

Titans Water Polo Executive Team Monday, March 6, 2006

On-deck classroom, Nepean Sportsplex

1. Pierre Tremblay, President
2. Doug Hodgson, Treasurer
3. Carolyn McGill, Communications/Secretary
4. Nicole Le Saux, Special Events Director
5. Paul Massel, Facilities Director
6. Cathie English, ILWP Director
7. Hurd Stein, Competitive Program Director
8. Ed Sennema, Financial Director
9. Deb Wilson, Registrar
10. David Hart, Head Coach
11. Chris Dodd, Fundraising Committee

Call to order at 8:00 p.m.

Review of Agenda

Reports

Competitive Program

1. Head Coach

Information/Discussion: David Hart's written report to the Executive is attached to these minutes. Additional points from the presentation and discussion of the report:

- The report outlines David's commitment of time to the Titans and the allocation in a typical week. The younger athlete groups usually require more of David's time. David has begun to draft recommendations to develop and stabilize the older athlete groups. Of concern to the Executive: David should be more visible to older athlete groups.
- David mentors team coaches in various ways (e.g. at practices, at Game Days, by email, through presentations). He will prepare a summary and analysis of what has worked best. Of concern to the Executive: more mentoring for ILWP coaches.
- The meeting discussed several options for administering a means of setting objectives for coaches (as defined by the club and/or set by coaches for themselves); and assessing progress against those objectives.
- Academy/Teen Polo/Cadet Intake – David has a draft list of ILWP athletes (16 girls and 16 boys, approximately) and will hold briefing sessions for parents after the March break. Most of those invited to the Academy Intake program will be born in 1994 and 1995, with the oldest being born in 1993. Some athletes born in 1993 and those born in 1992 will be invited to enter either the Cadet Boys program or Teen Polo.

Action: Pierre to find a volunteer to coordinate the Academy Intake program.

2. Youth Program

Information/Discussion: David strongly recommends that the Titans end the practice of filling youth teams with “dual citizen” cadet athletes. The Executive wants to continue the youth team program next season. Hurd will poll athletes about who plans to return.

3. National Capital Water Polo Committee

Information/Discussion: An initial meeting on February 23 was called by David Hart and attended by representatives of the Titans, Hull Aqua-Polo, Ottawa WaterWalkers, the local universities and the high school girls’ league.

Joel Primeau has subsequently taken over as facilitator of the initiative, which is aiming to ensure that there are quality water polo playing opportunities for individuals of all ages, all skills and competitive levels in the National Capital Area.

4. Elite Athletes Program

Information/Discussion: David developed a proposal for extra training for elite athletes in the club, outside of the Titans’ regular program. Hurd reported that he polled selected families about the proposal and got a positive response. This program will be considered for next season.

5. Steve Baird

Information/Discussion: Hurd reported that Steve Baird of Carleton University is willing to speak to older Titans athletes about university water polo.

6. New Provincial Sports Funding

Information/Discussion: David reported on an email from Ross Macdonald of OWPA. There will be provincial funding for developing coaches from the new sports lotto. Other funds targeted for facilities are also expected. David recommends that the Titans closely monitor this program to identify opportunities for further developing our athletes and coaches.

President

1. Summer Water Polo School

Information/Discussion: Coach Pierre Fiset submitted a proposal and budget for a summer water polo skill development school (27 hours over three weeks, early in the summer). He has asked the Titans to endorse the school, loan equipment and provide administrative support.

The draft budget showed a small profit for the Titans, based on an enrollment of 23 athletes. Pierre Fiset has offered to take less compensation as head coach of the school, if that is necessary to prevent a loss on the initiative.

Summer school is part of the Titans’ strategic plans. The Executive will send the proposal back to Pierre Fiset once more with the following comments:

- Some costs in the budget seem to be high-end estimates and should be reduced, if possible.
- The Titans’ administrative costs and risk in underwriting the initiative are not well represented.

Action: Ed to advise Pierre Fiset on additional costs that the camp budget should cover, either directly or by contribution to the Titans.

