

KAMLOOPS YOUTH SOCCER ASSOCIATION

**Meeting of the Board of Directors**

Monday, February 20, 2017  
Board Room at the KYSA Office,  
1550 Island Parkway, McArthur Island,  
Kamloops, BC

**Present:**

**President:** Candace Dodson-Willis

**Vice-President:** Rod Gurnsey

**Directors:** Graham Cope

Tony Cuzzetto

Colin Guise

Chris Wilkinson

**Staff:** Executive Director, Keith Liddiard

**Technical Director:** Ciaran McMahon

**Director:** Brock Freathy

**Regrets:**

1. The meeting was called to order at 7:00pm.

2. *(Moved: Gurnsey/Seconded: Wilkinson)*

That the agenda be adopted as presented.

*Carried.*

3. *(Moved: Gurnsey/Seconded: Cope)*

That the minutes of the meeting held January 16, 2017 be adopted as circulated.

*Carried.*

4. BUSINESS ARISING:

**Communication & Confidentiality Protocol:**

The board discussed a draft of a new "Communication and Confidentiality Protocol" that was sourced on the BC Soccer web site and amended to suit the KYSA's needs.

There was general consensus that the document was an improvement on the previously used form and there was little need to further amend the content in the draft. It was agreed to inject the word "Board" in addition to "Committee" in the first sentence to ensure there is clarity that the protocol covers both board and committee members. Keith said he would amend the copy and forward to the board prior to the next meeting so directors could sign and return the form at the meeting.

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### 5. CORRESPONDENCE:

None.

### 6. OFFICERS' REPORTS:

#### **Kamloops Soccer Referees Association:**

President Hailey Manke was in attendance to bring the board up to speed on KSRA activities and developments.

- The association will be reconstituting and re-launching the “feedback form” that they have used for the past few years. The executive is presently gathering feedback on the form, which is available on their web site. The relaunch is scheduled for late March.
- A Small-Sided introductory level clinic has been scheduled for this year: April 2 from 9am-3pm at the Kamloops Soccer Dome. This clinic covers the basics of refereeing. Upon successful completion, participants will be certified to officiate small-sided matches (U8–U12). The minimum age to attend the clinic is 12 years old. The clinic fee is \$40.00 per person. The KYSA will continue to reimburse clinic participants \$25.00 once they have officiated in 10 KYSA games in the season following the clinic. Only one clinic is being offered this year rather than the usual two. There are a sufficient number of referees already on the list. KSRA doesn't want too many on the list as the young officials do not get enough games to sustain their interest and drop off.
- One entry level clinic has been scheduled for March 3-5 at the Kamloops Soccer Dome. Participants must attend all 3 days. The clinic is suited for those who want to referee or assistant referee youth or higher. All current small-sided officials who are 14 years old are being encouraged to attend. The minimum age to attend the clinic is 14 years of age. The clinic fee is \$125. There is no KYSA reimbursement for this clinic.
- KSRA is looking at the amount of referee dissent that is occurring in the game and how this matter has dealt with in past years. The process is under review. The KYSA's support in helping the association deal with this was encouraged.
- Some discussion was held regarding the possibility of introducing a custom-designed team list for the adult indoor programs at the Dome, but it was felt that using the KYSA's was sufficient for the time being.
- Refreshers are being held this spring. KSRA has scheduled two refreshers so far, with more to come. Existing youth or higher referee are required to attend one of the refreshers March 26 - 12:00-3:00 and 3:00-6:00 at the Kamloops Soccer Dome. There is no charge to attend a refresher. Pre-registration is required. Small-sided officials do not need to attend these refreshers.
- Keith advised that KYSA has budgeted the same amount as last year to cover mentorship fees, Small-Sided Clinic reimbursements, and will cover 50% of the cost of a new Small-Sided referee's kit when purchased through Hansport.

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**President - Candace Dodson-Willis:**

- Candace and Ciaran attended the TOFC Annual General Meeting, January 23rd at the VantageOne Indoor Centre in Vernon. They were the only two district reps to attend outside of TOFC board members and staff. Kamloops-resident Nick Rinaldi was re-elected President again. No earth-shattering decisions were made and generally it was a routine meeting.
- Candace, Rod and Tony will be getting together post-meeting to get the wheels moving on plans for a major fund-raiser / social gathering / awards night sometime in 2017. Others will be added to the organizing committee later on.
- Plans for the introduction of an “adaptive” program are going well. Positive and supportive discussions are ongoing with the Chris Rose Centre and dialogue with other agencies who are interested in this development is going well, including the Canucks Autism Network. The idea of a coaching clinic for those who are going to be involved in this initiative has also been floated.
- Candace led the board in some discussion regarding the development of a new Vision Statement. Some suggestions regarding the terminology were vetted. Further discussion will follow.
- Candace is now a signing officer for the association. Four officers can now sign cheques: Candace, Graham, Chris and Keith. Two of any of the four officers are required to sign-off on any cheques issued by the association.

**Vice-President - Rod Gurnsey:**

Nothing new to report.

