
BY EMAIL

May 12, 2016

TO THE FULL ACTIVE MEMBERS OF THE BC SOCCER ASSOCIATION FOR THE 2016 ANNUAL GENERAL MEETING

Dear Member,

1. WELCOME!

The Annual General Meeting is now just over one month away and we are very much looking forward to hosting you at the Delta Burnaby Hotel & Conference Centre!

In advance of the meeting, we are pleased to provide you this information package to help you prepare for the meeting. Should you have any questions, please do not hesitate to contact the BC Soccer office:

Phone: 604.299.6401

Email: agm@bcsoccer.net

2. BYLAWS PERTAINING TO THE GENERAL MEETING

It is BC Soccer's pleasure to provide the membership with the appropriate notice and relevant documentation (accompanying this package) prior to the Annual General Meeting per BC Soccer's Bylaws:

ARTICLE 6 - GENERAL MEETINGS

- 1) The Annual General Meeting of the Association shall be held on or before the thirtieth (30th) day of June in each year, at a place, date and hour to be determined by the Board of Directors. Thirty (30) days written notice of such meeting shall be given to the members.

A copy of the financial statement, together with a copy of the auditor's annual report, shall be forwarded to each member, district and league and to members of the Board of Directors of the Association at least fourteen (14) days before the date of the Annual General Meeting.

- 2) General Meetings of the Association shall be held at such times and place, which the directors may decide.
 - a) Notice of general meetings shall specify the place, date and hour of the meeting, and be given in writing to each member. Thirty (30) days written notice of such meeting shall be given to the members.
 - b) The post-marked or email date of written notice shall be the official date of notice for the meeting. The non-receipt of such notice does not invalidate the proceedings at that meeting.

3. GENERAL INFORMATION

DATE: Friday, June 10th – Sunday, June 12th, 2016

LOCATION: Delta Burnaby Hotel & Conference Centre
4331 Dominion Street
Burnaby, BC V5G 1C7
(604)-453-0750

[Click to View on Map](#)

4. ELIGIBILITY TO VOTE

As stated in BC Soccer Bylaws:

ARTICLE 6 - GENERAL MEETINGS

- 4)
- a) The accredited voting delegates to the General Meeting of the Association shall be the authorized delegate members of each Adult League or Youth District in active membership in good standing. The names of accredited delegates and alternates must be filed with the association not later than seven (7) days prior to any General Meeting of the association unless approved by a majority of the accredited members at the same General Meeting.
 - c) Accredited Delegate Members to the Annual General meeting shall furnish the Association with their credentials prior to the start of the meeting. Those credentials shall comprise written authorization of the Adult League/Youth District to attend as an accredited Delegate member of that League/District.

5. CONFIRMING YOUR ATTENDANCE – RSVP PROCEDURE

Similar to last year, BC Soccer will be using the online CRM, our Member Relationship Management system to receive your RSVP for this year's AGM!

To RSVP to BC Soccer's AGM:

- 1) Log in to the CRM System at <https://crm.bcsoccer.net/admin/auth/login>
There is a "Forgot Password" feature; however, should you need assistance in logging into or using the CRM, please contact Ryan McQuillan at ryanmcquillan@bcsoccer.net or via phone at 604.299.6401 ext. 2355.
- 2) Click on the tab titled "Enter Delegates for BC Soccer AGM"
- 3) Scroll horizontally to view the EDIT button of those board/staff members listed. Click on the EDIT button to edit their information as needed and completed the form to select which

meetings they will attend over the weekend. **Don't forget to specify who the Voting Delegate and Alternate Voting Delegate is!**

- 4) To add other delegates, click on the blue button titled "Add AGM Delegate"
- 5) Complete the form for your first AGM delegate/attendee
- 6) Press the button at the bottom of the form titled "Submit"
- 7) Repeat this process until all of your AGM delegates have been submitted, INCLUDING YOURSELF

You will receive a letter of confirmation via email that confirms your AGM delegates.

If you need to Edit or Change an AGM delegate, you may do so by clicking on the EDIT or DELETE button (use the horizontal scroll bar to access)

Should you choose to update or edit your organization's delegates in the CRM, a new letter of confirmation will be forwarded.

To confirm your attendance please complete log in and submit your AGM delegates by Saturday, June 4th, 2016.

6. ACCOMMODATION

BC Soccer and the Delta Burnaby Hotel & Conference are pleased to be able to offer a reduced rate of \$149/night to Members for the duration of BC Soccer's Annual General Meeting.