2. LSS Swim Program Media Launch

Information/Discussion: This event has been re-scheduled for April 7. The City wants to incorporate demonstrations of activities such as diving and water polo. Pierre Tremblay reported that there was interest expressed about promoting water polo to new swimming level graduates.

3. Ottawa WaterWalkers

Decision: The Executive agreed by email to loan clocks to the Ottawa WaterWalkers for their hosting of the CNWPL Eastern Conference April 22-23 at the Sportsplex. The club has also offered to recruit volunteers to help with the operations of this tournament.

4. Fundraising Committee

Information/Discussion: The Committee's written report is attached to these minutes.

The Executive confirmed that it supports in principle the sponsorship and corporate naming of our programs and/or teams.

Pierre reported that some fundraising will be team-based, and go towards reducing tournament costs. Teams will require Executive approval to do this. The Fundraising Committee will develop guidelines. Cathie advised there is a particular need for guidelines to cover cases when a team raises more than it needs for its competitions.

Chris Dodd told members that he will prepare applications to the Trillium and Community in Action funds. Trillium has the earlier deadline. Chris presented some information on the fund and the Titans' earlier Trillium grant. During March he will seek input from the Executive about strategic directions for seeking Trillium funding.

Facilities

Information/Discussion: Paul reported that he has received some policy information about the City's centralization and rationalization of its pool allocations. He expects to receive more information in mid-March. The Titans may get allocations in separate streams for recreational and competitive programs. Paul advised the Executive that the club should have an idea of what it wants, in preparation for implementation of the new system. David Hart offered to provide input on this.

Adjourned at 10:05 p.m.

Next Meeting: Tuesday, April 4

Outstanding Action Items

1. Paul to seek a second opinion on a new auditor for 2005-06
2. Hurd to organize sessions on drug use, and ask Guy Tanguay to get Health Canada brochures for all members of the competitive program.
3. Hurd to provide a consolidated tournament plan for all teams
4. Hurd to track NLS, First Aid, CPR qualifications, pool orientations for coaches
5. Pierre to draft policy on wearing goggles in ILWP

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6. Hurd to bring forward a detailed plan for partnership building related to the proposed new water polo association.
7. Pierre to revise tournament policy to encourage East end and West end pick-ups and drop-offs
8. Paul to write to the City recreation department to confirm the information in a notice about an unbudgeted 2% increase in pool fees. Paul to also confirm whether this increase is also meant to apply to NLS fees.
9. As input to the Finance Director's cash flow report, Deb to begin tracking monthly ILWP and competitive registration numbers; including any ILWP transfers to the competitive program by date.
10. Deb and Doug to develop a transfer package for new athletes moving to the competitive program partway through the season (from ILWP or from outside the club).
11. As input to the cash flow report, Paul to provide Ed with a monthly forecast of pool time and pool cost actuals to date, for both the ILWP and competitive programs.
12. Pierre to consult David about how coaches might accommodate alumni drop-ins at practices.
13. Hurd to follow-up with David on the issue of competitions for the Cadet Boys B team.

Items to be brought forward

1. **(BF – September 06)** Organize a session on bullying for competitive program members
2. **(BF – September 06)** Organize a session on healthy lifestyles for competitive program members

HEAD COACH'S REPORT – 6 MAR 06

Here is an overview of my weekly work schedule/commitments. Each week would have some modifications due to the circumstances of that week but overall this should give a better understanding of what I am doing.

I am compiling all the written materials I have produced so far for the club (as part of the legacy) and I will try to have this in booklet form which you can pass along to the Executive at the next meeting.

Titans Head Coach

Weekly Activities – Report (GENERAL)

A typical week schedule involve between 52 – 56 hours. If I am involved in a weekend tournament (about 10 per year) then this jumps to 70 hours.