**Treasurer - Chris Wilkinson:**

Financial Summary as at January, 2017:

Cash on hand	\$732,435
Total Assets	1,222,039
Total Liabilities	34,081
Working Capital	802,556
Net Assets	\$1,187,958

<i>Covering 3-month period (Year-to-date):</i>	<i>Amount:</i>	<i>Budgeted:</i>	<i>Over/(Under) Budget:</i>
Revenues	\$852,558	\$1,301,575	\$(448,017)
Expenses	251,824	\$1,317,625	\$(1,065,801)
Net Income:	\$601,733	–	\$617,783

*Balance Sheet Commentary:*

The increase in the balance sheet was due to the collection of registration cash and increases in receivables off-set by current month’s expenses and increase in payables.

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### **Treasurer - Chris Wilkinson (continued):**

#### *1. Key Items Against Budget:*

Revenues and Expenses: – are in-line with expectations for this time of year.

- (a) House – \$563k (2016 - \$529k) – 80% of budget
- (b) Select – \$201k (2016 - \$199k) – 80% of budget
- (c) Remaining major budgeted revenues still to be received: sponsorships, soccer schools, Dome rental and Slurpee Cup.

#### *2. Expenses:*

- (a) Major expenses were payroll, Dome rent, awards for Errol Wild and Slurpee Cup events.
- (b) All other expenses within expectations for time of year.

#### *3. Soccer Dome:*

- (a) Revenues at \$50k
- (b) Expenses at \$81k
- (c) Net loss YTD = \$31k

#### *Other Items:*

Payroll remittances are up-to-date.

### **Director - Tony Cuzzetto (Small Sided Leagues):**

Tony reported he was drawn into overseeing a “playing up” request from the parents of a U11 male to allow the boy to play with his brother in the U12 division. Ciaran was asked to weight-in on the request as he was familiar with the skill level of the two players. After consulting with Ciaran, Carolyn was given the go ahead to allow the boy to play-up.

### **Director - Graham Cope (Youth Leagues U13 to U18):**

Graham, Keith and Carolyn met recently with team officials in the U16-U18 age group to determine a course of action for the formation of teams this season. Several ideas were presented as to how many teams could be formed this year and the different scenarios as to how the league(s) could be structured. Graham said there was a very positive outcome with all but one of the team officials agreeing to go with what the association has usually run in these age groups: teams with 16, 17 and 18 year old players blended together.

Candace added that she had already received feedback from the meeting and the consensus is that the team officials appreciated being invited to discuss the options that KYSA could have instituted.

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### **Director - Colin Guise (Discipline):**

Colin led discussion on the need to change how disciplinary measures are communicated to the membership. In the past few years the names of individuals who were given cautions or ejections in games has been posted on the association web site along with any disciplinary action taken by the Discipline Committee. This practice is contrary to BC Soccer guidelines and privacy regulations. The result of dialogue on the matter was that this coming season, rather than post the information on the web site, Carolyn will be asked to send out weekly summaries directly to team officials by email.

It was noted that Colin was recently conscripted to deal with a complaint that emerged out of a recent Women's Indoor Soccer League game at the Dome. The complaint had been filed a team manager regarding the conduct of a player(s) on another team. While the complaint emanated from an adult game (that KYSA is overseeing), it was felt there was some responsibility on the association's part to deal with the complaint. As the next round of games was fast approaching, Colin had to deal with the matter expeditiously. He did so and received the praise of board members for addressing the complaint quickly and with a positive outcome

### **Director - Brock Freathy (Select Committee):**

Brock was absent from the meeting, but forwarded the following report:

#### *Select Committee:*

Brock is awaiting contact with two of three of last year's committee members. He met with Kris and she has offered to serve once again. Should he be successful, he noted he will reach out to Clive for assistance in a general mailout to the membership.

#### *Coaching:*

Ciaran has been very helpful in sharing some challenging issues related to a couple of coaching situations. Ciaran seems to be handling them fairly and in the best interest of the association, he noted.

#### *Spring!*

Brock noted he is excited about the snow and pond-free grass/turf, though it appears we will need to wait, perhaps, for another month for the right conditions to prevail. Unfortunately, select teams will likely have a shortened outdoor practice period prior to their participation in the Adidas Cup.

### **Employment Committee - Candace Dodson-Willis:**

Candace advised that Mark Bell would be joining the association full-time at the beginning of March now that his other commitments on the coast have been fulfilled.

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### 7. STAFF REPORTS:

#### **Technical Director - Ciaran McMahon:**

##### *Meetings/Functions/Events:*

Jan. 16 Board Meeting  
Jan. 23 TOFC Annual General Meeting with Candace Dodson-Willis  
Jan. 24 Staff meeting  
Feb. 04 Attendance at the Canada vs Mexico National Women's Team Game  
Feb. 06 On Field Session for TOFC

##### *Program/Player/Coach Development:*

##### KYSA House Program:

- Meeting with parent and child prior to approval for request to play down.
- Management of various requests to play up.
- Coordination with the City, re: field lining requirements to support new SSG initiatives.

