

DRAFT

BOARD MEETING #13

THE THIRTEENTH MEETING OF THE 2001/2002 BOARD OF DIRECTORS

of the Lower Island Soccer Association (LISA) was held at 18:30 hours on:

02 April, 2002

at

Esquimalt Recreation Centre

Present:

- Tim Satterford Chair
- Carol Ogborne V-P Girls and Operations
- Bob Nex V-P Administration and Boys
- Terry Hughes Selects/Metro
- Ken Hibbert Technical Department
- Harold McNeill Secretary
- Paula Nagy Treasurer
- Len Bridgeman Discipline
- Ian Stewart Competitions
- Brian Davis Head Scheduler
- Bob Hope Referees and Protests
- Sharon Marejka Board and Technical Department Administrator
- Rec. Sec.: Heather Fairbairn

The Chair called the meeting to order at 18:38 hrs

1. ROLL CALL & APPROVAL OF AGENDA:

To add: Under New Business

Website

Motion: To adopt the Agenda as amended by I. Stewart 2nd L. Bridgeman Carried

2. APPROVAL OF BOARD MINUTES OF BOARD MEETINGS #10 AND #11 AND #12:

Motion: To approve the minutes of Meeting #12 as circulated by B. Hope 2nd Bob Nex Carried

3. FINANCE REPORT AND BILLINGS TO CLUBS:

Billing to the Clubs is still being worked on. Some late scores have been billed.

It was noted that all medals and pennants were budgeted for. We will be over budget on cups as several needed to be replated and

there were also several girls cups missing.

4. OLD BUSINESS:

Motion: I move to go 'In Camera' at 18:46 hrs by B. Nex 2nd by P. Nagy Carried

Motion: I move we come 'Out of Camera' at 18:50 hrs by B. Hope 2nd P. Nagy Carried

Budget 2002 - 2003:

Referees:

After discussion as to whether to pay registration for youth and/or adults refereeing youth games, B. Hope revised his proposal. It was reiterated that the Clubs are in favour of this process (Clubs will be assessed a per player fee to cover costs) and that going through LISA would be the easiest way to get all of the referees registered (referee registration is a requirement of BCSA). It was noted that we only require Class 3 referees for our youth games.

Motion: To pay \$25 registration fees for Class 3 Referees by B. Hope 2nd L. Bridgeman Carried

Facilities:

In order to raise funds for new facilities and to attract funding dollars the following motion was made. Based on the figure of 10,000 registrants, \$20,000 would be raised. This money will be held as a separate investment for field development.

Motion: To assess \$2 per player, per year for the development of facilities by H. McNeill 2nd C. Ogborne Carried

(1 opposed)

Administration:

Due to increased administration hours/payment for services the following motion was made.

Motion: To assess \$2 per player, per year to cover increased administration costs by H. McNeill 2nd by B. Hope Carried

Euro:

It was noted that in the current year there was a \$1,500 budget over run. Extra funds were used for coaching/player development. During the summer the issue of offering the Euro Program to other divisions will be addressed.

Motion: To budget \$3,500 for the Euro Program by H. McNeill 2nd T. Hughes Carried

P. Nagy will amend the proposed budget and distribute in the next few days. Since all of the major changes have been discussed at the Board level approval may be sought by fax. If any Director has a concern, an extraordinary meeting of the Board will be scheduled.

U14 Girls Metro:

Motion: To bring the issue of the formation of a U14 Girls Metro Team to the President's Meeting by H. McNeill 2nd B. Nex Carried

It was noted that this issue is to be decided by the Clubs.

District Cup Preparation:

There are still games to be played but after this evening all games should be complete. The completed list will be posted on the web site and emailed to Clubs.

H. McNeill has the medals and MVP Awards stored at soccer office. Ian Stewart will check to make sure that there are enough. There are about 10 cups needed for the girls. T. Satterford and L. Bridgeman will meet at All-Sports to confirm the cups that were ordered and to see if any more are needed.

After discussion it was determined that LISA would pay the referees/linesmen by cash envelopes. It is requested that the amount needed to pay the referees be forwarded to P. Nagy by Thursday so she can withdraw the needed cash for referee/linesmen payments. B. Hope will oversee the payments and will find someone to take over when he is not available.

There will be several Board Members on hand for the games this weekend. It was noted that a sound system will be on stand-by in case it is needed for the presentations.

Provincial 'A' Cup:

SMU will be the main venue as well as three fields at Juan de Fuca (to be confirmed) with Beckwith Park being used for practice and extra games.

Keith Thompson will provide the music for the Thursday (U12 – U14) and Friday (U15 – U18) night dances at Commonwealth Place. A meeting will be scheduled in the next couple of weeks to review the progress of the preparations. It was noted that referees are able to apply for expense costs to BCSA as special cases. (eg ferry fares).

A block of 40 rooms has been booked at Accent Inns at \$109 for up to four people per room and will be held until May 31st. A request was made to book rooms for referees.

Evaluation of Board Document:

T. Satterford has reviewed the document and it will be distributed to Board Members. A version of this document will probably be sent out to the Clubs at the end of the season.

5. NEW BUSINESS:

Document Handout (Re: OYSA Documents for review by Board):

Document was distributed for the Board to read.

Motions to BCSA for AGM:

Motion: I move we go 'In Camera' by B. Hope 2nd B. Nex at 20:00 hours Carried

Motion: I move we go 'Out of Camera' by B. Hope 2nd C. Ogborne at 21:03 hours Carried

'B' License Course:

S. Marejka met with D. Posse, BCSA Head Coach who is very pleased with how LISA is following BCSA's mandate and will arrange a full 'B' License course for this area. It was noted that LISA's IP players were not represented in Vancouver as none of the coaches were invited. This is an acknowledged problem and will be addressed.

Cordova Bay/Prospect Lake Joint Teams:

Motion: That joint teams be permitted for the 2002-2003 season and that the situation will be reviewed and a decision made for future seasons by the Board by December 31, 2002 by P. Nagy 2nd C. Ogborne Carried (1 opposed)

Metro/Selects Parents Meeting:

H. McNeill reported that the meeting will be held tomorrow to outline the IP program, to get a committee together for the 'A' Cup and to increase enthusiasm for the program.

Fields and Facilities:

T. Satterford reported that an agreement in principle has been reached with the DND for usage of the two lighted all weather fields on Colville Rd. with access to change rooms and a club house, possibly including office space. DND needed a broad based community partner to be involved to enable the upgrade of the facilities. These fields will be geared towards the Select/Metro program, the IP Program and will be used for coach and referee development as well as the Euro Program. They can be used as a neutral field and/or to help out clubs that are short of field space. A second meeting will be held in June to work out the details. The IP Program has been booked on the fields for October 19th.

Web Site:

C. Ogborne will be redesigning the web site over the summer to reduce the amount of buttons and to make the site more user friendly. There will be six main categories with pull down menus.

6. GOOD & WELFARE:

B. Hope commends the Clubs and referees for their attempts to adhere to the provincial guidelines for the Nike Cup games.

Motion to adjourn at 21:20 hours by C. Ogborne

ACTION ITEMS:

1. S. Marejka will distribute the Board Evaluations to be returned as soon as possible.
2. Budget will be distributed to Directors and will be voted on.
3. U14 Girls Metro issue will be presented at the President's Meeting.
4. Directors are asked to review the OYSA documents.

BOARD MEETING #1

**THE FIRST MEETING OF THE 2001/2002 BOARD OF DIRECTORS
of the Lower Island Soccer Association (LISA) was held at 15.30 hrs on:**

27 May 2001

at:

**Esquimalt Recreation Centre, Kanaka Room
Victoria, BC**

Present:

- Tim Satterford
- Bob Hope
- Paula Nagy
- Harold McNeill
- Len Bridgeman
- Terry Hughes
- Ken Hibbert
- Bob Nex

Regrets:

- Brian Davis
- Diane Quayle
- Ian Stewart

Recording Secretary: Sharon Langlois-Marejka

The Chair called the meeting to order at 15:30 hrs. There was a quorum present.

1. ELECTION OF EXECUTIVE:

With the Recording Secretary taking the Chair nominations were called for the Executive. Nominated for the position of President was:

- i. Tim Satterford by Harold McNeill
- ii. Bob Hope by Len Bridgeman

Voting took place by secret ballot and Tim Satterford was declared President of the newly formed Lower Island Soccer Association Board of Director for the 2001/2002 season.

President Tim Satterford who called for nominations for the position of Board Secretary took the Chair.

Harold McNeill was nominated by Ken Hibbert and accepted by the Board.

The Chair called for nominations for the position of Treasurer.

Paula Nagy was nominated by Harold McNeill and accepted by the Board.

The vice President positions will be postponed until the next Board meeting on June 5, which will be held at the Esquimalt Rec. Centre at 6:30 p.m.

2. BCSA AGM:

The Chair asked the Board to let the Secretary know if they are planning on attending the upcoming BCSA AGM on 23 June 2001 at the Delta Airport Inn. There may be a new BCSA Treasurer as it was suggested Robin Wood might have moved to the CSA (unconfirmed).

Discussed was there was no need to get permission from BCSA to merge the two organisations. However we will need to change our category from 'Districts registering boys' and 'Districts registering girls' to 'Districts registering both'.

Spoken of by the Secretary was the importance of making BCSA work.

Some Board members have received the proposed budget package last week. Those who have not received it by Monday should contact the Recording Secretary who will fax a copy.

The Secretary will arrange luncheon seats for those attending the AGM.

3. EXPENSES:

Expenses up to and including today were requested to be to the Treasurer as soon as possible as the cheques must be reordered with the new organisation name.

4. OATH OF OFFICE:

The Secretary asked the new Board members to sign their copy of the Oath of Office and send to him as soon as possible.

5. COMMITTEE INTEREST:

The Secretary asked the Board to fill in the paper distributed indicating their four choices of Committee interests.

The Treasurer will forward an explanation of expenses to the new Board members.

Motion: To Adjourn 16:00 hrs. by L. Bridgeman

ACTION ITEMS:

1. Those members who have not received the budget package for the AGM by Monday to contact the Recording Secretary who will fax a copy out.
2. Those attending the BCSA AGM to contact the Secretary who will reserve luncheon seats.
3. The Treasurer will forward an explanation of expenses to the new Board members.

BOARD MEETING #2

**2001/2002 BOARD OF DIRECTORS
of the Lower Island Soccer Association (LISA) was held at 18.30 hrs on:**

5 June 2001

at:

**Esquimalt Recreation Centre, Kanaka Room
Victoria, BC**

Present:

- Tim Satterford President
- Bob Nex Vice President
- Paula Nagy Treasurer
- Harold McNeill Secretary
- Bob Hope
- Len Bridgeman
- Terry Hughes
- Ken Hibbert
- Brian Davis

Regrets:

- Diane Quayle
- Ian Stewart

Recording Secretary: Sharon Langlois-Marejka

The Chair called the meeting to order at 18:40 hrs. There was a quorum present.

1. ROLL CALL AND APPROVAL OF AGENDA:

Motion: To approve the Agenda as presented. by L. Bridgeman 2nd Paula Nagy Carried

2. INTRODUCTION AND WELCOME OF NEW DIRECTORS:

The Chair welcomed Bob Nex to the Board.

Diane Quayle is away until 14 June and Ian Stewart sends his regrets.

3. APPROVAL OF MINUTES OF BOARD MEETING #1 May 27, 2001:

The 'Oath of Office' paper was returned at the meeting for amendments and will be removed from the Minutes.

Motion: To approve the Minutes as amended. by B. Hope 2nd B. Nex Carried

4. BOARD ADMINISTRATIVE MATTERS:**Appointment of new Director to Board:**

The Monday following the AGM an 'e' mail was received from Carol Ogborne saying she would be pleased to sit on the LISA Board. The Secretary spoke of his support for her as a Board member but passed on that Carol would be unable to attend any meetings until September or October due to a personal situation.

Motion: I move we appoint Carol Ogborne as a Director of the Lower Island Soccer Association. by H. McNeill 2nd T. Hughes Carried

Motion: I move we go 'In Camera' 18:45 hrs. by L. Bridgeman 2nd B. Nex Carried

Motion: I move we 'Come out of Camera' 18:50 hrs. by H. McNeill 2nd B. Nex Carried

Election of Vice President of Operations and Girls:

Nominated and seconded for the position were Carol Ogborne and Diane Quayle.

Motion: I move we have a secret ballot. by H. McNeill 2nd P. Nagy Carried

The results of the secret ballot gave Carol Ogborne the position.

Motion: I move that the ballots be destroyed. by H. McNeill 2nd P. Nagy Carried

Election of Vice President of Administration and Boys:

Nominated and seconded for the position was Bob Nex. The nomination was approved unanimously.

Appointment of Committee Chairs and Members by President:

The following are the appointments to the Committees:

Finance Competitions Scheduling

Finance	Competitions	Scheduling
Paula Nagy (CHAIR)	Ian Stewart (CHAIR)	Brian Davis (CHAIR)
Ken Hibbert	Diane Quayle	Tim Satterford
Tim Satterford	Others as appointed by President	Bob Nex
Harold McNeill		Ian Stewart
		Harold McNeill
		Terry Stringer
Registration	Risk Management	Discipline
Harold McNeill (CHAIR)	Harold McNeill (temp CHAIR)	Len Bridgeman (CHAIR)
Sharon Marjeka		Ken Hibbert
Bill Goodman	Protests and Appeals	Ian Stewart
Mary-Jo van Bergen	Bob Hope (CHAIR)	
Ab Bryant	Bob Nex	Metro and Selects
	Terry Hughes	Terry Hughes
Technical Program	Referees	Constituion and Bylaws
Ken Hibbert (CHAIR)	Bob Hope (Chair)	Bob Nex (CHAIR)
Sharon Markjeka	Ian Stewart	Harold McNeill
Terry Hughes		Nick Marsden (possible)
Harold McNeill	Euro and Minis	Larry deCosta (possible)
Dave Dew (consultant)	Diane Quayle (CHAIR)	
Randolph (Cutty)Cuthbert		

Nick Daniels
Kevin Schubert
Brett Hyslop
Danny van Glyswyk

Nominating
Tim Satterford (CHAIR)

Boundaries
open

Risk Management Outside appointment

Appointment of data-base volunteer:

The Secretary spoke of how Bill Goodman, from the LIGSA, is willing to give time as a database volunteer. Bill sounded very excited about the opportunity.

Motion: Subject to the appropriate background checks being completed I move we appoint Bill Goodman as data/base management volunteer. by H. McNeill 2nd B. Nex Carried

Discussed was the new Access 2000 database vis a vis Access 98.

Confirmation of Appointment of Technical Administrator:

Motion: I move that Sharon Marejka will be the Technical Administrator for the District. by B. Nex 2nd K. Hibbert Carried

Confidentiality, Oath of Office and Risk Management:

New Standing Orders were distributed that reflect the changes in the new Constitution and Bylaws and the name of the organisation.

The Secretary asked the Board to sign their Oaths of Office for both their Board and Committee positions.

Discussed was the section in the Constitution and Bylaws that could result in the dismissal of a Director who misses three consecutive meetings without good cause (was previously listed as two meetings in Standing Orders).

Also discussed was how the Societies Act requires that Board members to always act in the best interest of the organisation.

Board and Staff Telephone and Equipment Requirements:

Bob Nex will make enquiries about putting in an extra telephone line.

The Secretary has purchased a second hand fax machine for the use of the Administrator. Discussed was the need for the Administrator to have an extra telephone line installed.

Motion: I move the Technical Administrator be provided with a telephone line and fax machine. by H. McNeill 2nd B. Nex Carried

The Secretary will talk to Diane Quayle, Carol Ogborne and Ian Stewart to see what equipment they might need.

