



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday April 8, 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, Shannon Foster, Rob Brown, Don Moslin, Ed Kennedy (Conference call), Ron Brar (Conference call 9am-11:30am), John Reed, Don Dancey, Carlos Grosso, Leanna Napolitano and Jason Elligott (Executive Director).

Regrets: Rob Lennox, Chuck Bennett, and Chris Appleby

2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

MOTION: To approve the minutes of the February 25, 2017 Board meeting and committee meeting minutes (by consent) 22/2017

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 in at the meeting.

4. Executive Director update / President's Comments

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

- Thanking the board members for their contribution and time they individually contribute to soccer in BC.

- Encouraged the board members to attend the AGM of the Districts/Leagues that they are liaisons for.
- Advising that there are currently three individuals who are seeking election to become the next Canada Soccer President, noting that BC Soccer have signed the nomination from for Steven Reed, current Canada Soccer VP and past BC Soccer President.

The Executive Director provided a verbal summary of the February 2017 Executive Director Report (circulated prior to meeting) which included:

- Summary of high level activity since the last board meeting (February 25, 2017).
 - o Human Resources Summary, including:
 - Advising That Stephen Wurz joined the association in the role of Acting Director of Finance.
 - Advising of recent professional development and recognition awards provided to specific staff members.
 - Areas of focus for the next 6 months.
 - Recent successes / areas of challenge.
 - o Operations Summary:
 - Updates on various activity, including Regional Tier 3, Club Charter, Referee Grassroots delivery, government meetings/grant information, Canada Soccer information and Sport BC Special AGM.
 - Areas of focus for the next 3 months.

The Executive Director spoke to the final 2016-17 Fiscal Year Operations Plan (Internal) report which was circulated prior to the meeting.

The Executive Director presented the 2017-18 Operation Plan (circulated prior to the meeting) including advising the linkage to individual staff development plans and the overarching strategic plan.

MOTION: To approve the 2017-18 Operations Plan as presented. 23/2017

CARRIED

ACTION #1: Executive Director to action the 2017-18 Operations Plan.

5. Facility Development Committee

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

- Positive discussions with a specific city in the lower mainland who are keen to partner to develop a facility for BC Soccer that meets the needs of and becomes the 'home' for the association. The next steps are setting up a working group between the two organization, which may include aboriginal representation based on current land situation within the specific location identified.

MOTION: To go into camera 24/2017

CARRIED

MOTION: To come out of camera

25/2017

CARRIED

The board fully supported the continuation to engage with the City of Port Coquitlam on this project. It was noted that there is potentially up to \$2.5m available for BC Soccer to put towards a facility; the current building reserve (\$1m) and the current BC Soccer office location (estimated value \$1.5m). It was stated that the sale of the current office would be subject to membership approval.

ACTION #2: Executive Director to formally engage with the City of Port Coquitlam by way of an MOU or Letter of Intent.

6. Finance Committee

The Executive Director on behalf of the VP Finance spoke to the Committee/Staff Liaison Report, the January and February 2017 Financial Statement, the updated Forecast to year-end (projecting higher than anticipated from January's meeting) and the player registration comparison reports (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 declining as presented in the Proposed Revised 2017-18 Revision Budget, circulated prior to the meeting, 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.

MOTION: To approve the updated revised 2017/18 budget that also includes the previously withheld additional requests except the Adult Futsal Provincial budget. 26/2017

CARRIED

The VP's Report made reference to the current and future financial situation based on the 2017-18 budget draft. The trends that are occurring include declining registration (income streams) with an increase in operating costs, including insurance, salaries and benefits, and programming costs. It was stated that our membership does not want us to present a deficit budget, therefore if we don't increase fees, we would be required to cut programming and/or operating expenses.

The board discussed, from a strategic perspective, what a fee increase could and should look like.

