



Cold Lake Soccer Association Board Meeting Minutes

January 18, 2026

1. Call to Order at 5:11 pm

Roll Call: Renato Duarte, Josh Correia, Darren Robson, Ashley Brens, Latoya Waters, April Simard, Shannon Peters, Caitlin Todaro, Ian Dutka, Candice Sales, Meagan Debney,

Missing: Cindy Ball, Danielle Syrek.

Quorum achieved.

2. Agenda review and adjustments

- a. Updates on bylaws, operations, indoor soccer and financial policies, fundraising, casino, discipline and new business.

Josh Correia motioned to approve the agenda, seconded by Meagan Debney.

VOTE: yes - all in favour. Motion carried.

3. Review of previous meeting minutes

- Board meeting minutes: November 13th meeting did not meet quorum but member information brief meeting occurred.

4. Update

a. Bylaws

- i. Renato explains support from Lakeland and the lack of response from ASA, leading to the need for legal support from Sport law
 - Renato has an upcoming meeting on Thursday to get an update on the bylaw registration process. We should find out by the end of February.
 - If approval is not received, the association may need to fold, but we will continue the operations as is to avoid significant impact on the program and kids involved.

b. Operations

- i. Indoor 25/26
 - Ian Dutka says there are no issues for outdoor and that everything is going well
 - Equipment needs to be purchased specifically new soccer nets for \$6,000.
 - Payment options: using a club card or Candice mentioned a pre-paid debit/credit card to manage expenses like these.
 - Renato will purchase the nets (with board approval) for now and new policies for purchases will be discussed in the future.
- ii. Policies Two policies have been approved

1. House Policy- 11 voted yes, 0 no's, and 0 abstained from voting. Cindy Ball motioned, and Candice Sales seconded.
2. Player Assessment and Team Assignment Policy- 9 voted yes, 2 voted no, 0 abstained from voting. Cindy Ball motioned and Shannon Peters Seconded.

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- Discussions on the second policy needed clarification regarding stacking teams. After much discussion, the board agreed to continue with the policy and monitor its impact, with adjustments made as needed.
- There was emphasis on the importance of accurate player assessment and the need for suitable coaches to lead tier four teams.
- Noted that there are challenges with hockey kids joining for the outdoor season and the issues with attendance and performance
- Reminder that if tier four teams play and win in a tier 3 game, they can't move back down to tier four in tournaments
- More accurate assessments are required for fair team formation.
 - Suggestion of making assessment sheets larger for better visibility for the assessors.
- Implementation and Communication
 - The next steps for implementing the new policy will include clear communication and transparency in explaining the policy to parents and ensuring they understand the rationale behind the changes. This will also need to be communications to the Lakeland League.

c. Financial

i. Budget

- Caitlin notes that the only significant expense is facility rentals, around \$10,000 up until March, with a \$50,000 budget for the year, but outdoor might be \$20,000
 - Outdoor facilities were used less last year, keeping the budget on par. But possibly lower because of the use of new facilities.
 - Ian will formalize arrangements with schools and JJ par or future planning. It was proposed an agreement for full facility usage two nights/week for 2-3 hours. Discussions in the benefits of having more schools involved in the program which Ian will look into.

ii. Fundraising Position

- Multiple people have inquired about the position, but none have applied. It was suggested that there is a lot of work, time and effort involved; a larger workload than most are willing to take on.
- A possible solution is to have a two-prong approach: a fundraising committee for smaller fundraisers and to hire a grant writer to handle larger funding, which would cost more, but be more efficient.
 - Fundraising committee with a lead on the board and 3 parents to run smaller fundraisers. Should be structured with clear roles and responsibilities
 - 50/50 draws
 - More importance may need to be placed on incentivizing volunteers and compensating them - cover registration.

d. Discipline

i. Suspension Policies

- Remind Coaches and managers to ensure players serving suspensions are not left off the roster.
- Clear communication is needed between coaches, manager and the director to track suspensions.

ii. Off Game Altercations

- It is very important to get statements from all parties involved.
- Better communication and documentation of suspensions are required
- It is very important that coaches and managers report incidents promptly to ensure proper handling.
- We don't want our staff and volunteers to feel "left in the dust" by the organization.

iii. Roles and Responsibilities

- Coaches, Managers and technical directors need to know the importance of having all adults on the bench listed on the game sheet.
- Discussed the consequences of not following the rules and the importance of maintaining a high standard of behavior - Better sportsmanship.
- Referee's decisions regarding who can be on the bench is final
 - First aider is not a recognized position

5. Next Steps

- Draft a detailed policy to clarify the roles and responsibilities of the fundraising committee
- There may be a need for a budget line for fundraising to ensure financial goals are met
- Look into doing a large raffle (Seadoo/Side-by-side displayed at the energy centre) as a fundraising strategy to bring in significant money.
- How to get more volunteers for upcoming events
- The importance of clear communication
- Review appeal process to ensure fairness and timeline (in regards to suspensions on and off the field)

6. Registration and Fee Adjustments (Outdoor)

- Look into to saving costs for parents by not providing balls among other ideas
 - Possibly purchase ball for the club not the players
 - Suggestion for players to bring their own balls (similar to Toronto and Ottawa)
 - Better storage solution to prevent lost balls and pain the increased cost of them
 - Lower fees for coaches, assistant coaches, managers with reimbursements

7. Team Compositions and Playing Time (Outdoor)

- Discussion to have between 15-20 players
- Should be no complaints about playing time on competitive teams, as it is not guaranteed.
- There should be a standard number of players per team to ensure fairness and avoid complaints.