Board and Staff Expenses, Reporting and Frequency:

The Treasurer asked that all receipts accompany their expenses, especially those from Office Depot that are charged as she needs to reconcile against the charge sheet.

It was decided that the Treasurer would cease paying Board telephone expenses. The Board member will pay their own telephone bill and the Treasurer will reimburse them from their expense sheet. The President asked the Treasurer to design an expense form for the Board.

The Treasurer spoke of how she is trying to negotiate a discount with Staples.

Discussion of Committee and Board Process:

Spoken of by the Secretary was how the Committees are the backbone of the Board and that they will make recommendations to the Board. He said Board meetings are not the place to have wide ranging discussions of matters that are assigned to a committee. Rather the Board should await the committee findings and recommendations and then act on those documents. The Board will be the body that makes the final decision on all policy matters..

Agreed was the Board meetings should be streamlined to decide only policy and Motions. Motions should precede most discussion items. The best effort should be put forth to avoid long debates that have little chance of resulting in a decision.

The Secretary and Administrative Assistant will endeavour to send out Board packages 7 days in advance of meetings. Committees of the Board wishing to send papers to the Board must remit them to the Secretary 10 days prior to a meeting. Committees should endeavour to write motions they wish to have brought before the Board.

5. CORRESPONDENCE:

Letters to and from BCSA:

- The Secretary read the letter sent to Ellen Wattam of BCSA and the positive reply from Les Wilson regarding the newly formed Technical Committee and Administration position. Mentioned was Gordon Rogers position is Technical Administrator not Technical Director.
- There has been no reply from Larry Diehl regarding the letter sent to him informing him of the results of the AGM.
- Copies of the BCSA Budget were distributed later in the meeting.
- Copies of the BCSA letter giving biographies of the nominees were distributed. The President asked for input from the Board regarding the nominees.

6. NEW BUSINESS:

Update on discussion with George Graveson, BCSA re Constitution and Bylaws:

The Secretary spoke of his telephone conversation with George Graveson and how the LISA or LIYSA/LIGSA votes will be assigned at the BCSA AGM. He said it might take until 2002 until the changes on the Lower Island will be reflected in the BCSA Constitution and Bylaws. In the meantime we will de facto operate as one organization.

Attendance of members at BCSA AGM:

At this time those indicating their intention to attend will be Tim Satterford, Harold McNeill, Bob Hope, Len Bridgeman, Ken Hibbert, Terry Hughes, Paula Nagy, and Bob Nex. Diane Quayle has indicated she will be attending. A number of Club Presidents have said they will attend. The Secretary suggested the Administrator also attend as she needs to speak regularly to BCSA staff regarding the Technical programs and other matters.

Update of Rules, Regulations and Policy Items to reflect the new organisation:

The changes will be distributed over the next few months.

A typo was spotted in Chapter 3 Full Field Soccer (304.4) 1c - Should read 1 point for a tie. The Secretary will amend.

Provincial 'B' Cup update:

- Carol Ogborne has arranged the fields, which are Spectrum, Hill Crest, SMU and the practice field will be Windsor.
- Tents have been booked as have the port-a-potties.
- Arranging for rope still has to be done.
- There is uncertainty as to who is arranging for Referees, Bob Hope will contact Deb Anglos regarding this matter.
- Carol has arranged physiotherapists and the Administrator will compile a medical package for them to use.
- All in all everything seems to be on track.

The Board asked to be provided with a copy of the schedule when available. The Administrator will pass this on to Deb Anglos.

Discussed was how the Referees from the NIKE 'A' Cup has still not been paid and how there is reluctance amongst them to officiate at any more games for BCSA.

The Administrator spoke of how she did not think paying bills would be a problem as there is money set aside with Mac Tidmarsh (LIGSA) for the event, also Deb has confirmed the bills for the tents, potties etc. can be sent to Cindy Sales at BCSA. Agreed were no bills for the event would be paid by the LISA (LIYSA) Treasurer as this would confuse matters. It will probably not be until 15 August until the LIGSA have rolled over outstanding money to the LISA.

Update on discussion with Dave Dew:

The Secretary had a very positive meeting last week with Dave Dew who is supportive of what the Technical Committee is trying to accomplish. Dave no longer has any connection with the old RTC and in fact the phone has been disconnected and the office is being close up. Dave is employed full time with the Breakers and will not have a lot of time to assist the LISA until later in the fall. He should no longer be listed as a BCSA contact for any District training programs (e.g. High Performance Centre). He has agreed to work with the Technical Committee as a Consultant after September. Dave will also speak with Steven Simonson about the directions being taken by the LISA.

Discussed was Steve Simonson and how he will coach one of the Metro Teams next season. Also coaching for the Metro teams are Jules Nagy, Hugh Williams. It is not clear who the 4th Coach will be. This is to be determined and Boar advised.

Discussion of Status of LIGSA and Transfer of Funds to LISA:

Previously discussed above.

The Treasurer needs the changes to the Constitution before the bank will allow her to set up another account. The Secretary spoke of receiving word from the Societies people through the post today. There is only one area to be amended which is changing LISA to 'Association' in the body of the Constitution. The changes have already been made and taken to the Societies building. It is expected the certified copy will be received by the end of next week.

New name for web-site:

The Secretary read the names that area available.

Motion: I move that we use lowerislandsoccer.com. by B. Hope 2nd T. Hughes Carried

Appointment of Advisory Director:

The Constitution and Bylaws allows for an appointment of an advisory director. The Secretary explained how an advisory director might be a person who has special skills that can assist the Board.

Ken Hibbert spoke of his friendship and meeting with John Nash who has a background in Public Relations for twenty plus years.

The President read Mr. Nash's 'e' mail expressing his interest and pleasure at being asked to be an advisory director with the LISA.

Motion: I move we appoint John Nash to our Board in an advisory Director position. by K. Hibbert 2nd L. Bridgeman Carried Unanimously

7. GOOD AND WELFARE:

The Administrator will send a letter of condolence to Jules Nagy whose grandmother recently passed away.

8. DIRECTORS REPORTS:

Bob Hope:

- Regarding the BCSA AGM the BC Soccer Referee's Association application for membership has been approved as an associate member only. They will decide if they will accept this. Their numbers have fallen drastically to approximately 230.
- Regarding Referee Scheduling a number of requests to arrange clinics have been made. Director Hope will send a mail-out to the Secretary who will distribute them to the Club **Presidents**.
- A reminder to attend his bar-b-q next Saturday afternoon. Starting around 4 p.m. The food, mix and ice will be provided but bring your own beverages. Ian Stewart will be contacted to remind him.

Harold McNeill:

Motion: I move we go 'In Camera' 20:50 hrs by H. McNeill 2nd B. Hope Carried

Motion: I move we go come 'Out of Camera' 21:00 hrs by P. Nagy 2nd B. Nex Carried

Motion: To Adjourn 21:00 hrs. by B. Nex

ACTION ITEMS:

1. The Secretary to contact Diane Q, Carol O and Ian S to see what equipment they might need.
2. The Treasurer to design an expense sheet for the Board.
3. Bob Hope to talk to Deb Anglos reference the referees for the 'B' Cup.
4. The Administrator to ask Deb Anglos for a copy of the Schedule for the 'B' Cup.
5. The Administrator to send a condolence card to Jules Nagy.
6. Bob Hope to send a mail out for distribution by the Secretary to the club Presidents.
7. The Administrator to send a reminder of the bar-b-q to Ian Stewart.

BOARD MEETING #3

**2001/2002 BOARD OF DIRECTORS
of the Lower Island Soccer Association (LISA) was held at 18.30 hrs on:**

14 August 2001

at:

**Esquimalt Recreation Centre, Kanaka Room
Victoria, BC**

Present:

- Tim Satterford President
- Bob Hope Referees
- Paula Nagy Treasurer
- Len Bridgeman Discipline
- Harold McNeill Secretary
- Terry Hughes Selects/Metro
- Bob Nex V-P Boys & Administration
- Ian Stewart Competitions
- Diane Quayle Euro
- John Nash Public Relations

Regrets:

- Carol Ogborne V-P Girls & Operations
- Brian Davis Head Scheduler

Temporarily Absent

- Ken Hibbert, Technical Committee

Recording Secretary: Sharon Langlois-Marejka

The Chair called the meeting to order at 18:40 hrs. There was a quorum present.

1. ROLL CALL AND APPROVAL OF AGENDA:

To add: After 'Referee Contract' Letter from Debbie Anglos and Jules Nagy regarding the girls Metro U17 team.

Motion: To approve the Agenda as amended presented. by I. Stewart 2nd D. Quayle Carried

2. INTRODUCTION AND WELCOME OF NEW DIRECTORS:

The Chair welcomed and introduced John Nash and Diane Quayle to their first meeting of the Board.

3. APPROVAL OF MINUTES OF BOARD MEETING #2 JUNE 5, 2001:

Motion: To approve the Minutes as presented. by B. Hope 2nd B. Nex Carried

4. QUESTIONS OR DISCUSSION OF MINUTES FROM PRESIDENTS MEETING #1 JULY 10 2001:

No questions or discussion.

5. QUESTIONS OR DISCUSSION OF MINUTES FROM EXECUTIVE MEETING #1 JULY 3 2001:

No questions or discussion.

6. FINANCE REPORT (Merger of LIYSA and LIGSA funds):

The Treasurer reported that so far she has not received any monies from the LIGSA accounts.

There are two accounts currently running - one for the old LIYSA and one for the new LISA. Anyone with a cheque under the LIYSA was urged to cash them as soon as possible.

Spoken of by Director Quayle was that the LIGSA Treasurer (past) and V-P Ogborne had holidays that overlapped. These two individuals were responsible for the bills regarding the Girls 'B' Cup and are still trying to recover funds from BCSA and accumulate all the bills pertaining to the event. It was not expected that this would be resolved by the next District Representatives meeting.

The President asked the Treasurer to contact the past LIGSA Treasurer to find out approximately what monies the LISA could expect to receive.

Director Hope spoke of how BCSA requested two standby referees available for each park for the Girls 'B' Cup who were not paid.

Motion: I move we pay \$60 to Diana Anglos and \$60 to Dawn Todd as standby referees for the tournament. by B. Hope 2nd I. Stewart Carried

The above will be added to the LIGSA expenses.

Regarding the clubs 60% billing, the Treasurer will contact the LIGSA Treasurer to ascertain what was billed the clubs for the girls last year.

The President spoke of how in the Minutes from 1998 it lists exactly what a Board member can claim for per diem items and no receipt is needed. The Secretary will re-circulate the paper for the benefit of new Board members.

7. OLD BUSINESS:

Telephone and Equipment:

- Brian Payne's old fax machine was passed on to Director Stewart. Suggested was that he might want to add a separate line for the fax machine. Director Stewart to 'e' mail his fax number to the Secretary and Administration Assistant.
- V-P Nex asked to add his home number to the 'confidential' Board list.
- Director Hope spoke of how we can receive a discount through his workplace (Telus).
- The Chair and Head Scheduler will make enquiries about getting themselves 'on-line' shortly.
- The Treasurer asked everyone to make a list of what LISA Equipment (with serial numbers) they have and pass it on to her.
- The Treasurer asked for everyone to return their Office Depot cards and asked that they use Monks Office Supply instead.

Board and Staff Expenses:

- As previously mentioned the Secretary will circulate the memo regarding rates that can be claimed.
- The Treasurer will send a memo regarding how she would like to see expenses claimed.

Peninsula and Gorge:

- A letter that was received from Peninsula President, Lorne Shaw was previously distributed. The Secretary asked for comments from the Board.

Motion: I move we go 'In Camera' 18:58 hrs. by B. Hope 2nd I. Stewart Carried

Motion: I move we 'Come out of Camera' 19:09 hrs. by L. Bridgeman 2nd P. Nagy Carried

Motion: I move that the President send a conciliatory letter to Peninsula outlining the Boards position. by D. Quayle 2nd B. Hope Carried

Referee Scheduling Discussion:

- Two letters from VISRA to the VISL and LISA were previously circulated.
- A proposed contract from VISRA to LISA regarding the Select and Metro League was also received and circulated.
- Discussed was how the Selects and Metro have signed contracts in the past as well as the history and reasons behind the VISL deciding to schedule their own games this season as opposed to allowing VISRA to schedule them. Considerable discussion took place.
- Spoken of was the need to support and encourage referee recruitment to VISRA.
- Director Hope spoke of how as the BC Referees Association is actively working with the Referee Development program of BC Soccer he would like to make the following motion:

Motion: I move that we contract VISRA to schedule referees for our Metro and Select games. by B. Hope 2nd J. Nash Carried

further discussion noted below:

- There is a danger of a referee being 'double-booked' if more than one scheduler is in existence.
- Contact will be made with the VISL to discuss alternates to going two different directions.

Motion: I move that the contract between VISRA and LISA be negotiated by the Vice-President of Boys and Administration, Director of Referees and Director of Metro and Selects to the advantage of this (LISA) organisation. by H. McNeill 2nd I. Stewart Carried

- When the contract is agreed a copy will be circulated to the VISL.

Oath of Office:

- All who have not submitted their Oath of Office to the President were urged to do so. The Oath will be circulated to those who do not have it.
- The updated Constitution and Bylaws will be circulated (is available on the Web).

Postings on Web-Site:

- Current documents can be downloaded off the web-site.

Board Jackets:

- At the last Presidents' meeting the LISA Board was directed to purchase a jacket to identify exactly who they are when they attended games, tournaments etc.
- The Secretary will forward the PMT to All Sports. Soccer World already has it.
- It was thought that perhaps two items (such as a T. Shirt and a shell) could be purchased reasonably. Also mentioned was to keep in mind that soccer is normally taking place in cold, windy and rainy weather.

Motion: I move we ask Directors Hope and Stewart investigate the purchase of the jackets. by H. McNeill 2nd B. Nex Carried

Motion: I move get three quotes. by P. Nagy 2nd I. Stewart Carried

- Spoken of by the Chair was one day in the future buying T. Shirts that could be given to people who volunteer for the organisation.

8. CORRESPONDENCE:

Gordon Head/ Bays ref. boundaries:

The Secretary asked that if a club approaches any of the Board regarding a boundary issue they refer it to the President.

Dale Sparrow ref. Travel funds:

A request for funds to assist with travel.

Discussion as to which teams have applied for travel funds and how much should be given. The past girls organisation already distributed \$200 to their travelling teams.

The Treasurer said she would like a letter from the team requesting the money before it is issued.

Motion: I move that we give \$200 to teams that leave the Island to play in BC Cup games that apply. by H. McNeill 2nd B. Nex Carried

The Secretary will write some guidelines and policy for the travelling teams.

9. NEW BUSINESS:

The Soccer Trust:

- To begin Director Nash spoke of the positive attitude amongst those within the clubs and who play soccer towards each other.
- Director Nash introduced the survey he compiled titled 'The Soccer Trust'. On the blackboard he demonstrated how the organisation should (by way of the survey) discover where we are and where we want to be. The survey currently covers five areas: coaches; referees; fields and equipment; constituents and administration. It is hoped the survey will show what each area requires such as for the referees, 'retaining, recruiting and rewarding'. Director Nash said he can do everything in between but first he needs to know where we are and where we want to end up.
- The need to have some publicity for the organisation was recognised. Also spoken of was a long-range plan to have our own facilities at some point in the future.
- A suggestion was made to have a meeting solely to discuss, refine and brainstorm the survey.
- The survey will be redistributed to the Board for their comments and suggestions. It must be returned to Director Nash within a week. After the Board has given their input it will be distributed far and wide within the clubs. Director Nash said any ideas the Board can give him would be appreciated.

