



# MEETING MINUTES

## BC SOCCER BOARD OF DIRECTORS MEETING

Saturday September 19, 2015 9:30am

BC Soccer Offices  
250 – 3410 Lougheed Highway, Vancouver BC V5M 2A4

### 1. Call to Order/Roll Call 9:30pm

Present: Kjeld Brodsgaard (Chair), Rob Lennox, Don Moslin, Rob Brown, Don Dancey Ed Kennedy (arrived 9:40am), Aiman El-Ramly (9:30am – 10:50am), John Reed, Carlos Grosso, Ron Brar (conference call 9:30am – 11:30am) and Jason Elligott (Executive Director).

Regrets: Roger Barnes, Shannon Foster, Dino Anastopulos, Chris Appleby

### 2. Consent Agenda

- Approved including previous Board meeting minutes and committee meeting minutes.

**MOTION: To approve the minutes of the August 22, 2015 board meeting and committee meeting minutes (by consent) 84/2015**

**CARRIED**

### 3. Business Arising from Minutes

- None

### 4. Executive Director Update / President's Comments

- Executive Directors Report (circulated prior to meeting)
  - The ED provided a verbal summary of the September 2015 Executive Director Report which included:
    - Human Resources Summary (success/challenges/areas of focus), including providing a verbal explanation of the proposed revised staffing structure and recruitment plans.
    - Operations Summary (success/challenges/areas of focus), including outlining the process ViaSport is going through regarding the BC Sport System Investment Review and BC Soccer requirement and involvement in this process.

**MOTION: To endorse the staff structure as presented by the Executive Director. 85/2015**

**CARRIED**

- President's Comments / the President provided a verbal update covering the following:

- On behalf of the President the Chair outlined the detail on the Board Regional Liaisons, as follows:
  - South Island – Kjeld Brodsgaard
  - North Island – Don Moslin
  - North – John Reed
  - Thompson Okanagan – Chris Appleby
  - Kootenays – Don Dancey
  - North Shore – Rob Lennox
  - Vancouver – Dino Anastopolous
  - Richmond – Ron Brar
  - Burnaby – Ed Kennedy
  - Tri Cities / Alouette – Don Dancey
  - Surrey/Delta – Shannon Foster
  - Fraser Valley – Carlos Grosso

**MOTION: To approve the Board Liaisons as presented.**

**86/2015**

**CARRIED**

- It was confirmed that the upcoming Canada Soccer Member Forum meeting will take place in mid/late October and BC Soccer has put forward the following agenda items:
  - Nationals Competitions Review update
  - Committee restructuring update
  - Discipline Policies update (including Risk Management)
  - Status of Women In Soccer Committee

- Legal Update

**MOTION: To go into camera**

**87/2015**

**CARRIED**

**MOTION: To come out of camera**

**88/2015**

**CARRIED**

## **5. Financial and Organization Management**

- The ED, on behalf of the VP Finance, made a verbal report on the status of the committee forecasting process which is designed to ensure committees are aware of their program/activity position with a view to fiscal year end. It was noted that the Director of Finance would be circulating the forecasting detail to the respective committee chairs and staff liaisons within the week.

**ACTION #1: ED to ensure forecasting details are circulated to committee chairs and staff liaisons.**

- The ED reported that preparation of the Via Sport BC Sport System Investment Review is currently a focus.

- The ED reminded all members of the additional spends items / project which were approved by the Board in August, provided a verbal update on them and thanked them for their support on this piece of work.
- The ED reported that the Finance Committee has approved the renewal and update of the Soccer Express Agreement.

**MOTION: To endorse the Soccer Express Agreement as presented by the Executive Director. 89/2015**

**CARRIED**

- Update on Committee Priorities and Action Plan (circulated prior to meeting)
  - The ED provided a verbal update on the committee priorities outlining that the documentation of action items and times have been completed, which were included in the Committee Priorities Report (circulated prior to meeting).

## **6. Judicial**

**MOTION: To go into camera 90/2015**

**CARRIED**

**MOTION: To come out of camera 91/2015**

**CARRIED**

- The Chair spoke to the discipline policies and procedures amendments that the committee discussed at their September 16 meeting, which included:
  - Revision of 9.1.ii. which was discussed by the members with the request to bring forward to the next meeting once finalized.
  - Where an individual can serve their suspension

**MOTION: To add the following rule to the Discipline Policy and Procedure, section 5 – Breaches of the Laws of the Game.**

**Section 5 xi) An individual who has 3 or more games to serve on a suspension at the end of their playing season shall not be able to register for a different league, for a different team, or for the same team in a different playing season without written consent from BC Soccer. 92/2015**

**CARRIED**

**ACTION #2: ED to ensure discipline policy and procedures is updated and appropriate notification is sent to the membership within 15 days of board meeting.**

- Discipline of a Club as an organization

**MOTION: To add the below to Discipline Policy and Procedures as 7.11**

**Under any circumstance where a Club is accused of a breach of BC Soccer's Rule 10 – Discipline, the case must be referred to BC Soccer. 93/2015**

**CARRIED**

**ACTION #3: ED to ensure discipline policy and procedures is updated and appropriate notification is sent to the membership within 15 days of board meeting.**

#### **7. Strategic Planning Committee**

- The Chair provided a verbal update on the progress that has been made on the 2016-2019 Strategic Plan using the Strategic Planning Outline document (circulated prior to meeting) as a guide.
- The Chair requested the members to provide the committee with any feedback or comments specifically on any large goals and quantified objectives for the committee to consider.

