

**OFA Planning Session**  
October 1, 2011  
Flower City Community Centre, Brampton, ON

**Present:** Ian Smith, Tina Turner, Perry Marchese, Chalene MacLeod, Doug Richardson, Dave Thompson, Kelly Williams, Frank Ciraco, Stephen Dean, Sam Magalas, Lisa Dunn, Barbara Lyon Stewart, Damon Allen, Paul Bartle, Doug Dittmer, Roger Collett, Gary Mancuso, Ed Sousa, Rob Schumacher.

**Regrets:** Dan Labanowich, Jeff Rerrie, Steve Amis, Mike Staffen, Mike Grouleau, Kevin McDonald, Doug Gelatly, Ward Delise, Lee Barrett, Larry Guarascia, Joe Mlinaric, Tom Annett, Joe Brown, Dan Ralph, Brian Reilly, Ryan Borenstien

OFA President Ian Smith Welcomes everyone to the planning session and introduces our first speakers, Barbara Lyon Stewart from the Ministry of Ontario, Lisa Dunn from Jones Brown Insurance and Roger Collett from Football Canada.

**Ministry of Ontario: Barbara Lyon Stewart**

Barbara's main goal with the ministry is to help build the capacity of an organization and help organizations apply for funding applications. She is the Senior Sport Consultant with the Ministry.

Barbara stressed that there are four basic items for a successful organizations:

1. Do Strategic Planning – OFA has done a great job with their planning sessions and we should continue to do this.
2. **Strong Roles and Responsibilities** with Staff, Board, Committees and Leagues. We need to decide who has what role and what their responsibilities will be. Our energy has always been focused on an issue that has come up throughout the year with a league or member. We need to have clear roles to help us deal with any issue that may arise so we can come to a quick resolution and focus on our programs that we offer our membership. From the governments point of view what the province has in place for discipline and governing actions supersedes everything else. The government does not look at individual leagues, they look at the province as a whole. In order to maintain of funding eligibility, OFA needs to be a strong entity and needs to have their roles and responsibilities reflect this. OFA is responsible for what is happening throughout the province. When the leagues and clubs apply to become members of OFA we need to list their responsibilities as a member.
3. **Strong Business and Technical Sides.** On the business side of things OFA is doing a great job at receiving funding applications. Tina has been very successful with getting funding from the government and completes application forms and reporting very well. OFA has qualified for every funding application that they have applied for. We currently are not eligible for any other funding because we not in the Canada games. We have maxed ourselves out with the amount of funding that is available from the government. With that being said,

Barbara feels that we need to ensure that we are charging enough in membership fees in order to maintain a strong business side. Currently the government funds the Technical Director position, and this needs to be a permanent position with OFA. Many other sports have almost doubled their membership fees without discussion to ensure that they can maintain a strong business and technical side of their program and also support their NSO. Without the strong technical side we may not maintain the funding that is currently coming in from the ministry. Stabilizing the technical director's position will strengthen the province and OFA.

4. **Re-evaluate.** Re-evaluate practices that may need a change, structure of the organization and business plans for example. The government is only going to ever recognize one PSO, so we need to re-evaluate our practices to ensure that the PSO is operating to the best of its ability. Barbara states some examples of practices that may need to change in sports organizations: if you fund players who make national teams, you may not have the money to keep doing this so you will need to find other ways to fund those players or re-evaluating our processes and governance structure as football tends to have many issues that arise yearly with leagues. Keeping these practices up to date will allow the PSO to resolve issues in a timely manner and move on with normal operation.

OFA needs to have a process in place that allows them to deal with matters in a timely manner. Currently, many issues/conflicts that come into the office and need resolution are taking a very long time as there are no standard processes in place. As a direct result OFA is losing valuable energy and time that could be spent on programs and day-to-day office responsibilities. Many of these issues seem to be a result of past issues that many leagues and clubs are still referring to even in new matters that may arise. Our processes and code of conduct need to be improved upon. Football is growing in the province but we are putting too much energy into fighting the same issues. A strong code of conduct and policy and procedures will eliminate many of these issues. Focus on the committees to strengthen them and in turn improving the sport across the province.

As far as the Government is concerned – if you are not a member of OFA you cannot apply for funding. Only paying members that receive services for the PSO can count towards our qualified members and be eligible for funding with the government. The next base funding application is in March and that will count for the next 3 years. We really need to focus on strengthening OFA from now until then to ensure we get the most base funding that is available to us.

With respect to non-members, the government states that they should not have access to any programs that we offer, including participation in the coaches and officials certification program and provincial teams. Officials should be OFA officials in the eyes of the government, as they hold all the authority of whether a game takes place or not.

