



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday April 9, 2016 9:30am

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

1. Call to Order/Roll Call 9:30am

Present: Roger Barnes, Kjeld Brodsgaard, Rob Lennox, Aiman El-Ramly, Don Moslin, Rob Brown, Don Dancey, Ron Brar (conference call 9:30am – 10:20am), John Reed, Carlos Grosso (9:30am – 2pm) and Jason Elligott (Executive Director).

Regrets: Chris Appleby, Ed Kennedy, Shannon Foster and Chuck Bennett

Note: Chris Ceroni, BC Soccer Director of Soccer Development, attended the Consultant Report Presentation from 9:30am to 11:30am.

2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

MOTION: To approve the minutes of the March 30, 2016 Board meeting conference call and committee meeting minutes (by consent) 29/2016

CARRIED

3. Business Arising from Minutes

None

Note: due to board member's availability the agenda was adjusted accordingly to allow those members to provide the appropriate update on activity.

4. Consultant's Report

- The President advised that the two reports that were researched and drafted by Capitis Consulting (at BC Soccer's request) have been received.
- The President introduced Paul Varian from Capitis Consulting to present on the two reports, being "An Analysis of Learn-To-Train Soccer Programming & Activities" and "An Analysis of the position of Technical Director in BC Soccer".
- An Analysis of Learn-To-Train Soccer Programming & Activities – Paul Varian provided:

- Background information and a U8-U12 programming overview comparison of the research conducted both via the club survey responses and one on one interviews with specific club Presidents and Technical Directors.
- An overview of the recommendation which was broken into three items:
 - 1) for BC Soccer to introduce a club programming recognition system based on establishing and introducing base level curriculum guidelines for the Learn-To-Train age groups for club programming, which services grassroots and pre high performance environments.
 - 2) for BC Soccer to create clear guidelines with regard to active player streaming.
 - 3) for BC Soccer to continue its direction in club-embedded coach development and support to assist club programming and development.
- An Analysis of the position of Technical Director in BC Soccer – Paul Varian provided:
 - An overview of the research conducted both via club survey responses and one on one interviews with specific club Presidents and Technical Directors, which included:
 - identifying a variance in the understanding of the Technical Director duties.
 - identifying the skills set requested for the position of club Technical Director common board grievances with Technical Directors.
 - providing guidelines on a good candidate profile for a potential club Technical Director.
 - identifying Technical Director competency gaps.
 - An overview of the recommendations which included:
 - BC Soccer to provide base level training for Technical Directors, with a particulate focus on off-field leadership.
 - BC Soccer to provide options for ongoing Technical Director educational support.
 - BC Soccer to invest in bringing club Technical Directors together in non-competition environments.
- The Board discussed both the reports and the presentation and was pleased with the overall output. The Board support in principal both the recommendations and highlighted the need for the appropriate committees to be made aware of and review the recommendations. The Board agreed that both projects should be done in parallel over the next couple years as both are related to one another.

5. Executive Director Update / President's Comments

Executive Directors Report (circulated prior to meeting)

- The ED provided a verbal summary of the April 2016 Executive Director Report which included:
 - Human Resources Summary (success/challenges/areas of focus), including:
 - Advising that Susan Regan was hired in the part time role of Competitions & Discipline Administrator
 - Advising that Tasha Bradley was hired in the role of Member Services Administrator
 - Operations Summary (success/challenges/areas of focus), including:
 - Receiving confirmation of annual ViaSport / Provincial Government Financial Contribution Agreement.
 - Strategic Plan Items

