

COACHES APPRECIATION EVENT



Coach of the year – 26 total votes

■ NOMINATIONS

Arden Knoll Pee Wee Lions

Sean Dexter JB Dragons

Kip Kyle Pee Wee Dragons

Bob Chamberlain JB Dragons

rest of the JB Dragon coaching staff

2010 KMFA COACH OF THE YEAR

- ARDEN KNOLL
- KELOWNA MISSION PEE WEE LIONS

Volunteer of the year 36 total votes

- NOMINATIONS

Brenda Dobberthien JB Dragons

Sheri Laughen Pee Wee Lions/ Atom
Lions with

- Sharla Davis Pee Wee Dragons

- Don Prescott - Director of Coaches

2010 KMFA Volunteer of the year

- Brenda Dobberthien
- Kelowna JB Dragons

MEMBERS MEETING FEBRUARY 28TH 2011

Adjourned to March 7th 2011.

- Chris Smith – Chair
- Gerry Dirksen – VP
- Deidre Patommel – Treasurer
- Tanya Cochran – Registrar
- Don Prescott – acting Secretary / Director of Coaches
- Bob Chamberlain – Director of fields
- Mike Chamberlain – Director of By-laws and Constitution
- Mike Godwin – High school Liaison
- Brent Durec – Director of equipment
- Trevor Ryder – Director of IT
- Tonia Demmers – Director of first aid
- Fred Bourcier – Director at large

AGENDA

- 1. ASK FOR SCRUTINEERS
- 2. CALL MEETING TO ORDER
- 3. ESTABLISHMENT OF QUORUM – 331 MEMBERS
- 4. APPOINTMENT OF SCRUTINEERS
- 5. APPROVAL OF AGENDA
- 6. DECLARATION OF CONFLICTS OF INTEREST
- 7. ADOPT ANY PREVIOUS MINUTES (NONE)
- 8. BUSINESS AS SPECIFIED IN THE MEETING NOTICE
- 9. ADJOURN

RESULTS OF BYLAWS/CONSTITUTION COMMITTEE

Re Bylaws/Constitution: Following changes recommended -

- Include promotion of working with all football associations including High School as an underlying principal of KMFA.
- Change method of notification to members for AGM, other member meetings etc to include email and other means of communication.
- Clarify definition of who is a member to up to two members (19 years of age or older) from each player's family up to a maximum of 2 members per players' family. Association will continue to accept membership applications from people who do not have family members registered as players (with the right to decline those applications).

Re: Election of Executive & Directors

- *“At the AGM the prior year’s Executive and Board of Directors will resign and a new Executive will be appointed. Executive positions as follows:*
- *President*
- *Vice President*
- *Secretary*
- *Registrar*
- *Treasurer*
- *The Executive will be selected by a vote of the members in attendance at the AGM if necessary.*
- *Individual members will indicate if they wish to stand for an executive position.*

Continued

- *Individuals wishing to stand for any specific executive position must be nominated by a member.*
- *If only one individual is nominated that person will be appointed to the Executive position by acclamation. If more than one person is nominated for an Executive position then a vote of the members will take place. Individual members identified prior to the meeting will scrutinize the voting and the individual winning a majority of members' votes will be appointed to the executive position.*

Continued

- *Following the selection of the new executive members can stand to volunteer as directors. Subject to the discretion of the executive there will not be a maximum number of directors.*
- *At the earliest date possible the executive will meet with the prospective directors and the executive will assign the directors to specific roles including but not limited to:*

Director types

- *Director of Flag*
- *Director of Fields*
- *Director of Equipment*
- *Director of First Aid*
- *Director of Coaching*
- *Director of Website and technology”*

Other

- *The executive retains the discretion to appoint additional specific director positions or directors at large”.*
- **QUESTIONS**

MOTION

TO ACCEPT THESE CHANGES TO THE
CONSTITUTION AND BY-LAWS AND
GIVE THEM TO THE LAWYER FOR
PROPER WORDING AND ADDITION TO
OUR BY-LAWS AND CONSTITUTION.

