



**BC SOCCER**

## **2018-19 Committee & Advisory Group Structure, Composition & Terms**

Board Approved - July 14, 2018

Update and reapproved by Board – September 8, 2018

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## **Standing Committees**

### Finance and Audit Committee

Chaired by VP Finance, serves to provide oversight on all financial matters of BC Soccer. Works with Auditors as required during the annual audit. Validates and delivers all fiscal reports to every meeting of the Board of Directors, and every general meeting of the membership.

### 2018-19 Terms of Reference

Name: Finance and Audit Committee

Membership: The membership of the Finance and Audit Committee shall be comprised of a minimum of three members of the Board of Directors, one of which will be the VP Finance, who will be Chair. The Executive Director shall be a fully participating member of the Committee.

Committee members should possess a sufficient level of financial literacy including accounting, financial management expertise, or other relevant experience.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Committee will be formed upon the direction of the Board of Directors based on the advice of the Chair of the Committee.

Goals: The goal of the Committee shall be to advise the Board of Directors of BC Soccer by undertaking financial planning and oversight responsibilities by monitoring, reviewing and providing advisory functions in the areas of Audit, Budget and Financial Services.

Deliverables: The Committee will:

- 1) Review budget submissions and prepare the annual budget and two-year financial outlook, based on the strategic priorities and financial needs of BC Soccer.
- 2) Develop internal procedures and controls for financial reporting and budgets.
- 3) Review the Finance Policy Handbook on a yearly basis.
- 4) Review and report on BC Soccer's cash flow, investment performance, profit and loss, travel expenditures and staff vacation entitlements on a monthly basis.
- 5) Review and approve as appropriate any variances from budget line items which may arise during the year.
- 6) Provide input into the Strategic Plan of BC Soccer.
- 7) Ensure that an external audit is undertaken in accordance with BC Soccer's Bylaws.
- 8) Provide advice on any matter or question relating to the financial position of BC Soccer.
- 9) Be responsible for delivering against additional board agreed priorities.

Jurisdiction: The Committee can make any recommendations with respect to the financial operations of BC Soccer.

Governance: A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, email, as called by the Chair of the Committee.

Relationships: The Committee is solely accountable to the Board of Directors and is advisory in nature to that board.

Related Bylaws: The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

2018-19 Composition

Chair, Chris Appleby (VP Finance)

BC Soccer Board of Director Member and Vice-Chair, Leanna Napolitano

BC Soccer Board of Director Member, Carlos Grosso

BC Soccer Board of Director Member, John Charlton

BC Soccer Board of Director Member, Ralph Luongo

Staff Member, Jason Elligott

Staff Liaison, Stephen Wurz

## Governance Committee

Advisory to the board and supplies support on all matters of governance and provides recommendations to the board and the membership on Constitutions, By-Laws, Rules and Regulations. Supplies oversight and supports compliance to the membership on internal regulatory matters.

### 2018-19 Terms of Reference

Name: Governance Committee

Membership: The membership of the Governance Committee shall be comprised of a minimum of three members, two of which must be members of the Board of Directors, one of which shall be the Chair.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee. The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer.

Goals: The goal of the Committee shall be to advise the Board of Directors of BC Soccer matters regarding governance of organized soccer in British Columbia.

Deliverables: The Committee will:

- 1) Recommend amendments to the Constitution, Bylaws and Rules and Regulations as appropriate for submission to the membership at the appropriate General Meeting of BC Soccer.
- 2) Recommend amendments to policies to bring to the Board of Directors.
- 3) Make decisions and recommendations as appropriate with respect to any governance matter including member submissions (i.e. amendments to district or league constitution, bylaws, rules and regulations).
- 4) Be responsible for delivering against additional board agreed priorities.

Jurisdiction: The Committee has no authority to make changes and may only advise the Board and the membership with respect to governance matters.

Resources and Budget: N/A

Governance: A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, email, and as called by the Chair of the Committee.

Relationships: The Committee is solely accountable to the Board of Directors and is advisory in nature to that board.

Related Bylaws: The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

2018-19 Composition

Chair, Garry Sangha

BC Soccer Board of Director Member and Vice-Chair, Gayle Statton

Community Committee Member, Sean Bujtas

Community Committee Member, Aiman El-Ramly

Community Committee Member, Dave Hargraves

Community Committee Member, Chris Begg

Staff Member, Lori D'Andrea

Staff Liaison, Nicole Laird

## Judicial

Comprised of Discipline, Protests, Ethics, and Appeals. No member of any component may be a member of any other component; except that a chair, who may not be a member of any except discipline, will be appointed to supply oversight of the operation of these committees. All three elements of judicial must be totally independent of the Board and Staff. Each committee shall have a minimum of 3 persons plus sufficient alternates to ensure clear avoidance of conflict of interest, and perceived conflict of interest. More detailed information is provided in Appendix A.

### 2018-19 Terms of Reference

Name: Judicial

Membership: The membership of Judicial shall be constituted and chaired in accordance with the BC Soccer Bylaws.

Terms of Members: All members shall be appointed with their term ending at the time determined by BC Soccer.

Formation: The Judicial Chair, in accordance with the BC Soccer bylaws, shall be appointed by the Board of Directors upon the advice of the President of BC Soccer.

Goals: The goals of Judicial are to ensure due process is respected in the interpretation and application of the rules and policy guidelines of BC Soccer and its members. Judicial oversees the Appeals, Protests, Ethics, and Discipline Panels.

Deliverables: Judicial will:

- 1) Ensure the creation of Appeals, Protests, Ethics, and Discipline Panels on an as needed basis and in accordance with the Bylaws, Rules and Regulations, Discipline Sanction Guidelines and Conduct, Ethics and Discipline Standards and Policy of BC Soccer.
- 2) Advise the Board of Directors regarding changes to the Rules and Regulations, Conduct, Ethics and Discipline Standards and Policy and Discipline Sanction Guidelines after consultation with the Governance Committee.
- 3) Report regularly to the Executive Director and President with respect to current issues involving judicial matters including involvement of legal expertise.
- 4) Be responsible for delivering against additional board agreed priorities.

Jurisdiction: Judicial may recommend changes to the Board of Directors regarding rules, regulations, policies and procedures with respect to judicial matters.

