



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



ASA Board Minutes

November 28, 2015

9:00 AM – 1:00 PM

Location: ASA Office

Approved (December 22, 2015)

In attendance:

Ted Yoo, Vice President (Acting Chair)
Ole Jacobsen, Past President
Jim Moore, Director-at-large
Richard Adams, Executive Director

Sherri Thorsen, Director of Finance
Malcolm Pritchard, Rural Director
Danny Bowie, Rural Director

Absent with Regrets:

Glenn Montgomery, President
Shaun Hammond, Director-at-large

Rob Zicarelli, Director-at-large

1. Call To Order

M370 *Motion: Call meeting to order*
M/S/C

Meeting was called to order at 9:03 AM

2. Approval of Agenda

A. Committee Updates

- a. Judicial Committees
 - i. Nominations Committee
 - 1. Update
 - ii. Discipline and Appeals
 - 1. Access to the Courts
- b. Finance Committee
 - i. Un-audited Quarter 4 Results & Audit
 - ii. Director of Finance
- c. Risk Management Committee
 - i. Board Code of Conduct / Conflict of Interest
 - ii. Concussion Policy
- d. Governance & By-laws
 - i. Membership Definition



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



- ii. CSA Governance Alignment / Modernization Update
 - iii. Grande Prairie Soccer Women's League
 - e. Technical Development
 - i. Technical Director Report
 - f. Referee Development
 - i. Referee Development Officer Report
 - g. Competitions
 - i. Competitions Coordinator Report
 - ii. Tier 1 Indoor Provincials
 - iii. EDSA Provincials Letter
 - iv. CSA Youth Nationals
- B. Other Business
 - a. Committee Engagement
 - b. Staff Review

*M371 Motion: To approve the agenda as amended.
M/S/C*

3. Approval of Previous Minutes

- A. November 6, 2015

*M372 Motion: To approve the November 6, 2015 ASA BOD Minutes as presented.
M/S/C*

4. Review of Action Items

- A. Campaign Guidelines (A328)
 - a. Included in the application form for the board is a campaign fairness agreement that outlines the basic principles that must be agreed to in leading up to the Annual General Meeting at which you are elected.
- B. Foothills W-League Next Steps (A330)
 - a. The application has been pulled with the W-league folding but the club is considering other options at this stage. The CSA has updated their application process and it is expected that any future applications will be approved operationally, speeding up the process for any future applications by Foothills.

5. Agenda

- A. Committee Updates
 - a. Judicial Committees



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



i. Nominations Committee

1. The co-chairs have started to follow-up with current board members and recruit based on the gaps in the board organizational skill make-up.
2. The Board of Directors asked that the application form for the 2017 AGM should not include sport participation as a skill but rather a secondary section that shows the individuals interest in sport.

A331 Action: R. Adams to update the nominations document for the 2017 document to reflect skills versus applicant history.

ii. Discipline & Appeals

1. Access to the Courts

- a. Recent discipline decisions within the province and nationally have challenged the CSA position regarding going to court before completing the Association discipline structure. Further discussions with the CSA and our members are needed in order to understand the dynamics between following the process and filing concurrent court filings regarding the terms of an outstanding penalty.

b. Finance Committee

i. Un-audited Quarter 4 Results

1. The year end results currently show a surplus of \$275,000 for the year. The majority of the surplus is the late payment of membership fees from the 2013 – 2014 fiscal year (\$145,000) and increased membership in 2014 – 2015 (\$100,000). The expected year end result is within 2% of the budgeted target.
2. The audit will start November 30 using KPMG and the board will recommend KPMG for the 2015 – 2016 audit.

ii. Director of Finance

1. The board discussed the long term need of the Director of Finance as a position on the board. There was some concern to removing the role but the majority agreed that the description in the By-laws needed to be modified to align with governance practices.