**ACTION #4: Board Members to provide feedback and comments as requested.**

**ACTION #5: ED to circulate Canada Soccer's Strategic Plan and other relevant information to the board members for their review.**

#### **8. Referees Committee**

- The Chair noted that the next committee meeting will focus on the direction of the referee program as a whole.
- Update on Committee Priorities and Action Plan (circulated prior to meeting)
  - The Committee Chair provided a verbal update on the committee priorities which included status on:
    - Increased education and support of Grassroots Referees
    - Continued development of existing Instructor and Assessor Pool
    - Increased education & support of Head Referees
    - Female Referee Development in all areas
    - Increase the exposure & placement of referees in Adult Leagues

#### **9. Competitions and Events**

- The Youth Competitions Committee chair (CSA Competitions Committee member) provided a verbal update regarding the upcoming Canada Soccer Nationals, including which board members are attending each specific competition and what their specific role is while there. It was noted that the gift from BC Soccer is for the Local Organizing Committee, not for the PSO.
- Youth Competitions – Update on Committee Priorities, Action Plan (circulated prior to meeting) and others
  - The Committee Chair provided a verbal update on the committee priorities which included status on:
    - Eliminate/reduce the problems that teams have booking accommodations for Provincial Cups held in the interior.

- Restructure the Interior Play Downs qualification rules to meet the needs of those members.
  - Introduce new or improved medals/awards at all Youth Competitions
- Adult Competitions – Update on Committee Priorities, Action Plan (circulated prior to meeting) and others
  - The Committee Chair noted that a site visit is currently being set up for the 2016 Adult Provincial Cup Finals Weekend.
  - The Committee Chair provided a verbal update on the committee priorities which included status on:
    - Develop a more comprehensive hosting guideline for Adult Provincial Cup finals outlining specific responsibilities and volunteer needs.
    - Increase the female representation in the Women's Provincial Cup finals, both on field and off field officials.
    - Recreate the process of allocating Provincial Cup berths to our members' leagues.
    - Re-Work the Discipline in Provincial Cup rules.

## 9. Player and Coach Development

- High Performance – Update on Committee Priorities, Action Plan and others
  - The Committee Chair spoke to the committee's recommendation regarding the BCSPL Governance and Structural Review Report (circulated prior to meeting).

**MOTION:**            **To approve the committee's BCSPL Governance and Structural recommendation as presented.** **94/2015**

### CARRIED

- Update on Committee Priorities and Action Plan (circulated prior to meeting)
  - The Committee Chair provided a verbal update on the committee priorities which included status on:
    - BCSPL Governance and Structural Review; findings from Varian Report.
    - To develop HP License to increase overall accountability and technical standards within the BCSPL.
    - To lead the evolution of the 2016 HP program to be the developmental bridge between the REX and Residency Programming.
    - To lead the attainment of Coaching Development objectives within the HP Stream in BC, specifically Rule # that 100% of HP Head Coaches are to have CSA National B License by June 2016.
- Grassroots – Update on Committee Priorities, Action Plan and others
  - The Committee Chair provided a verbal update noting:

- 16 member/affiliate organizations are still outstanding on LTPD engagement (link and logo on website). The members discussed and agreed that the board the next step is the board regional liaisons to reach out to the groups for the final push to deliver against this strategic objective.
- The detailed planning work being done on the Learning Facilitator training.
- The Chair spoke to the updated Small Sided Soccer Club Development Manual which was approved at the last meeting. It was noted that there is reference to a “Team Playing Up Policy” which is not a policy within the association.

**MOTION:** **Housekeeping item, to remove the “team playing up policy” from the Small Sided Soccer Club Development Manual and ensure the “individual playing up policy” reflects the current policy wording.** **95/2015**

**CARRIED**

**ACTION#6:** **ED to ensure appropriate notification is sent to the membership within 15 days of board meeting.**

- Update on Committee Priorities and Action Plan (circulated prior to meeting)
  - The Committee Chair provided a verbal update on the committee priorities which included status on:
    - Support Mandatory Coach Education
    - LTPD Engagement - Club Charter
    - LTPD Engagement - Technical Support Visits
    - Under 18 & Beyond

**10. Governance Committee**

- Update on Committee Priorities, Action Plan and others
  - The Chair spoke to the proposed rule amendment (circulated prior to meeting).

**MOTION:** **To approve the committee’s recommended to amend rule 22 as proposed** **96/2015**

**CARRIED**

**ACTION#7:** **ED to ensure rules are updated, posted and circulated to membership within 15 days of board meeting.**

- The Chair spoke to the update Registration Policy Manual (circulated prior to meeting).