Peninsula Native Teams:

- The Secretary has received a call regarding entering a native team into the U18 Division of Peninsula. The Secretary told the caller he must go through the Peninsula Registrar due to boundaries.
- Spoken of by the Chair was that normally they play their 'home' at their own field but that Peninsula would be responsible for their referees.

Up Island Players to LISA U16 Metro:

- The Select Director gave a 'heads up' that the U16 Nanaimo team has folded and there have been some enquiries from some of their players about joining the Lower Island U16 Metro team.

Salt Spring Playing Times:

- A request has been received by the Salt Spring Registrar to change their away games on Sundays to a later start as per last year due to the ferry times.

Motion: I move that we allow Salt Spring to reschedule their away games to the 12-noontime slot. by H. McNeill 2nd I. Stewart Carried

Metro Girls U17 Team:

- Letters circulated at beginning of meeting.
- The Select/Metro Director said she did talk to the U18 Coach at the beginning of the season regarding the need for a U17 team and thought he understood the situation.
- It was established that the U18 team has one U16 player and six U17 players on it.

Motion: I move we go 'In Camera' 20:28 hrs. by D. Quayle 2nd B. Nex Carried

Motion: I move we 'Come out of Camera' 20:42 hrs. by H. McNeill 2nd B. Nex Carried

Motion: I move that in reference to the player placement of the U17 and U18 Metro teams that the President and Select/Metro Director speak with the Coaches of the two teams. by H. McNeill 2nd B. Nex Carried

10. BOARD AND COMMITTEE UPDATES:

Director Stewart:

The Director would like to have notice from those clubs who would like to host a Tournament as soon as possible.

Director Hope:

- The Director has been working hard to establish referee development within each club. Lakehill, Sooke and Salt Spring are extremely strong. Gordon Head is doing their own thing, Peninsula has someone new in place, and Juan de Fuca doesn't seem to have anyone in the position. Bays, Gorge and Cowichan have given no response.
- Referee clinics were arranged and referee refreshers have been scheduled. Refreshers can be given at any time between now and the end of March.
- The Director was given advice as to how he can place information on the LISA web-site. The Reps. will be told again how they can access the site.
- Clinics have been arranged for the following dates: August 24, 25 and 26 at Cordova Bay; August 31, September 1 and 2 at

Lakehill and Two clinics on September 7, 8 and 9 at Gordon Head and Sooke.

- BCSA have requested a volunteer registration for Class V's this has been passed on by the Director to the clubs. There is no fee required.
- The Referee registration for this year is nil. As of July 31st there is no longer any insurance for an unregistered referee. A reminder will be sent to the clubs via 'e' mail to the club Presidents, Representatives and Referee Co-ordinators.

Director Hughes:

- The Selects are proceeding well regarding tryouts, registration etc. A manager's meeting is scheduled for tomorrow night at the Esquimalt Rec. Centre to distribute information.
- The Select budget was distributed at the beginning of the meeting.
- A complete set of uniforms has been ordered for the nine teams so as to give a unified look.
- Lakehill have adopted two Metro teams and they will play their home games on their fields. When the schedules are available the Director will distribute them to the Board.
- The Director is hoping to create more affiliations between the teams and the clubs. An idea she had was to affiliate the U18's of Selects to the VISL and the U18's of Metro to the Women's organisation.

Director Quayle:

- The Euro hasn't started up yet.
- The Bays have been in contacted saying they might possibly (at U12) have six teams but they would only like to have two teams home at any time.
- Cowichan want to have one team with U11's and U12's on one team who would always play away.
- The Director will start to look into booking facilities for classrooms and fields for the presentation to the coaches.
- Information for the Euro program will be posted on the web-site.

11. GOOD AND WELFARE:

Director Bridgeman gave an update on the condition of Director Hibbert who is recovering well from his operation. A letter from Director Hibbert to the Board will be faxed out tomorrow by the Administrator.

Motion: To Adjourn 21:10 hrs. by I. Stewart

ACTION ITEMS:

1. The Treasurer to contact the old LIGSA Treasure to ask what monies the LISA can expect to receive.
2. The Treasurer to contact the old LIGSA Treasurer to ascertain what he billed the clubs for the girls last year.
3. The Secretary to re-circulate the expenses paper for the benefit of new Board members.
4. Director Stewart to 'e' mail his fax number to the Secretary and Administration Assistant.
5. V-P Nex's home number to be added to the 'confidential' Board list.
6. The Chair and Head Scheduler to make enquiries about getting themselves 'on-line'.
7. All to give a list to the Treasurer what LISA Equipment (with serial numbers) they have.
8. All - Return your Office Deport cards to the Treasurer.
9. The Treasurer to send a memo regarding how she would like to see expenses claimed.
10. The President to send a letter to Peninsula regarding the Boards position.
11. All - Send your Oath of Office to the President.
12. The Secretary to circulate the updated Constitution and Bylaws.
13. The Secretary to forward the PMT to All Sports.
14. Directors Hope and Stewart to investigate the purchase of Board jackets and supply three quotes.
15. The Secretary to write some guidelines and policy for teams that travel.
16. The Secretary to redistribute 'The Soccer Trust' to the Board.
17. All - Return the survey to Director Nash with one week of receiving.
18. The Secretary to put on the Reps. Agenda that clubs wishing to host a tournament contact Director Stewart.
19. The Administrator to send a reminder to the clubs to register their referees and that they are no longer covered by insurance as of

July 31st. Done.

20. The Select Director to distribute Select/Metro schedules to the Board when available.

21. The Administrator to fax or 'e' mail out Director Hibbert's letter. Done.

BOARD MEETING #4

**2001/2002 BOARD OF DIRECTORS of the Lower Island Soccer Association (LISA)
was held at 18.30 hrs on:
4 September 2001
at:
Esquimalt Recreation Centre, Kanaka Room
Victoria, BC**

Present:

- Tim Satterford President
- Bob Nex V-P Boys & Administration
- Carol Ogborne V-P Girls & Operations
- Paula Nagy Treasurer
- Bob Hope Referees
- Len Bridgeman Discipline
- Harold McNeill Secretary
- Terry Hughes Selects/Metro
- Brian Davis Head Scheduler
- Diane Quayle Euro
- John Nash Public Relations

Temporarily Absent:

- Ken Hibbert Technical Committee

Regrets:

- Ian Stewart Competitions

Recording Secretary:

- Sharon Langlois-Marejka

The Chair called the meeting to order at 18:40 hrs. There was a quorum present.

1. ROLL CALL AND APPROVAL OF AGENDA:

Motion: To approve the Agenda as presented. by P. Nagy 2nd L. Bridgeman Carried

2. APPROVAL OF MINUTES OF BOARD MEETING #3 AUGUST 14, 2001:

Motion: To approve the Minutes as presented. by B. Hope 2nd J. Nash Carried

3. QUESTIONS OR DISCUSSION OF MINUTES FROM SCHEDULERS' MEETING #1 AUGUST 29 2001:

A question was asked if Motions made at Committee meetings should be approved by the Board or not. The President explained the

Motions within a Committee are given as recommendations to the Board and it is for the Board to decide whether or not those recommendations will be accepted. Generally speaking Committees are seen to be acting on behalf of the Board and their recommendations will be deemed by the Board to be of 'an expert opinion'. The Secretary will research and distribute a paper on Committee recommendations.

Motion: I move we accept the recommendations of the Scheduling Committee. by C. Ogborne 2nd D. Quayle Carried

4. FINANCIAL REPORT - MERGER OF LIYSA AND LIGSA FUNDS: Paula Nagy

- Mac Tidmarsh the past LIGSA Treasurer has been in contact with the LISA Treasurer. All bills for the girl's 'B' Cup tournament are now accounted for. Mr. Tidmarsh reported he would be forwarding approximately \$5,000 to the LISA organisation. Director Ogborne has also sent a cheque for \$1,046 to Mr. Tidmarsh closing down her financial obligations for the old LIGSA organisation.
- Mr. Tidmarsh also gave the Treasurer last year's LIGSA numbers so she is now able to bill out the 60% to the clubs.
- There is approximately \$27,000 in the bank.
- There are still approximately 20 cheques outstanding under the old LIYSA account. The President recommended a letter is sent to those individuals holding cheques under the old LIYSA account to cash them as soon as possible.
- The Treasurer asked the Board to check the recently circulated asset list to see what equipment they have and to add anything new along with serial numbers.
- Director Quayle will transfer the funds from the old Euro account to the new LISA account.

5. OLD BUSINESS:

Telephone and Equipment follow-up: Harold McNeill

- The Treasurer reminded the Board that Director Hope does get a discount from Telus should they need such things as faxes.
- The President's computer can be up-graded for approximately \$400.
- There is some dispute regarding the computer the LISA received from the now defunct RTC as the VISL are also staking a claim to it because of discrepancies in their registration numbers that the RTC were responsible for. As the computer is an old 486 it was not thought to be a great loss should the VISL want to give the LISA some small remuneration for it.
- Director Davis spoke of what was needed for his computer to be able to get it 'internet ready'.

Motion: I move we buy Brian Davis a new CPU for his computer to a maximum of \$1,000. by H. McNeill 2nd . Nex Carried

- The Administration Assistant has an old fax machine that will be passed to Score Recorder Rick Roodbol.
- The only Score Recorders who will not be on-line is Terry Stringer and Rick Roodbol.

The Soccer Trust: John Nash

- Five responses to the survey were sent back which have been passed on to Director Nash. The Secretary encouraged those who might have a special interest area to forward their ideas to Director Nash.
- Director Nash said he has been making some research into the LISA developing their own Regional Centre. He has spoken to Saanich who was very accommodating but they recommended he first went to the Politicians. Director Nash spoke further of having the clubs on side and not to offend them by inadvertently stepping into their territory. Director Nash has spoken to a City of Victoria Recreation person who said the City does not have land but that they were willing to put money into a regional facility, however she was adamant that the proposal should not come from a club but from the parent Board.
- Director Nash spoke of press releases and publicity and how it is necessary to build impact such as talking of increased registration one week and then the need for more fields a few weeks later. The Director also recommended the need to have a Spokesperson who will take questions from the press.
- BCSA's 'Strategic Plan' was briefly discussed and how it would fit in with the Lower Island's long term plans.
- Victoria United would like to be associated in some way with the LISA. They have offered to give every player under 12 a free pass to their games. Director Nash will ask them to put the request in writing. He will also speak to them about including

the Stars.

Referee Contract Proposal: Bob Nex

- To-date nothing has been heard from VISRA. It was thought they were waiting until after their Executive meeting.
- The President suggested Select Director Hughes telephone VISRA to ask for the approximately three referees they need for next weekend.
- Director Nex explained the changes to the original contract.
- Director Ogborne asked the Select Director for the Select and Metro Schedules so she could put them on the web-site.

U18 Bond:

- The bond has been rewritten and was circulated for the Boards input. Various typos and misleading words were pointed out and will be amended.
- Discussed was how any person or team making an appeal must make it to BCSA.
- The posting date is September 28.

Rule 314:

- The rule was attached to the end of the bond. Spoken of by the Secretary was that the rule makes the Head Coach ultimately responsible for the team officials.
- Discussion turned to the 'technical area' and how this could be a lined area or 'an imaginary area' within one metre of the bench. Emphasised was the bench was not the whole sideline.
- A reminder will be sent to those teams who need to post a bond.

Motion: I move we pass Rule 314. by B. Nex 2nd T. Hughes Carried

Board Jackets: Bob Hope

- The Director circulated two brochures showing various styles. After much research the Director recommended the Board purchase through Team Sales as they had the most selection and competitive prices.

Motion: I move we ask Bob Hope and Terry Hughes to go to Team Sales to select the colours and jackets etc. by H. McNeill 2nd T. Hughes Carried

Web-Site Standings: Carol Ogborne

- The Gold schedules are posted on the web-site. The Director has made a template for the standings, which will be forwarded to Flemming Andersen to be posted. Flemming would prefer the score recorders to use either Access or Excel. The score recorders will be set up with a password for their age group only so they can update within their group.

6. CORRESPONDENCE:

BCSA ref. Competitions:

- A letter has been received from Debbie Anglos inviting Districts or Clubs to host a variety of competitions during the weekends of July 5/6 and 7. A response is needed by September 21.

Motion: I move that the LISA put forth a proposal to have the Premier Cup Finals for boys and girls. by C. Ogborne 2nd B. Hope Carried

7. NEW BUSINESS:

Risk Management Rules, Section 201:

- The policy was previously circulated. As there was a time frame crunch it has already been circulated to the clubs.

Motion: I move we approve the policy. by D. Quayle 2nd J. Nash Carried

Board Retreat:

- The Secretary suggested the Board think about having a retreat very soon to discuss such things as long term planning. After a brief discussion it was decided to hold a retreat on Saturday September 22 from 08:30 until 14:30.
- If possible a volunteer facilitator will be sought by the Secretary if not there is somebody who would be willing to facilitate for a nominal fee. Suggested by Director Nash was that the facilitator circulates prior to the retreat a paper on what to expect and how to be prepared.
- Nanaimo District Players request to play in Selects:
Jim Baxter's letter giving a chronological account of his selection process was circulated.
- Discussed was how if coach Baxter were to go back to previously cut players to form his Select team he would upset the clubs who have now formed their Gold teams. It was agreed that next year a policy would be in place regarding when the Select/Metro teams have to be formed.
- After much discussion the Select Director gave her recommendation that the request be granted.

Motion: I move we approve the two Nanaimo players to play for current 2001/2002 season with the U16 Selects only. by H. McNeill 2nd J. Nash Carried

Cordova Bay/Prospect Lake Joint Team Application:

Discussion.

Motion: I move we go back to the clubs saying we will accept their request for this year only, for both boys and girls. Further to which, that we recommend that the two clubs revisit amalgamation to ensure that all children not only get a team but also are able play at the appropriate level. by J. Nash 2nd C. Ogborne Carried

U13 Metro Girls Medal Presentation:

- The medals for the U13 Girls Metro team have been received from BCSA. Recommended by the Chair and accepted by the Board was that all of the girls and their parents are invited to the next District Reps. meeting to be formally presented with their medals.
- Meeting with BCSA, Pacific Sports and the LISA Technical Committee:
Last Tuesday the LISA President and Technical Committee members, Harold McNeill, Sharon Marejka, Brett Heslop, Kevin Schubert, and Gord Johnson met informally with Gord Rogers, Les Wilson and Ken Mackenzie from BCSA and Les Underwood from Pacific Sports. The meeting was primarily a 'mending fences' meeting however tentatively touched upon was how we might better proceed in the future.
- Director Nash spoke of telephone conversations he has had with BCSA and also indirectly with Charles Parkinson regarding the possibly that Government funding could be cut if some agreement was not made by the end of September. Acknowledged was that the Clubs would need to be fully in support before any agreement could be made with Pacific Sports.
- Recognised by the Board was the need to have dialogue with both BCSA and Pacific Sport however a careful, watchful approach will be taken. The Secretary will be meeting with Les Underwood, the Regional Centre Manager, this week where he hopes to get more insight as to where Pacific Sports stand.
- Spoken of was how the Clubs were not billed this season for the Training Centre and how the money from the LISA budget is for our own Technical Committee.
- Agreed was the Lower Island does not want to miss out on an opportunity to receive money for training and development but

it was recognised that ultimately the clubs will be the ones to decide whether relations would resume with Pacific Sports Centre.

8. BOARD AND COMMITTEE UPDATES:

Scheduling - Brian Davis:

- As previously mentioned the Gold schedules are out and on the web-site. The only schedules not yet complete are the girls 16, 17 and 18 due to a lack of teams. The remaining schedules will be complete this Saturday.
- Due to the water restrictions there is a shortage of fields and this could stretch until mid October. Those clubs with fields are Peninsula, Salt Spring (who have no Gold teams), Sooke (x 6 fields), Juan de Fuca and Cowichan.

