



# MEETING MINUTES

## BC SOCCER BOARD OF DIRECTORS MEETING

Saturday December 10, 2016 9:00am

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

### 1. Call to Order/Roll Call 9:00am

Present: Kjeld Brodsgaard (Chair), Chuck Bennett (Conference call), Aiman El-Ramly (conference call 9am – 10:05 am), Rob Lennox, Rob Brown, Don Moslin, Shannon Foster (conference call), Ed Kennedy, John Reed, Don Dancey, Ron Brar (conference call arrived 10:45am), Chris Appleby, Leanna Napolitano (arrived at 9:15am) and Jason Elligott (Executive Director).

Regrets: Carlos Grosso

### 2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

**MOTION: To approve the minutes of the November 5, 2016 Board meeting and committee meeting minutes (by consent)** **118/2016**

**CARRIED**

### 3. Business Arising from Minutes

None

Note: these minutes reflect the order of the agenda, however not necessarily the order that each topic was discuss in at the meeting.

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

The Executive Director provided a verbal summary of the November 2016 Executive Director Report (circulated prior to meeting) which included:

- Summary of high level activity since the last board meeting (November 5, 2016).
  - o Human Resources Summary, including:
    - Areas of focus for the next 6 months.
    - Confirmation of staff year end thank you.
    - Recent successes / areas of challenge.
  - o Operations Summary

- Update on completed activity, various Canada Soccer and Government Meeting, and recent challenges/conflict resolution items.
- Areas of focus for the next 6 months, including:
  - Club Charter Program, CRM and discipline system development, High Performance Programming Activity, Coaching Course offerings, new policies implementation and online education research, Technical Director Diploma development, Referee clinic offerings, Implementing EFT and U8-U12 Club Programming Curriculum and guidelines development, respect all campaign and provincial government anti-bullying declaration.

The President provided a verbal report and update which included the following:

- Reminder to put forward any nominations for Sport BC Presidents Awards.
- An association we should be pleased with the recognition that BC Soccer has received with invitations to be a part of the provincial government sport specific anti bullying focus group (Jason Elligott), Canada Soccer's FIFA Connect working group (Jason Elligott and Lori D'Andrea) and Canada Soccer's coaching license working group (Rob Csabai).
- Canada Soccer's recent announcement regarding MLS and Canadian players designated as domestic.
- Canada Soccer has confirmed their Annual Meeting of the Members will be held in Whistler BC.
- Acknowledgement and thanks for the amount of time that individuals within BC Soccer put towards legal and complaints (specifically the Executive Director) which takes away time and focus on other important areas.

## 5. Judicial

The committee chair, spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:

- Proposed additions to the "Conduct, Ethics and Discipline Standards Policy and Procedures", being the addition of section 11 – Non-Affiliated Soccer and Unregistered Players (circulated prior to the meeting).
  - Additions proposed for the Discipline Sanction Guidelines based on the above new section.
- Committee chair and staff liaison continue to work on the framework for a Discipline Chair certification course.

The committee chair, also provided a verbal update which included status of various appeals and discipline cases.

**MOTION: To approve the updates to Conduct, Ethics and Discipline Standards and Policy as discussed/presented. 119/2016**

**CARRIED**

**ACTION#1: Executive Director (or designate) to update the information on the website and send appropriate correspondence informing the BC Soccer membership within 14 days.**

## 6. Society Act Transition Working Group

The Working Group Chair and the Executive Director spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:

- Timelines for new society act transition
  - o In progress - September – November 2016 Committee reviews (in consultation with legal) the amendments required to BC Soccer’s Constitution and Bylaws to comply.
  - o Completed - October 2016 BC Soccer provides a notice to the membership to advise of the timelines for all societies to comply and how BC Soccer will support them in this process.
  - o In progress - December 2017 – February 2017 BC Soccer’s legal reviews the current BC Soccer Constitution and Bylaws template and propose any amendments potentially required to ensure the template is in compliance with the new Society Act.
  - o May 2017 BC Soccer, as per the bylaws, provides membership with proposed amendments to be in compliance with new society act.
  - o June 2017 at the BC Soccer AGM, membership vote on amendments.
  - o Post AGM new BC Soccer Constitution and Bylaws are filed with the registrar of societies.

