



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday January 27, 2018 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, Leanna Napolitano, Chris Appleby (Conference Call 9am – 10:35am), Rob Lennox, Don Moslin, Rob Brown, Don Dancey, Ed Kennedy (Conference Call), Ralph Luongo, John Charlton (Conference Call), Justus Mirembe (9am – 12:30pm), Garry Sangha, and Jason Elligott (Executive Director).

Regrets: Carlos Grosso

MOTION: To confirm the e-mail vote facilitated by the President to appoint Garry Sangha to the vacate board director position. 1/2018

CARRIED

2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

MOTION: To approve the minutes of the December 9, 2017 Board meeting and committee meeting minutes (by consent) 2/2018

CARRIED

3. Business Arising from Minutes

December 9, 2017 Meeting Actions outstanding

ACTION #1: Women's In Soccer working group chair to provide budget and request to the Executive Director to review.

ACTION #7: Women In Soccer Chair to provide a post event report regarding the attendance at the recent coaching conference in Calgary.

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

4. Executive Director update / President's Comments

The President provided a verbal update which included:

- Advising that the Sport BC Soccer President's Award

MOTION: To award Peter Price the Sport BC Presidents award for soccer for 2018. 3/2018

CARRIED

ACTION #1: Board members to advise if there are willing and able to attend the Sport BC Athlete of the Year banquet.

- Advising of the dates and location for Canada Soccer's Annual Meeting of the Members (first weekend on May in Yellowknife). The President and Executive Director are attending, and there is the ability to have for potentially two additional board members to attend, subject to budget and cost.

ACTION #2: Board members to advise the President if they are interested in attending Canada Soccer's AMM as part of BC Soccer's delegation.

MOTION: To approve Ralph Luongo as a member of the following BC Soccer committees: Referee, Soccer Development Grassroots, Soccer Development High Performance, and Youth Competitions. 4/2018

CARRIED

MOTION: To approve Justus Mirembe as a member of the following BC Soccer committees: Soccer Development Grassroots, Soccer Development High Performance, and Scholarships and Awards. 5/2018

CARRIED

The Executive Director provided a verbal summary of the January 2018 Executive Director Report (circulated prior to meeting) comprised of a high-level summary across all association activity which included:

- Human Resources Summary, including:
 - o Providing an update on the three staff professional development opportunities BC Soccer have provided in support of specific staff members over the last month.
 - o Advising that the annual staff survey feedback presentation has been provided to both staff and board.
- Operations Summary:

- Updates on various activities, budget revising timelines and development, BC Soccer Conference and Technical Director Diploma/Certificate delivery, Coaching Learning Facilitator support program, Coaching Courses delivered, Referee Clinics delivered, Player Development Programming (BCSPL Club License update), Competitions update, Special General Meeting planning/Society Act transitioning, Club Charter Program, Grants Program, Communication update and facility development update.
- Updates on Canada Soccer initiatives being
 - Club Licensing
 - 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 board discussed the BC Coastal Soccer League and various updates were provided which included advising that all lower mainland district chairs (all districts) have agreed to participate in the BCCSL fully commencing 2018-2019 coastal season, a draft set of rules have been circulated to BC Soccer, the districts and Clubs for comment and feedback, which BC Soccer has provided. The board reaffirmed the importance of having all the districts working together to support a unified league which will be beneficial in the long term for the lower mainland and commented the lower mainland district chairs for the work they are doing in this regard.

The board discussed the BC Soccer Policy for Metro Select Programming which was originally approved in January 2017 and amended in February 2017. The board specifically discussed the requirement of clubs that participate in the Metro Select League to have obtained the Club Charter Standard. It was noted that with overall changes to all youth league operations in the lower mainland (the BCCSL), the Metro Select as of the 2018-2019 season will be BCCSL's top division, therefore it was discussed how the policy should be amended to reflect this and the timelines for Charter Standards.

