



# MEETING MINUTES

## BC SOCCER BOARD OF DIRECTORS MEETING

Saturday November 5, 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), Rob Lennox, Rob Brown, Don Moslin, Ed Kennedy (Conference Call), Ron Brar (Conference Call), John Reed, Don Dancey, Chris Appleby, Carlos Grosso, Leanna Napolitano and Jason Elligott (Executive Director).

Guest: Chris Cerroni (Director of Soccer Development) 9:00am – 9:45am

Regrets: Aiman El-Ramly and Shannon Foster.

### 2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

**MOTION: To approve the minutes of the October 1, 2016 Board meeting and committee meeting minutes (by consent)** **110/2016**

**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 discussed in at the meeting.

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

The Director of Soccer Development provided a detailed update on the various programming and activity that the soccer development department has and will continue to be focusing on including the Club Charter Program, Grassroots Services, the High Performance Program (Provincial Program), Coaching Certification, the High Performance License, Regional Tier 3 and the U8 to U12 Guidelines and Curriculum development.

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

- Reminder to the directors of their fiduciary responsibilities as part of committee work.

- Supporting of recent professional development for the executive director.
- Reminder regarding BC Soccer apparel.
- Request to bring forward suitable individuals from with the soccer community to be consideration for nomination for the Sport BC Presidents Award for soccer.

**ACTION#1: Board Members to bring forward names for consideration of the Sport BC President's Award for soccer.**

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 (October 1, 2016).
  - o Human Resources Summary, including:
    - Delivery of the board and staff recognition event.
    - Professional Development Opportunities supported.
    - Areas of focus for the next 6 months.
    - 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.

**5. Diversity / Cultural Working Group**

The President, on behalf of the 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 parasport/soccer

**6. Governance Committee**

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

- Inter-District League Renewals - Voted on and approved rules for the following Youth Inter-District Leagues
  - o 4 District League
  - o BC Coastal Girls Soccer League (BCCGSL)

- 5 District League (contingent on changes made to Rules & Regulations)
- Vancouver Island Premier League (VIPL)
- Inter-District League Applications - reviewed/voted on the following Youth Inter-District Leagues
  - Fraser Valley Youth Soccer Interlock
  - Vancouver/Richmond/Burnaby Interlock

The Chair also provided a verbal update which included an update of the recent Youth District Chair/Forum Meeting and the productive meeting with the Metro Select League.

## **7. 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 next steps regarding the multi-sport facility development will be determined by the end of November 2016.

## **8. 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:
  - A summary of the major changes proposed and/or confirmed:
    - Accommodations rule – A new rule will be implemented that requires out of town teams to stay at the “host hotel”. The LOC will be responsible for booking this and ensuring each team has a minimum of 8 rooms.
    - Player Pick ups
    - Travel Assistance
    - Structure for Premier Cup challenge games when multiple teams declare form the same region.
  - 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).
- The members discussed the new proposed rule amendments for 2016-17 with focused discussion on the requirement for the LOC to book hotel room for traveling teams.

**MOTION: To approve the 2016-2017 Youth Competitions Rules and Regulations as presented.**

**111/2016**

**CARRIED**

**ACTION#2: Executive Director (or designate) to send appropriate correspondence informing the BC Soccer membership within 14 days.**

The Chair further provided a verbal update on the recent national activity and thanked those board members who acted in official capacities within each of the events.

**Adult Competitions Committee**

- The Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
  - o Cross Border friendly event with Washington Adult Soccer Association (WASA) has been cancelled due to lack of interest from teams, and lack of quality representatives from WASA.
  - o Adult Provincial Cup Draw date: April 3, 2017 at Fortius
  - o Adult Provincial Cup finals: May 13/14, 2017 at Burnaby Lake West (To be Confirmed)
  - o 2017 Adult Nationals
    - Willoughby turf fields & some games at McLeod Stadium (October 4-9, 2017)
  - o Leagues discussed the idea of adding a new category for Provincial Cup. A second tier, Masters/Classics B Cup. There are two new leagues with Masters teams in Provincials this year (RASA and BMSL), and so the competition has grown. This is to be discussed at the next adult competitions committee meeting and possible inclusion for 2017-2018 season.

