

# DRAFT

## LOWER ISLAND SOCCER ASSOCIATION CLUB BOUNDARY MEETING

*April 15, 2002 at 7:00 pm*

*at*

Constance Cove Room, Esquimalt Recreation Centre, Victoria

### **Present:**

*LISA Representatives:*

Bob Hope            *LISA Director, Boundaries. Meeting Chair*

Harold Mc Neill    *Secretary*

*Club Representatives:*

*Lakehill*            Jules Nagy

*Peninsula*        Dixie Allan

*Gorge*              Lorne Jones

*Juan de Fuca*     Phil Bernard

*Cordova Bay*     Mike McGrenere

*Bays United*      Mike Brodie

*Gordon Head*     Brian Day

**Rec. Sec.:**        *Heather Fairbairn*

### **1. REVIEW OF MINUTES FROM MAY, 1999:**

The minutes will be amended to include Lorne Jones, Gorge as attending the meeting. The physical Club boundaries were reviewed.

### **2. STRUCTURE:**

Chair, B. Hope explained that LISA cannot change boundaries and that boundary issues must be decided by Club vote. It was acknowledged that boundaries would always be an issue because of geography, school catchments areas, social issues. The important thing is that Clubs honour the boundaries. LISA's mandate is to administer Club decisions rather than make them. If there is a boundary issue between two Clubs, they must resolve it before LISA can help to administer the change. Boundary changes require a change to the Constitution.

This meeting is in effect an 'Ad Hoc' Boundary Committee meeting. H. McNeill will prepare a one page definition and explanation of boundaries to be distributed to all Clubs. These once a year meetings are a good forum for Clubs to discuss the broad issues affecting boundaries.

The history of how the district went from 16 Clubs to 11 was discussed. At that time the existing boundaries are defined. Club mergers did not change these boundaries as they retained their original boundary line.

In order to change a boundary:

- 1) Both Clubs must agree to the change.
- 2) The change must be voted on and passed by All Clubs.
- 3) Application for a change to the constitution must be made.

### 3. **DISCUSSION:**

The following issues were discussed:

Are we here to discuss Club size: This is one issue that could be discussed, particularly if the numbers were such that a merger or a Club split may be a possibility. The ultimate decision would still belong to the Clubs.

Are we here to discuss specific issues: It was reiterated that Clubs must resolve their boundary issues before LISA can help administer the change requested.

Why should all Clubs vote in a specific issue between two clubs?; Constitutionally, this is the process that all Clubs have agreed to. Changes to one Club boundary could have an effect on another Club.

The placement of Boundary Lines: For example, running down the middle of streets. Geography will always be a problem with boundaries and it becomes a matter of 'where do we stop' if changes are started.

Elimination of Transfer Status After a Number of Years: This issue was addressed in 1992-93 when the Grandfather policy was created. The number of transfers has continued to increase each year. This has been tried at the BC level and created an administrative nightmare on the Mainland.

Elimination of transfer fee: The current \$10 transfer fee is to heighten awareness that the player is a transfer and would need to be recouped from the clubs in some other fashion if eliminated. Transfer fees cover administrative costs required.

The Need for the Three Player Transfer Rule: Created to prevent ‘poaching’ and also to protect the position of in-district players.

Grey areas: Could create problems with enforcement and could affect all Clubs if even one was created.

Merged Teams: Prospect Lake and Cordova Bay have received permission for one more season to merge a team as low numbers prevent a single team for each Club being formed. The LISA Board is reviewing this issue.

### **3. SPECIFIC BOUNDARY ISSUES:**

Specific boundary issues include the following:

Gordon Head- Bays United: Ten Mile Point

Lakehill – Bays United

Peninsula – Prospect Lake

Gorge – Prospect Lake

Cordova Bay – Gordon Head

Clubs are encouraged to discuss specific boundary issues with the Club directly affected.

Adjourned.

# LIYSA/LIGSA MERGER MEETING

12 APRIL 2001

GORGE CLUBHOUSE

## Presidents:

- Bays                      Ken Aitken - Chair
- Gordon Head            Dave Marson
- Sooke                     Bob Nex

## LIYSA Board Members:

- Tim Satterford            President
- Brian Davis               Scheduler

## LIGSA Board Members:

- Peter Player              Vice President
- Diane Quayle             Director
- Carol Ogborne            Director

Recording Secretary:       Sharon Langlois-Marejka

The meeting was called to order at 19:10hrs

## 1. CALL TO ORDER & AMENDMENT/ADOPTION OF THE AGENDA:

The Chair called for any additions to the agenda. The agenda was adopted as presented.

## 2. AMENDMENT & ADOPTION OF THE MINUTES OF MARCH 14, 2001 MERGER COMMITTEE MEETING:

**Motion:** I move the Minutes of 14 March 2001 is adopted as presented. by T. Satterford 2<sup>nd</sup> B.  
Nex                      Carried Unanimously

## 3. REPORT FROM THE CHAIR:

- a.        Distribution of information to Lower Island member clubs and within Bays United Youth Soccer Association.  
On March 23<sup>rd</sup> a note was sent to all the Club Presidents attaching the public statement and urging it's wide distribution within each club to the, executive, coaches, managers etc. Attached to the statement were links to the Gordon Head web-site where there is access to the current LIYSA Constitution and Bylaws, Public Statement and Minutes of the previously

held merger meetings.

- b. **Rumours and propagation of same:**

The Chair has heard reports of rumours. One of these rumours is that there is a move to not register players with the BCSA. The Chair spoke of informal discussions amongst a few Club Presidents regarding some of the proposed fee increases by BCSA for the mini-players. These discussions were limited to "house-league" players (mini players who play solely within their clubs and do not travel). The Chair stressed these conversations have occurred strictly within the Clubs with no prompting or participation from either Board.

The cost of insuring mini players was discussed and was not thought to be an issue amongst those Club Presidents present.

The LIYSA President urged the Clubs to discuss this with the two Boards above them before they make any decisions to this regard.

## **4. COMMITTEE REPORTS:**

### **a. Constitution:**

The Sooke President, who is one of the four members who make up the Constitution Committee, distributed notices of Motion and the current Constitution and Bylaws. He explained the Committee circulated their suggestions and changes electronically as it was easier to track changes.