Selects - Terry Hughes:

- Last week the Director along with Director Quayle attended a Metro/Select meeting in Vancouver. The meeting served to establish relations with the mainland Metro Committee.
- The Selects are badly in need of fields this coming weekend, anyone with suggestions please contact Director Hughes.

Euro - Diane Quayle:

- Euro will not open until September 15 possibly at Shawnigan Lake School. At this point in time there is nowhere to carry out technical training. The Director will let the Scheduler know by the weekend what facilities she has found.
- The Director will reserve S.J. Willis for the coaches and managers meeting.

Referees - Bob Hope:

- The Director spoke of how BCSA have changed the yellow card system that reduces the report to the category of the offence. The form is available on the BCSA web-site.
- The Director held a referee co-ordinator meeting last week at the Esquimalt Rec. Centre and a recommendation from that meeting was that the District should use only the forms that are available on the BCSA web-site to give uniformity.
- Registered referees are from Sooke, with a few from Gordon Head and Bays. All are aware of the insurance and appeal aspects.
- Also discussed at the Referee Co-ordinators meeting was having the clubs co-ordinate their referee's fees. This will be added to the Agenda of the next Presidents' meeting.
- Two clinics were held with 36 attending and 33 passing.
- Briefly discussed was whether the Lower Island should match the VISL regarding advertising for referees. Spoken of was that this was the clubs area not the Boards.

Motion: I move we go 'In Camera' 21:25 hrs. by D. Quayle 2nd C. Ogborne Carried

Motion: I move we 'Come out of Camera' 21:32 hrs. by C. Ogborne 2nd D. Quayle Carried

Motion: To Adjourn 21:32 hrs. by C. Ogborne

ACTION ITEMS:

1. The Secretary to research and distribute a paper on Committee recommendations.
2. The Treasurer to send letters to those holding cheques on the old LIYSA account.
3. The Administration Assistant to give her old fax machine to Rick Roodbol.
4. Director Nash to ask Victoria United to put their request for affiliation in writing.
5. Director Hughes to give Director Ogborne the Select and Metro schedules for the web-site.

6. The Treasurer to send a reminder to those teams needing to post a bond.
7. A letter to be sent to Prospect Lake and Cordova Bay regarding the joint team.
8. The Euro Director to reserve S.J. Willis for the coaches and managers meeting.

BOARD MEETING #5

**THE FIFTH MEETING OF THE 2001/2002 BOARD OF DIRECTORS
of the Lower Island Soccer Association (LISA)**

was held at 19.00 hrs on:

2 October 2001

at:

**Esquimalt Recreation Centre, Kanaka Room
Victoria, BC**

Present:

- Tim Satterford President
- Carol Ogborne V-P Girls & Operation
- Bob Nex V-P Boys & Administration
- Diane Quayle Euro s
- Bob Hope Referees
- Len Bridgeman Discipline
- Harold McNeill Secretary
- Terry Hughes Selects/Metro
- Brian Davis Head Scheduler
- Ian Stewart Competitions

Temporarily Absent:

- Ken Hibbert Technical Committee

Regrets:

- Paula Nagy Treasurer
- John Nash Public Relations

Recording Secretary:

- Sharon Langlois-Marejka

The Chair called the meeting to order at 19:10 hrs. There was a quorum present.

1. ROLL CALL AND APPROVAL OF AGENDA:

To add under 'New Business' Web-site for 1 minute and Board Ethics for 1 minute

Motion: To approve the Agenda as amended. by B. Hope 2nd D. Quayle Carried

2. APPROVAL OF MINUTES OF BOARD MEETING #4 September 4, 2001:

- Page 5, Referee, fourth paragraph to add "This will be added to the Agenda of the next Presidents' meeting.
- Page 5, Referee, third paragraph to take out 'The only'

Motion: To approve the Minutes as amended. by L. Bridgeman 2nd I. Stewart Carried

Action Items from the Minutes outstanding:

1. The Secretary to research and distribute a paper on Committee recommendations.
7. A letter to be sent to Prospect Lake and Cordova Bay regarding the joint team.

3. FINANCIAL REPORT

- A copy of the BCSA invoice for registration was enclosed in the Board package for their information. The Chair explained the total was based on 100% on last year's registration. The due date is 10 October 2001.

4. OLD BUSINESS:

Board Retreat:

- The Secretary gave his apologies for having to cancel the Board retreat due to too many other pressing demands on the Executive's time. A new date of 17 November will be arranged to have the retreat.

Referee Contract Status:

- Director Nex has spoken to Werner Schwann of the VISRA and he feels an agreement regarding the contract is close. The only hang-up in the negotiations is the fine structure of the Selects/Metro League and whether or not VISRA will pay should an assigned referee fail to show etc.
- Director Hughes spoke of how the Select/Metro manual is being fine-tuned and when the details of the fines for such things as fields not being properly lined etc. a referee not showing up, she will pass them onto Director Nex.
- Also spoken of by Director Hughes was her concern regarding the casual way referees are being scheduled for the Selects/Metros at this time. The Chair urged that any problems we have must be put in writing to VISRA.

Risk Management Director:

- The Secretary spoke of the need to have a Director for the position. Director Nex said he is willing to take the position but he did not want to deal with Board RM reports.. The Chair reassured him that he himself would be taking care of the Board.

Board Jackets:

- The Board jackets have been ordered along with two dozen T. Shirts, which will also have the logo stitched in the same way as the jackets. The T. Shirts will go to such people as the Select Coaches, Schedulers etc. Everything should be ready in 8-10 days.

5. NEW BUSINESS:

Girls U17 Metro Team and Metro League Meeting:

Motion: I move we go "In Camera" 19:30 hrs. by H. McNeill 2nd B. Nex Carried

Motion: I move we come "Out of Camera" 19:39 hrs. by H. McNeill 2nd C. Ogborne Carried

Abandoned Game Juan de Fuca vs. GHSA:

- The players were dealt with at tonight's discipline hearing.
- There was a short discussion, which covered such things as the referee being alone on the field without benefit of linespersons and when a game should be abandoned. The policy the LISA has in place was read aloud.

Motion: I move that both teams have a loss recorded as per the policy reference "3.15 'd' Game Abandonment" by I. Stewart 2nd L. Bridgeman Carried

Game Complaint Bays vs. GHSA:

- A complaint has been received from Bays because the GH Coach was running lines and also coaching his team. Discussed was that on occasion coaches do line but it was not a good idea they coach while lining. Pointed out by the Chair was that this was a complaint not a protest.
There was much discussion about the feasibility of asking a coach to line but not coach his team and how if the coach were not making incorrect calls the referee would not have a problem with the practice. Also mentioned was that if the coach lines then he becomes another official and should keep quiet.
- Suggested by Director Hope was that a letter is sent to the Club Referee Co-ordinators asking them to remind their people that a person running a line cannot coach. This will be mentioned at the next Referee Co-ordinators meeting along with the fact that neutrality should be kept at all times.

Pacific Sport/BCSA Discussions:

- There have been some discussions with Les Underwood of Pacific Sports. The Technical Committee and the Chair will have a meeting with BCSA next week to further the discussions.

Motion: I move we go "In Camera" 19:50 hrs. by H. McNeill 2nd C. Ogborne Carried

Motion: I move we come "Out of Camera" 20:00 hrs. by C. Ogborne 2nd H. McNeill Carried

Protest GHSA vs. Bays:

- The protest was given to Directors Hope, Hughes and Nex who will form the protest committee in this instance. The protest cheque was submitted.
- The Scheduler asked for a quick resolution as the two teams are scheduled to meet again shortly.

Development (John Nash Report):

- Director Nash had a meeting with Pacific Sports and the Mayor of Saanich regarding field development, which seems to have good potential to move ahead. Director Nash has also spoken to the Woman's organisation who is also supportive of moving ahead. A full report will be prepared in due course.

Technical Committee:

- The upcoming courses have been distributed via e-mail to the clubs.

Motion: I move we go "In Camera" 20:00 hrs. by H. McNeill 2nd C. Ogborne Carried

Motion: I move we come "Out of Camera" 20:04 hrs. by H. McNeill 2nd L. Bridgeman Carried

Referee Development:

- The Director demonstrated the Class V, IV and III and above badges.
- The Chair asked why BCSA have decided that they will only hold a refresher course when there are 25 participants. The Director explained that BCSA equated the registered number by four, which equals 25 individuals. The Lower Island is only entitled to four refresher courses based on our numbers. The cost of each clinic is \$80. Director Hope was asked could he do the refresher course he replied that he could.
- There was much discussion regarding each Directors feelings about the registration and how many felt it was a considerable flow of funds to the BCSA and perhaps referees are being lost because of the registration policy. Suggested by Director Hope that under the 'Referee Development' budget that the Lower Island pay for extra refresher courses in the outlying areas for those registered referees only.
- The Chair asked whether the badges are for sale to which the Director replied the V's are given them when they take the clinics, the IV's have them when they register with BC and the III's buy them. They are available from the Director.
- In answer to a question by Director Hope the Scheduler replied that the assistant referees for BC Cup must be uniformed and that they receive 50% of the referee's fee.

Discipline Update:

- There were five discipline hearings this evening of which a total of eleven game suspensions were handed out.
- The Director read out a report of an incident that occurred off the field which was promptly passed over to the new Risk Management Director Bob Nex.

Competitions and Events:

- Two applications have been received, one for District Cup for both boys and girls and one for the U11 Spring Games. The Director asked for an early time-slot on the Agenda at the next District Reps. meeting.

Selects:

- The Select field situation is bad. The Director asked for a letter to be sent to all the clubs asking if they would adopt either a Select or Metro team and outlining what the team would be willing to do in return for the club such as helping with mini program.

Web-Site:

- The standings will be up next week.

Board Ethics:

- The Chair asked that the Board maintain confidentiality of issues discussed while "In Camera". He also urged that Board members remain impartial when discussing matters close to their own interests such as issues pertaining to their 'home' clubs.

6. GOOD AND WELFARE:

Select U15 Player:

- Director Hughes told the Board about how one of the Select U15 Gold players broke his ankle during a game last weekend.

**Motion: I move the Select Director purchase an appropriate gift up to \$25. by I. Stewart 2nd B. Nex
Carried**

Len Bridgeman:

- The Director gave his regrets in advance for the next meeting as he will be out of town.

Motion: To Adjourn 21:40 hrs. by D. Quayle

ACTION ITEMS:

1. The Secretary to research and distribute a paper on Committee recommendations.
2. A letter to be sent to Prospect Lake and Cordova Bay regarding the joint team.
3. Director Hope to send a reminder to the Referee Co-ordinators that if a person runs a line they cannot coach and that they should remain neutral at all times.
4. The Bays to be informed that there is a protest against them from GHSA.
5. Director Hope to remind the club Referee Co-ordinators that their referees should carry their ID Cards at all times.
6. Director Stewart to be given an early time slot for the next District Reps. meeting.
7. A letter to be sent to each club President asking them to adopt either a Select or Metro team and in return the team will work with the mini program.
8. Director Hughes to purchase a gift up to \$25 for the injured Select player.

BOARD MEETING #6**THE FIFTH MEETING OF THE 2001/2002 BOARD OF DIRECTORS**
of the Lower Island Soccer Association (LISA) was held at 19.00 hrs on:*6 November 2001**at:**Esquimalt Recreation Centre, Kanaka Room
Victoria, BC*

Present: &Administration Operations	Tim Satterford Diane Quayle Len Bridgeman Harold McNeill Ian Stewart	<i>President Euro Discipline Secretary Competitions</i>	Bob Nex Carol Ogborne Paula Nagy Brian Davis	<i>V-P Boys V-P Girls & Treasurer Head Scheduler</i>
Temporarily Absent:	Ken Hibbert	<i>Technical Committee</i>		
Regrets:	Bob Hope Terry Hughes John Nash	<i>Referees Selects/Metro Public Relations</i>		

Recording Secretary: Sharon Langlois-Marejka

The Chair called the meeting to order at 19:01 hrs. There was a quorum present.

1. ROLL CALL AND APPROVAL OF AGENDA:

To add under 'New Business'

- *Summer Games*
- *Use of ineligible players*
- *Woman's coaching mentor-ship*
- *Scheduling - general*

Motion: <i>To approve the Agenda as amended. by L. Bridgeman 2nd D. Quayle</i> Carried

2. APPROVAL OF MINUTES OF BOARD MEETING #5 October 2, 2001:

Motion: *To approve the Minutes as distributed.* by L. Bridgeman 2nd D. Quayle
Carried

Action Items from the Minutes outstanding:

1. The Secretary to research and distribute a paper on Committee recommendations.

3. OLD BUSINESS:

- *Board Retreat:*

The retreat will be in the boardroom of the Parks and Recreation Department from 08:30 until 14:00 on Saturday 17 November 2001.

A discussion was held as to what topics would be on the agenda for the retreat, they range from the Metro and Select rules, referees, technical development, office administration and fields and facilities.

The Secretary urged the Board to read any material distributed in advance so as they are not struggling to make an informed decision or keep up with discussions.

As there are so many decisions that have to be made the retreat will be more of an expanded Board meeting than a retreat therefore a facilitator will not be utilised at this time. We will need to have a further retreat to deal with long term planning issues.

Considered an essential subject for discussion at the retreat will be the referee situation.

The agenda will be circulated at least one week prior to the retreat.

Presidents' Meeting:

A request has been received to move the Presidents meeting from November 27 to November 20. An 'e' mail will be sent to the Presidents asking for their approval to change the date. It was not considered necessary to have both a President's and a Representative's meeting during November therefore the Representatives meeting will be cancelled.

Provincial 'A' Cup:

The Lower Island have been given the Provincial boys and girls 'A' Cup for July 4-7. Director Quayle will attempt to book SMU and the Administration Assistant will attempt to book UVic for the event. Six fields are needed.

4. NEW BUSINESS:

Region 1 meeting in Parksville:

The Secretary and Director Hope attended the meeting this past weekend with the other five Districts. The following are the main points of the meeting.

- The Island 'A' Cup will be held in Parksville on April 6-7.
- The Island Cup will be in Victoria, a date still has to be set. A facility needs to be found for the event with a minimum of two fields. This will be added to the Presidents' Agenda.
- - The 'C' Cup will be up Island, location still to be determined.
- The Lower Island 'A' teams will be placed in a draw with the Upper Island Districts. Both the Upper and Lower Island have until November 30th to declare their teams (Lower Island have already done so). The draw will be made at the BCSA semi-annual meeting. If the Upper Island do not put in a team we must form a dispensated team to challenge our own "A" team.
- Boys and Girls U12 and U13 and Girls U14 have been approved to have a dispensated team.
- The Upper Island has designated a competition person.
- BCSA were in attendance.
- Regarding the 'B' Cup our District rep will challenge the Upper Island rep. as in past years.
- The Scheduler and Director Ogborne will ascertain between them whether the girls and boys 'B' Cup are both 'home' this year or if one of them will be away.

Abandoned Game Juan de Fuca vs. GHSA:

A letter has been received appealing last months decision by the Board to award a loss to both teams. After a brief discussion following the reading of the letter of appeal the following motion was made.

Motion: *I move we uphold the original decision.* by B. Nex 2nd P.
Nagy Carried

Technical Committee:

A handout regarding the Provincial ID camp meeting was distributed.

Summer Games:

The Secretary asked if at the same time as the identification for the Provincial teams was taking place should we use the opportunity to identify the players for the Summer Games. After much discussion it was decided to keep the two processes separate.

