



BY EMAIL

May 11, 2017

TO THE FULL ACTIVE MEMBERS OF THE BC SOCCER ASSOCIATION FOR THE 2017 ANNUAL GENERAL MEETING

Dear Member,

1. WELCOME!

The Annual General Meeting is now just over one month away and we are very much looking forward to hosting you at the Delta by Marriott Burnaby Hotel & Conference Centre!

In advance of the meeting, we are pleased to provide you this information package to help you prepare for the meeting. Should you have any questions, please do not hesitate to contact the BC Soccer office:

Phone: 604.299.6401

Email: agm@bcsoccer.net

2. BYLAWS PERTAINING TO THE GENERAL MEETING

It is BC Soccer's pleasure to provide the membership with the appropriate notice and relevant documentation (accompanying this package) prior to the Annual General Meeting per BC Soccer's Bylaws:

ARTICLE 6 - GENERAL MEETINGS

- 1) The Annual General Meeting of the Association shall be held on or before the thirtieth (30th) day of June in each year, at a place, date and hour to be determined by the Board of Directors. Thirty (30) days written notice of such meeting shall be given to the members.

A copy of the financial statement, together with a copy of the auditor's annual report, shall be forwarded to each member, district and league and to members of the Board of Directors of the Association at least fourteen (14) days before the date of the Annual General Meeting.

- 2) General Meetings of the Association shall be held at such times and place, which the directors may decide.
 - a) Notice of general meetings shall specify the place, date and hour of the meeting, and be given in writing to each member. Thirty (30) days written notice of such meeting shall be given to the members.
 - b) The post-marked or email date of written notice shall be the official date of notice for the meeting. The non-receipt of such notice does not invalidate the proceedings at that meeting.

3. GENERAL INFORMATION

DATE: Friday, June 9th – Sunday, June 11th, 2017

LOCATION: Delta by Marriott Burnaby Hotel & Conference Centre
4331 Dominion Street
Burnaby, BC V5G 1C7
(604)-453-0750

[Click to View on Map](#)

4. ELIGIBILITY TO VOTE

As stated in BC Soccer Bylaws:

ARTICLE 6 - GENERAL MEETINGS

- 4)
 - a) The accredited voting delegates to the General Meeting of the Association shall be the authorized delegate members of each Adult League or Youth District in active membership in good standing. The names of accredited delegates and alternates must be filed with the association not later than seven (7) days prior to any General Meeting of the association unless approved by a majority of the accredited members at the same General Meeting.
 - c) Accredited Delegate Members to the Annual General meeting shall furnish the Association with their credentials prior to the start of the meeting. Those credentials shall comprise written authorization of the Adult League/Youth District to attend as an accredited Delegate member of that League/District.

5. CONFIRMING YOUR ATTENDANCE – RSVP PROCEDURE

Similar to last year, BC Soccer will be using the online CRM, our Member Relationship Management system to receive your RSVP for this year's AGM!

To RSVP to BC Soccer's AGM:

- 1) Log in to the CRM System at <https://crm.bcsoccer.net/admin/auth/login>
There is a "Forgot Password" feature; however, should you need assistance in logging into or using the CRM, please contact Ryan McQuillan at ryanmcquillan@bcsoccer.net or via phone at 604.299.6401 ext. 2355.
- 2) Click on the tab titled "Enter Delegates for BC Soccer AGM"
- 3) Scroll horizontally to view the EDIT button of those board/staff members listed. Click on the EDIT button to edit their information as needed and completed the form to select which meetings they will attend over the weekend. **Don't forget to specify who the Voting Delegate**

and Alternate Voting Delegate is!

- 4) To add other delegates, click on the blue button titled “Add AGM Delegate”
- 5) Complete the form for your first AGM delegate/attendee
- 6) Press the button at the bottom of the form titled “Submit”
- 7) Repeat this process until all of your AGM delegates have been submitted, INCLUDING YOURSELF

You will receive a letter of confirmation via email that confirms your AGM delegates.

If you need to Edit or Change an AGM delegate, you may do so by clicking on the EDIT or DELETE button (use the horizontal scroll bar to access)

Should you choose to update or edit your organization’s delegates in the CRM, a new letter of confirmation will be forwarded.

To confirm your attendance please complete log in and submit your AGM delegates by Saturday, June 3rd, 2017.

6. ACCOMMODATION

BC Soccer and the Delta by Marriott Burnaby Hotel & Conference are pleased to be able to offer a reduced rate of \$149/night to Members for the duration of BC Soccer’s Annual General Meeting.

Please be reminded to **reserve your accommodation by Monday, May 22nd, 2017** in order to receive this special rate.

To reserve your accommodation:

- Know before you book!
 1. Your arrival and departure date
 2. Preference for room type (e.g. king vs. double/double)

Then either:

- **Phone 1-888-890-3222** to make your reservation! Ask for the British Columbia Soccer Association AGM special rate
- Book online using the [BC Soccer Group Rate](#) link.

7. HOTEL PARKING

For those attendees driving to the Delta by Marriott Burnaby Hotel & Conference Centre, the hotel is happy to extend complimentary parking for over-night guests and guests attending for the day only. The covered parking lot is located directly across from the hotel with easy access via enclosed walkway. There are no tickets required for parking.