MOTION: **To amend the BC Soccer Metro Select Programming Policy, in consultation with the BCCSL board (youth mainland district chairs) to reflect the updated league structure and adjust the timelines to ensure clubs have opted in for the 2018-2019 coastal season and meeting the standards for the 2019-2020 coastal season.**

4/2018

CARRIED

ACTION #3: **Executive Director (or designate) to action with the Governance Committee Chair.**

5. Facility Development Committee

The Executive Director provided a verbal update on the status of this project advising in late December it was not approved by City Council for a 2018 design and 2019 build, however city staff advised that there is council support to continue to engage with BC Soccer to work together in the short term and long term regarding this project. Unfortunately, it was confirmed on January 24, 2018 by city staff, due to the

uncertainty surrounding timelines of the resolution of a legal issue impacting the potential site location, council decided to discontinue discussions with BC Soccer. However, should the legal issue get resolved prior to budget deliberations later this calendar year, council also directed staff to contact BC Soccer and see if there is interest in resuming discussions.

The Executive Director noted that the board's \$1,000,000 building/facility restriction was motioned at the March 30, 2016 board meeting, which assists with the association's Gaming Application and must be used within 5 years in order to not negatively impact the application moving forward.

6. Finance Committee

The VP Finance spoke to the Committee/Staff Liaison Report 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, currently the coastal primary player registration numbers are down by 5,700, this coupled with the Interior 1,500 that has already been realized in the Spring 2017 means an approximately 7% drop in youth player registration for 2017-18 which is concerning. Moving forward the board must ensure that appropriate decisions and actions are in place to provide the appropriate oversight of management to continue to provide the desired services and programs with potentially less financial resource.

The VP Finance advised that the 2018-19 revised budget will be brought forward for the board review and approval at the March 2018 meeting. Lastly, the VP Finance and Executive Director made the board aware of the work being done to potentially amend the association's fiscal year end from April-March to August-July. The reason for this is that it better matches the timings of the association's operations and better services the association from a fiscal perspective.

The VP Finance also reminded the board of the amended budgeting process as per the September 2017 approved Financial Policy and requested that the board members review to ensure they are aware of the process.

ACTION #4: Board Members to review BC Soccer Financial Policy.

7. Nominations

The board discussed the Nominations Committee Report that was circulated prior to the meeting which advised:

- The following positions/directors are up for election at the 2018 AGM
 - o President (Kjeld Brodsgaard)
 - o Vice President, Finance (Chris Appleby)
 - o Vice President, Youth (Rob Lennox)
 - o 4 Directors (Carlos Grosso, Don Dancey, Ed Kennedy, and Garry Sanga)
- The committee is in the process of updating the Board of Directors Information Package and Application form.

ACTION #5: Of the directors whose positions are coming to term, to advise the Nominations Committee Chair, the committee staff liaison, or the Executive Director of their intentions to seek re-election within the suggested timelines as per the document circulated at the meeting (President, Feb 20, Director March 4).

8. Player and Coach Development

High Performance Soccer Development Committee

- The Executive Director on behalf of the committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - o Provincial Program
 - Finalized Provincial Program Activity for 2018 Phase 1 (Jan-July)
 - Completed detailed update of the BC Soccer website regarding the program
 - Completed player reports from November 2017 Provincial Program Camps
 - o BC SPL Club License
 - Finalizing the updated Technical Resources for the BC SPL Club License (will be made public at the end of January 2018)
 - Finalizing Technical Resource Club Workshops/Support meetings
 - Finalizing BC SPL Club Observation Schedule (Feb-July)

The Executive Director verbally updated the board regarding the status of transitioning the BC SPL league operation into BC Soccer as a program in preparation for further changes coming down from Canada Soccer.

The Executive Director provided a status update on the BC SPL clubs as it relates to their Club Charter status.

The board reconfirmed the February 1, 2018 date for all BC SPL franchise clubs to meet the Club Charter.

ACTION #6: High Performance Soccer Development Committee Chair review and submit appropriate request should the committee wish otherwise.

