

**2024 CJO Football
Meeting Minutes
February 6th, 2024**

- Call to Order: 6:02
 - Attendance: Board members: Brian, Justin, Megan, Erica, Laura, Katrina, Summer, Matt, Garrett, Amy. Guests: Chad Nichols, Tatum Guerra, Pat Clasgens, Malik Mayfield, Joe Chin (city council)
 - Approval of January minutes - Megan motion, Garrett 2nd

- Forum for visitors to speak (2-3 minute limit) -
 - Joe (city council) - came just to visit with our group and learn more about what we do and connect with us with regard to the city. This will help them prepare and could potentially help us gain funds in the future.
 - Malik - Top 5 hoops - they build parks for communities.
 - Proposals for updating parks/spaces. Currently the tennis courts at fairgrounds and ice rink.
 - Malik would like to present at our march meeting (5-10 minutes)

- Treasurer report
 - General fund: 1,264.39
 - bleacher/fundraiser: 12,457
 - Checking: 23,279.82
 - Outstanding consumers bill paid since Jan meeting
 - Deposits remained on the square that were also transferred to the account
 - Equipment that we voted on during the last meeting was also paid. (try on 3rd grade sizes)
 - Upcoming Bills - Water and Riley's tax

- Commissioner report - Laura went over the document she printed out "CJO's commissioner Report - February 2024". This was handed out to all attendees at the meeting and will be filed with meeting minutes as an appendix.
 - Laura attended the meeting in person in Jan. Next meeting is 2/25 at 6:00pm in Mason
 - Rule will be proposed on how to split the teams if we have enough kids for more than 1 team.
 - Discussion with the group on an A & B team, general consensus of the group seemed to be in agreement on this.
 - Also made clear - voluntary conditioning needs have a name change. Needs to be called (for example) Voluntary Workouts anytime during the summer
 - Agility camp is allowed, and it must be posted publicly and open to any other league schools.
 - Rosters will also be made more clear with the MMPFL. Team has a main roster to the league and then at each game a roster must be submitted.
 - Discussion around chain of command. MMPFL wants parents to come to the coach, board, and MMPFL as a last resort.

- Coach selection - concerns brought up, and Laura assured the MMPFL board that we are working through this and will hold interviews.
 - Code of conduct - in Laura's report and discussed a bit in our meeting. Parents need to abide by and CJO will have a zero tolerance rule.
 - Laura applied for 2 grants (not in her report), one is for an AED and other is for a general grant to put towards facility improvements. (USA Football)

- Committees' Updates (Fundraising, Flag Football, Concessions, Public Relations, Field Maintenance/Capital Projects, Equipment)
 - Concessions
 - need to set dates for inventory and clean out. Can turn on electric for a day, want to wait for Water until non-freezing temp
 - Thoughts on assigning teams specific dates/games/slot. Clean up slots ect.
 - Golf outing date TBD
 - Public relations - Laura received a copy of the lease from city hall for the field. Would like to get a copy of the insurance policy as well. (bottom line, our job to keep up the field is what the lease states). Need to post the committees and opportunities to join publicly (request from visitor Tatum)
 - Flag Football - Table discussion for another date. Brian and Matt working through things behind the scenes
 - Equipment - 3rd grade fitting equipment purchased. Garrett got us some shelves so we can organize the shed better. Thank you Garrett!
 - Field maintenance - maintenance and upgrades, bathrooms were mentioned.
 - Locker room floors re-do.
 - There is storage in each locker room, might be a great area for extra concession storage.
 - Lighting in locker room should be updated, it's very dim.
 - Sign update for field is needed
 - Field lights do still need to be updated/improved.
 - Need to purchase striping paint
 - Getfield rolled.
 - Fertilize field
 - Fill holes and plant new grass.