Director Quayle asked for and was given permission to both advertise for coaches and to set up a committee to select those coaches. The application will be posted on the Lower Island web-site. Director Quayle also asked for permission to use the Technical Committee to help identify players for the Summer Games.

Discussed was using the calibre of such people who sat on the committee the Select/Metro Director brought together at the beginning of the season to appoint the Select coaches.

Abandoned Game Juan de Fuca vs. Peninsula:

The Secretary read the report, which stated the referee, decided to call the game at half time due to his concern for the players due to the field condition.

Motion: *I move the game be replayed. by B. Nex 2nd P. Nagy Carried*

The Head Scheduler will inform the score recorder of this decision.

Funding of Euro Soccer Program:

Last year's budget has been used and Director Quayle estimated she needs approximately \$2,000 to finish the program for this season from the \$2,500 budgeted at the beginning of the year.

Motion: *I move we advance \$2,000 to the Euro Director to complete the season in the Euro program subject to a financial report being provided back to the Director of Finance. by H. McNeill 2nd C. Ogborne Carried*

Peninsula vs. Prospect Lake U16 Gold:

Motion: *I move we go "In Camera" 20:25 hrs. by H. McNeill 2nd D. Quayle Carried*

Motion: *I move we come "Out of Camera" 20:45 hrs. by I. Stewart 2nd D. Quayle Carried*

Motion: *I move the game be replayed based on double registered players. by P. Nagy 2nd B. Nex Carried*

Use of Ineligible Players:

Several teams from the Gold division have asked if they are short players on their team can they bring up players from their own club from the Bronze or Silver Division. This is absolutely not allowed and the Secretary will redistribute a message that was sent stating this. This will also be mentioned at the Presidents' meeting. Noted this is also explained within BCSA's own policy.

Women in Coaching and Mentor-ship:

A meeting will held at St. Margaret's on November 14 at 7 p.m. for all coaches in any sport. This will be put on the Lower Island web-site bulletin board.

Schedules – General:

Spoken of by the Chair was that scores are put on the web-site as soon as they are received. It is estimated the remaining score-recorders will be given access within the next 10 days.

Scores are no longer being pursued, only scores that are being phoned in are being published. After a few days and if the opposition call with the score the fines will be issued. Some fines have already been forwarded to the Treasurer to send out.

The Head Scheduler spoke of how there are conflicting dates for the 'C' Cup and other events. He will contact BCSA for clarification. It was decided to wait on working out the details until we know what the Upper Island declare.

In Camera:

Motion: *I move we go "In Camera" 21:00 hrs. by H. McNeill 2nd B.*

Nex

Carried

Motion: *I move we come "Out of Camera" 21:10 hrs. by H. McNeill 2nd I.*

Stewart

Carried

Motion: *To Adjourn 21:12 hrs. by D. Quayle*

ACTION ITEMS:

1. The Secretary to research and distribute a paper on Committee recommendations.
2. All – Read material for Board retreat.
3. The Administration Assistant to change the Presidents meeting from November 27 to 20. **Done.**
4. Director Quayle to book SMU.
5. The Administration Assistant to book UVic. **No fields available due to maintenance for August U19 World Cup games.**
6. The Secretary to put Island 'A' Cup on the Presidents' Agenda to see if anyone is willing to host. A minimum of two fields is needed.
7. The Secretary to redistribute a paper regarding bringing players up from the Bronze or Silver Divisions to play Gold if the team is short of players.
8. To put the above on the Presidents' Agenda.
9. Director Ogborne to put a notice on the web-site bulletin board regarding the upcoming Women's Coaching meeting at St. Margaret's.
1. The Head Scheduler to contact BCSA for clarification regarding the 'C' Cup.

BOARD MEETING #7

2001/2002 BOARD OF DIRECTORS

of the Lower Island Soccer Association (LISA)

was held at 08.30 hrs on:

17 November 2001

at:

*Esquimalt Parks and Recreation Board Room
Victoria, BC*

Present: Tim Satterford *President*
Bob Nex *V-P Boys & Administration*

Diane Quayle *Euro*
Carol Ogborne *V-P Girls & Operations*

Len Bridgeman *Discipline*
Paula Nagy *Treasurer*

Harold McNeill *Secretary*
Brian Davis *Head Scheduler*

Ian Stewart *Competitions*
Bob Hope *Referees*

Temporarily Absent: Ken Hibbert *Technical Committee*

Regrets: Terry Hughes *Selects/Metro*
John Nash *Public Relations*

Recording Secretary: Sharon Langlois-Marejka

The Chair called the meeting to order at 08:40 hrs. There was a quorum present.

1. ROLL CALL AND APPROVAL OF AGENDA:

To add at 11.25 hrs. *Risk Management*

Motion: *To approve the Agenda as amended. by L. Bridgeman 2nd D. Quayle*
Carried

Explained by the Chair was that today would be an extended Board meeting as opposed to a retreat as there were too many immediate issues that needed to be dealt with. The subject of a Board retreat will come up later in the day. The Minutes will be recorded point fashion as many topics are open discussions.

2. FINANCIAL REPORT AND DISCUSSION:

- The District is now in a position to pay the BCSA bill.
- The other LIYSA account will now be closed.
- There is \$131,592.12 in the bank of which \$114,653.00 is allocated.
- There is \$22,252.94 outstanding from the clubs.
- Peninsula still has not paid their 60% registration fee of \$13,000. The Treasurer will send a memo to the Club President asking him to bring their cheque to the upcoming President's meeting.
- Spoken of by the Chair was the difficulty caused by our not calculating the BCSA fee increase into the 60% billing equation. We have only billed 60% on the old rate and with substantial fee increase to BCSA and CSA this year we are left cash poor at this time of the year.
- Board members were asked to submit their expenses in a timely fashion each month.
- The Secretary will send out the new expense rates.
- The Treasurer will re-send how she would like to see Board expense items categorised.

3. DISTRICT MANAGEMENT OUTLINES:

Full Time Administrator: (handouts provided to board members)

- Discussed were the growth of the organisation and how the demands by the clubs and club members have grown exponentially within the District.
- Spoken of was the trend for the clubs to unload some of their difficult problems onto the District as opposed to sorting them out themselves. This is sometimes understandable, as there are often new people on club boards who do not have experience in handling some cases.
- The possibility of the Board being able to apply for gaming funding through the Select/Metro programs was spoken of.
- Discussed with BCSA was the possibility of the District sharing office and administration services with the men and women's organisations.
- Discussed in detail was the necessity to having the equivalent of a full time administrator. As this is staged in the position might be made up two or more contract persons (e.g. recording secretary, administrative assistant, registration assistant, etc.) Most Board members spoke in favour of the move.
- Recalled was that six or seven years ago the clubs agreed to having a full time administrator at some point in the future.
- Noted that we are the largest district within the province and many districts that are much smaller than this district have full time office administration and coaching help.
- Noticed was that the difference between this year's budget and the budget required for a full time employee was not that great.
- One Director voiced that the Board should show the clubs how this would be financed maybe by way of drawing up a business plan whereby a sponsor could be sought.
- It was thought best to start with the basis that the clubs will be paying for this and to start preparing for this early (as soon as the presidents meeting).

- The Presidents as a rule generally understand as they appreciate being relieved of certain responsibilities.
- The Chair spoke of how he voiced at a recent LISA/BCSA meeting that the aim of the Lower Island is to be the best in the Province both on the field and in the office.

Motion: *I move that the Board approve in principal the move to hiring the equivalent of a full time*

District Administration Assistant. by H. McNeill 2nd I.

Stewart

Carried

4. ROLE OF DIRECTORS:

- Every Director will have a 'Terms of Reference' for their position.
- Every committee will have terms of reference or rules and regulations established for that position or committee.
- Conflict of Interest guidelines will be drawn up.
- Director Hope spoke of how he is in the process, through his position on the Chamber of Commerce, to have someone give a presentation on both what the role and the character of a Director is. Recommended was that one or two LISA Directors attend the presentation. Asked was when the time came that the Director gives a written paper on the presentation to the Board so as they could decide who would attend.
- Director Hope will make a recommendation to the Chamber that the LISA Directors can attend.

5. PROVINCIAL CUP FINALS AND OTHER CUP PLAY:

- SMU have confirmed we can have three fields for the Provincial Cup Finals.
- The contact at SMU, John Edgar is also looking into the banquet facilities and rooming for those teams that need them. SMU expressed some concerns about parking and litter in surrounding neighbourhood.

- Commisionaires will be hired to handle such things as parking and security.
- Three fields are still needed. Saanich will be approached for Beckwith.
- The schedule will be arranged so that each team will play two or more games at SMU. With some creative scheduling we should be able to use SMU as the main event centre.
- SMU facilities will also be used for the Provincial teams' tryouts.

6. GENERAL COMMUNICATIONS (PHONE 'E' MAIL AND FAX):

- Spoken of was the need to develop a protocol as to how the volume of messages received by board members and by the office and administrators will be handled.
- Coaches etc. must go through their club Presidents or club Representatives, not directly to the Board.
- Suggested was the Presidents should be given protocols to distribute to their boards about the manner in which to communicate with the LISA.
- It was agreed that all messages will be processed by the administrative assistant who will direct them to the correct department or director within the LISA
- Only the administration assistant's 'e' mail address will be listed on the web site by each director's name.
- . A complaint process protocol will be provided to the clubs.

7. PRINCE GEORGE PROPOSAL:

- Prince George's fax outlining how they would like to see every Region have a representative on the BCSA Board of Directors was previously distributed.
- The Secretary spoke of how a Board should be a neutral entity and how the Prince George proposal may have several people only looking after their own interests.
- It was thought a better idea would be for the Regions to have a representative who would meet with their counterparts and the BCSA board every 3 months or so to discuss concerns.

- The last BCSA AGM was discussed and how the interior voiced their concerns that unless something was done they may be a fracture develop within the organization. .
- Spoken about were the different issues the Lower Island has to the Upper Island.
- Both Districts having an equal voice was discussed, as under the current system the Upper Island is somewhat fractured (5 districts) and thus can carry any vote in Region 1. This would not be suitable to the lower island. We need to be able to have at least an equal partnership concerning Region 1 events.
- The Secretary will redistribute the Prince George paper and a response will be decided at the December Board meeting.

8. METRO AND SELECT PROGRAM (HANDOUT):

- The handout was previously distributed.
- Agreed was the program had to be lifted up to a new level.
- The handout gives a guide to exactly how the program should be ran. Noted was there would be changes as necessary and as the program expanded.
- A change to Rule 605.1 was agreed: to add “*and selection of team in each age division.*”
- Regarding the Managers position it was agreed this would be further researched and amended to support the ideas and concerns discussed regarding having the Manager answer to the Coach.
- Spoken of was there would be a limit to the number of teams a Select/Metro Coach could coach.

Motion: *I move a Select or Metro Coach cannot coach no more than one team in the Select/Metro program If a Select/Metro coach is also coaching a club team and the club team gains entry to the Provincial 'A' or 'B' finals as well has his/her Select/Metro team, the Select Metro team must take precedence. by C. Ogborne 2nd B. Nex* Carried

- The legality of telling a player they must play within a certain age group was discussed.
- The wording on page 6 (a) will be reworked.
- An idea from the Chair was that all the age groups had their tryouts at the same time.
- Suggested were those Directors who have strong views or ideas should write them down in 'rule fashion'
- The handout, with noted amendments, will be distributed stamped 'draft' to the Presidents.
- A question was asked as to whether the Coaches could submit expense claims. The reply was their expenses normally come out of the team. This will be inserted into the draft document. .
- Regarding Page 7 (e) a discussion was held regarding the late arrival of an exchange student or someone moving late into the District not being able to play on the team. It was felt the Metros and Selects are no different from any club team – if a team is full the player must seek a place elsewhere.

Motion: *I move we send out as a 'Draft' copy. by D. Quayle 2nd B.*
Nex **Carried**

The Secretary asked that any suggestions be put in writing.

9. EURO SOCCER:

- Currently there is no written policy on the Euro program. A similar paper to the Select/Metro program will be drawn up dealing with items from administration to finances.
- The Euro program was never intended to be gender specific however it was the girls who embraced it. We may be at a point where the clubs would like the boys to join.
- Director Quayle explained how the training sessions ran.
- A questionnaire will be given to the clubs, which will include the boys in it.

10. RISK MANAGEMENT:

- As per policy on the 30th of this month any coach who has not submitted their RM forms is subject to suspension.
- Cordova Bay has submitted one hundred percent of their forms and Gorge have submitted eighty percent.
- Suggested by Juan de Fuca was that the grace period is extended to December 8 and on December 9 any coach who is still remiss will be suspended. This effectively gives the coach and the club until January 15 (when play resumes) to get their forms in.
- This change of deadline will only occur this year.
- Next year's deadline will be moved to mid October when team registration is due.

Motion: I move on December 9th all coaches who have not filled out their Risk Management forms will be suspended. by B. Nex 2nd P. Nagy **Carried**

11. TECHNICAL COMMITTEE:

- The tryouts are \$15 per tryout. If a player is identified at the first tryout they need not attend the second.
- The Vancouver tryout will be \$25 plus all other costs such as hotel, food, ferry etc.
- The registration fee for a Provincial player is \$450 plus all other expenses which amounts to minimum of approximately \$1,600-\$2,000 (travel and accommodation for parents would be additional).

12. FIELDS AND FACILITIES DEVELOPMENT:

- The handout previously prepared by Director Nash was distributed.
- A suggestion was to talk to the borough of Langford as they are in favour of development and expansion.

13. PLANNING MEETING AGENDA DEVELOPMENT:

- Long term planning (Board Retreat) will be rescheduled for February with Hope Barker from Coastal Pacific acting as facilitator.
- Before the Board can look at fund raising they must develop a long-term plan.
- Being very specific as to what we want i.e. a facility was emphasised.
- Sponsorship would be sought for day to day areas such as administration.
- Director Hope suggested a prospectus be developed for presentation to would be sponsors.

14. REFEREE DEVELOPMENT:

- The Presidents have requested that Referee's be put on the Agenda for their meeting next week.
- Discussed was how young referees are sometimes certified and then left to their own resources.
- Both the VISL and the LIWSA are in the same position.
- Director Quayle spoke of how she would like to see mini referees attend the Euro training sessions so as to ease them into eleven aside and give them guidance training before they reach this level.
- Agreed was that the District must put in place a clear policy for coaches or others who abuse referees, especially young or beginner referees.
- The lack of definition and authority within VISRA/BCSRA was briefly discussed.
- Agreed was referee development and mentor-ship was needed within each club
- Thirty percent of referees fall away each year - many because of the abuse.
- Gordon Head has an excellent support system in place.
- Proposed by the Chair was that the budget be prepared support 20 referees per club (average) to be registered. The extra costs would be in the order of 40 cents per player.

- The District would request that the clubs, on October 15 when the team registrations are due, that they also forward a list of their referees and the District would register them with the BCSA
- Director Bridgeman suggested that if a legitimate complaint regarding a referee is received someone should be dispatched, the next time the referee officiates, to observe and give guidance as to what s/he is doing wrong and how s/he could improve.
- The Coach and Manager are responsible for their fans.
- Suggested was forming a committee who would target one club a week to attend their games and give the referees support and advice.
- Discussed was how the District can only act on a referee being abused if a report is written and submitted to the district.
- Spoken of was the loneliness and lack of support for a young referee on the field when they do not have any support (e.g. official lines-persons or club support).).
- Director Hope said the volunteer base is building to help young referees.
- Attempted will be to integrate the referee registration into the player registration process.
- It is the aim of the LISA to show leadership in referee development within the District.
- Director Bridgeman spoke of his willingness to attend 'volatile coaches' games to assist the referee as to what powers they have.