Resources and Budget: The appropriate staff member(s) will review relevant budget items with the Chair annually.

Related Bylaws: Judicial is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Judicial members and members of Appeals, Protests, Ethics, and Discipline Panels shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.



Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to Judicial who shall participate as a non-voting member.

2018-19 Appointments

Judicial Chair, Dan Turvill  
Appeals Chair, Gord Rogers

Judicial Structure

As per Appendix A

## Membership Committee

Advisory to the board of directors and supplies support on all matters of membership, including reviewing membership applications for consistency with Association mission, and required compliance with BC Soccer's Constitution, By-Laws, Rules and Regulations.

### 2018-19 Terms of Reference

Name: Membership Committee

Membership: The membership of the Membership Committee shall be comprised of a minimum of three members, two of which must be members of the Board of Directors, one of which shall be the Chair.

The Committee Chair is provided the authority to approval associate membership renewal.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee. The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer.

Goals: The goal of the Committee shall be to advise and support the Board of Directors of BC Soccer, including reviewing membership applications for consistency with Association Mission, and required compliance with BC Soccer's Constitution, By-Laws, Rules and Regulations.

Deliverables: The Committee will:

- 1) Be responsible for reviewing new member applications.
- 2) Be responsible for reviewing the status of members.
- 3) Be responsible for delivering against additional board agreed priorities.

Jurisdiction: The Committee has no authority to make changes and may only advise the Board and the membership with respect to membership matters.

Resources and Budget: The appropriate staff member will review relevant budget items with the Committee Chair annually.

Governance: A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, email, and as called by the Chair of the Committee.

Relationships: The Committee is solely accountable to the Board of Directors and is advisory in nature to that board.

Related Bylaws: The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.  
Compliance: Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

2018-19 Composition

Chair, Chris Appleby  
BC Soccer Board of Director Member and Vice-Chair, Justus Mirembe  
BC Soccer Board of Director Member, Francisco Rubio  
BC Soccer Board of Director Member, Gayle Statton  
Staff Member, Lori D'Andrea  
Staff Liaison, Nicole Laird

## Nominations Committee

Works with the Board and Executive Director (or designate) to ensure sufficient and appropriate candidates are presented to the membership for elections; provides succession planning guidance to the Board of Directors.

### 2018-19 Terms of Reference

Name: Nominations Committee

Membership: The membership of the Nominations Committee shall be comprised of a minimum of three members, one of which shall be the Chair. No member of the Committee may stand for election during their appointment. The Director of Community Development shall be a fully participating member of the Committee.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee. The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer.

Goals: The goal of the Committee shall be to assist the Board of Directors of BC Soccer in carrying out its internal governance responsibilities by developing and implementing effective plans and processes for the recruitment, nomination, and orientation of candidates for the Board of Directors.

Deliverables: The Committee will:

- 1) Recommend to the Board of Directors strategies and processes for the recruitment and nomination of potential Directors
- 2) Prepare for the Board an announcement requesting names for nomination to the Board and, upon Board approval, circulate the announcement to the membership.
- 3) Circulate to the membership a list of those candidates whose name is standing for election 30 days prior to the AGM.
- 4) Be responsible for delivering against additional board agreed priorities.

Jurisdiction: The Committee may recommend changes to the Board of Directors regarding nominations policies and procedures.

Resources and Budget: The appropriate staff member will review relevant budget items with the Committee Chair annually.

Governance: A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, and email as called by the Chair of the Committee.

Relationships: The Committee is solely accountable to the Board of Directors and is advisory in nature to that board.

Related Bylaws: The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

2018-19 Composition

Chair, Roger Barnes  
Community Member and Vice-Chair, TBA  
Community Committee Member, TBA  
Community Committee Member, TBA  
Staff Member/Liaison, Lori D'Andrea

## Risk Management

Advisory to the board and supplies SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis on all matters of risk factors including but not limited to fiscal, competitive, commercial, environmental, legal, and human matters.

### 2018-19 Terms of Reference

Name: Risk Management Committee

Membership: The membership of the Risk Management Committee shall be comprised of a minimum of three members, two of which must be members of the Board of Directors, one of which shall be the Chair.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee. The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer.

Goals: The goal of the Committee shall be to assist the Board of Directors in fulfilling its duty of care with respect to the safety and integrity of the operations of BC Soccer and its members.

Deliverables: The Committee will:

- 1) Identify potential and significant hazards and risks to BC Soccer and make recommendations to the Board of Directors to eliminate, mitigate or minimize such risks and hazards.
- 2) Make recommendations to the Board of Directors regarding actions to be taken and policies or procedures to be implemented regarding risk management for BC Soccer.
- 3) Review situations where BC Soccer's risk management policies failed to prevent or mitigate an occurrence; and in such situations, to make recommendations to the Board of Directors.
- 4) Make recommendations to the Board of Directors concerning the structure of BC Soccer's insurance coverage, types and amount of insurance.
- 5) Be responsible for delivering against additional board agreed priorities.

Jurisdiction: The Committee may recommend changes to the Board of Directors regarding risk management policies, procedures and management of particular incidents.

Resources and Budget: N/A

Governance: A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings and email as called by the Chair of the Committee.

Relationships: The Committee is solely accountable to the Board of Directors and is advisory in nature to that board.

Related Bylaws: The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Committee members shall be subject to all the Board of Directors' policies, including confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

2018-19 Composition

Chair, John Charlton

BC Soccer Board of Director Member and Vice-Chair, Don Moslin

BC Soccer Board of Director Member, Deb Pudek

Community Member, Mike Foster

Community Member, Ken Serne

Staff Liaison, Lynda Mulder

## **2018-19 Operational Committee**

### Adult Competitions Committee

Accountable to the board and membership for the operations of all adult competitions operated by BC Soccer. The committee shall create and support such working committees as needed to operate any competition. It works with the membership and staff to support the operation of these competitions in addition to any deliverables outlined within the committee's terms of reference.

### 2018-19 Terms of Reference

Name: Adult Competitions Committee

Membership: The membership of the Adult Competitions Committee shall be chaired by a member of the BC Soccer Board of Directors and constituted of members of the BC Soccer Board of Directors and representatives from the BC Soccer membership. The VP of Adult will be a member of the Committee.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee. The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer.

