NCJLA Board Meeting
February 16, 2011
Minutes

A Board meeting was convened at 7:04 pm at Oakland, CA. Board Members in attendance were: Don Aiello (President); Jin Peavey; Carl Baylor; Todd Samet; Phil Connolly; Avery Blake; Dale Tills; Wes Koenig; Tony Grzejka (Treasurer) and Betty Hartog.

Nora Mitchell, Executive Director was also in attendance. Those not in attendance were: Karoline Platt and Mickey Parmelee.

1. A motion was made and seconded and approved by the Directors to adopt the Board Minutes from the January 19, 2011 board meeting. ***See Attachment A***

2. Nora Mitchell, Executive Director presented the Operations report to the Board (***See Attachment B).*** Nora highlighted the status of PCA training; the logistics for the Girl's play date (field lining, vendors); website update; and game scheduling for the boys and girls divisions. Nora recommended that we schedule a one day meeting / workshop with the objective of reviewing the Operation Guide in June 2011.

3. Treasurer's report; Tony Grzejka, Treasurer, present the current Balance sheet at 15 February 2011 and the Income Statement and Expenses for the period 1 October 2010 through 15 February 2011. Also Tony pointed out that the NCJLA's Tax year is now aligned with our Fiscal Year end (***See Attachment C***). Tony presented the amended 'final' contract for field use at Treasure Island and noted the change on the summary costs for the reserved field. The change was a reduction of the total cost from $32,000 to $31,200. (***See Attachment D***). Tony had also mentioned that he will present the monthly bank statement at each Board Meeting on a go forward basis.

4. Open Board Seat. Don reviewed steps the Board should be aware of in filling the open seat. He highlighted the requirements under the NCJLA by-laws and reminded the Board that we made the position opening on 12/14. Jin Peavey presented an individual that she felt would be fitting; however there was a delayed response from the individual. Don stated the Board has three options: a) vote for the individual presented; b) Board can find someone else and install them as a Board Member for the 2011 term; or c) do nothing since the majority of the board's work for the season was completed. A motion was made and seconded and approved by the Directors to not fill the open Board seat for the 2010-11 year.

5. Petitions. Nora Mitchell presented a series of Petitions submitted by member clubs to the Board. After reviewing the information provided by the member Clubs (see ***Attachment E.)*** the following are the results:

    a. The first motion was made to permit a Folsom Lacrosse Player that qualifies to play in the U-15 Boy Division to "play down' to the U-13 Boys Division. A motion was made and seconded but **not** approved by the Directors to allow the player to 'play-down';
    b. The second motion was made to permit a Folsom Lacrosse Player that does not qualify to play in the U-15 Boy Division due to the fact he is 15 years of age to be eligible to play in the U-15 Boys Division. A motion was made and seconded and approved by the Directors to allow the player to compete in the U-15 Boys Division for the 2011 season.

c. The third motion was made to permit a Central Marin Lacrosse Player that qualifies to play in the U-15 Boy Division to "play down' to the U-13 Boys Division. A motion was made and seconded but **not** approved by the Directors to allow the player to 'play-down'

6. Review of Alice Anderson's proposal. Don Aiello reviewed with the board the need for the NCJLA to be proactive in reviewing its own policies as well as providing help to its member clubs. The board reviewed the proposal from Alice Anderson, ESQ that outlined her thoughts and an estimate regarding legal products for the NCJLA, to be used by its member clubs *(see ATTACHMENT F)*. After some discussion, it was agreed that we did not wish to retain an attorney at this point of time and would revisit this issue at a later date.

7. Privacy Policy. On February 28, 2011, an e-mail was sent to the Board of Directors for electronic approval regarding the NCJLA Privacy Policy *(see ATTACHMENT G)*.

   The Board voted to approve the policy.

8. A motion was made and approved by the Board to end the meeting at 8:30 pm.

Philip G. Connolly
Secretary

AGENDA

NCJLA board agenda – February 16, 2011

1. Review and adopt minutes from Jan 19, 2011 board meeting (Phil; all)
2. Operations report – Notable items, if any, for boys' and girls conferences & scheduling; CEP sessions; PCA; Travel teams (Nora)
3. Financial report (Tony)
4. Status of filling MJ Davey's board seat (Don)
5. Petitions for playing down & exceptions to policy (Nora)
6. Review of Alice Anderson's proposal (Don)
7. NCJLA Privacy Policy for board review & adoption - (Phil)
8. Status of contract with boys' officials (Phil)
9. NCJLA Email policy for board review & adoption - (Karoline, Nora)
10. Scholarship committee – (Karoline, Carl, Todd & Nora)

US Toll-Free:	**1-866-946-0485**
US Toll:	**1-646-216-4772**
Participant Passcode:	**9571053#**

Topics on hold from previous agenda

NCJLA Sponsorship policy for board review & adoption - (Don, Tony)

Additional topics if time permits:

Tournament/Jamboree logistical support, e.g. food, vendors, set up, clean up;
Continue discussion on player waiver - should the NCJLA start tracking movement?
Geographic club boundaries/player waiver. (All)Expansion (contiguous communities; bridge/new start programs; diversity) – NCJLA's involvement/guidance
Club support
    Fund raising at the club level
    Non profit formation and operational support materials & information
"Long range" planning
Sportsmanship
Coaches training beyond US LAX CEP

ATTACHMENT A – JANUARY 2011 MINUTES

On file

NCJLA Staff Monthly Status Report

January 15, 2011 – February 14, 2011

Executive Director – Nora Mitchell

Communications

- Numerous emails promoting PCA workshops and the level one clinic. Also sent last minute targeted emails to clubs in each PCA region for final push for attendance.
- NCJLA Update blast email focusing on rosters, officials invoices, boys rep meetings, sideline manager vests, scoresheets, table cards, girls play day, who to contact.
- Website homepage updating

Events

- Attended US Lacrosse Convention in Baltimore. Focused on Program Administrator track. Very positive and educational experience. Well worth the time, travel and expense.
- Level 1 clinic, Petaluma Jan 29. Great turnout, 50 for boys game, 12 for girls game. Many thanks to Mike Lantier and the Petaluma River Cats Lacrosse for hosting the event.
- PCA workshops, four complete, one to go:
    - Menlo Park, Jan 25, 10 attendees, host MJ Davey, Menlo Atherton Lacrosse
    - Danville, Jan 27, 35 attendees, host Phil Connolly, Diable Scorpions Lacrosse
    - Petaluma, Feb 3, ? attendees (asked twice for numbers), host Stacey Almy, Petaluma River Cats Lacrosse
    - El Dorado Hills, Feb 8, 15 attendees, host Jim Niemi, Eldorado Hills Lacrosse Club
    - Walnut Creek, Feb 17, 13 registered so far, host Lisa Bergman, Walnut Creek Warriors Lacrosse Club
- Girls Play Day
    - Helping with logistics for girls play day: field lining, vendor contracts, etc.