- Confirmation that the final update for the 2012-2015 Strategic Plan was completed.
 - Confirmation of public announcement of the 2016-2019 Strategic Plan, including new vision and missions statement.
- Update on Club Charter Program activity
- Update on CRM development for Club Charter Program.
- Advising of the following:
 - successful delivery of the Provincial Championships LOC workshop.
 - successful delivery of the Adult Provincial Cup Draw
 - completed - Upgrade to boardroom to improve video conferencing.
 - completed - Upgrade to third / spare office.
 - video conference software license confirmed.
 - Refereeing - Participation of 4 BC referees and 2 referee mentors at Dallas Cup.
- Status update on the following:
 - Timing of competition of 2017-2018 budget draft.
 - Coaching Clinic Policy amendments
- Consultant pieces of work are finalized as of March 31, 2016 for the following:
 - U8-U12 'Learn to Train' Programming within BC.
 - Technical Directors Diploma Consultation Report – To develop a Technical Directors Diploma, within BC.
 - Regional Tier 3 League.
 - Facility development.
- Drafted 2016-17 Fiscal Year Operations Plan (Internal)
 - The Executive Director presented the 2016-17 Operation Plan (circulated prior to the meeting).

MOTION: To approve the framework of the 2016-17 Operations Plan as presented. 30/2016

CARRIED

ACTION #1: Executive Director to continue to implement the 2016-17 Operations Plan and incorporate accordingly into individual Staff Personal Development Plans.

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

- The President provided a verbal update, including:
 - Updating that the BC Soccer representative at the 2016 Canada Soccer AGM / AMM being held in Saskatchewan on May 7 will be Roger Barnes, Kjeld Brodsgaard, Rob Brown, Shannon Foster and Jason Elligott.
 - Advised that the Canada Soccer board election information and proposed bylaw amendments have been received.
 - Providing a brief overview of the Canada Player Registration analysis which is an update to the information provided previously and will be discussed further at the new Canada Soccer Member Forum Meeting.

Legal Update

MOTION: To go into camera 31/2016

CARRIED

MOTION: To come out of camera 32/2016

CARRIED

6. Financial and Organization Management

The Executive Director and President, on behalf of the VP Finance, provided a verbal report on the status of the Association's financial position and spoke specifically to the February financial statement which were circulated prior to the meeting.

The Executive Director, of behalf of the Finance Committee's Facilities Sub Committee, provided a brief update on the facility consultation report which was received on March 31, 2016.

Update on Committee Priorities and Action Plan (circulated prior to meeting)

- The VP Finance provided a verbal update on the committee priorities which included status on:
 - Internal Financial Policies
 - Electronic Fund Transfer
 - Allocation of funds on programming and activity
 - Process for reviewing member financials
 - Facility sub-committee update

7. Judicial

MOTION: To go into camera 33/2016

CARRIED

MOTION: To come out of camera 34/2016

CARRIED

8. Nominations

The Committee Chair provided a brief verbal update including:

- Advising of the current board members, 2 have formally submitted the paperwork stating their intention to seek election.
- Requesting that current board members make their intention known if they intend to run or not as early as possible.
- Reminder that the All Candidates Meeting is scheduled for May 25th at 6:30pm at the BC Soccer Office.

The Committee Chair provided a verbal update on recently activity including;

- 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.
- Developing a Board Mentorship Program to improve the introducing of potential and new board members the board

9. Diversity / Cultural Working Group

The Committee Chair provided a written report, circulated at the meeting, including the following updates:

- Unfortunately, the coaching courses and referee clinics set for Prince George and Chilliwack have been delayed by our First Nations partners.
- A Coaching course and festival is schedule for Haida Gwaii in April/May 2016.
- The working group is working to secure an Aboriginal Opening/Welcome with the Esquimalt First Nations for adult provincials in May.
- There has been positive conversation with the Partners Council to potentially work with remote communities by bringing coaching and refereeing education and festival offerings into those communities which will support the strategic objective of accessibly and service to non-members.
- A meeting is set with the Aboriginal Sports Council to discussion the relationship with BC Soccer as it relates to potential involvement in Team BC and the 2017 indigenous Games.

An update was provided on the Committee Priorities and Action Plan (circulated prior to meeting)

- The Committee Chair provided a verbal update 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

ACTION #2: President to follow up with the chair regarding specifics within the report summited.