- Old Business
 - Nordic Fest
 - We have some volunteers already. Saturday will have 2 groups. Sunday plan is to have 1 group. 6-8 kids and 1 parent for every 2 kids. Ideally 18-24 kids total.
 - Signup genius is out there, will post that in some places, send to wrestling kids.
 - Money raised will be for 3rd grade tackle.
 - \$696.11 raised last year in donations

- o By-Laws
 - Copy sent out and/or provided at meeting.
 - Need to continue to revise. Work in progress. We did not go line by line in meeting.
 - Goal is to have draft ready to vote on by March meeting
 - Background checks - need to be more specific and what do we as a board want to have in these by-laws (who is allowed to be coaches)
 - We must follow what the district does at a minimum, CJO can be more strict.

- o 3rd Grade Football
 - Develop a flyer.
 - Signup: March 18-20. Time 6-7 pm
 - Equipment Fitting: Do fitting at the same time.
 - Lauren St. John to make a flyer in Canva
 - Cost - Take full payment? Yes - and we'll allow parents to ask for a hardship scholarship if needed.
 - Offer as an extra purchase - easy helmet snaps (for chin piece)?? This was proposed/discussed but nothing voted on or finalized
 - Mouth guards, we supply cheap ones. Families are always welcome to supply their own. Must attach to helmet.

- o Flag football - Spring
 - Signup March 18-20. Time 6-7 pm
 - Dates: April 16-May 14 (Tues/Thurs). May 16 is the makeup night.
 - 9 nights
 - First 2 are practice
 - 7 nights of games
 - Picture night - 4/30 or 5/2. Isaac Weeks photography
 - Jersey's get ordered on NFL Flag site.

- o Red Cedar Flag Football League
 - Nothing new for this meeting.

- o Agility Camp
 - Signup: March 4, March 6, March 7 - time: 6-7pm
 - Dates: April 13 9-12, Friday April 19, April 27 9-12
 - Price structure will be different
 - \$50 for K-1st
 - 65 for 2nd-3rd
 - \$75 for 4th-8th
 - There will be a daily rate - price TBD (we think maybe it's 20/day + shirt purchase, need to confirm)
 - bill/Mike have some suggestions for a better format
 - Tier by grade level
 - K-1st first 90 minutes

2nd-3rd 120 minutes
4th-8th whole 3 hours

- o Tackle football
 - Justin input: Split teams? If we do A/B team. Scheduling is something we need to look into specifically for B team.
 - Team size - MMPFL does have a recommended size of 25. Future discussion around what we (CJO) wants to do with our team size and what will determine having 1 or 2 teams.
- o Key Distribution
 - Brian handed out all keys at the meeting.
- o Zeffy Account - Email voting
 - Vote via e-mail and majority approved. Date: 01/16/2024
 - Account is set up and ready to go. Bank account is linked and confirmed it worked.
 - Some other cool features, creating forms.
- o Bleachers
 - Insurance asked about this. Brian and Laura to work on this.
 - Need to get estimates from previous board
- New Business
 - o Tackle Uniforms
 - Brian talked to Tom at Jack Pearl Sports in Battle Creek. We have 2 options: Start new, or we can customize and provide our current jersey style and they can match it if we want.
 - Many board members want to just start Fresh and get new jerseys for all grades.
 - 3rd and 4th grade can have new “Pro-Look” jersey since they do not currently have anything.
 - 7th/8th grade get a totally different design?
 - Lots of options to consider and need to discuss in future meeting
 - End of march need to get back with the company to do mock-up
 - o Field maintenance, building maintenance, upgrades for this year
 - Touched on previously in committee discussion
 - o Background Checks - see above discussion in by-laws.
 - To do by all board members: Send Brian a copy of our license for background checks.
 - o Team Sideline Website
 - Proposal provided by Brian. He talked to the rep and walked through a demo from them.
 - Proposal will be added to meeting minutes as an appendix