A332 Action: O. Jacobsen to instruct the Governance Committee to review the By-laws description of the Director of Finance Role.

c. Risk Management Committee

i. Board Code of Conduct / Conflict of Interest



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



1. The Board of Directors discussed changes to the test of both the Code of Conduct and the Conflict of interest policy but agreed this should be approved prior to the elections at the 2016 AGM.

A333 Action: T. Yoo & J. Moore to provide a copy for approval of the Code of Conduct and Conflict of Interest Policy at the Board meeting on January 22, 2016.

ii. Concussion Policy

1. A draft copy of a Provincial Concussion policy has been provided to the committee for review. The Alberta Concussion Alliance template was used to develop the policy using industry experts around Alberta. The only modification to the template is the education piece that requires distribution and access to information versus in-person education for all members, which would not be feasible. A final draft will be presented to the board for approval at the January 22, 2016 board meeting.

A334 Action: R. Adams to provide a copy for approval of the Concussion Policy at the board meeting on January 22, 2016.

d. Governance & By-laws

i. Membership Definition

1. The membership has asked about a clear definition of membership to be included in the modernization process. There has also been a request sent to the CSA about clearing up the definition of membership and the application of any rules that are within the CSA policies and how they apply to ASA membership.

ii. CSA Governance Alignment / Modernization Update

1. The committee will be taking a step back to develop goals for the 2016 committee. This will include a focus on the policy authorization sub-committee, modernization and CSA alignment.

A335 Action: O. Jacobsen to prepare a draft plan for the Governance Committee to follow for the 2016 year.

iii. Grande Prairie Soccer Women's League

1. The league has requested, with the support of the NWPSA, for an exemption to Rule 27 of the ASA Rules & Regulations about a minimum age of 16 years old for adult soccer. The request explains that the limited amount of competition for adult and U16 – U18 aged female players is detrimental to the development of the younger players and difficult on the growth potential of the adult league. The Board of



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



Directors agreed that the dynamics in rural areas of the minimum age is different than that of the city based or greater metropolitan areas. The Board agreed that an exemption should be granted but in order to grant the exemption the rule needed to be modified for immediate application and ratified at the AGM.

M373 Motion: To amend Rule 27 to include exemptions for youth players to participate in adult leagues / exhibition games in rural leagues, as approved by the Board of Directors.
M/S/C

Rule 27 (amended)

Any youth player must have attained his / her 16th birthday in order to become eligible to participate in adult league / exhibition games with the following exceptions;

- 1. Participation in the Alberta Major Soccer League (AMSL) which will be open age.**
- 2. Rural Regular Members can apply for exemptions for approval by the Board of Directors.**

A336 Action: R. Adams to present the Rule 27 amendment for ratification at the AGM.

M374 Motion: To approve the application by the NWPSA & GPSA for exemption, as presented, to the amended Rule 27 as shown under M373.
M/S/C

A337 Action: R. Adams to contact GPSA / NWPSA of the decision.

- e. Technical Development
 - i. Technical Director Report
 1. The technical director report was reviewed with one request to include the clubs of provincial team players, national team call-ups in future reports. It was noted that this is included in the public reports on the teams.
- f. Referee Development
 - i. Referee Development Officer Report
 1. The referee development officer report was reviewed with no significant comments or questions.
- g. Competitions
 - i. Competitions Coordinator Report
 1. The competitions coordinator report was reviewed with no significant comments or questions.
 - ii. Tier 1 Indoor Provincials



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



1. There is an expectation that only CMSA will not declare for Tier 1 provincials so the decision to cancel Tier 1 competitions will be made after declarations are received from the membership.
2. The competitions committee will be asked to review future options for Tier 1 indoor provincials, including a boardless option but not including futsal at this point.

A338 Action: D. Bunt to review options for Tier 1 Indoor provincials with the competitions committee for the 2016 – 2017 indoor season.

iii. EDSA Provincials Letter

1. The Board of Directors agreed that, while the letter was addressed to the Board of Directors, the content of the letter is operational and that the ASA office can respond to the concerns.