10. Women In Soccer Working Group

The Committee Chair provided a written report, circulated at the meeting, including the following updates:

- Advising that the community outreach sessions outlined below were completed.
 - Langley - Tuesday March 1, 6:30-9 Willoughby Community Centre
 - Vernon – Sunday March 6, 12:30-3 Vantage One Centre
 - Burnaby - Wednesday March 9, 6:30-9 Fortius Sport and Health
 - Prince George – Sunday March 13, 1:30-4 UNBC Wolf Den
 - Victoria – Sunday March 20, 12:30-3 Gorge Clubhouse
- Various one-on-one meetings and discussions that have taken place over the last few weeks/month.
- The online survey is set to be launched by the end of the week commencing April 11.

- Preliminary information was shared on the potential plans for a Women's in Soccer Conference.
 - The members discussed the specific strategic objective of BC Soccer hosting a Soccer Conference and whether there should be a stand alone Women Soccer Conference or if it should be a component within the larger BC Soccer Conference. It was agreed that further discussion is required on this item.
- The working group will be finalizing the candidates for the BC Soccer Woman of Distinction Award.
- Various upcoming workshops and session which members of the working group will be attending.

ACTION #3: President to follow up with the chair regarding specifics within the report submitted.

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:
 - 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

11. Risk Management

The Executive Director, on behalf of the Committee Chair, provided an update including:

- Advising that a letter was sent to Canada Soccer's Medical Committee requesting guidance on the topic of youths age 12 year and under being able to head a soccer ball.
- Advising that all of those who have not completed a CRC who have a specific role with BC Soccer have been notified that they are no longer able to work/participate in BC Soccer activity (be it as a Community Member, Referee Instructor/Assessor, etc.) and that any outstanding fees will not be paid until they have complied.
- Advising that the topic of refugees as volunteers within soccer as it relates to the criminal record check requirement was raised at the most recent Youth District / Forum Meeting. It was further noted that correspondence has been submitted to the provincial government regarding this and BC Soccer is awaiting a response on guidance in this area.

The topic of referees and criminal record checks was discussed and which organization has the responsibility to ensure compliance. It was noted that based on the recommendation of the risk management committee approximately 4-5 years ago, the onus is on the assigning organization. However, it was raised at the Youth Forum that BC Soccer should be responsible for this. It was agreed that further discussion is required.

ACTION #4: Risk Management Committee Chair to discuss at the next Risk Management Committee Meeting and provide direction in this area.

Update on Committee Priorities and Action Plan (circulated prior to meeting)

- A verbal update was provided 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)

12. Player and Coach Development

High Performance Soccer Development Committee

- 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.
 - Status on consultation process that is currently taking place with each BCSPL franchise club.
 - To lead the evolution of the 2016 HP program to be the developmental bridge between the BCSPL and REX and Residency Programming.
 - To lead the attainment of Coaching Development objectives within the HP Stream in BC, specifically Rule #23 that 100% of HP Head Coaches are to have CSA National B License by June 2016.

Grassroots Soccer Development Committee

- 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
 - Coaching Clinic Policy amendments
 - LTPD Engagement - Club Charter
 - Status on the introduction of the Club Charter Program and the very positive feedback received to date from the affiliate clubs.
 - LTPD Engagement - Technical Support Visits
 - LTPD Engagement – Information on member and affiliate websites
 - It was noted that we have achieved the objective of having 95% of members and their affiliated clubs with LTPD on their website.
 - Under 18 & Beyond
- The committee chair further advised that the Summer Games Coaches Meeting is in the process of being confirmed by the Summer Games Society.

13. Regional Tier 3

The Committee Chair provided a verbal update on the committee priorities which included status on:

- Engagement with the consultant to:
 - 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.
- The committee chair further advised that;
 - the committee is waiting on information/clarification from the Governance and Membership Committee regarding what level of membership would a league of this

nature be and the process to 'recognize' it Summer Games Coaches Meeting is in the process of being confirmed by the Summer Games Society.

- There are plans to reach out to the Pacific Coast Soccer League and discuss the league plans with them as the only full member adult league who operates at the same time in the season.

14. Awards and Scholarships

The Committee Chair provided a verbal update including advising:

- That submissions have been received for both BC Soccer awards and scholarship programs and the committee will begin the review process.
- Confirmation that the Awards and Scholarship Celebration luncheon will take place during the 2016 BC Soccer AGM.

