



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

September 9, 2017
9:00 AM – 2:00 PM

Location: Alberta Soccer Office
Edmonton, AB

September 9, 2017 (Approved)

In attendance:

Shaun Hammond, President
Wayne Dosman, Director of Finance
Danny Bowie, Rural Director
Adam Berti, Director-at-large
Jeannie Hawksworth, Rural Director

Sherri Thorsen, Vice President
Kathryn McNeil, Director-at-large
Noreen Onofryszyn, Public Director
David Onderwater, Director-at-large
Richard Adams, Executive Director

1. Call to Order

M488 *Motion: Call meeting to order*
M/S/C

Meeting was called to order at 9:05 AM

2. Approval of Agenda

- A. Committee Updates
 - a. Ad-Hoc Committee(s)
 - i. Code of Conduct Advisory Committee
 - b. Finance Committee
 - i. Quarter 3 Results
 - ii. 2017 – 2018 Budget
 - 1. Update
 - c. Governance & By-laws
 - i. Committee Update
 - 1. Rules & Regulations
 - 2. CSA Alignment
 - d. Risk Management
 - i. Insurance Broker
 - ii. Air Quality Guideline
 - iii. Concussion Policy
 - e. Technical Committee



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- i. Technical Director Report
 - ii. Standards Based League
 - f. Referee Development
 - i. Referee Development Officer Report
 - g. Competitions Committee
 - i. Competitions Coordinator Report
 - ii. AMSL Challenge & Expansion
- B. Other Business
 - a. Special Meeting & Planning Meeting Agenda
 - b. District Liaison Assignments
 - c. CUSA – CWSA Discussions
 - d. Canadian Premier League
 - i. Rights holder
 - ii. Structure
 - e. CSA AGM – NWT
 - f. Executive Director Transition
 - i. Interim
 - ii. Hiring

*M489 Motion: To approve the agenda as presented.
M/S/C*

3. Approval of Previous Minutes

- A. June 24, 2017

*M490 Motion: To approve the June 24, 2017 ASA BOD Minutes as presented.
M/S/C*

4. Review of Action Items

- A. A389 – CMSA and NW Central Member Registration Update
 - a. Both CMSA and NW Central are satisfied with the current conditions outlined by Alberta Soccer based on Motion 484. Alberta Soccer has agreed to work with both organizations on communication with their membership and engagement in the registration process over the next year.
- B. A390 – Member Registries Update
 - a. Big Country Soccer has complied with the Societies deadlines and expects to be in good standing with registries before the turn of the year. There is a 6 week delay in the processing of By-laws and annual filing currently but no issues are expected.



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C. A398 – Central Registration Update

- a. The Board of Directors reviewed the documentation showing which districts remain intentionally non-compliant with the player registration process, including a legal opinion from one member explaining their decision. It was also explained that the decision not to comply has begun to affect program registration including parents missing out on programs because of their profile's not containing a unique e-mail address upon upload.
- b. The Board of Directors agreed that further education is required at the November planning meeting and that Alberta Soccer should prepare a statement for the membership explaining the issues that are starting to arise because of non-compliance with the unique e-mail portion of registration.

A416 Action: Alberta Soccer to draft a letter for review by the Chair of the board explaining the issues that have arisen from central registration non-compliance.

5. Agenda

A. Committee Updates

- a. Ad-Hoc Committee(s)
 - i. Code of Conduct Advisory Committee
 1. The Board of Directors reviewed the comprehensive Code of Conduct and ethics and suggested minor clarification revisions to;
 - a. 4.iv.a – order of identifications
 - b. 7.2 – clarification of discipline committee versus panel
 2. The document will be presented to the Alberta Soccer membership for a vote in November but if it is not passed the meeting Code of Conduct will be presented for a vote and the comprehensive code brought again in February 2018.

A417 Action: R. Adams to update the Code of Conduct & Ethics prior to distribution to the membership.

b. Finance Committee

- i. Quarter 3 Results
 1. The results for the 3rd quarter remain on target for a positive year end result. Currently there is a surplus of \$140,000 ahead of projected results that is mostly a result of new revenue recognition under the central player registration program.
- ii. 2017 – 2018 Budget
 1. There will be no changes made to the budget approved on June 24, 2017.



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- c. Governance & By-laws
 - i. Committee Update
 - 1. Rules & Regulations
 - a. The committee is proceeding with the Referee and Membership rules & regulations using the commercial legal language. The next drafts will be available mid-September and the committee will review on a conference call at the end of September. The competitions Rules & Regulations will be tackled for content in November with a target for a new draft in February.
 - 2. CSA Alignment
 - a. Access to ordinary Courts
 - i. Planned vote during the November meeting.
 - b. Code of Conduct & Ethics
 - i. Planned vote during the November meeting.
 - c. Disciplinary Code
 - i. The new disciplinary code has been approved by the CSA Board of Directors but the deadline for compliance has been moved to December 2018 (previously December 2017) and a review of the document will occur with the membership between November 2017 and February 2018.
 - d. Risk Management
 - i. Insurance Broker
 - 1. Alberta Soccer has switched insurance brokers to AON and will be conducting a full review of the current coverages, including a market call, prior to the September 20, 2017 renewal.
 - ii. Air Quality Guideline
 - 1. There is increased focus in this area and recently the ASA has been contacted by Environment Canada to help with a pilot project to further spread the guideline being used by the ASA. ASA has also asked that Canada Soccer review this area and BC Soccer has adopted the guideline for use moving forward.
 - iii. Concussion Policy
 - 1. The concussion awareness program continues to make progress in the province and our attempts, as a PSO, have been recognized by the Government of Alberta through a referral to present on our progress to a Government of Canada sub-committee on the topic in October 2017.
 - e. Technical Committee
 - i. Technical Director Report
 - 1. The Technical Director report was accepted with no significant clarification required.