**MOTION: To approve the 2016-2017 Adult Competitions Rules and Regulations as presented.**

**112/2016**

**CARRIED**

**ACTION#3: Executive Director (or designate) to send appropriate correspondence informing the BC Soccer membership within 14 days.**

**9. Finance Committee**

The VP Finance spoke to the September 2016 Financial Statement (circulated prior to the Meeting), the 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 between 2,500 to 3,000 which is concerning. However, it was noted that the association is in very good financial position.

The VP Finance stressed the importance for the respective committee chairs to be actively involved in the budget and forecasting process and to work with their respective committee staff liaisons to ensure activity and spends are aligned.

The VP Finance further provided a verbal report which included advising:

- That the finance committee's recommendation to not approving the adult and youth additional spend requests now (retroactive grants) and to consider them later within this fiscal year once a better understand on where the association will be.

- That the finance committee is reviewing if changing the fiscal year would assist the association moving forward.
- That the finance committee is currently working to set up a financial statement review subcommittee to review the financial statements received from the membership.
- That the finance committee has completed a review of 4 auditor firms and will be sharing the information with the membership to provide them with information on the associated costs to complete the notice to reader requirement. It was stressed that this is for information purposes and each member has the choice to select one of these firms or find another one if they desire.
- That the finance committee will be reviewing the minimum 50kms expense policy to determine the impact on spending if it were amended.
- That the finance committee will commence the process to potentially change financial institutions to assist with the implementation of EFT.

### **10. 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:

- Developed a merged Operational Manual and Technical Standards document
- Developed an updated RT3 Business plan document
- Documents shared with Committee members for review
- Developed an on-line application platform for potential Franchise Holders that will provide ease of monitoring access for the future RT3 Selection Committee

### **11. Player and Coach Development**

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 – 3 requests for Festivals in early 2017
  - o Club Charter
    - Standard one update
      - 43 clubs expressed interest in joining Program.
      - 34 Members have been approved by Youth District.
      - 9 Members awaiting approval by Youth District.
      - 1st Member was reviewed and feedback was given for additional information to complete Criteria
    - Onsite visit initiated by 7 Clubs who have completed LTPD criteria within Technical
  - o U8 to U12 Programming & Technical Director Diploma White paper approved by Committee and was shared with Membership
  - o Feedback from white paper received. Shared with Committee and agreed to move forward with creating the content for both initiatives, in line with Strategic Plan.
  - 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

## High Performance Soccer Development Committee

- The Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
  - o High Performance License
    - All Club Introduction Meetings completed.
    - Match filming has begun.
    - Resource Sharing has begun via Dropbox.
    - HP License Assessment documentation to be complete.
  - o High Performance Program Camp Dates
    - 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

## 12. Judicial

The President and 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:

- Updated Conduct, Ethics and Discipline Standards and Policy distributed to members:
  - o Includes new definition of Observer and a new addition that allows for a Discipline
- Committee to dismiss or disallow and observer at their discretion based on our new
- definition of observer
- Committee chair and staff liaison have begun working on the framework for a Discipline Chair certification course.

**MOTION: To go into camera 113/2016**

**CARRIED**

**MOTION: To come out of camera 114/2016**

**CARRIED**

The President and Executive Director, on behalf of the committee chair, also provided a verbal update which included status of various appeals and discipline cases.

## 13. Referees Committee

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

- Law Books were received from Canada Soccer; staff are currently working to distribute to those who have already attended a Refresher Clinic or Entry Level Clinic in a cost-effective way
- A Grassroots festival/education session was held for referees in Maple Ridge; it was coordinated in collaboration by the Head Referees from Albion FC, West Coast Auto Group FC and the RDO for the region. Approximately 30 referees attended.
- Referencing to the Referee Technical Sub Committee being formulated.