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 Grants
 - 45 Clubs have applied for Grants to date with 10 Grants having been accepted and provided to clubs supporting 5 Female initiatives, 4 disability programs, and 1 Non-Traditional Program.
 - Ongoing contact with Grant Applicants for more details on Programs and to schedule onsite visits is occurring now.
 - o Festivals
 - Futsal Festivals Completed with BC Tigers (January 2018)
 - o Upcoming Futsal Festival in the Kootaneys (February 2018)
 - o Club Charter – Standard One Update

- Four new Clubs announced as Standard One;
 - Coquitlam Metro Ford, Coastal FC, Gorge Soccer Association, Surrey United
 - 8 Standard One Clubs
 - 8 Clubs completed 1st Review and are working towards resubmission
 - 4 Clubs Application being reviewed
 - 7 Clubs working towards 100% upload of criteria.
 - Two additional Clubs have opted in (Lower Mainland & Northern BC)
- The committee chair raised the issue of player retention.

ACTION #7: Grassroots Soccer Development Committee Chair to work with the First VP to draft potential questions to provide to clubs to survey players/families that do not reregister to play soccer.

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:
 - 2019 Provincial Hosting Bid deadline has passed. Bids were received from:
 - Burnaby District Youth Soccer Association
 - Coastal FC
 - Nelson Youth Soccer Association
 - Prince George Youth Soccer Association
 - The youth competitions committee has review and selected the following:
 - Coastal FC – Youth Provincial A Cup (Male and Female)
 - Burnaby District Youth Soccer Association – Youth B Cup (Female)
 - Prince George Youth Soccer Association – Les Sinnott Cup (Male B Cup)
 - BC Soccer staff are exploring options to possibly switch to a new online competitions reporting platform and currently holding meetings and demos with 3rd party providers.

MOTION: To approve the youth competitions committee recommendation for the host for the 2019 youth provincial championships as presented. 5/2018

CARRIED

- The committee chair also raised the concern regarding ensure the competitions have the needed resources in order to support the competition delivery as these are important events for the association on an annual basis. The members discussed whether there was the ability to attach and retain a large sponsor of these events. It was further discussed on whether the competitions should be rotated to different locations across the province or held in one central location. There was no agreement, therefore left as status quo.

Adult Competitions Committee

- The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - o BC Soccer has been officially awarded the hosting rights for the 2018 Western Men's Masters and Women's Masters Regional Championships.
 - BC Soccer to host and act as local organizing committee.
 - Currently evaluating hosting locations and will bring options to the adult completions competitions committee (with recommendations) at the next meeting.
 - o BC Soccer has confirmed our hosting venues for the 2018 Adult Provincial Cup finals:
 - Saturday May 12, 2018 – Men's B Cup, Masters A & B Cups, Women's B Cup, Women's Classics Cup, Men's Under 21 Cup will all be hosted at Burnaby Lake West.
 - Sunday May 13, 2018 – Men's and Women's A Cups will be hosted at Swanguard stadium

10. Membership Committee

The Executive Director on behalf of the committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included:

- Providing a registration submission updated for both the adult and youth members regarding outstanding data and/or payment, advising:
 - o The following Adult Leagues have outstanding registration data and/or payment:
 - BC Government Employees League (Payment Owing)
 - Multicultural Soccer Association (Data/Payment Owing)
 - South Fraser District Association still has outstanding fees.
- The process for putting a member in bad standing was discussed.
- Advising that 2 associate membership renewal applications have been received and approved, being:
 - o GN Sporting Club (Non-Profit)
 - o Western Canada Rush (For Profit)

MOTION: To approve the renewals as presented as presented.

6/2018

CARRIED

ACTION #8: Executive Director (or designate) to send appropriate correspondence confirming renewal of membership with BC Soccer.

11. Regional Tier 3

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

- Advising that specific committee members are currently following up with specific membership groups regarding the initiative.

12. Awards and Scholarships

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

- Advising the Committee reviewed, discussed and amended last year's scholarship application. The 2018 Scholarship application has been finalized and posted online. The Committee discussed the scholarship application deadline and noted that it would be better extended to April 6th given timing of Spring Break. To do this, an amendment to the Scholarship Policy is required:

Current

APPLICATION PROCESS

- 1) All scholarship applications must be submitted no later than March 31st of each year.

Proposed

APPLICATION PROCESS

All scholarship applications must be submitted no later than the date provided in the current scholarship application. The Awards and Scholarship Committee to review application deadline date annually.

