



# MEETING MINUTES

## BC SOCCER BOARD OF DIRECTORS MEETING

Saturday September 8, 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), Carlos Grosso, Chris Appleby, Garry Sangha (arrive 9:15am), Rob Lennox, Don Moslin, Debbie Pudek, Ralph Luongo, Gayle Statton, Francisco Rubio, John Charlton, Justus Mirembe (9:00am to 12:30pm), and Jason Elligott (Executive Director).

Regrets: Rob Brown and Leanna Napolitano

### 2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

**MOTION: To approve the minutes of the July 14, 2018 Board meeting and committee meeting minutes (by consent) 53/2018**

**CARRIED**

### 3. Business Arising from Minutes

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 of the upcoming President's forum meeting,
- Player Satisfaction Survey and the continuing downwards trend in player registration,
- The letter received by Richmond FC regarding the season of play.

The members discussed the pros and cons of the playing season. It was noted that there is nothing within the BC Soccer rules preventing the operating league play at different times throughout the year.

**MOTION: To go into camera.**

**CARRIED****MOTION: To come out of camera.****CARRIED**

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

- Human Resources Summary, including:
  - o Providing an update on the staff professional development opportunities BC Soccer have provided in support of specific staff members.
  - o Confirming Kendall Allen in the role of Member Services Administrator.
  - o Advising of the four-staff position (three full-time and one part-time) the association is working to fill, along with the recent HR activity.
- Operations Summary:
  - o Updates on various activities, Coaching Learning Facilitator support program, Coaching Courses delivered, Referee Clinics delivered, Player Development Programming (BCSPL Club License update), Club Satisfaction/Player Retention Survey, Competitions update, Club Charter Program, Grants Program, Communication update and facility development update.
  - o Updates on Canada Soccer initiatives, including Club Licensing, Skills License, Coaching Certification, and Canada Soccer (FIFA) Connect Database / Registration System
  - o Recent successes / areas of challenge.
  - o Areas of focus for the next 3 months.

The Executive Director provided a more detailed overview of Canada Soccer's National Club Licensing Program including the advising that any organization can self-declare to CSA for the various levels. The provincial level one and two were discussed; it was stated that there is no immediate need for BC Soccer to introduce these levels here in BC. It was reconfirmed that clubs self-declaring at any level within the national program, to be in good standing with BC, must adhere to the club charter standard one requirements.

The members discussed the Associate Member Club Charter Inclusion Policy which was circulated prior to the meeting. As part of the discussion it was identified that this policy would:

- Act as a first step in bringing associate members closer under BC Soccer structure and governance,
- Support Canada Soccer's national program and making it a more even 'playing field' between clubs and associate member organisations to achieve the various designations,
- Demonstrate to the members and clubs, that BC Soccer is actively looking to ensure associate members are in compliance with specific standards,
- Demonstrate to associate members that BC Soccer is open to working with all groups in a more formal and structured way.

**MOTION:** To approve the Associate Member Club Charter Inclusion Policy as presented 56/2018

**CARRIED**

**ACTION#1:** Executive Director (or designate) to update information on the Club Charter portion of the BC Soccer website, circulate policy to the full and associate members, along with the affiliated soccer clubs within the next 14 working days.

It was noted that the implementation of the policy may take a manual process in the short term as the current Club Charter online application and management system will need to be enhanced to enable associate member applications.

## **5. BC Soccer 2018-19 Committee & Advisory Groups**

The President spoke to the committee and advisory group composition document circulated prior to the meeting.

**MOTION:** To approve the 2018-19 Committee and Advisory Group community members with the amendments made at the meeting. 57/2018

**CARRIED**

## **6. Judicial**

**MOTION:** To confirm the e-mail vote appointment of Dan Turvill as the Judicial Chair of BC Soccer. 58/2018

**CARRIED**

*Note: the above motion documents the electronic vote conducted between August 21 and 22.*

The Executive Director further advised the appointment of Gord Rogers as the Appeals Chair of BC Soccer.

The members discussed the need to ensure the board is apprised of the discipline activity to ensure the policies and sanctioning guide is being followed and implemented correctly. It was confirmed that the board appoints the Judicial Chair who has the responsibility to ensure compliance.

## **7. Finance Committee**

The VP Finance spoke to the May and June 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 the early indication in reviewing the not complete Interior data is showing a decline in players registration which is concerning.

