



# MEETING MINUTES

## BC SOCCER BOARD OF DIRECTORS MEETING

Saturday September 16, 2017 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), Aiman El-Ramly (Conference Call 9am – 10:40am), Chris Appleby, Rob Lennox, Don Moslin, Rob Brown, Don Dancey, Ed Kennedy, Carlos Grosso, Chuck Bennett, Leanna Napolitano (9am – 10:50sm), Ralph Luongo, John Charlton, Justus Mirembe, and Jason Elligott (Executive Director).

Regrets: None

### 2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

**MOTION: To approve the minutes of the August 12, 2017 Board meeting and committee meeting minutes (by consent)** **77/2017**

**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 at the meeting.

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

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

- Canada Soccer President's Meeting update

The Executive Director provided a verbal summary of the September 2017 Executive Director Report (circulated prior to meeting) comprised of a high level summary across all association activity over the last four months included:

- Human Resources Summary, including:
  - Mid Year Reviews will be completed as per the timelines with the process.
- Operations Summary:
  - Updates on various activity, including GST implementation, Internal Finance Policy completion, BC Soccer Conference, technical Director Diploma/Certificate offering, Coaching Learning Facilitator support program, and communications update.
  - Updates on Canada Soccer initiatives being
    - Club Licensing (as a result, it was reminded that BC Soccer will not introduce Standard 2 or 3)
    - Skills License
    - Coaching Certification
    - Canada Soccer (FIFA) Connect Database / Registration System
  - Recent successes / areas of challenge.
  - Areas of focus for the next 3 months.

The 1<sup>st</sup> Vice President and Executive Director spoke to results of the membership feedback survey regarding the drafted BC Soccer bylaws that were presented (and defeated) at the 2017 BC Soccer Annual General Meeting. The members were reminded that transition to the new Societies Act is required by November 2018.

It was stated that the item within the presented bylaws that raised the most comments from the member survey was regarding the amendment being, “All Youth District Association directors must resign from any club board, senior manager or paid position within 180 days of election to the district board.”. It was stated that the addition of this (Part.15.v.viii.) speaks specifically to removing real or perceived conflict of interest in the decision-making process at the youth district level and is aligned with expectations of BC Soccer’s governing bodies, and also works to address many judicial situations BC Soccer experiences and rules on regarding the conduct of club representatives participating on district boards. It was stated that to address the concern, BC Soccer would provide two options for the membership’s consideration.

It was recommended that BC Soccer hold a Special General Meeting held in the BC Soccer offices prior to February 2018 solely for reviewing the BC Soccer bylaws.

**MOTION: To hold a BC Soccer Special General Meeting prior to February 2018 for the purposes of reviewing the drafted BC Soccer bylaws. 78/2017**

**CARRIED**

**ACTION #1: Executive Director (or designate) to ensure appropriate next steps are completed as per the current BC Soccer bylaws.**

## 5. Committee Composition

Additional members were presented by each committee chair for the board's consideration as follows:

<p>Committee: Facility Development Members:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Committee: Awards and Scholarships Members:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<p>Committee: High Performance Soccer Development Members:</p> <ul style="list-style-type: none"> <li>• Chris Murphy</li> <li>• Mario Montagliani</li> <li>• Ron Brar</li> </ul>	<p>Committee: Nominations Members:</p> <ul style="list-style-type: none"> <li>• Frank Rennick</li> <li>• Leanna Napilitano</li> </ul>
<p>Committee: Grassroots Soccer Development Members:</p> <ul style="list-style-type: none"> <li>• Steve Hood</li> <li>• Ian Knight</li> <li>• Perter Malakoane</li> <li>• Ciaran McMahon</li> <li>• Carl Neibel</li> <li>• Gilbert Scholet</li> <li>• Bill Price</li> </ul>	<p>Committee: Women In Soccer Members:</p> <ul style="list-style-type: none"> <li>• Candice Brown</li> <li>• Terresa Musgrave</li> <li>• Ginger Heartman</li> <li>• Debra Pudek</li> <li>• Kelly Donaldson</li> </ul>
<p>Committee: Youth Competitions Members:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Committee: Adult Competitions Members:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<p>Committee: Regional Tier 3 Members:</p> <ul style="list-style-type: none"> <li>• Mario Montagliani</li> <li>• Dino Anastopoulos</li> <li>• Mark de Frias</li> </ul>	<p>Committee: Governance Members:</p> <ul style="list-style-type: none"> <li>• Dave Hargraves</li> <li>• Jim Mackie</li> <li>• Laurie Robertson</li> <li>• Sean Bujtas</li> </ul>
<p>Committee: Membership Members:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Committee: Judicial Members:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<p>Committee: Referee Members:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Committee: Risk Management Members:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<p>Committee: Hall of Fame Members:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Committee: Finance Members:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>