Mondays (10 hours)

11am-5pm Club Administration, Communications, Production Materials
 5.30-7.30pm Academy Girls Training/Mentoring
 8-10pm Older Girls Training/Mentoring

Tuesdays (6 hours)

11am-5pm Club Administration, Communications, Production Materials

Wednesdays (10 hours)

11am-5pm Club Administration, Communications, Production Materials
 6-7.30pm Academy Boys Training/Mentoring
 8-10pm Older Boys Training/Mentoring

Thursdays (8 hours)

11am-5pm Club Administration, Communications, Production Materials
 5.30-7.30pm Academy Girls Training/Mentoring

Fridays (6-8 hours)

11am-5pm Club Administration, Communications, Production Materials
 NOTE: If I run the Enhanced Training Session this adds 2 hours

Saturdays (6.5 hours)

12-2pm Older Co-ed Game Day or Training/Mentoring
 4-7.30pm Academy Game Day or Training/Mentoring

NOTE: Weekends in the winter often involve competitions that add time.

NOTE: Most often I am required to do at least 1 hour emails/communications during the break period between sessions or in the morning.

Sundays (5.5-7 hours)

9-11am Academy Co-ed Training/Mentoring

NOTE: I sometimes attend the older session at Ottawa U 10am-12noon

5.30-8pm ILWP League Night (I have attended 75% of these league nights)
 Scouting/Mentoring

NOTE: Enhanced Academy Sessions and Club Administration can add 3 hours to any Sunday.

Most days actually start earlier than 11am but I have deducted time I spend associated with some Junior National Team or LTAD commitments. As well, preparations for seminars or the writing of documents can add lots more time as can issues arising with athletes, coaches and parents.

Details of Club Administration, Communications

As the head coach I am plugged into all areas of the club operation. I communicate and deal with the core Executive, the 8 Competitive Coaches, the 6 Competitive team managers, Deanna and the ILWP staff, Paul and the pool arrangements. I also field weekly emails from athletes and/or parents, pool managers and other agencies including Provincial/National but most of the time is spent in communications with the coaches and team managers.

Most week days I send/receive upwards to 120 emails and field 10-20 calls. Many of the communications take considerable time to respond to. Weekends tend to be less active in non pool related activities.

Writing materials for the coaches and proposals to the Executive is also a very time consuming activity even though it is not a regular weekly commitment.

Based on a 30 week commitment to Titans from September to June each year, I feel very confident in saying that I commit 2000 hours of work to the club.

Report on Head Coach's Mentoring Efforts

Competitive Coaches Summary

General Presentations

Long Term Athlete Development Seminar- Completed October 2006

Ethics Course completed Feb 28, 2006 (Kasia, Blake)

NLS certification – Kasia, Rob, Pierre Fiset, Alison – completed in Jan 2006

Water Polo Specific presentations

Goalie Training from beginner to elite level – COMPLETED Jan 27, 2006

Counter Attack Concepts and Step by Step development – COMPLETED Dec 05

Principles of 6 on 5 Power play - Part 1 COMPLETED Jan 06

Principles of 6 on 5 Power play - 2 parts remaining for Feb /March 06

Principles of 5 on 6 Defense - Part 1 COMPLETED Jan 06

Principles of 5 on 6 Defense - 2 parts remaining for Feb/March 06

2-3-4 Zone Defenses and variations

M-Defense - Part 1 completed during GAME DAY October 05

Press - Part 1 completed during GAME DAY November 2005

1-2 Zone Defense

New Rules and their implications - COMPLETED Sep 2005

"If I was coaching your team" - a chance to discuss in detail your current roster and training and competitive plan for the year (this is a 1 on 1 consultation - currently scheduled for Winter Games (Kasia/Tristan) and for National events (Blake and Rob).

Still to do

LTAD Follow up - I have a detailed booklet on implications for the coaches and will hold a 2nd seminar in the spring 2006

Planning and Periodization - individual session 1 on 1 with Rob T.

Strength Training - Pierre, Tristan and Rob T.

Hole/2m guard - Jerry, Pierre, Tristan - Rob - Kasia, Alison, Blake

Physical Preparation - Pierre, Tristan, Kasia

Basic Drills for developing Skills - Tristan, Kasia, Laura

I Love Water Polo Coaches Mentoring Summary:

Lesson Plans for the fall and Winter/Spring Sessions completed.