The members expressed concerns regarding the decline in player registration and spoke about potential reasons for the decline. It was noted that, hopefully the player satisfaction survey results, once finalized, will provide more detailed information outlining why players are not returning to soccer.

The chair advised that the late registration submission and late payment fines and interest charged have been an issue to the members that have missed the various deadlines.

***Facility Development Advisory Group (a sub group of the Finance Committee)***

The Facility Development Advisory Group Chair provided a verbal update advising of positive talks with one municipality.

**MOTION: To go into camera. 59/2018**

**CARRIED**

**MOTION: To come out of camera. 60/2018**

**CARRIED**

The Executive Director reminded the board of 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 to not negatively impact the application moving forward.

**8. Nominations Committee**

The President on behalf of the committee chair advised that he is working to add three members to the committee, with one being from outside the lower mainland and one with a women's focus. The committee will continue under the mandate to develop a list of board candidates with diverse background from all areas of the province.

**9. Soccer Development Committee**

- The chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
  - o Club Charter Program
    - 16 Standard One Clubs in total
    - 67 Club opted into Program (Includes 15 Standard One Clubs)
    - Communication sent out opted In Coastal Season Club
    - Charter Application Process
    - Renewal Process for Current Standard One Clubs
    - 3 Charter Support Visits
  - o Grants
    - 18 Clubs have applied for Grants for 2018/19
    - Prince George Visit completed for Unrepresented soccer/after school program (June)

- Ongoing contact with Applicants for more details on Programs and to schedule onsite visits
- Festivals
  - 2 Upcoming Festivals in September
  - Ongoing communication with Coastal Season Clubs for Festival this 2018/19 season
  - Ongoing communication with Coastal Season Clubs for Festival this 2018/19 season
- Successful BC Summer Games held July 19-22

#### **10. BCSPL Advisory Group**

- The chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
  - Provincial Program
    - Players: Male- 155 (2000-2005 Born) and Female- 118 (2002-2005 Born)
    - Phase 1 player reports sent to all 267 players
    - Activity included 23 matches for the Males and 16 for the Females as well as 4 sessions for the males and 6 for the Females.
    - Phase 2 commenced in August and include and expanded partnership with the Whitecaps FC to fully integrate pilot sessions to provide the 4:1 game ratio for BCSPL/Provincial Program Players.
  - Player Progression
    - 132 BCSPL Players Graduated into Post-Secondary Schools and Level of play (2000 Born Male/Female)
    - 13 BCSPL Players were selected into Full-Time WFC REX Programming (2002-2005 Born Female)
    - 8 BCSPL Players were selected into Full-Time WFC Academy Programming (2001-2005 Born Male)
  - BCSPL Club License
    - Technical Consultation to commence starting September to review and formulate the updated license criteria for 2019.

The chair and the Executive Director also reminded the board members of the timelines that the association is working towards regarding the transition of the BCSPL management. 2018 will be the transition year/season with the operation coming under BC Soccer for the 2019 year/season. The BCSPL Transition Plan and updated Governance Structure was approved by the board at the April 2018 meeting.

#### ***Regional Tier 3 Advisory Group (a sub group of the BCSPL Advisory Group)***

The chair advised that there has been no further progress on this project.

## 11. Competitions

### Youth Competitions Committee

- The chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
  - o There will be no teams at the U13 age groups from Vancouver Island entering the Coastal Cup.
  - o Advising that the committee has approved the Coastal Cup Competition Rules.

**MOTION: To approve the 2019 Coastal Cup Competitions Rules as presented and circulated prior to the meeting.**

**61/2018**

**CARRIED**

**ACTION#2: Executive Director (or designate) to circulate the rules to the youth members in the coastal region within the next 14 working days.**

The chair reminded the members that annually CSA request for nominations for the Competitions Committee. It was noted the long-standing service that previous BC Soccer board member, Don Dancey, had made to this committee.

