

**Peninsula Soccer Association – Board Meeting**  
Thursday December 15, 2005

**ATTENDEES:**

**Board Members:** Lauren Bicknell, Stuart Common (late), Dave Erb, Kim Erb, Sharon Guenther, Terri O’Keeffe, Claire Rettie, Mike Schmidt

Guests: Dixie Allen

Regrets: Terry Bouthillier, Alex Campbell, Helen Christiansen, Chris Stephen, John Teeney, James Stelck,

**1. Agenda**

**MOVED** (Claire) **2<sup>nd</sup>** (Sharon) to accept the agenda with additions for: Report on Governance Committee (Claire), Report on Milestone Meeting for Tech Development (Claire), Proposed Schedule for 2006 (Mike). **CARRIED**

**2. Minutes.**

**MOVED** (Kim) **2<sup>nd</sup>** (Sharon) to accept the minutes of November 17, 2005  
**CARRIED**

**OLD BUSINESS**

**3. Individual Team Fundraising –** Terri read out email she received from John Teeney who was following up with Alex in regards to his team taking out large ad in Times Colonist to help pay for trip to California. John’s email read: “...I did talk to Alex regarding the newspaper ad fundraiser for his U-16 team. He told me it is the kids responsibility to get the ads not his. His responsibility is to the club. If his kids want to go on the trip they have to raise the money themselves.”

Board still concerned for following reasons:

- Current policy says all fundraising must come to the board for approval.
- Our club is going out to the community to raise funds to pay for the Blue Heron project and other large individual team fundraising efforts like this may conflict with the Club’s efforts.
- The team is purchasing new uniforms and will not be playing on behalf of Peninsula Soccer so they should not be using the Peninsula Soccer name in their fundraising efforts.
- Since the team is not playing on behalf of Peninsula Soccer they won’t be covered for insurance purposes.

Kim will have Alex and coach Glen Bancroft to put a proposal on their trip and their fundraising plans and submit this to the Board for review. Kim will also get the form used at local academy for travel. Dave will check with BC Soccer to see what is required for teams who travel out of province.

**Action: Kim & Dave**

**4. Release Rule** – Dave looked at the U-14 teams which Lauren had mentioned to see if they had violated the Release Rule and found that the players in question were “grandfathered” so there was no violation. Dave mentioned that LISA may change the release rule back to having it only apply to Gold teams but this won’t be decided until their meeting in May.

**5. Head Referee Update** - Al Tullock will assist Debbie McRae in scheduling the full field refs. Al along with Jim Collins will do the linesmen clinics in the fall. Still need someone to take on the educational aspects of working with the new refs.

**6. Sod turning Picture** – Kim will get the ads together. Terri who will prepare an article to put into the Peninsula Review. The group picture of the sod turning did not turn out well enough to enlarge and put in the paper as planned. It’s also “old news” now. We will take out a full page in mid January. By that time the lights will be up and that will be of interest to the community. We will include pictures of the sod turning and the lights with that article.

**7. Mini Jamboree** – Stuart advises it will take place March 25<sup>th</sup> & 26<sup>th</sup> at Centennial. He will be meeting with Mini Age Group Coordinators in January to start organizing. Still need to sort out how the U-12 teams will be incorporated. Sharon will start rounding up volunteers to assist with concession and other duties for the Jamboree. Kim will book the field house for registration.

**Action: Stuart/Kim/Sharon**

**8. Fundraising Policy Review** – In light of discussions previously in the meeting, Claire will add this policy to her committees policy review.

**Action: Claire**

**9. Fundraising** – Alex was not available to provide report and recommendations to the Board on a). Naming opportunities for the Blue Heron Project (b) Policy on business names on team clothing. (c) Brief on signs for Blue Heron. Carried forward to next meeting.

**Action: Alex**

**NEW BUSINESS**

**10. Governance Committee Report** – Reviewed report submitted by Claire (see attached). Recommendations:

**a). Membership** – That wording in the Constitution be clarified so that there would be one vote per family – not one vote per registered child. Questions about cases where there are more than one child and one lives with one parent and one with the other. Claire will consider this further.

**b). Number of Directors** – Recommendation to reduce number of Directors at large from 10 to 8. Concern that there currently are not enough Board Members to spread the work around and that having fewer members could make things more difficult. The hope is that we would increase the number of committees and have more work being done by committees. No decision made.