Goals: The goals of the Committee are to guide the operations and delivery of Adult Competitions and Events and to continuously improve upon said events.

Deliverables: The Committee will:

- 1) Annually review and updates Adult Competitions Rules and Regulations for the board consideration.
- 2) Make decisions as needed on extraordinary circumstances that are related to Adult Competitions.
- 3) Determine the Host location for Adult Provincial Cup finals annually if no rotational schedule applies.
- 4) Provide feedback and advice regarding the organization and execution of all BC Soccer Adult competitions.
- 5) Act as the "Working Committee" during the Adult Provincial Cup finals (if needed).
- 6) Be responsible for delivering against additional board agreed priorities.

Jurisdiction: The Committee may make any changes it deems necessary to the BC Soccer Adult Competition Rules and Regulations. The Committee may also make decisions on all matters directly relating to Adult Competitions.

Resources and Budget: The appropriate staff member(s) will review relevant budget items with the Committee Chair annually.

Governance: A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board of Directors shall be for the most part by consensus, however, if a vote is



necessary, a 2/3 majority of those in attendance is required. The chair of the committee shall act as the tie breaker if necessary.

Communications: Communications shall be typically by conference calls, face to face meetings and email, as called by the Chair of the Committee based on the circumstances.

Relationships: The Committee is solely accountable to the Board of Directors.

Related Bylaws: The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Adult Competitions Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

2018-19 Composition

Chair, Ralph Luongo  
BC Soccer Board of Director Member and Vice-Chair, Rob Brown  
BC Soccer Board of Director Member, Don Moslin  
BC Soccer Board of Director Member, Deb Pudek  
Community Member, Don Dancey  
Community Member, Neil Fuge  
Community Member, Fraser Sim  
Staff Member/Liaison, Ryan McQuillan

## Awards & Scholarship Selection Committee

Accountable to the Board of Directors in carrying out its responsibilities by developing and implementing effective processes and procedures for reviewing, selecting and awarding recipients for both the BC Soccer Awards and Scholarship Programs. It works with the membership and staff to support the operation of these programs in addition to any deliverables outlined within the committee's terms of reference.

### 2018-19 Terms of Reference

Name: Awards and Scholarships Committee

Membership: The membership of the Awards and Scholarships Selection Committee shall be comprised of a minimum of three members, all of which must be members of the Board of Directors, one of which shall be the Chair.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee. The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer.

Goals: The goal of the Committee shall be to assist the Board of Directors of BC Soccer in carrying out its responsibilities by developing and implementing effective processes and procedures for receiving, reviewing and awarding recipients for both the BC Soccer Awards and Scholarship Programs.

Deliverables: The Committee will:

- 1) Develop and implement, in conjunction with staff, a process for the receiving, reviewing and awarding Scholarship Recipients and award winners.
- 2) Recommend to the Board of Directors strategies and processes for the recruitment, review and awarding of recipients for BC Soccer Awards and Scholarships Program and orientation of Directors.
- 3) Recommend to the Board of Directors annually the list of BC Soccer Awards winners and Scholarship recipients.
- 4) Recommend to the Board of Director the format in which to present the BC Soccer Awards and Scholarships.
- 5) To provide candidates for community awards such as Sport BC, BC Hall of Fame, and any community awards that are available for our members.
- 6) Be responsible for delivering against additional Board of Director agreed priorities.

Jurisdiction: The Committee may recommend changes to the Board of Directors regarding awards and scholarships policies and procedures.

Resources and Budget: The appropriate staff member(s) will review relevant budget items with the Committee Chair annually.

Governance: A quorum of the Committee will be a majority of its members; decisions on

recommendations to the Board of Directors shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, and email as called by the Chair of the Committee.

Relationships: The Committee is solely accountable to the Board of Directors and is advisory in nature to that Board of Directors.

Related Bylaws: The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

2018-19 Composition

Chair, Leanna Napolitano

BC Soccer Board of Director Member and Vice-Chair, Rob Brown

BC Soccer Board of Director Member, Don Moslin

BC Soccer Board of Director Member, Deb Pudek

Staff Liaison, Lynda Mulder

## Hall of Fame Committee

Accountable to the Board of Directors in carrying out its responsibilities by developing and implementing effective processes and procedures for reviewing, selecting and awarding recipients for the BC Soccer Hall of Fame Program. It works with the membership and staff to support the operation of the program in addition to any deliverables outlined within the committee's terms of reference.

### 2018-19 Terms of Reference

Name: Hall of Fame

Membership: The membership of the Hall of Fame Committee shall be comprised of a minimum of three members, one of which shall be the Chair who is a member of the Board of Directors.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer. The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee

Goals: The goal of the Committee shall be to investigate the viability of establishing a virtual and/or an in-person hall of fame for BC Soccer.

Deliverables: The duties of the Hall of Fame Committee shall comprise of but not be exclusive to:

- 1) Review the established categories that make up BC Soccer's Hall of Fame, including the criteria, nomination/application process, selection policy, and recognition process.
- 2) Determine if BC Soccer should have an online Hall of Fame or an online historical archive for BC Soccer.
- 3) Be responsible for delivering against additional Board of Director agreed priorities.

Jurisdiction: The Committee may recommend changes to the Board of Directors regarding BC Soccer rules and regulations, administrative regulations and strategic plan objectives relevant to the goals and deliverables of the Committee.

Resources and Budget: Should the committee wish to be allotted funds for a specific project, the proposal shall be submitted to the Executive Director for review and approval.

Governance: A quorum of the Committee will be a majority of its members; each Committee member shall have a single vote. Decisions shall be by simple majority, but in case of ties the Chair or his/her representative will cast the deciding vote. Decisions on recommendations to the Board of Directors shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, email, and other electronic or communication platforms as called by the Chair of the Committee.

Relationships: The Committee is solely accountable to the Board of Directors and is advisory in nature to that Board of Directors.

Related Bylaws: The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

2018-19 Composition

Chair, Rob Brown

BC Soccer Board of Director Member and Vice-Chair, Debbie Pudek

BC Soccer Board of Director member, Don Moslin

Community Member, Roger Barnes

Community Member, Don Dancey

Staff Liaison, Steven Wurz

## Referees Development & Performance Committee

Accountable to the Board of Directors and membership to provide oversight and guide referee development and ensure the implementation of the referee development pathway in British Columbia. The Committee will advise the Board of Directors with respect to the rules and regulations as it pertains to refereeing and referee development. It works with the membership and staff to support the operation of the program in addition to any deliverables outlined within the committee's terms of reference.