MOTION: To go into camera

27/2017

CARRIED

MOTION: To come out of camera

28/2017

CARRIED

MOTION: To approve a 6% increase to all BC Soccer fees commencing 2018-19 and to not have another increase form minimum of 5 years. **29/2017**

DEFEATED

The board discussed the 2018-19 drafted budget that does not include a fee increase, which presented a deficit budget. Following this, the board discussed the 2018-19 drafted budget that does include a player registration fee increase. It was agreed that there is a need to have a fee increase commencing 2018-19. It was stated that it has been 8 years since the last fee increase, the association has and continues to be very financially responsible, is providing increased levels of services and programming in an environment where the costs to do so have risen. It was further stated that the increase should not be taken with a short-term view, but rather a longer term view. There was not consensus on the amount of fee increase, therefore it was requested to have a conference call within the next two weeks so the VP Finance would be able participate in the discussion.

ACTION #3: Executive Director to coordinate a board conference call within the next two weeks at a time that works for the VP Finance and to notify board members by April 12th of date of call.

7. Nominations

The Nominations Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting which included:

- There will be an All Candidates meeting, prior to the AGM, tentatively scheduled for May 18 in the BC Soccer office.
- Current board members who have declared their intention to re-run
 - o Aiman El-Ramly (for 1st Vice President)
 - o Rob Brown (VP Adult)
 - o Ron Brar
 - o Leanna Napolitano
 - o Don Moslin
- 1 new candidate application received
- Both Shannon Foster and John Reed advised of their current intention to not seek re-election.

8. 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 License
 - High Performance License Coach Workshops with each BC SPL Club completed.
 - Game Model and Curriculum assessments in progress.
 - o High Performance Program

- Canada Games 1 of 2 Camps completed, 2nd camp scheduled for August.
- U13 & U14 participated within Vancouver Whitecaps FC combine.
- On-going ID games scheduled through April, May and June.

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
 - Completed 40 festivals within 14 Technical visits
 - Club Charter
 - Standard one update
 - 1st Club Approved. Richmond FC
 - 59 clubs have expressed interested in joining the program.
 - 50 clubs have been approved by Youth District;
 - 7 clubs awaiting approval by Youth District.
 - Regional Visits
 - March Interior visits completed with 9 clubs. Regional visits to be scheduled April 2017+ in Northern BC and the Kootenays.
 - Coaching Education:
 - As of March 30, 2017, course numbers have already surpassed last year's fiscal year for Active Start: 59, Fundamentals: 51, L2T: 50 and S4L: 48. Total: 208
 - B Provincial and C License courses for March and April are full. New courses have been added for each in May 2017.

MOTION: To approve the updated Small Sided Games Manual as presented with minor amendment prior to the meeting. **30/2017**

CARRIED

ACTION #4: Executive Director (or designate) to circulate to the membership within 14 days of the meeting.

9. Competitions

Youth Competitions Committee

- The Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - Minimum criteria to qualify for a Youth Provincial Cup discussed. Too many teams receive an automatic berth as the only entrant from their region, and when they attend provincials the results are very lopsided. Agreed that some regulations should be in place, but not in 2017; further discussion will be initiated for the Youth Forum (2017 AGM).
 - BC Soccer adding a U17 division for Boys and Girls Premier Cup, and Boys A Cup. This matches the new Nationals age groups (U15, U17).

- Interior Districts are again asking about the possibility of forming Regional Select teams for Provincial Cup competition. Could solve issue #1 regarding lopsided results at Provincials.
- Whitecaps FC match on July 5 this year, the day before Youth Provincials (A and B) begin. Our two local LOC's will be facilitating the sales of tickets to the game for all participants. Pre-Competition meetings will need to be held Thursday morning instead of Wednesday night to accommodate
- The Chair verbally advised:
 - Coastal Cup matches are underway,
 - The 2018 Provincial Championship hosts / locations have been confirmed as:
 - Girls B Cup – Kamloops Youth Soccer Association
 - Boys B Cup – Burnaby Youth District Soccer Association
 - Girls and Boys A Cup – Richmond Soccer Association

Proposed Rule Amendment to 2016-2017 Youth Competition Rules & Regulations

CURRENT:

2) Team Eligibility

a. Declarations/Entry Deadlines

- i. **Provincial Premier Cup:** The Provincial Premier Cup shall be open to all youth teams under the jurisdiction of the Association, declared on entry forms provided by BC Soccer and with registration fees submitted by December 1st in the current coastal playing season and by May 1st in the current interior playing season, provided the team, or teams, have played in properly constituted league matches and are not under suspension from district or authorized leagues.
 - 1. Unless otherwise indicated, all BC SPL franchises are automatically declared for the Provincial Premier Cup.