8. Tournament and practice schedule (Outdoor)

- Have one or two tournaments for the season with the start date set for April 1st. OR Have one tournament and letting the coaches decide if they want to do another

- b. Need to secure the Imperial rink and Field House for practices and games
- c. There might be a need to coordinate practice times with other sports using the fields and the importance of having a consistent practice schedule
- d. Suggestion to have 3 practices per week, with the option to cancel one practice if a league game is scheduled
 - i. Lakeland schedule will be known first, and practices can be adjusted accordingly.
- e. It is very important to have a balanced practice and game schedule to ensure development and avoid overloading coaches and players.

9. Jersey and Equipment Costs & Concerns

- a. Is there a need to have new jerseys every year now that we have standard colours. This would save money and allow parents to purchase jerseys only when required.
 - i. For this to work we could assign a number to each kid that stays with them throughout their time at the club (up to 3 digits) and once they are out of the league, their number becomes available for newcomers.
 - 1. Jerseys are only \$40, is it worth it to make the change?
 - ii. We have quite a few left over jerseys from last year
 - iii. Need to inquire about larger jersey sizes like XXXL, mostly for coaches, but also for kids as some of them are too tight (width wise, not length)
 - 1. Parent can buy extra jerseys for kids for \$40
- b. Concerns about the appearance of coaches jerseys, change the stripe?
- c. Order proper pink jerseys that are not too faded
- d. New nets are required due to damage possibly caused by summer students.
- e. There is a need for 100 size five balls, and 200 size four balls.
 - i. The cost of new balls was discussed, the best price is currently \$13,000.
 - ii. Reminder that old balls have been sitting for years in storage due to issues with missing valves.
- f. There is a need for coaches to have normal balls for practice.
- g. There is a need for new stare solutions to manage new balls.
- h. Look into ordering balls from Amazon. It was noted that there could be a delay in delivery.

10. Team Sponsorship

- a. DQ paid \$2,500 for track suits and \$1,500 for jerseys. We are grateful for DQ for their support and for providing their team with complimentary lunch. Will possibl donate more to the CLSA.
- b. We would like to frame a jersey with the team picture and displaying it at DQ to show appreciation.
 - i. Candice mentioned adding DQ logo to track suits, but because it is a franchise, it cannot be done.

11. End of Season and Summer Soccer Plans

- a. Possibility of moving the yearend event to the middle or beginning of July
- b. End the season with the provincial weekend and introduce summer soccer to different age groups (instead of teams).
 - i. End the season before provincials weekend and offer an extension for those who want to continue playing.
 - ii. Summer soccer could include small clinic and pickup games for different age groups
 - iii. The cost for summer extension would be \$50 or \$5/week making it a conscience decision for parents

- iv. Put the registration option in the flyer and setting a limit for registration by the end of June

12. Coaching and Evaluation Process

- a. Outlined the coaching and evaluation process for tier four, including the use of passcodes for registration.
- b. There is a need for learning facilitators and the possibility of running a Learning Facilitator course.
- c. Opening of registration and coaching for outdoor season. Aiming for Earlybird registration in February
 - i. Planning evaluations for mid-March to organize teams for big provincials

13. Football Coaching Opportunity from the UK

- a. There is a potential coach from the UK that is interested in moving to Canada to coach. He has a background in coaching and is looking for work in Canada.
 - i. This could be a potential to have a manager for CLSA. This person would oversee all operations, staff and volunteers. There would be no need for this size of board anymore.
 - ii. This person would need a visa and an income of 40-70k
 - iii. Reato notes that we cannot offer a permanent contract, but can consider subcontracting.
 - iv. This would allow the applicant to fulfill management requirements to qualify for a UEFA pro license.

14. Outdoor Season

- a. Possible start date for the season would be Easter Monday.
- b. We need to make new banners with the new logo for the start of the season
 - i. Cost needs to be discussed
- c. The age limit for refs is 12 or 14 years old. (You have to be 12 by May 31st).
- d. We would like to discuss the possibility of extending the season to September and the need to confirm the dates with the Lakeland tournament.

15. Meeting Logistics

- a. We need to update the Phone number on the team's online registration as well as all of the names and emails for board members.
- b. If members can't make it to a scheduled meeting we should use Teams online meetings
- c. AGM Meeting to be scheduled for October 4th, 2026
- d. Schedule next meeting for

16. Adjournment

- a. Next meeting: February 21st or 22nd depending on the Lakeland cup
- b. Meeting was adjourned at 8:30 pm.

Recorded and submitted by *Candice Sales*, CLSA Secretary.