Website

- Updated roster section of Operations Guide.
- Keeping content up to date.

Operations

- Processing petitions, notified requestors of board decision
- Ordered sideline manager vests, scoresheets, table cards (pre-game protocols and rules adoptions) Had to rewrite the girls rules adoptions, creating three versions for different age levels. Also added new instructions to scoresheets, added sideline manager to boys.

- Monitored game scheduling.

- Stepped in to get Girls Festival Travel Teams tryout date and times established; now main NCJLA contact for Amy McCleary. Tryout date and times set, still waiting for Amy's announcement to send out to our girls' families.

Staff

- Ongoing weekly calls, monthly meetings. Juggling priorities, putting out fires. Called into Kristine's girls rep call last week.

Upcoming for ED

- Attend boys rep meeting in SF
- Attend last PCA workshops in Walnut Creek
- Logistics for Girls Play Day and End of Year events
- Attend Girls Play Day
- Ongoing website content improvements, re-org.
    - Add section to off-season opportunities page, covering NCJLA/NorCal Chapter travel teams with links to the four organizations/programs.
- Write and post NCJLA Overview doc
- Ongoing staff weekly calls and monthly meeting
- Email blasts
    - Girls Festival teams tryouts

Hours:

- Averaged 28 hours per week, mid January to mid February

Boys Director (BD) – John Sheehan

- February Boys Director Team Representative Mtgs – Scheduled and coordinated three BD Rep Mtgs 2/15 @ Town School SF, 2/16 @ Head Royce School, Oakland and 2/17 @ El Dorado Hills Fire Dept HQ.
- Score Sheets, Table Cards and Sideline Manager Vests – Organized score sheets, table cards and vests to be distributed to club reps at the meetings mentioned above. Each team will get 9 score sheets and 1 vest, and 1 table card.
- Bill Glazier NorCal Tryouts – Attended the U13 tryouts. There were 87 players trying out for 2 teams. Not well organized based on such a large group. Main issues were there were only 5 coaches present including Bill and a lot of downtime for players waiting to get into a drill. There was an average of 8 players per side during line drills. After line drills the field was quartered with speed drills, 4 vs 3, 4 vs 4 and 1 vs 1. With 87 players there were 20+ players in each of the four drill areas.
- Boys Director Mass Emails – Developed and sent out various email messages concerning start of season, travel teams, and new U11 & U9 commissioners.
- Game Scheduling – Followed up on various emails from clubs concerning clubs that were not following up on scheduling requests, teams that were having trouble getting teams to travel to them for home games, and how to enter games into NCJLA website.
- NCJLA Gear – Received new jackets and shirts and readied for distribution to Nora for the 2/16 board meeting.

- Meetings/Phone Calls: Participated in various conference calls; monthly ED meeting, website functionality changes, game change process and tracking, and how to review LA schedules per team after games were input into the system. Also, conducted weekly phone call with ED.
- US Lacrosse National Convention - Attended the convention with Don & Nora. Used training material received as content on the new Coaches Corner section on the website. Boys Coach's Corner – Completed Boys Coach's Corner section on the website.
- Coaches' Corner – Finalized initial content to new Coaches' Corner on the website and communicated the new section to all clubs. Added additional content after the convention, and will continue to add more content each month.
- Emails and Phone Calls - Reviewed, initiated and responded to an estimated 800+ emails and phone calls

Upcoming for BD

- Coordinate Beta testing of auto-scheduling software in selected conferences.
- Draft survey to send to boys schedulers to get feedback on process
- Complete regional BD Rep Mtgs.
- Deal with scheduling and start of season issues as required.
- Mail score sheets, table cards and vests to clubs that do not attend the BD Rep Mtgs.
- Weekly Conversation(s): Conduct weekly telephonic conversation with ED to discuss boys division topics.
- Monthly Meeting: Conduct monthly face-to-face meeting with Nora, Kristine, and Dan.

Monthly Hours Worked

- Est. 73 hrs

Girls Director – Kristine Wollam

1) Pre-Game Protocols, Rules, and Scoresheets- Worked with Nora on finalizing the proofs before they were sent off to the printer. Fortunately a lot of the groundwork had been done during the fall and we used last season's format so we were just left with minor tweaks.
2) Girls Schedule- Scheduled the games for the U11-U15. Jim Dunn, HS Commissioner, did the HS schedule, and I did the edits and rearranging. There were some issues, mainly due to the lack of fields and team availability and I believe that it's too much of a task for one person to schedule 600 games. The issue with lacrosse is that our season goes through spring break, which vary greatly depending on school district. This is very different from say, Thanksgiving, which is the same week for everyone. Next year it will have to be a combined effort with some help. Not sure how to delegate this task though for quality control. After getting the schedule done, then the schedule has to be transcribed to a CSV file for LA and that takes some additional effort and stressors as sometimes there are errors, double booked fields, or a typo in a team name that keeps the games from uploading. After having asked numerous times for clubs to double check there schedule it turns out that after having locked down the schedule there is another error. I am working with those clubs involved to fix the error and will submit a game change form through Dan when a solution has been reached.
3) Girls Schedule- Sent girls schedule off to thearbiter.net. We are now locked and loaded on our schedule and all changes must now go through Dan.
4) Play Day- With Dan's help created RSVP form for teams to "register" for the play day. At this point I've locked down Jambi Juice, Shaw BBQ, Kip Photos, and Lacrosse Fanatic as vendors. Shaw was supposed to contact a Taco Truck that he often works with. I will call him tomorrow to confirm if this taco truck will come if not I will continue to call the one that we've used in the past. In the next week I

will take care of portal-potties, barricades, and trash containers. I will also need to make a trip to TI to make sure we have all the signage etc. Good grief this is coming up quick. Have the commissioners on board to help aid the volunteer effort.
5) Travel Teams- Continue to promote National Team. Everything here seems okay so far. Lots of interest. With Nora and Don's approval passed festival team duties off to Nora. Will promote her festival teams on my calls and at NCJLA activities.
6) Conference Calls- This month we split the conference call into a junior and HS call. The juniors got tired of listening to HS issues and vice versa. This does make it so the conference call for a few others and me lasts 2 hours with lots of repeating information but perhaps that is a good thing. I've been able to get the calls down to about an hour a piece. Once we get past the Play Day they'll probably be even shorter.
7) U9 schedule- will finalize it this weekend. Their games don't start until the end of March so I wasn't feeling a pressing need to get on top of this. It will be posted by Monday 14th.
8) I have no issues for the board to discuss at this point in the season.
Hours Worked: More than 120. I stopped my timer when it hit 115 because I just didn't want to know anymore.