- You get: Website with Banner. Can use it for registration, payment, can either do credit card, or a manual option where they can pay elsewhere.
 - Motion to approve website: Laura
 - Justin: 2nd
 - Majority approved.
 - o Need to create flyers, registration sheets, code of conduct and other forms (currently only have PDFs)
 - Brian to get with Megan on re-creating forms and files.
 - o Discuss “Legacy Funds” for Player Scholarships
 - Laura proposed a separate account for this and money would come out of this account specifically for players who may need financial assistance
 - Promote donations to that account if donors would wish
 - Take in donations of equipment or gently used equipment.
 - Laura to make a proposal for this and bring to March meeting.
 - For next meeting - set up a clean out and donation time/date for building that has equipment currently.
- Schedule next meeting: March 5, 2024 6 pm
- Adjourn: 8:43
 - o Motion to adjourn: laura
 - o 2nd: justin

Things that came up, not on the agenda:

- Committees should meet up soon and begin discussions that cannot take place in the time we have for our Board meetings.
- Come up with some kind of plan for the year ect. Just move forward with committees.

Appendix:

- 1. CJO commissioner Report**
- 2. Website proposal that Brian put together**

1. CJO's Commissioner Report- February 2024

January was a very productive month. I am very proud of the strides our board has made during only the first month. I want to thank everyone who has taken time to better our program as I know it does not come without sacrificing something else in its place. We have gained access to logins, organized, reviewed, and strategized collaboratively.

Program needs are starting to pick up with many important dates and events on the horizon. I appreciate continued attention to detail and sharing or delegating tasks as necessary to keep the ball moving. Continuous improvement is important to me and benefits the program in an impactful way. I plan to introduce this initially through:

Committee expectations- I will be putting together a short list of items I would like to see our committees working on as a starting point.

Knowledge management- It is imperative to our organization that we identify a method and location for housing universally shared documents. Additionally, any wisdom or information that would be important to the organization should be documented and housed in that universal location. Each board member should be creating such documentation throughout the year and adding it to the identified source. By doing this, it should save our board and future boards a considerable amount of time and support a positive perception of our program to surrounding communities.

Important Resources:

- USA FOOTBALL -www.USAfootball.com: This is the main resource used by the Mid-Michigan Pony Football League. There are a lot of resources available here for parents, coaches, and community members related to our current programs.
- Mid-Michigan Pony Football League- www.mmpfl.com: This entity is the league we participate in for flag and tackle seasons up through 6th grade.
- Mid-Michigan High School Athletic Association (MHSAA)- www.mhsaa.org: association that governs our physical area for 7th and 8th grade program as of tackle 2023 season. This group will interpret and make decisions for these grade programs.
- National Federation of State High School Associations (NFHS)- <https://www.nfhs.org/>: Overall association that sets rules, expectations, and standards for organized sports used by the other leagues and associations.

Mid-Michigan Pony League Football:

- The meeting was held in person, many attended virtually due to last minute date change.
- The next meeting will be on Sunday, February 25 at 6:00pm in Mason.
- The league is looking forward to building better relationships with our community.
- The 2024 board will be voted on at the February meeting.

- Rules on camps and conditioning: Groups must allow students from anyone in the league to attend camps and it should always be posted in a local place where others might be able to see it. Groups may not begin “conditioning” until what we refer to as our mandatory practice is, following MHSAA start times. Groups can, however, begin workouts that do not involve a ball or wearing equipment on a physical person anytime following the completion of the school year. Clarity on this was received from Amber at MMPFL on 2/5/24.
- Rosters are changing. Every team must submit a roster to the league at the beginning of the season with all players listed. Teams will also submit a game roster. This allows MMPFL to have a main roster to compare against.
- The MMPFL wasn’t sure what the “Creed” or “Member City Statement” is and is looking into this, as it states we must turn these in, in the current set of rules.
- The MMPFL board has had a lot of issues with parents going directly to their board with complaints instead of the CJO board. They would like us to correct this.
- MMPFL asked about our intent with coach selection for the year, based on concerns of some issues last year. I assured them we will be completing an interview and selection process.
- Team size/split: this is being discussed at the next meeting. We asked the league to agree on a method of splitting and updating this rule. This way, splitting should be conducted more fairly across the league and team matchups paired more evenly.
- Discussion around possibly creating a “Rules committee” within the MMPFL to ensure annual reviews, hosting discussions, gaining feedback, and working together to update as needed.