##### KYSA Select Program:

Jan. 17 & 18 U10/U11 Coaching Interviews (17 coaches).  
Jan. 24 Select Coaches Pre-Season Meetings.  
Jan. 30 Team Training began at the Dome, no TCC time as of yet.  
Feb. 17 Systems of Play info session with Select Coaches.

- Various parent, player and coach meetings with regard to balanced team formations and coaching partnerships
- Ongoing Coaching observations and feedback.
- Ongoing field sessions with teams.

##### KYSA Centre of Excellence:

Jan. 20 Pro-D Camp (22 participants)  
Super Skillz Sessions wrapped up on January 28  
Striker Skool Sessions wrapped up on January 23

##### *General Admin/Correspondence:*

- Website updates, phone calls, general email responses, in-office visits from coaches and members.
- Short term program management (all logistics including staffing, coaching, communication, schedules, facilities, education, conflicts and complaints).

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### Technical Director - Ciaran McMahon (continued):

- Long-term planning including:
  - > Coordinating coach education/organizational meetings (for house/select) ~ ongoing
  - > Formalizing the player feedback process and developing appropriate resources for coaches ~ completed
  - > Formalizing the coach feedback process/developing appropriate resources ~ ongoing
  - > Formalizing the 2018 Evaluation process ~ ongoing
- Developing Concussion and Return to Play protocols - completed
- Developing project and task list for Senior Staff Coach appointment - ongoing
- Developing the Blueprint for the Blaze (an enriched curriculum for U5 to U18) - ongoing

### Executive Director - Keith Liddiard:

#### *Newsletter:*

January/February edition finalized/mailed. Starting to prepare March/April edition. Keith noted the newsletter now reaches 600 readers (head coaches, assistant coaches, managers, media, sponsors, sister organizations, BC Soccer and approximately 50 interested readers).

#### *Meetings/Functions:*

- Jan. 16. Board Meeting.
- Jan. 24 Staff Meeting.
- Jan. 27 Attended KPMG workshop for non-profit organizations, re: recent Canada Revenue Agency changes in policies, cyber security/threats and GST.
- Feb. 06 w/Chris & Andrew Hansen, re: review of 2016 sponsorship/renew 2017 agreement for sponsorship of KYSA Player & Coach Development Programs.
- Feb. 07 w/Lesley Comrie, BMO re: updating account signing officers/potential investments in addition to those already secured.
- Feb. 07 w/Brenda Chornohus, owner Chopped Leaf, re: review of 2016 sponsorship/discuss other sponsorship opportunities with KYSA in 2017.
- Feb. 10 w/CFJC-TV News Director Doug Collins, re: Developing a presence on the station's web site for KYSA and particularly KYSA's select teams

#### *Correspondence:*

- Jan. 23 Letter of reference for TRU head coach John Antulov who is applying to be accepted into the next UEFA "A" License Course.
- Feb. 06 to: Paul Dolan, Umbro Canada, thanking him for the complimentary Canada-Mexico exhibition match tickets for board and staff members.

#### *News Releases/Media:*

- Jan. 18 "KYSA Holding Pro-D Day Camp Friday!"- January 20!
- Jan. 24 "KYSA Registration Deadline Fast Approaching!"
- Jan. 29 CHNL radio remote to promote registration deadline.

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### Executive Director - Keith Liddiard (continued):

- Jan. 31 "KYSA Registration Deadline for 2017 season tomorrow!"
- Feb. 07 "KYSA To Offer 'Get Ready for Soccer Spring Break Camps!'"
- Feb. 16 "KYSA To Offer Second Pro-D Day Camp of the Year!"

### Other Administration:

- Updated signing officers of KYSA two accounts and investment certificates. Signees are now Candace Dodson-Willis, Chris Wilkinson, Graham Cope and Keith Liddiard.

### Special Notes:

- Over the last couple of weeks, KYSA made auction/prize donations to Kelson Group employees who were hosting a pub night fund-raiser for the "Y Strong Kids Campaign," and to the Kamloops Child Development Centre's "Dandelion Gala" fund raising dinner.
- Saturday, February 24 is "KYSA Night" at the Blazer's game at the Sandman Centre. Staff will be manning a booth at the game (next to the Blazer's store), as well as participating in a few other activities. I will advise of protocols for anyone wishing to attend the game and help out at the booth.

## 8. NEW BUSINESS:

### Kamloops Sports Council Athlete of the Year Awards/Banquet:

Keith shared news that none of the KYSA's nominees were short-listed for 2017 awards. Keith said that he was going to propose the association purchase a table at the forthcoming banquet, but suggested that in view of the fact there are no "soccer" nominees or Hall of Fame inductees this year, it might be better to leave the proposal 'till next year. It was agreed.

## 9. NEXT MEETING:

Monday, March 20, 2017 – KYSA Office - 7:00pm

## 10. ADJOURNMENT:

*(Moved: Gurnsey/Seconded: Guise)*

That the meeting adjourn at 8:55pm.

*Carried.*