Webmaster – Dan Miller

1/17/11	Misc emails: scheduling, fields, teams	30	
1/18/11	Misc emails, site changes, club profiles, etc…	240	
1/18/11	Member deletions, roster issues	60	
1/19 - 1/23/2011	very little activity; misc emails	30	
1/24/11	Misc. emails	60	
1/25/11	Scheduling, Compare Girls Team listings	40	
1/25/11	Compile contact list for Folsom Club	20	
1/26/11	Scheduling, add Mobile Coach, email for Ben	40	
1/26/11	Email correspondence, deletion of email addresses	30	
1/26/11	Email correspondence, Coaches Corner content	30	
1/27/11	Livermore Club Profile update	15	
1/30/11	email correspondence and playing opportunities	20	
1/31/11	sched issues, tournament adds, officials tab	75	
1/31/11	Scheduling changes	15	
2/1/11	Scheduling, rosters, email correspondence	150	
2/2/11	Scheduling corrections	270	
2/3/11	Scheduling corrections, Game Change Form	390	
2/4/11	Scheduling corrections, Game Change Form	420	
2/5/11	Misc scheduling and roster issues	120	
2/6/11	Play Day RSVP and roster issues	90	
2/7/11	Scheduling corrections, Play Day RSVP	360	
2/8/11	Scheduling corrections, Game Change Form	285	
2/9/11	Scheduling, rosters, emails, misc	300	
2/10/11	Scheduling issues	270	
	Total	3360	Minutes
	Total Hours	56.00	Hours

ATTACHMENT C

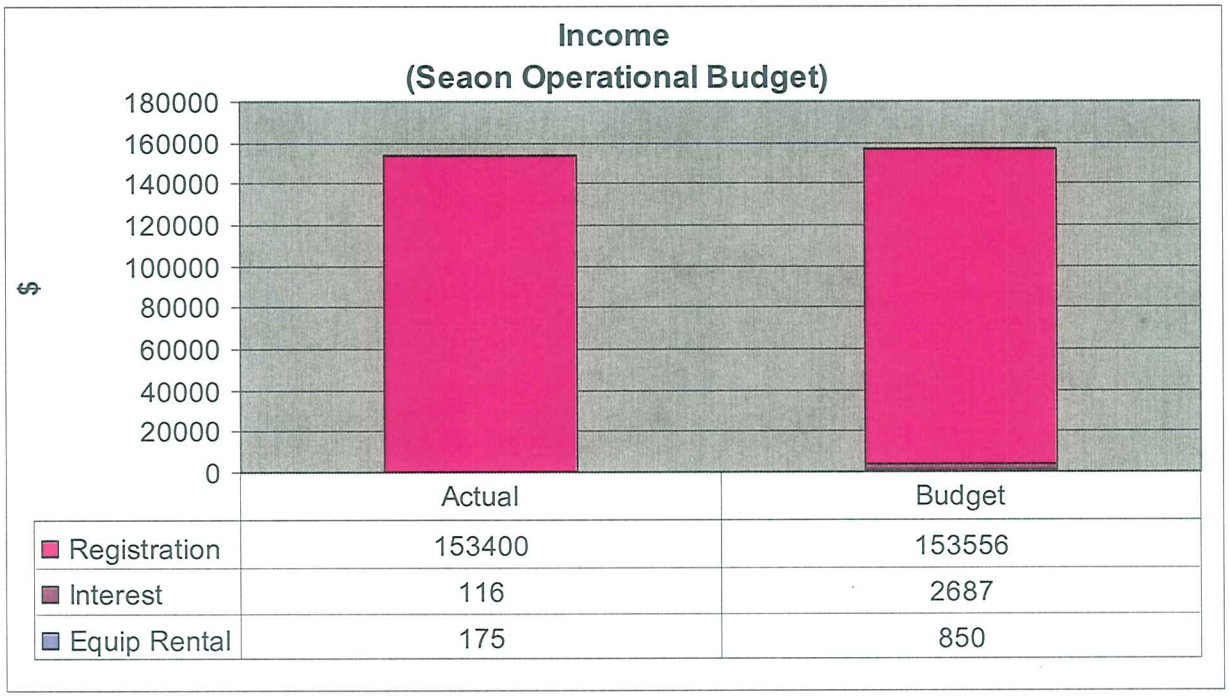
Treasurers Report

Feb 16, 2011

Board Meeting

Summary/Update

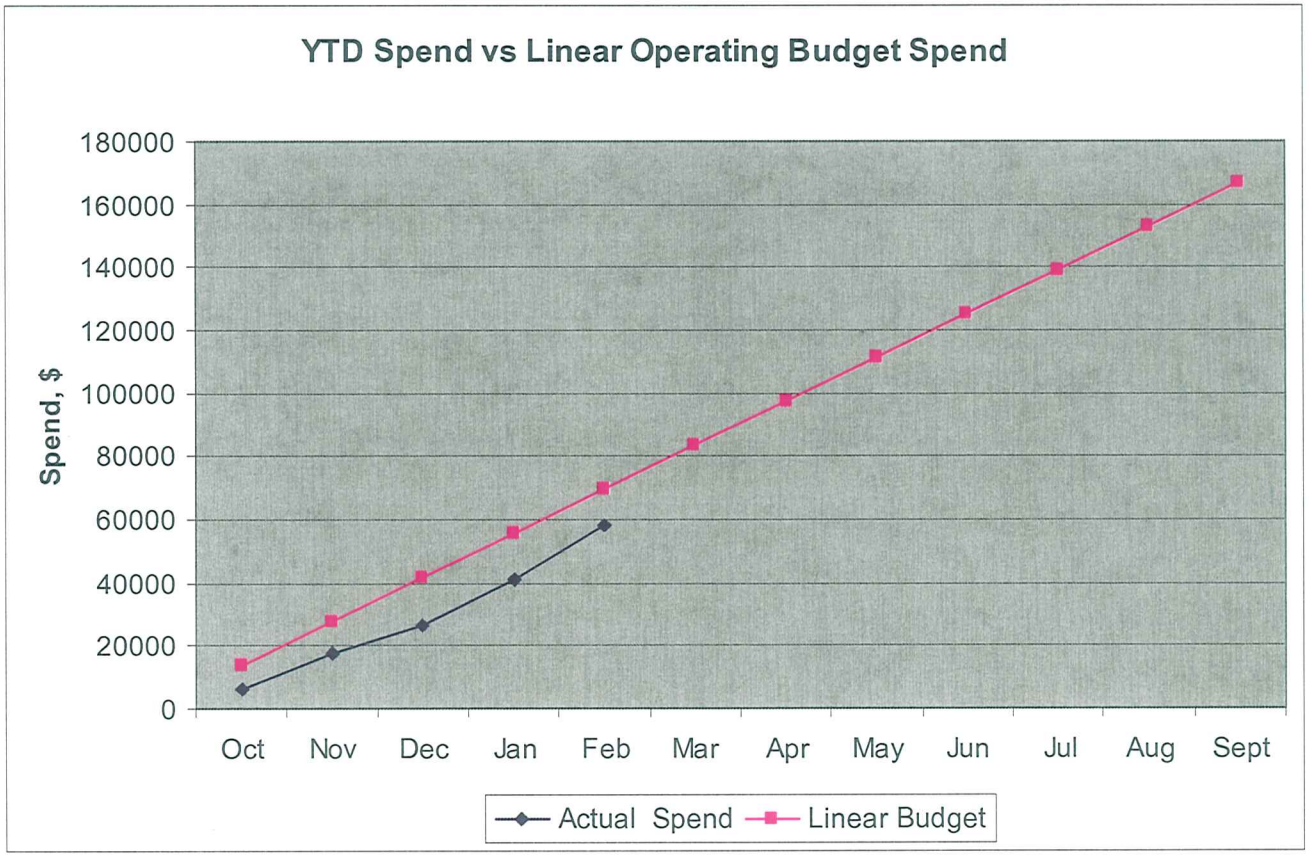
- Registration summary as of Jan 16th
  - 379 teams registered (284 boys/94 girls)
  - $217,395 total fees - registration ($154,000)/assessment fees ($63,185)
    - $715 payment pending – Lamorinda GU11, $715 credit pending Tomahawks GU11
- Operating Budget Overview