### 2018-19 Terms of Reference

Name: Referees Committee

Membership: The membership of the Referees Development & Performance Committee shall be comprised of a minimum of five members, one of which shall be the Chair who is a member of the Board of Directors.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer. The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee

Goals: The goals of the Committee shall be to oversee and guide referee development and ensure the implementation of the referee development pathway in British Columbia. The Committee will advise the Board of Directors with respect to the rules and regulations as it pertains to refereeing and referee development.

Deliverables: The duties of the Referees Committee shall comprise of but not be exclusive to:

- 1) Provide recommendations with respect to amendments regarding BC Soccer Rules & Regulations governing referees in British Columbia.
- 2) Ensure compliance with standard refereeing methods established by FIFA and ensure uniform implementation of the Laws of the Game.
- 3) Ensure compliance with instruction and assessment criteria as established by the Canadian Soccer Association and approve the Referee Instructor and Assessor pool.
- 4) Facilitate development at all levels of refereeing through the implementation of structured programs.
- 5) Oversee the activity of the Referee Development & Performance Working Group.
- 6) Be responsible for delivering against additional Board of Director agreed priorities.

Jurisdiction: The Committee may recommend changes to the Board of Directors regarding BC Soccer Rules & Regulations with respect to referees after consultation with the Governance Committee, referee development policies, procedures and programs.

Resources and Budget: The appropriate staff member(s) will review relevant budget items with the Committee Chair annually.

**Governance:** A quorum of the Committee will be a majority of its members; each Referees Committee member shall have a single vote. Decisions shall be by simple majority, but in case of ties the Chair or his/her representative will cast the deciding vote. Decisions on recommendations to the Board of Directors shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

**Communications:** Communications shall be typically by conference calls, face to face meetings, email, and other electronic or communication platforms as called by the Chair of the Committee.

**Relationships:** The Committee is accountable to the Board of Directors.

**Related Bylaws:** The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer and shall follow the requirements of Section 20 of the CSA Rules and Regulations.

**Compliance:** Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

**Staff Liaison:** The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

**2018-19 Composition**

Chair, Rob Brown  
BC Soccer Board of Director Member and Vice-Chair, Ralph Luongo  
BC Soccer Board of Director Member, Deb Pudek  
Community Member, Bob Sawtell  
Community Member, Michelle Pye  
Community Member, Shannon Mazereeuw  
Community Member, Roy Branco  
Community Member, Rubin Smilev  
Community Member, Tiberio de Frias  
Staff Member/Liaison, Jose Branco

## Soccer Development Committee

Accountable to the Board of Directors and membership to provide oversight and guide the development of soccer in British Columbia. The Committee will advise the Board of Directors with respect to the rules and regulations regarding the technical aspects of the game. It works with the membership and staff to support soccer development in its widest sense in addition to any deliverables outlined within the committee's terms of reference.

### 2018-19 Terms of Reference

Name: Soccer Development Committee

Membership: The membership of the Soccer Development Committee shall be comprised of a minimum of five members, one of which shall be the Chair, who is a member of the Board of Directors.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer. The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee.

Goals: The goals of the Committee are to oversee and guide the development of the game of soccer in British Columbia. The Committee will advise the Board of Directors with respect to the rules and regulations regarding the technical aspects of the game.

Deliverables: The Committee will:

- 1) Implement the Canadian Soccer Association's Long Term Player Development plan.
- 2) Refine strategic priorities with respect to soccer development.
- 3) Be responsible for delivering against additional Board of Director agreed priorities.

Jurisdiction: The Committee may recommend changes to the Board of Directors regarding soccer development policies, procedures and programs.

Resources and Budget: The appropriate staff member(s) will review relevant budget items with the Committee Chair annually.

Governance: A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, email, as called by the Chair of the Committee.

Relationships: The Committee is solely accountable to the Board of Directors.

Related Bylaws: The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.



Compliance: Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

2018-19 Composition

Chair, Don Moslin  
BC Soccer Board of Director Member and Vice-Chair, Rob Lennox  
BC Soccer Board of Director Member, Leanna Napolitano  
BC Soccer Board of Director Member, Ralph Luongo  
Community Member, Ian Knight  
Community Member, Bill Price  
Community Member, Peter Malakoane  
Community Member, Steve Hood  
Community Member, Ciaran McMahon  
Community Member, Gilbert Scholet  
Community Member, Carl Neibel  
Community Member, Chuck Bennett  
Staff Member, Chris Cerroni  
Staff Liaison, Paul Turner

## Youth Competitions Committee

Accountable to the Board of Directors and membership for the operations of all youth competitions operated by BC Soccer. It shall create and support such working committees as needed to operate any competition. It works with the membership and staff to support the operation of these competitions in addition to any deliverables outlined within the committee's terms of reference.

### 2018-19 Terms of Reference

Name: Youth Competitions Committee

Membership: The membership of the Youth Competitions Committee shall be chaired by a member of the Board of Directors and constituted of both Board of Directors and representatives from the BC Soccer membership.

Terms of Committee Members: All committee members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee. The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer. The VP's Youth will be a member (and/or Chair) of the Committee.

Goals: The goals of the Committee are to guide the operations and delivery of all Youth BC Soccer Competitions and Events and to continuously improve upon said events.

Deliverables: The Committee will:

- 1) Annually review and amend BC Soccer's Youth Competitions Rules and Regulations for the Board of Director's consideration.
- 2) Make decisions as needed on extraordinary circumstances that are related to Youth Competitions.
- 3) Review hosting bids for all BC Soccer Competitions including National competitions that BC Soccer is host. Select and award host locations/organizations.
- 4) Provide feedback and advice regarding the organization and execution of all youth BC Soccer competitions.
- 5) Be responsible for delivering against additional Board of Directors agreed priorities.

Jurisdiction: The Committee may make any changes it deems necessary to the BC Soccer Youth Competition Rules and Regulations. The Committee may also make decisions on all matters directly relating to Youth Competitions.

Resources and Budget: The appropriate staff member(s) will review relevant budget items with the Committee Chair annually.