Please be reminded to **reserve your accommodation by Friday, May 20th, 2016** in order to receive this special rate.

To reserve your accommodation:

- Know before you book!
 1. Your arrival and departure date
 2. Preference for room type (e.g. king vs. double/double)
- **Phone 1-888-890-3222** to make your reservation! Ask for the British Columbia Soccer Association AGM special rate

7. HOTEL PARKING

For those attendees driving to the Delta Burnaby Hotel & Conference Centre, the hotel is happy to extend complimentary parking for over-night guests and guests attending for the day only. The

covered parking lot is located directly across from the hotel with easy access via enclosed walkway. There are no tickets required for parking.

8. SCHEDULE OF EVENTS

Item	Date	Time	Meeting Room	Additional Information
Finance Meeting	Friday, June 10, 2016	6:00pm – 7:00pm	Firenze Room	
Member Reception/Social	Friday, June 10, 2016	7:00pm – 10:00pm	Grand Villa 2	<ul style="list-style-type: none"> – Drinks and appetizers provided – Attire is business casual
Delegate Check in	Saturday, June 11, 2016	7:30am – 8:15am	Grand Villa Pre-Function space	<ul style="list-style-type: none"> – Continental breakfast provided
Annual General Meeting	Saturday, June 11, 2016	8:30am – 12:00pm	Grand Villa 1 & 2	
Scholarships & Awards Luncheon	Saturday, June 11, 2016	12:00pm – 2:00pm	Grand Villa 3	<ul style="list-style-type: none"> – Plated lunch provided – Smart-casual attire
Annual General Meeting continued (including All Candidates meeting & elections)	Saturday, June 11, 2016	2:00pm – 4:30pm	Grand Villa 1 & 2	
Combined Adult & Youth Forum	Sunday, June 12, 2016	8:30am – 10:00am	Grand Villa 2	<ul style="list-style-type: none"> – Continental breakfast provided
Coffee Break	Sunday, June 12, 2016	10:00am – 10:15am	Grand Villa 1 & 2 Hallway	<ul style="list-style-type: none"> – Coffee & muffins/pastries provided



British Columbia Soccer Association

250 – 3410 Lougheed Hwy, Vancouver, BC V5M 2A4
 Phone: 604-299-6401 Fax: 604-299-9610
 Website: www.bcsoccer.net

Full Member Adult League Forum	Sunday, June 12, 2016	10:15am – 11:45am	Grand Villa 1	
Technical Director Forum	Sunday, June 12, 2016	10:15am – 11:45am	Firenze Room	– For Technical Directors NOTE – Invitations will be sent directly to affiliated Clubs
Coffee/Lunch Break	Sunday 12, 2016	11:45am – 12:15pm	Grand Villa 1 & 2 Hallway	– Light lunch provided
Youth District Chair & Inter-District League Forum	Sunday, June 12, 2016	12:15pm – 1:45pm	Grand Villa 2	
Discipline Workshop	Sunday, June 12, 2016	12:15pm – 1:45pm	Grand Villa 1	– For District/League Discipline Chairs, Discipline Coordinators, and Discipline Panel Members, others who wish to attend NOTE – Invitations will be sent directly to affiliated Clubs
CRM Workshop	Sunday, June 12, 2016	2:00pm – 3:00pm	Grand Villa 2	– For District/League Registrars, Administrators, others who wish to attend NOTE – Invitations will be sent directly to affiliated Clubs

Item	Date	Time	Meeting Room	Additional Information
Referee Scheduler / Head Referee Workshop	Sunday, June 12, 2016	2:00pm – 3:00pm	Grand Villa 1	– For District/League/Club Referee Schedulers, Head Referees, Referee Coordinators, others who wish to attend NOTE – Invitations will be sent directly to affiliated Clubs
Diversity Working Group/Women in Soccer Breakout Session	Sunday, June 12, 2016	2:00pm – 3:00pm	Firenze Room	– For anyone who wishes to attend NOTE – Invitations will be sent directly to affiliated Clubs

9. DRAFT AGENDA

BC Soccer is pleased to provide a Draft Agenda for the 2016 Annual General Meeting:

1. Welcome/Opening
2. Introduction of Special Guests
3. Special Guest Speaker - TBA
4. In memoriam
5. Presentation of new Life Members
6. Constitutional Agenda

The order of business at the Annual General Meeting shall be as follows:

- i) Presentation of credentials
- ii) Roll Call
- iii) Minutes of previous Annual General Meeting
- iv) Business arising
- v) Officers' reports
 - President / Executive Director Report
 - Finance Presentation / Report
- vi) Amendments to the Constitution and Bylaws
- vii) Amendments to the Rules and Regulations
- viii) Elections
- ix) New business
- x) Adjournment

10. MEMBERSHIP FORUMS & WORKSHOPS DETAIL

As part of our commitment to providing opportunities for meaningful dialogue with community soccer leaders throughout the province, BC Soccer is hosting Membership Forums and Workshops on Sunday, June 12th as part of our Annual General Meeting Weekend. This year's Membership Forums are:

- **Combined Adult and Youth Member Forum**
Open to all Youth District Chairs and Adult League Presidents (and respective designates) to discuss appropriate matters that relate to both Youth and Adult Members that may include but not limited to BC Soccer Communications, BC Soccer Club Charter Program, Registration, Concussions & Emergency Action Plans, along with relevant updates and new initiatives.
- **Adult Member Leagues Forum**
Open to all Adult League Presidents and designates to discuss matters that may include but not limited to cross border initiatives, Regional Tier 3 League, referee integration and competitions.
- **Youth Member Forum**
Open to all Youth District Chairs and designates to discuss matters that may include but not limited to the Retreat Line, Refugee Parent Volunteers, and competitions.
- **Technical Director Forum**
Open to all Technical Directors and/or Technical Leads, the Technical Directors Forum will provide updated information on BC Soccer programming within Grassroots, High Performance and Coach Education. Additionally, key technical items within the Province will be discussed.
NOTE – Invitations will be sent directly to affiliated Clubs
- **Discipline Workshop**
For Discipline Chairs, Coordinators, panel members and others who wish to attend, the Discipline Workshop will provide an overview of BC Soccer's online Discipline Management System followed by a review of BC Soccer's Conduct, Ethics and Discipline Standards Policy and Procedures and BC Soccer's Discipline Sanction Policy. Attendees will learn how to use these discipline guides, proper process and procedures for conduction discipline hearings and how to sanction appropriately. Additionally, new content added to the policy/guides in late 2015 regarding conduct, ethics and harassment will be highlighted.
NOTE – Invitations will be sent directly to affiliated Clubs
- **CRM Workshop**
The CRM Workshop will provide an overview of BC Soccer's online CRM system with a focus on the registration upload process. Attendees will learn tips and tricks in preparing registration data followed by a question and answer period. District and League Registrars/Administrators, Club Registrars are encouraged to attend along with any other interested in learning more about BC Soccer's CRM.
NOTE – Invitations will be sent directly to affiliated Clubs

- **Referee Scheduler / Head Referee Workshop**
For Referee Schedulers, Coordinators, Mentors, Club representatives and anyone else who wishes to attend, the Referee Scheduler / Head Referee Workshop will review the role and responsibilities of Referee Schedulers and Head Referees and discuss the importance of these positions as it relates to referee development and the referee development pathway. A question and answer period will follow an interactive session.
NOTE – Invitations will be sent directly to affiliated Clubs
- **Diversity Working Group/Women in Soccer Breakout Session**
Everyone is welcome to attend the BC Soccer Women’s Diversity Forum will provide updated information on Women’s Soccer Development within BC; as well as, the opportunity to discuss developing Women’s Soccer moving forward through a Q & A initiative.
NOTE – Invitations will be sent directly to affiliated Clubs

11. IN MEMORIAM

At the 2016 Annual General Meeting, BC Soccer would like to recognize individuals from within our membership who have passed away within the last 12 months. Therefore, if anyone who has made significant contribution to your organization has passed away, please provide us with their name and organization they were primarily involved with **by June 3, 2016 to agm@bcsoccer.net** so we can ensure to recognize them at the AGM.

12. SUMMARY OF IMPORTANT DATES

DATE	DEADLINE
May 20, 2016	Hotel Reservations must be made to receive special rate
June 3, 2016	Submission of In Memoriam acknowledgements to agm@bcsoccer.net
June 4, 2016	Submission of AGM Delegates via BC Soccer CRM due

13. SAFE TRAVELS!

We look forward to seeing you next month at our AGM weekend. Further to this information package, if there is anything our office can do to assist you, please do not hesitate to ask.

Sincerely,

Jason Elligott
Executive Director
BC Soccer