### **Vice-Presidents:**

The LIGSA do not like the titles of the two Vice Presidents, "Vice President of Operations" and "Vice President of Administration". The Sooke President explained the rationale was they did not want to have two individuals whose sole responsibility was either girls or boys. They needed to be much more functional and this is why there were other, more specific duties, although the primary duty of the VP of Operations would be responsibility for girls and the primary duty of the VP of Administration would be responsibility for boys.

Ms. Quayle said the LIGSA concern was that people should be able to see there was a person directly on the Board who could look after them and that they could tell this by that person's title. Although she thought any girl who was registered on a youth (boy's) team should be under the umbrella of the VP of boys as this was her position of choice. The Sooke President disagreed and said he would hope no matter what Board member she approached she would be treated fairly. This brought the discussion to those girls who choose to play on youth teams, it was felt they should be given the opportunity to try out for girls Provincial teams, Metro teams etc.

It was agreed this did not have to be settled tonight as Motions can be corrected from the floor. The Chair referred back to the Constitution Committee the titles for the vice-presidents and to clarify the duties of "Operation" and "Administration".

### **Secretary:**

Explained to the LIGSA was the difference between "Board Secretary" and "Recording Secretary". The Recording Secretary records the meetings and takes no part in the discussions and is not a Board member. The Secretary is a Board member, takes an integral part in all meetings and has the final say regarding the Minutes before they are distributed.

### **Selects v Metro:**

Agreed was one name either Selects or Metro should be used. There was too much confusion using both terms.

Discussed was the LIYSA starting a U14 Select team next season. The LIGSA spoke of how they could not do this as it would decimate their clubs to start a Select team at this level. The Chair stressed the membership should be aware that the intention was to harmonise the two organisations not make them identical.

## **Committees in general:**

Whoever heads a Committee can call in others from outside the Board to assist.

## **Notice of Motion and Spelling Changes:**

The Constitution Committee to check on the spelling of either "Becher Bay" or "Beecher Bay" and amend accordingly.

## **Voting and abstentions:**

Under Roberts Rules of Order an abstention shall be counted as a 'yes' vote. If the person wishes to truly abstain they must physically leave the room.

### **b. Finance:**

There is a limited amount of work both Treasurers can do at this point as there are too many variables such as the merger and the proposed fee increases by BCSA.

The Clubs have requested that both Boards charge the same fees next year.

### **c. Scheduling:**

As discussed at the last merger meeting this is waiting until the Lower Island Women have their AGM.

## **5. OLD BUSINESS:**

### **a. LIGSA Metro Program:**

As requested from the last meeting Ms. Quayle distributed the LIGSA Metro program package, which consists of the rules and regulations, registration form, medical history form, Code of Ethics form etc.

### **b. Selects and Metro Coaches:**

The LIGSA are in the process of advertising for Metro Coaches for next season. The LIYSA have already advertised and applications are now closed for their Select teams. Extraordinary interest has been shown in the U14 division and discussed was the possibility of asking those applicants who are unsuccessful if they would be interested in coaching a girl's Metro team.

It was agreed the two Select/Metro programs seem to be able to work together in principal.

## **6. LIGSA AND LIYSA AGM's AND THE FIRST AGM OF THE LOWER ISLAND SOCCER ASSOCIATION:**

The Chair suggested each Board have a number of observers at each others AGM's.

The LIGSA have changed their AGM date to Wednesday May 2<sup>nd</sup> at 6:30 p.m. at the Gorge Clubhouse. The LIYSA AGM is still on May 27<sup>th</sup> at the Esquimalt Rec. Centre at 1:30 p.m.

The suggested process was that the LIGSA would hold their AGM, give their reports, elect their Directors and before the end of the meeting propose the Motion to merge. The LIGSA Board would stay on for the interim period of time to deal with any business that might come up such as financial responsibilities. Regarding assets: It was suggested they be divided amongst the eleven clubs who would hold them "in trust" and return them to the new organisation's Board. This same procedure would be enacted at the LIYSA AGM up to and including the Motion to merge. After the LIYSA AGM adjourns, there will be a short break before the initial AGM of the new merged Lower Island Soccer Association (LISA) was convened. One of the first items of business would be the resignation of both the LIGSA and LIYSA Boards to open the floor to election of the new organisation's Board members.

The Chair asked that the Constitution Committee discusses the details of how the meeting should be conducted with a Constitution and Bylaws lawyer to confirm everything is being done properly.

The Clubs have already widely distributed details of the merger to their membership. Very little response to the merger has been received. The LIGSA have had a few concerned calls worrying the organisation might be becoming too large. Discussed was the importance of evolution of the administration when there is growth. The Gordon Head President spoke of how girl's soccer is growing dramatically and how the responsibility of the clubs is to ensure the girls receive equal treatment within the clubs. The Chair agreed and talked of the spirit of co-operation the Presidents have enjoyed with each other during the past three years and how far they have come from five years ago. Later in the meeting the Gordon Head President and the Chair spoke of how they have had no response regarding the merger from their memberships. The Sooke President said he has only received positive comments.

The voting structure of each club was discussed and how the LIYSA made the move last year of one vote per club, which gave a small club such as Cordova Bay the same voice as a large club such as Bays. Under the past voting structure three big clubs such as Bays, Gordon Head and Cowichan could carry the vote for all eleven clubs. It was thought doubtful that a special interest group could now take control of the LIYSA under the current structure; as they would need to carry at least six of the eleven member clubs.

It was decided was the new organisation would piggy-back the LIYSA AGM and elect officers at 3:30 p.m. on May 27<sup>th</sup> Carol Ogborne will check on the availability of her Board members to attend

The Chair asked how many members of both Boards intended to stand. There are eight from the LIYSA and thought to be five from the LIGSA. There is one other person who has been introduced by a Club who is interested in standing. Carol Ogborne will confirm amongst the LIGSA who is willing to stand.

Spoken of was the Board member package 'So you want to become a Board Member' the LIYSA send to interested Board member candidates. The recording secretary will send this package to the Merger Committee for their information.