Rationale

To provide flexibility for the scholarship application deadline

MOTION: To approve the Scholarship policy as presented and circulated prior to the meeting.
7/2018

CARRIED

ACTION #9: Executive Director (or designate) to action accordingly.

- Advising the Committee reviewed the criteria and amended wording for the President's Award and agreed to amend wording for other awards, to ensure the consistency for all awards was the same. The detail was circulated in a separate document prior to the meeting which the chair referenced.

MOTION: To approve the amended Award criteria wording as presented and circulated prior to the meeting.
8/2018

CARRIED

ACTION #10: Executive Director (or designate) to post Award nomination forms online and send a communication to the membership and affiliated soccer clubs.

- Advising all scholarship awarded in 2017 have been collected.

- Advising there will be 18 scholarships award in 2018 through the generous donations of the membership, soccer community, and BC Soccer.
- Advising the North Shore Youth Soccer Association has put aside funds to be able to provide an annual contribution to a scholarship in the memory of John Barrett and has requested to have it administered through BC Soccer, which BC Soccer has agreed.

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:

- Grants program for organizations that are working to increase female participation and involvement in the game.
 - o Completed grant initiatives:
 - Upper Island Soccer: Goalkeeping clinic and presentation on scholarship planning and the post-secondary education process
 - Prospect Lake Soccer: Oct 22, 2017: Female Soccer Day including Active Start course, Goalkeeping Clinic, and player sessions, led by UVic Vikes Women's team
 - o Upcoming/ongoing grant initiatives:
 - Cliff Avenue – Oct 2017 – April 2018: Soccer Sisters Female Mentorship Program (ongoing)
 - Vancouver United – Jan 20, 2017 – Female Coaching Workshop
 - o The Women in Soccer working group hosted a networking session at the end of the conference on Dec 10.
 - o A brief update was provided regarding the March 8, 2018 (International Women's Day) event being held in conjunction with CAWS and ViaSport, including that location is TBA, there will be a panel, and the target is to have 100 attendees.

The board discussed the process of selecting award winners and it was confirmed for the Werner Winsemann High Performance Referee Award, that the referee committee would put forward 2-3 referees for the Awards Committees consideration.

14. Risk Management

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

- Providing a status of the various groups required to complete criminal record checks for BC Soccer directly. All BC Soccer directors and every volunteer or employee of BC Soccer has completed their CRCs.
- Advising that the Committee's completed a larger review of BC Soccer's Criminal Record Check rules and current Criminal Record Check Best Practice guide. Staff prepared a white paper summarizing their research, findings and recommendations (circulated to the board prior to the meeting). Within the paper were recommendations on a proposed rule amendment, Criminal Record Check Policy, updated Criminal Record Check Good Practice Guide (which include

templated letters) and Reports for members to submit. The Committee endorsed the document in its entirety and supported the proposed rule amendment and policy.

MOTION: To approve the Criminal Record Check policy and Rule Amendment to Rule 21 - Risk Management as presented and circulated prior to the meeting, "Risk Management Review & Recommendation of BC Soccer Rules and Guides Related to Criminal Record Checks".
9/2018

CARRIED

ACTION #11: Executive Director (or designate) to circulate to the membership within 14 days of the meeting.

15. Governance Committee

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

- The Committee approved the Finance & Audit Terms of Reference. They also approved the Hall of Fame and Regional Tier 3 Terms of Reference subject to the Resources and Budget section being amended to read:
 - o Resources and Budget: Appropriate staff member will review relevant budget items with the Committee Chair annually.

MOTION: To approve the committee terms of reference as presented. **10/2018**

CARRIED

- The committee reviewed and approved the following inter-district league renewal application pending changes to the rules by BC Soccer:
 - o Cascadia Spring League

MOTION: To approve Cascadia Spring League's Inter-District League renewal application pending the required amendments to the league's proposed rules and regulations are made.
11/2018

CARRIED

ACTION #12: Executive Director (or designate) to send appropriate correspondence confirming league renewal.

The committee chair reminded the board that the location of the March 3, 2018 Special General Meeting will be the Burnaby Lake West Fieldhouse and provided a reminder summary of the items being presented at the AGM.