**MOTION:** To approve the additional Committee members as presented.

**79/2017**

**CARRIED**

## **6. Facility Development Committee**

The Facility Development Committee Chair provided a verbal update advising that there has not been any substantive discussions with the specific city in the Lower Mainland regarding the potential partnership to develop a facility for BC Soccer that meets the needs of and becomes the 'home' for the association. It was stated that the deadline for the report BC Soccer is waiting on was this week, however it was not received by the date of the meeting.

## **7. Finance Committee**

The VP Finance spoke to the Committee/Staff Liaison Report, the July 2017 Financial Statements, and the player registration update (all circulated prior to the meeting). Overall, it was noted that the association is in a good financial position. However, with the trend in player registration numbers the association must ensure that appropriate decisions and actions are in place to adjust operations to continue to provide the desired services and programs with potentially less financial resource.

The VP Finance spoke to the Finance Committee approved Finance Policy Handbook, that was circulated prior to the meeting. It was stated that this has been a longer than anticipated drafting process, however the policy provides greater internal controls, brings all financial policies into one document and eliminates outdated policies, including the spending authority's limitations policy.

**MOTION: To approve the Internal Finance Policy as presented.**

**80/2017**

**CARRIED**

**ACTION #2: Executive Director (or designate) to ensure all staff receive a copy and are aware of the content within.**

The VP Finance provided an updated Director Expense Claims Form (circulated prior to the meeting) which provide more specific guidelines on when expense claims can be made.

**MOTION: To approve the updated Expense Form as presented and circulated prior to the meeting.**

**81/2017**

**CARRIED**

**ACTION#3: Executive Director (or designate) to ensure the Finance Staff implement the use of the updated expense claim form.**

The VP Finance also spoke to the decline in player registration numbers. It was stated that are the Interior season the numbers reported are down by approximately 1,400 players. If the ratio was the same for the coastal region, the association could potentially be looking at a financial impact on revenues by upwards of 60K. Specific association numbers were discussed where there was significant

decline in registration from last year and it was noted that BC Soccer would target to visit Prince George to meet with the District association to discuss.

**ACTION#4: Executive Director (or designate) to look into setting up a meeting/visit.**

## **8. Nominations**

There was no committee report provided and no update presented.

## **9. Player and Coach Development**

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 Program
    - Successful Delivery of BC Soccer High Performance Program Activity
      - July Camps - 199 players from U13 to U18 representing all BC SPL franchise clubs
      - Feb – July Total HPP Matches – 60 (Total Players 311, Male 158 and Female 153 representing all BC SPL franchise clubs.
    - Match Schedule is complete with integrated matches with WFC/REX vs BC Soccer HPP and BC SPL Clubs. First matches were Aug 29, 2017.
    - Over the last 6 months there has been over 300 players representing all BC SPL franchise clubs within BC Soccer’s High Performance Program, which is very good.
- The committee chair spoke to the changing landscape within the high performance environment.

**MOTION: To go into camera 82/2017**

**CARRIED**

**MOTION: To come out of camera 83/2017**

**CARRIED**

The members discussed the coaching certification requirements currently within Rule 23.h) being:

Current

**RULE 23 - RULES OF PLAY - YOUTH**

h) Head Coaches of any youth team shall complete the appropriate Canadian Soccer Association / BC Soccer coaching course respective to the age group of the team(s) they are currently coaching. (Note: compliance with this rule will be as of June 1, 2016).

i) Head Coaches shall comply with this requirement within six (6) months of their Head Coach appointment. CSA foreign equivalency may be applied.