	Actual	Budget
Registration	153400	153556
Interest	116	2687
Equip Rental	175	850

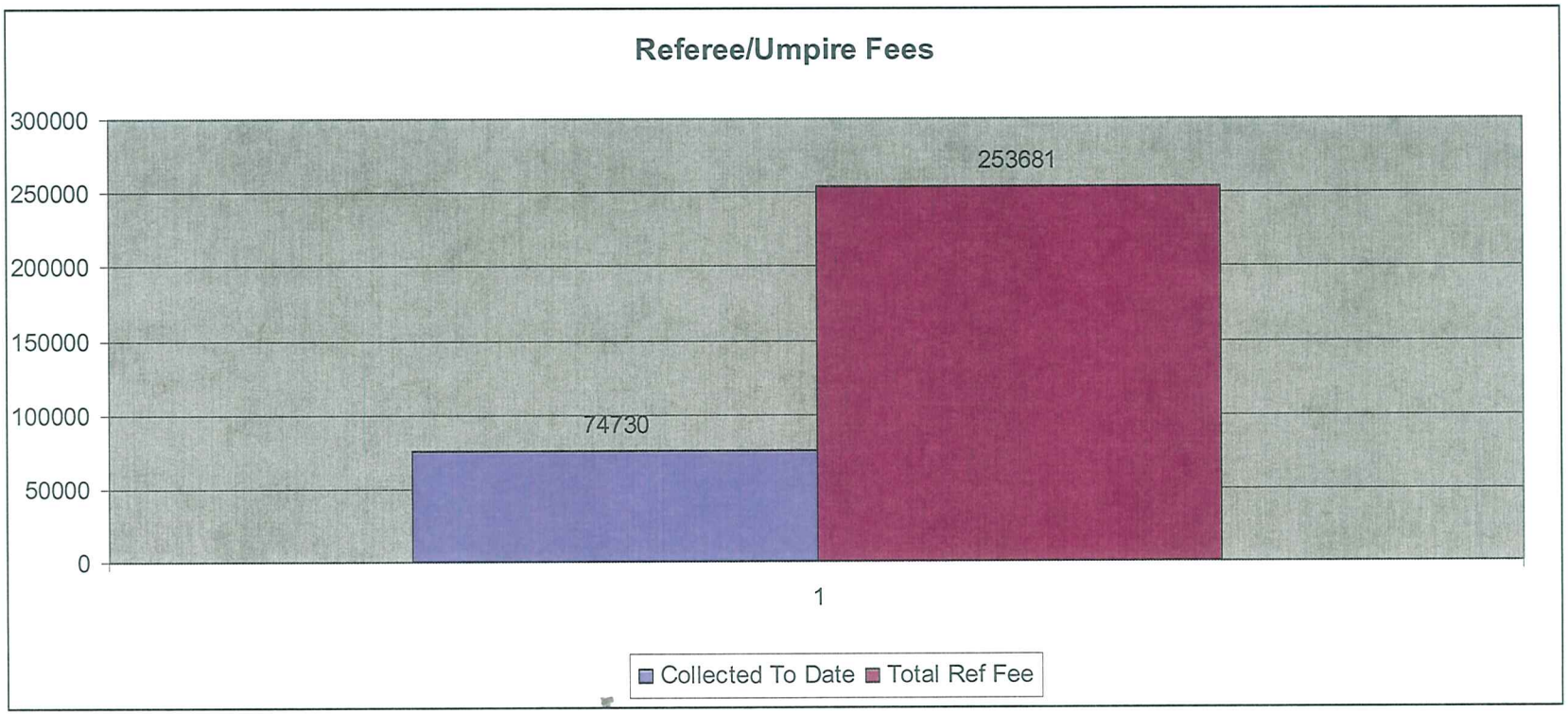
Operating Budget Spend Overview

- ~11.6K$ below Linear Plan however concentration of expense Mar-Jul timeframe



Referee/Umpire Fees

- Referee/Umpire fee e-mailed to all clubs February 6th payable March 1 – total $253,681
- Collection status through Feb 12th – 29% received



NCJLA Balance Sheet

As of Febuary 15, 2011

	Total	
	As of Feb 15, 2011	As of Sep 30, 2010 (PP)
ASSETS		
Current Assets		
Bank Accounts		
Checking	75,618.28	15,936.23
Savings	279,320.38	109,909.16
Savings & CDs	0.00	0.00
CD - 0073	51,543.22	51,430.44
CD - 6666	0.00	0.00
CD - 9014	0.00	0.00
CD - 9840	0.00	0.00
Total Savings & CDs	$ 51,543.22	$ 51,430.44
Total Current Assets	$ 406,481.88	$ 177,275.83
Fixed Assets		
Office Equiptment	249.99	249.99
Depreciation	-13.00	-13.00
Original Cost	230.00	
Total Office Equiptment	$ 466.99	$ 236.99
Total Fixed Assets	$ 466.99	$ 236.99
TOTAL ASSETS	$ 406,948.87	$ 177,512.82
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
Visa	2,578.98	6,680.14
Total Credit Cards	$ 2,578.98	$ 6,680.14
Other Current Liabilities		
Credit Card-Do Not Use	0.00	0.00
Payroll Liabilities		
CA PIT / SDI	71.69	148.17
CA SUI / ETT	306.25	640.88
Federal Taxes (941/944)	561.67	1,147.42
Total Payroll Liabilities	$ 939.61	$ 1,936.47
Total Liabilities	$ 3,518.59	$ 8,616.61
Total Equity	$ 403,430.28	$ 168,896.21