PROPOSED:

2) Team Eligibility

a. Declarations/Entry Deadlines

- Provincial Premier Cup:** The Provincial Premier Cup shall be open to all youth teams under the jurisdiction of the Association, declared on entry forms provided by BC Soccer and with registration fees submitted by December 1st in the current coastal playing season and by May 1st in the current interior playing season, provided the team, or teams, have played in properly constituted league matches and are not under suspension from district or authorized leagues.
- 1. Unless otherwise indicated, all BC SPL franchises are automatically declared for the Provincial Premier Cup.
 - 2. If a BC SPL franchise wished to withdraw a team or teams from Provincial Premier Cup participation, they must inform the BC Soccer office no later than June 1st of that year.

RATIONALE: To enable Premier Cup teams to withdraw from Provincial Premier Cup and nationals. Some teams may know in advance that they won't be able to commit to nationals if they were to win provincials, so to avoid having to drop out of nationals after its 'too late', this enables them to withdraw and provide the opportunity to another team.

MOTION: To approve the youth competition rule amendment as presented and circulated prior to the meeting. **31/2017**

CARRIED

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

The Chair also expressed the challenges he has seen with the new way that Canada Soccer is facilitating the National Host Bid/Application/Allocation process and expressed that BC Soccer should be a part of any bid from a BC based organization.

Adult Competitions Committee

- The Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - o Provincial Cup Draws have been split (Men/Women) due to some men's leagues that will not be prepared for the original date of April 3rd. Women's was held on April 3rd, and the Men's will be April 13.
 - o BC Soccer Referee Development and Performance Committee evaluating recommendations from the Adult leagues for Provincial Cup appointments.
 - o Dates for Provincial Cup matches shall be:
 - Preliminary Round (Masters/Men's B) & Round of 16 for all other categories: April 21 – 23 Masters & Men's B Rd. of 16 & Quarterfinals for all other categories: April 28 – 30 Masters & Men's B Quarterfinals & Semifinals for all other categories: May 5 – 7
 - Masters & Men's B Semifinals and Finals for all other categories: May 13 (Women's) & May 14 (Men's) Masters & Men's B Finals: May 28
 - *All Finals (May 13/14/28) to be held at Burnaby Lake West
 - o BC Soccer currently advertising all league cup finals once we receive their information. Targeted newspaper ads and paid social media.
 - o There has been some recognition and discussion at this committee level that for most decisions, most members are in conflict and should not be participating in discussions or voting. The committee may operate more effectively next year if no members are staff or board members of one of our Member leagues.

10. Membership Committee

The Executive Director on behalf of the Membership Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included;

- Advising that 2 associate membership application has been received and approved by the membership committee, being:
 - o Holbrook Sport Management (Short-Term Event)
 - o PLAY Society (Short-Term Event)

MOTION: To approved the Associate Member application as presented. 32/2017

CARRIED

ACTION #6: Executive Director (or designate) to send appropriate correspondence confirming membership with BC Soccer.

- Advising that 11 associate membership renewal applications have been received and approved, being:
 - o African Canadian Soccer & Cultural Association (Non-Profit)
 - o E11even Management (Short-Term Event)
 - o EPIC Sport Management (For-Profit)
 - o FC Victoria (Other)
 - o Footskills Soccer (For-Profit)
 - o Kamloops Women’s Soccer League Society (Adult League)
 - o Martin Bittengl School of Soccer (For-Profit)
 - o North Shore Girls Soccer Club (Other)
 - o TSS Rovers (Other)
 - o University of Northern British Columbia (Post-Secondary)
 - o Western Canada Rush (For-Profit/Short-Term Event)

The board was advised of the recent decision at the Saskatchewan Soccer Association Annual General Meeting regarding the acceptance of private academies as full members.

