



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday January 16, 2016 9:30am

BC Soccer Offices
250 – 3410 Lougheed Highway, Vancouver BC V5M 2A4

1. Call to Order/Roll Call 9:30am

Present: Roger Barnes (Chair), Rob Lennox, Don Moslin, Rob Brown, Don Dancey, Ed Kennedy (conference call 9:30am – 1:30pm), Aiman El-Ramly, John Reed, Carlos Grosso (conference call 1:30pm – 2:30pm), Shannon Foster, Chuck Bennett and Jason Elligott (Executive Director).

Regrets: Kjeld Brodsgaard, Ron Brar and Chris Appleby

2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

MOTION: To approve the minutes of the December 5, 2015 Board meeting and committee meeting minutes (by consent) 1/2016

CARRIED

3. Business Arising from Minutes

None

Note: due to board member's availability the agenda was adjusted accordingly to allow those members to provide the appropriate update on activity.

4. Executive Director Update / President's Comments

Executive Directors Report (circulated prior to meeting)

- The ED provided a verbal summary of the January 2016 Executive Director Report which included:
 - Human Resources Summary (success/challenges/areas of focus), including:
 - Confirming the new Member Services Coordinator, Ryan McQuillian started as of December 1, 2015.
 - Advising that Lynda Mulder receive an employee recognition award in December.

- Advising that all staff completed their individual personal employee year-end review meetings and required documentation.
 - Updating on status of part time high performance, grassroots club charter leads and competitions/discipline support.
 - Providing a recommendation to adjust the timing of staff employee review period to better align with reporting requirements, which the board fully endorsed.
- Operations Summary (success/challenges/areas of focus), including:
 - Advising of the successful deliver of the 3rd annual futsal festival and January High Performance Program camps.
 - Confirming that as of 2017 Canada Soccer has changed the Club Nationals age groups from U14, U16 and U18 to U15 and U17.
 - Updating on progress within the following:
 - Club Charter Program
 - High Performance License
 - Coaching (online education and Learning Facilitator Workshop)
 - Referee Grassroots Seminar
 - Consultant briefs and activity
 - Video conferencing

President's Comments / the President provided a verbal update covering the following:

- The President provided a verbal update advising that the next Canada Soccer Members Forum meeting will be taking place on February 12-13, 2016 with the following items on the agenda:
 - Canada Soccer bylaws / rules review and discussion,
 - Registration analysis (player and referee)

Legal Update

MOTION: To go into camera 2/2016

CARRIED

MOTION: To come out of camera 3/2016

CARRIED

5. Financial and Organization Management

The President and Executive Director in the absence of the VP Finance provided a verbal report on the status of the Association's financial position, speaking to the November 2015 Financial Statements which were circulated prior to the meeting. The update included:

- The association's cash position and projected surplus forecast,
- A brief registration update,
- Electronic fund transfer update,

It was reported that the recent meeting with the Gaming Branch provided clarity on contingency reserves, which in order to be accepted by Gaming must be specifically allocated for large projects. The board discussed and received an update from the Finance Committee's Facility Sub Committee.

Update on Committee Priorities and Action Plan (circulated prior to meeting)

- The Executive Director provided a verbal update on the committee priorities which included status on:
 - Internal Financial Policies
 - Electronic Fund Transfer
 - Allocation of funds on programming and activity
 - Process for reviewing member financials
 - Facility sub-committee update

6. Judicial

MOTION: To go into camera 4/2016

CARRIED

MOTION: To come out of camera 5/2016

CARRIED

MOTION: For Kuldip "Kelly" Singh Mahal to receive a lifetime ban against all soccer related activity. 7/2016

CARRIED

ACTION #1: Executive Director (or designate) to send appropriate notification to the coach and soccer community, including posting on the BC Soccer website.

The Committee Chair spoke to the recent amendments Canada Soccer introduced within discipline as it relates to the handling of Harassment, which BC Soccer incorporated into the November draft of the Conduct, Ethics and Discipline Standards and Policy document and the board accepted.

MOTION: To remove the current BC Soccer Harassment Policy as the handling of harassment is now incorporated in BC Soccer's Conduct, Ethics and Discipline Standards and Policy document 8/2016

CARRIED

ACTION #2: Executive Director (or designate) to remove Harassment Policy from the website and replace with a statement advising of how harassment is managed moving forward.