All Income
(Oct 1 thru Feb 15)

	Oct 2010 - Sep 2011	Oct 2009 - Sep 2010 (PP)
Income		
Fund Raisig Income		509.03
Gate V - Space Sublet		236.80
Gift Received		3,000.00
Interest Inc	168.26	5,400.41
Referee Fees & Assessments	74,730.00	257,551.25
Registrations	217,420.00	146,243.89
Rental of League Goals	175.00	850.00
Tournaments & Jamborees Receipt		9,521.03
Travel Team Receipts		6,450.00
Vendor Fee		7,500.37
Total Income	**$ 292,493.26**	**$ 437,262.78**

All Expenses
(Oct 1 through Feb 15)

Expenses	Oct 2010 - Sep 2011	Oct 2009 - Sep 2010 (PP)
Awards		2,589.63
Background Screening		138.75
Bank Charge	50.00	98.46
Clothing	141.75	875.50
Contractor Expenses	5,779.16	379.17
Convention (USL)	1,754.02	2,630.31
Copies		757.66
Director - Boys		8,750.00
Director - Girls		8,750.00
Education	1,942.50	1,965.10
Equipment	28.25	3,676.44
Executive Director	981.25	20,762.70
Field Rental Costs		43,541.43
Food & Beverage	803.33	2,795.51
Gate 5 Road Rental		12,312.10
Gifts Given		1,500.00
Insurance	385.00	385.00
League Duties		2,671.50
Meals & Entertainment		182.03
Merchant Account Fee	4,642.93	342.29
Mileage & Toll Reimbursement	1,250.22	4,445.18
Misc		15.08
Office Supplies	117.13	550.97
Payroll Expenses	28,739.31	34,208.89
Phones	1,360.21	5,236.98
Postage	18.51	308.92
Printing		198.16
Professional Fees	4,734.85	8,292.85
Referee Expenses	2,936.00	220,446.46
Registration System Fees		5,360.00
Rental		170.52
Room Rental	350.00	6,736.16
ScorePads		2,758.87
Stipend		10,500.00
Subscriptions	485.66	515.76
Tax	85.00	75.82
Telephone Conferences	809.53	2,354.36
Tournaments & Playoffs		7,177.12
Travel Team Expenses		7,266.02
Uncategorized Expense	564.58	
Total Expenses	**$ 57,959.19**	**$ 431,721.70**

Treasure Island Update

- Treasure Island Contract Signed
  - Total contract value - $31,400 (vs original estimate of $32,000 which NCJLA agreed to underwrite 1/3 of cost)
    - Mar 5-6 (Play Day) -> A(3), B(1)
    - May 14-15 -> Boys C Festival A(3),B(2) & HS Semi Finals-C(1)
    - May 21-22 (Girls HS & Youth YE -> A(3),B(1) – HS Finals & Youth Semi -C(1),D(1 – Sun)
    - June 4-5 (Boys Tourn/Youth Finals) -> A(3),B(1)
- Down payment of $6400 made remaining balance in four (4) equal payments Mar 1, Apr 1, May 1 & Jun 1
- Executive Director (or designee) working on securing field lining & retail/food vendors for events & league fundraising activities

Accountant Update

- Federal 990 and CA 199 forms have been filed
  - Aligns tax year with our season (Oct 1 – Sept 31)

ATTACHMENT D

2011 SFGAA Field
Rental Application Agreement
236 Westportal Ave, #354, San Francisco, CA 94127

Name of Organisation:	NCJLA	Date:	11th January 2011
Type of Sport:	LACROSSE		
Contact person:	TONY GRZEJKA		
Address:	1460 BUCKINGHAM WAY	City:	HILLSBOROUGH, CA 94010
Phone #:	650 344 1975		
Fax #:			
Email address:	ANTHONY.GRZEJKA@INFINEUM.COM		
Event Date(s):	SEE ATTACHED- 8 dates from March to June		
Age Group:	YOUTH		
Start time:	8AM	End time:	LATE
Number of Teams:			
Number of fields needed:	SEE ATTACHED	(4 available)	

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE COMPLETED APPLICATION & AGREEMENT PACKAGE IN ORDER FOR IT TO BE VALID:

1. A non-refundable rental deposit in the amount of 20% of the event's total field rental fee PLUS a damage deposit of $500. Payment(s) should be made by check payable to "SFGAA" and sent to the SFGAA's address above, and must be received by SFGAA within 10 days of Tenant's receiving an approved application & Agreement. NOTE: Payment of all rental balances outstanding must be received by SFGAA at the above address by no later than 15 days prior to the start of an event. Tenant's damage deposit will be returned to Tenant (at the address above unless notified by Tenant otherwise) less any costs incurred or anticipated by SFGAA to repair damages which were the responsibility of Tenant under this Agreement.

2. Valid certificates of liability insurance, with a minimum liability of $1,000,000 per occurrence and including coverage for "Participants Legal Liability", naming the "SFGAA" as an additional insured are required for the organization renting the complex as well as for each vendor that will be present at the event. Each additionally insured should be listed on a separate certificate of insurance. Liquor Liability Insurance must also be obtained for those planning to serve alcohol. NOTE: All required insurance certificates must be received by SFGAA at the above address by no later than 15 days prior to the start of the event and it is the Tenant's responsibility to ensure that this is done.

3. The responsibility of obtaining all required permits is the sole responsibility of the tenant. A list of all permits anticipated to be required (e.g., ABC, Loudspeaker, Tent, Open Flame) must be included with the initial application. All actual permits required must be received by SFGAA at the above address by no later than 15 days prior to the start of the event.

2011 SFGAA Field
Rental Application Agreement
236 Westportal Ave, #354, San Francisco, CA 94127

RENTAL AGREEMENT

Consent & Release:
I/We, the above identified Organization/Tenant, represent to the SFGAA that I am authorized to execute this Application & agreement. I/We acknowledge and understand that the purpose of our event will involve physical contact between participants and other people, the equipment, and the ground, and could result in injury. I/We agree to accept any and all risks of injury or death to participants and assume all risk, waive any and all claims against, and release SFGAA from any and all losses, claims, medical bill liens and/or expenses, suits, judgments, liabilities, damages, costs and expenses, including, without limitation, any and all direct, indirect, consequential and/or incidental damages, attorneys' and experts' fees and expenses and court costs (collectively, "Liabilities") and agree that SFGAA shall not be liable to any Tenant or participant for loss of or damage to any property whatsoever, or death of, illness of, or injury to any person whatsoever arising directly or indirectly from Tenant's or participant's participation in the event, except to the extent caused by the gross negligence or willful misconduct of SFGAA or a party thereof, whether on premises owned or controlled by SFGAA or elsewhere. I/We agree to release, indemnify, defend, and hold harmless the SFGAA from and against any and all Liabilities arising from loss of or damage to any property or death or illness of or injury to any person, including, without limitation, a participant's presence at or participation in the event, except to the extent caused by the gross negligence or willful misconduct of a SFGAA party, whether on premises owned or controlled by AWLC or elsewhere.

