



Ireland Lacrosse

Minutes of Annual General Meeting 2018

HELD AT: Room H1.51 O'Brien Centre for Science-Hub, University College Dublin (UCD), Belfield, Dublin 4

ON: 13 April 2018

Minutes

Ireland Lacrosse CEO Michael Kennedy (MK) opened the meeting and welcomed attendees.

1. Minutes of the AGM of 31 March 2017 and Matters Arising (*circulated*)

It was noted that a link to the full documentation for the AGM (including the minutes of the previous meeting) was posted on the Ireland Lacrosse website and through various Ireland Lacrosse social media channels. The minutes of the previous AGM were approved.

2. Reports from Directors, Ireland Lacrosse Executive Board and Elections

- a. **Chief Executive Officer (and Secretary)** – MK noted that, from October 2017 onwards, he has been issuing 'First Tuesday' emails (issued on the first Tuesday of each month) summarizing the various activities and events for Ireland Lacrosse. These have been sent to an 'extended leadership group' consisting of Ireland Lacrosse Executive Board members, Directors of Ireland Lacrosse North America, the coaching staff for all national teams, and the captains of each club team (including generic club email addresses). Collectively, these emails provide a report on the activities of Ireland Lacrosse, and the CEO in particular, in relation to pursuit of the mission of Ireland Lacrosse. MK noted in particular the increased focus being placed on youth and schools development domestically. It was further noted that, with a view to promoting this information further, there will be a transition to issuing these monthly updates to all registered and paid members of Ireland Lacrosse (and not just the extended leadership group). This will ensure wider access to the information. There has been some consideration of making this possible through the Membed membership management system, however, this is now more likely to be undertaken through a separate system (e.g. Constant Contact). Therefore, in future, individuals must be registered and paid members of Ireland Lacrosse (via <http://ila.membership.io/#>) in order to receive these updates.
- b. **Financial Director** – MK reported on behalf of John Frame (JF), noting that a more detailed Financial Report has been submitted and is included under agenda item 6. Any and all queries regarding financial matters for the organization may be directed to JF via jframe@irelandlacrosse.ie.
- c. **Director for Coaching Development** – Sean Bodie (SB) reported that the delivery of the Level One coaching course will take place on Saturday, 19 May at UCD (see agenda item 4c). There was discussion regarding the requirements for Level Two and delivery of that course – SB noted that a critical mass was required in order to arrange the delivery of this. Anyone interested in this should contact SB so that he can begin to identify the viability of it. It was also agreed that SBV would take over the management of the Garda Vetting process for all Ireland Lacrosse qualified coaches – as members of the Federation of Irish Sport (FIS), Ireland Lacrosse utilizes their Garda Vetting service.

Action: MK to liaise with SB to handover information relating to the management of the Garda Vetting process.

- d. **National Teams Director** – John Cavanaugh (JC) submitted a report on the national teams which is included under item 8 of the agenda.
- e. **Women's Director** – MK reported on behalf of Katelin Billups (KB). KB has been acting as the first point of contact for all information relating to our women's programme, and then has communicated onwards to other key individuals involved in the women's game. This has included more recent liaison with Aisling Casey (AC) and Evanna Murphy (EM) on the proposal for creation of a Development Committee included under item 3d of the agenda.

In relation to the elections for the above five positions – CEO (and Secretary), Financial Director, Director for Coaching Development, National Teams Director and Women’s Director – all incumbents were **re-nominated and re-elected** for a further one year term.

- f. **Women’s ILL Co-ordinator** – EM reported on the work undertaken to manage the women’s league. EM also notified the membership that she will not be seeking re-election as Women’s ILL Co-ordinator.

Nominations were opened for the position of Women’s ILL Co-ordinator. Two nominations were proposed and seconded – Anna Dickinson (QUB Lacrosse) and Laura O’Flynn (Dublin Lacrosse). A written submission of the expression of interest from Anna Dickinson was read-out. Laura O’Flynn also outlined her interest in the position and relevant experience. Laura was asked to leave the room while the membership discussed the candidates and voted. Laura O’Flynn **was elected** to the position. It was agreed that Anna Dickinson would be offered a position on the Development Committee (item 3d of the agenda).

- g. **Men’s ILL Co-ordinator** – Cillian Murphy (CM) reported that, while the men’s league has struggled this year, it has certainly turned a corner in relation to ensuring that all Gameday events were positive and fun events for all involved, this being the most important way of developing the league further.
- h. **Development Director** – AC noted that the key development in this area was the proposal to establish the Development Committee as per agenda item 3d.
- i. **Indoor Lacrosse Development Director** – MK reported on behalf of Sean Gibson (SG). It was noted that SG’s contribution to the general work of Ireland Lacrosse was extremely valuable, but that there was some disappointment that the National Indoor Lacrosse League (NILL) did not run this year, as there was no individual identified to take responsibility for this. Recognising the important contribution made by SG, but also acknowledging the downturn in the status of the development of the indoor game in Ireland, the membership agreed to change the title of this position to ‘Indoor Director’.

