

**Central Alberta Soccer Association**  
**BOARD and Indoor Program MEETING MINUTES**  
(Draft Only)

**DATE:** Wednesday, September 24, 2025

**LOCATION:** Virtual

1. Meeting Called to Order: 7:01 pm

Roll Call taken – 11 of 17 members present. Quorum met

**PRESENT:**

**Bentley Minor Soccer** – Heather Dion, **Camrose & District Soccer** – Amanda Boateng

**Innisfail** – Cynthia Goorts **Lacombe Soccer Club**: Jeff Mason **Ponoka Minor Soccer** – Matt McArthur

**Rimbey Minor Soccer** – Christine Beerman, **Rocky Knights Soccer** – Olivia Atwater

**SC Central** – Stephanie VanderLeek, **Stettler Minor Soccer** – Wade Stewart, **Sylvan Lake Blizzard** – Kevin

Breitkreutz, **Wetaskiwin Soccer Club**: Simon Kelm

**EXECUTIVE-STAFF:**

**CASA President** – Tracy Ecerett **1<sup>st</sup> Vice President** Lonny Behm

**2<sup>nd</sup> Vice President** Rob McArthur **Treasurer** Darla Preston, **Director 1** – Andrew Vanderburg,

**Director 2** – Tanya Breitkreutz **Executive Director** – Tammy Olson,

**ABSENT:** Bashaw Soccer Club, Blackfalds Minor Soccer, Central Alberta Men's League, Clive Soccer, Penhold Minor Soccer, Spruce View Soccer

2. T. Everett (CASA President) – Motion – “*Agenda item to be added, update CASA signing authority with the changing of President*” – 2<sup>nd</sup> K. Breitkreutz (Sylvan Lake). **CARRIED**
3. Hiring Committee – The Hiring Committee (L. Behm, K. Breitkreutz, D. Preston) who were assigned the task of collaborating with the Executive Director and President to create appropriate job descriptions for the hiring of staff for the Association presented and initial request to temporarily hire and interim person to assist the Executive Director, since two staff members have left in the past five months. Going from 2.5 staff members back to one.
  - A. Committee Recommendation – Pay CASA President T. Everett in the interim until a suitable candidate can be found. This does not go against CASA by-laws where an elected member can be paid for duties outside of their office. K. Breitkreutz pointed out that the money was already budgeted for other staff positions, that have not been paid, so there is not a concern that the Association would go over budget. The following amount is still in the 2024-2025 budget \$27,499.96 – Discussion held
  - B. K. Breitkreutz (Sylvan Lake / CASA Hiring Committee) Motion: “*Tracy Everett be paid \$1,500.00 per month effective immediately, to assist the Executive Director in fulfilling the duties of the Association. This position will last until December 31, 2025, unless a suitable full-time candidate is hired sooner.*” 2<sup>nd</sup> C. Goorts (Innisfail). **All in favour.**  
**CARRIED**
4. Hiring Committee - (L. Behm, K. Breitkreutz, D. Preston)
  - a. K. Breitkreutz presented information for the hiring of new staff
    - i. Recommendation of creating two positions – Competitions co-ordinator, Director of Referees. Basic job descriptions were given to the Membership. Creating these two positions does not affect our bottom line as we will have a savings from the original 2.5 positions. The budgeted amount was \$154,000.00. Creating these two new positions will make the amount required to fulfill the contracts \$141,000.00, a savings of \$13,000.00 for the next budget cycle.
    - ii. Discussion held – There were some concerns voices as to the requiring of two employees. Specifically, a Director of Referees. The Executive Director spoke on the reasoning mentioning the rapid growth of the organization. Someone overseeing the Referee Department who is not a volunteer is vital. Another discussion was why is the DRA needed if we have staff. The DRA is a position appointed by the Alberta Soccer Association and is volunteer position. The CASA Membership approved the payment of an annual honorarium several years ago. It has continued to be in approved budgets since that time.