Governance: A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board of Directors shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required. The chair of the committee shall act as the tie breaker if necessary.

Communications: Communications shall be typically by conference calls, face to face meetings and email, as called by the Chair of the Committee based on the circumstances.

Relationships: The Committee is solely accountable to the Board of Directors.

Related Bylaws: The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Youth Competitions Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

2018-19 Composition

Chair, Rob Lennox

BC Soccer Board of Director Member and Vice-Chair, Don Moslin

BC Soccer Board of Director Member and Vice-Chair, Chris Appleby

BC Soccer Board of Director Member, Rob Brown

BC Soccer Board of Director Member, Ralph Luongo

Community Member, Tim Satterford

Community Member, Doug Ross

Community Member, Frank Rennick

Community Member, Chuck Bennett

Community Member, Don Dancey

Staff Member/Liaison, Ryan McQuillan

## **2018-19 Advisory Groups**

### Associate Member Advisory Group (sub group of BC Soccer Membership Committee)

The goal of the advisory group shall be to advise the Membership Committee and by extension the Board of Directors of BC Soccer on matters regarding the deliverables outlined within the group's terms of reference.

### 2018-19 Terms of Reference

Name: Associate Membership Advisory Group (a working group under the BC Soccer Membership Committee which is a BC Soccer standing committee)

Membership: The membership of the Associate Membership Working Group shall be comprised of a minimum of three members, two of which must be members of the Board of Directors, one of which shall be the Chair.

Terms of Advisory Group Members: All advisory group members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Advisory Group will be formed upon the direction of the Membership Committee based on the advice of the appointed Chair of the Committee. The Chair shall be appointed by the Membership Committee upon the advice of the President of BC Soccer.

Goals: The goal of the working group shall be to advise the Membership Committee and by extension the Board of Directors of BC Soccer on matters regarding the deliverables outlined below.

Deliverables: The Working Group will:

- 1) Facilitate the discussion and information gathering process from both full and associate members regarding alignment and further inclusion of academies.
- 2) Recommend structure for full membership inclusion of academies.
- 3) Recommend required amendments to the Constitution, Bylaws and/or Rules and Regulations as needed to action item two above for submission to the membership at the appropriate General Meeting of BC Soccer.
- 4) Facilitate the review, discussion, and information gathering from the membership regarding the proposed rule amendments number six and seven that were presented at the 2018 AGM.
- 5) Recommend timing to bring back the proposed amendments for member's consideration.
- 6) Be responsible for delivering against any additional priorities as assigned by the membership committee, President, or Executive Director.
- 7) Be responsible for delivering against additional Board of Director agreed priorities.

Jurisdiction: The Advisory Group has no authority to make changes and may only advise the Membership Committee and by extension the Board of Directors with respect to the above deliverables.

Resources and Budget: Should the advisory group wish to be allotted funds for a specific project, the proposal shall be submitted to the Executive Director for review and approval.

Governance: A quorum of the Advisory Group will be a majority of its members; each Advisory Group member shall have a single vote. Decisions on recommendations to the Membership Committee shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, email, and as called by the Chair of the Working Group.

Relationships: The Advisory Group is solely accountable to the Membership Committee and is advisory in nature.

Compliance: Advisory Group members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the Advisory Group who shall participate as a non- voting member of the Group.

2018-19 Composition

Chair, Garry Sangha  
BC Soccer Board of Director Member and Vice-Chair, Justus Mirembe  
Community Member, Frank Rennick  
Community Member, Mario Santos  
Community Member, Tim Satterford  
Community Member, Kevin Cowie  
Community Member, Harj Dhaliwal  
Community Member, Dave Monk  
Staff Member, Jason Elligott  
Staff Liaison, Lori D'Andrea

## BCSPL Advisory Group

The goal of the advisory group shall be to advise the Board of Directors on matters regarding the deliverables outlined within the group's terms of reference.

### 2018-19 Terms of Reference

Name: BCSPL Advisory Group

Membership: The membership of the BCSPL Advisory Group shall be comprised of a minimum of five members, one of which shall be the Chair, who is a member of the Board of Directors.

Terms of Advisory Group Members: All advisory group members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer. The Advisory Group will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Group.

Goals: The goals of the Advisory Group are to oversee and guide the development of the game of soccer in British Columbia. The Group will advise the Board of Directors with respect to the rules and regulations regarding the technical aspects of the game.

Deliverables: The BCSPL Advisory Group will:

- 1) Implement the Canadian Soccer Association's Long Term Player Development plan.
- 2) Refine strategic priorities with respect to the BCSPL.
- 3) Be responsible for delivering against additional board agreed priorities.

Jurisdiction: The Advisory Group may recommend changes to the Board of Directors regarding soccer development policies, procedures and programs.

Resources and Budget: The appropriate staff member(s) will review relevant budget items with the Chair annually.

Governance: A quorum of the Advisory Group will be a majority of its members; decisions on recommendations to the Board of Directors shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, email, as called by the Chair of the Committee.

Relationships: The Advisory Group is solely accountable to the Board of Directors.

Related Bylaws: The Advisory Group is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the group who shall participate as a non- voting member of the Group.

2018-19 Composition

Chair, Carlos Grosso

BC Soccer Board of Director Member and Vice-Chair, Garry Sangha

BC Soccer Board of Director Member, Justus Mirembe

Community Member, TBA

Community Member, TBA

Community Member, TBA

Community Member, TBA

BCSPL Club Representative,

BCSPL Club Representative,

BCSPL Club Representative,

BCSPL Club Representative,

BCSPL Club Representative,

BCSPL Club Representative,

BCSPL Club Representative,

BCSPL Club Representative,

Staff Member, Chris Cerroni

Staff Liaison, Luca Dalla Pace

Note: Per BCSPL transition plan, all 8 BCSPL franchise reps (4 hold votes).

### Facility Development Advisory Group (sub group of the Finance Committee)

The goal of the advisory group is to assist and advise the Board of Directors of BC Soccer regarding facility and field development and opportunities with the ultimate goal of delivering against the strategic objective to “Purchase a new office building and / or invest in training facility / partnership in joint use sport education facility.”

#### 2018-19 Terms of Reference

Name: Facility Development Advisory Group

Membership: The membership of the Facility Development Advisory Group shall be comprised of a minimum of three members, two of which must be members of the Board of Directors, one of which shall be the Chair.