The Committee Chair further spoke to the benefit of potentially introducing a Soccer Management Workshop / Course / Certificate whereby BC Soccer could support members and their affiliated clubs by providing information and guidance as it relates to soccer administration, understanding and improving the awareness of roles / responsibilities, the soccer organization structure and limitations, etc. The

board felt this would be a good service and something that could be worked on and included within the 2016-2019 Strategic Plan.

7. Strategic Planning Committee

The Committee Chair provided a verbal update on the status of the 2016-2019 Strategic Plan, specifically advising of the recent (and positive) meeting with staff. Further, the chair led a detailed discussion on the plan with the members providing input into the quantified objectives. The session concluded with a summary of next steps, being for the board to review and provide any final input into the quantified objectives, staff will be doing the same, with the final draft being completed over the next few weeks for the board final consideration at the February board meeting.

It was noted that the chair was willing to facilitate an optional round table discussion on the strategic plan during the evening of February 5th, should board members wish to attend.

ACTION #3: Executive Director (or designate) to circulate the appropriate document for the board members to review.

ACTION #4: Board members to review document provide any comments/feedback to the qualified and quantified charts to the committee chair by no later than January 25, 2016 and also advise if they wish to attend a final round table discussion on the strategic plan.

ACTION #5: Executive Director to facilitate final collection of staff feedback and to provide to the committee chair by the end of January 2016.

8. Referees Committee

The Committee Chair provided a verbal update including advising:

- 2 Regional Clinics had been conducted with 21 attending
- Annual Referee Performance Review has been completed
- Referee Development Officers Annual Meeting is scheduled for January 29th in Kelowna
- BC Soccer Referee Grassroots Seminar is scheduled for January 30th in Kelowna
- Referee Mentorship Program is currently a focus with positive Assessment/Mentoring Program taking place in pockets across the province and specifically highlighted the good work in Nanaimo
- Michelle Pye is in the running for CONCACAF Female Referee of the Year
<http://www.concacaf.com/2015-concacaf-awards-fan-voting>
- The discussion which is taking place regarding National Competitions and the Dallas Cup, with the main question being “How do we better develop referees?”

Update on Committee Priorities and Action Plan (circulated prior to meeting)

- The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Increased education and support of Grassroots Referees
 - Continued development of existing Instructor and Assessor Pool
 - Increased education & support of Head Referees
 - Female Referee Development in all areas
 - Increase the exposure & placement of referees in Adult Leagues

9. Player and Coach Development

High Performance Soccer Development Committee

- Update on Committee Priorities and Action Plan (circulated prior to meeting)
 - The Committee Chair provided a verbal update on the committee priorities which included status on:
 - BCSPL Governance and Structural Review; findings from Varian Report.
 - To develop HP License to increase overall accountability and technical standards within the BCSPL.
 - Status on the development of the High Performance License, including the implementation timelines
 - To lead the evolution of the 2016 HP program to be the developmental bridge between the BCSPL and REX and Residency Programming.
 - To lead the attainment of Coaching Development objectives within the HP Stream in BC, specifically Rule #23 that 100% of HP Head Coaches are to have CSA National B License by June 2016.
 - The Committee Chair further advised:
 - That the BCSPL AGM is scheduled from February 17 and any board member who wishes to attend may do so.
- Concerns were raised that lower level leagues and teams are being disrupted by transfers during the middle of the coastal season, when it was the understanding that the BCSPL documented and agreed that until the player's team commitments had been completed, permits were to be used as opposed to full transfers. It was further advised that should this continue to occur; appropriate rule amendments will be brought to the June 2016 AGM to address this issue.

ACTION #6: Committee Chair to raise the concern with the BCSPL Chair.

ACTION #7: Executive Director (or designate) to compile a listing of any transfers related to the BCSPL between August 2015 to date to bring to the HP Committee and Governance Committee.