MOTION: To go into camera 35/2016

CARRIED

MOTION: To come out of camera 36/2016

CARRIED

MOTION: To name the new High Performance Referee Award the "Werner Winsemann High Performance Referee Award". 37/2016

CARRIED

15. Competitions and Events

Youth Competitions Committee

- The Committee Chair provided a verbal update including:
 - Coastal Cup matches have begun.
 - A successful 2016 Local Organizing Committee Workshop took place on March 12, 2016.
 - The Provincial Championship hosting have been confirmed for 2017 as:
 - 2017 Youth Provincial A Cup = CCB (Surrey)
 - 2017 Les Sinnott Memorial Boys Provincial Cup = NOYSA (Vernon)
 - 2017 Youth Girls Provincial B Cup = Coastal FC (Surrey)
 - Advising that there was already been expressions of interest from various member groups for 2018 which is very positive.
 - Advising that the committee chair and 2 staff members will be attending the upcoming Canada Soccer Nationals LOC Meeting schedule for April 16, 2016.

The topic of being able to send more referees to National Competitions was discussed it was agreed that this is the direction the BC Soccer would like to move to.

ACTION #5: Committee Chair, in his capacity as Canada Soccer Competitions Committee Member, to bring request forward to the next Canada Soccer Competitions Committee Meeting.

Adult Competitions Committee

- The Committee Chair provided a verbal update including:
 - Adult Provincial Cup Draw took place on April 5, 2016 at 6:30pm in Victoria. Special thanks and acknowledgement were provided to the board members who attended, the great work of the BC Soccer staff on the event coordination and the island based volunteers who supported the event.
 - Reminder that Adult Provincial Cup Finals will take place on May 14, and 15, 2016 in Victoria at Westhills Stadium and Goudy Field.
 - BC Soccer has launched a series of newspaper ads promoting Adult League Cups
 - The ads have been placed in newspapers appropriate to each leagues' geographical location
 - Started in early March and continued throughout March depending on the dates of each League Cup Competition
 - The ads not only promoted each individual league cup, but also linked as qualifying competitions for the BC Soccer Adult Provincial Cup finals.
 - Advising due to only one team being put forward from the member leagues, there will be no Women's U21 event this year.
- 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.

16. Referees Committee

The Committee Chair provided a verbal update including advising:

- The Dallas Cup Report has been received, noting:
 - 3 of the 4 attending referees had a positive experience.
 - Overall attending this tournament is a positive experience for the referee program.
 - There is a need to research and identify other suitable competitions and environments to support the referee program.
 - The question was raised of, should other staff members (i.e. Competitions specific) attend the Dallas Cup in the future has a learning experience?
- Adult Provincial Championships Final matches was also discussed and it was agreed that:
 - The Finals should be the best available referee which is determined by the experts.
 - To use other environments and matches leading up to the Final Match for more developmental purposes.
 - Match Commissioners will be put in place at this year's Adult Provincial Cup Final Matches to support the 4th Officials.
 - Female Referees have been assigned to all female Adult Provincial Cup Final Matches.

The board voiced their support of exploring other environments outside of the Dallas Cup to support development of referees. There was specific discussion on focusing on competitions and environments

in Canada, specifically National Competitions. This was the focus, with the underlying understanding that BC Soccer's role in referee development is to develop referees to get them into the National Program (Canada Soccer), therefore the environments that BC Soccer's referee program should be exploring are ones that provide the ability to have BC referees being seen by Canada Soccer Referee Program Staff and Assessors.

ACTION #6: Referee Committee Chair and Staff to explore other environments to improve the chance of BC referees being introduced into the National Program.

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

17. Governance Committee

The Committee Chair provided a verbal update including:

- Advising that the committee has received an application for Delta Surrey Spring League and approved it pending revised rules per staff/committee recommendations.
- Providing an overview of the proposed bylaw and rule amendments that the committee is in the process of reviewing.
 - It was requested for the VP Adult to seek feedback from the adult leagues on whether there is support to allowing underage players to play in Over 30s Classics and Over 35s Masters Divisions within Provincial Championships.
 - It was requested for the VP Finance to provide proposed Amendment to Bylaws for financial reporting requirements of districts, adult leagues and affiliated clubs.

