



Lakeland District Soccer Association  
Fall Planning Meeting Minutes  
Telus Team Meeting  
October 2, 2022 @ 9:30

**1. Call to Order:** 9:31 am

**Roll Call:** Those in attendance

**LDSA:**

Josh Phillips - LDSA President, BV Tech. Dir.

*Tim Urlacher - absent*

*Glenda Bouvier – absent*

Darlene Larocque - LDSA Secretary

Melissa Foglietta - LDSA Exec. Dir., BV Registrar

*Jose Teixeira - absent*

**Bonnyville:** Curtis Conrad – Vice President

**Cold Lake:** Ryan Cote – President

**Elk Point:** *Absent*

**Hardisty:** *Absent*

**Kitscotty:** *Absent*

**Lac La Biche:** Etienne Vaillancourt – Vice President

**St. Paul:** Rob Simons – President; Lori Cote – Technical Director

**Sedgewick:** *Absent*

**Vegreville:** Shelley Berry – Registrar

**Vermillion:** *Absent*

**Guest** *n/a*

**2. Approval of Agenda:** 1<sup>st</sup> Vegreville, 2<sup>nd</sup> Bonnyville

**3. Approval of Previous Meeting Minutes:** 1<sup>st</sup> Lac La Biche, 2<sup>nd</sup> Bonnyville

**4. Unfinished/Ongoing Business/Reports:**

a. **Important Dates:** (See [Appendix I](#))

- LDSA Player Registration:

- those not using RAMP will need to submit registrations on the RAMP import spreadsheet
- reminder to include team staff in your registrations (Coach, Asst. Coach, Manager, Bench Parent, etc.)
- Communities utilizing RAMP this season: BV & St. Paul
- LDSA Player & League Fees: communities will be invoiced
- Roster Changes: completed by **December 31, 2022**
  - No new registrations after this date

**b. ASA Planning Meeting:**

- Held in Red Deer on November 19-20
- Josh Phillips & Melissa Foglietta are attending
- Will confirm whether a virtual option is available if others would like to attend
  - Attendance by others is not mandatory/required

**c. Referee Courses**

- Courses are tentatively booked, although not through ASA yet
- Entry level courses will be held in Bonnyville
- We get billed for a minimum of 6
- Conversion Course – participants must have taken the outdoor course
- Refresher Course – participants must have taken both courses previously
- At this time, we do not have enough participants booked

**d. Coaching Courses:**

- There is nothing booked at this time
- No requests have been received
- Will have to look at some courses over the winter

**e. SQS:**

- Alex from ASA would have sent everyone their login information
- There are 5 main sections to complete
- Looking to set up a monthly meeting with the SQS committee (1 section/month)
  - o Looking at the beginning of the month
- LDSA will also need to have this in place if they are looking to have a LDSA team or a T2/T3 team

**5. New Business:**

**a. Good Governance and Operations Manual Training (see [Appendix II](#))**

- This is a good reference document (full document sent out in this meeting's email notification)
- There is a meeting every Tuesday in October (links in document)
  - Session 1: Overview of the Manual and Understanding Committees, Meetings of Members and Director's responsibilities
  - Session 2: Complaint Management
  - Session 3: Programming, Human Resources and Financial Resources
- It is mostly information sessions
  - Josh and Melissa will be attending all 3

**b. League Schedule**

- If teams are in by October 15<sup>th</sup>, the schedule should be completed and on the website by October 25<sup>th</sup>, 2022

- c. **League Play** (see [Appendix III](#))
  - i. There is a U19 team
  - ii. There may be an adult team
    - Potential games between the adult team(s) and U19
    - Will need to have some rules (requiring voting) by AGM
  - ii. Community Registration Numbers
    - Melissa sent out the updated teams on October 5<sup>th</sup> after a subsequent meeting
    - May be able to have U11s play but may need to have a specific 'U11 Days' due to the # of teams this season which will prevent scheduling them between other team games
      - LLB indicated if there wasn't a league, they'd look at setting up a tournament day for them
      - BV noted they'd be willing to do the same
  - iii. Tentatively Booked Dates/Locations
    - November 12/13, 2022 - C<sub>2</sub> Centre, Bonnyville
    - December 10/11, 2022 – Bold Centre, Lac La Biche
    - January 7/8, 2023 – Energy Centre, Cold Lake
  
- d. **Lakeland Cup:**
  - Location: Bonnyville, at the C<sub>2</sub> Centre
    - a. Lac La Biche penciled in to host next year
  - Date: February 4/5, 2023
  - Will see if we can fit U11s into the Cup Schedule
    - a. There aren't provincial games for U11s
    - b. Possibly hold another event for them
  
- e. **Minis:**
  - Bonnyville is interested in planning/hosting a small indoor tournament for U7 & U9 teams
    - Consideration may be given to other communities that are also willing to host
  - May only be U9s this indoor season
    - U7s & U9s typically practice all winter (no games)

**7. Next Meeting:** AGM – October 23, 2022 @ 9:30 am

**8. Adjournment:** 10:25 a.m.

1<sup>st</sup> by LLB, 2<sup>nd</sup> by CL



## **Lakeland District Soccer Association**

### IMPORTANT DATES 2022-23

<b>INDOOR 2022-23</b>	
Community Registrations	November 25, 2022
Community Registration Fees	December 1, 2022
Lakeland League Declarations	October 15, 2022
Lakeland Cup Declarations	January 10, 2023
Lakeland Cup Roster Submissions	January 28, 2023 (7 days prior to tournament)
Lakeland Cup Tournament	February 4 & 5, 2023
Provincial Hosting Declarations	TBD
Provincials Team Declarations:	
Youth Tier IV	TBD
Youth Tier II-III	TBD
Senior	TBD
Provincial Roster Deadlines	TBD (7 days prior to tournament)
Provincial Tournament Dates	TBD
Provincial Hosting Declarations	TBD