The Chair also advise of the work that is being started to review the bylaws, rules and regulations to align them even further than they already are and potentially condense them even more while moving more operational items to policies.

## 7. Player and Coach Development

High Performance Soccer Development Committee

- The Executive Director on behalf of the Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
  - o High Performance License
    - Match Filming in Progress
    - Database shared and completed by BCSPL Clubs via Dropbox.
  - o High Performance Program Camp Dates
    - Matches have been very competitive and valuable for both groups (BCS/WFC)
    - Player Selections complete
    - Nov 15-18 (2004 Male/Female) Langley/BBY
    - Nov 22-25 (2003 Male/Female) Vancouver/BBY
    - Nov 29-Dec 2 (2002 Male/Female) Vancouver/BBY
    - Dec 6-Dec 9 (2001 Male/Female) Vancouver/BBY
  - o Updates on Vancouver Whitecaps FC Residency and Canada Soccer Camps / REX Programming.

The board also acknowledged and congratulated Alphonso Davies and Julia Grosso who were awarded the most promising player award by the Whitecaps FC in October 2016.

The President and Executive Director provided an update on the work and discussions that have taken place since the October meeting regarding seasonal play and the real or perceived challenges having different playing season causes. It was confirmed that a paper would be circulated to the board for comments and feedback; which will be discussed at the January 2017 board meeting.

**ACTION#2: Executive Director (or designate) to circulate the “Further Alignment Playing Environments” Whitepaper to the board of directors.**

Grassroots Soccer Development Committee

- The Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
  - o Festivals
    - 2 completed in Lower Mainland
    - BC Soccer Futsal Festival December 18th
    - Communication to be send in New Year to remind and promote the festival service to members
  - o Club Charter
    - Standard one update
      - 47 clubs expressed interested in Joining Program
      - 41 Members have been approved by Youth District
      - 6 Members awaiting approval by Youth District
      - 3 Members have uploaded 100% of the criteria and the information is being reviewed
      - 3 Members have had the technical visit
      - Club are finding it difficult to meet with the following criteria which is slowing down the process of completing the Standard One Criteria
        - o CRC
        - o Coaching Certification
        - o LTPD Small Sided Game Formats
  - o Grassroots Development Officer has started the region visits meeting with Technical Staff
    - Lower Island Completed
    - Upper Island Completed (Chris and Paul Attending UISA Technical Conference call)
  - o Coaching Education: Overall increase from 81 to 123 courses delivered, and overall increase from 1,666 to 2,151 coaches (April – Sept) When compared 2015/2016 to 2016/2017 fiscal year to date number

**8. Women In Soccer Working Group**

The committee chair, spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:

- Update on the Sport Leadership Conference which three committee members and one staff member attended
- Confirmation that the Women’s in Soccer Report is in its final draft and will be ready for circulation and discussion at the January 2017 board meeting
- Research is currently being done on potentially offering a grant program for clubs that are working to increase female participation and involvement in the game
- Offer input for Standard 2 of the Club Charter Program to incorporate female-specific components.
- Once / if Canada Soccer confirms a BC based Live Your Goals Festival, add appropriate women specific elements.

- Confirmation that the Woman of Distinction Award is to be included in the open call for nominations and those received will be provided to this committee for review and selection.