**ROGER – FOOTBALL CANADA**

Every province has their set of challenges and Football Canada is committing to helping us resolve these issues. All of the provinces create Football Canada, they are not just their own entity. The National office takes care of the NCCP , Officials program and any National events and teams. They also promote a healthy relationship between all the provinces to improve the game across the nation. It is important that we keep working together to promote and strengthen football in the province and across the country. Football Canada has come along way in a short time and focus on the growth of the sport throughout each province.

## **Jones Brown – Lisa Dunn**

Slide Presentation attached.

Some important details:

1. We need to have a look at the possibility of increase for the liability limit – have recently had claim come in for \$20mil – for a head injury. Increasing our liability coverage could be anywhere for 30 -50% increase from our current costs however currently we only have a \$5 mil coverage.
2. Report ALL Incidents IMMEDIATELY to OFA whether the parent puts through a claim or not. This includes medical incidents and non-medical incidents. It's better to report the information immediately on the incident report form to ensure that it's accurate and to ensure that should a claim arise all the information is recorded including first aid response, etc.
3. It is recommended that OFA not sanction any football games or members who are not covered under our insurance plan. OFA does not know if there are any deficiencies in a different insurance program and could be held liable for such differences. The Ministry also advises against allowing insurance exclusions to OFA Membership.

**The Planning Session included many topics of discussion. Below you will find such topics with a summary of any important notes including changes and/or additions to current policies within each category.**

### **1. Governing Policies**

OFA needs to develop stronger policies that allow OFA to have a strong governance within the province (including but not limited to: disciplinary items, membership applications, etc.).

### **2. Risk Management**

- a. Incident Reports: implement a process for incidents to be reported to Leagues and OFA immediately. With the development of a medical and non-medical incident report form.
- b. Developing documents for our risk management to include but not limited to: Emergency Action Plans, Policy and Procedure updates,

code of conduct, updated waiver forms to include photo release waiver form, equipment fitting training, disaster crisis, and more in depth details to the lightning rule.

### **3. Benefits of Membership**

- a. Associate Membership: OFA needs to develop an associate membership fee for groups like the OUA and OFSAA.
- b. Membership Fees:
  - i. OFA Board will look at the current membership fees to determine the current rate is adequate for OFA. The Board is also to discuss coaches and volunteer fees as well as non-contact fees.
  - ii. Implementation in 2012 of a Membership Due Date for Fees, 7 days after any league roster freeze dates.

### **4. Registration System**

- a. OFA needs to have a more in depth registration database, where all its members are registered and identified with a number. Currently our registration system is not working effectively at the provincial level. The new registration system will not include a front-end player registration in the current membership fees. All clubs will be responsible to enter in all of their players and coaches into the new database. Front-end player registration will be offered to each club with the new registration system for an additional fee.

5. **Non-Contact Membership:** OFA will book a planning session specifically for non-contact leagues and clubs throughout the province. The planning session will focus on non-contact membership with OFA.

6. **OFA Roles & Responsibilities:** A committee was created from our Board of Directors to establish strong roles and responsibilities for staff, board, committees and leagues within OFA. These will be presented to the membership to motion any changes that need to be made within the constitution.

7. **Camps & Combines:** Discussion was had with regards to OFA hosting their own camps and combines throughout the year vs. sanctioning outside camps. Consensus was that OFA does not have the capacity to focus on running individual camps and combines throughout the year. At this time our focus will be on training of coaches with the new NCCP system. We will focus on partnering with other groups and associations that already have great camps and combines across the province for our players to attend. The Technical Director will establish an application process for such sanctioning.

### **8. Coaches**

- a. Clinics: OFA to host NCCP clinics, all Super clinics will be in partner with the CFC. Clinics will be hosted January – March. Develop and

send out an application form to all the clubs to sign up for dates to host clinics in 2012. Only OFA Members can take the NCCP clinic (currently with the exception of CIS and OFSAA coaches).

- b. Coaches Association: Discussed whether OFA should have its own association or partner with the Canadian Football Coaches Association with Football Canada. Consensus was to partner with the CFC and promote their association. In order to do so we need to create more awareness to our coaches about the CFC association.
  - c. NCCP: develop a simple diagram of how to become a NCCP coach and at what level of coaching you need to take the next step. OFA to implement a standardization of process for coaches and officials in accordance with the LTAD.
9. **Officials:** OFA to work with the officials to help educate our coaches, players, volunteers and parents about the role of the officials on the field and the rules of the game to help eliminate incidents with the officials.

#### **10. Communication**

- a. Education Information – post more information on our website. Start a Newsletter for 2012 to go out to all our members, not just to leagues and club presidents.
- b. Calendar of Events – at the beginning of each year, OFA will send out a calendar of events for that current year including coaching clinics, tournament dates, camps, combines, start dates of leagues, etc.
- c. Reports from Members – Members to submit a year-end report of OFA about membership, programs, coaches, etc.
- d. OFA to develop a communication plan about its Membership benefits, Football Canada benefits, who OFA is, and the LTAD to increase awareness throughout the football communities.