**MOTION: To nominate Don Dancey to the CSA Competitions Committee once the request is received from Canada Soccer.**

**62/2018**

**CARRIED**

**ACTION#3: Executive Director (or designate) to action when nomination request is received from Canada Soccer.**

### Adult Competitions Committee

- The chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
  - o Advising that the committee approved a Women's Master's B Category for the 2019 season forward subject to a minimum of 4 teams declaring

**MOTION: To approve the 2018-2019 Adult Competitions Rules & Regulations as presented and circulated prior to the meeting.**

**63/2018**

**CARRIED**

**ACTION#4: Executive Director (or designate) to circulate the rules to the adult members within the next 14 working days.**

## 12. Membership Committee

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

- Advising that the following associate membership renewal applications, including short term events, have been received and approved by the membership committee chair:
  - Prince George Soccer Association (Adult League)
  - Pacific Soccer Institute (For-Profit)
  - Langley United Kicking Cancer (Short-Term Event)
  - TSS Academy (For-Profit)
  - TSS FC Rovers (Other)
  - BC School Sports (Multi-Sport)
  - Canada Scores Vancouver (Non-Profit)
  - BC Soccer Referees Association (Fraternal)
  - UBC Okanagan (Post-Secondary)
  - Footskills Soccer (For-Profit)

The chair reminded the members that the board previously delegated the authority to approval Associate Membership renewals to the Membership Committee Chair, therefore a motion is not required for the renewals. However, the board will be updated on all renewals at each board meeting.

**ACTION #5: Executive Director (or designate) to ensure appropriate correspondence has been sent confirming renewal of membership with BC Soccer.**

**MOTION: To confirm the e-mail vote approving the associate membership applications for Home Park Soccer Club and Okanagan FC – Soccaskool in the for-profit category.**

64/2018

### **CARRIED**

*Note: the above motion documents the electronic vote conducted in August 2018.*

**ACTION #6: Executive Director (or designate) to ensure appropriate correspondence has been sent confirming membership with BC Soccer.**

### ***Associate Member Advisory Group (a sub group of the Membership Committee)***

The chair provided an updated advising that the advisory group held its first meeting this past week and had positive discussions regarding the work need to bring the academies under full membership of BC Soccer, along with the rule amendments specific to the out of district rule and players registering with clubs as opposed to teams.

## 13. Awards & Scholarships Selection Committee

The chair was not present, therefore there was no update provided at the meeting.

#### **14. Women In Soccer Advisory Group**

The vice chair on behalf of the chair provided a verbal update which included:

- Advising that the chair had attend two workshops and had met with the Minister for Sport.
- Advising that the chair will meet with Via Sport to discuss any activity to support International Women's Day.

#### **15. Risk Management Committee**

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

- He and staff had a telephone conversation with Iain Murray, Regional Sales Executive for MyBackCheck on Friday, August 3, 2018. Discussions about MyBackCheck and questions were asked related to the service provided, types of checks completed, and validity of Criminal Record Checks using this service provider going forward. Further conversations needed.
- Out of this conversation it was, depending on further information, the committee may consider reviewing and amending BC Soccer's CRC Policy to remove Vulnerable Sector language from the policy and allow for MyBackCheck to be used again as a CRC provider for BC Soccer Criminal Record checks. This information will be shared with the Committee at the first meeting, scheduled for October 11, 2018.

The members discussed at length the differences between checks and the systems available to complete the checks.

#### **16. Governance Committee**

**MOTION: To go into camera.**

**65/2018**

**CARRIED**

**MOTION: To come out of camera.**

**66/2018**

**CARRIED**

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

- That the committee reviewed the following Inter-District League Applications and saw no glaring issues; therefore, approved pending minor rule amendments be made.

**MOTION: To sanction the BC Coastal Soccer League (BCCSL) for the 2018-2019 Coastal Playing season and approve the League's rules pending minor amendments are made.**

**67/2018**

**CARRIED**



**MOTION:** To sanction the Vancouver Island Premier League (VIPL) for the 2018-2019 Coastal Playing season and approve the League's rules pending minor amendments are made.  
68/2018

**CARRIED**

**MOTION:** To sanction the South Fraser District Association / Player Development Series League for the 2018-2019 Coastal Playing season and approve the League's rules pending minor amendments are made.  
69/2018

**CARRIED**

**ACTION#7:** Executive Director (or designate) to advise the leagues accordingly within the next 14 working days.

The chair further advised that as a part of the review of the BCCSL, the Governance Committee was made aware that there are approximately 5 clubs that are not in compliance with the BC Soccer Policy for Metro Programming which requires clubs participating in the Metro division to have opted in to BC Soccer's Club Charter Program and be actively working towards achieving Standard One by September 2018 in order to be eligible to participate in the Division for the 2018-2019 Coastal Playing Season.