RESULTS OF FINANCE COMMITTEE REVIEW

- **Re Finance committee presentation:**
- Comments on equipment purchases
- Comments on breakdown of equipment purchases

Recommendations: TRANSPARENCY

- Executive/Directors to make declarations of conflicts.
- Executives/Directors to make declarations of expenses.
- Board of Directors approval required for expenses greater than \$500.
- **QUESTIONS ?**

MOTION

- TO APPROVE THE RECOMMENDATIONS AND ADD TO THE BY-LAWS OF THE SOCIETY.
- **ADJOURN**

2011 – KELOWNA MINOR FOOTBALL ANNUAL GENERAL MEETING

■ AGENDA

- Ask for scrutineers
- Call the meeting to order
- Establishment of a quorum
- Appointment of scrutineers
- Approval of the agenda
- Declaration of any conflicts of interest
- Adopt 2010 AGM minutes
- Board and Committee reports
- Resignation of the current Board
- Election of the Executive
- Identify additional members wishing to sit on the Board.
- Adjourn

SCRUTINEERS

- A scrutineer is a member that is willing to be the official counter of votes for the purposes of the election of the Executive. This is an independent member(2) not currently on the Board. The membership will vote on acceptance of the scrutineers after the establishment of a quorum. We would like 2.

CALL THE MEETING TO ORDER

- ESTABLISHMENT OF A QUORUM
- APPOINTMENT OF SCRUTINEERS
- APPROVAL OF THE AGENDA
- DECLARATION OF ANY CONFLICTS OF INTEREST
- ADOPTION OF THE 2010 AGM MINUTES
- BOARD AND COMMITTEE REPORTS
- COMMITTEE REPORTS – (RESULTS OF THE ADJOURNED GENERAL MEETING FROM EARLIER TODAY)

BOARD REPORTS

■ **PRESIDENT'S REPORT**

- 12 current Directors, 17% from West Kelowna, 42% from Mission and 42% from Kelowna/ Rutland
- Chris Smith – Chair
- Gerry Dirksen – VP
- Deidre Patommel – Treasurer
- Tanya Cochrane – Registrar
- Don Prescott – acting Secretary / Director of Coaches
- Bob Chamberlain – Director of fields
- Mike Chamberlain – Director of By-laws and Constitution
- Mike Godwin – High school Liaison
- Brent Durec – Director of equipment
- Trevor Ryder – Director of IT
- Tonia Demmers – Director of first aid
- Fred Bourcier – Director at large
- We started with 13, 3 dropped out and we added 2.

continued

- 331 kids played football in 2010 with KMFA
- Programs – Winter indoor, spring flag, spring tackle, fall tackle
- About 60 eligible coaches with RCMP checks completed.
- Success – Kip Kyle had a Div II flag team in the Provincial final where they finished 2nd in a hard fought battle.
- In fall tackle football we had 9 teams participate for KMFA
- Atom – 2 of the 3 teams made the plays offs with the 4th place Kelowna Mission Lions winning the SIFC and were co-Provincial Championships. They defended last years Provincials Championship.
- Pee Wee – all 3 teams finished 1,2,3 and dominated the division with the 3rd place team Mission Lions winning the SIFC and making it to the Provincial Semi finals for the 3rd year in a row.
- JB – All 3 JB teams made the playoffs but it was the undefeated Kelowna Dragons that made it to the Provincial final, the farthest any KMFA JB team has gone to my knowledge. They lost a high scoring game.

continued

- The SIFC snow finals
- We installed online registration in 2010 with huge success and expect to have the 2011 programs up soon for registration. Accept credit cards and huge assistance to our Registrar as it all is in excel now. Easy to add soft and hard registration dates going fwd.
- We are seeing about 3,200 visitors per month to our website...100/day. We hope to move towards having team pages if the host updates their server.
- We offered coaching programs to enhance our coaches in 2010
- We lost our Bantam and midget programs for 2010. The Sun may want to take over the program for 2011 and we have had 1 coach express an interest. We will make these programs available for 2011 and registration will determine how many teams we can support.
- KMFA didn't have any conflict with High School Football in 2010.
- KMFA hosted the 2010 BC Provincial Championships for Flag football and has been awarded the 2011 Championships as well. KMFA is being considered for the 2012 Canadian Championships.

continued

- We mandated the new concussion policy in support of BCCFA and most importantly for the safety of our kids.
- KMFA found an excellent Director of Equipment for 2010 and hopefully longer. The equipment room has undergone improvement as has our gear.
- To address complaints, KMFA has now mandated a 10 play rule for all players in all games all season and playoffs in all leagues.
- To address complaints, all KMFA teams will now have to obtain Board approval to attend out of town games or tournaments.
- KMFA received \$42,000 in gaming funds for 2010 and had a very strong year financially which allowed us to strengthen our equipment inventory.

continued

- In 2010 KMFA moved to a uniform 3 team name and color scheme (West Kelowna Sun Devils, Kelowna Mission Lions & Kelowna Dragons). While saving money, we also looked good out there. We had over 20 part team jersey sets based on the flavor of the day from coaches. We also supplied team socks for the league!
- Increased information and contact on the website with the help of our director of IT. If you want to see it on the website...send it to Trevor.
- KMFA attracted a strong Board for the 2010 season.
- Our Treasurer added a bookkeeper for 2010, which was very successful.
- As a Board, our theme for 2010 was transparency!