I have read and understand this Consent and Release. I agree that the invalidity of any provision in this Consent and Release as determined by a court of competent jurisdiction shall not affect the validity of any other provision hereof. This Consent and Release governed by the internal laws, and not the law of conflicts, of California to agreements made and to be performed in California. In the event of commencement of either arbitration or suit by either party to enforce the provisions of this Consent and Release, the prevailing party shall be entitled to receive reasonable attorneys' fees and costs in addition to any other relief granted.

RENTAL OF THE SFGAA FIELDS INCLUDES:

Trash receptacles with garbage liner will be provided

The rest rooms will be clean and stocked

Fields in a playable condition

SFGAA to Remove Generator/light pole units from Field B for NCJLA Play Days, (ASG)

CONDITIONS OF RENTAL AGREEMENT:

- Fields will be inspected after an interval of play, as deemed appropriate in SFGAA's sole judgment, to ascertain field use and damage. Should SFGAA determine, in its sole judgment, that excess wear and tear has occurred, this Agreement may then be terminated by SFGAA without prejudice or consequence.
- This Agreement may be subject to the approval of the Treasure Island Development Authority. If so, the TIDA's approval will be secured by SFGAA prior to return to Tenant of this Application & Agreement, as approved.
- Rental of fields does not automatically include access to the clubhouse. Whether or not SFGAA's clubhouse will be accessible should be determined between Tenant and SFGAA Officers at the outset and identified below in the approved Agreement.
- In the event Tenant cancels the event and or terminates this Agreement after SFGAA's approval has been granted, SFGAA shall be entitled to retain any and all deposit(s) related to the event paid and received pursuant to this Agreement

2011 SFGAA Field
Rental Application Agreement
236 Westportal Ave, #354, San Francisco, CA 94127

FACILITY RULES & REGULATIONS:

1. NO ALCOHOL is allowed on the premises unless an ABC permit has been approved.
2. NO ANIMALS allowed on any SFGAA fields and areas immediately surrounding the fields within the enfenced areas.
3. No overnight parking is permitted within or on SFGAA property or in its facilities.
4. No glass bottles are permitted on SFGAA property or in its facilities.
5. Players and officials ONLY are allowed on fields at all times. Spectators must remain on surrounding hardscapes or within approved areas as previously decided agreed to between SFGAA and Tenant.
6. Groups or organizations using the facility are responsible for compliance with all appropriate State, County and City and other local laws, ordinances, and regulations, including fire regulations, Health and Safety Code requirements and Use permits.
7. The organization must comply with the rules of the Island as set forth by the Treasure Island Development Authority.
8. No firearms, air rifles, BB guns, spring guns, bow and arrows, slings, or any other form of weapon dangerous to human safety are allowed on or in SFGAA premises at any time.
9. The SFGAA may cancel any event or move fields, due to extreme weather conditions.
10. SFGAA reserves the right to assign non-contracted fields to other groups to ensure the full usage of the facility. Once a field assignment has been approved by SFGAA, it will not be in any way disturbed without the previous consent of Tenant.
11. It is prohibited for any person to engage in boisterous, threatening, abusive, insulting, indecent or profane language or to engage in any disorderly conduct or behavior leading to a breach of the public peace and enjoyment of the facility. SFGAA reserves the right to remove, or have removed, any person(s) due to abusive conduct or a non-cooperative attitude.
12. Only persons pre-authorized by SFGAA shall sell, vend, peddle, or distribute any merchandise or property whatsoever, or sell tickets or solicit contributions for political, religious or other purposes within the boundaries of the facility. Any items sold or distributed on the premises must be pre-approved by SFGAA.
13. No person or group shall attach to the facility any materials, devices or equipment for the purpose of advertising or decorating that facility or for any other purpose without first having obtained the written permission of SFGAA. The cost to remove any such items will be deducted from Tenant's damage deposit.
14. No person or group shall store, leave or otherwise allow remaining at the facility, any materials, supplies, equipment or other physical accessories for any period of time Tenant is not physically present on Treasure Island without written permission of SFGAA.

I have read, understand, and agree to abide with all terms of this SFGAA Rental Application & Agreement, including the rental rules as listed above, and hereby make application to the SFGAA for use of its fields and or facilities as indicated above.

Signed: Andrea D Dwyer Date: 1/30/2011

Position: NCJLA TREASURER

Below this line for use by SFGAA only

This Application & Agreement has been Approved Dissapproved Date:

Total contract amount: ~~$32,000~~ #31,200 ADS **Rental deposit amount:** $6,400

With damage deposit, total deposit amount: $6,400

Fields Approved for tenants rental: A,B,C,D

NCJLA 2011 RESERVED FIELD DATES

MONTH	DATE	FIELDS	RATE	HOURS	TOTAL
March	5	A, B	$450.00	8	$3,600.00
	6	A, B	$450.00	8	$3,600.00
MAY	14*	A, B, C	$550.00	8	$4,000.00
	15	A, B, C, ~~D~~ ADD	~~$650.00~~ $550 ADD	8	~~$4,800.00~~ 4,000.00 ADD
	21*	A, B, C	$550.00	8	$4,000.00
	22	A, B, C, D	$650.00	8	$4,800.00
JUNE	4	A, B	$450.00	8	$3,600.00
	5	A, B	$450.00	8	$3,600.00
		TOTAL			~~$32,000.00~~ $31,200 ADD

* Must finish on all fields by 4.30pm

ATTACHMENT E

Three Petitions For Review at Feb. 16 Board Meeting
John Sheehan recommends that the board approve all three petitions.

Folsom Lacrosse Club:
Request to play down to U13: Daniel Baquero. Daniel turned 13 on December 27, 1997, missing the U13 deadline by 5 days. He is a very small, very slightly built boy.

Request 15-year-old 8th grader to play U15: Max Merchant. Max's birthday is June 10, 1995.

Central Marin:
Request to play down to U13: Patrick Mc Namara, Birthday 12/31/97, misses cut off by one day. Second year player, 54" tall, 94lbs. Medical/emotional/educational challenges.