Personal conduct- While many communities are experiencing an increase in obnoxious behavior at sporting events, I would like to reiterate that this will be a zero-tolerance rule. Students are held to an expected behavioral standard to continue playing sports. Adults should be held to an even higher standard. Every adult in attendance sets an example: good, bad, or otherwise. Behavior at events represents our community, our family, our players, and our program. We will significantly increase accountability when it comes to personal conduct because it is important to the reputation of the Charlotte Junior Orioles program.

2024 Program Priorities-

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1.) Begin offering 3rd grade tackle football as part of the CJO Program.				
2.) Identify and begin implementation of a solution for the bleachers.				
3.) Identify and implement use of a website/sports portal.				
4.) Increase concession offerings and profitability.				
5.) Identify and implement increased accountability and personal conduct.				
6.) Identify and improve facilities and program improvements.				

2024 Goals:

- Start a “Legacy Fund” for sponsorship of a player experiencing hardship. This could include player fees, equipment, or camp/event fees.
- Increase support resources and event opportunities to parents, players, and the community.
- Use of a website to connect community with CJO resources and opportunities.
- Identify and implement a method for volunteer coverage and staffing that is efficient and effective.
- Increased visibility of the CJO board at events throughout the year.
- Increase board meeting attendance from the community through positive education and influence.
- Conduct 3 or more effective fundraisers throughout the year.
- Increase sponsorship opportunities through relationship building with local businesses and organizations. Additionally, CJO will promote these sponsors to ensure continued support.
- Identify an alignment plan for Charlotte football and implement.
 - Player development plans
 - Appropriate expectations for various stages
 - Increased integration of older to younger player interaction and influence
- Conduct significant facility upgrades, organization, and overall cleanliness to increase appeal of our facility.

2.

CJO Football
2024 Team Sideline Website Proposal
Prepared by: B.St.John
2/6/2024

- Demo with Team Sideline Rep on 1/18/24
- Costs:
 - Per year: \$468 for 500 Registrations / \$100 additional for every +100 registrations
 - Payment Fees are 2.6% plus \$0.30 per credit card payment - Can be paid by registrant or by our organization (we can set it up as we wish)
 - Can provide a "manual" payment entry and link to Zeffy (would be outside of the Team Sideline website and need to be tracked by us for payment received)
- Registrant Estimates:
 - ~180 for tackle
 - ~100 for both spring and fall flag
 - ~100 for agility camp
 - ~Red Cedar Flag?
- There are multiple modules that we configure for our registration for each group (Spring Flag, Fall Flag, Tackle, Agility Camp, etc....), think of CharlotteSwim.org as how the signup links work.
- There are several add-ons that we can include in the registration and can be paid for like apparel or jerseys.
- We can pick and choose which enrollment fields we want on there, there are the standards such as name, address, etc and we can also add our own information that we want to grab such as shirt size, jersey size (flag) or other fields as we choose.
- Parents register per links on the website and they will create a user account that they can use for future registrations
- There are different team management options and there is a spot where parents can upload documents for their player such as physicals and other items
- We can setup a "terms and conditions" section of the registration where the code of conduct or other items like that where they click that they accept and it goes on the file. This can save paperwork for items that can be handled here.
- Background Checks can be included (although this option may not be needed for us if using iCHAT)
- There is a website that is included as part of the service and we can link schedules, documents, CJO information (contact information, by-laws, meeting minutes), team info, etc...
- There is an app that can be used for team management that coaches can use once rosters are formed
- There are also links that can be setup for donations and sponsorships
- There is a volunteer management section where sign-ups can be tracked and managed
- Team Sideline manages it all so there is not another website or support that we need to go through
- More information at <https://go.teamsideline.com/features-overview>