**c). Committees** – Following standing committees were proposed:

- Capital Projects
- Discipline
- Finance
- Fundraising
- Public Relations
- Service (registration, equipment and contract management)
- Technical (coaches, referees, division coordinators, development requirements, behaviour and technical policy)
- Volunteer (volunteer co-ordination and special events).

Special Committees – Bylaw/Constitution  
- Nominating

Considerable discussion about the committees and what responsibilities are best put together under one committee, whether there are things that are missing etc. Board members to consider further and forward feedback to Claire. Board members also to provide feedback on what we think the “Core Business” of each committee should be.

**d). Committee Behaviour** – Reviewed this section which says Directors may delegate their powers but committee must bring their plans of action to the Board prior to taking any action. (see attached).

**e). Signing authority** – Committee proposed that the Treasurer and two of President, Vice president and Secretary can sign. Asked Claire to change it so that any two of the Executive members can sign – don’t need to have Treasurer. In relation to this had short discussion on the fact that Constitution is silent on spending authority. Claire will add something on this.

**f). Other areas** - The committee has concerns about the society’s vulnerability in the following areas:

- Conflict of Interest
- Code of Conduct
- Risk Management
- Privacy (BC Soccer/PIPA).

Dixie noted that we already have the appropriate clause regarding Privacy on our registration form.

Committee also noted that there are no Director job descriptions and no terms of reference or reporting expectations for any of our committees.

Committee will be addressing the vulnerabilities and gaps as follows:

January 2006 – Audit of existing policies, draft code of conduct and draft conflict of interest.

February 2006 – Preparation of draft job descriptions for officers and directors and draft committee terms of reference and reporting expectations.

March 2006 – Discuss the need to convene a special meeting to address substantive changes to the constitution and bylaws of the society.

**11. Technical Development: Milestone Meeting** – Claire reported that 7 Age Group Coordinators attended the meeting representing players between U7 – U12. Review of input received indicated overall satisfaction with the development sessions. Concerns were expressed regarding the lack of female instructors and the rigidity of some of the drills. Scheduling player and coach development clinics remains an issue that affects attendance. Putting aside conflicts with other activities and scheduling difficulties the attitude of the coach toward development was identified as a critical factor for regular player and team attendance. This concern is one that the Club needs to address.

#### **Summary considerations for 2006-2007**

- Hold FIRST coaches clinic in early September and book it NOW
- Identify specific evening for coaching clinics and do not schedule practices for those age groups so all coaches can attend. Consider series of pre-booked Sunday sessions with schedule available at start of season.
- Develop consistent practice day and time for age groups.
- Link clinic times to practices; but still hold all clinics at same location.
- Look at different option for upper level coaching clinics: possible 'specialty' sessions for coaches in the U11-U18 age groups. Offer them 1X/month: Oct/Nov/Jan/Feb/Mar.
- Build some mentoring and support systems/opportunities for coaches and possibly for senior-level players [NB keepers; coach-to-coach].
- Get some women coaches for this program.
- Consider having 'game visitations' to help solidify coaching skills.
- Encourage parents to become involved in clinics as that may bring-along new coaches.
- Assess new players at beginning of season and make sure age-group coaches are involved.
- Make it clear to coaches that their participation and participation by their team is expected.
- Make it clear to coaches who are coming to clinics that their participation is expected.

Where the Club has a philosophy of play (i.e. Positions in the U13 and under) make sure that coaches, parents and players are aware of this

**12. Blue Heron Update** – Dave reported that we have hired architect Ray Hunt who will draft 3 building design proposals for the committee. Hoping to begin construction in March. Dave is working on revising the construction and project schedule. Lights will be ready in the next week. Retaining wall is almost completed. Dave also working on business plan to borrow funds for the project. Mentioned that there is another infrastructure grant available via the Province. We may apply for this along with Football to develop Wain Road.

As an aside, Dave mentioned that the school board has all it's fields closed until February 4<sup>th</sup>. Hence the need for us to develop fields where we can have control over when they are open and closed.

**13. U17 Boys Silver** – Dave mentioned that several Peninsula players on our U-17 Boys team received red cards along with the coach. They will be disciplined by LISA.