Two "In-service" ILWP coach sessions held – Fall 2005 and Winter 2006 covering topics: (ILWP rules, Academy Intake, Scouting, Lesson plans and essential skills)

10 visits to ILWP Sunday Night League (October – February) for observation, scouting and feedback to coaches.

Head Coach visits to Pinecrest, Goulbourn, Brewer, SJCC COMPLETED to date.

Remaining schedule of visits to be finalized March, April for St. Laurent, Orleans, Ray Friel, Walter Baker.

5 more visits to ILWP Sunday night League to be scheduled during the March/April period.

General Comments

My usual pattern of attendance at weekly workouts to work with and observe the coaches has been as outlined below. During certain weeks this schedule was modified due to commitments to either ILWP, National Jr Team, workload of Titans club administration. From time to time I was also called upon to "cover" for some of the team coaches and actually run their sessions. This was especially the case during the fall period 2005 as Tristan, Kasia and Blake all had OUA playing commitments. The allocation of time below is based also upon the "needs" of the individual coach in question, and the priorities of the competitive program (more time is needed at the Academy than for the older programs).

David's Schedule:

Monday

Academy Girls 5.30-7.30pm – work with Kasia Monday

Older Girls program 8.15- 10pm – work with Alison/Rob

Tuesday

some Academy boys sessions

Wednesday

Academy Boys 6-7.30pm – work with Pierre and Tristan

Older Boys program – work with Blake/Jerry

Thursday

Academy Girls 5.30-7.30pm – work with Kasia and Laura

Friday

some Enhanced Training sessions

Saturday

Older Boys and Girls program 12-2pm – work with Jerry, Blake, Rob, Alison

Academy Girls and Boys program – 4.30-7.30pm – work with Pierre, Tristan, Kasia and Laura

Sunday

Academy Girls and Boys program – 9-11am – work with Pierre, Tristan, Kasia and Laura

ILWP League Night – 5.30-8pm

I usually control the Saturday GAME DAY sessions for both the older groups and the Academy groups. I have been providing the Team coaches with different “themes” for many of the sessions. This Saturday program has been the most productive method in my opinion in terms of mentoring and observing the coaches at work.

I am in regular contact as well with all the Team coaches by email, telephone and face to face and we have dealt with and continue to deal with a vast array of technical and non technical items including:

- 1 Communications with parents
- 2 Communications with athletes
- 3 Setting expectations for competitions
- 4 Playtime issues
- 5 Selection criteria
- 6 Motivation of athletes
- 7 Training plans/suggestions
- 8 Goalie preparation
- 9 Competition reports/feedback
- 10 Skills and Tactical advice
- 11 Annual Training plan
- 12 Weekly schedule of coaching assignments
- 13 Issues arising from their team program
- 14 Liaison with their team manager

I have also established the following viewing schedule and list of areas to assess for the Team coaches at actual competition events.

Communications

pre and post game meetings with athletes

communications on the bench

time-outs

communications during the action
 interactions with manager
 issues if any with referees

Strategic thinking

game plans
 use of athletes
 scouting of opponents
 assessment of referee and ability to adapt
 use of timeouts
 adjustments made to opposing coach tactics

Evaluation skills

assessment of team's performance
 assessment of individuals
 self-assessment

Assessment Events

Titans Cup Jan 27-29 (Pierre F, Kasia, Tristan, Laura)
 Titans Cadet Invitational Feb 3-5 (Rob, Alison, Jerry, Blake)
 Cadet Girls Nationals April 20-23 Calgary (Rob T/Alison)
 Cadet Boys Nationals April 27-30 Regina (Blake)
 Youth Girls Nationals May 4-7 Toronto (Alison)
 Bantam Boys and Girls Provincials May 26-28 (Pierre F., Kasia, Tristan, Laura)

Final comments:

I intend to provide a series of recommendations for all the Team coaches at the conclusion of the season in May 2006 including a summary of feedback on the season as a whole. I will also provide the Executive with a series of recommendations for the coach assignments for the 2006-7 season based on the progress and status of the coaches (returning/not returning or reassignment) and the needs of the Competitive and ILWP programs next year.