MOTION: To go into camera 33/2017

CARRIED

MOTION: To come out of camera 34/2017

CARRIED

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:

- Franchise Holder online pre-application deadline was March 31, 2017.
- 6 pre-applications submitted
- Committee to determine next steps with viability of the League and appropriate plan of action.

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:

- Award Nominations Received: 21
 - Award of Merit: 7
 - Player of the Year: 4 (2 Youth Male/1 Adult Male/1 Youth Female)
 - Coach of the Year: 6 (4 Youth Coaches/2 Adult Coaches)
 - Official of the Year: 2 (2 Adult Official)
 - Clarke's Fair Play: 0
 - Administrator of the Year: 2
 - Woman of Distinction: 0
- Scholarship Applications received: 78

The Committee Chair advised the board of the individuals who have been nominated for Life Membership and the AC Sanford Award.

MOTION: To go into camera 35/2017

CARRIED

MOTION: To come out of camera 36/2017

CARRIED

MOTION: To approve the recommendation of the Awards and Scholarship Committee as presented. 37/2017

CARRIED

13. 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:

- Announced Female Grants Program Initiative documented, including criteria, report and overall process. To be implemented for 2017/18 fiscal year, as part of the overall BC Soccer Grassroots Grants Programming.
- Working on input for Standard 2 of the Club Charter Program to incorporate female-specific components.
- Working to provide a Women in Soccer workshop in Nelson in April (as per their request).

14. Diversity / Cultural Working Group

The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included an update in relation to the 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
- The work currently be undertaken to draft an Inclusion Policy for BC Soccer.
- Identify items that could be done at the provincial level including:
 - o Offering coaching/refereeing courses with associate member partners & regions
 - Coaching course delivered March 28 in Haida Gwaii in partnership with the Aboriginal Sport & Rec Council, Haida Gwaii Rec, Haida Gwaii Soccer, and BC Soccer. Eight coaches from the upper and lower part of the island took part in this coach education session.
 - Other courses delivered this year included:
 - Fundamentals – May 2016 – Port Clements
 - Learn to Train – May 2016 – Hazelton
 - Fundamentals planned for April 8 in Hazelton
 - o Autism Focused Soccer Festival will take place April 29 in Surrey.
 - o Initiate relationship with parasport/soccer (ongoing conversations)

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.

Proposed Rule Amendment to Rule 21 – Risk Management

CURRENT: RULE 21 - RISK MANAGEMENT

- a) All BC Soccer directors and every volunteer or employee of BC Soccer or an affiliated BC Soccer organization, age 19 and over, who at any time could be expected in the performance of their duties to:
 - ii) be entrusted with performing financial duties;
 - iii) be responsible for book keeping or bank account(s) or any other monetary duties;must have on file the results of a Criminal Record Check.

- b) All BC Soccer directors and every volunteer or employee of BC Soccer or an affiliated BC Soccer organization, age 19 and over, who at any time could be expected in the performance of their duties to:
 - i) be with any vulnerable personmust have on file the results of a Vulnerable Sector Check.

- c) All directors and every volunteer or employee of BC Soccer, age 19 and over, must have the results of a completed Criminal Record Check and/or Vulnerable Sector Check on file from within the last 12 months. All directors and every volunteer or employee of a BC Soccer affiliated organization, age 19 and over, must have the results of a completed Criminal Record Check and/or Vulnerable Sector Check on file from within the last 36 months.

PROPOSED: RULE 21 - RISK MANAGEMENT

- a) All BC Soccer directors and every volunteer or employee of BC Soccer or an affiliated BC Soccer organization, age 19 and over, who at any time could be expected in the performance of their duties to:
 - ii) be entrusted with performing financial duties;
 - iii) be responsible for book keeping or bank account(s) or any other monetary duties;must have on file the results of a Criminal Record Check completed within the last 36 months.
- b) All BC Soccer directors and every volunteer or employee of BC Soccer or an affiliated BC Soccer organization, age 19 and over, who at any time could be expected in the performance of their duties to:
 - i) be with any vulnerable personmust have on file the results of a Vulnerable Sector Check completed within the last 36 months.