## **7. NEXT MEETING:**

The next Merger Committee meeting will be on Wednesday 16 May at 7p.m in the Gorge Clubhouse.

Adjourned 21:40 hrs

## **ACTION ITEMS:**

1. The Constitution Committee to review the titles of the two vice presidents and the duties of 'Operations' and 'Administration'

2. The Constitution Committee to check on the spelling of either 'Becher Bay' or 'Beecher Bay' and amend accordingly.
3. The Constitution Committee to discuss the details of the merger meeting with a Constitution and Bylaws lawyer.
4. Carol Ogborne to check on the availability of the LIGSA Board members to attend the LIYSA AGM on May 27th at 1:30 p.m.
5. The Recording Secretary will forward the 'So you are interested in becoming a Board Member' package to the merger committee members.
6. Carol Ogborne to confirm amongst the LIGSA Board members who is willing to stand for the new Board.

# Lower Island Soccer Association

## Notice of Merger

Date: June 9, 2001

To: To All Clubs

From: Tim Satterford, President

It gives me great pleasure to announce that following directions given by both the LIGSA and the LIYSA memberships at their Annual General Meetings, the merger of the two organizations has now taken place. The membership of the newly formed organization, the **Lower Island Soccer Association (LISA)**, has elected a Board of Directors and the process of registering with the Societies Branch is nearly complete. At the first Directors Meeting of the new Board, two additional Directors were appointed and elections held to name the officers of the Association. Committee appointments have also been made. The newly appointed Directors are:

***Ms. Carol Ogborne:** Many of you will know Carol as being actively involved in the operations of the LIGSA for several years. She has also served on the Board of Directors of the Lakehill Soccer Association. In recent years Carol has been the LIGSA Scheduler. Carol is a tireless volunteer and has been involved in setting up many events and competitions. She is currently setting the stage for the Girls Provincial "B" Cup Competitions to be held in Victoria on July 6, 7 and 8. At our inaugural meeting of the Board, Carol was elected Vice-President (Operations and Girls) however, due to pressing personal commitments, will not assume full responsibility for that role until later in the fall. In the interim period the President will oversee the duties.*

***Mr. John Nash:** John is known from his many years of active participation in soccer both as a player and Coach. John was born in England and played league soccer in both the United Kingdom and South Africa. Locally he played for a number of years in the VISL (Divisions 1 and 3) and with the Gorge 040's. He has coached youth soccer with the Bays United, St Michael's and in the Metro League. He is currently assistant coach with the Victoria United. John recently retired from the Pacific Coast Savings Credit Union where he served in the Banking, Insurance, Real Estate and Financial Planning divisions. John has been appointed to the Board as an Advisory Director and will assume responsibilities for Promotion, Marketing and Development.*

Following is a list of the elected Officers and Directors appointments within the Board. Contact numbers will be circulated later this week.

<b>Executive</b>	
President:	Tim Satterford
Vice President (Operations and Girls)	Carol Ogborne
Vice President (Administration and Boys)	Bob Nex
Treasurer	Paula Nagy
Secretary/Registrar	Harold McNeill
<b>Directors</b>	
Discipline Chair	Len Bridgeman
Head Scheduler	Brian Davis
Technical Committee	Ken Hibbert
Referees/Protests and Appeals	Bob Hope
Select and Metro Leagues	Terry Hughes
Promotion, Marketing and Development	John Nash
Mini/Euro	Dianne Quayle
Competitions and Events	Ian Stewart
<b>Administration</b>	
Administrative Assistant and Board Recording Secretary	Sharon Marejka

In addition to those Directors who will oversee specific operations within the new organization, a number of committee appointments are being made from the clubs and community at large. When these appointments have been confirmed a list will be provided to the membership.

Over the next several weeks members of the Board will be working within committee to merge the administration and operations of the LIGSA and LIYSA into one organization. While some programs will remain in transition for a few weeks, the new Board is assuming responsibility for the operation. To assist in the transition process a number of committee meetings have been scheduled. These meetings will be held at the **Esquimalt Swimming Pool Complex, 527 Fraser Street.**

## **District Representatives - June 19, 2000 (7:00 pm)**

This meeting is being called to answer any further questions you may have about operations of the new organization. There will only be one District Reps meeting per month unless otherwise required and Clubs are encouraged to send a Girls and Boys representative to the meeting.

## **Registrars Meeting, June 21, (7:00 pm)**

This meeting will be a review of a number of registration matters. Clubs are encouraged to have all Registrars who work in various capacities (girls, boys, minis) represented at this meeting. Further discussion of the database program will be on the agenda.

## **Risk Management Meeting, June 26 (7:00 pm)**

There is a need to meet with the Club Risk Management Directors to discuss the process that will be followed in handling Criminal Record and Self-Disclosure Forms.

## **Transition to the new Organization**

The transition from two organizations to one will take several weeks, as there are a number of administrative and operational matters to reconcile. We have reserved a new web site, [www.lowerislandsoccer.com](http://www.lowerislandsoccer.com) and over the next several weeks will endeavour to post as much of the information as possible.

In the meantime, if there are any matters that require immediate attention please contact the either the Director concerned or you may contact the LISA office or District Administrator. A contact list will be distributed shortly and we will try to keep delays in responding to a minimum. However, with the summer holiday period approaching some Directors may not be available for varying periods of time.