A339 Action: R. Adams to respond to the EDSA letter about senior outdoor provincials.

iv. CSA Youth Nationals

1. Alberta Soccer has received internal communication from the CSA that youth nationals will move to U15 & U17 competitions starting in 2017. A formal announcement by the CSA is expected in mid-December that can be distributed to the membership.

B. Other Business

a. AGM Agenda

- i. The three items below will be added to the AGM agenda on behalf of Alberta Soccer, including the newly amended Rule 27.
 1. Governance Policy on Discipline – Appendix C
 2. ASA By-Laws Article 4.e – deletion
 3. Rule 27 Amendment

b. Committee Engagement

- i. The Board of Directors discussed the need for each Governance Committee to develop annual objectives for the committee to commit to and report on to the Board of Directors. It was recommended that each committee discuss the objectives for the 2016 year at their first meeting after the AGM in January.

A340 Action: R. Adams & G. Montgomery to gather objectives from each Governance Committee for the 2016 year.

c. Staff Update

- i. Manager of Coach Education



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



1. The position has been offered to an individual but not accepted as of the meeting. The expected start date for the new Manager of Coach Education is January 1, 2016.
- ii. ED Review¹
 1. The ED review was presented by the ED review committee and discussed by the Board of Directors with recommendations for the 2015 – 2016 salary and 2014 – 2015 bonus presented.

M375 Motion: To accept the 2015 – 2016 salary and 2014 – 2015 bonus for the ED as amended.
M/S/C

Note 1 R. Adams left the room at 12:30 PM and re-entered at 1:00 PM

6. Next Meeting

- A. December 22, 2015
 - a. Audit Conference Call

7. Adjournment

M376 Motion: To adjourn the BOD Meeting
M/S/C

Adjournment 1:00 PM



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



Catalogue of Motions

- M370 *Motion: Call meeting to order*
M/S/C
- M371 *Motion: To approve the agenda as amended.*
M/S/C
- M372 *Motion: To approve the November 6, 2015 ASA BOD Minutes as presented.*
M/S/C
- M373 *Motion: To amend Rule 27 to include exemptions for youth players to participate in adult leagues / exhibition games in rural leagues, as approved by the Board of Directors.*
M/S/C
- M374 *Motion: To approve the application by the NWPSA & GPSA for exemption, as presented, to the amended Rule 27 as shown under M373.*
M/S/C
- M375 *Motion: To accept the 2015 – 2016 salary and 2014 – 2015 bonus for the ED as amended.*
M/S/C
- M376 *Motion: To adjourn the BOD Meeting*
M/S/C



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



Catalogue of Actions

- A331 *Action: R. Adams to update the nominations document for the 2017 document to reflect skills versus applicant history.*
- A332 *Action: O. Jacobsen to instruct the Governance Committee to review the By-laws description of the Director of Finance Role.*
- A333 *Action: T. Yoo & J. Moore to provide a copy for approval of the Code of Conduct and Conflict of Interest Policy at the Board meeting on January 22, 2016.*
- A334 *Action: R. Adams to provide a copy for approval of the Concussion Policy at the board meeting on January 22, 2016.*
- A335 *Action: O. Jacobsen to prepare a draft plan for the Governance Committee to follow for the 2016 year.*
- A336 *Action: R. Adams to present the Rule 27 amendment for ratification at the AGM.*
- A337 *Action: R. Adams to contact GPSA / NWPSA of the decision to their exemption request.*
- A338 *Action: D. Bunt to review options for Tier 1 Indoor provincials with the competitions committee for the 2016 – 2017 indoor season.*
- A339 *Action: R. Adams to respond to the EDSA letter about senior outdoor provincials.*
- A340 *Action: R. Adams & G. Montgomery to gather objectives from each Governance Committee for the 2016 year.*



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



Catalogue of Notes

Note 1 *Richard Adams left the room at 12:30 PM and re-entered at 1:00 PM*