Terms of Advisory Group Members: All advisory group members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Advisory Group will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Advisory Group. The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer.

Goals: The goal of the Advisory Group shall be to assist and advise the Board of Directors of BC Soccer regarding facility and field development and opportunities with the ultimate goal of delivering against the strategic objective to “Purchase a new office building and / or invest in training facility / partnership in joint use sport education facility.”

Deliverables: The Advisory Group will:

- 1) Review any facility/field opportunities to ensure alignment with the operation and needs of BC Soccer.
- 2) Provide recommendations to the Board of Directors regarding any potential facility/field opportunities that will better BC Soccer and support the membership.
- 3) Be responsible for delivering against additional Board of Director agreed priorities.

Jurisdiction: The Advisory Group may recommend changes to the Board of Directors regarding activity related to facility and field development.

Governance: A quorum of the Advisory Group will be a majority of its members; decisions on recommendations to the Board of Directors shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, and email as called by the Chair of the Group.

Relationships: The Group is solely accountable to the Board of Directors and is advisory in nature to that Board of Directors.

Related Bylaws: The Advisory Group is created in accordance with Part 6 of the Bylaws of BC Soccer.



Compliance: Advisory Group members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the group who shall participate as a non- voting member of the Group.

2018-19 Composition

Chair, Carlos Grosso

BC Soccer Board of Director Member and Vice-Chair, Chris Appleby

Staff Member, Jason Elligott

Staff Liaison, Stephen Wurz

### Regional Tier 3 Advisory Group (sub group of the BCSPL Advisory Group)

The goal of this advisory group is to investigate the viability of establishing a regional tier 3 adult standards-based league in BC in line with BC Soccer and CSA Strategic objectives in addition to any deliverables outlined within the group's terms of reference.

#### 2018-19 Terms of Reference

Name: Regional Tier 3 Soccer Advisory Group

Membership: The membership of the Regional Tier 3 Soccer Advisory Group shall be comprised of a minimum of three members, one of which shall be the Chair who is a member of the Board of Directors.

Terms of Advisory Group Members: All advisory group members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer. The advisory group will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Group.

Goals: The goal of the Advisory Group shall be to investigate the viability of establishing a regional tier 3 adult standards-based league in BC in line with BC Soccer and CSA Strategic objectives.

Deliverables: The duties of the Regional Tier 3 Soccer Advisory Group shall comprise of but not be exclusive to:

- 1) Develop an agreed annual work plan based on the agreed goals and objectives and in line with the BC Soccer Strategic Plan.
- 2) Review the current soccer landscape relevant to this area of the game in Canada including consultation with CSA and other relevant Provinces.
- 3) Develop a proposed action plan based on (1) and (2) and present the action plan to the Board of Directors for consideration.
- 4) Be responsible for delivering against additional Board of Director agreed priorities.

Jurisdiction: The Advisory Group may recommend changes to the Board of Directors regarding BC Soccer rules and regulations, administrative regulations and strategic plan objectives relevant to the goals and deliverables of the Group.

Resources and Budget: Should the committee wish to be allotted funds for a specific project, the proposal shall be submitted to the Executive Director for review and approval.

Governance: A quorum of the Group will be a majority of its members; each Advisory Group member shall have a single vote. Decisions shall be by simple majority, but in case of ties the Chair or his/her representative will cast the deciding vote. Decisions on recommendations to the Board of Directors shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face to face meetings, email, and other electronic or communication platforms as called by the Chair of the Advisory Group.

Relationships: The Advisory Group is solely accountable to the Board of Directors and is advisory in nature to that Board of Directors.

Related Bylaws: The Advisory Group is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: Advisory Group members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the group who shall participate as a non- voting member of the Group.

2018-19 Composition

Chair, Kjeld Brodsgaard

BC Soccer Board of Director Member and Vice-Chair, Garry Sangha

Community Member, TBA

Community Member, TBA

Community Member, TBA

Community Member, TBA

Staff Member, Chris Cerroni

Staff Liaison, Rob Csabai

## Women's In Soccer Advisory Group

The goal of the Women In Soccer (WIS) Advisory Group is to guide the development of the game of soccer in British Columbia as it relates to females. The group will advise the Board of Directors of BC Soccer with respect to the rules, regulations and programming regarding any aspects of the female game as it relates to matters regarding the deliverables outlined within the group's terms of reference.

### 2018-19 Terms of Reference

Name: BC Soccer Women in Soccer Advisory Group

Membership: The membership of the Women in Soccer Advisory Group (WIS) shall be comprised of a minimum of five members, one of which shall be the Chair who is a member of the Board of Directors.

Terms of Advisory Group Members: All advisory group members shall be appointed with their term ending at the next annual general meeting of BC Soccer.

Formation: The WIS Advisory Group will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair. The Chair shall be appointed by the Board of Directors upon the advice of the President of BC Soccer.

Goals: The goals of the Advisory Group are to oversee and guide the development of the game of soccer in British Columbia as it relates to females.

Deliverables: The WIS Advisory Group will:

- 1) Develop a Women In Soccer good practice guide
- 2) Develop an inclusion policy
- 3) Develop a strategy to work to increase the level of participation and leadership engagement of women
- 4) Actively engage with the WIS network of female leaders, mentors, and mentees
- 5) Be responsible for delivering against additional Board of Director agreed priorities.

Jurisdiction: The WIS may recommend changes to the Board of Directors regarding policies, procedures and programs.

Resources and Budget: The appropriate staff member(s) will review relevant budget items with the Chair annually.

Governance: A quorum of the WIS will be a majority of its members; decisions on recommendations to the Board of Directors shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required.

Communications: Communications shall be typically by conference calls, face-to-face meetings and email as called by the Chair of the WIS.

Relationships: The WIS is solely accountable to the Board of Directors.

Related Bylaws: The WIS is created in accordance with Part 6 of the Bylaws of BC Soccer.

Compliance: WIS members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

Staff Liaison: The Executive Director (or designate) shall appoint a staff member(s) as a liaison to the group who shall participate as a non- voting member of the Group.