TEAM AGE GROUP	U6	U7	U8	U9	U10	U11	U12	U13-U18 Grassroots	U13-U18 High Performance
COACHING COURSES	ACTIVE START	FUNDAMENTALS		LEARN TO TRAIN				SOCCER FOR LIFE (or higher)	B NATIONAL Trained

Proposed

**RULE 23 - RULES OF PLAY - YOUTH**

h) Head Coaches of any youth team shall complete the appropriate Canadian Soccer Association / BC Soccer coaching course respective to the age group of the team(s) they are currently coaching. (Note: compliance with this rule will be as of June 1, 2016).

i) Head Coaches shall comply with this requirement within six (6) months of their Head Coach appointment. CSA foreign equivalency may be applied. **Upon seasonal application, only in special circumstances, and reviewed on a case by case basis, the BCSA Board may accept other coaching certification designations solely for the U13-U18 High Performance category and will provide a designated expiry date for that certification.**

TEAM AGE GROUP	U6	U7	U8	U9	U10	U11	U12	U13-U18 Grassroots	U13-U18 High Performance
COACHING COURSES	ACTIVE START	FUNDAMENTALS		LEARN TO TRAIN				SOCCER FOR LIFE (or higher)	B NATIONAL Trained

Rationale

To support the BCSP and the BCSP Technical Committee’s request to recognize other higher levels of certification currently held by coaches in the BCSP that are not under Canada Soccer’s foreign equivalency program while noting the pending transition in coaching certification requirements being introduced by Canada Soccer.

**MOTION: To approve the rule amendment as presented.**

**84/2017**

**CARRIED**

**ACTION #5: Executive Director (or designate) to circulate to the membership within 14 days of the meeting.**

**MOTION: To approve the NSCAA Advanced National Coaching Diploma as an equivalent for the U13-U18 High Performance category for coaches with the BCSPL until August 2018. 85/2017**

**CARRIED**

**ACTION #6: Executive Director (or designate) to advise the BCSPL Technical Directors accordingly.**

Grassroots Soccer Development Committee

- The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
- Festivals
  - o Completed 21 Festivals within Lower Mainland, Interior and Kootenays.
  - o Completed trial of a Festival with a Community Course (Active Start/FUNdamentas).
    - Purpose is to provide another option for clubs to delivery these courses. Linked in with Festival to encourage more Volunteers to attend
- Grants
  - o Received 37 Grant application to date
- Club Charter – Standard One Update
  - o 1 Standard One Club – Richmond FC
  - o 61 clubs have opted into program
  - o 5 Members awaiting approval by Youth District.
  - o 25 Club visits to Northern BC, Interior and Lower Mainland completed to support applications and to discuss the benefit for clubs to opt into the program if they haven't already
  - o 11 Clubs have completed 100% upload of criteria and are currently going through review process
- Small-Sided Game Development Manual
  - o During 25 Club visits discussed the SSG Manual and updated forming of teams' rule for 2018.
  - o Discussed with South Fraser Youth Districts implemented changes to game formats for 2017-18 season to U10 Girls and U8 PDS League to follow Rules within the Manual
    - U10 Girls 8v8 changed to 7v7
    - U8 PDS League 6v6 changed to 4v4 or 5v5
- Coaching Education:
  - o Announcement – August 30<sup>th</sup> - Coach Learning Facilitator Training Update

- Announcement – August 30<sup>th</sup> - B Pretest will be phased out in 2018 and C License Delivery in Nanaimo

The committee chair spoke to the learnings since the implementation of the Club Charter Program specific to the implementation of the Small Sided Soccer Development Manual. It was stated that since the last review of the SSGDM which was approved in April 2017 (6 months ago), it is evident through the Club Charter Program visits that clubs are aligned with LTPD guidelines. However, it has also highlighted that the SSGDM is more stringent than the LTPD Guidelines as it relates to some of the Age Groups, Game Duration and Squad Size in the current manual. Therefore, the amendments are being proposed to make the SSGDM more flexible to capture current activity delivery which is still in alignment with LTPD guidelines. As a result, BC Soccer’s Soccer Development Department has further updated the Small Sided Soccer Development Manual.