In closing, I would like to emphasize that the mentoring process we have committed to is a long term under-taking. No other water polo club in Canada including the best so-called "performance" clubs (DDO, CAMO, CALGARY and STORM) can boast the type of formal approach we now have. I am always looking for better ways to accomplish this task and would welcome any suggestions/ideas you may have.

Respectfully,

*Titans Water Polo Executive
 March 6, 2006*

David Hart
Head Coach

Fundraising Committee Report – 6 Mar 06

Ottawa 67's Tickets

Profit from tickets sold:	\$786
Plus cash donations:	\$87
Minus cost of lost tickets:	\$162
Net revenue:	\$711 (\$545 from competitive program, \$166 from ILWP)

- A more stable membership list would make things simpler
- This activity should not be done through the Team Managers, they already have enough to do
- Girls participation was significantly higher than the boys'
- Tickets were lost. Since the tickets were not formally signed for, it was difficult to prove that the tickets were in fact handed out. We decided to absorb the cost of the lost tickets.
- Swapping of tickets between families (when more tickets were required) made it difficult to keep track of the tickets whereabouts
- For ILWP, tickets were only handed out when they were almost guaranteed to be sold. This worked out really well and was easier to manage.
- Many parents were reluctant to do extra work to support this fundraising activity.
- Some Titans families refused to participate
- There is a lot of competition for 67's tickets (they give away a lot of tickets to schools, blood donor drives, etc.)
- This activity was too much work for the amount of revenues it generated.

Ottawa 67's brochures sale

- We will be selling brochures on the 5th of March.
- We will be able to advertise for the Titans and set up a donation can.
- We get \$1 for each brochure we sell.
- Those who sell the brochures (up to 16 athletes) will also get a free ticket to the Ottawa 67's tickets.
- Our girls will be given priority because they participated the most in the tickets sales.

Ink-a-dream

- Collection of cartridges at the Titans Cup worked well.
- We will stop collecting old cell phones (too much work, not enough revenue).
- To date, we have collected over 150 printer cartridges
- We should look at ways of recognizing firms and companies supporting the Titans through used printer cartridges donations.
- Ginette will develop a cartridge pick-up plan, likely to be done from the Sportsplex.
- We could consider issuing a challenge to our families so that each family sign up one firm/company to our recycling program.

- We should have a location on our website where we show the status of our recycling program.

Trillium Grant Application

- A presentation will be made at the next Executive Meeting.

Sponsorship Program

- Priority #1 is to come up with different sponsorship packages.
- Options being considered: renaming the ILWP program, renaming our ILWP and competitive teams, banners at ILWP league night, mention on our website, mention in our newsletters.
- Need draft of the sponsorship packages ASAP, preferably before the next Executive meeting.

Speaking Engagement

- Ginette will find and book a room, after having determined the date with Linda Duxbury.
- Alexandra will do the write up for the speaking engagement.

First Aid Kits

- We have received a donation of 1000 high quality band-aids from Ontario Medical Suppliers. Alexandra will draft a thank you letter for OMS.
- It will cost us \$17.00 to buy 1000 ziplock bags.
- Our target price per bag is \$2.50.
- The kits have to be ready by early April.

BBQ at Loblaws

- We need to find out if our insurance covers fundraising activities.
- Ginette has booked July 28th. She will need 3-4 adults and 4-5 athletes to staff the BBQ.
- We will be able to play water polo videos, have a display and ask for donations.
- We will only sell hot dogs and sausages.
- Loblaws supplies everything at cost.
- We are not allowed to solicit passer-bys. They have to come of their own free will.
- Activities such as these should not be used to raise funds for the entire club but rather be used to specific teams/events. For example, the July 28th BBQ will be to support the Cadet Girls team.
- A standard fundraising activity form will be created. Teams wanting to organize a fundraising for their own benefit will have to submit the form to the Executive for approval.
- Other team fundraising activities include car wash.

T-Shirts for Bantam Provincials

We need to look at the profit margin from the sale of T-shirts. If there is enough potential for revenue generation, we should contact Kasia Hart to ask her if she would be willing to come up with a design for the T-shirt.