



APPROVED

**LOWER ISLAND SOCCER ASSOCIATION  
DISTRICT PRESIDENTS MEETING**

September 1<sup>st</sup>, 2015  
Pioneer Room  
Esquimalt Recreation Centre  
Esquimalt, B. C.

**Attending from the Clubs:**

Bays United FC	<i>Howard McElderry</i>	Gorge	<i>Brad Hlasny</i>
Juan de Fuca	<i>Dave Johnson</i>	Lakehill	<i>Jeremy Mannall-Fretwell</i>
Peninsula	<i>Mike Synnuck</i>	Prospect Lake	<i>David Ballinger</i>
Sooke	<i>Robin Saxl</i>	Salt Spring Island	<i>Malcolm Legg</i>
Saanich Fusion	<i>Barrie Keefe</i>		

**Regrets:** Bill Keserich Cowichan Valley

**Attending as the Board:**

Tim Satterford	<i>President</i>	Eric Erikson	<i>Treasurer</i>
John Charlton	<i>Secretary</i>	Tara Kennedy	<i>Director</i>

**Other:**

Karen Hood-Deshon *Executive Director LISA*  
Andrew Latham *Head Coach LISA*

**Recording Secretary:**

Karen Thompson

**Called to Order:**

The meeting was called to order at 18:30hrs.

**1. APPROVAL OF AGENDA**

<b>Motion:</b> <i>To approve the Agenda by Prospect Lake, 2<sup>nd</sup> Bays</i>	Carried
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**2. APPROVAL OF MINUTES OF PRESIDENTS MEETING**

<b>Motion:</b> <i>To approve the Minutes of the President's Meeting #3, April 21st, 2015 by Lakehill 2<sup>nd</sup> Bays</i>	Carried
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### 3. NEW BUSINESS

#### TECHNICAL REPORT (AL)

- The VIPL Committee will meet at the end of September to discuss steps to be taken within the VIPL
  - There will be at least two more meetings held in the fall
  - Recommendations from these meetings will be presented at the January, 2016 President's Meeting
- Presidents were reminded that all head coaches wishing to enter teams into A or B Cup must have Soccer for Life qualifications
- BC Soccer is going to allow club learning facilitators to instruct the Active Start and FUNdamental courses directly through the clubs
  - BC Soccer will certify the club facilitators in the new year (facilitators must have their BC Soccer B Licence)
  - Currently Andrew Latham, Janelle Smith, Dom Butcher, and Steph Steiner are qualified to be club facilitators
  - Class size should have 12 – 15 participants, however at a club level, could drop to as little as six as long as clubs can provide players to make up the numbers to complete drills
- Soccer for Life and Learn to Train will still be instructed through the district
- LISA will monitor to stay on budget
- Upcoming coaching courses are:
  - Sept 13<sup>th</sup> – FUNdamentals, Reynolds (7 currently registered - U6 to U9)
  - Nov 29<sup>th</sup> - Active Start, PISE
  - Dec 13 and 20 suggested for Soccer for Life
    - Group felt too close to Christmas, would like to see it split to have one day in December and another in January
      - Dates to try will be December 13<sup>th</sup> and January 2<sup>nd</sup> or 9<sup>th</sup>
- At the retention and recruitment meeting held in June, the thoughts were that we need more females involved both playing and coaching soccer
  - ViaSport and BC Soccer are putting on a clinic on October 3<sup>rd</sup> for female administrators, officials, and players
    - Clinic will be held at UVIC
    - Participants are invited to remain after the clinic to watch the Vikes Women's soccer game

#### RISK MANAGEMENT (JC)

- Concussion protocols
  - LISA office had a request for up-to-date concussion protocol information
    - BC Soccer have done a lot of research on this
    - Jim Simpson, the Bays risk management officer, used a lot of the BC Soccer information to create a comprehensive hand-out
    - BC Soccer is working on making their site more user friendly to help team and game officials find this concussion information easily
    - LISA is recommending that all team and game officials download the SCAT 3 app to their cell phones as it will help officials in real time