Tim Satterford

**Mailing Address: 4402 Leney Place, Victoria, B.C. V8Z-5L6**

**Office: Phone: 479-2374; Fax: 479-7541; New Email: [lowerislandsoccer@shaw.ca](mailto:lowerislandsoccer@shaw.ca)**

**Administrator: Phone: 995-0038 Email: [adminlisa@shaw.ca](mailto:adminlisa@shaw.ca)**

# DRAFT

## LOWER ISLAND SOCCER ASSOCIATION District REGISTRARS Meeting

21 JUNE 2001  
ESQUIMALT REC CENTRE,  
FRASER STREET,  
VICTORIA

### Members Present:

<i>Gorge</i>	* * *	Paul Sales
<i>Prospect Lake</i>	* * *	Esther Dunn/Kevin Gudgeon
<i>Gordon Head</i>	* * *	Fiona McDannold/Mary-Jo
<i>van Bergen</i>		
<i>Juan de Fuca</i>	* * *	Doreen Brydges/Phil Bernard
<i>Sooke</i>	* * *	Wendy Cole
<i>Cowichan</i>	* * *	Robynne Bloomfield
<i>Bays</i>	* * *	Heather Fairbairn/Owen
<i>Toop</i>		
<i>Peninsula</i>	* * *	Dixie Allan
<i>Cordova Bay</i>	* * *	Jay Brinkworth
<b>Regrets:</b>		
<i>Lakehill</i>	* * *	Donna Davis
<i>Salt Spring</i>	* * *	Mafalda Hoogerdyk

**Chair:** Harold McNeill, Secretary, LISA

**Data base assistant:** Bill Goodman

**Recording Secretary:** Sharon Marejka

The meeting was called to order at 19:02 hrs

### 1. ROLL CALL AND APPROVAL OF AGENDA:

**Motion:** I move we approve the Agenda as presented. by Juan de Fuca 2<sup>nd</sup> Gordon  
**Head** Carried

## **2. WELCOME AND INTRODUCTION OF NEW REGISTRARS:**

The Chair welcomed both old and new Registrars to the newly formed (LISA) Lower Island Soccer Association organisation.

## **3. BRIEF MEETING PROCESS FOR NEW MEMBERS:**

Explained by the Chair was that generally the Registrar's meetings are an informal process and that the purpose of tonight's meeting was to discuss how the girls and boys registrations are to be harmonised.

If there is a vote each club has only one vote.

## **4. CONTACT LIST FOR REGISTRARS:**

The contact list was circulated and amendments will be made and sent out electronically. Recognised was the list often changes over the course of a season as the Registrars change addresses and computer servers. The Chair requested that any changes be reported to the Administration Assistant so as a new contact list could be distributed.

## **5. CHAPTER 7, REGISTRATION PROCESS (Handout):**

This was previously handed out last year however it has now been updated until June 1<sup>st</sup> of this year.

Spoken of by the Chair was that this will be a transition year where the special needs of both the boys and the girls will be assessed as they both have slightly different registration rules. A Committee of the Board will rule on a case by case basis any rule, regulation or policy that needs to be created or modified to meet the needs of either the boys or the girls programs. Any suggestions for an addition or modification emanating from a team official must be made in writing and processed through an appropriate Club Director -either the District Rep. or Registrar - who will pass the suggestion to the LISA Board. In the case of registration questions they should be processed through the club registrar.

## **6. OLD BUSINESS OF THE LIGSA AND LIYSA:**

None.

## **7. NEW BUSINESS:**

*Registration of girls teams (boundaries):*

Spoken of by the Chair were the merger meetings between the LIGSA and LIYSA representatives. At these meetings the LIGSA recognised that due to their growth boundaries were starting to become an issue and it was agreed they would adopt the clubs boundaries. This came into effect at the AGM held last May. The boundaries are set in the LISA Constitution and Bylaws a copy of this section was distributed.

Discussed was the difficulty of forming teams for the girls at the U15, U16, U17 and U18 level. In the past

players could apply to be released to other clubs that provided play at a level at which they were capable. The girls will adopt the Copper, Bronze, Silver and Gold system this year.

A lengthy discussion as to whether girls would be transfers, grandparents or releases was held. The Chair read from the Minutes of the LIGSA/LIYSA merger whereby the agreement was made that any new players would fall under the boundaries and should she decide to play elsewhere she would be a transfer.

Players currently in the system who are returning will be given the option to return to their "address" club (within the boundaries) or to be "for lack of a better word" - grand-parented to the club they have been playing with up until this point. An exception will be those players who were playing as "transfers" last year, they will continue to be "transfers" until they return to their "address" club. It was expected that the majority of these players would pass through the system within the next two to three years. As most clubs have already begun registration and were unaware of this these details will come into effect as of today's date.

There will not be a \$10 transfer fee imposed on the girls for this first year but transfer forms are still required and should be completed and forwarded to the District Registrar. To be noted is that these players will be counted as transfers and be under the three transfers per team rule.

*Releases:*

Discussed was how in the past the girls released gold players from Clubs with no gold team to

Clubs that had gold teams. As it was unsure who these releases are the Chair will ask either Carol Ogborne or Deb Anglos for a list of these players. These releases were for only one year (last year) and the player would have to reapply to be released again this year. The player will have to process their request through their home club (as it was defined last year) and if approved by the Club Registrar their name will be forwarded to the District Registrar for placement on another club team at the level they seek to play.

Taking into consideration the suggestions provided by the Registrars, the Chair and the Administration Assistant will be preparing a draft policy concerning the registration and movement of girls players. This will be done within the week in order to clarify the processes to be followed. This policy will be a transition policy effective over the 2001-2002 season.

*Registration of mixed teams:*

This will remain the same as in the past.

The Chair explained the difference between a mixed team (a team with both boys and girls) and a girl's team (only girls). Any team that has a boy on it automatically becomes a boy's team. The term mixed team is usually only applied in mini soccer (U6-U11).

*Tracking numbers and ID numbers:*

The new registration system generates ID numbers automatically.

Explained by Mary-Jo Van Bergen was that there is a unique ID that is associated with the record and there is a hand-typed in BCSA ID that is put on the ID cards. Spoken of was if two systems are ran within a Club that there will be two sets of "unique ID's" in existence, unless one system is forced to start at a different series. In the case of Lakehill they will be assisted to start their girls registration to begin at a different series number in order to be able to merge them later.

Pointed out was that the numbers are only unique within each Club. To make them truly unique on ID cars, a Club will put their Club number in front when making ID cards. Ab Bryant has confirmed the numbers assigned by him to the clubs will be the number used (listed in the Chapter 7 Rules and Regulations).

The Gorge will continue to use the Access system. Either the Registrar or the Database Assistant will flip the Gorge data over to the new system when their registration is complete. Mary-Jo Van Bergen will investigate whether the Gorge's players will retain the same number if they return year after year when the programs are rolled over.

The Chair asked the Registrar to let their computers generate the ID numbers and to not add any other numbers to it.

