



**ALBERTA SOCCER ASSOCIATION**  
*The Governing Body of Soccer in Alberta*

9023 111 Avenue  
Edmonton, AB T5B 0C3

Ph: 780 474 2200  
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**ASA Board Minutes**

February 25, 2017

9:00 AM – 2:00 PM

Location: Alberta Soccer Office  
Edmonton, AB

**February 25, 2017 (Approved April 22, 2017)**

**In attendance:**

Shaun Hammond, President  
Danny Bowie, Rural Director  
Adam Berti, Director-at-large  
Richard Adams, Executive Director

Sherri Thorsen, Vice President  
Noreen Onofryszyn, Public Director  
David Onderwater, Director-at-large

**Absent w/ Regrets:**

Wayne Dosman, Director of Finance  
Jeannie Hawksworth, Rural Director

Kathryn McNeil, Director-at-large

**1. Call to Order**

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*M468 Motion: Call meeting to order  
M/S/C*

Meeting was called to order at 9:00 AM

**2. Approval of Agenda**

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A. Committee Updates

a. Chairs & Members

i. Governance Committees

1. Finance
2. Governance & Bylaws
3. Strategic Planning
4. Risk Management
5. Awards & Recognition

ii. Ad-Hoc Committees

1. Code of Conduct Advisory
2. Development of Women in Soccer
3. Business Development



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- iii. Operational Committees
  - 1. Technical Development
  - 2. Referee Development
  - 3. Competitions
- b. Judicial Committees
  - i. Discipline Committee
    - 1. Harassment Policy
    - 2. Harassment Officers
    - 3. Off-field Discipline Chair
  - ii. Nominations Committee
    - 1. 2017 Report
- c. Ad-Hoc Committee(s)
  - i. Code of Conduct Advisory Committee
  - ii. Development of Women in Soccer
    - 1. Conference Update
- d. Finance Committee
  - i. 1<sup>st</sup> Quarter Financials
  - ii. 2017 – 2018 Fee Structure
  - iii. 2017 – 2018 Budget Timeline
- e. Governance & By-laws
  - i. CSA By-laws Clauses
  - ii. CSA Governance Review
  - iii. HR Manual
- f. Technical Development
  - i. Technical Director Report
  - ii. High Performance League / Standards Based League Update
- g. Competitions Committee
  - i. Competitions Coordinator Report
  - ii. Provincial Competitions Rule Books
  - iii. AMSL Update
- h. Referee Development
  - i. Referee Development Report
- B. Other Business
  - a. Canada Soccer AGM

*M469 Motion: To approve the agenda as amended.  
M/S/C*

### **3. Approval of Previous Minutes**

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- A. January 23, 2017



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*M470 Motion: To approve the January 23, 2017 ASA BOD Minutes as presented.  
M/S/C*

## **4. Review of Action Items**

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- A. A389 – CMSA and NW Central Member Registration Update
  - a. The board and administration has been in contact with both organizations regarding the member registration deadline set for this summer. NW Central and CMSA have expressed concerns about the potential penalties for non-compliance but there is understanding that this issue requires a resolution. The new fee structure being proposed for the 2018 outdoor season should alleviate some of these concerns but an agreement for 2017 outdoor is still required. The Board will provide further details to CMSA and NW Central about options for 2017. Danny Bowie will meet with NW Central and Richard Adams will communicate with the CMSA.
  - b. Fee Structure – ITEM A.e.2
    - i. The Board of Directors agreed that the adjustment to fee structure that lowers the fee at U4, U6 and U8 but increases all other fees by \$0.50 is the best fit for the current concerns being expressed by the membership.

*M471 Motion: To approve the 2017 – 2018 fee structure as presented and for presentation to the membership at the April 2017 planning meeting.  
M/S/C*

*A400 Action: R. Adams and D. Bowie to contact CMSA and NW Central respectively about next steps for membership.*

- B. A390 – Member Registries Update
  - a. 22 of 23 districts are in good standing with registries as of January 2017. The 1 district outstanding is required to file for the past two years and is working towards that filing as of December 2016.
- C. A394 – Logo Cost Analysis & Timeline
  - a. The implementation of the modernized logo is estimated to cost \$50,000 - \$60,000 and the Board of Directors agreed that any modernization of the logo will be built into the 2017 – 2018 budget.