#### **14. Membership Committee**

The Membership Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included advising that 2 associate membership applications have been processed since the October 2016 meeting, being:

- TSS Academy (Short Term Event)
- Vancouver Whitecaps FC (Short Term Event)

**MOTION: To accept the Associate Member renewals as presented. 115/2016**

**CARRIED**

**ACTION#4: Executive Director (or designate) to send appropriate correspondence confirming renewed membership to BC Soccer.**

The Committee Chair advised that the following new associate membership applications have been approved by the membership committee.

- PLAY Society (Non-Profit Association)

**MOTION: To approve the Associate Member application as presented. 116/2016**

**CARRIED**

**ACTION#5: Executive Director (or designate) to send appropriate correspondence confirming membership to BC Soccer.**

The committee chair provided a verbal update which included:

- The recent discussion with the youth district memberships within the Okanagan regarding associate membership application review process.
- Lower Mainland Soccer League status.

#### **15. 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.

**MOTION: To amend the CRC compliance completion deadline to November 15th for the current year. 117/2016**

**CARRIED**

**ACTION#6: Executive Director (or designate) to implementation accordingly.**

The committee chair verbally advised that the committee is current reviewing the status of two criminal record checks that have been received that have flags associated within them.

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

The President, on behalf of the chair, spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:

- 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.
- Continue to work with the other Western Provinces to potentially hold a 'Western Women in Soccer Conference.'

The Executive Director updated the board on the status of the request of Canada Soccer to host a Live Your Goals Festival.

## **17. Society Act Transition Working Group**

The Executive Director on behalf of the Society Act Transition Working Group Chair 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 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.

## **18. 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:

- Awards & Scholarships Committee Operations Plan Update
  - o Scholarship monies redeemed to date: 9
- Scholarship Policy
  - o The Committee has drafted an updated policy for review at next Board meeting
- Awards and Scholarship Application 2017
  - o An updated Scholarship application has been drafted, pending the Committees approval

## **19. Nominations**

The Nominations Committee Chair provided a verbal update which included:

- 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 the First VP and VP Adult to advise if they will be declaring to seek re-election by March 1, 2017.
- The committee's request for the other 5 directors to advise if they will be declaring to seek re-election by April 1, 2017.

**ACTION#7: First VP, VP Adult and 5 directors to declared by the requested time in 2017.**

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

The VP Youth provided a reminder that clubs can facilitate programming solely within their club if they choose to, however if a club is operating joint programming/activity with other clubs within a district, that activity cannot exclude other clubs within that district that wish to participate.

The Executive Director and High Performance Committee Chair 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 prior to the board meeting for discussion at the December 2016 meeting.

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

- December 10, 2016
- 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**

- 12:05pm

**ACTION SUMMARY:**

#	Who?	What?
1	Board Members	Board Members to bring forward names for consideration of the Sport BC President's Award for soccer.
2	Executive Director (or delegate)	Executive Director (or designate) to send appropriate correspondence informing the BC Soccer membership within 14 days.
3	Executive Director (or delegate)	Executive Director (or designate) to send appropriate correspondence informing the BC Soccer membership within 14 days.
4	Executive Director (or delegate)	Executive Director (or designate) to send appropriate correspondence confirming renewed membership to BC Soccer.
5	Executive Director (or delegate)	Executive Director (or designate) to send appropriate correspondence confirming membership to BC Soccer.
6	Executive Director (or delegate)	Executive Director (or designate) to implementation accordingly.
7	1 <sup>st</sup> VP, VP Adult and the 5 Directors	First VP, VP Adult and 5 directors to declared by the requested time in 2017.

**Approved by:**

\_\_\_\_\_

**Name (please print)**

**Signature**

**Date**

\_\_\_\_\_

**Name (please print)**

**Signature**

**Date**

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