RATIONALE: To align with common practice of many other public organizations such as schools, hospitals, etc.

MOTION: To approve the BC Soccer Rule 21 amendment as presented and circulated prior to the meeting. **38/2017**

CARRIED

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

The Committee Chair further advised that the Risk Management Committee is in the process of converting BC Soccer's Criminal Record Check Good Practice Guide into a Policy.

The board discussed the ongoing item of responsibility for criminal record check and referees. The board agreed with what was currently in the good practice guide, being the responsibility is with the organization that schedules the referee.

16. Governance 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 advising:

- Staff put out notice to membership to submit proposed Rule/Bylaw amendments to BC Soccer by April 26th, 2017.
- One youth district boundary change submitted (to remove City of Enderby from NOYSA's boundaries and add it to Shuswap YSA) – both districts in agreement. To be highlighted and reflected in proposed new bylaws at AGM.
- Amendment to Rule 23 – h) i) to change requirement for U13-U18 High Performance coaches.

The Executive Director further advised that the following Inter-District Leagues have been reviewed and approved by the committee subject to minor rule amendments.

- Thompson Okanagan Youth Soccer League (TOYSL) (Renewal)
- Ultimate Summer Soccer League (USSL) (Application)
- SBMC Spring League (Application)

MOTION: To approved the Thompson Okanagan Youth Soccer League's Inter-District League Application subject to minor amendments being made. 39/2017

CARRIED

MOTION: To approved the Ultimate Summer Soccer League's Inter-District League Application subject to the addition of an appeals process being added to the league's rules & regulations. 40/2017

CARRIED

MOTION: To approve the SBMC Spring League's Inter-District League Application subject to amendments made to the rules & regulations. 41/2017

CARRIED

ACTION #8: Executive Director (or designate) to send appropriate correspondence confirming inter-district league sanctioning with BC Soccer.

17. Referees Committee

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

- Continued support of female refereeing is to be done during the MWSL Cup Play
- Successful Regional Clinic- 15 attendees
- Provincial Cup scheduling is progressing as planned
- Five referees, along with Bob Sawtell and Jose Branco as Referee Coaches are currently at Dallas Cup.

- Reminder that the referee program is working on the following, which was moved and approved prior to the previous board meeting, which included:
 - o That Head Referees need to attend a training course and become certified.
 - o That Referee Scheduler attend a training course and become certified.
 - o Rationale: This would help in retention, education, and support of both the Referees and Referee Program to ensure they follow guidelines and best practices. The Committee believes that this should be part Club Charter.

The Board discussed this and endorsed that:

- That Head Referees become certified/or educated through a BC Soccer Head Referee course/workshop.
- That Referee Schedulers become certified/or educated through a BC Soccer Head Referee course. The board noted the challenges with multiple league scheduling and compliance with good practice to referee scheduling.

18. Judicial

The committee chair, spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included status of various appeals and discipline cases currently being reviewed/heard.

MOTION: To go into camera 42/2017

CARRIED

MOTION: To come out of camera 43/2017

CARRIED

19. Society Act Transition Working Group

The Society Act Transition Working Group Chair provided a verbal update, which included the following:

- Speaking to the update BC Soccer’s Constitution and Bylaws, circulated prior to the meeting, which has been completed in consultation with legal.
- Advising that we are in the process of updating the bylaw templates for members and their affiliated (5 templates total, being 1) youth only clubs, 2) adult only clubs, 3) cradle to grave clubs, 4) youth district, and 5) adult league.
- Advising of the Society Act Workshop for the membership tentatively scheduled from May 2 (legal to present).

MOTION: To approve the updated BC Soccer Constitution and Bylaws as presented. 44/2017

CARRIED

ACTION #9: Executive Director (or designate) to circulate to membership in accordance with timelines within current bylaws.

20. Any Other Business / New Business

Environmental Scan

MOTION: To go into camera 45/2017

CARRIED

MOTION: To come out of camera 46/2017

CARRIED

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

- 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)

22. Adjournment

- 2:22pm