The Chair will send the new LISA forms electronically to the Registrars. Eventually they will be available on the web-site. BCSA forms are now available on their web-site.

*Releases : boys and girls:*

Further consideration will have to be given to the girl's U15-U18 age group.

There will be one system ran for both genders with the only exception being made for the girls if their player numbers are low, in which case special consideration will be given in order to keep them playing. This will be continually evaluated over the coming year.

In order for a gold player to gain a release there must be a written request made to the releasing club Registrar and from that point to the District Registrar. The player will be released to the Lower Island who will place her/him. However if a Club has a gold team this player can still go as a transfer not a release.

A release form will be designed and distributed.

*Deadlines for hard copies of team lists:*

The deadlines will be the same for both the boys and girls.

Gold	U12 - U18	September 14
Silver	U12 - U18	September 21
Minis		October 20
U11 and Euro		September 30

*Notification of team entries:*

Required are the name of the team, the club, the level and two contacts, if the two contacts are husband and wife or partners then a third emergency contact must be listed.

Gold teams	August 28 for a September 8 start date
Silver, Bronze and Copper teams	September 4 for a September 15 start date
Euro, Minis and U11	To be announced

**Please try to have this information in before the deadline if possible.**

*Deadline for database copies:*

October 20<sup>th</sup> when the mini's are finished.

*BCSA Transfers and Changes after October 15<sup>th</sup> boys and girls:*

Use the BCSA transfer form.

*Data-base development (Soccer Registrar):*

- Help will be given where needed.
- The girls database is with Ab Bryant who is hoping to give it to the Lower Island over the weekend.
- Regarding 'registered' and 'active' - 'registered' means they have registered and have paid. 'Active' means they have been rolled over from one year to another.
- After October 15 or with definite knowledge that a player is not returning the 'active' player will be made 'inactive'.
- Mary-Jo Van Bergen will test if the 'inactive' players will rollover the following year.

*Posting of forms and information on the web-site:*

The LISA web-site is open and at some point over the summer the forms will be posted.

*BCSA forms on the web-site:*

BCSA have their forms available on their web-site.

## **8. OPEN AND SUMMARY:**

The girls' transfers and release will be written down and circulated as a policy paper after consultation with board executive committee.

Within the Registration database there is a Risk Management box. Clarified by the Chair was that the Risk Management forms have to be submitted every three years. If a Coach or Manager does not comply the Lower Island will first contact the Risk Management Director and then the Coach or Manager whereby a suspension will be enforced.

The information on Coaches and Managers can be exported in Excel to the Risk Management Director for his/her information.

<b>Motion:</b> To Adjourn 20:35 hrs by Prospect Lake
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### **Action Items:**

1. The Administration Assistant to circulate a contact list.
2. The Chair to ask Deb Anglos or Carol Ogborne for a list of the girls releases from last year.
3. A transition policy to be prepared regarding the registration and movement of girls players

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4. Mary-Jo Van Bergen to investigate whether the Gorge's players will retain the same number if they return year after year when the database programs are rolled over.
5. The Chair to send the Registrars the LISA forms in an electronic version.
6. The Chair to design a release form and distribute to the Registrars.
7. Mary-Jo Van Bergen will test if the 'inactive' players will rollover the following year.

# Draft

## Schedule Committee Meeting #1

29 August 2001, 19:00

at:

*Esquimalt Recreation Centre, Constance Cove Room  
Victoria, BC*

**Present:** Tim Satterford *Chaired Meeting*  
Carol Ogborne  
Bob Nex  
Brian Davis  
Harold McNeill

**Minutes:** Harold McNeill

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

### **1. ROLL CALL AND APPROVAL OF AGENDA:**

**Motion:** *To approve the Agenda as presented.* by  
Bob/Harold Carried

### **2. Boys and Girls Team Declarations:**

Brian Davis circulated two charts outlining Boys and Girls Gold team entries. Additional entries made. Brian requested the Secretary circulate to all clubs for final proof. Final date for additions will be Friday 31<sup>st</sup> August as schedules will be prepared on Saturday, September 1.

Due to insufficient Gold team entries in the Girls U16 (4), U17 (1) and U18 (2), it was decided to combine the three groups into one playing division. Following discussion the following will apply to the U16-U18 Gold team loop:

1. Playing Time: Will play Sunday morning 10:00 am. Rule 313.3 (Chapter 3 and in

Team Officials Manual p. 5) provides room for adjustments.

2. League Winner: only one league winner will be declared from the group.as per Rule 304
3. Island Cup: Each division will be represented. These will include the single team from U17, and the highest team in the standings in each of U16 and U18.
4. District Cup. TBA
5. Secretary to address memo to BCSA (Roy Branco/Les Wilson) to address questions re eligibility of each of the divisions to participate in BC Cup play.

### **3. Gordon Head U14 Gold Team**

Noted there is a viable team loop in U14 (7 teams). Discussion

<p><b>Motion:</b> <i>That GHSA U14 Gold be assigned to the U14 Gold Division by H. McNeill Second by B. Nex</i> <span style="float: right;"><b>Carried</b></span></p>
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### **4. Preparation of Silver, Bronze and Copper Schedules:**

The committee will meet to prepare schedules on Saturday, September 8, 2001, 8:30 am – 12:00 noon at Secretary Office. Sharon Marejka and Lynn McNeill to be asked to attend to help prepare the final computer copies.

### **5. Euro (U11/U12) and Mini Boys/Girls**

Euro: To discuss with Diane Quayle making September 8<sup>th</sup> a development weekend with schedule to start the following weekend (September 15).

Mini Boys (U10-U11) and Mini Girls (U8, U9, U10). Will try to start inter-club schedules by Sept 22. Need clubs to have team declarations in. Random selection of teams in schedules. Rules require that all teams meet travel commitments.

Once in place schedules should not require to many changes.

Try to have tournaments in March on three consecutive weekends

Week 1 .. Girls Mini

Week 2 .. Euro Cup (Girls) and U11 Spring Games (Boys)

Week 3 .. District Cup

### **6. Division Score Recorders:**

U12 Boys and U13 Girls	Brian Davis
U13 Boys	Terry Stringer
U14 Boys	Rick Roodbol to be approached
U14 Girls and U17 Boys	Bob Nex
U15 Boys	Harold McNeill
U16 Girls	Carol Ogborne
U16 Boys and U15 Girls	Tim Satterford
U18 Boys	Delphine Straith
U17/U18 Girls	Jim Perkins

Equipment needs will be discussed with new recorders.