See below for details of each request:

Folsom Lacrosse Petitions

From: Folsom Lacrosse <folsomlacrosse@gmail.com>
Date: Sat, 29 Jan 2011 08:34:32 -0800
To: <boysdirector@ncjla.org>
Subject: Requests to play down

John,□□We have had the parent of two players request that their sons play down. Both have very good reasons in my mind. I believe they have both sent requests to the league for approval. I thought I'd write you also to give you background on them and give you our position on their situations.□□

Daniel Baquero. Daniel turned 13 on December 27, 1997, missing the U13 deadline by 5 days. He is a very small, very slightly built boy. He is smaller than all but two boys on the U13 team this year. Daniel played on the U13 team last year. Our philosophy is to play all our players. Last year Daniel was played on our third line attack (our last attack line). He was not an impact player then and will not be this year. Daniel's father is a physician and has declared that his son is just too small and will not play with the U15 boys if the petition is not granted. I urge you to allow Daniel to play with U13 this year.□□

Max Merchant. Max's birthday is June 10, 1995. Max is 15 and in the 8th grade. He is shorter and heavier than boys his age. He is not mobile, not agile. Max is also not an impact player. Max has two issues working against him. The first is his schooling. All of the boys his age are in high school and on the JV team. Max will not be attending high school in our school district but will be attending a private school next year. Max wants to play with boys who are in his class at school and not with boys he doesn't know and will not be playing with next year. His second issue is our club's biggest issue -- our JV team. Folsom Lacrosse has struggled with high school boys for a couple of years now. Last year we did not have enough Varsity boys and so we had to pull up some JV boys in order to compete. That got us in some hot water with the league. This year we have enough Varsity boys but are struggling with getting enough boys to field a JV team. Knowing this would be the case this year, the club started immediately after last season to very actively recruit new players from the soccer and football teams at our two high schools. We also went into the schools and did demonstrations and talked with students during lunches. We even appeared on a local morning TV show, "Good Day Sacramento," to promote our club!! Although over 30 boys at our two high schools signed our fall roster expressing interest in attending our free fall clinic and playing with us this spring season, only two have come out. We believe economics simply prohibit them from joining us. We have applied for grants for equipment without success. We

have held several fund raisers throughout the year. Unfortunately, the economy has worked against us there too. Our 4th of July fireworks sales, which usually earns us over $2000 annually, netted us only a couple hundred dollars this year. Other fundraisers have yielded similar results. Ultimately, if we don't get at least 7 boys from El Dorado Hills who will be cut from their JV roster on February 13, we will have to dissolve our JV team and pull up our JV players to Varsity. If that is the case, Max will be an eighth grader playing on our Varsity team. His parents have said they will not allow him to play with the JV let alone the Varsity squad.

Please allow these two boys to play down this season. I'm certain neither player will be a difference maker for the lower teams. Thank you for considering these requests. Please feel free to call me to discuss these boys' requests. Chris Holden, Folsom Lacrosse 916.806.1122

Central Marin Petition:
From: tlcarhart@gmail.com
Subject: Re: Central Marin Lacrosse Petition
Date: February 11, 2011 11:08:12 AM PST
To: boysdirector@ncjla.org
Cc: execdirector@ncjla.org, president@ncjla.org

Hi John

I thought I was waiting for response on this and just realized you needed more information

Our player, who turned 13 Dec 31 (DOB 12/30/97) Patrick Mc Namara has had a rough 6 months

Last summer he injured his back goofing around with his brothers ,thought nothing of it but it gave him chronic pain and in Sept the doctors diagnosed he had partially ruptured 2 disks (L4/L5). After some rehab and rest-the doctor has released him to play sports again-Dr Rowan,Calif Pacific Medical center.

He also has severe Dyslexia-he is a 7th grader who reads at 1st grade level and has been working with the Dr Richard Abby at Stanford Neuro Psychology Group,who chose him because of the severity of his case. After repeated bullying and kids calling him a retard at school -he left the school on Oct 29,2010 and switched to another school.

His first love is lacrosse and him being able to play again is going to do wonders for him emotionally-this would be his 2nd year playing and as such is a relatively inexperienced and young player for U15 level.

Our request as a club is to try and ease him back into things by allowing him to compete at the U13 level rather than U15 level to lessen his reentry as much as possible. We had a similar situation last year where an inexperienced young player broke his collar bone the first game and was out for almost 2 months.

Thank you in advance for your consideration

Tom Carhart
Central Marin Blue Jays

On Tue, Jan 11, 2011 at 8:15 AM, John Sheehan <boysdirector@ncjla.org> wrote:
I need a written waiver request (via email is fine) with the players name, DOB, and justification for the

waiver request. Personally, I don't think I'd allow my child to play after a neck injury as bad as what you've described.
Best Regards,□□□John Sheehan□650.642.1700

From: Tom Carhart <tlcarhart@gmail.com>
Date: Tue, 11 Jan 2011 00:22:33 -0800
To: John Sheehan<boysdirector@ncjla.org>
Subject: Central Marin Lacrosse Petition

John

We have a 2nd year player who has had a traumatic year so far-he just turned 12 yrs old- 2 ruptured discs in his back and subsequent absence from school for 3 weeks and a change of schools due to multiple cyber bullying incidents. He played for us last year but did not want to play again this year because he aged up into U15 by 1 day(his birthday is Dec 31) and due to his back injuries was concerned about playing with bigger faster U15's and potential for a very serious back injury. Is there any way he could get an exception to play with our U13 program this year-his parents really think it(sports-lacrosse in particular) would help out with his mental state.

Feel free to call me if needed to discuss or let me know what you need from me for NCJLA Board vote

Thanks

Tom Carhart
Central Marin
c 415-637-7735

ATTACHMENT F

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT PRIVILEGE
ATTORNEY WORK PRODUCT PRIVILEGE
M E M O R A N D U M
To: Donald Aiello, President
Board of Directors, NCJLA
From: Alice M. Anderson
Anderson Nonprofit Strategies
Date: February 2, 2011
Re: Response to RFP for Legal Services

In response to your proposal request, below are my thoughts and an estimate regarding legal products for the NCJLA, to be used by its member clubs.

First, though, my disclaimers:

1) as the law changes, legal products must be updated, so they should be revisited periodically;
2) as you know, my practice is strictly limited to the law of tax-exempt organizations, so this content does not address any other legal area (for example, employment law, intellectual property law, etc.);
3) certain content is state-specific so would not apply elsewhere; and 4) all of the following are for plain-vanilla, nonmember corporations with no structural complications (such as related foundations, etc.)

Also, as you can appreciate my own exposure increases with each constituent club using these legal products, so the package below is priced for use by your membership only. I'd be happy to talk to other interested California organizations, of course.

