



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

1. Call to Order: 10:05 am

Roll Call: Those in attendance: Josh Phillips (LDSA President, BV Tech. Dir.), Cheri Wolgien (LDSA 1st VP, Interim LDSA Exec. Dir.), Glenda Bouvier (LDSA 2nd VP, Pres. LLB), Kristin Ward (Vermillion Pres.), Tim Urlacher (CL Pres.), Melissa Foglietta (BV Registrar), Laura Phillips (BV representative)

2. Additions to Agenda: No additions

3. Approval of Agenda: 1st Cold Lake, 2nd Bonnyville

4. Approval of Past AGM Minutes: 1st Lac La Biche, 2nd Cold Lake

5. Budget Review & Approval presented by Cheri

➤ **Motion to Approve: 1st Vermillion, 2nd Bonnyville**

- All in favour
- Ending at a better financial position than past year, mainly due to the savings of Exec. Dir. salary.
- We are in a positive year-end balance of just over \$24,500
- Revenue for Indoor registration numbers look quite healthy
 - Indoor invoices have been created and will be sent to each community
 - Ask that all communities cross-reference their new and returning player numbers to ensure they're all captured correctly
- Outdoor is estimated at a 50% mark of past operating numbers, which should generate revenues of about \$40,000
- Lakeland Cup Fees are reduced down due to operating at a fraction of the last full season
- Budget is based on ratios due to the reduced past Covid seasons
- Referees
 - It would be beneficial for every community to have their own pool of referees. This would offset mileage that would be on the onus of each community during league games
 - LDSA covers the cost of League Cup: referee, venues, mileage

6. Financial Reports presented by Cheri

➤ **Motion to Approve: 1st Lac La Biche, 2nd Cold Lake**

- All in favour
- In a positive position, primarily due to the positive income and lack of expense with the Exec. Dir. Position being a temporary volunteer position



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

- All fees have been collected to-date
- Primary liability was Alberta Soccer
- Current Earnings is appx. \$24,000, in order to offset the cost of an Exec. Dir. salary this will need to exceed their expected annual salary.
- ASA Covid grants helped tremendously, the 2 grants totaled \$14, 800
- ASA coach grant was received and paid back directly to the participating communities

7. RAMP: presented by Brant , Justin

- Showcased the front-end of RAMP registration system
 - Login screen
 - Participant, Coach/Staff designated options
 - Create or select player/coach
 - Waivers to be read/signed
 - Linked to ASA: meaning what is completed at the club level will be seen/available at the district and to ASA levels
- Each club will be sent out individual links to the registration system along with a step-by-step setup process
 - Each set-up instruction has a video tutorial
- Cost for RAMP is \$1.25 / member which includes: cash, cheque, etransfer, kidsport, jumpstart
 - credit card collection fee is an additional cost
- Two steps
 - Turn on the Seasons, select the applicable criteria as desired. i.e acceptance message
 - ASA creates the season and the community selects the applicable season for them
 - Create the package i.e. player package
 - Once initial set up is completed the first time, yearly set up would take only about 10 mins
- Easy process on our end, all information is available with a click
 - Responsibility is on the parent/guardian to register/set up the player
 - Duplicate roles (i.e. coach/ref) would need only register once
 - Executive not paying fees could be accomodated
- Reporting, documentation, and Player Card availability
- Direct email communication to all or select registrants
- Would tremendously cut down on what the Executive Director's registration process
- Question: is it an all communities or not situation? Could continue to maintain the current spreadsheet process for those communities who do not wish to go forwarded with RAMP. The caveat is that the ASA formatting used on that spreadsheet is followed in order to expedite the upload into RAMP
- Question: is there a timeline on when this would be up and running/available?
 - Currently in the process of transitioning LDSA
 - Would look at having this in place for all communities by next Spring