Mini/Euro monitor Diane Quayle

Carol Ogborne to check with Flemming Andersen on status of Web Site score reporting system. Both the standings and schedules are to be posted. In any case of question regarding the standings the division score recorder has the original records.

Secretary to email a copy of last years schedule system to Carol.

Discussion of standings and rounds counted. Rules are in place to define the process.

## 7. U18 Boys Divisions Bonds

Discussed the application of the bond and it was agreed, as per approved rules, that \$500. per team entry will be required. The secretary to update the bond and circulate to the clubs.

## 8. Boys/Girls Releases:

Boys releases will be conducted as per approved rules. For girls this will be a transition year.

Noted that LHS U16 Lightning last year had two Jdef players as transfers. These players are returning. In addition two applications have been received from Prospect players for a release. Discussion that the team must first use up their transfer positions for returning players.

**Motion:** *That three players must move to the U16 Lightning as transfers, only one player will be given a release.* by B. Nex Second by C. Ogborne Carried

Letters will be sent to the applicants advising them of the board decision. The letter is also to provide a caution to the players that this is likely to be the last year for such releases. LHS and PLS to be contacted and advised of the decision.

## **9. General Discussion**

Girls "C" cup. Rules to be updated and circulated at a later date.

**Meeting Adjourn                      9:20 pm**

### **ACTION ITEMS:**

1. The Secretary to send memo to BCSA re Cup Eligibility
2. The Secretary to update the U18 Bond and circulate.
3. The Secretary to contact new score recorders to ascertain equipment requirements
4. The Secretary to send letters to release applicants and notification to clubs
5. The Secretary to circulate Gold team declarations to clubs for final approval
6. Carol Ogborne to check on development of web site score reporting system.
7. The Secretary to email a copy of last years schedule to Carol Ogborne
8. Contact to be made with Sharon Marejka and Lynn McNeill about availability to assist in schedule preparation on September 8.
9. The Secretary to contact Diane Quayle about start times for Euro soccer.

**LOWER ISLAND SOCCER ASSOCIATION**

**RISK MANAGEMENT ADVISORS Meeting**

**JUNE 26, 2001**

**ESQUIMALT REC. CENTRE,**

**FRASER STREET,**

**VICTORIA**

**Members Present:**

<i>Gorge</i>	* * *	Nicole Peck
<i>Juan de Fuca</i>	* * *	Tracey Johnson
<i>Prospect Lake</i>	* * *	Esther Dunn
<i>Bays</i>	* * *	Brian Jones
<i>Cordova Bay</i>	* * *	Frank Leversedge

**Chair:**

Harold McNeill: LISA Secretary

Recording Secretary: Sharon Marejka

The meeting was called to order at 19:05hrs.

**1. ROLL CALL AND APPROVAL OF AGENDA:**

**Motion: To approve the Agenda as presented. by Gorge 2<sup>nd</sup> Prospect Lake Carried**

**2. WELCOME AND INTRODUCTION OF REPS:**

The Chair welcomed everyone to this first meeting of the Risk Management Advisors (RMA's) for the 2001/2002 season. Previous to the meeting commencing everyone had been introduced.

### **3. BRIEF OUTLINE OF REPS. AND RISK MANAGEMENT MEETINGS:**

The Chair explained the LISA Board periodically hold various sub-committee meetings whereby recommendation are taken back to the Board for their consideration and to assist in developing policy at the District level. Stressed was the sub-committees can make recommendations only, ultimately it is for the Board to decide if the recommendations will be adopted.

### **4. CONTACT LIST:**

The contact list will be circulated as soon as the Clubs declare their RMD's.

### **5. LISA RMD:**

The LISA RMD has not yet been named.

### **6. OLD BUSINESS OF THE LIYSA/LIGSA:**

The Chair explained the purpose of tonight's meeting was because the two organisations have now been merged into one (LISA). The Risk Management process will now be the same for both boys and girls.

The merger was unanimously approved by the membership at last Saturday's BCSA AGM in Vancouver.

### **7. NEW BUSINESS:**

The Chair introduced the various forms that were used in the past by the LIYSA and a package was distributed.

The forms, with the new logo and name, will be resent via email with the appropriate Club name inserted. It is expected that the Club will use this as a template and that they will make their own photocopies. Eventually all of these forms will be available on the web-site.

#### **Risk Management Checklist:**

The Chair asked that the RMA's do not get too "hung-up" on the Criminal Record Search but to concentrate more on the items included in the checklist such as having enough adults around to supervise.

A question was asked as to was there enough insurance. The Chair replied there was adequate insurance however the player must be registered to be covered by insurance. The coverage is year round as long as they are re-registered after July 1<sup>st</sup>. This will cover any try-outs a player might attend.

Juan de Fuca spoke of her Club's policy, which is a player does not try-out unless they are registered , they do not even receive a phone call.

Spoken of was the general liability insurance that some Clubs take out. The Chair explained the reason these Clubs take out the extra policy is because they travel so much and they also want the coverage for the parents who travel with the team. Cowichan was

given as an example.

Whether or not the LISA will take a stand or recommendation regarding Clubs taking out extra insurance was deferred until another day.

A copy of the Insurance policy will be sent to the RMA's.

Discussed was who should fill in the volunteer screening forms. The Chair recommended anyone who would be working with the players should be registered and screened. Decided was that a parent who takes a concession turn would be exempt, unless they also worked with a team.

Youth referees and lines-persons do not fill out the forms until they reach 19 years of age. BCSA are developing their own referee policy and this might change in the future.

The Self-Disclosure Form is to be sent to the LISA.