Grassroots Soccer Development Committee

- Update on Committee Priorities and Action Plan (circulated prior to meeting)
 - The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Support Mandatory Coach Education
 - Noting the detailed planning work being done on the Learning Facilitator training scheduled for February 2016.
 - The course activity to date was reported across all course levels.
 - LTPD Engagement - Club Charter
 - Status on the development of the Club Charter, including the implementation timelines (document circulated prior to meeting)
 - LTPD Engagement - Technical Support Visits

- It was noted that recent board and staff visits have been positively received by the membership.
 - LTPD Engagement – Information on member and affiliate websites
 - It was noted that there are still a small group of member and their affiliates who don't have any information on LTPD on their website. The board discussed the groups and identified board members to contact to request this information be made available via their website.
 - Under 18 & Beyond
 - The recent youth to adult transition meetings that took place. The members were reminded that these meetings are designed to bring the Adult Leagues and graduating Youth programming together to ensure the links are made stronger between the youth and adult members within the association.
- The members discussed the overall challenges of registration decline and specifically as it relates to teen females and the consultant activity the board agreed at the previous meeting. It was agreed that the information a consultant would bring to BC Soccer is already known and more value would be in BC Soccer meeting with specific groups in the membership to gain further insight and potential identified possible ways to address this nationwide trend.

MOTION: To not proceed with the Player Registration Analysis consultant activity. 9/2016

CARRIED

- The Committee Chair advised that after the next BC Summer Games, Bob Hope, long time soccer appointed coordinator of the games will be stepping down. It was advised that the board needs to appoint a new individual within this role and that there was potential interest from current board members and current community committee members.

ACTION #8: Executive Director (or designate) to circulate the job description to board members and the Grassroots Soccer Development Committee and request a show if interest. Should there be none, BC Soccer will make a public posting.

10. Regional Tier 3

The Committee Vice Chair provided a verbal update on the committee priorities which included status on:

- Develop a Business Plan for the League.
- Develop the Franchise application for 'Request for 'Tender' process.
- Develop the Technical Standards of Operation for the League.

The Executive Director advised that the based on the board direction at the previous meeting, a consultant brief has been drafted and we are in the process of securing a consultant to assist to meet the objectives of this committee.

11. Diversity / Cultural Working Group

The Committee Chair provided a verbal update including:

- The ongoing meetings that are taking place with groups such as Mosaic and cultural service groups,
- The challenges that are being experienced in bringing together multiple aboriginal groups for a joint discussion.

Update on Committee Priorities and Action Plan (circulated prior to meeting)

- The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Cultural Collaboration: Increase the engagement of cultural groups in BC Soccer events and activities
 - Aboriginal Partnerships: Increase the engagement of aboriginal groups in BC Soccer events and activities
 - Work in an advisory capacity to other committees and members of the Board in the areas of gender/cultural best practices, policy and governance as needed

12. Women In Soccer Working Group

The Committee Chair provided a verbal update including:

- The decision to delay the Women In Soccer Conversation due to limited facility availability on the dates requested and not being able to secure lead speakers.
- Community sessions are currently being worked on and scheduled, with the aim of building this into the Regional Outreach Sessions that are currently being scheduled.
- The Women In Soccer Conversation survey as a follow up to the workshops and paper in 2014 is in the final stages to be circulated.
- The committee is in the process of putting forward a nomination for the Women of Distinction Award to the BC Soccer Nominations Committee.

Update on Committee Priorities and Action Plan (circulated prior to meeting)

- The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Increase the level of participation and leadership engagement of women
 - Increase inclusivity on club/local boards & committees and provide support and means for women wanting to participate
 - Develop a network of female leaders, mentors and mentees

13. Governance Committee

The Committee Chair provided a verbal update including:

- Status of adult spring player registration analysis
- Status and update on activity and action plan relating to Surrey/Delta districts.
- The Governance Committee will begin its annual review of all of BC Soccer's Rules & Regulation and Constitution & Bylaws in January

ACTION #9: Board Members and respective Committee Chairs to provide feedback regarding potential rule/bylaw amendments to the Governance Committee Chair.

Update on Committee Priorities and Action Plan (circulated prior to the meeting)

- The Committee Chair provided a verbal update on the committee priorities which included status on:
 - CRM
 - Members being Registered Societies
 - Supporting the Club Charter Program development
 - Review of transfer, permitting and reinstatement rules

14. Membership Committee

The Committee Chair provided a verbal update including:

- Advising that the committee continues work on revising the “a la carte” associate membership options with the aim of having this to the board for the February meeting.
- Advising a paper summarizing new ideas for short term events, including temporary player permits was drafted and sent to CSA for feedback. CSA had minor suggestions and a couple of questions; however, the response was relatively positive and there were no glaring issues. With this, the Committee will be able to proceed forward towards temporary player permit solutions and revising the Associate Membership categories.
- Updating that the Knight Soccer League has submitted their registration data and payment. The Knight Soccer League has requested to be reinstated back into good standing with the membership Committee supports.