**MOTION:** **To approve the committee’s recommended of the updated Registration Policy Manual as presented.** **97/2015**

**CARRIED**

**ACTION#8:** **ED to ensure updated Registration Policy Manual is posted and circulated to membership within 15 days of board meeting.**

- The Chair verbally updated that the District Chair's / Youth Forum Meeting is scheduled for October 29 in the BC Soccer office and there was further discussions with Canada Soccer regarding the ITC regulations.
- Update on Committee Priorities and Action Plan (circulated prior to meeting)
  - The Committee Chair provided a verbal update on the committee priorities which included status on:
    - CRM
    - Members being Registered Societies
    - Supporting the Club Charter Program development
    - Review of transfer, permitting and reinstatement rules

**MOTION: To go into camera 98/2015**

**CARRIED**

**MOTION: To come out of camera 99/2015**

**CARRIED**

**ACTION#9: ED to ensure appropriate notification is sent to membership and registered referee informing who BC Soccer members / affiliates are.**

**11. Membership Committee**

- Update on Committee Priorities, Action Plan and others
  - Update on Committee Priorities and Action Plan (circulated prior to meeting)
    - The Committee Chair provided a verbal update on the committee priorities which included status on:
      - Short Term Events and Registration Options
      - Reviewing Associate Membership Categories

**12. Risk Management**

- Update on Committee Priorities, Action Plan and others
  - The Chair provided an update on the status of Criminal Record Check completion for the various role groups within BC Soccer, including Staff, Board, Coaching Learning Facilitators, Referee Instructors/Assessors/Development Officers, etc.

**ACTION#10: Appropriate Committee Chairs and/or Staff liaison to ensure individuals within their respective areas have completed a CRC as per BC Soccer Rule 21.**

- Update on Committee Priorities and Action Plan (circulated prior to meeting)
  - The Committee Chair provided a verbal update on the committee priorities which included status on:
    - To deliver a risk management workshop/webinar to members

- To create a Risk Management Best Practice Guide/Checklist and deliver to members
- To create a Risk Registry for BC Soccer's internal risk management (living document)

### **13. Diversity / Cultural Working Group**

- Update on Committee Priorities, Action Plan (circulate prior to meeting) and others
  - The members received an update via the report on the committee priorities which included status on:
    - Cultural Collaboration: Increase the engagement of cultural groups in BC Soccer events and activities
    - Aboriginal Partnerships: Increase the engagement of aboriginal groups in BC Soccer events and activities
    - Work in an advisory capacity to other committees and members of the Board in the areas of gender/cultural best practices, policy and governance as needed

### **14. Women In Soccer Working Group**

- Update on Committee Priorities, Action Plan and others
  - A member of the committee on behalf of the Committee Chair provided an update on the ViaSport Partnership Legacy Project and noted that a committee member would be attending each of the regional seminars.
  - Update on Committee Priorities and Action Plan (circulated prior to meeting)
    - A member of the committee on behalf of the Committee Chair provided a verbal update on the committee priorities which included status on:
      - Increase the level of participation and leadership engagement of women
      - Increase inclusivity on club/local boards & committees and provide support and means for women wanting to participate
      - Develop a network of female leaders, mentors and mentees

### **15. Awards and Scholarships**

- Update on Committee Priorities, Action Plan and others
  - The Committee Chair provided a verbal update on recently activity including;
    - visiting BC Soccer trophy partner / Clarkes to review options for awards moving forward.
    - Creating more BC Soccer awards within Refereeing (Youth Grassroots Referee, High Performance Referee and Adult Referee award)
    - The need to promote the awards and scholarships program earlier and consistently.

**ACTION#11: ED to ensure appropriate notification is sent to membership and wider public on a more consistent basis to promote BC Soccer awards and scholarships.**



**MOTION: To increase the BC Soccer's Scholarship is \$1,500 and offer two in 2016. 100/2015**

**CARRIED**

### **16. Nominations**

- Update on Committee Priorities, Action Plan and others
  - The Committee Chair provided a verbal update on recently activity including;
    - Terms of Reference have been reviewed /updated and will be provided to the Governance Committee.
    - Working to provide more information to various groups, including the Diversity Working Group with the aim to increase the understanding of the board member roles and process to become involved.

**MOTION: To add Don Moslin to the Nominations Committee. 101/2015**

**CARRIED**

### **17. Regional Tier 3**

- Update on Committee Priorities, Action Plan (circulate prior to meeting) and others
  - The Chair provided an update noting that one of the community committee members stepped down from the committee and another has been invited.
  - The Committee Chair provided a verbal update on the committee priorities which included status on:
    - Develop a Business Plan for the League.
    - Develop the Franchise application for 'Request for 'Tender' process.
    - Develop the Technical Standards of Operation for the League.

### **17. New Business**

- The members were reminded that
  - The Men's National Team is playing Honduras on November 13 at BC Place.
  - The board / staff recognition event will take place on the Friday evening prior to the next scheduled board meeting.

### **18. Next Meetings**

- Saturday November 7<sup>th</sup>
- Saturday December 5<sup>th</sup>

### **22. Adjournment**