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ii. Standards Based League

1. The Board of Directors discussed the recent meetings with districts and clubs around the merits of a standards based league in Alberta. The Board of Directors has been in consideration of this motion for 3 years and feel that the organization is at a point where a genuine attempt to start the league is made by the ASA.
2. The Board of Directors agreed that the following timeline will be adhered too in starting the implementation process for the league;
 - a. December 2, 2017 – Presentation of League Documentation to the Board of Directors
 - b. January 15, 2018 – Opening of the RFP for Club Licensing Applications
 - i. A 30 day Q & A period will be open from January 15 – February 15 to allow for clarification on the RFP
 - c. March 31, 2018 – Deadline for submission of RFP License Applications
 - d. June 20, 2018 – Awarding of Standards Based League Club Licenses
 - e. January 1, 2019 – start of league play
3. CMSA and EIYSA have asked for a November 20, 2017 deadline to propose an alternative method to develop a Standards Based League in the province. The Board of Directors is agreeable to this deadline but will not delay the goal of starting a league in January 2019.

M491 Motion: To approve the Youth Standards Based League for beginning of play in January 2019 pending review of the final RFP and league documentation in December 2018.
M/S/C

A418 Action: S. Lowther to prepare the final documentation for the Standards Based League for review by the Board of Directors on December 2, 2018.

- f. Referee Development
 - i. Referee Development Officer Report
 1. The Referee Development Officer report was accepted with no significant clarification required.
- g. Competitions Committee
 - i. Competitions Coordinator Report
 1. The Competition Coordinator report was accepted with the following clarification required



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- a. A review of the method by which technical errors are determined and rules on during Provincials should be conducted.

A419 Action: Referee Development Committee & Competitions Committee to determine the best process for reviewing technical errors during tournament play.

- ii. AMSL Challenge & Expansion

1. The Board of Directors agreed that any request for expansion should be directed via a current district or interested district. Current districts should consult their current teams before submitting a request for expansion and all impacted districts will be consulted prior to the Board of Directors making a decision.

B. Other Business

- a. Special Meeting & Planning Meeting Agenda

- i. The Board of Directors reviewed the agenda and planning meeting schedule with no additions required.

- b. District Liaison Assignments

- i. The Board of Directors agreed on the District Liaison assignments and agreed that quarterly contact is required in order to effectively keep communication open through the Board of Directors channels.

A420 Action: S. Hammond to follow-up with Board of Directors on contacting their respective districts.

- c. CUSA – CWSA Discussions

- i. There is no planned discussions between the organizations as of today but there is still an intention to have the programs meet to discuss their ongoing concerns.

- d. Canadian Premier League (CPL)

- i. Rights holder

1. Alberta Soccer is expecting an announcement before the turn of the year with the rights holders for the CPL in Alberta. Currently there is interest being expressed in Edmonton and Calgary.

- ii. Structure

1. As the CPL groups are announced a review of the structure of the player pathway will be required based on the Rights Holders desire to be involved in the player pathway or not. The Board of Directors and operations should be prepared to engage stake holders in both cities as the announcement is made.

- e. Canada Soccer AMM – NWT



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- i. The NWT is hosting the Canada Soccer AMM in May 2018 and as our regional partner with Canada Soccer it is proposed that Alberta Soccer host part of the AMM weekend as a gesture. The commitment would be \$5,000 - \$6,000 to host one of the events during the AMM weekend.

M492 Motion: For the ASA to commit up to \$6,000 towards hosting a Canada Soccer AMM event in partnership with the NWT Soccer Association.
M/S/C

f. Executive Director Transition

i. Interim

1. Shaun Lowther, Technical Director, will be in the interim Executive Director until the hiring process is complete. During the interim period he will spend 3 – 4 days weekly in Edmonton as the senior decision maker and plan meetings out of town on the other 1 -2 days as required. The interim term will remain in place until the hiring of the new Executive Director is complete.
2. During the interim period the Richard Adams, outgoing Executive Director, will serve as a resource to the Board of Directors, staff and membership as required. He will be asked to monitor his e-mail and cell phone until notice is given to return those items.

ii. Hiring

1. The Board of Directors reviewed the job posting and job description with a target towards posting the job on September 11, 2017. The job will be posted through traditional soccer channels, the Government of Alberta and non-profit job websites. The job will be open until September 25, 2017 with a goal of having hired the new Executive Director by November 1, 2017.

A421 Action: R. Adams to post the Executive Director job by September 11, 2017.

6. Next Meeting

- a. November 4, 2017
 - i. Red Deer

7. Adjournment

M493 Motion: To adjourn the BOD Meeting
M/S/C



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Adjournment 2:05 PM



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Catalogue of Motions

- M488 *Motion: Call meeting to order*
M/S/C
- M489 *Motion: To approve the agenda as presented.*
M/S/C
- M490 *Motion: To approve the June 24, 2017 ASA BOD Minutes as presented.*
M/S/C
- M491 *Motion: To approve the Youth Standards Based League for beginning of play in January 2019 pending review of the final RFP and league documentation in December 2018.*
M/S/C
- M492 *Motion: For the ASA to commit up to \$6,000 towards hosting a Canada Soccer AMM event in partnership with the NWT Soccer Association.*
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- A417 *Action: R. Adams to update the Code of Conduct & Ethics prior to distribution to the membership.*
- A418 *Action: S. Lowther to prepare the final documentation for the Standards Based League for review by the Board of Directors on December 2, 2018.*
- A419 *Action: Referee Development Committee & Competitions Committee to determine the best process for reviewing technical errors during tournament play.*
- A420 *Action: S. Hammond to follow-up with Board of Directors on contacting their respective districts.*
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