- Criminal Record Checks
  - Meeting has been held with the BC Association of Chiefs of Police, the Office of the Privacy Commissioner, and the Ministry of Justice to develop guidelines regarding CRCs
  - Consensus of the meetings was how to release information within the guidelines of the BC Privacy Act Laws in British Columbia
  - Better consistency in the procedures throughout the province
  - Criminal Record Checks are now being called Police Information Checks
  - Currently Vancouver Island police agencies do not charge for volunteer Police Information Checks
  - LISA board strongly recommends using the CRRP
    - Done on line
    - Very easy to use
    - CRRP goes directly to the club in a speedy manner
    - BC Soccer still approves the use of “My Backcheck” however LISA does not consider this a thorough check
      - My Backcheck does not do a vulnerable sector check
    - Ottawa will only accept electronic fingerprints
    - Westshore RCMP have just received their electronic fingerprint machine
    - Fingerprinting can also be done at the commissionaire’s office
  - BC Soccer constitution states that Criminal Record Checks must be completed every 3 years
    - CRRP letter says that it is good for 5 years but the 5 years does not coincide with the BC Soccer constitution
    - CRRP will conduct another check when requested “aka 3 years as per the BC Soccer rule” and provide another letter
  - District Risk Management Office Charlton will be asking for the names and contact information of all Club Risk Management Officers
- Spring Leagues
  - There is a spring league issue currently going on in Surrey
  - Part of the problem with spring leagues is that not all leagues are affiliated
  - All clubs must insure that all players are registered with BC Soccer
    - If players haven’t been registered in the fall season and are playing in the spring league they must be registered as a late registrants and pay the secondary season BC Soccer fees
    - If the player played in the fall there is no charge from BC Soccer
    - LISA does not charge anything extra for spring league players
    - Clubs send in their spring late registrations, LISA collates them and forwards them onto BC Soccer

### **KPMG Controls Review (EE)**

- KPMG are in the process of doing a controls review at LISA
  - Series of reviews on governance, how we handle cash, board policies, codes of conducts, etc
  - Some minor issues have risen and were corrected immediately
    - eg We were asked to show documentation regarding board expense policies and we were unable to locate the policy however we know it was updated within the last five years.

- Asked if we had a file on employee references
  - Changeover of staff for LISA has been so little, there is no employee reference file for the most recent ED hire in the office as it was completed by a board member - obviously moving forward this is easy to fix
- All KPMG recommendations and a summary of the Control Review will be discussed at the January President's meeting
- Cost of the reviews will be about six thousand dollars
  - The original cost discussed was about \$4,500 however the treasurer wanted more work done on cash controls
  - Notice to Reader is not enough
- As the review was not budgeted in the 2015/2016 Budget, the cost of the reviews will come from the reserves
- LISA will need to change the constitution to remove the word audit and put in the correct wording moving forward
- Presidents are to decide how often they would like LISA to do the books, in conjunction with new rules coming from BC Soccer
- Security of the LISA electronic data was discussed
  - All youth players' full name, address, birthdate, and email information is included on the LISA database
  - Is there a concern regarding LISA financial data back-up
  - LISA has on and off-site back-up of this data
  - Electronic data is out of the scope of the controls review

### **Office Report (KHD)**

- Team Declarations
  - BC Soccer will receive each club's data base regarding team official's current qualifications (needed to enter into A or B Cup) and current CRC
  - The club's team declarations were discussed
  - The LISA scheduler has asked to be informed where pooled teams are based out of (thanks to those that already have)
- Releases
  - At this time, no signed release requests have come in from any club
- Pooling
  - Gorge/Lakehill/JdF/Bays/Peninsula pooling has been approved by the board for Girls U14 VIPL
  - Bays/Juan de Fuca has been approved for pooling at Boys U16 VIPL team
  - Cowichan's VIPL Boys U16 team folded
    - Two Cowichan players are trying to find a VIPL team to play on
    - Cowichan has requested a pooling with Gorge/Lakehill to allow these two players to play in the VIPL
    - Some clubs not happy as they turned these players away from their team because they already had their three allowed transfers
- What constitutes a joint team needs to be defined before the start of next season.