## **5. Agenda**

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- A. Committee Updates
  - a. Chairs & Members
    - i. Governance Committees



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1. Finance
  - a. Chair – Wayne Dosman
  - b. Member – Jeannie Hawksworth
  - c. Call for public members
2. Governance & Bylaws
  - a. Chair – David Onderwater
  - b. Member – Kathryn McNeil
  - c. Call for public members
3. Strategic Planning
  - a. Chair – Sherri Thorsen
  - b. Members – David Onderwater, Adam Berti
4. Risk Management
  - a. Chair – Adam Berti
  - b. Members – Noreen Onofryszyn, Jeannie Hawksworth
5. Awards & Recognition
  - a. The Board of Directors agreed that this committee has become operational and asked that this update be proposed to the membership during the April Special Meeting.

*A401 Action: R. Adams to prepare a proposal to change the Awards & Recognition Committee to operational.*

- ii. Ad-Hoc Committees
  1. Code of Conduct Advisory
    - a. Chair – Sherri Thorsen
    - b. Member – Shaun Hammond
  2. Development of Women in Soccer
    - a. Member – Kathryn McNeil
  3. Business Development
    - a. Member – Adam Berti, Noreen Onofryszyn
- iii. Operational Committees
  1. Technical Development
    - a. Liaison – Wayne Dosman
  2. Referee Development
    - a. Liaison – Danny Bowie
  3. Competitions
    - a. Liaison – Danny Bowie
- b. Judicial Committees
  - i. Discipline Committee
    1. Harassment Policy



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- a. The revised harassment policy will be presented to the membership during the spring Special Meeting. The document is meant to simplify the process and allow harassment claims to proceed to the hearing stage with less delay.
2. Harassment Officers
  - a. Sherri Thorsen & Kathryn McNeil
3. Off-field Discipline Chair
  - a. The Board agreed that they would like to continue with John Maher as off-field chair for discipline.

*A402 Action: R. Adams to contact John Maher about remaining the off-field discipline chair.*

ii. Nominations Committee

1. 2017 Report

- a. The Board of Directors reviewed the report and agreed with the chair that further review of the definition of a Director – Rural vs. Director-at-large should be reviewed with the membership.
- b. The Board of Directors was happy with the overall work of the Committee and would ask Robert Hayne to return as Nominations Committee chair.

*M472 Motion: To name Robert Hayne as chair of the 2017 – 2018 Nominations Committee.  
M/S/C*

c. Ad-Hoc Committee(s)

i. Code of Conduct Advisory Committee

1. The Board of Directors agreed that the current proposal of a strictly meeting code of conduct will not accomplish the goals of improving meeting behavior.
2. The Board of Directors requested that further review be conducted on a statement of conduct that is agreed to when people sign-in to meetings and that the meeting behaviors be emphasized at the start of each presentation.

*A403 Action: The Code of Conduct Advisory Committee to develop wording for a statement of meeting conduct for review at the April planning meeting.*

3. The Board agreed that the code of conduct being presented by the CSA could be adopted in whole by the ASA and a draft should be developed using the CSA template.



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**A404** *Action: R. Adams to prepare a first draft of the ASA Code of Conduct using the CSA Code of Conduct as a template.*

- ii. Development of Women in Soccer
  - 1. Conference Update
    - a. The conference is the primary focus of the committee currently. The weekend schedule is full developed and online sales will start around March 1. The districts are all being provided 2 spots in the conference for use at their discretion and the interest in those spots has been significant.
    - b. Alberta Soccer has been asked by the Alberta Sport Connection to participate in a panel on this topic in April 2017 during the Alberta Sport Leadership Conference.
- d. Finance Committee
  - i. 1<sup>st</sup> Quarter Financials
    - 1. The Board of Directors reviewed the summarized first quarter financials with no significant concerns expressed. The first quarter financials are on target for projected results with only delays in payment on grants and membership fees affecting the revenue bottom line.
  - ii. 2017 – 2018 Fee Structure
    - 1. Covered in agenda item Action Items A (A389).
  - iii. 2017 – 2018 Budget Timeline
    - 1. April 2017 – Forecast Budget prepared by the ED
    - 2. April 2017 – ASA Staff begin preparation of departmental budget
    - 3. April 2017 – Membership Approve Fee Structure
    - 4. May 2017 – Budget presented to the Finance Committee
    - 5. June 2017 – Budget presented to the Board of Directors for approval
    - 6. July 2017 – Budget forwarded to the Membership
- e. Governance & By-laws
  - i. CSA Governance Review
    - 1. The Governance Review was referred to the By-laws Committee for review and to prioritize next steps.

