to VIMLC to make across the island.	Kyla Cass

Tournament fees	<p>Would be good to have 3 refs at as many u11 A and B games as possible. We have budgeted for this. Email sent to membership about tournament sponsors/donations/food trucks. Make it a community event. Tournaments have only broke even recently. Should be profitable to go back into development.</p> <p>Bateman \$850 Rumble \$925</p> <p>Need to increase fees to offset floor and ref costs</p>	<p>Kyla Cass Nikila Jean</p> <p>Nikila Cass Wes</p>

Next Meeting: Feb 7pm

Meeting Adjourned: 8:22pm moved by Alicia