14. COMPLAINT REGARDING A COACHES BEHAVIOUR:

- A brief discussion and background was given on the coach and his past behaviour.

15. PRESIDENTS' MEETING AGENDA:

The Agenda will be circulated on Sunday.

16. OTHER:

The Treasurer asked that fines to score recorders be sent to her a.s.a.p. as to-date she has only received one.

Motion: *To Adjourn 14:10 hrs. by B. Nex*

ACTION ITEMS:

1. The Treasurer to send an email to Peninsula asking them to bring their registration cheque to the Presidents' meeting.
2. The Secretary to send out the new expense rate.
3. The Treasurer to re-send the expense categories.
4. Director Hope to recommend that 2 LISA Directors attend the Chambers presentation regarding Board of Directors.
5. To add to the Presidents Agenda that two people should be designated Lower Island contacts.
6. Director Ogborne to leave only the administrators 'e' mail address on the web-site.
7. The Presidents to be told complaints must go through the office.
8. The Secretary to re-distribute the Prince George paper and add to the December Board Agenda.
9. The Secretary to change Rule 605.1 to add "and selection of team in each age division." In the Select/Metro handbook.
10. The Secretary to rework the wording on page 6 (a) in the Select/Metro handbook.
11. Coaches expenses to be inserted into the Metro/Select handbook.
12. The Secretary to distribute the Presidents Agenda on Sunday.
13. Fines regarding score-recordings to the Treasurer as soon as possible.

Approved

BOARD MEETING #9

THE NINTH MEETING OF THE 2001/2002 BOARD OF DIRECTORS
of the Lower Island Soccer Association (LISA) was held at 19.00 hrs on:

8 January 2002

at:

*Esquimalt Recreation Centre, Kanaka Room
Victoria, BC*

Present:	Tim Satterford	<i>President</i>	Diane Quayle	<i>Euro</i>
	Terry Hughes	<i>Selects/Metro</i>	Carol Ogborne	<i>V-P Girls &</i>
<i>Operations</i>				
	Len Bridgeman	<i>Discipline</i>	Paula Nagy	<i>Treasurer</i>
	Harold McNeill	<i>Secretary</i>	Brian Davis	<i>Head</i>
<i>Scheduler</i>				
	Ian Stewart	<i>Competitions</i>	Bob Hope	<i>Referees</i>
Temporarily Absent:	Ken Hibbert	<i>Technical Committee</i>		
Regrets:	Bob Nex	<i>V-P Boys & Administration</i>		
	John Nash	<i>Public Relations</i>		
Recording Secretary:	Sharon Marejka			

The Chair called the meeting to order at 19:00 hrs. There was a quorum present.

1. ROLL CALL AND APPROVAL OF AGENDA:

To add under 'New Business'

- *Discipline regarding Gorge FC*
- *'A' Cup draw to be increased to 10 minutes*
- *Scholarships*

To remove:

- *PLS/CB Joint Teams*
- *Approval of Minutes*

Motion: *To approve the Agenda as amended. by I. Stewart 2nd T. Hughes*
Carried

2. FINANCIAL REPORT:

- Handout circulated.
- A few coaching clinics still to be paid for.
- BCSA owe us for the Provincial tryouts expenses however the LISA has paid SMU.
- A discussion was held regarding the fee BCSA charge us for Provincial Cup and Player assessment. On BCSA's billing to us it shows that they have increased their Provincial Cup assessment from \$2 a player to \$3. The Secretary is still waiting for BCSA to confirm this increase as no-one has received written notice nor can anyone recall this being mentioned at the last BCSA AGM. Until BCSA verifies the amount the clubs cannot be invoiced for these charges as it would cause too much confusion therefore it was decided to wait until early February when they are sent their final billings for late registrations, transfers etc. to include the assessment charges. A memo will be sent to the Clubs to alert them to the fact that they have not yet been billed for these charges.
- Regarding the girls 'C' Cup expenses these are split between the Lower Island and Upper Island.
- The price of pennants for the various tournaments will be looked into shortly.

3. OLD BUSINESS:

Metro and Selects Rules and Regulations:

The draft copy dated December 21 2001 include the comments and suggestions made by the Scheduler and Select Director.

A suggestion was made by the Select Director that the parents who give the team 'seed-money' at the start of the season should be reimbursed once the team was well underway with fund-raising.

Records of funds collected must be given to both the Select Director and the Treasurer.

On page 2 'club dispensated teams' will be removed however 'district dispensated teams' will remain.

A discussion was held regarding underage dispensated players. Agreed was they would follow the same rules as the Metro and Select teams (age specific). Any underage player would have to apply to play on an older team and the application would have to be approved by LISA. Spoken of was that the teams were designed to expose the maximum amount of players to the highest level and allowing a player out of the age group to have access to the team denies a player within the age group their opportunity.

Agreed was that a start on the rules had to be made somewhere and that they would be continuously tweaked to make them more efficient.

Spoken of was how the Clubs gave the LISA to develop and manage the Metro and Select program and that the Clubs were given the draft policy approximately six weeks ago and not one returned any input. The policy is drawn from several documents among them the Metro rules and regulations and some club rules and regulations.

The Secretary read from an email he had tonight been given from one Gordon Head Executive member to another, which in essence complained about the policy and the creation of the policy. It was noted by many of the Directors that the author was not entirely unbiased as he had a child playing on a team that experienced problems. It was noted that some clubs have policy on underage players. Nevertheless as the email was not addressed to the LISA nor signed in a club capacity it was discounted.

Regarding Rule 607 (a) will be changed to read “*shall sign*” from “*attempt to sign.*”

Motion: *I move we accept the Metro and Select document.* by D. Quayle 2nd I. Stewart Carried

Competitions Update:

A handout was distributed regarding the various tournaments and competitions. Any errors or suggestions were asked to be sent to the Secretary or administration assistant as soon as possible.

Noted was that the girl’s Euro, boy’s U11 and girl’s mini tournaments are all 2-day events not 1 day as listed.

Select League Complaint regarding the U17 team - update:

Motion: *I move we go ‘In Camera’ 19:545 hrs.* by H. McNeill 2nd L. Bridgeman Carried

Motion: *I move we come 'Out of Camera' 19:50 hrs. by H. McNeill 2nd B.*
 Hope Carried

Before further decisions can be made the Board must receive the documents they requested from the Select League.

U17 Select Player request to play down:

Determined was that the U16 team both wanted and had a place for the player.

Motion: *I move approve this transfer. by B. Hope 2nd C.*
 Ogborne Carried

Select Metro Referee Contract:

The contract is still hung up on one issue. It was decided to table further discussion until next month.

Technical Committee Discussions and Resolutions:

The memo dated December 19 2001 regarding Identified Player training was previously circulated.

Motion: *I move we go 'In Camera' 20.00 hrs. by H. McNeill 2nd I.*
 Stewart Carried

Motion: *I move we come 'Out of Camera' 20:05 hrs. by H. McNeill 2nd I.*
 Stewart Carried

Spoken of was the discussion held with the Provincial Head Coach Derek Posse who said that BCSA would be very supportive of the LISA hiring a part time coach for the approximately 30-35 identified Provincial players. It was agreed that a coach would be sought who will be both acceptable to LISA and BCSA.

Motion: *That the LISA board will act immediately to secure the services of one or two qualified coaches whose job it will be to promote programs and provide training for district identified players. This program will be designed to meet the training standards set by the PHPC in Burnaby. by H. McNeill 2nd I. Stewart Carried*

Motion: *Funding required for the district Identified Player Program (coaches*

and facilities) would be generated through player fees at a rate necessary to offset all costs. by H. McNeill
2nd I. Stewart Carried

Motion: *The LISA board supports continued efforts to form an association with the Pacific Sport/Sport Services Branch in a manner that will result in financial assistance coming to the district for the advancement of general and elite player and coaches training programs.* by H. McNeill 2nd D. Quayle Carried

'A' Cup Draw:

There was much confusion at the BCSA semi-annual meeting regarding the above draw. Suspected was that the draw was not random as there are too many convenient coincidences for the Upper Island. Also questioned was why the Lower Island was involved in a three-way competition with two teams from the Upper Island who should, based on past history, be playing each other to see who will face the Lower Island. The Secretary will seek clarification with BCSA.

Coaches will immediately be advertised for the Girls U16 and U18 teams.

At the BCSA semi-annual Brian Davis was named as the Island co-ordinator.

4. NEW BUSINESS:

List of Coaches for Dispensated teams:

The Select Director read out the list of names and gave resume details of those who had applied for the various positions.

Motion: *I move we go 'In Camera' 20.40 hrs.* by D. Quayle 2nd C. Ogborne Carried

Motion: *I move we come 'Out of Camera' 20:55 hrs.* by D. Quayle 2nd I. Stewart Carried

Motion: *I move that these persons be asked to coach these teams: Nick Daniels U12 Boys; Kevin Schubert U13 Boys; Victor van den Boomen and Ted Lea to co-coach U12 Girls and John Leier U14 girls.* by B. Hope 2nd I.

Stewart

Carried

'B' Cup Playoff Draw:

The draw will be made at next week's district reps. meeting.

'C' Cup Preliminary Draw:

There are 18 teams competing. The first four teams drawn were:

Bays United Powell vs. Cowichan Berryman

Cordova Bay Strikers vs. Cowichan Klassen

The remaining teams will be drawn at next week's district reps. meeting.

General Update on BCSA's semi-annual:

1. *Semi-annual meeting:*

- Very volatile meeting whereby questions were raised about possible financial impropriety and a vote of non-confidence was made against the BCSA President. The vote was ultimately turned down but it was definitely not a vote of confidence.
- The BCSA Board is to provide a summary and outline on these matters to the membership by May.
- There seems to be a split between youth and senior on the BCSA that may be traced back to the block voting by the adults at the last AGM.
- Fraser Valley (adults) expressed concern about the manner in which the voting took place at the last AGM.
- Minutes were not circulated from the AGM apparently due to various problems such as computer viruses, power failure etc.
- Regarding the Prince George proposal a motion was passed to form a Governance Committee. The LISA Secretary has been asked to sit on this Committee and asked the LISA Board for their permission. The LISA Board did not raise any objections to this appointment as long as the BCSA are paying his expenses.
- The BCSA membership, based on a recommendation from the BCSA Technical Committee, decided from this point onward that a size 5 ball will be used for U14.
- Any reports to the membership must be sent out six weeks before the next AGM.

2. *Administration Workshop:*

The Secretary attended the administration workshop held by Keith Ryan the BCSA Administrator and Les Wilson the BCSA Executive Director. The Secretary said this was an excellent meeting. Both Keith and Les spoke candidly about a number of operational matters. Also confirmed by the Exec Director was that the protocol for decision making is club, district, BCSA.

3. *Other:*

Les Sinot from Terrace would like the Lower Island to support him in his application to take the six-month BCSA directorship.

Motion: *I move we send a letter of recommendation to BCSA regarding Les Sinot's request.* by H.

McNeill 2nd D.

Quayle

Carried

4. *Discipline:*

- Director Hope attended this meeting on behalf of the Lower Island.
- The Director demonstrated the new, only available on line, forms for referees to submit their game reports and discipline cards. The database has been designed to track how a referee performs as well as player behaviour. The system can only be accessed by password by the Discipline Chair and registered referees who will be issued a password when they enrol into the system.
- The Discipline Chairs can request the game reports via e-mail.
- Player's cautions can be tracked through the database. When a player accumulates three yellow cards the Discipline Chair can create an expulsion form.
- All reports pass through Vancouver and are forwarded on to the Discipline Chairs through e-mail and all reports are listed by club.
- Concerns were raised about the BCSA server crashing and all the data being lost as historically BCSA seem prone to computer problems. Director Ogborne said she would like to know if the program could be ran from our own server.
- The President suggested investigating to see what utilisation and integration we can do with it.
- A new Code of Ethics is coming out from BCSA.
- The Holiday Inn is now sponsoring BCSA. Suggested by the President is that we book the Victoria Holiday Inn for the Nike A Cup.
- There have been three appeals regarding cards given by unregistered referees resulting in the cards being thrown out.

LISA AGM Time Lines:

The time lines for various things will be sent out via e-mail and fax.

Budget Development for 2002-2003:

The Directors were asked to start thinking about what kind of budget they will need for their various areas.

Summer Games:

Diane Quayle will amend the application form and it will be put on the web-site with a deadline of January 31 2002 for the coaches to apply.

Discipline – Gorge FC:

An email was received from the Gorge President pertaining to a pending discipline item.

Scholarships:

This year's scholarship committee will be Bob Hope, Carol Ogborne and Ken Hibbert. As per last year the scholarship forms will be sent directly to the team coaches.

The Men and Women's organisations will be approached to ask if they would like to award a scholarship.

5. GOOD AND WELFARE:

Director Hibbert has passed on the good news that he is now recovered sufficiently to start attending meetings again as of next week.

Motion: *To Adjourn 21.50 hrs. by I. Stewart*

ACTION ITEMS:

1. The Secretary to send a memo to the clubs regarding the Provincial Cup and Player Development assessment fees still to be charged. **(Done)**
2. The Secretary to seek clarification regarding the A Cup draw. **(Done)**
3. An advertisement to be posted for girls U16 and U18 coaches. **(Done)**
4. Director Hope to find out whether the BCSA discipline program could be ran by our own server.
5. The administration assistant to get a rate from the Holiday Inn for the Nike A Cup.
6. The Secretary to send out the AGM time lines. **(Done)**
7. The administration assistant to send a letter to the men and women's organisations regarding giving a scholarship. **(Done)**

APPROVED

BOARD MEETING #10

THE TENTH MEETING OF THE 2001/2002 BOARD OF DIRECTORS

of the Lower Island Soccer Association (LISA) was held at 19.00 hrs on:5 February 2002

at:

Esquimalt Recreation Centre, Kanaka Room
Victoria, BC

Present:

- | | |
|------------------|---------------------------|
| ● Tim Satterford | President |
| ● Bob Nex | V-P Boys & Administration |
| ● Carol Ogborne | V-P Girls & Operations |
| ● Paula Nagy | Treasurer |
| ● Harold McNeill | Secretary |
| ● Terry Hughes | Selects/Metro |
| ● Len Bridgeman | Discipline |
| ● Brian Davis | Head Scheduler |
| ● Ian Stewart | Competitions |
| ● Bob Hope | Referees |
| ● Diane Quayle | Euro |
| ● Ken Hibbert | Technical Committee |
| ● Sharon Marejka | Recording Secretary |

Regrets:

- | | |
|-------------|------------------|
| ● John Nash | Public Relations |
|-------------|------------------|

The Chair called the meeting to order at 18:50 hrs. There was a quorum present.

1. ROLL CALL AND APPROVAL OF AGENDA:

The Chair welcomed back Ken Hibbert.

To add under 'New Business'

- *Boys U16 Bronze*

Motion: To approve the Agenda as amended. by I. Stewart 2nd T. Hughes Carried

2. APPROVAL OF MINUTES #8 AND #9:

Motion: To approve the Minutes of 4 December 2001 as circulated. by H. McNeill 2nd P. Nagy Carried

There are no 'Action Items' outstanding.

Motion: To approve the Minutes of 8 January 2002 as circulated. by L. Bridgeman 2nd P. Nagy Carried

There are no 'Action Items' outstanding.

3. FINANCIAL REPORT AND BUDGET DISCUSSION

- The Treasurer is working on the budget. She asked that committees and departments forward to her their budget estimates.
- The budget is being based on what has been spent this year plus any new items for next year.
- The Treasurer asked that the Board consider setting up as soon as possible an account that would be designated long term capital costs (e.g. fields, facilities, office). Many Board members agreed it was time to make this move. There will need to be a meeting set aside just to discuss this type of future planning. The Chair asked the Treasurer to compile a simple set of figures projecting the cost so as

the separate account can be voted on at the next meeting.