TREASURER'S REPORT

- Summary of 2010:

- Total Revenue - \$148,500, Total Expenses - \$136,224, Net Income of \$12,270

- Revenue breakdown

■ Fall Tackle	\$62,540
■ Outdoor Flag	11,270
■ Spring Tackle	14,870
■ Indoor Flag	<u>12,450</u>
■ Total Reg. Fees:	\$101,130
■ Gaming	42,000
■ Misc & Other	<u>5,360</u>
■ Total Revenue:	\$148,490

- Major Expenses:

■ Equipment Purchases	\$44,675
■ Field Rentals	26,370
■ Insurance	12,400
■ Referees	16,425
■ Storage Rental	7,560
■ Team Photos	4,320
■ Awards	4,390
■ Playoff Travel	3,130

2010 Financial Methodology & Accomplishments

- Conservative approach since gaming funds weren't anticipated & Board was new
- Gaming funds of \$42,000 allowed some liberty
 - Purchased socks for all fall tackle players
 - Standardized jerseys & names for Kelowna's 3 areas to reduce cost, unify areas, increase identity
- Started year with \$18,000 in bank & ended with \$30,000 (\$50,000-\$20,00 payable)
- Remaining funds will be used to improve 2011 programs

2011 Financial Goals

- Maintain or even reduce registration fees without affecting program quality
- Maintain equipment levels to insure proper safety for players
- Provide necessary training & support for volunteer coaches
- Purchase additional training aids to enhance coaching programs
- Further improve financial budget & planning process to better support board decisions



RESIGNATION OF CURRENT BOARD OF DIRECTORS

- ELECTION OF THE EXECUTIVE
- President, Vice President, Treasurer, Secretary, Registrar,

President

- Presides over all meetings of the Society and Directors.
- Is the Chief Executive Officer of the Society and supervises the other Officers in execution of their duties
- Delegate
- Ability to control your temper would be helpful due to the emails, phone calls and conversations you will have.
- Build a solid team of Directors – recruit.....like a football team.
- Liaise with Directors, coaches, players, parents, other organizations, BCCFA and Football BC.
- In 2010, organized spring tackle and 2011 winter indoor flag.
- Also acted a Game Commissioner for KMFA
- Sit on the SIFC Board of Governors.
- An understanding of how a Society runs is helpful
- Experience running a business or managing an enterprise would be helpful.

Vice President

- Everything the President does, should he/she not be available.
- Volunteer to assist where possible and help with
- For 2010 was also Flag Director and Ran the Flag Provincials

SECRETARY

- Conduct the correspondence of the Society
- Issue notices of meeting of the Society and Directors.
- Keep minutes of all meetings
- Have authority concerning custody of all records and documents of the Society except those required to be kept by the Treasurer.
- Have authority concerning the common seal of the society.
- Maintain the Register of members.

TREASURER

- Keep financial records, including books of account, as necessary to comply with the Society Act.
- Render financial statement to the directors, members and others when required, and without limiting the generality of the foregoing, arrange for the preparation of the financial statements in accordance of GAAP

continued

- As treasurer of KMFA, you are responsible for recording and documenting all financial transactions associated with the football programs run within the organization and communicating the results to fellow board members. The position requires that you obtain signing authority on both the organization's general & gaming accounts and are comfortable and trustworthy with all banking duties. In addition, the treasurer must create a program budget and complete & submit the gaming fund application.
- Good computer and communication skills, as well as, proficiency with MS Excel are important skills for this position, as is bookkeeping or accounting experience. As KMFA employs a bookkeeper, access to accounting software is not necessary but knowledge of Simply Accounting is an asset. The Treasurer works closely with the Registrar to coordinate payment and documentation of registration fees.