16. Referees Committee

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

- The Annual Review/reclassification has been completed and referees have been informed.
- The BC Soccer Mentorship Workshop ran in December and accredited 30 mentors who can now perform small-sided and district level mentorships within clubs, districts and leagues for referees as part of ongoing standardized referee development.
- The Grassroots RDO Seminar was held. RDOs attended the Mentorship Workshop followed by a BC Soccer hosted grassroots festival where over 60 young referees received on field training and in-classroom education session.
- BC Soccer ran the Head Referee Workshop that was well-attended by 30 head referees, referees, referee schedulers, etc. In follow up to the workshop, they've all received a certificate for their attendance/completion of the workshop along with additional educational materials and supplemental resources. These participants are now Accredited Head Referees and know what is needed of the Role and its Duties.

17. Judicial

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

- Judicial/Discipline Chair Certification workshop was facilitated on December 10, 2018.
 - o Twelve people were in attendance from a mix of Clubs, Academies, Districts and Adult Leagues. Was received well and we feel this course could be made mandatory for all Discipline Chairs in the foreseeable future.
- There are forthcoming changes required coming down from Canada Soccer regarding Discipline Code and Ethics Committee Guidelines. The committee and staff are in the process of review and will make the appropriate amendments required to bring back to the board for review and approval. The board was advised that BC Soccer is required to comply by December 2018 to the Canada Soccer changes.
Status of various appeals and discipline cases currently being reviewed/heard.

18. Hall of Fame

The Hall of Fame Committee Chair provided a verbal update on the work the committee is focusing on.

19. Board Regional Liaison Updates

The Tri-Cities & Alouette Regional Liaison provided a verbal report which included advising that:

- AGM dates are set, and they will be attending.

The Upper Island Regional Liaison provided a verbal report which included advising that:

- May 5-6, 2018 is the annual "world cup" event that UISA host.
- UISA's AGM is scheduled for the end of May 2018.

The Lower Island Regional Liaison provided a verbal report which included advising that:

- At the last meeting of LISA, LIWSA, and VISL, the focus was on referee development and how the organizations can work together to support referees.

20. Any Other Business / New Business

The president advised that the April 2018 board meeting may not be taking place in Victoria as originally planned.

MOTION: To go into camera 12/2018

CARRIED

MOTION: To come out of camera 13/2018

CARRIED

21. Next Meetings

- March 3 (morning prior to the SGM)
- April 21

22. Adjournment

- 1:10pm

ACTION SUMMARY:

#	Who?	What?
1	All Board Members	Board members to advise if there are willing and able to attend the Sport BC Athlete of the Year banquet.
2	All Board Members	Board members to advise the President if they are interested in attending Canada Soccer's AMM as part of BC Soccer's delegation.
3	Executive Director (or delegate)	Executive Director (or designate) to action with the Governance Committee Chair.
4	All Board Members	Board Members to review BC Soccer Financial Policy.
5	Board Members up for election at the 2018 AGM	Of the directors whose positions are coming to term, to advise the Nominations Committee Chair, the committee staff liaison, or the Executive Director of their intentions to seek re-election within the suggested timelines as per the document circulated at the meeting (President, Feb 20, Director March 4).
6	High Performance Soccer Development Committee Chair	High Performance Soccer Development Committee Chair review and submit appropriate request should the committee wish otherwise.
7	Grassroots Soccer Development Committee Chair and First VP	Grassroots Soccer Development Committee Chair to work with the First VP to draft potential questions to provide to clubs to survey players/families that do not reregister to play soccer.
8	Executive Director (or delegate)	Executive Director (or designate) to send appropriate correspondence confirming renewal of membership with BC Soccer.
9	Executive Director (or delegate)	Executive Director (or designate) to action accordingly.
10	Executive Director (or delegate)	Executive Director (or designate) to post Award nomination forms online and send a communication to the membership and affiliated soccer clubs.
11	Executive Director (or delegate)	Executive Director (or designate) to circulate to the membership within 14 days of the meeting.
12	Executive Director (or delegate)	Executive Director (or designate) to send appropriate correspondence confirming league renewal.

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.