- Expenses for Euro Cup, Mini Cup and District Cup have still not occurred so this is a grey area until they have been completed. It was thought there would not be any unpleasant surprises.
- Discussed was the player increase next season. The clubs are aware that the LISA have subsidised for this year only the BCSA mini player increase. As many clubs need to know because of impending registration it was decided that a \$4-\$6 per player increase would be announced.
- Discussed was how soccer 'under-funds' itself. For the most part soccer is a year round activity and the costs of other sports were discussed. It was also felt that many clubs under-funded their own activities.
- Discussed was whether the Treasurer should recruit professional help in preparing the budget. It was ultimately decided that there was enough experience on the Board to assist her should she need help.
- The conversation returned to a future office. The Chair spoke of how it is possible the BCSA might decide to contribute in a 'partnership' venture.

Motion: I move we advise the clubs that the fee increase will be in the range of \$4-\$6. by H. McNeill
2nd

C. Ogborne Carried

- The Treasurer has been having ongoing problems with her computer.. Recently she has been experiencing monitor problems. It was also noted that both the Secretary and Treasurer are working full time with old 14" and 15" monitors.

Motion: I move we purchase three 19" monitors for the organisation to a maximum of \$2,000. by B. Hope 2nd **H. McNeill Carried**

The above purchase will include the price of a UPS bar for the Treasurer to protect her computer against surges in power in her area.

4. NEW BUSINESS:

Registration Software:

Motion: I move we go 'In Camera' 19:30 hrs. by H. McNeill 2nd I. Stewart Carried

Motion: I move we come 'Out of Camera' 19:45 hrs. by B. Nex 2nd L. Bridgeman Carried

Prospect Lake/Cordova Bay Joint Teams:

- Prior to the two clubs Presidents joining the meeting the Board gave their personal views of the written proposal given to them by the two clubs regarding a request to form joint teams.
- Cordova Bay President Stu Will spoke of how the agreement for joint teams was originally made in 1998 because both clubs were losing many players as they were not able to provide them the opportunity to play in Gold divisions or into a level they could perform.
- Garth Dunn, President of Prospect Lake spoke of how the players would have to go as transfers to other clubs if the joint teams were not allowed and how both clubs just don't have the numbers to form their own teams. He said he felt it was also good for the District as they were able to contribute to the higher divisions and therefore give the other clubs some competition, although he drew attention to the fact that no joint team has ever been a 'super team'.
- Another advantage to being allowed to form joint teams is they are seeing players who had previously left to join other clubs return 'home'.
- The good working relationship between the two clubs was mentioned and how there was unanimous consent from both club Boards to present the proposal to the LISA Board.
- The Chair made some points that the Board had previously raised such as other small clubs (Salt Spring and Sooke) who manage despite their size, also although the boys joint teams have not been particularly successful what if they started to combine strong girls teams. . Bylaw issues were discussed.

- Mentioned to the two Presidents was that it was perhaps the time for them to consider merging their two organisations as they already have such mutual co-operation. The Bays was given as an example of a club, which was formed, from several small clubs. The discussion turned to how the Lower Island District was probably too 'club rich' when compared to other Districts within the Province.
- On the other side it was pointed out that both clubs contribute greatly to the district as both have fine organizations, programs, fields and facilities. It would not be good for the district to lose one or the other of these clubs.
- Other points from the discussion was that when the joint teams have been allowed, they have rarely taken on new transfers since inception of the program
- President Wills said he would like to call for a boundary review. Explained was a boundary review was probably a very good idea however before any boundary could be changed it must be unanimously approved by all the clubs not just by the clubs involved.
- After much discussion both club Presidents voiced how they realised that it was probably asking too much for a five-year blanket approval and that they would not have a problem with coming to the Board every year. Also pointed out by the Chair was that this Board could not commit a future Board to such a proposal.
- The demographics of the two areas were briefly discussed and how it was highly unlikely that they would change in the foreseeable future.
- Ultimately it was decided to table any further discussion and that the Board would make their decision at their March Board meeting.

**Motion: I move we table this discussion until our next Board meeting. by H. McNeill 2nd B. Nex
Carried**

5. OLD BUSINESS:

Identified Provincial Players:

Tracey David and Brian Hughes are the recommendation of the Technical Department to be chosen as the coaches who will train the identified

players.. Both coaches came with a strong recommendation from Derek Posse the Provincial Head Coach.

Motion: I move the Board approve the appointment of Ms. Tracey David and Mr. Brian Hughes as coaches to the Identified Player Program. by C. Ogborne 2nd L. Bridgeman Carried

The Secretary and the Technical Department Chair explained the program. Handouts were provided outlining the program and it was explained the program is for a six-month pilot period and is self-supporting.

Motion: I move we go 'In Camera' 20:45 hrs. by I. Stewart 2nd B. Davis Carried

Motion: I move we come 'Out of Camera' 20:47 hrs. by B. Nex 2nd I. Stewart Carried

Motion: I move the Board authorise the Technical Department to negotiate an hourly rate for payment of IP coaches. by I. Stewart 2nd B. Nex Carried

Motion: I move the identified players on the list supplied to the Board be recommended by the District to participate in the IP program. by C. Ogborne 2nd P. Nagy Carried

Motion: I move \$1,500 be supplied to the IP program for start up costs to be reimbursed to the Board when the payments are received from the players. by H. McNeill 2nd K. Hibbert Carried

Sports Services/Pacific Sports discussion – items previously circulated:

A series of eight documents were supplied to the board that outlined discussions with various parties over the past few months.

Motion: I move we go 'In Camera' 20:55 hrs. by H. McNeill 2nd B. Nex Carried

Motion: I move we come 'Out of Camera' 21:05 hrs. by L. Bridgeman 2nd K. Hibbert Carried

Tournaments Update:

- The medals have all been ordered
- To-date the Competitions Director has not heard anything from those clubs hosting tournaments
- The Director is still waiting for registration numbers for the U11 tournament.
- The girls' Euro and girls mini tournaments will be based on numbers already on hand.
- Director Bob Nex who will also consult with Jules Nagy, President of Lakehill Soccer Association, will do the scheduling for the girls 'Euro and girls' mini tournament.
- Director Bob Hope will look after the referees for the Boys U11 tournament.
- The clubs will take care of the referees for the mini girls and Euro tournaments.
- Regarding refreshments Director Stewart will co-ordinate.
- The Chair asked the Board to attend the various tournaments in their Board jackets and T-shirts if possible.

Scholarships:

Only one scholarship has been received so far.

6. NEW BUSINESS:

Goalie Clinic:

Motion: I move that the District offset the costs of one keeper from each metro and select team to attend the keepers course being offered by the Technical Department. by H. McNeill 2nd T. Hughes Carried

Player request to play up from U12 to U13 dispensated team:

A brief discussion was held whereby the Board gave their individual views as to the request. As the District Rules and Regulations quite clearly state that the Select/Metro league will form a sub-committee to review each request this was passed back to the Select/Metro Director who will bring the sub-committee's recommendation back to the

Board. Meanwhile the player will be advised that he must attend the upcoming U12 tryouts and both the U12 and U13 coaches will assess him.

Accent Inns Sponsorship:

Accent Inns have approached the District wanting to become involved in some way. Preliminary discussions were held with their Sales Manger who offered discounted rooms for teams coming in for tournaments and some either reduced or free rooms when our IP travel to the mainland for training. As more details become available the Board will be advised.

Purchase of LISA display sign:

The old LIYSA sign is now defunct. The Secretary asked for permission to purchase a new sign.

Motion: I move we purchase two signs. by I. Stewart 2nd B. Nex Carried

Metro and Selects:

- The adverts for the 2002/2003 season coaches will be sent out after the Island 'A' Cup on April 6/7.
- Regarding the GU16 and GU18 teams there has been a couple of offers to assist. The Select Director is hopeful she can have the coaches in place before the deadline.
- Due to unforeseen circumstances there has been some changes in the choices for the boys U12 and U13 coaches. Now coaching the U12 team will be Mark Brittain with assistance from Brett Hyslop and Kevin Schubert. Taking the boys U13 team will be Nick Daniels.
- Regarding the girls U13 team Hugh Williams will initially get this team going but his first commitment is to the girls' U18 team.
- The Select/Metro Director told the Board there might possibly be some correspondence arriving from a few clubs regarding the possible start up of a girl's U14 Metro team.

In Vancouver there has been a move afoot to combine the boys U17 and U18 divisions

due to increased competition for players in the U21 League. The Director feels the Motion will pass but stressed this is directed at the boys not the girls.

LISA AGM:

The Chair asked that those who would be returning to the Board next year to let him know via fax or telephone. The Administration Assistant will review the Minutes of the merger meetings to see which Directors are on a one-year term.

Local Private Training Groups:

The Secretary spoke of the local entrepreneurs and the mutually co-operative relationship the LISA has with them.

Motion: I move that a letter be sent to locally owned and operated training programs requesting they enter into discussions with the District Board as to the means by which the District and the operators may enter into an association of mutual benefit especially regarding the girls programs. 'In Camera' 20:45 hrs. by B. Nex 2nd B. Davis Carried

Grand-parented Players:

Discussed was how the Board needed to be aware that with the merger of the two organisations grand-parented siblings would now be on a boy-girl or girl-boy basis whereas in the past they only covered boy-boy or girl-girl. This is merely a 'house-keeping' item to give gender equity.

Boys U16 Bronze:

Motion: I move to bring this discussion and Motion from the table. by H. McNeill 2nd C. Ogborne Carried

The Chair refreshed the Board's memories regarding how the Bronze and Silver Divisions were merged half way through the season.

Motion: I move that the top team in the Boys Bronze Division is awarded the League Championship and that the two bottom teams are allowed a bye into the District Cup final in Bronze. by H. McNeill 2nd I. Stewart Carried

Director Hope said that the final for the District Cup would be officiated by a third club not by any of the clubs participating in the game.

7. GOOD AND WELFARE:

Nothing.

Motion: To Adjourn 22.00 hrs. by T. Hughes

ACTION ITEMS:

1. All Directors to send the Treasurer their budgetary needs for next season.
2. The Select/Metro Director to form a sub committee to review the request to play up from U12 to U13.
3. The Administration Assistant to review the merger Minutes to see who agreed to a one-year term.
4. The Secretary to send a letter to the locally owned and operated training programs regarding entering into a mutually beneficially arrangement with the LISA.

BOARD MEETING #11

(Special Recall of the Board)

THE ELEVENTH MEETING OF THE 2001/2002 BOARD OF DIRECTORS

of the Lower Island Soccer Association (LISA) was held at 19:00 hours on:

26 February 2002

at

Esquimalt Recreation Centre

Victoria, BC

Present:

- Tim Satterford *Chair*
- Bob Nex *Vice President Administration and Boys*
- Terry Hughes *Select Director*
- Diane Quayle *Director of Mini/Euro*
- Harold McNeill *Secretary*
- Paula Nagy *Treasurer*
- Bob Hope *Director of Referees and Protests*
- Ken Hibbert *Technical Department Director*
- Sharon Marejka *Board and Technical Department Administrator*

Rec. Sec.: *Heather Fairbairn*

The Chair called the meeting to order at 18:50 hrs

1. ROLL CALL & APPROVAL OF AGENDA:

Defer until the next Board Meeting:

Approval of the Minutes of Board Meeting #10 Feb 05, 2002

- District Cup
- Boys 11 Aside Replay
- “A” Cup Committee and Chair
- Risk Management

To add:

- *Under New Business*
- Select League Correspondence
- C” Cup

Motion: *To adopt the Agenda as amended by D. Quayle 2nd B.*
Hope **Carried**

2. FINANCE REPORT:

Handout re BCSEA/LISA/Club charges was distributed.

The current balance of accounts is healthy. There was discussion as to the outstanding liabilities and income for this current year. It is important that all departments forward their bills to P. Nagy as soon as possible in order to prepare the budget for review at the next Board Meeting.

3. OLD BUSINESS:

Playing Up:

The Technical Committee would like to propose three motions with regards to Dispensated Teams (U12, U13, U14 Girls/U12, U13 Youth)

Motion: *I move we go “In Camera” at 19:20 hours by B. Hope 2nd B.*
Nex **Carried**

Motion: *I move we come “Out of Camera” at 19:30 hours by B. Hope 2nd T. Hughes* **Carried**

After discussion the following motions were made:

Motion: *The Technical Committee moves after consultation with their Technical Advisors and the LISA Select Director that sections 604.3 and 604.4 of the Metro and Select Rules and Regulations relating to the dispensated teams be placed in abeyance for the duration of the team tryouts by H. McNeill 2nd K. Hibbert* **Carried**

Motion: *That the "in age" coaches and evaluators will make the decision as to whether a player that desires to move up will be allowed to move up to the next older age group. H. McNeill 2nd K. Hibbert* **Carried**

Motion: *The Technical Committee moves that prior to the 2002/2003 season they will have consultation with the Metro and Select coaches to determine a process whereby the issues surrounding 'playing up' will be dealt with by H. McNeill 2nd T. Hughes* **Carried**

Girls Mini Cup:

The schedule has not yet been distributed. There was concern over the organization of this tournament. Although responsibilities were shared, it was felt that an overseer is required for such tournaments to follow up. B. Nex will oversee this tournament. Arrangements are back on track and several Board Members volunteered to be at the tournament this weekend.

Euro Cup (Lakehill):

The deadline for Club registrations is March 1st. There have been delays in clubs registering and it was determined that after March 1st Sharon Marejka will contact Clubs who have not responded to give them 24 hours notice to register.. If registration is not forthcoming within 24 hours they will be placed on a wait list. D. Quayle will oversee this tournament.

Lakehill has requested that they run a concession as a fundraiser. This was approved. After discussion it was decided that an alternative to hot dogs would be fine as long as the food at the tournaments was consistent.

There was discussion as to exacting a deposit fee from the Clubs for tournament registration (refundable) in order to have a firm commitment from them. This will be looked at for next year. Lack of communication between Clubs and coaches was acknowledged as a problem in tournament registration. For the upcoming season LISA will determine their tournament dates at

the beginning of the season so that Clubs will be aware of them and schedule their in-house tournaments accordingly.

4. NEW BUSINESS:

PacSport Update/ FIFA U19 Women's World Championships/Office Hours for Administrative Assistant:

Motion: I move we go "In of Camera" at 19:55 hours by B. Nex 2nd B. Hope Carried

Motion: I move we come "Out of Camera" at 20:30 hours by D. Quayle 2nd K. Hibbert Carried

The Board had a discussion in regards to a letter received from the Victoria United and the Victoria Stars and their involvement with Pacific Sport and also had a discussion about the FIFA U19 Women's' World Cup. The two co-chairs for the Victoria area have been named as Debbie Anglos, BCSA and Harold McNeill, LISA.

Motion: I move that the funding for the administrative assistant be increased by \$1,500 to \$2,000 to account for additional duties required over the current budgetary period by B. Nex 2nd P. Nagy Carried.

There was discussion re the additional duties that will be required of the administrative assistant over the next few months as H. McNeill fulfils his role with FIFA.

Computer Upgrade for the Office:

There was discussion as the best way to upgrade the office computer (hard drive).

Motion: I move that we spend up to \$1,500 for a new tower and related hardware for the office computer by B. Hope 2nd B. Nex Carried

Advertising Budget (World Cup, GHSA, United and Stars):

There was discussion as to maximizing our publicity to accompany World Cup advertising

primarily through special events.