Duties Include:

- Collecting, documenting & depositing all registration funds
- Managing the recording & payment of all program related expenses
- Creating and monitoring a program budget
- Communicating financial matters to the Board & Membership as required
- Completing and submitting the annual Gaming Fund application
- Maintaining and managing all banking duties
- Coordinating registration payments with the Registrar
- Investigating & resolving all outstanding financial issues such as NSF cheques or overdue accounts
- Collecting and maintaining all financial records and receipts

REGISTRAR

Responsibilities;

- Oversee all registrations for every section of football within the association (indoor flag, spring tackle, spring flag & fall tackle)
- Placement of players in the correct age level
- Confirmation of age of all players in regard to their birth certificate
- Confirm with Treasurer payment of all players
- Placement of players on fall tackle teams
- Sign off on all team rosters in fall tackle
- Keeping all player files up to date

Qualifications

- Detail orientated
- Proficient with computers and programs such as MS Office
- Good communication skills
- Organized
- Able to meet deadlines
- Filing

IDENTIFY MEMBERS WISHING TO STAND AS DIRECTORS

- HERE ARE SOME OF THE POSITIONS THAT WILL BE AVAILABLE TO DIRECTORS THAT WISH TO HELP THEIR ASSOCIATION BY MAKING A CONTRIBUTION TO KMFA.

DIRECTOR OF COACHES

- Ensure all teams have a dedicated coaching staff.
- Identify, interview/screen and recommend (to board) individuals for head coaching positions for each team.
- Coordinate training and certification programs.
- Ensure all coaches and staff obtains criminal record checks and track receipt of same. 100% compliance is required.
- Provide head coaches with support in terms of identifying candidates for assistant coaches where necessary, ensure coaches have necessary field and other equipment, help coordinate equipment sessions for gearing up and down.
- As necessary provide regular feedback on changes in association policies, field allocations and schedules.
- Respond to complaints from parents with respect to coaching/team issues. This might involve interviewing complainants/coaches or other individuals and making recommendations for resolution or, if necessary, raising the situation to the board with recommendations.

DIRECTOR OF IT

- Website maintenance
- Online registration
- Anything IT
- A strong background in IT is a must.

DIRECTOR OF FIELDS

- The Board Position of Director of Fields for KMFA provides the league with a point of contact for field bookings, facilities and communication between KMFA & the City of Kelowna.
- KMFA's three seasons use mostly City of Kelowna fields and facilities and all communication is channeled through The Sport Kelowna Office. The Main contact for KMFA with Sport Kelowna is Chris Babcock. Chris is the Community Facilities & Programs Director for the City of Kelowna. Chris is the first step for KMFA when booking fields & facilities. Chris takes field request submissions from user groups prior to November 1st for the following year. Chris's assistant Nick Bonnett will also provide support and communication to KMFA.
- Although traditional usage of fields for KMFA is grandfathered in, contracts do need to be reviewed and tweaked year after year prior to the start of each season. The Following is a breakdown of the KMFA seasons, the facilities/fields we use and a report on 2010 Activity.

Winter Flag Season Jan-March

- Held Indoors at the CNC Field House Typically 4 hours per week. This was the first year KMFA was awarded 'Community Rates' at the CNC. Although only 1/4 of our booking was at this rate it is a huge step forward as the regular rate is more than double the cost. The CNC is not a City owned Building however Sport Kelowna does allocate a set number of hours each year at the lesser Community Rate. Extra times required are booked directly through RG Properties. Steve London is the current contact. Chris Babcock has stated that there will be a full review of the allocation process this spring. Historically a small number of users including Minor Soccer and Minor Baseball take the majority of the preferred rate times and Sport Kelowna will look for a more equitable allocation. KMFA could grow this program should more times be made available. Historically the only times made available outside of the preferred community rate times start after 7:00 on Saturday nights which are somewhat prohibitive to younger players and their families

Spring Flag Season April – June

- Held outdoors at various city Fields including Mission Sports Fields, Parkinson rec Centre Fields, Lillooet Filed on Dilworth. Because this is such a busy time period for City fields we have not been able to secure a consistent location and are forced to rotate through available fields to make this season work. Prior to 2010 KMFA had purchased some field time at KLO School and other SD 23 Fields for both games and practices. Sandra Ryan of SD23 is the contact in charge of field bookings

BC Flag Provincial Finals

- This is a one weekend event KMFA has hosted for the past 4 years. The last 3 at Mission Sports Fields. Sport Kelowna works hard to provide extra facilities including access to the Kinsman Field house, extra garbage bins, and extra portable washrooms for this well attended event. Although it was not secure for 2011 Sport Tourism coordinator for the City Chad Douglas has offered their support for 2011 in covering some costs for National Reps to visit to gage suitability for a national to be held in Kelowna. Chad has also suggested that Monies could be made available to KMFA to host the event. A great deal of communication is required to make this event work with the Sport Kelowna Office.