2018-19 Composition

Chair, Leanna Napolitano  
BC Soccer Board of Director Member and Vice-Chair, Debbie Pudek  
BC Soccer Board of Director Member, Carlos Grosso  
Community Member, Britany Baxter  
Community Member, TBA  
Community Member, TBA  
Community Member, TBA  
Staff Member, Chris Cerroni  
Staff Member Lori D'Andrea  
Staff Liaison, TBA

## **Committee & Advisory Group Operating Principles & Composition Structure**

### Important notes:

- The President is a de-facto member of all committees and advisory groups and can attend any meeting.
- The Executive Director may also attend any meeting and provide guidance and input into any committee/advisory groups discussion.
- The available (and number) of committee/advisory group member position has been determined by the President. Therefore, if there are no community position listed or board of director positions listed, there are not those position available for the chair to assign.

### Committee Composition

1. Maximise expertise, knowledge
2. Enhance community engagement
3. Regional, gender, adult/youth representation

### Community Committee Members

1. Duty is to BC Soccer overall – committee/advisory group members’ role is to contribute for the good of the game not for their member group
2. Selection based on expertise, knowledge
3. Rotation
4. Must submit the Criminal Record Check before they are able to attend their first meeting
5. Must sign and adhere to Conflict and Communication Code of Conduct before first meeting (staff to send out and receive back at time of invite to be on committee)

### Operating Protocols

1. Committee/Advisory Group Chair nominates other Director as Alternate Chair; staff liaison also has an alternate agreed.
2. Committee/Advisory Group Chair calls and sets meeting date and times as per the documented meeting schedule.
3. Staff will coordinate with the Chair to distribute meeting notices, agendas, minutes, correspondence, “on behalf of the Chair”
4. Meeting protocols
  - a. Staff and Chair discuss and agree agenda, reports, minutes, correspondence before distribution
  - b. Chair is ultimately responsible for content and materials for a meeting
  - c. Agenda, minutes and any associated correspondence to members at least 3 days prior to the committee
  - d. Staff take all minutes, for the Chair’s initial review
  - e. Once approved by Chair minutes back out to all members within week of the meeting and again in next meeting information pack to be approved at that next meeting
5. Community members to communicate via chair of committee not staff directly
6. President is member of all committees/advisory groups and receives all meeting notices, reports, minutes.

### Accountability

1. Review appropriate portions of the operation plan to ensure board and Board priorities and strategic plan activities are aligned.

2. Review deadlines for all action, and review meetings accordingly.
3. Review progress vs. Strat plan and priorities each meeting.

## Community Members - Communication & Confidentiality Protocol

To ensure that BC Soccer Committee/Advisory Group discussions and meetings are conducted with the frank, open debate necessary for good decision-making, it is critical that there is common agreement as to what information is confidential and what can be reported to others. This protocol summarizes the agreed, collective decision of the Board, to be followed by all Community members by mutual understanding.

1. The BC Soccer Committees/Advisory groups are a group which works together as a team. To have open, effective discussions, all members need to be confident that their comments in debate will not be divulged outside of the Committee/Advisory discussions without their specific approval or agreement.
2. Committee/Advisory Groups decisions are reported in the minutes, usually formally adopted at the next meeting, but Committee/Advisory members can treat decisions taken at meetings, except those listed under item 5. below, as public information, which can be passed on to members, after the end of the meeting at which they are carried.
3. Once a decision is taken, all Committee/Advisory members agree to “move on” and work on implementing the decision regardless of their own opinion.
4. Respecting the principle of personal free speech, Committee/Advisory Group members are welcome to divulge outside of the Committee/Advisory Group whether they themselves supported or opposed any motion, and their own views on the topic. Respecting the principle that good Committee/Advisory Group decisions require open discussion, and each Member is entitled to make their own decision regarding disclosing their own views, individuals SHALL NOT disclose the margin of any vote or any other named individual’s vote or comments on any issue.
5. The following topics are STRICTLY NOT to be reported or commented upon under any circumstance:
  - a. Any issue discussed in camera.
  - b. Any issue referred to as “Confidential”, “Not for Release” “Legally Privileged” or similar.
  - c. Any personnel issue related to staff, Board or a member, including, but not only, staff compensation or other employment issues, discipline or personal information. Please refer to BC Soccer Privacy Policy.
  - d. Any issue related to legal or potentially legal issues.
  - e. Any issue related to commercial arrangements or contract negotiations.
  - f. Any issue related to individual BC Soccer members.
6. The President and Executive Director are the media spokespeople for Association, and all media enquiries are to be referred to them. The President may extend media commenting permission to other Directors for clearly non-contentious issues such as Provincial Cup coverage, volunteer appreciation, etc. BC Soccer press releases often include quotes from Board members. These will only be used if the Director has either supplied the quote or pre-approved a suggested quote.
7. Committee/Advisory Group Members should stay in close contact with and help our membership, and give or find information about rules, policy, etc., promptly. However, to ensure information is accurate, and prevent members receiving contradictory advice, it is often useful to refer issues to the committee chair or staff member responsible to get the “official” BC Soccer position.
8. Any Committee/Advisory Member with any real or perceived personal conflict of interest must declare that interest and absent themselves from debate/vote/comment on that topic. Please refer to the separate document ‘Conflict of Interest Disclosure’