Motion: I move that \$1,000 be approved for LISA advertisings with all expenditures to be approved by through the Executive by K. Hibbert 2nd B. Hope Carried

It was reiterated that any monies spent must be approved by the executive. The Clubs will be asked to participate and supply funds.

BC League Correspondence - U17/18 Selects:

A letter has been received from the Boys' Select League re merging the U17/U18 age group for next season (not BCSA). After discussion it was agreed to recommend this merger with the proviso that we can enter more than one team (could still run both age groups).

Motion: I move that we vote to merge the U17/U18 to play in the same league with the comment that we reserve the right to enter two teams by T. Hughes 2nd B. Nex Carried

“C” Cup:

4 games will be played this weekend and potentially 4 games next weekend. The question of referee payment was raised and B. Hope recommended that we pay the same scale as BC Soccer (\$30 per referee).

Motion: I move that we pay “C” Cup referees the same scale as BCSA by B. Hope 2nd H. McNeill

Carried

It was reiterated that it would not be acceptable for girls to resign from their Club team in order to play on a Dispensated team as those who are in “C” Cup play will likely not be able to play on Dispensated Teams due to time conflicts.

There was a question as to which team lists are used in the “C” Cup. B. Davis will be asked to contact C. Ogborne to clarify.

Additional Notes:

A Club President's Meeting will be called after the budget has been set and to make them aware of the World Cup Tournament before the end of the season.

T. Satterford will be meeting with the Presidents of the VISL and Lower Island Women to discuss common problems.

5. GOOD AND WELFARE

Nothing

Motion: To Adjourn at 20:58 hours by D. Quayle

ACTION ITEMS:

1. S. Marejka will send a memo to remind that March 28 is the last day for Summer Games applications. **Done**
2. S. Marejka will contact U11/U12 Euro coaches to determine final registrations or the tournament. **Done**
3. B. Davis to contact C. Ogborne to clarify "C" Cup team lists.

DRAFT

BOARD MEETING #12

THE TWELFTH MEETING OF THE 2001/2002 BOARD OF DIRECTORS
of the Lower Island Soccer Association (LISA) was held at 18:30 hours on:

05 March 2002

at

*Esquimalt Recreation Centre
Victoria, BC*

Present:

Tim Satterford	Chair
Bob Nex	Administration and Boys
Terry Hughes	Selects/Metro
Diane Quayle	Director of Mini/Euro
Harold McNeill	Secretary
Paula Nagy	Treasurer
Len Bridgeman	Discipline
Ian Stewart	Competitions
Brian Davis	Head Scheduler
Carol Osborne	V-P Girls and Operations
Bob Hope	Referees and Protests
Ken Hibbert	Technical Department
Sharon Marejka	Board and Technical Department Administrator

Rec. Sec.: Heather Fairbairn

The Chair called the meeting to order at 18:43 hrs

1. ROLL CALL & APPROVAL OF AGENDA:

To add: *Under New Business*
Cup Update

Motion: *To adopt the Agenda as amended by I. Stewart 2nd D. Quayle*

Carried

2. APPROVAL OF BOARD MINUTES OF BOARD MEETINGS #10 AND #11:

Deferred to next meeting.

3. NEW BOARD MEETING FORMAT:

As the agendas have been very full it is asked of the members that they submit items for the agenda 48 hours in advance of the meeting, preferably with documentation. Emergency items will still be dealt with as they come up.

T. Satterford reported on his meeting with the Presidents of the Men's and Women's Leagues. These preliminary discussions addressed common problems and challenges. The use of permits will be streamlined into one system (probably the LIWSA method) by next year. There was discussion as to youth players leaving the youth program and playing with these leagues, especially U17-U18 girls. It was agreed in principle that this is a problem and should be dealt with. A formal request would have to be made at both league's AGMs. Scheduling would need to be looked at also.

There was also a meeting with the Metro/Select coaches where the motions from the last Board Meeting dealing with Dispensated Teams were discussed. It was suggested that issue of Dispensated teams be looked at in September/October and looked at as a development program.

4. OLD BUSINESS:

Cordova Bay/Prospect Lake:

This issue has not been resolved. T. Satterford will distribute the pertinent information so that the Board can make a recommendation to the Clubs. It was reiterated that this would be a Club decision and that any agreement needs to be formalized.

Budget:

P. Nagy is working on and has an accurate draft. There was discussion as to the fees for the upcoming year, and the necessary increases to the fees of the separate divisions. It was suggested that \$6 be added to the minis as LISA subsidized them last year. P. Nagy and T. Satterford will work on the figures for the older age groups. At the Club Rep meetings the Clubs were informed that the increase was likely to be \$6 per player across the board and the majority of Clubs indicated that they had or were going to increase their fees to prepare for it.

There was discussion as to the recommendation of creating a “field” fund and creating a separate account. The Clubs would need to vote on this fund as a part of the budget. The funds would need to be clearly allocated to be justified to our members and/or any prospective grant donors. It was stressed that this is the right time to create this fund in order to attract more funds. The idea of creating an office, perhaps shared, was also discussed.

We are under budget and have a comfortable cushion. Some costs are up, such as administration costs, and others are down. P. Nagy will work on the figures and amend the draft before circulation.

U14 Girls Metro:

Going forward with this program was discussed at the Technical Committee Meeting. It was acknowledged that we have U14 girls in the IP Program (17) but that a number of factors need to be considered before an informed decision can be made of whether or not to have a year round U14 metro girls team. It was noted that girls only start playing 11 aside at U13. The boy’s U14 program has been found to be very successful and well received. Tracy David would like to address the issue of U14 girls. We should rely on the expertise of the Technical Committee to make recommendations to the Clubs who will ultimately make the final decision. The next meeting of the Technical Committee is on April 9th. A President’s Meeting could be called before the end of April to discuss this matter.

Euros:

The situation of considering U11- U12 Euro for boys as well as a review of the girls Euro program should be examined by the Technical Committee. There was discussion, including the different requirements by the different divisions, as to bringing referees into Euro. It was acknowledged that each Club defines their mini programs and Euro fields differently. There may be more referee development required if these changes go through. This issue will be further discussed after the Technical Committee meeting.

Risk management:

B. Nex reported on the issue of the importance of privacy and stressed that team lists must only be used for their specified purpose, in order to protect us from litigation. A set policy would restrict us and the Federal Government policy should encompass societies with the next year. B. Nex does not recommend setting a formal policy and encourages all to use due diligence.

A “conflict of interest” policy which defines the activities of the Board in respect to others areas of soccer was discussed. BC Soccer has asked for this. It was agreed that LISA Board Members can be involved at the committee level with Clubs but cannot sit on their Boards. The issue of Board Members not being paid or receiving honorariums for their work on the Board was

discussed – this would jeopardize any applications for government funding. The LISA bylaws prevent any board member from receiving honoraria.

BC Soccer is moving towards a harassment policy.

District Cup Chair and Committee:

I. Stewart is overseeing and preparations are going well. There are plenty of positions available for volunteers. The schedule has not been finalized as the "A" and "B" Cup schedules have not been published. These schedules are needed as soon as possible to eliminate conflicts with District Cup playing times. S. Marejka will request the times for all "A" Cup games from Roy Branco.

Island Cup Chair and Committee:

H. McNeill is meeting with John Edgar, SMU, hoping to finalize the dates and will report. I. Stewart will oversee this event. The girls Island Invitational "C" Cup would like to play on the same date as this event Silver League winners play in the Island Invitational "C" Cup.

Provincial "A" Cup Chair and Committee:

There was discussion as to whether a sixth field is needed for the event – five fields are booked, three at SMU and two at Beckwith. D. Quayle and C. Ogborne have volunteered to co-chair the event. Others will still be pursued to participate.

Outstanding Cup Report:

There are still several cups outstanding. All Clubs will be contacted this week and told that they will need to be in by this weekend or the Clubs will be subject to a bill for \$350 as well as fines. Several cups will be updated and purchased. T. Satterford will discuss with Mario. It would be nice to hand out the BC Cups and the League Winners at the next Rep Meeting in two weeks. L. Bridgeman has requested an updated contact list.

Mini Girls Tournament:

There was good Board representation at the tournament in Sooke. Appreciation to Sooke for a well run tournament.

5. NEW BUSINESS:

Evaluation of Board:

The President is responsible for directing the evaluation process of the Board of Directors. A form will be distributed by email or fax. Please return as soon as possible to S. Marejka.

Boundary Review:

A fax has been received regarding a boundary review. B. Hope will look at this issue (predominantly the Gordon Head/Bays boundary) at a meeting on April 15th.

6. GOOD AND WELFARE

Brian Hughes' mother-in-law has passed away. Flowers will be sent.

7. ADDITIONAL NOTES:

It was reiterated that complaints re referees, in most cases, go back to the Clubs and are not risk management cases.

There was discussion re sending referees to Cowichan and the coverage of mileage and expenses. "B" and "C" Cup play requires a 3rd party referee

Motion: To Adjourn at 20:32 hours.

ACTION ITEMS:

1. S. Marejka will distribute the Board Evaluations to be returned as soon as possible.
2. Administration will contact all Clubs with outstanding cups and bill if not returned by this weekend.
3. S. Marejka will request "A" and "B" Cup schedules from Roy Branco. **Done – referred to D. Anglos**
4. T. Satterford to check on the cups and plaques at All Sports.
5. Flowers will be sent to Brian Hughes.

BOARD MEETING #14

THE FOURTEENTH MEETING OF THE 2001/2002 BOARD OF DIRECTORS

of the Lower Island Soccer Association (LISA) was held at 19:00 hours on:

16 April, 2002

at

Esquimalt Recreation Centre

Victoria, BC

Present:

- Tim Satterford *Chair*
- Bob Nex *V-P Administration and Boys*
- Carol Ogborne *V-P Girls and Operations*
- Terry Hughes *Selects/Metro*
- Ken Hibbert *Technical Department*
- Harold McNeill *Secretary*
- Paula Nagy *Treasurer*
- Len Bridgeman *Discipline*
- Brian Davis *Head Scheduler*
- Diane Quayle *Director of Mini/Euro*
- Bob Hope *Referees and Protests*
- Sharon Marejka *Board and Technical Department Administrator*

Regrets: *Ian Stewart*

Rec. Sec.: *Heather Fairbairn*

The Chair called the meeting to order at 19:02 hrs

1. ROLL CALL & APPROVAL OF AGENDA:

To add: *Under New Business*

Approval of Software for Website

Budget discussion will be moved to the end of Old Business

Motion: *To adopt the Agenda as amended by K. Hibbert 2nd L. Bridgeman* Carried

2. APPROVAL OF BOARD MINUTES OF BOARD MEETINGS #10 AND #11:

Motion: *To approve the minutes of Meeting #10 as circulated by B. Hope 2nd B. Nex* Carried

Action Items from the Minutes outstanding:

H. McNeill to send a letter to the locally owned and operated training programs regarding entering into a mutually beneficial arrangement with LISA.

Motion: *To approve the minutes of Meeting #11 as circulated by C. Ogborne 2nd P. Nagy* Carried

There is no 'Action Items' outstanding

3. OLD BUSINESS:

Elections:

At the 2001 Annual General Meeting the entire Board was re-elected. At the 2002 AGM 6 Directors must step down and stand for re-election in order to have a balanced Board with continuity. Directors to resign and stand for re-election will be T. Satterford, B. Hope, P. Nagy, H. McNeill, K. Hibbert. C. Ogborne and J. Nash are appointees on a one-year term.

B. Davis is undecided as to whether he will seek re-election. If this creates a position to be filled on the Board, it will be for a one-year term.

U14 Girls Metro Discussion:

Advertising for coaches, in the event that the formation of this team is approved, will be delayed until the decision has been made at the President's Meeting. Based on recommendations from the Technical Committee and discussion, the following motion was made:

Motion: *The Lower Island Soccer Association Board recommends the formation of a U14 Girls Metro Team as long as*

there is a U14 Boys Select Team in place by T. Hughes 2nd K. Hibbert

Carried

Euro Girls:

The Technical Committee has recommended the continuation of the program with the suggestion that play be 8-aside at the U12 level. The incorporation of tiering of teams was also suggested.

U11 Euro Boys:

The Technical Committee suggests that the U11 boys, at least at the inter-club play, play 8 aside with full field rules on a Euro size field. There was no discussion at the meeting re U12 which may be looked at next year. There is a possibility of expanding the program to younger age groups in the future.

Recommendations for the programs will be put in writing for presentation at the President's Meeting. It was noted that the program fits into BCSA's program - it is not part of their model, but is sanctioned by them and seen as experimental.

BCSA Letter re Pacific Sport (Document distributed):

A letter has been sent to Chris Graham, Consultant, Sport and Physical Activity Branch from Larry Diehl, President, BCSA declining participation in the grant application in partnership with PacSport which was addressed at the March 29th meeting.

Island Cup:

Reminders will be sent to the upper Island teams who are in possession of outstanding trophies to bring them to Island Cup play (U12, U16, U17 girls and U12, U15, U16 and U18 boys). These reminders will be sent to Leigh Herrigan.

T. Satterford will check on referees. Medals and MVP's have been ordered. There will be good Board representation at the event. It was recommended that a female Board Member attend to present the girls' awards. Cowichan's trophies will be taken up this weekend.

Three teams (possibly four) have withdrawn from the Island Invitational "C" Cup (silver divisional winners). Last year two teams did not show up at the last minute. Whether to continue or not with this event will be discussed at the next Island Meeting. One issue seen as a problem is that there is a six week gap in play for these players.

Provincial “A” Cup:

C. Ogborne and D. Quayle are co-chairing the planning of this event. D. Quayle reported that venue set-up/take down will be handled by U18 and U14 Boys; Food Services, U16 and U18 Girls (all Metro/Select teams); Hotels, Mike Marshall; Event Coordinator, Maureen Gros; Web Update, Carol Ogborne; Evening Entertainment, U15 Boys, Keith Thompson; Programs/Advertising/Distribution – BC does their own program.

C. Ogborne will contact BCSEA to determine the schedule as soon as possible. There is question as to the payment of expenses for referees.

An organizational meeting will be scheduled within the next two weeks to track the progress of the planning and to attend to the details.

Budget:

I move we go 'In Camera' at 19:56 hours by B. Nex 2nd C. Ogborne

I move we come 'Out of Camera' at 21:11 hours by H. McNeill 2nd L. Bridgeman

Motion: I move we approve the draft budget as proposed by H. McNeill 2nd K. Hibbert

Carried

4. NEW BUSINESS:

Software for Web Site:

C. Ogborne proposed that a software package to help update the web site be purchased.

Motion: To approve purchase of software package for web site development in the amount of \$800 by H. McNeill 2nd B. Nex

Carried

Discipline:

I move we go 'In Camera' at 21:14 hours by H. McNeill 2nd P. Nagy Carried

I move we come 'Out of Camera' at 21:27 hours by L. Bridgeman 2nd K. Hibbert

Carried

Motion: To send a letter to Gordon Head Club, copied to BCSA, reaffirming that no u
play in tournaments. Lower Island and BC regulations regarding unaffiliated teams will be quoted by B. Hope
2nd D. Quayle Carried

5. ADDITIONAL BUSINESS:

It was determined that the District is responsible for Coastal Cup delivery to the mainland.

B. Nex will deal with the outstanding risk management issue.

Motion to Adjourn at 21:34 hours by L. Bridgeman

ACTION ITEMS:

1. Motion regarding U14 Girls Metro to be presented at the President's Meeting
2. Recommendations regarding the Euro Program to be written up and presented at the President's Meeting. **Done.**
3. Meeting regarding "A" Cup to be scheduled. **Done – May 9 7:30 pm Esquimalt Pool Complex**
4. B. Nex to deal with outstanding risk management issue.