8. SCHEDULE OF EVENTS

FRIDAY, JUNE 9, 2017

Item	Date	Time	Meeting	Additional Information
Finance Meeting	Friday, June 9, 2017	6:00pm – 7:00pm	Firenze Rom	
Member Reception/Social	Friday, June 9, 2017	7:00pm – 10:00pm	Grand Villa 2	<ul style="list-style-type: none"> – Drinks and appetizers provided – Business casual attire

SATURDAY, JUNE 10, 2017

Item	Date	Time	Meeting Room	Additional Information
Delegate Check in	Saturday, June 10, 2017	7:30am – 8:15am	Grand Villa Pre-Function space	– Continental breakfast provided
Annual General Meeting	Saturday, June 10, 2017	8:30am – 12:00pm	Grand Villa 1 & 2	
Scholarships & Awards Luncheon	Saturday, June 10, 2017	12:00pm – 2:00pm	Grand Villa 3	<ul style="list-style-type: none"> – Plated lunch provided – Smart-casual attire
Annual General Meeting continued (including All Candidates meeting & elections)	Saturday, June 10, 2017	2:00pm – 4:30pm	Grand Villa 1 & 2	

SUNDAY, JUNE 11, 2017

Item	Date	Time	Meeting Room	Additional Information
Combined Adult & Youth Forum	Sunday, June 11, 2017	9:00am – 10:00am	Grand Villa 2	<ul style="list-style-type: none"> – For Youth District/League Chairs and Adult League Presidents – Continental breakfast provided

Coffee Break	Sunday, June 11, 2017	10:00am – 10:15am	Grand Villa 1 & 2 Hallway	–	Coffee & muffins/pastries provided
Full Member Adult League Forum	Sunday, June 11, 2017	10:15am – 11:45am	Grand Villa 1	–	For Adult League Presidents
Youth District Chair & Inter-District League Forum	Sunday, June 11, 2017	10:15am – 11:45am	Grand Villa 2	–	For Youth District/League Chairs
Technical Director Forum	Sunday, June 11, 2017	12:00pm – 1:30pm	Grand Villa 1	–	For Technical Directors
Societies Act & BC Gaming Workshop	Sunday, June 11, 2017	12:00pm – 1:30pm	Grand Villa 2	–	For Youth Districts, Adult Leagues, and affiliated club representatives

9. DRAFT AGENDA

BC Soccer is pleased to provide a Draft Agenda for the 2017 Annual General Meeting:

1. Welcome/Opening
2. Introduction of Special Guests
3. Special Guest Speaker
4. In memoriam
5. Presentation of new Life Members
6. Constitutional Agenda

The order of business at the Annual General Meeting shall be as follows:

- i) Presentation of credentials
- ii) Roll Call
- iii) Minutes of previous Annual General Meeting
- iv) Business arising
- v) Officers' reports
 - President / Executive Director Report
 - Finance Presentation / Report
- vi) Amendments to the Constitution and Bylaws
- vii) Amendments to the Rules and Regulations
- viii) Elections
- ix) New business
- x) Adjournment

10. MEMBERSHIP FORUMS & WORKSHOPS DETAIL

As part of our commitment to providing opportunities for meaningful dialogue with community soccer leaders throughout the province, BC Soccer is hosting Membership Forums and Workshops on Sunday, June 11th as part of our Annual General Meeting Weekend. This year's Membership Forums are:

- **Combined Adult and Youth Member Forum**
Open to all Youth District Chairs and Adult League Presidents (and respective designates) to discuss appropriate matters that relate to both Youth and Adult Members that may include but not limited to BC Soccer Communications, Discipline System Updates, and BC Soccer Grants along with relevant updates and new initiatives.
- **Adult Member Leagues Forum**
Open to all Adult League Presidents and designates to discuss matters that may include but not limited to adult provincial cup feedback, the Regional Tier 3 League, alternative forms of soccer and other relevant updates and new initiatives.
- **Youth Member Forum**
Open to all Youth District/League Chairs and designates to discuss matters that may include but not limited to risk management, BC Soccer's Small-Sided Development Manual, refereeing and other upcoming initiatives.
- **Technical Director Forum**
Open to all Technical Directors and/or Technical Leads, the Technical Directors Forum will provide updated information on BC Soccer programming within Grassroots, High Performance and Coach Education. Additionally, key technical items within the Province will be discussed.
- **Societies Act and Gaming Workshop**
Open to all Members (and respective designates) and affiliated clubs, BC Soccer's legal partners, Alexander Holburn Beaudin + Lang LLP, will present the relevant changes to the new Societies Act, review BC Soccer's Constitution & Bylaws templates and provide guidance on how to transition to become compliant with the new Act. Additionally, a representative from BC Community Gaming Grants will provide information on how to apply for gaming grants and what is available for BC Soccer organizations.

11. IN MEMORIAM

At the 2017 Annual General Meeting, BC Soccer would like to recognize individuals from within our membership who have passed away within the last 12 months. Therefore, if anyone who has made significant contribution to your organization has passed away, please provide us with their name and organization they were primarily involved with **by June 2nd, 2017 to agm@bcsoccer.net** so we can ensure to recognize them at the AGM.



12. SUMMARY OF IMPORTANT DATES

DATE	DEADLINE
May 22, 2017	Hotel Reservations must be made to receive special rate
June 2, 2017	Submission of In Memoriam acknowledgements to agm@bcsoccer.net
June 3, 2017	Submission of AGM Delegates via BC Soccer CRM due

13. SAFE TRAVELS!

We look forward to seeing you next month at our AGM weekend. Further to this information package, if there is anything our office can do to assist you, please do not hesitate to ask.

Sincerely,

Jason Elligott
Executive Director
BC Soccer