With the start of coastal season underway, though the Committee recognized that the Districts and Clubs have had months of notice/time to comply, in the spirit of the game, the Committee approved a recommendation to BC Soccer's Board of Directors that the September 2018 compliance requirement (as noted above) be extended to November 1st.

**MOTION:** To grant an extension to clubs of the BC Coastal Soccer League participating in the Metro Division whereby they must have opted into BC Soccer's Club Charter Program and be actively working towards achieving Standard One by November 1, 2018

70/2018

**CARRIED**

**ACTION#8:** Executive Director (or designate) to advise the league, districts, and clubs accordingly within the next 14 working days.

The members discussed the correspondence provided to the districts and clubs that are not in compliance with the policy and emphasized the need to ensure that as of November 1, 2018, if there has not been suitable progress within the charter program, the board will consider next steps and appropriate consequences.

The members discussed the importance of ensuring all those organization that have teams in the metro division of the BCCSL have achieved club charter standard once. The members agreed that correspondence needs to be provided to the districts (as they are responsible for metro programming) to ensure they are not 'awarding' their district's metro team allotments for the 2019 season (starting September 2019) to teams from clubs that have not received the club charter designation. It was noted that district make these decisions in the Spring.

**ACTION#9: Executive Director (or designate) to draft correspondence and provide to the appropriate organizations with the governance committee chair and the VP youth on copy.**

### **17. Referee Development & Performance Committee**

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

- Of the current referee registration numbers within the various classifications
- Canada Soccer has accepted BC Soccer nomination of Evan Fryer and Matt Notley to attend the Adult Club Nationals. Unfortunately, BC Soccer nominated referee Stephen Lebrechthausen was not accepted.
- Carly Shaw-MacLaren will be going to the second part of the Concacaf PORE Program which is for the top prospects in Concacaf. BC Soccer's referee program is working to prepare her via game assignments in the coming weeks.
- Staff are working with the Head Referee and Club/District Administrators who are hosting Refresher, Entry Level and Small-Sided courses.
- Staff has reached out to Adult Referee Schedulers in the Lower Mainland to discuss opportunities to Referees who are not presently being used in these leagues also to help prepare for the CSA Master's and Classics Western Nationals and upcoming Coastal season.

### **18. Hall of Fame Advisory Group**

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

- Advising the Hall of Fame and Archive page within the website is not live.
- Confirming all contents (photos to be decided on at a later date) for the "wall of honor" is completed

### **19. Board Regional Liaison Updates**

The lower island liaison advised the board that the Lower Island Soccer Association is running at Futsal Festival on December 22, 2018.

The President advised that the VISL is introducing historical information and archives going back to the early days of the league into the Vancouver Island Hall of Fame. The unveiling will be on September 19, 2018.

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

The topic of streaming general meetings was raised. It was noted that due to bylaws, members who do not attend meetings in person are not able to vote.

**ACTION#10: Executive Director (or designate) to revisit this with legal.**

## **21. Next Meetings**

- October 27, 2018
- December 8, 2018

Note: the December meeting date was moved from December 15 to December 8<sup>th</sup>.

## **22. Adjournment**

- 1:15 pm

**ACTION SUMMARY:**

#	Who?	What?
1	Executive Director (or delegate)	Executive Director (or designate) to update information on the Club Charter portion of the BC Soccer website, circulate policy to the full and associate members, along with the affiliated soccer clubs within the next 14 working days.
2	Executive Director (or delegate)	Executive Director (or designate) to circulate the rules to the youth members in the coastal region within the next 14 working days.
3	Executive Director (or delegate)	Executive Director (or designate) to action when nomination request is received from Canada Soccer.
4	Executive Director (or delegate)	Executive Director (or designate) to circulate the rules to the adult members within the next 14 working days.
5	Executive Director (or delegate)	Executive Director (or designate) to ensure appropriate correspondence has been sent confirming renewal of membership with BC Soccer.
6	Executive Director (or delegate)	Executive Director (or designate) to ensure appropriate correspondence has been sent confirming membership with BC Soccer.
7	Executive Director (or delegate)	Executive Director (or designate) to advise the leagues accordingly within the next 14 working days.
8	Executive Director (or delegate)	Executive Director (or designate) to advise the league and clubs accordingly within the next 14 working days.
9	Executive Director (or delegate)	Executive Director (or designate) to draft correspondence and provide to the appropriate organizations with the governance committee chair and the VP youth on copy.
10	Executive Director (or delegate)	Executive Director (or designate) to revisit this with legal.

**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.