### **Harassment Policy and Procedures:**

- The Chair referred to page 8 where a new section 200.15 (undefined complaints) has been added. He spoke of how last year there were complaints that did not fall either under the referees or the harassment policy. The primary aim of the section is if there is a sensitive matter that it should not be brought up in a public forum. It should first be brought to the attention of the Club RMA or Club President, where, if it cannot be solved "In House" it should be brought in a private and confidential manner to the LISA Risk Management Director (RMD) or Board. Spoken of was the need to handle issues at the lowest level possible.
- Discussed was a handout that was distributed last year. It was thought this was spoken of by the Gorge at April's District Rep. meeting and was a pamphlet called 'Coaches Game Plan'. The Recording Secretary was asked to circulate the information of where it can be obtained via the Minutes. *(A copy of this pamphlet can be obtained from Joanne Stygal-Lotz, telephone number 1-604-737-3026 of Sport BC).*
- For the inter-club teams and eleven asides a coach's manual has been developed and will be distributed.
- This year all U18 teams will be put on a \$500 bond before they can come into the League.
- Regarding the 'Athlete/participant medical information on file' the Chair explained that most clubs ask that this section be filled in at registration time. The discussion continued and it was requested the LISA develop a "Medical Release Form" along the lines that the schools and child day-care centres use that the coaches can have on file in case of emergency.

### **Volunteer Screening Policy and Procedures:**

Regarding Criminal Record Searches the Chair spoke of the difficulty of nine police jurisdictions covering eleven soccer clubs. Each police department seems to have their own method of doing Criminal Record Searches. Gorge alone falls into four police districts.

Discussed was how the Criminal Record Search gives a false sense of security within the sport community, as in most high profile cases of offences against children the perpetrator has not had a criminal record. The Chair thought the best protection was to have a policy in place to deal with harassment where youth clearly receive support when they need to make a complaint or disclosure of inappropriate activity by a coach or other person.

The logistics of conducting criminal record checks on some 3,000 volunteers was discussed. It was noted that some clubs fall under the jurisdiction of two, three or more police agencies and often these agencies have differing rules for conducting criminal record checks on volunteers.

Discussed further was the presently used forms - Volunteer Screening Form, the Self-Disclosure Form and the Consent for Criminal Record Search. The Chair thought that a red flag would be waved if the individual refused to submit the Consent for Criminal Record Search.

The Bays did not think the Criminal Record Search was useful and he felt it would lead to possible legal problems if the LISA left the

impression a Criminal Record Search would be done when in fact, in most instances, it was not being done.

There is a cost for having a Criminal Record Search done which would be borne by the Clubs if they should insist on having it done. Noted however was if an individual was charged with an offence a year or so after having the search done the Club would not know. Spoken of was the liability aspect of having one Club doing one thing (a full Criminal Search) and another Club doing the minimum requirements.

The Chair spoke of how BCSA only requires that the District ask for a Self-Disclosure Statement. He thought that by also asking for a Volunteer Screening Form to be completed that it was exceeding the standard set by BCSA and was probably enough.

Whether or not references should be followed-up was discussed, especially for a new Coach to the District who was not known to the community and did not have children involved in the sport.

**Motion:** I move we go 'In Camera' 20:15 hrs. by Cordova Bay 2<sup>nd</sup> Gorge Carried

**Motion:** I move we come 'Out of Camera' 20:25 hrs. by Bays 2<sup>nd</sup> Prospect Lake Carried

**Motion:** I move the LISA meet the BCSA Standard for a screening of volunteers. by Cordova Bay 2<sup>nd</sup> Juan de Fuca Carried

**Motion:** I move we go 'In Camera' 20:30 hrs. by Prospect Lake 2<sup>nd</sup> Bays Carried

**Motion:** I move we come 'Out of Camera' 20:32 hrs. by Gorge 2<sup>nd</sup> Bays Carried

It was decided that under the Motion to follow the BCSA standard every volunteer who comes under the policy must fill out the Self-Disclosure form and they must be sent to the Lower Island. It would first be submitted to their club in a sealed envelope with the individual's name on the outside. This would allow the club to track who had completed the form. The forms and a list of those who had completed them would be supplied to the LISA.

Any Coach or other person who did not complete the Self-Disclosure form would be suspended from coaching. The probable deadline will be between the end of October to mid November.

The Chair told the group that the LISA is a brand new organisation with no history and as such would have to develop policies that took into consideration the history of both former organizations.

**Motion:** I move we go 'In Camera' 20:35 hrs. by Cordova Bay 2<sup>nd</sup> Bays Carried

**Motion:** I move we come 'Out of Camera' 20:44 hrs. by Prospect Lake 2<sup>nd</sup> Gorge **Carried**

The Volunteer Screening Form (with references) will stay with the Clubs, if the Lower Island should need a copy they will request it. It only need be completed when a coach first enters a club.

**Committee to Review Disclosures:**

The District is considering setting up a committee of three people (perhaps comprising of a policeman and or a social worker) who will consider the disclosure and if it should procure the individual from coaching.

Discussed was what if an individual falsifies information. It will be spelt out in the policy that falsifying information will result in the individual being immediately suspended.

Also discussed was who to notify if a person has a record of interest. Spoken of was the difficulty in dealing with these issues as there is "dammed if you do, dammed if you don't" aspect.

A summary of the various discussions was:

- The Clubs will match up the forms with the coaches to ensure they are all returned.
- The RMD's will concentrate getting the team officials screened first.
- The new Soccer Registrar database has a section which states whether or not a Risk Management form has been completed.
- The possible deadline for having the forms in would be the end of October to mid November.
- A Self-Disclosure form must be filled in every year.
- The Volunteer Screening form was recommended to be a "one time only" form unless the individual leaves to go to another Club.
- Each Club will send in a Master List of their volunteers to the LISA.
- The Chair will rewrite the policy and distribute.

**Web-site:**

The forms will all be available shortly on the web-site.

**Motion:** To Adjourn 21:05 hrs: by Juan de Fuca

**ACTION ITEMS:**

1. The Recording Secretary to send out a new contact list when the RMD's are all declared.

2. Chair to send a copy of the Insurance Policy to the RMD's.
3. The LISA to develop a Medical Release Form for the Coaches to keep on file.
4. The RMD's to send their Master List of volunteers to the LISA.
5. The Chair to rewrite Chapter 2 and distribute.