MOTION: To reinstate the Knight Soccer League to a member in good standing subject to the requirement to renew membership on time (by March 30th, 2016) and submitting a \$1,000 performance bond. 10/2016

CARRIED

ACTION #10: Executive Director (or delegate) to send appropriate documentation to the Knight Soccer League.

Update on Committee Priorities and Action Plan (circulated prior to meeting)

- The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Reviewing Associate Membership Categories

15. Competitions and Events

Youth Competitions Committee

- The Committee Chair provided a verbal update including:
 - That the B Cup draw was completed at the January 2016 meeting, 2 months earlier than previous years.
 - That the A Cup draw would take place in late February / early March 2016.
 - The Apple Bowl will be the location for the 2016 Provincial Premier Cup.

- The Interior Play-down rules have been approved and that new medals for 2016 are improved.
- The 2016 Local Organizing Committee Workshop is scheduled to take place in February 2016.
- The Provincial Championship hosting information will be posted and circulated shortly with a submission deadline to members in March 2016 for competitions in 2017 and beyond. The aim is to determine the 2017 hosts by Spring 2016.

ACTION #11: Executive Director (or delegate) to post Provincial Championship hosting information on the BC Soccer website and circulate appropriate documentation to the membership.

- The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Eliminate/reduce the problems that teams have booking accommodations for Provincial Cups held in the interior.
 - Restructure the Interior Play Downs qualification rules to meet the needs of those members.
 - Introduce new or improved medals/awards at all Youth Competitions

Adult Competitions Committee

- The Committee Chair provided a verbal update including:
 - All additional grants to teams traveling to Club Nationals in 2016 have been provided.
 - Due to timings or request and lack of clarity on information from Canada Soccer, BC Soccer will not be fielding a team in the 2016 Futsal National Competition.
 - The committee is working to improve the advertising to promote league cup playdowns and championships and the Adult Provincial Championships.
 - April 4, 2016 will be the Adult Provincial Cup draw.
- The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Develop a more comprehensive hosting guideline for Adult Provincial Cup finals outlining specific responsibilities and volunteer needs.
 - Increase the female representation in the Women's Provincial Cup finals, both on-field and off-field officials.
 - Recreate the process of allocating Provincial Cup berths to our members' leagues.
 - Re-Work the Discipline in Provincial Cup rules.

16. Risk Management

The Committee Chair provided an update on the status of Criminal Record Check completion for the various role groups within BC Soccer, including Staff, Board, Coaching Learning Facilitators, Referee Instructors/Assessors/Development Officers, etc., along with a strong reminder to ensure Criminal Record Checks are completed for the individuals within respective portfolios, or, as per the Internal Compliance Policy, they are not able to be used.

ACTION #12: Committee Chairs to follow up with their committee members who have not completed their CRC and advise that if they don't they will be declared inactive on the committee.

ACTION #13: Executive Director (or delegate) to not schedule any Coaching Learning Facilitator, Referee Instructor or Assessors (or any other contractor) who has not completed their CRC as per BC Soccer rules and regulations.

The Committee Chair further advised that the committee has agreed that it will not proceed further in creating a Risk Management Checklist as it felt that the items that would be on such a list are covered under the Club Charter Criteria.

Update on Committee Priorities and Action Plan (circulated prior to meeting)

- The Committee Chair provided a verbal update on the committee priorities which included status on:
 - To deliver a risk management workshop/webinar to members
 - To create a Risk Management Best Practice Guide/Checklist and deliver to members
 - To create a Risk Registry for BC Soccer's internal risk management (living document)

17. Awards and Scholarships

The Committee Chair provided a verbal update including advising:

- That the BC Soccer awards and scholarship submissions deadline is March 31, 2016.
- That BC Soccer is currently looking into and sees the benefit of potential introducing a BC Soccer Hall of Fame, however would only be able to do so should a suitable facility be secured and therefore raised this for the facility subcommittee to be aware of.