## 9. Nominations

The Nominations Committee Chair provided a verbal update which included:

- Committee is making minor amendment to Terms of Reference and will resubmit to Governance for review
- Reviewed the drafted 2017 Board of Director Information Package and Application Form.
- Promotion to submit applications will begin in December/January
- Advising the First VP, VP Adult and 5 director positions are up for election at the 2017 BC Soccer AGM.
- The committee's request for anyone wishing to run for executive board positions (1st Vice President and VP, Adult) submit application forms by March 1, 2017 and that Director positions (including those seeking re-election) should be submitted by April 1, 2017.
- This year in the communications leading up to the candidate application deadline, those who have submitted their application to date will be listed in the communication

**ACTION#3: First VP, VP Adult and 5 directors to declared by the requested time in 2017.**

## 10. Facility Development Committee

The Facility Development Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:

- BC Soccer still have not actioned the motion from the August 20, 2016 Board Meeting regarding the contribution to the BIM Process.
- BC Soccer is awaiting further information from the consultant who is working on the Multi Sport Facility.
- Currently reaching out to various contacts in other municipalities to discuss other facility development opportunities.

The chair also advised verbally that the Whitecaps FC are leaving their 8 rinks technical office space in Fall of 2017 and the committee will be considering the suitability of that location.

## 11. Regional Tier 3

The Regional Tier 3 Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:

- Advising that the RT3 League "Operations Manual and Technical Standards, "Information Package" and Franchise Holder online pre-application process is completed.

**MOTION: To approve the Information Package, Operations Manual, Technical Standards and Application form as presented and circulated prior to the meeting. 120/2016**

**CARRIED**

**ACTION#4: Executive Director (or designate) to announce and commence the application acceptance process commencing January 2017.**

## 12. Awards and Scholarships

The Awards and Scholarships Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:

- Advising that scholarship funds redeemed to date: 11
- New 2017 Scholarship application has been approved, and now available online
- Drafted updated Scholarship Policy

**MOTION: To approve the updated Scholarship Policy as presented and circulated prior to the meeting. 121/2016**

**CARRIED**

**ACTION#5: Executive Director (or designate) to update the information on the website and send appropriate correspondence informing the BC Soccer membership within 14 days.**

A question arose regarding the scholarship endowment fund and the process to distribute those funds and it was determined that the finance department would review with the auditors.

**ACTION#6: Executive Director to bring to the finance for review.**

## 13. Diversity / Cultural Working Group

The Working Group Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included an update in relation to BC Soccer's strategic objective of engaging with partners to promote the game of soccer to under-represented groups, the DWG committee will work to:

- Provide input for criteria for Standard 2 of the Club Charter Program that will promote diversity and cultural groups at the club level.
- Identify items that could be done at the provincial level including:
  - Offering coaching/refereeing courses with associate member partners & regions.
  - Research partnering with Immigrant Services Society of BC and possibility of holding a festival for new immigrants.
  - Initiate relationship with Para sport/soccer.
- There have been early discussions with the Mosaic Group to determine if there are ways to support and work together.
- Positive discussion with Blind Sport on how to partner.

**ACTION#7: Executive Director to discuss with Director of Soccer Development.**

## 14. Risk Management

The Risk Management Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included on the status of the various groups required to complete criminal record checks for BC Soccer directly. There was explicit concern regarding individuals who have not completed their CRC for this current cycle and it was confirmed that the VP Finance would not be signing any cheques for service fees to those who are not compliant in completing their CRC.

The committee chair verbally spoke to the ongoing challenges with ensuring enforcement of the concussion policy. It was stated that BC Soccer has a great number of resources available on the website for all to take advantage of. Further it was expressed that the onus lay with directly with the teams and coaches who work with the players on a weekly basis and that clubs must ensure their teams and coaches are adhering to the policy and return to play procedures.

The Committee Chair recently participated in a Risk Management webinar and the information within was very good and supported and reconfirmed a lot of the work that BC Soccer is currently doing.