**TECHNICAL COMMITTEE AND ADVISORS MEETING**  
**21 February 2002**  
**Esquimalt Recreation Centre, Victoria**

**Present LISA:**

Harold McNeill – Secretary  
Ken Hibbert – Technical Department Chair  
Sharon Marejka - Administrator

**Advisors:**

Carlos Almeida  
Nick Daniels  
Randall (Cutty) Cuthbert

Called to order 19:05.

**1. ROLL CALL AND APPROVAL OF AGENDA:**

Addition to the Agenda '*structure of the committee*'.

**2. APPROVAL OF MINUTES OF LAST MEETING:**

<b>Motion:</b> To approve the Minutes as circulated. by C. Almeida 2 <sup>nd</sup> R. Cuthbert	<b>Carried</b>
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**3. HANDOUTS AND UPDATE:**

Several handouts were distributed via e-mail earlier in the day.

Discussed was how the thirteen items considered a priority by the group last year were distributed to the membership around July 31, 2001. A number of items on that priority list have now been acted upon.

Recently the player identification program became a top priority. The program has been set up in co-operation with the BCSA and the tryout sessions have been conducted under the direction of the Provincial head coach Derek Posse.

Coaching certification courses for both Community Coach Youth (CCY) and Community Coach Senior (CCS) have been held on an ongoing basis since the beginning of the 2001/2002 season. It is estimated that approximately 300 coaches have received certification since it's onset. Briefly discussed was how it

was hoped that at some point every club would have a Technical Director to guide them.

Acknowledged was that more female coaches should be encouraged and developed.

#### **4. PROVINCIAL PLAYER PROGRAM:**

- LISA coaches made recommendations to the LISA as to whom from their teams should attend the tryouts.
- The participants within the program have signed an agreement with respect to conditions of acceptance. . These rules will be modified to fit the Select/Metro program for implementation next season. Playing time will also be inserted into the rules.
- The Provincial Program is not a drop-in program – it is by invitation only.
- The only way to a Provincial team is via the Provincial program.
- The process to be followed is the District, Province and then National team. There is no ‘side-route’.
- Next season the local identification process for Provincial teams will begin around mid October in order to provide greater preparation time for the identified players.
- The program will run 12 months a year with time taken out for holiday periods (e.g. probably down time mid Dec/mid Jan and summer period. (July –Sept)
- Provincial Coaches will be invited to the Island approximately once a month to train with the Island coaches and players.
- It is strongly felt by the LISA that our players will gain a large share of the

Provincial team membership within 3-5 years.

- We hope to place more local coaches on the Provincial team staff not only as opportunities for our coaches but also to provide better insight into the program.
- We will seek opportunities to share interests with other programs that may provide more playing and training opportunities for our senior identified players (e.g. VISL, LIWSA, Victoria United, Stars, etc.)

#### **5. STRUCTURE OF THE COMMITTEE:**

Discussed at length was how the initial model had some structural flaws. It is clear that in many questions or issues there is a technical and political component. We are trying to evolve a model that will, to every extent possible, keep the two components separate.

The Technical Administrator will run the Technical Department. Duties will include but not be limited to setting up all coaching courses, administrative assistance to the Provincial Player Program and coaches, attending to the needs of visiting coaches and other persons invited to assist in the Lower Island.

The Technical Committee will include appointments by the board and will act as liaison with the Board.

The Technical Advisors (e.g. club technical directors and others with special technical expertise) will tackle specific items of interest to the committee, board and district clubs (e.g. evaluation and application of the Euro program). .

Items will be processed through the Tech Advisors, Tech Dept and Committee as appropriate. Recommendations will be presented to the LISA board for final decision or processing to clubs as needed.

#### **6. SELECT METRO PROGRAM:**

Spoken of was how the attendees visualised the Select/Metro program. Cutty

said that he saw it as one tier below the Provincial Program, which was in turn one tier below the National Program. Each tier feeds into the one above it.

The Select/Metro program provides the highest level of play within the District.

The Select/Metro rules and regulations have been steadily reviewed and revised during the season by the LISA Board of Directors. Spoken of was how this is the first time within the Lower Island District that anything such as rules and regulations for the Select/Metro league, Provincial player identification and coaching courses have ever been written down.

Another aspect of the rules and regulations is to try and insulate the coaches from the internal politics of each team. Discussed were how individuals acting in their own self-interest can be very disruptive to an entire team or to the entire program. Commencing next season all players and parents will be required to sign an agreement of understanding before being admitted to the program. .

At the same time it is recognized that the Metro/Select league must structure itself in a way that provides clarity and fairness in the operation.

#### **7. PRIVATE PROGRAMS:**

The LISA has a very good relationship with the owners of the private programs, which we would like to continue. Spoken of was a quid pro quo system whereby the LISA and the private programs do not undermine each other's programs by public criticism or negative actions.

A meeting will be called with these operators to iron out a more formal agreement of association. Discussed was how the LISA may be able to show their support of the private program operators by advertising their organisations on their web-site and within our brochures. Some private program operators will serve as Technical Department Advisors.

#### **8. EURO PROGRAM:**

The Technical Advisors were asked to study the Euro program and make recommendations such as should the boys also be joining the program at ages 11 or 12 also should the current program be modified in any manner.

Sue Spencer from Salt Spring will be invited to attend these discussions, the results of which will be given to the technical committee at the next meeting.

**9. GIRLS U14 METRO:**

- Asked of the Technical Advisors was if this was a viable concept for the LISA.
- Could the clubs sustain their teams should a GU14 Metro team be formed.
- Are the girls ready for Metro as it is a short jump from Euro (half field) to the competitive level of Metro.
- Spoken of was the large number of U14 girls that have been identified with the Provincial Program. Currently there are 17 girls from five different clubs participating.
- The Administrator spoke of how positively the program was being received by these players.
- The parents are more educated these days as to what the level of commitment and what such a program requires.
- The Technical Advisors will meet independently from the Technical Department to discuss and explore the possibility of a GU14 Metro team by seeking the opinion of their club coaches and will give their recommendations to the Technical Department at the next meeting.

The next meeting will be Tuesday April 9, 2002 at 1p.m. at the Esquimalt Recreation Centre.

Adjourned 20.45 hrs.