- Colours
  - Two VIPL teams have put in a request for different jersey colours
  - LISA Board will not approve the jersey colour change without each club's approval first
- Juan de Fuca VIPL Girls U15 are struggling for numbers
  - VIPL cannot afford to lose this team
  - Please call Karen HD or JdF if you have a player who might be interested
- Saanich Fusion is looking for U18 Boys Gold players

### **Upper Island teams to enter into B Cup (TS)**

- The Upper Island have made a decision to remain as Super 8's at the U13 level
  - They are going to send a special request to the BC Soccer Competition Committee to allow them to enter into B Cup with a select team
  - It is felt that BC Soccer will grant this request if they can come up with a good proposal, will update when/if we get more information
  - President Satterford will be attending the BC Soccer Competition Committee meeting and will be in favour of allowing the Upper Island to put two U13 teams into the B Cup competition
- Retreat Line will be in effect until the end of December
  - If you have a makeup game from 2015 and you are playing it in 2016, there is no retreat line
  - If you are in a cup game prior to the end of December, you play by BC Soccer Rules
    - BC Soccer rules do not allow for a retreat line
    - Retreat Line information is written on all U13 schedules

### **Topaz Park**

- VI Wave team officials always check the field for needles prior to each game
- People continue to camp on the field
- VI Wave player put her hand on a needle but it did not break the skin
- Wave teams no longer play at Topaz
- If the City of Victoria attempt to allow a tent field for the homeless, LISA will lobby against it

### **BC Cup Provincials 2017**

- BC Soccer would like to have a lower island club host provincials
  - Can be broken into more than one club hosting
  - Committee would need to be struck
  - A Cup needs 5 fields
  - B Cup needs 6 fields
  - Positive points: status, hosting entry, club/s can make money, no travel costs, less players opting out of playing provincials, home field advantage
  - More discussion to take place at January President's meeting
  - Tentative date is July 6<sup>th</sup> – 9<sup>th</sup>, 2017

### **Club Reports**

- Prospect Lake – hope to have clubhouse open late October
- Salt Spring is having problems with fields due to summer drought
  - If possible, could Salt Spring teams play away until fields are playable

- Lakehill does not have a technical director, have gone a different route with a technical committee and technical advisor
- Juan de Fuca has lost use of the velodrome
  - Have lost use of grass field #1
  - Belmont School field is coming back on line
  - Royal Bay grass field is not usable
  - Royal Bay turf field will be open for the start of the season
    - Lights are on the way
  - Is there anyone in attendance representing Cowichan
    - As it is such a large club, they need to be present to help make decisions
    - President Satterford to talk to Bill Keserich regarding representation
- Head Coach Latham asked that each club send a representative to the upcoming VIPL meeting
  - A decision needs to be made on whether to continue with VIPL or go back to the Gold, Silver and Bronze leagues
    - Currently the VIPL leagues are causing problems which are filtering down through the Gold, Silver and Bronze leagues
  - President Satterford reminded clubs that if the VIPL leagues dissolve, LISA Gold teams would have to enter into A Cup (*no longer correct for 2015/2016 season*)

**Adjourned:** 8:20 by Salt Spring

**Action Items:**

1. LISA office to collect names and contact information for Club Risk Management officers DONE
2. Treasurer and Executive Director to review KPMG documents and make a presentation at the January President's Meeting DONE
3. LISA to draft an amendment to the constitution regarding the word audit and how often the presidents would like the books reviewed IN PROGRESS
4. Definition of a joint/pooled teams needs to be discussed again prior to new season IN PROGRESS
5. President Satterford to contact Cowichan regarding representation at LISA President's Meetings DONE