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

8. Bylaws presented by Josh

1. **Grammatical & Formatting:** correcting grammatical errors, and consistent formatting (i.e. indenting)
 - **Motion to Approve: 1st Cold Lake, 2nd Vermillion**
 - All in favour
2. **Executive Terms:** Propose to strike item 15:10 from the by-laws. Currently noted, executives cannot hold a position for more than 2 consecutive terms (terms = 2 year)
 - Question: Has the by-law template been cross-checked to ensure it can be struck entirely?
 - **Motion to Approve: 1st Vermillion, 2nd Cold Lakeland Credit Union**
 - All in favour
3. **Executive Director:** Propose to strike the certain sections in 18.2 & 19.5 as noted below:
 - the Executive Director is to be elected every 2 years. This is a paid position and is not elected.
 - Propose to strike the section indicating if an Executive Director steps down that the position can be replaced at the next District Meeting. If an Executive Director steps down it would be beneficial to start looking for a replacement right away.
 - Propose to strike the section noting a 2-year contract position, and that the board is to vote on the executive director's salary. It is part of the budget that is approved at the AGM, and ASA has mentioned that it may be a privacy issue.
 - Propose to strike the section pertaining to holding the Corporate Seal.
 - **Motion to Approve: 1st Cold Lake, 2nd Lac La Biche**
 - All in favour

9. Elections presented by Josh

- **1st Vice President:** Currently held by Cheri Wolgien
 - Cheri noted she will not be putting her name forward
 - Tim Urlacher noted he would be interested. Lac La Biche nominated Tim Urlacher for 1st Vice President, Tim accepted
 - No further names nominated after 3 calls
 - **Tim Urlacher is elected as 1st Vice President by acclamation**
- **Secretary:** Currently held by Darlene Larocque.
 - Darlene noted she will put her name forward
 - No further names nominated after 3 calls
 - **Darlene Larocque is elected as Secretary by acclamation**



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

Note: Cheri will remain as interim Executive Director until the end of the calendar year.

10. Executive Director presented by Cheri

- Job posting is ready to go (appendix)
- Since the by-law amendments specific to the Executive Director have been approved, this job posting will be advertised asap
- Contract term = Current – August 31, 2022
- Salary TBD based on experience – base salary we're looking at is \$1500/mth
 - Possible option: Bonus of \$250/mth payable at the end of the contract, at the discretion of the executive committee to offset the potential peak times during league and cup times
 - Budgeted for \$1750/mth but will pay out \$1500/mth with a possible bonus option at the end of contract
 - Question: Is there criteria that they'll need to meet in order to receive the bonus? Do we have an evaluation that we've used in the past? Not that we're aware of, if we don't then we should create one
- Reporting to President
- Primary role is to oversee the day-to-day operations of the organization
- Posting will be sent out to the Community Presidents to see if anyone locally is interested
 - Sent to community board members and via social media
- Application deadline = 2 weeks, November 21st, 2021
 - Executive Committee will conduct interviews

11. Director's Insurance

- This is the insurance that protects the executive team with the Lakeland District Organization from any liability if anything were to happen financially or legally
- Waiting for the quote back from CoOperator's Insurance
- Application is completed and submitted for the LDSA
 - Communities would need to submit independently
 - Once the quote is back then LDSA could discuss potential community discount rates, if linked to the district
- Will review once the quote is back.

8. Adjournment: 11:58 a.m.

Motion approved: 1st by CL, 2nd by Lac La Biche



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

Appendix I



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

RETURN TO RESTRICTIONS REQUIREMENTS & BEST PRACTICES GUIDELINES

Effective "September 27, 2021" Description / Application

Permitted Activities

(REQUIREMENTS)

- **Under 18 years of age INDOOR and OUTDOOR contact activities are permitted for games, scrimmages and contact play without on field restrictions.**
- **Under 18 years of age INDOOR ACTIVITIES - Restrictions Exemption Program MAY be implemented by ASA Members**, requiring individuals **18 years and older** (team personnel, bench person, and referees) to provide government-issued proof of immunization (complete with government issued ID) single dose accepted between September 20 and October 25 if received 2 weeks before time of event; double doses required after October 25; or a negative privately paid COVID-19 test from within the previous 72 hours in order to access a variety of participating social, recreational and discretionary events and businesses throughout the province.
- **18 years and older INDOOR ACTIVITIES to occur - Restrictions Exemption Program MUST be implemented by ASA Members**, requiring all individuals **(18 years and older)** to provide government-issued proof of immunization (complete with government issued ID) - single dose accepted between September 20 and October 25 if received 2 weeks before time of event; double doses required after October 25; or a negative privately paid COVID-19 test from within the previous 72 hours in order to access a variety of participating social, recreational and discretionary events and businesses throughout the province.
- **PLAYERS and OFFICIALS under the age of 18 years, who are participating in an 18 years and older program will need to provide proof of immunization**
- **18 years and older OUTDOOR ACTIVITIES can continue without restrictions.**
- **All personnel and players on the field or on the bench must adhere to these requirements.**

IF Restrictions Exemption Program is implemented by ASA Members, ALL activities and ALL Ages can continue without restrictions except MASK wearing is required off the field of play and the 2M distancing at all times with officials as per below.