#### **14. Presidents Meeting**

**a). Development Program** - Alan Churchyard will officially be the Head Coach for LISA as of February 1, 2006. LISA has Development Program for U14 and up players and inviting certain players to come out for this. Concern that LISA has not informed players or coaches that they are out scouting players. Was felt that this program should be advertised to players who may be interested. Dave mentioned that Alan had sent a communiqué to LISA but it hasn't come out yet; hopefully within the next week.

**b). Coach Selection** – Alan C. will give us some info to guide us on how to go about our coach selection process.

**c). Assessment process** – Dave also asked Alan to provide us with some info to guide us in our assessment process. Noted that Mike Schmidt is currently working on this so Dave will pass this info along to Mike when he gets it.

**15. Player Assessment Schedule** – Mike presented a draft schedule for player assessments as follows:

March 1	Distribute registration forms to teams.
March 25-26	Mini Jamboree/Registration
April 10	Schedule assessments for tiered players
April 11	Advertise player assessment schedule
April 17-May 5	Player assessments.
May 1	Coach selection completed.
May 8-10	Player assessment meetings
May 15-Jun 15	Gold team tryouts
June 5	Deadline for submission of tryout results to Player assessment committee.
June 16	Deadline for preliminary player placement
July 15	Final Gold team selections (after Metro/Select team selections) Semi-final Bronze, Silver.

Some comments made:

- consider adding a date for players who want to apply to “play up”.
- should establish guidelines about the number of players to be on each time. Should not be up to the Gold coach to decide. Need to consider what's best for all teams.

Board members to review these dates to see what's missing and provide any further feedback to Mike by January 5<sup>th</sup>.

**16. Board Members** – Dave mentioned he had spoke to Helen regarding her absences from Board Meetings. She indicated she wants to continue as a Board Member. She will be looking after Spring League.

#### **ROUND TABLE**

**17. U14 Girls** – Lauren indicated that the U14 girls would like a female coach to come in for their development sessions. Lauren proposed Dorothy Paul. Mike asked if this could be broadened to other age groups. Decided we could possibly to it as a pilot project to see how it works. Lauren will put together a proposal for 6 teams of U14 and U16 girls and bring the proposal back to the Board for approval. **Action: Lauren**

**18. U12 Boys Gold** – Lauren mentioned that parents she knows are complaining about the lack of success these teams are having. The decision was made at the beginning of the year to have 2 gold teams as the focus was to be on development in preparation for transition to full field. Several parents and players not happy as teams not having the success they would like. Agreed that problems like this should be forwarded to the Age Group Coordinator, not the Board. Age Group Coordinator (Stuart) will contact the parents and remind them that development is most important and encourage them to keep a positive attitude to support their kids.

**19. Online Registration** – Dixie mentioned that she has been looking at the online registration systems at other clubs and would like to adopt a system like Gordon Head has. Terri will contact webmaster Peter Aggus to see if this is something he can help us with and refer him to Dixie.

Meeting **ADJOURNED** at 9:35 pm

## APPENDIX A

### Governance Committee: Report December 2005

December 01, 2005: Present: Lauren Bicknell; Sara Britow; Claire Rettie; Regrets Terri O'Keeffe

1. The committee reviewed the constitution and bylaws of the society in detail. Based on the review the committee proposes changes in the following areas:

- Membership: [Section 3a Ordinary Member]
  - Ordinary members of the society are the subscribers of the constitution and bylaws who have paid their membership fees.
  - Upon payment of fees, for one or more youth soccer players under age 18, **one** parent or legal guardian shall be considered as an ordinary member.
  - Upon payment of fees, a soccer player over the age of 18 shall be considered an ordinary member.
  - **One** parent or legal guardian of the youth player(s) under age 18, and players over the age of 18 are ordinary members and shall be entitled to **one** (1) vote at all meetings of the society.
  
- Board size [Section 8]
  - Reduce the number of Directors at Large to **eight** from **ten**
  
- Committee behaviour [Section 27a/b]
  - The directors may delegate any, but not all, of their powers to committees consisting of directors or members as they think fit.
  - A committee formed to undertake specific work and given delegated specific powers must conform to the constitution and bylaws of the society and any rules that may be imposed on it by the directors.
  - Prior to acting on behalf of the society, committees will bring forward their plan of action and seek the approval of the board of directors.
  - All actions undertaken on behalf of the committee shall be reported to the board of directors at the next earliest meeting.
  