## **15. Governance Committee**

The Governance Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:

- Terms of Reference
  - o The Governance Committee approved the Terms of Reference for the following committees:
    - Finance and Audit Committee
    - Soccer Development – High Performance Committee
- Inter-District League Applications
  - o The Governance Committee approved the following Youth Inter-District Leagues pending minor revisions:
    - Fraser Valley Youth Soccer Interlock
    - Vancouver/Richmond/Burnaby Interlock

**MOTION: To approve sanctioning for Fraser Valley Youth Soccer Interlock League and Vancouver/Richmond/Burnaby Interlock League subject to minor revisions being made.**

**122/2016**

## **CARRIED**

- Proposed Rule amendments
  - o RULE 23 – RULES OF PLAY – YOUTH
    - Current
      - e) A regulation size five (5) soccer ball shall be used in all U18, U17, U16, U15 U14 and U13 division games. A regulation size four (4) soccer ball shall be used for the U12, and U11 division games.
    - Proposed
      - e) A regulation size five (5) soccer ball shall be used in all U18, U17, U16, U15 U14 and U13 division games. A regulation size four (4) or size five (5) soccer ball may be used in U13 division small-sided games.
    - Rationale
      - Requested by Upper Island Soccer Association to reflect current practice – Add in the ability for those members who run small-sided games at the U13 age level to use a size 4 ball if they so choose
      - Size 4 balls complement the smaller field and supports overall technical development of the players
      - Remove wording: “A regulation size four (4) soccer ball shall be used for the U12, and U11 division games. This is duplication as U11 and U12 ball

sizes are covered in the Small Sided Development Manual and BC Soccer's Rules & Regulations require all Districts to follow the Small Sided Development Manual (reference: BC Soccer Rule 23 – Rules of Play c. i.)

**MOTION: To approve the amendment to Rule 23.e as presented.**

**123/2016**

**CARRIED**

○ **RULE 5 – PLAYER REGISTRATION**

▪ **Current - Associate Members**

y) y) Adult teams forming a league may apply to register under the category of Associate Member. This category shall not be provided with, and shall not be allowed to participate in any provincial or national competitions. Applications to BC Soccer under this category must be made seasonally and registration under this category shall not be granted to applicants qualifying under Categories "A", "B", "M" "O" or "SEC" of Adult registrations. Eligibility for registration under this Associate category is at the discretion of the Board and is intended for unique circumstances such as short-term community leagues, developmental leagues and geographically isolated leagues.

▪ **Proposed - Associate Members**

y) Adult teams forming a league may apply to register under the category of Associate Member. This category shall not be provided with, and shall not be allowed to participate in any provincial or national competitions. Applications to BC Soccer under this category must be made seasonally and registration under this category shall not be granted to applicants qualifying under Categories "A", "B", "M" "O" or "SEC" of Adult registrations. Eligibility for registration under this Associate category is at the discretion of the Board and is intended for unique circumstances such as short-term community leagues, developmental leagues and geographically isolated leagues.

i. Notwithstanding the above, associate adult leagues that run futsal specific programming or league play may participate in futsal specific provincial or national competitions.

▪ **Rationale**

- Futsal promotes player technical development
- Encourages members and affiliate clubs to introduce futsal programming
- Provides incentive for futsal specific leagues to come into membership
- Aligned with BC Soccer's strategic objective to "Introduce Adult Futsal Provincial Championships/Event by 2017
- Canada Soccer has expressed a desire for BC Soccer to have representation at their Adult Futsal National Championships; further, host in the near future.

**MOTION: To approve the amendment to Rule 5.y. as presented.**

**124/2016**

**CARRIED**



- RULE 11 – PROTESTS
  - Current
    - j) The protest fee must accompany the protest when filed with the association having jurisdiction.
  - Proposed
    - j) The protest fee must be received by the association having jurisdiction within 2 business days of the protest being filed.
  - Rationale - Proposed for purposes of practicality. As an example, if there were a protest for a game that occurred on a Friday or Saturday it can be challenging to have a cheque prepared, signed and delivered with the protest (especially for those organizations that do not have online banking or electronic funds transfer capabilities). Providing another two days for payment after the protest is filed is deemed to be more realistic.