Registration

(REQUIREMENTS)

- All Participants must be registered for the current season as per the established process with their Club/Community, District and Alberta Soccer. Participant is defined as player, coach, trainer, and/or referee.
- All Participants must sign the Informed Consent – Assumption of Risk Waiver (age of majority) or for youth their parents / guardians must sign the Informed Consent – Assumption of Risk Waiver(youth)
- Prior to participating, Participants must be made aware and acknowledge that although exposure to COVID-19 is unlikely, it is possible, and Participants are participating voluntarily in Alberta Soccer activities with a foreknowledge of the risks.
- INDOOR and OUTDOOR guidance correlates to the season the team is registered in.



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

**Hygiene
(REQUIREMENTS)**

- Activity organizers must communicate appropriate hygiene measures for the activity in advance to all participants.
- No spitting, clearing of nasal passages, handshakes, high fives, chest bumps, etc. permitted.
- Pre-game and post-game handshakes should be replaced by a walk by, socially distanced, between the teams.

Masks

- **INDOORS:** Masks are mandatory when not on the Indoor field of play. Players may remove masks during active training/play but are required to wear masks until they enter the field of play (which includes the bench area) as well as when entering /exiting the field/facility.
- Coaches may remove masks while actively coaching if maintaining the 2 metres physical distancing from players but must wear a mask if entering physical distancing space for brief interactions.
- Mask must be worn at all times except on the field of play.
- **OUTDOORS:** Programming can proceed without restrictions; ASA Members are to be respectful of personal choice and comfort levels.

**Physical Distancing
(REQUIREMENT if not
implementing the
Restriction Exemption
Program)**

- INDOOR:** Physical distancing of 2 metres must be maintained at all times between all participants when not actively on the field of play which includes the bench area. Coaches/trainers may enter physical distancing space for brief interactions with participants to correct form or technique and provide guidance during games/training sessions but must wear a mask during the interaction.
- OUTDOOR:** Training can continue without restrictions.

**Contact Tracing
(REQUIREMENT if not
implementing the
Restriction Exemption
Program)**

- **INDOOR** Contact Tracing Logs must be kept for all games or training sessions for a minimum of 4-weeks with reasonable security measures in place to protect the personal information collected (Name & Contact Information).
- **OUTDOOR:** Training can continue without restrictions

**Screening & Response Plan
(REQUIREMENT if not
implementing the
Restriction Exemption
Program)**

- **INDOOR** activities must complete Virtual or paper health checks must be completed prior to every session as per COVID-19 Symptoms Checklist.
- Individuals exhibiting COVID-19 symptoms may not participate in games or training.
- Rapid Response plans are required to ensure the safe isolation of and swift departure from the facility of a Participant who becomes sick (symptomatic) while participating in a group session.
- **OUTDOOR:** Training can continue without restrictions

**Equipment
(BEST PRACTICES)**

- All shared equipment should be cleaned and sanitized before and after each group training session or game.
- Equipment cleaning is the responsibility of the home team when participating in games. Games balls should be sanitized before they are provided to the referee and sanitized during stoppages in play, if possible, including halftime.
- Equipment including, but not limited to, balls, cones, pinnies (bibs), pop up goals and corner flags.
 - Recommend that one individual be assigned responsibility for management of equipment.
 - Goalkeeper gloves cannot be shared



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

Scheduling

(BEST PRACTICES)

- Training sessions should be scheduled and approved by a Club, and/or District.
- All **INDOOR** training schedules and attendance lists should be shared with Club and/or District for contact tracing purposes.
- A training group must have:
 - Two coaches (minimum) for all youth sessions and/or sessions where youth are present - both registered and meeting **minimum standards** outlined in the section "Coaches with players 18 Years and under"
- Games/Training must be scheduled to allow sufficient time between activities to allow for:
 - the sanitization of all shared equipment,
 - the coach to wash or sanitize hands if participating in subsequent training sessions,
 - physical distancing of 2 meters to be maintained during entry & exit of training/facility.