- Committee structure [Section 27c.committees]

The following committees are proposed as **Standing Committees**:

  - **Capital Projects**,
  - **Discipline**,
  - **Finance**,
  - **Fundraising**,
  - **Public Relations**,
  - **Service** [registration, equipments, and contract management],
  - **Technical** [coaches, referees, division coordinators, development requirements, behaviour and technical policy] and
  - **Volunteer** [volunteer co-ordination and special events]

The following committees are proposed as Special Committees

- **Bylaw/Constitution**
- **Nominating**

- Voting practices were clarified [alignment of clauses 19a and 30]: The Chair cannot vote a second time in general meetings or in board meetings
- Signing authority [specify signing authority in the bylaws] Propose the Treasurer and two of: President, Vice President, Secretary
- Notice of meeting [include electronic mail]

In addition

- the language and phrasing contained in the constitution and bylaws was updated

2. The committee has significant concerns regarding the society's vulnerability in the following areas:

- Conflict of Interest
- Code of Conduct
- Risk management
- Privacy {BC Soccer/PIPA}

As well, the operation of the society is compromised because there are no:

- Director job descriptions
- Committee terms of reference and reporting expectations

3. The governance committee will be addressing these vulnerabilities and gaps as follows:

January 2006

- audit of existing policies
- draft code of conduct
- draft conflict of interest

February 2006: preparation of:

- draft job descriptions for officers and directors
- draft committee terms of reference and reporting expectations

March 2006

- discuss the need to convene a special meeting to address substantive changes to the constitution and bylaws of the society

## **APPENDIX B**

**Milestone Meeting #1**  
**Tuesday October 25, 2005**  
**Field House, Centennial Park**  
**7:30-9:30**

### **PRESENT**

Seven Age Group Coordinators attended for the entire evening; One Age Group coordinator was present for the first 30 minutes. Age Group Coordinators represented players between U07 and U12  
Brett Hyslop; Claire Rettie

### **Summary**

Participants added comments they had received from coaches in their age groups to the three questions that were distributed in advance. Those questions are appended at the end of this report.

Review of the input indicated overall satisfaction with the development sessions with particular comments related to new drills, the professional nature of the instructors and their ability to respond to team-specific requests. Concerns were expressed regarding the lack of female instructors and the rigidity of some of the drills.

Scheduling player and coach development clinics remains an issue that affects attendance. Participants were very understanding regarding the field issue for this year but are expecting improved scheduling for next year. A number of considerations were proposed and these are captured below.

Putting aside conflicts with other activities and scheduling difficulties the attitude of the coach toward development was identified as a critical factor for regular player and team attendance. This concern is one that the Club needs to address.

### **Summary considerations for 2006-2007**

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- Look at different option for upper level coaching clinics: possible 'specialty' sessions for coaches in the U11-U18 age groups. Offer them 1X/month: Oct/Nov/Jan/Feb/Mar.

- Build some mentoring and support systems/opportunities for coaches and possibly for senior-level players [NB keepers; coach-to-coach].
- Get some women coaches for this program.
- Consider having 'game visitations' to help solidify coaching skills.
- Encourage parents to become involved in clinics as that may bring-along new coaches.
- Assess new players at beginning of season and make sure age-group coaches are involved.
- Make it clear to coaches that their participation and participation by their team is expected.
- Make it clear to coaches who are coming to clinics that their participation is expected.
- Where the Club has a philosophy of play (i.e. Positions in the U13 and under) make sure that coaches, parents and players are aware of this

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### **Advance questions that received input from coaches**

#### **A. Development clinic schedule:**

1. Did starting in September work for your team? If not, why and what suggestions do you have for next year.
2. What stops teams in your age group from attending their development clinics?
3. What motivates teams in your age group to attend development clinics?

#### **B. Player development:**

1. What were the high points of your clinics?
2. What would you like to see improved?
3. How did you find the continuity of development?

#### **C. Coach development:**

1. Did you attend the coaching clinic for your age group? If not, why not?
2. What were the high points of the clinics?
3. For future years, what would be the best day for coaching clinics?