18. Nominations

The Committee Chair provided a brief verbal update including:

- Requesting that current board members make their intention known if they intend to run or not as early as possible.
- Advising that the Sport BC Awards banquet is March 10.
- Victoria Sports Hall of Fame for 2016 nominations support for Simon Keith

MOTION: To endorse the nominations and provide a support letter on behalf of BC Soccer.

11/2016

CARRIED

ACTION #14: Executive Director (or designate) to draft letter on behalf of BC Soccer.

The Committee Chair provided a verbal update on recently activity including;

- Working to provide more information to various groups, including the Diversity Working Group with the aim to increase the understanding of the Board member roles and process to become involved.
- Developing a Board Mentorship Program to improve the introducing of potential and new board members the board

19. New Business

The members discussed a request from an adult player who lives in Washington requesting permission to register and player within a BC Soccer member association.

MOTION: To allow the player to register and participant in BC Soccer member activity subject to ensuring all Canada Soccer and BC Soccer statutes and regulations are met. **12/2016**

CARRIED

ACTION #15: Governance Committee Chair and Executive Director (or designate) to investigate all rules and regulations and appropriate notification once all diligence is met.

MOTION: To add Chuck Bennett as a director to the following BC Soccer Committees: Youth Competitions, Grassroots Soccer Development, Finance, Governance and Membership. **13/2016**

CARRIED

MOTION: To remove Chuck Bennett as a community member of the Youth Competitions Committee. **14/2016**

CARRIED

ACTION #16: Executive Director (or designate) to update staff liaisons for the various committee and make appropriate changes to website.

20. Next Meetings

- Saturday February 27, 2016
- Saturday, April 9, 2016
- Tuesday, May 10, 2016 – evening conference call (may change depending on required timings)
- Tuesday, May 17, 2016 – evening conference call to approve the 2015-16 Audited Financial Statements (may change depending on required timings)
- Friday, June 10, 2016 – evening prior to AGM

21. Adjournment

- 3:40pm

ACTION SUMMARY:

#	Who?	What?
1	Executive Director	Executive Director (or designate) to send appropriate notification to the coach and soccer community, including posting on the BC Soccer website.
2	Executive Director	Executive Director (or designate) to remove Harassment Policy from the website and replace with a statement advising of how harassment is managed moving forward.
3	Executive Director	Executive Director (or designate) to circulate the appropriate document for the board members to review.
4	Board Members	Board members to review document provide any comments/feedback to the qualified and quantified charts to the committee chair by no later than January 25, 2016 and also advise if they wish to attend a final round table discussion on the strategic plan.
5	Executive Director	Executive Director to facilitate final collection of staff feedback and to provide to the committee chair by the end of January 2016.
6	Committee Chair (High Performance)	Committee Chair to raise the concern with the BCSPL Chair.
7	Executive Director	Executive Director (or designate) to comply a listing of any transfers related to the BCSPL between August 2015 to date to bring to the HP Committee and Governance Committee.
8	Executive Director	Executive Director (or designate) to circulate the job description to board members and the Grassroots Soccer Development Committee and request a show if interest. Should there be none, BC Soccer will make a public posting.
9	Board Members	Board Members and respective Committee Chairs to provide feedback regarding potential rule/bylaw amendments to the Governance Committee Chair.
10	Executive Director	Executive Director (or delegate) to send appropriate documentation to the Knight Soccer League.
11	Executive Director	Executive Director (or delegate) to post Provincial Championship hosting information on the BC Soccer website and circulate appropriate documentation to the membership.
12	Committee Chars	Committee Chairs to follow up with their committee members who have not completed their CRC and advise that if they don't they will be declared inactive on the committee.
13	Executive Director	Executive Director (or delegate) to not schedule any Coaching Learning Facilitator, Referee Instructor or Assessors (or any other contractor) who has not completed their CRC as per BC Soccer rules and regulations.
14	Executive Director	Executive Director (or designate) to draft letter on behalf of BC Soccer.
15	Governance Chair & Executive Director	Governance Committee Chair and Executive Director (or designate) to investigate all rules and regulations and appropriate notification once all diligence is met.
16	Executive Director	Executive Director (or designate) to update staff liaisons for the various committee and make appropriate changes to website.

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.