In relation to the elections for the above three positions – Men’s ILL Co-ordinator, Development Director and Indoor Director – all incumbents were **re-nominated and re-elected** for a further one year term.

Action: MK to liaise with SG to amend the description of his role to ‘Indoor Director’.

- j. **Membership Director** – no report received. MK noted that a key function of this position was intended to relate to the management of the Membership management system, and also to work on the organisation’s obligations in relation to the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018. Related to this, and to the Governance Code (<http://www.governancecode.ie/>), the organization also needs to formally appoint a Data Protection Officer. Following extensive discussion, it was agreed to abolish the role of Membership Director. MK would continue the work he has already been doing in relation to the Membership management system to ensure compliance with GDPR, and MK was also nominated and elected to the position of Data Protection Officer.

Action: MK to liaise with Membership regarding GDPR obligations, and to take on the role of Data Protection Officer.

- k. **Marketing and Communications Director** – no report received. Following extensive discussion, it was agreed that this function would be jointly undertaken by Ryan Oakes (RO) and Catherine Conway (CC) acting as ‘Ireland Lacrosse Marketing and Media Managers’. The positions would be non-Executive Board positions – the individuals are entitled to attend Ireland Lacrosse Executive Board meetings but do not have voting rights. It was agreed that RO and CC would divide up responsibility between themselves, and others who have access to the Ireland Lacrosse media channels, and this can be done through a revision of the role description for the Marketing and Communications Director. It was also agreed that co-ordination of Ireland Lacrosse marketing and media output should take place through an existing WhatsApp group to which RO will be added. CC is already a member (and posts on women’s content), as is MK (general NGB and development content), SG (indoor and men’s national team content), and Brian Fitzgibbons (men’s Éire content). Other relevant people can be added to this group at RO and CC’s discretion – this could include interns with the respective national teams who may need temporary access to the social media accounts during tournaments.

Action: RO and CC to work together to develop role description for the Marketing and Media Managers role.

3. Ireland Lacrosse - Governance & Management (*circulated*)

- a. **Ireland Lacrosse Governance** –MK noted that the development of the application to Sport Ireland was formal NGB recognition was ongoing. The final components required include elements of the Governance Code (<http://www.governancecode.ie/>) which the organization needs to implement. This includes, for example, the appointment of a Data Protection Officer (see agenda item 2j), appointment of a Children’s Officer (see agenda item 3d), proper mechanisms for budgeting and financial planning (see agenda item 3c), establishment of a conflict of interest policy, and ‘clarification of the differences between the responsibilities of the Board and the Manager’. This last point is significant – most entities have a division between the Chair of the Board, and the Chief Executive Officer, and it is unusual (and not good practice) for this role to be one and the same, as is effectively currently the case with Ireland Lacrosse. MK noted that he has attended training by a company called Boardmatch (<https://www.boardmatchireland.ie/>) which assists with development of role descriptions and matches positions with interested individuals who register for their service. MK also attended sessions on governance in sports on the UCD MSc Sport & Exercise Management course delivered by experts in this area with extensive experience with sporting bodies, including the IRFU, FAI and Sport Ireland.

MK proposed, and it was agreed, that he would continue as CEO as per agenda item 2a, and that a new ‘Board Chairperson’ position be created. It was agreed that this position should be filled by an individual based within Ireland that can help guide the organization through the next phase of its development, including the necessary separation of ‘governance’ and ‘management’. MK has one potential candidate in mind for this role that he will approach; if that is not successful, then MK will approach Boardmatch to assist with this matter.

Action: MK to identify potential candidates for the ‘Board Chairperson’ position and to report back to the Executive Board and the general membership in due course.

- b. **Ireland Lacrosse Book of Rules** – MK noted that the preparation of the application to Sport Ireland has involved consolidation of all existing Ireland Lacrosse rules, regulations, policies and procedures. The subsequent task will be to convert this into a ‘Book of Rules’ with relevant sections and numbering. This will mean in future it will be easy to access all of these rules, and amendments can be proposed to relevant sections as necessary or appropriate. When the draft of this is ready, it will be made available on the Ireland Lacrosse website.
- c. **Budgeting & Finance Committee** – it was proposed that this sub-committee of the Ireland Lacrosse Executive Board be established to put more structure on the overall financial management of the organization, especially as its activities have expanded significantly. It was proposed and agreed that the title of the committee be expanded to also include ‘Sponsorship’ so that this group would have responsibility for reviewing and considering any sponsorship arrangements for any of the relevant teams, leagues, events or other activities. The membership of this sub-committee was proposed and agreed to consist of the CEO (MK), Financial Director (JF), Indoor Director (SG) and Laura Stokes (LS), who was recently appointed as a Team Manager for one of the women’s national teams. It was further agreed that this committee would also be given primary responsibility for oversight of the Tournament Business Plans for each national team’s participation in each major tournament (and so all Team Managers would report to this committee).