1. Formation

Package to include:
A. Articles of Incorporation with optimal provisions – "plain-vanilla" (nonmember California public benefit corporation) only

B. An alert for existing corporations: private foundation language that should not be in their Articles

C. Amended and Restated Articles for clubs that need or wish to amend their existing Articles 2

D. Bylaws – "plain-vanilla" Bylaws, together with a bullet-point summary and/or annotations as a convenient guide for the directors. Unlike most form Bylaws, these include provisions designed to alert the Board to certain potential legal issues.

E. Policies as indicated by IRS Form 990 regarding conflicts of interest, records retention, and public disclosure of information

F. Exemption application language to address IRS concerns regarding potential private benefit and private inurement issues

G. Corporate maintenance list for basic federal and state compliance (does not include special activities or local licensing and registrations)

Forms to be current as of 2011. Price for use of package by all NCJLA member clubs (no updating service included): $6,500.

As indicated I've given some further thought to NCJLA's legal needs, and list additional engagements that I believe the Board may wish to consider, as follows:

2. Guidelines on Sensitive Tax Issues

Certain practices common to youth sports organizations can create exposure in the event of an IRS audit, and review of the issues and preparation of guidelines for the clubs may be advisable. Some potential issues include:

A. Permissible structure of volunteering requirements

B. What's required for volunteer reimbursements

C. Employee/independent contractor status of executive director

D. California and federal fundraising requirements

E. What constitutes "unrelated business income" re corporate sponsorships, advertising, endorsements, etc.

F. California and federal legal requirements for different fundraising activities

G. If applicable, sales permits and related tax issues

You may have other issues in mind and if so I'd be happy to discuss them.

3. Issues for Possible Review

Two in particular that I've not had to review specifically include:

A. Does the under-18 youth requirement of Revenue Ruling 70-4 and related authority apply?

B. What's required in order to qualify for 501(j)(1)(B) status (permitting provision of facilities and equipment, which appears to be otherwise prohibited)?

4. Legal rights and duties of Board members

Finally, if the clubs are interested, a legal training for club Board directors could be quite cost-effective given NCJLA's scale of operations. This is frequently recommended for new organizations or organizations with new directors; conducting it every two years or so at one of NCJLA's conferences may be a possibility.

Thank you again for your query. I trust these quick thoughts are useful, and would look forward to talking with you.

ATTACHMENT G

NCJLA Privacy Policy

Introduction

The Northern California Junior Lacrosse Association ("NCJLA") takes privacy and data protection issues seriously. We have designed this Privacy Policy to explain how we handle personally identifiable information collected from participants who register for services and submit information to the NCJLA through the Internet.

As the NCJLA services evolve, we may revise this policy, so please check back frequently. If you have questions about NCJLA's privacy practices please contact us at **execdirector@ncjla.org**.

The NCJLA is committed to safeguarding your privacy online. Our Privacy Policy is posted below to help you understand the care with which personal information is treated whenever you use our website.

Scope of this Privacy Policy

This Privacy Policy covers the NCJLA's treatment of personally identifiable information collected from individuals, club representatives, coaches, team managers and rosters of individual teams (hereafter "Registrant" or "Registrants") who are part of the NCJLA.

This Policy does not apply to the practices of companies that the NCJLA does not control nor to people that the NCJLA does not employ or manage.

Personal Information

The NCJLA collects information about Registrants. The NCJLA acts as an agent in collecting information from Registrants and uses LeagueAthletics.com as our service provider. The NCJLA produces notifications and alerts for the Registrants (NCJLA events, game schedules, etc.). The personal information we collect on the site includes first and last name, phone numbers, email address and in some cases street addresses and US Lacrosse numbers in order to establish unique individual profiles. To facilitate communications between teams, clubs and the NCJLA, contact information including first and last name, phone number and email address for certain individuals such as coaches, team managers and club administrators will be posted on our web site **www.ncjla.org**.

The information collected will not be shared with any party, unless we are required to do so to complete a requirement for a Registrant, such as when team information is sent to a separate scheduling program. For example, Registrant information may be sent as part of a roster submission process.

Registrant information is stored in Microsoft's SQL Server Database, which supports industry standard security. The Database is hosted by a Tier I hosting company and Microsoft Certified Partner that uses the latest technologies available when ensuring data security and database availability.

Updating/Correcting Personal or Club Profile Information

For NCJLA account holders and end users, personal information collected such as (name, address, phone numbers, etc.) can be updated or modified by logging into your NCJLA account and clicking on 'NCJLA HOME' bar found at the top left hand corner of the page and then clicking on to the "EDIT MY ACCOUNT." Alternatively, you can contact the NCJLA webmaster at **webmaster@ncjla.org** for assistance.

Cookies and Tracking Technologies

A cookie is a small text file that is stored on a user's computer for record-keeping purposes. We use cookies on this site. We do link the information we store in cookies to any personally identifiable information you submit while on our site.

We use session ID cookies. We use session ID cookies to make it easier for you to navigate our site and to track behavior of users that visit the site, for example, to track pages a user visited to help determine what content is most valuable. A session ID cookie expires when you close your browser.

Credit Card Information

When Registrants use League Athletics to make payment via credit card, the payment information is entered on a secure web page, using SSL encryption (see Web Security section) and processed via a merchant account. Only the last 4 digits of the credit card number are stored in the LeagueAthletics.com system. The Customer name (e.g. "LeagueAthletics.com") will appear on the Registrant's credit card statement.

LeagueAthletics.com is PCI Complaint and certified to validate compliance with the Payment Card Industry Data Security Standard (PCI DSS) mandated by all the major credit card associations including: American Express; Diners Club; Discover; JCB;MasterCard Worldwide; Visa, Inc.; and Visa Europe.

Mailing Lists

E-mailing Registrants is the primary method by which the NCJLA communicates with Registrants - and a vital component of the NCJLA communication system. Therefore, Registrants can expect to receive periodic e-mails from the NCJLA regarding NCJLA events, sign-up deadlines, game notifications, meeting notices, and other timely notifications.

E-mail information collected will not be shared with any other party.

Legal Disclaimer

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our website.

Changes to this Privacy Policy

NCJLA reserves the right to modify or amend this Privacy Policy at any time and for any reason. If there are material changes to this statement or in how the NCJLA will use personally identifiable information, the NCJLA will post a prominent notice on the NCJLA homepage at ***www.NCJLA.org*** prior to implementing the change. The amended Terms shall automatically become effective immediately after they are posted. Your continued use of the site or NCJLA services after the posting of the amended Terms on the Site constitutes your affirmative: (a) acknowledgement of the terms and its modifications; and (b) agreement to abide and be bound by the terms, as amended. If you have additional questions about this Policy, please contact ***execdirector@ncjla.org***.

This Privacy Policy was last updated on **February 26, 2011.**