<b>OUTDOOR 2023</b>	
Community Registrations	May 15, 2023
Community Registration Fees	May 22, 2023
Lakeland League Declarations	April 15, 2023
Lakeland Cup Declarations	June 1, 2023
Lakeland Cup Roster Submissions	TBD (7 days prior to tournament)
Lakeland Cup Tournament	TBD
Provincial Hosting Declarations	TBD
Provincials Team Declarations:	
Youth Tier IV	TBD
Youth Tier II-III	TBD
Senior	TBD
Provincial Roster Deadlines	TBD (7 days prior to tournament)
Provincial Tournament Dates	TBD

## Appendix II

### Alberta Soccer Association

#### Club and District Operations Manual and Resource Support - September 12<sup>th</sup> communication

#### Alberta Soccer has been listening and we heard you!

Through the last year, as Alberta Soccer has been engaging with the districts through the Strategic Planning, Good Governance and EDII Initiative, the following was heard:

- Can Alberta Soccer provide resources, education and tools to support the districts?
- Can we create opportunities for district members to come together to collaborate, share resources and ideas?
- We would like to see Alberta Soccer exemplifying and putting in place good governance and organizational policies and procedures that the districts can follow as needed.

In collaboration with Sport Law, Alberta Soccer has collaborated to create a club and district operations manual and supplemental training.

#### What is the operations manual?

The manual is copyright protected and is being made available only to clubs and districts that are affiliated with Alberta Soccer Association. The manual provides sport organizations with an overview of multiple topic areas they will encounter in their regular operations. The manual can be used as an effective tool for new or rebuilding sport groups, as well as established organizations looking to address emerging policy trends or gaps. Templates for specific policy areas are provided and can be modified by each club/district as needed.

The manual incorporates the following:

- Governance
- Incorporating and Bylaws – including bylaw templates
- Director Responsibilities and related policy templates
- Meetings of the Members and related templates
- Committees of the organization and related templates
- Complaint Management overview and supporting policy templates
- Human Resources overview and supporting policy templates
- Financial overview and supporting templates
- Policy Support and templates.

This is an incredible resource that puts almost everything a club or district will need in one place.

**This seems like a lot of great information how can our district/club successfully implement all this?**

Virtual training sessions will be hosted in October to assist your club or district in both understanding the information in the manual and how to best implement and incorporate it into your club and district operations. Pre-registration is required for all sessions.

**The following sessions have been planned:**

**Session 1:** *Overview of the Manual and Understanding of Committees, Meetings of Members and Director's responsibilities.*

Two times to choose from: **Tuesday October 11** - 10:00am – 12 noon OR 7:00 pm – 9:00 pm

To register for either Session 1 Option go to: <https://www.eventbrite.ca/e/asa-club-and-district-operations-manual-and-resource-support-session-1-tickets-411687356967>

**Session 2:** *Complaint Management – what to do when you receive a complaint, what policies are needed and how to manage the complaint management process. (Steve Indig -Sport Law)*

Two times to choose from: **Tuesday October 18** - 10:00am – 12 noon OR 7:00 pm – 9:00 pm

To register for either Session 2 Option go to: <https://www.eventbrite.ca/e/asa-club-and-district-operations-manual-and-resource-support-session-2-tickets-411714578387>

**Session 3:** *Programming, Human Resources and Financial Resources, additional policy support.*

Two times to choose from: **Tuesday October 25** - 10:00am – 12 noon OR 6:00 pm – 8:00 pm

**NOTE: PLEASE NOTE EARLIER START TIME FOR EVENING SESSION**

To register for either Session 3 Option go to: <https://www.eventbrite.ca/e/asa-club-and-district-operations-manual-and-resource-support-session-3-tickets-411718239337>

Virtual sessions logistics will be forwarded in advanced to all registered participants.

## Appendix III

### Registration Numbers:

	Cold Lake	Bonnyville	Lac La Biche	St. Paul	Vermilion	Vegreville
U11 Boys	30	26	7	15		9
U11 Girls	13	16	5 (with boys)	12		4
U13 Boys	16	13	4 with BV	14		3
U13 Girls	15	12	1 with BV	2 (with boys)		
U15 Boys	14	14	4 with BV			2
U15 Girls			3 with BV u17			
U17 Boys	5	6	3	17		
U17 Girls	14	14	-			1 team to play in S.P. (U13/15/17)
U19 Boys	0	3	4	1		
U19 Girls	7	1	-			

### Teams:11

	Cold Lake	Bonnyville	Lac La Biche	St. Paul	Vermilion	Vegreville	# Of Teams
U11 Boys	✓✓	✓✓	✓	✓		✓	7
U11 Girls	✓	✓		✓			3
U13 Boys	✓	✓		✓			3
U13 Girls	✓	✓					2
U15 Boys	✓	✓					2
U15 Girls							
U17 Boys		BV-CL-LLB ✓ (T3?)		✓			2
U17 Girls	✓	✓					2
U19 Boys		Lakeland ✓					1
U19 Girls	✓						1