**MOTION: To approve the amended BC Soccer Small Sided Soccer Development Manual as presented and circulated prior to the meeting, with the amendment to max game during for the Soccer For Life category to be 70 minutes. 86/2017**

**CARRIED**

**ACTION #7: Executive Director (or designate) to circulate to the membership within 14 days of the meeting.**

## **10. Competitions**

Youth Competitions Committee

- The Committee Chair provided a verbal update which included:
  - Summary of the sanctioning being applied for the 2017 Provincial Championships.
  - Advising the location for the 2018 youth provincial championship finals, being premier – Island, A Cup – Richmond, B Cup girls – Kamloops, and B Cup Boys – Burnaby.

The members discussed the discipline process as it relates to facilitating BC Soccer Provincial Championships. Specifically discussed is the difference in roles and responsibilities between on-site discipline and when discipline is handled by judicial (post competition). It was stated that it would be very value to hold a pre-competition discipline meeting/workshop which would include the BC Soccer representatives who will be responsible for discipline and the BC Soccer’s Judicial Chair. It was also stated that a post-competition meeting within 10 days of the competitions last day to debrief is also needed.

**ACTION #8: Executive Director (or designate) to ensure meetings/workshops are facilitated for BC Soccer’s 2018 competitions.**

The Youth Competitions Committee Chair, who is also a member of Canada Soccer’s Competitions Committee, also provide a brief verbal update on national activity including:

- Challenges that have been raised with national completions rules and regulations



- Advising who is attending the various national championships and thanking the board members who are representatives to work with the traveling teams.

#### Adult Competitions Committee

- The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
    - o Advising the committee sent out two fines for Breach of Rules (\$750 each to Burnaby Men's and Lower Island Women's).
    - o Advising the committee is discussing what is "Just Cause" for missing a scheduled Provincial Cup match
    - o Advising the committee is reviewing Provincial Cup allocations for each league.
      - Men's will wait until we know player and team registration numbers.
      - The number of women's teams in each category was reduced to reflect waning interest; the rationale was with lower numbers of spots for teams, this may increase the prestige and exclusivity of the competition.
    - o Advising the committee discussed a request from the MWSL to allow for a team registered in an Open age division (but with players all above the age of 30) to compete in the Classics (over 30) provincials. It was determined that the Association's rules do not allow for this. Therefore, the committee wanted to make the board aware that MWSL may submit a rule amendment for next year.
    - o Advising that the committee has set the tentative dates for next year's Adult Provincials as:
      - Provincial Cup Draw – Tuesday April 3rd, 2018
      - Proposed Draw Location: Fortius Sport and Health building.
        - Preliminary Round Games – April 14/15
        - Rd of 16 – April 20-22
        - Quarters – April 27-29
        - Semis May 4-6
        - Finals May 12/13
- \*dates above may need to be adjusted based on league schedules.

The committee chair spoke to the updated 2017-2018 Adult Competitions Rules and Regulations (Adult Provincial Championships Rules and Regulations).

**MOTION: To approve the 2017-2018 Adult Competitions Rules and Regulations as presented and circulated prior to the meeting. 87/2017**

**CARRIED**

**ACTION #9: Executive Director (or designate) to circulate to the membership within 14 days of the meeting.**

## 11. Membership Committee

The Membership Committee Chair spoke to the recent challenges with one adult associate member league with the timings on submission of registration and applicable dues.