- b. ACTION: The hiring committee will meet with the Executive Director and the President to go through the job descriptions to ensure that all the duties required to operate a District of this size have been covered. These job descriptions will be forwarded to the membership for review within the next two weeks for approval. Once approval has been received the jobs will be posted on Indeed, LinkedIn and with Alberta Soccer, as well as on the CASA Website and Social Media pages. TIMELINE: To be completed by no later than October 31, 2025.
5. Indoor League Update (provided by L. Behm – 2<sup>nd</sup> Vice President-League Chair). The current status of Preliminary League declarations is as follows
  - a. U9 Development Coed – 3-4 teams
  - b. U11 Boys – 9-11 teams (2 tentative) – Recommendations: Divide into two groups. Play 7 v 7 at both facilities to provide consistency  
**Motion:** K. Breitzkreutz (Sylvan Lake) “I motion that U11 games will be played 7 v7 at both facilities: 2<sup>nd</sup> by M. McArthur (Ponoka) – . **All in favour. CARRIED**
  - c. U11-U13 Girls – 6 teams (3 of each). Recommendation: Majority of games will be played against your own division with some crossover to provide more games for the teams
  - d. U13 Boys – 10 to 11 teams (1 tentative)
    - Recommendations for U11 and U13 Boys: Split into two groups. If divided, playoffs can be held separately for U11 and U13 boys, with Division A and B possible. One group would minimize travel. The schedule will help teams reduce travel to distant facilities, and Camrose will have more home games due to their higher participation. All teams will play some boarded games for experience before provincials, though these are not required—only six league or equivalent tournament games are needed for eligibility.
  - e. U15 Boys – 6 teams playing 7 v 7 on the 9 v 9 field at the Dome and 6 v 6 at Camrose  
The 9 v 9 field size for U15 and up was instituted last Indoor Season
  - f. U15 Girls – 3 teams with two Exhibition teams – U13 Tier 3 Girls and U17 Tier 2 Girls (Mostly U15 players)
  - g. U17/U19 Boys – 4-6 teams (2 tentative- one has 8 players, the other has 9) playing 7 v 7 on the 9 v 9 field at the Dome and 6 v 6 at Camrose  
**Motion:** S. Kelm (Wetaskiwin) “I motion that League playoffs will not be held for the 2025-2026 Indoor Season. League winners will be awarded based on Final League Standings” 2<sup>nd</sup>: K. Breitzkreutz (Sylvan Lake) - . **All in favour. CARRIED**
6. Coach Certification – L. Behm recommended that a Soccer for life on-field on the weekend of October 19
  - Clarification was requested on the qualifications required for Coaches
    - a. Full Course including on-field for the Division of Play – U9 and U11 Learn to Play, U13 and up – Soccer for Life
    - b. Respect in Sport or Making Ethical Decisions
    - c. Police Check – Vulnerable sector recommended
  - Clarification on Rule of two – If is a married couple do they need someone else. They would be required to have a third-party present. This protects the couple.
  - Clarification – Each team must have at least one coach of the same gender as its players. The manager or bench parent can be used in this circumstance. Everyone is required to have a Police Check done. Everyone on the bench must be listed on the game sheet
7. Player and Coach Development – No Indoor dates have been set yet. The Executive Director will be announcing events after the schedule has been formed, based on field availability.

8. Referee Certification

- Indoor Refresher – October 18 – evening
- Indoor Conversion Course (required for boarded soccer only– October 18 – daytime. Referees certified for outdoor (2025) can officiate un-boarded games
- Both courses will be held in Camrose

9. Signing Authority

**Motion:** *C. Beerman (Rimbey) motioned that the third signing authority for CASA be changed from Jon Mulder to Tracy Everett. The three signing authorities will be Tammy Olson, Darla Preston and Tracy Everett. 2<sup>nd</sup> – K. Breitzkreutz (Sylvan Lake) All in favour. CARRIED*

Meeting Adjourned: 8:51 pm