**A405** *Action: D. Onderwater to form priorities for development based on the CSA Governance Review.*

- ii. CSA By-laws Clauses
  - 1. Canada Soccer has three clauses that were added to their By-laws in May 2016 that are to be adopted by the Provincial bodies by the end of 2017. The three clauses are;
    - a. A statement adopting the principles of the CSA disciplinary code



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- b. A statement adopting the principles of the CSA Code of Conduct
    - c. A statement regarding restriction of access to ordinary courts prior to accessing dispute resolution principles available via soccer organizations.
  2. The Board of Directors agreed that these should be referred to the By-laws Committee and an update provided to the membership in April during the planning meeting.

*A406 Action: D. Onderwater to review the feasibility of the three clauses in the CSA By-laws being adopted in Alberta by the end of 2017.*

iii. HR Manual

1. The Board of Directors reviewed the updated Alberta Soccer HR Manual and approved the amendments to the sick days & other leave policy and maternity leave policy.

*M473 Motion: To approve the Alberta Soccer Human Resources Manual as presented.  
M/S/C*

f. Technical Development

i. Technical Director Report

1. The Technical Director report was accepted with no significant clarification required.

ii. High Performance League / Standards Based League Update

1. The Board of Directors was updated on the Standards Based league discussion that happened in Edmonton in early January. There remains significant concerns from the EIYSA and EMSA leadership but there is positive support from clubs on trying to find the fit for the Edmonton region.
2. The same meeting is planned for Calgary in early March.
3. Canada Soccer is expected to come out with standards related to Standards Based Leagues and their vision for these leagues competition structure, including nationals, within the next 6 months.

g. Competitions Committee

i. Competitions Coordinator Report

1. The Competitions Coordinator Report was accepted with no significant clarifications required.

ii. Provincial Competitions Rule Books

1. 2017 Outdoor Provincial Rules



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*M474 Motion: To accept the 2017 Outdoor Provincial Rules, Senior & Youth, for ratification by the membership at the 2017 planning meeting.*  
*M/S/C*

iii. AMSL Update

1. Bill Malone was re-elected as AMSL Commissioner for a 2-year term during the 2017 AMSL Annual Meeting.
2. The AMSL teams accepted a 1 year pilot of allowing teams to declare as Championship or Development teams in the AMSL.

h. Referee Development

i. Referee Development Report

1. The Referee Development Report was accepted with no significant clarification required.

B. Other Business

a. Canada Soccer AMM

- i. The Canada Soccer AMM will be held in Whistler, BC on May 6, 2017 and will be attended by the Alberta Soccer President and Executive Director.

**6. Next Meeting**

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- a. April 22, 2017
  - i. Planning Meeting Edmonton

**7. Adjournment**

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*M475 Motion: To adjourn the BOD Meeting*  
*M/S/C*

**Adjournment 1:15 PM**





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## Catalogue of Motions

- M468 *Motion: Call meeting to order*  
M/S/C
- M469 *Motion: To approve the agenda as amended*  
M/S/C
- M470 *Motion: To approve the January 23, 2017 ASA BOD Minutes as presented.*  
M/S/C
- M471 *Motion: To approve the 2017 – 2018 fee structure as presented and for presentation to the membership at the April 2017 planning meeting.*  
M/S/C
- M472 *Motion: To name Robert Hayne as chair of the 2017 – 2018 Nominations Committee.*  
M/S/C
- M473 *Motion: To approve the Alberta Soccer Human Resources Manual as presented.*  
M/S/C
- M474 *Motion: To accept the 2017 Outdoor Provincial Rules, Senior & Youth, for ratification by the membership at the 2017 planning meeting.*  
M/S/C
- M475 *Motion: To adjourn the BOD Meeting*  
M/S/C



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## Catalogue of Actions

- A400 *Action: R. Adams and D. Bowie to contact CMSA and NW Central respectively about next steps for membership.*
- A401 *Action: R. Adams to prepare a proposal to change the Awards & Recognition Committee to operational.*
- A402 *Action: R. Adams to contact John Maher about remaining the off-field discipline chair.*
- A403 *Action: The Code of Conduct Advisory committee to develop wording for a statement of meeting conduct for review at the April planning meeting.*
- A404 *Action: R. Adams to prepare a first draft of the ASA Code of Conduct using the CSA Code of Conduct as a template.*
- A405 *Action: D. Onderwater to form priorities for development based on the CSA Governance Review.*
- A406 *Action: D. Onderwater to review the feasibility of the three clauses in the CSA By-laws being adopted in Alberta by the end of 2017.*