**MOTION: To approve the amendment to Rule 5.j. as presented.**

**125/2016**

**CARRIED**

**ACTION#8: Executive Director (or designate) to update the information on the website and send appropriate correspondence informing the BC Soccer membership within 14 days of the approved rule amendment within motions 123, 124 and 125.**

The Chair also provided a verbal update reminding all that committees remain together until officially reformed and requested for any bylaw or rules amendment to be brought forward as soon as possible as the committee begins the annual review process.

## **16. Competitions and Events**

### Youth Competitions Committee

- The Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
  - Advising that the Annual Futsal Festival is scheduled from December 18, 2016 at the University of Fraser Valley
  - Plans to amend the process to provide travel grants for traveling teams to provincials
- Advising that 2017
  - Provincial Premier Cup (boys/girls) – June 24/25, hosted by Coquitlam Metro-Ford SC.
  - Provincial A Cup (boys/girls) – July 6-9, hosted by CCB.
  - Girls Provincial B Cup – July 6 – 9, hosted by Coastal FC.
  - Les Sinnott memorial Boys Provincial Cup – July 6 – 9, hosted by North Okanagan Youth Soccer Association (Vernon).
  - Hotels have been booked for competitions outside the Lower Mainland
- The Chair further provided a verbal update on the recent Canada Soccer National Competitions Meeting which included:
  - U16 Gold Medal Matches were played and a draw was completed for the remainder. All teams will receive participation ribbons and no bronze medals would be provided.
  - 2017 seeding has been completed for 2017

- Canada Soccer provided approximately \$30k in fine breaches for 2016, none of which where against any BC Soccer team representatives

**MOTION: To draft a letter to Canada Soccer advising of the dissatisfaction that other participant ribbons are being provided. 126/2016**

**CARRIED**

**ACTION#9: Executive Director (or designate) draft and send letter to Canada Soccer on the board behalf.**

Adult Competitions Committee

- The Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
  - BC Soccer has hosted or attended several planning meetings for the 2017 Challenge and Jubilee Trophy National Championships. We are hosting this event with the FVSL.
    - LOC currently consists of FVSL executive and board members, BC Soccer staff and board members, and contributions from Langley United from a facility perspective.
    - The playing venues are Willoughby Park fields (primary), McLeod Stadium (feature games) and Yorkson field (practice/training field)
    - The Host hotel for all teams will be the Sheraton Guildford
    - The Host hotel for Match officials, and Canada Soccer tournament officials will be the Sandman Signature, Langley.
    - Site visit with Canada Soccer took place on December 2
    - Booking request has been submitted to Burnaby parks to host the Provincial Cup finals at Burnaby Lake West fields, May 13/14, 2017
    - Provincial Cup Draw shall be hosted at Fortius Sport and Health on April 3, 2017.

## **17. Finance Committee**

The VP Finance spoke to the October 2016 Financial Statement (circulated prior to the Meeting), the updated Forecast to year end (circulated prior to the meeting) and provided a verbal update on the player registration numbers, which is projected to be down by approximately 2,500 players which is concerning. However, it was noted that the association is in very good financial position.

The VP Finance further confirmed that any additional spend requests would not be considered until there was more certainty in the player registration numbers.

## **18. Referees Committee**

The Referee Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:

- BC Soccer Provincial Cup Referee Scheduling & Oversight Plan, completed and approved by the Committee Chair and Executive Director
- Referee Development & Performance Working Group selected, with Term of Reference and Roles & Responsibilities accepted by the Referee Committee
- Staff (Lori & Jose) attended the CSA Provincial Directors Meeting in November

- Updated BC Soccer Small-Sided Rules were passed by the Referee Committee

**MOTION: To approve the updated Small Sided Rules as presented and circulated prior to the meeting. 127/2016**

**CARRIED**

**ACTION#10: Executive Director (or designate) to update the Referee Small Sided Rules on the website and send appropriate correspondence informing the BC Soccer membership within 14 days.**