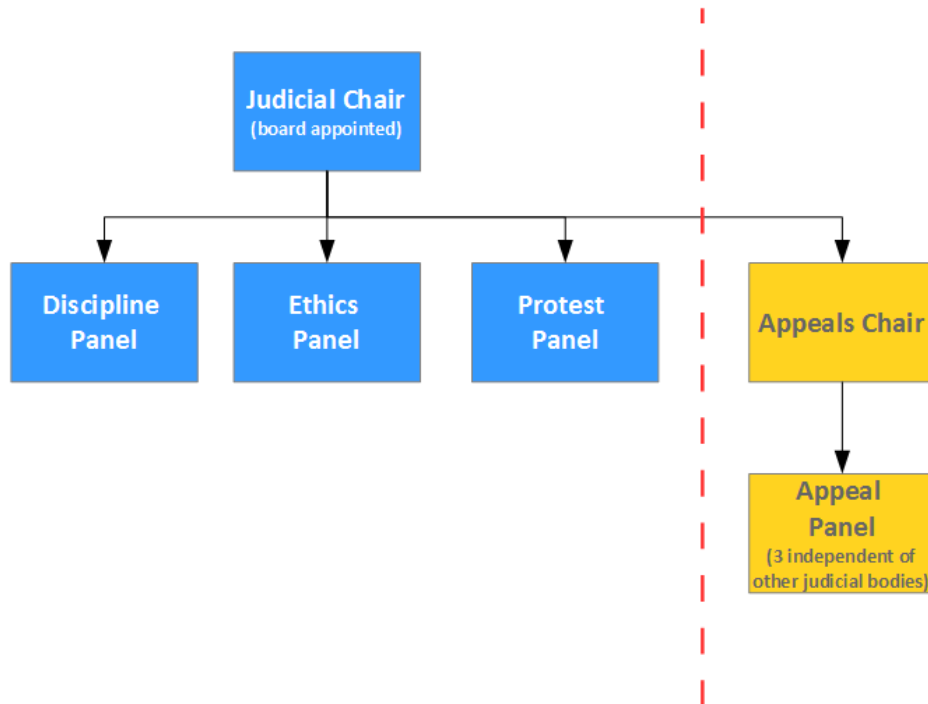
9. Any Committee/Advisory Group member wishing to act otherwise on a specific issue must obtain approval from the Committee/Advisory Group Chair prior to action. Any Committee/Advisory Groups Chair can propose amending or revoking this Protocol to the Board at any time.

## Appendix A – Judicial Framework

### BC Soccer Judicial Chair and Bodies – For Compliance with Canada Soccer

#### Structure & Appointment

Canada Soccer requires BC Soccer to have an independent Judicial Chair and Appeals Chair/panel members. The board appoints the independent Judicial Chair. Based on this, the suggested structure would be:



#### General Roles & Responsibilities

##### Judicial Chair

- Chairs the Committee that reviews rules, regulations and policies related to ethics, discipline and protests (and potentially appeals)
- Acts as “traffic controller” whereby they can determine what submissions go to an ethics panel, discipline panel or protest panel
  - Can be an investigator, or can appoint someone else to be an investigator
- Responsible for finding independent panel members
- Judicial Chair should determine who should be the chair of the respective panels

##### Ethics Panel

- Is made of independent individuals who will determine if there has been a breach of BC Soccer’s code of conduct and ethics. They do not review matters that are game related (example. referee abuse); rather in simple terms, they review matters off the pitch
- They review complaints submitted to the association to determine if there is a breach
- If there is a breach, the matter and potential breaches are referred to the discipline panel

- Each Panel is to be a minimum of three members, one of those members is identified as the Ethics Panel Chair
- The Ethics Panel does not conduct hearings

#### Discipline Panel

- Is made of independent individuals who issue sanctions for game related offenses, items referred from the Ethics and/or Protest Panels
- Each Panel is to be a minimum of three members, one of those members is identified as the Discipline Panel Chair
- May conduct hearings for alleged offenders
- May issue automatic sanctions

#### Protest Panel

- Is made of independent individuals who review Protests submitted to determine if the protest has merit and if the protest goes to discipline
- Each Panel is to be a minimum of three members, one of those members is identified as the Protest Panel Chair

#### Appeals Chair

- Is independent from the Judicial Chair and ethics, protest, and discipline panel members
- Can determine if an appeal has merit, or refer to a panel to assist in the decision
- Appoints an independent panel to review appeals
- May inquire/investigate as it relates to an appeal

#### Appeals Panel

- Is made of independent individuals to review and appeal to determine if there was a breach of BC Soccer rules/regulations/policies, process, if there was bias in the decision or amongst the panel, or if the principles of natural justice were not followed at the hearing (i.e. unfair hearing)
- Each Panel is to be a minimum of three members, one of those members is identified as the Appeal Panel Chair

#### Staff Role

- Can act as the liaison to the Judicial Committee
- Staff can assist the Judicial or Appeal Chairs and/or panels in finding out information, coordinating hearings, sending correspondence, etc. In some ways act as a “case manager”.
- Staff can act as an independent investigator, but this is not recommended

#### Processes Overview

##### Complaints

All complaints come to the Judicial Chair. The Judicial Chair may assign an independent investigator to review the complaint or review him/herself. Based on what is received in the complaint and/or investigation, the following is determined:

1. The complaint has merit. The next step is to forward this to a discipline panel
2. The complaint does not have merit. The next step is to provide a letter of response that includes why the complaint was not being moved to discipline.

- a. Note: If a complaint is determined not to have merit, the complainant cannot appeal this decision. They can however, resubmit the complaint.
3. The complaint needs to be reviewed by an Ethics Panel to determine if the complaint has merit or not.

### Protest

Protests come to the Judicial Chair. The Judicial Chair may review the protest to see if it has merit or refer it to a protest panel. If the protest panel determines there is merit, the protest is forwarded to a discipline panel for review and potential sanctioning.

### Discipline

Discipline matters can come to the Judicial Chair. Some sanctioned may be automatically determined by the Judicial Chair whereas some will require a panel to review and issue sanctions.

A person charged with discipline as three options:

1. Admit guilt and accept sanctions (no hearing)
2. Accept guilt and request a hearing
3. Dispute guilt and request a hearing

At a hearing, the discipline panel would determine what/if any sanctions are to be applied.

### Appeals

Appeals come to the Appeals Chair. The Appeals Chair reviews to determine if the appeal has merit, i.e. if leave to appeal is granted. If needed, the Appeal Chair may have an appeal panel assist in this determination. Note, as it relates to discipline, an appeal is not a new hearing and cannot be made just because someone does not like the decision made by a discipline panel. An appeal can only be made on the basis of a breach of rules/regulations/policy, bias, not following principles of natural justice, procedural missteps, etc.

Decisions of a BC Soccer discipline or protest panel, or committee go to the independent BC Soccer Appeals Chair/Panel in the first instance. Canada Soccer only hears appeals of decision from BC Soccer's Appeals Panel.

Note, if BC Soccer's rules/policies state that a decision is not appealable to Canada Soccer, Canada Soccer cannot hear the appeal.

### Reports to the Board

The are not involved with any judicial matters, unless there is a lawsuit involved. The report would consist of:

- "X" number of complaints and how many were handled each way
- "X" number of discipline cases
- "X" number of appeals and how they were handled
- "X" number of protests and how they were handled