ACTION #7: VP Adult to seek feedback from the adult leagues on whether there is support to allowing underage players to play in Over 30s Classics and Over 35s Masters Divisions within Provincial Championships.

ACTION #8: VP Finance to provide proposed Amendment to Bylaws for financial reporting requirements of districts, adult leagues and affiliated clubs.

- The members discussed the status of the 3 full member adult leagues relating to outstanding payments.

MOTION: To go into camera 38/2016

CARRIED

MOTION: To come out of camera 39/2016

CARRIED

MOTION: To send letter notification to the first specific Adult League advising that they must submit outstanding payment to BC Soccer by noon on April 25, 2016. If not complied with, the League will be declared “not in good standing” by the BC Soccer Board.

40/2016

CARRIED

MOTION: To send letter notification to the second specific Adult League advising that they must submit outstanding payment to BC Soccer by noon on April 25, 2016. If not complied with, the League will be declared “not in good standing” by the BC Soccer Board.

41/2016

CARRIED

MOTION: To send letter notification to the third specific Adult League advising that they must submit outstanding payment to BC Soccer by noon on April 25, 2016. If not complied with, the League will be declared “not in good standing” by the BC Soccer Board.

42/2016

CARRIED

ACTION#9: Executive Director (or designate) to ensure appropriate notification is sent to the three Adult Leagues in question on behalf of the board.

Update on Committee Priorities and Action Plan (circulated prior to the meeting)

- The Committee Chair provided a verbal update on the committee priorities which included status on:
 - CRM
 - Phase 1 (Player Registration) to be introduced to the Interior and Associate Adult Leagues based on the registration dates submission.
 - Phase 2 (Online Form Management) is in testing phase.
 - Development within system to incorporate Club Charter application and submission.
 - Members being Registered Societies
 - Supporting the Club Charter Program development
 - Review of transfer, permitting and reinstatement rules

18. Membership Committee

The Committee Chair provided a verbal update including:

- Advising that the committee has received and approved 10 associate membership renewal applications.

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:

- Reviewing Associate Membership Categories (Work continues on short term player permit and associate membership category revision initiatives)

MOTION: To go into camera 43/2016

CARRIED

MOTION: To come out of camera 44/2016

CARRIED

19. New Business

None

20. Next Meetings

- Tuesday, May 4, 2016 – evening conference call (primarily to review the proposed rule and bylaw amendments)
- Tuesday, May 17, 2016 – evening conference call to approve the 2015-16 Audited Financial Statements (may change depending on required timings)
- Friday, June 10, 2016 – evening prior to AGM

21. Adjournment

- 4:45pm

ACTION SUMMARY:

#	Who?	What?
1	Executive Director	Executive Director to continue to implement the 2016-17 Operations Plan and incorporate accordingly into individual Staff Personal Development Plans.
2	President	President to follow up with the chair regarding specifics within the report submitted.
3	President	President to follow up with the chair regarding specifics within the report submitted.
4	Risk Management Committee Chair	Risk Management Committee Chair to discuss at the next Risk Management Committee Meeting and provide direction in this area.
5	Youth Competitions Committee Chair	Committee Chair, in his capacity as Canada Soccer Competitions Committee Member, to bring request forward to the next Canada Soccer Competitions Committee Meeting.
6	Referee Committee Chair and Referee Development Coordinator	Referee Committee Chair and Staff to explore other environments to improve the chance of BC referees being introduced into the National Program.
7	VP Adult	VP Adult to seek feedback from the adult leagues on whether there is support to allowing underage players to play in Over 30s Classics and Over 35s Masters Divisions within Provincial Championships.
8	VP Finance	VP Finance to provide proposed Amendment to Bylaws for financial reporting requirements of districts, adult leagues and affiliated clubs.
9	Executive Director (or designate)	Executive Director (or designate) to ensure appropriate notification is sent to the three Adult Leagues in question on behalf of the board.

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.