**MOTION:** To go into camera **88/2017**

**CARRIED**

**MOTION:** To come out of camera **89/2017**

**CARRIED**

**MOTION:** To provide formal written correspondence to the Knight Soccer League advising that they failed to meet the terms outline in the October 21, 2016 letter from BC Soccer, which BC Soccer will not institute the \$1,000 penalty for. To continue in good standing The Knight Soccer League must submit a \$1,000 bond under the same terms for 2018. **90/2017**

**CARRIED**

**ACTION #10:** Executive Director (or delegate) to ensure correspondence to the league as motioned.

## 12. Regional Tier 3

The Regional Tier 3 Committee Chair provided a brief verbal update which included:

- Committee to determine next steps with viability of the League and appropriate plan of action.

## 13. Awards and Scholarships

The Awards and Scholarships Committee Chair provided a verbal update advising that the committee held its first meeting and there was good discussion on the activity in this area with nothing specific to report on.

## 14. 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:

- Female Grants Program initiative was revealed and communicated to membership March 8, 2017 (International Women's Day), and applications are being accepted until June 30, 2017.
  - o 18 applications have come in to date and 7 organizations have been to date and will be awarded a \$1,000 grant.

## 15. Risk Management

The Risk Management Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the status of the various groups required to complete criminal record checks for BC Soccer directly.

## 16. Governance Committee

The Governance Committee Chair provided a verbal update, which included the following advising:

- Committee is still seeking to add one more additional community member.
- Terms of Reference have been received from governance, hall of fame and the members committees.
- That the Lower Mainland District Chairs have been meeting and discussing and developing plans for the BC Coastal Soccer League that will have league board made up of the district chairs with committees reporting to the board that are responsible for the facilitation and implementation of the various division/league activity within the lower mainland.

## 17. Referees Committee

The Referee Committee Chair provided a verbal updated, which included the following update:

- There will be a focus this year to develop and include a head referee good practice guide.
- There is a need to review the strategic objectives regarding refereeing within the strategic plan as there are restrictions from Canada Soccer on the number of referees that can be promoted from BC, therefore BC Soccer may not be able to meet the objective not from a lack of ability but rather the restrict placed on the association.

## 18. Judicial

The members were provided a brief verbal update of behalf of the Committee Chair, which included status of various appeals and discipline cases currently being reviewed/heard.

**MOTION: To go into camera 91/2017**

**CARRIED**

**MOTION: To come out of camera 92/2017**

**CARRIED**

## 19. Hall of Fame

The Hall of Fame Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included a brief update on the discussion that the committee has had regarding electronic or physical and the exploration required regarding the association introducing a Hall of Fame.

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

None

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

**MOTION:** To change the day of the December board meeting to be the day before the BC Soccer Conference, so out of town board members can attend the conference more easily.

**93/2017**

**CARRIED**

- November 4
- December 9

**22. Adjournment**

- 1:20pm

**ACTION SUMMARY:**

#	Who?	What?
1	Executive Director (or delegate)	Executive Director (or designate) to ensure appropriate next steps are completed as per the current BC Soccer bylaws.
2	Executive Director (or delegate)	Executive Director (or designate) to ensure all staff receive a copy and are aware of the content within.
3	Executive Director (or delegate)	Executive Director (or designate) to ensure the Finance Staff implement the use of the updated expense claim form.
4	Executive Director (or delegate)	Executive Director (or designate) to look into setting up a meeting/visit.
5	Executive Director (or delegate)	Executive Director (or designate) to circulate to the membership within 14 days of the meeting.
6	Executive Director (or delegate)	Executive Director (or designate) to advise the BC SPL Technical Directors accordingly.
7	Executive Director (or delegate)	Executive Director (or designate) to circulate to the membership within 14 days of the meeting.
8	Executive Director (or delegate)	Executive Director (or designate) to ensure meetings/workshops are facilitated for BC Soccer's 2018 competitions.
9	Executive Director (or delegate)	Executive Director (or designate) to circulate to the membership within 14 days of the meeting.
10	Executive Director (or delegate)	Executive Director (or delegate) to ensure correspondence to the league as motioned.

**Approved by:**

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

<b>Name (please print)</b>	<b>Signature</b>	<b>Date</b>
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\*Approved at the following BC Soccer Board Meeting; signed copy in BC Soccer office.