Action: MK, JF, SG and LS to convene to consider the role and responsibility of the new **Budget, Finance & Sponsorship Committee**.

- d. **Development Committee** – AC spoke to this proposal which is also detailed in the document submitted. This proposal was approved by the membership.

Action: AC will seek expressions of interest from those who wish to become development officers, and will coordinate with the committee to schedule an initial meeting to discuss the practical working issues of the committee as soon as is practicable.

4. Youth Development (*circulated*)

- a. **Active Schools Week (24-28 April) + Hansfield Educate Together (5 June)** – It was noted that coaches were needed to assist with delivery of sessions to a school group at Hansfield Educate Together school (in Dublin 15) on Tuesday, 5 June. Leonard Skelly is already delivering sessions to a school close by and volunteered to assist with this. Other volunteer coaches will be sought from participants in the 19 May coaching course (see agenda item 4a).
- b. **Sticks4Schools** – MK noted that this was a ‘loose’ campaign to solicit donations of sticks that can be used for school sessions. One benefit already derived from this is the contact made with the Lang family, who will be hosting some Irish girls attending a summer lacrosse camp in Annapolis, Maryland this summer.

- c. **Ireland Lacrosse Level One Coaching Course (19 May)** – this will take place on Saturday, 19 May in the UCD Sports Centre. The UCD team agreed to try to book the Red Room for this. To register, individuals must email SB at sbodie@irelandlacrosse.ie.

Action: RO to assist with the booking of the Red Room for the coaching course on 19 May from 10-4pm.

- d. **Summer Youth Lacrosse (Saturdays, 10-12noon)** – it was proposed to establish these sessions over the summer, which would be geared towards school-age boys and girls (for 10-11am) and then 18 and over players (including senior and national team players) for 11-12noon). They would commence on 2 June. A suitable venue needs to be identified for this – Railway Union is a strong possibility.
- e. **Youth camps in the USA (9-12 July, Finish Line camps in Maryland + homestay)** – MK noted this exciting development, which will involve several girls from Loreto on the Green school to attend a summer lacrosse camp in Annapolis, Maryland. This is being worked on by MK and Becky Moloney (coach at Loreto) and there are currently 5 girls interested. The girls will be accommodated locally by the Lang family.

5. Ireland Lacrosse schedule 2017-2018 review and 2018-2019 planning (circulated)

Due to time constraints, this matter was not discussed. It was agreed that the Men's and Women's ILL Co-ordinators (Cillian Murphy (CM) and Laura O'Flynn (LO)) will need to co-ordinate with clubs and other relevant parties to finalise the schedule. The proposed dates for the 2018 Newtownards Cup are:

- 13 October
- 10 November
- 24 November
- Locations also to be confirmed

Action: CM and LO to liaise with key relevant parties to finalise 2018-19 schedule.

6. Financial Report 2017 (circulated)

MK presented this report on behalf of JF. Any questions may be directed to JF at jframe@irelandlacrosse.ie.

7. Guidelines for National Team Coaches and Players (circulated)

Due to time constraints, this matter was not discussed. It was agreed that this document would be posted on the Ireland Lacrosse website and a specified consultation period be defined through which comments may be submitted, with a view to then approving these guidelines.

Action: MK to post Guidelines on the Ireland Lacrosse website, with a defined consultation period and process.

8. National Team tournaments (circulated)

- a. National Team Vision – proposal for amendment

The amendment to the National Team Vision document was approved.

- b. 2018 Men's World Championships – 12-21 July 2018, Netanya, Israel
- c. 2018 Women's European U-20 Championships – 1-7 July 2018, Katowice, Poland
- d. 2019 Women's European Championships – 18-27 June 2019, Tel Aviv, Israel
Tryout: 23-24 June in Dublin; 3-5 August in New York
Training Camp: 26-28 October in Gormanston
- e. 2019 Women's World U-19 Championships – 1-10 August 2019, Peterborough, Ontario, Canada
Tryout: 23-24 June in Dublin; 3-5 August in New York
Training Camp: 26-28 October in Gormanston
- f. 2019 Men's World Indoor Championships – 19-28 September 2019, Langley, British Columbia, Canada
Tryout: 5-7 October in Gormanston
- g. 2019 Men's European U-20 Championships – Dates TBC, Nymburk, Czech Republic
Tryout: 10 June in New Jersey
Training Camp: 27-28 October in Gormanston
- h. 2020 Men's World U-19 Championships – 9-18 July 2020, University of Limerick, Ireland
- i. 2020 Men's European Championships – TBC

All of the above dates were noted by the membership.

MK also noted that a new supplier for the Ireland Lacrosse tryout pinneys has been identified – a company called **Mugshot Print** (<https://www.mugshotsprintni.com/>) which is a social enterprise in Northern Ireland that provides opportunities for young offenders to gain work experience. Partnership with this supplier will be considered further by the **Budget, Finance & Sponsorship Committee**.