Spring Tackle Season

- 2010 was the first year that KMFA offered a Spring Tackle season. Again as it is a busy time of year so several fields were used to accommodate including The East Field at Parkinson Rec Centre, M-72 and the Artificial Turf Field. This was a great success however the inconsistent field locations did provide a few challenges. Notably Lights turning on at fields was inconsistent. More communication for future spring leagues will be required so that these challenges are not repeated. All in all a great venture for KMFA.

Summer/Fall Tackle Football Season

- Typically practices for fall football start July 1st running 2 nights per week. Last season fields were secured through Sport Kelowna for Upper Mission Fields, Mission Sports Fields, and Watson Road elementary which is also operated by the City during the summer months. Traditionally practices move over to M-72 and The Artificial turf field starting the last week of August. Our annual Summer Tackle tournament is typically held the 2nd last weekend of August. This year we tried running our PeeWee division on the field beside the Turf Field as opposed to M-72 which we traditionally use. Reports were mixed. Good location but not big enough to accommodate.
- The Sport Kelowna office has a policy that tournaments that bring in out of town teams will take precedent on practices or league play. This works both ways for KMFA as it helps us host events but also forces us to give up our fields at times. We lost Sunday bookings at the Turf Field this year to Terry Fox run which is of course an annual event. Also to both lacrosse and Soccer tournaments.

Summary

- The field contracts are very close to being finalized for 2011. I have committed to Chris Babcock that I will continue to work with him until we are both satisfied that we have as much confirmed as possible. I will also work directly with the Director of Fields for KMFA in 2011 helping with the transition. Throughout all of the seasons close communication is critical with Chris as some tweaks need to happen. Chris has proven to be quite supportive and will always try his best to accommodate last minute requests that involve rearranging schedules with other User groups. At the same time he appreciates our ability to try to accommodate any last minute requests he might have for us. Chris is quite set on keeping the communication for KMFA to one person as in past years he received calls from several board members which made it difficult. During our BC Flag Provincials he agreed to opening communication up to Gerry who organized the event, and would consider similar arrangements for special cases going forward.
- With the loss of Midget Football last year we sat on most of our Saturday bookings at both M-72 and The Artificial Turf Field. Should Midget Football not return in 2011 the Board will need to look at releasing these times, or organizing new programs to use the fields.
- Historically an opinion has existed by KMFA that if we release times we don't get them back. I don't agree and have confidence that the Sport Kelowna Office will honor existing grandfathered times and will work with us to provide whatever we need to the best of their ability.

DIRECTOR OF BYLAWS AND CONSTITUTION

- Societies Act, Constitutions and Bylaws
- The member who holds this position is responsible in issues of adherence to the BC Societies Act and the Constitutions of both KMFA and BCCFA. Along with this responsibility, this past year the position required the review of all available minutes and records, and the compilation of a list of all bylaws currently in place, and in doing so, create a framework of operations for the league going forward.



DIRECTOR OF EQUIPMENT

- Maintain the equipment room
- Maintain the equipment
- Equipment ordering
- Fittings and equipment return
- Arrange for repairs and cleaning

HIGH SCHOOL LIAISON

- To act as the voice of KMFA to the High Schools and to bring the issues with High School to KMFA.

DIRECTOR OF FIRST AID

- Need your first aid ticket
- Responsible for stock and storage.
- Liaise with teams to ensure they are stocked and ready.

DIRECTORS AT LARGE

- Any member can be a Director without a specific title. You can volunteer for tasks and or committees. We are a working Board that prides itself on doing what needs to be done by getting our hands dirty. You should have football experience and or have a business or management background so that you add value to the team.

**DOES ANYONE WANT TO
NOMINATE SOMEONE TO SIT
ON THE BOARD?**

- **THE PRESIDENT WILL SET A MEETING WHERE ALL POTENTIAL BOARD MEMBERS ARE INTERVIEWED FIRST, THEN THE EXECUTIVE WILL SELECT THE REST OF ITS BOARD FOR 2011.**

ADJOURN

- Thank you