### **19. Membership Committee**

The Membership Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included advising that two associate membership short term event applications have been processed since the November 5, 2016 meeting, being:

- Vancouver Futsal Association (Short-Term Event)
- Supra Fitness and Sports Inc. (Short-Term Event)

**MOTION: To approve the Associate Member applications as presented. 128/2016**

**CARRIED**

**ACTION#11: Executive Director (or designate) to send appropriate correspondence confirming renewed membership to BC Soccer.**

- Associate Membership - Discussion around the Associate Membership application and process as it relates to BC Soccer's bylaws is ongoing
- Staff is conducting research on the affiliation/membership models other provinces have with universities. They have received responses from Alberta, Ontario, and Quebec and are going back to seek further clarification around fee structures, etc. for the December Membership Committee meeting
- Member Outreach - confirmed that VP Youth attended Kamloops Youth Soccer Association's, Vernon Youth Soccer Association's and Pinnacles FC/South Okanagan Youth Soccer Association's AGM and presented an overview of BC Soccer in similar fashion.
- Status of one adult league

**MOTION: To go into camera 129/2016**

**CARRIED**

**MOTION: To come out of camera 130/2016**

**CARRIED**

**MOTION: To designate the Lower Mainland Soccer Leagues primary playing season for registration purposes as Spring/Summer based on not receiving registration submission for the Winter playing season for the last three years. 131/2016**

**CARRIED**

**ACTION#12: Executive Director (or designate) to inform the Lower Mainland Soccer League of this decision.**

**20. Any Other Business / New Business**

The VP Youth advised that the members of KYSA, NOYSA and SOYSA enjoyed having BC Soccer presences at their AGM and thanked the staff for the very good presentation to provide at these meetings.

**21. Next Meetings (as per the approved June 2016-June 2017 Meeting Schedule)**

- January 14, 2017
- February 25, 2017
- April 8, 2017
- May 9, 2017 (evening conference call, subject to change depending on required timings)
- May 16, 2017 (evening conference call, subject to change depending on required timings)
- June 9, 2017 (evening prior to the 2017 Annual General Meeting)

**23. Adjournment**

- 1:50 pm

**ACTION SUMMARY:**

#	Who?	What?
1	Executive Director (or delegate)	Executive Director (or designate) to update the information on the website and send appropriate correspondence informing the BC Soccer membership within 14 days.
2	Executive Director (or delegate)	Executive Director (or designate) to circulate the "Further Alignment Playing Environments" Whitepaper to the board of directors.
3	Board Members	First VP, VP Adult and 5 directors to declared by the requested time in 2017.
4	Executive Director (or delegate)	Executive Director (or designate) to announce and commence the application acceptance process commencing January 2017.
5	Executive Director (or delegate)	Executive Director (or designate) to update the information on the website and send appropriate correspondence informing the BC Soccer membership within 14 days.
6	Executive Director (or delegate)	Executive Director to bring to the finance for review.
7	Executive Director	Executive Director to discuss with Director of Soccer Development.
8	Executive Director (or delegate)	Executive Director (or designate) to update the information on the website and send appropriate correspondence informing the BC Soccer membership within 14 days of the approved rule amendment within motions 123, 124 and 125.
9	Executive Director	Executive Director (or designate) draft and send letter to Canada Soccer on the board behalf.
10	Executive Director (or delegate)	Executive Director (or designate) to update the Referee Small Sided Rules on the website and send appropriate correspondence informing the BC Soccer membership within 14 days.
11	Executive Director (or delegate)	Executive Director (or designate) to send appropriate correspondence confirming renewed membership to BC Soccer.
12	Executive Director (or delegate)	Executive Director (or designate) to inform the Lower Mainland Soccer League of this decision.

**Approved by:**

<b>Name (please print)</b>	<b>Signature</b>	<b>Date</b>
<b>Name (please print)</b>	<b>Signature</b>	<b>Date</b>

\*Approved at the following BC Soccer Board Meeting; signed copy in BC Soccer office.