Travel & Tournaments

(REQUIREMENT)

- Travel within the province for games against registered opponents is allowed.
- Travel out of the Province is subject to restrictions in both provinces and should be reviewed.
- **INDOOR** Tournaments are allowed aged 18 and under.
- **INDOOR** Tournaments are allowed for 18 and older if applying the **Restriction Exemption Program**.
- **OUTDOOR** Tournaments are allowed at all age groups.
- Facility requirements **MUST** be adhered to as per below.

Referees

(REQUIREMENT)

- **ALL** Interaction with referees should be limited and kept to 2 meters distancing at all times with the following exceptions when masks will be worn.
- Pre-game exchange of game sheets – both referee and coach / manager wear mask
- In-game situations like wall management, free kick management, drop ball management or other management decisions as determined by the Referee – the referee will wear a mask for **INDOOR**
- This does not include players moving past the Referee in the run of play to challenge for the ball, mark a player or other natural movements during open play.
- Any participant who intentionally breach the 2 meters distance during the game to interact with the referee will be subject to the appropriate discipline action including warnings, Yellow Cards and Red Cards or ASA Discipline as applicable.

Coaches with players 18

years and under

(REQUIREMENT)

- A minimum of two coaches **18 yrs+** must be present and participating in the group. All coaches **MUST** have a **valid CPIC** including Vulnerable Sector Search on file with their district / club.
- It is recommended that at least one coach per group be trained, at minimum, at the appropriate NCCP Coaching level.

For the safe training of players under the age of 18 years, the following safety requirements **must** be met:

- Rule of Two maintained at all training sessions
- Including at least one coach who is of the same gender as the players

Players and Team Staff

(BEST PRACTICES)

- No loitering before or after games / training sessions for **INDOOR**.
- No interacting with players or coaches not in your group while at the field/facility.
- Arrive no more than 10-15 minutes before access to field, dressed and ready to participate.



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

**Spectators & Gatherings
(BEST PRACTICES)**

- Spectators are permitted within the limits of gathering size, physical distancing requirements and subject to any additional facility and/or program restrictions.
- No loitering before or after games / training sessions for INDOOR.
- Spectator areas must allow for 2 metres distance to be maintained from players, coaches, and referees AND allow 2 metres distance between spectators from different households.
- The activity must comply with current gathering restrictions issued by Alberta Health Services.

**Facility
(REQUIREMENT)**

- All games/ training sessions must also adhere to safety protocols and Restrictions Exemption Program if implemented by the facility.
- All facility rules must be followed, including capacity limits, to meet Government of Alberta Standards.
- This document is supplementary and should be viewed as additional guidance to support facility and regional requirements.

**Non- Compliance
(REQUIREMENT)**

As per ASA Rules & Regulations the following sanctions may be applied for non-compliance:
Appendix C:

5.2 Breach of ASA Health & Safety Protocols – including but not limited to the Covid-19 Safety Guidelines, Canada Soccer Lightning Policy, Field Safety Checklist and Air Quality Guidelines.

a. Individuals

1. 1st Offence Minimum 1 Month and up to 1 Year Suspension
1. Must include a minimum \$100 Fine, and \$500 Bond
2. 2nd Offence Lifetime Ban

b. Clubs

1. 1st Offence Warning
2. 2nd Offence \$1,000 Fine and;
 1. Discipline Hearing for consideration of sanctions against the Club, Club Leadership (President, ED, GM etc) and/or Board of Directors
3. 3rd Offence - \$2,000 Fine, Removal from Provincial Competitions for 1 season and;
 1. Discipline Hearing for consideration of sanctions against the Club, Club Leadership (President, ED, GM etc) and/or Board of Directors



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

Appendix 2



LAKELAND
DISTRICT
SOCCER
ASSOCIATION

Position: Executive Director
Term: Current - August 31, 2022
Salary: TBD based on Experience
Location: Work from home, Lakeland area. Evening and week-end work required
Report to: President

The Lakeland District Soccer Association (LDSA) is the governing body of soccer in District 12 of the Alberta Soccer Association (ASA). We conduct league play for youth & adult players and participate annually in the ASA Provincials for both indoor and outdoor soccer.

We are currently seeking to fill the role of Executive Director within the organization. The primary focus of the role is to oversee day to day operations of the organization.

Activities & Duties:

The Executive Director will be responsible for but not limited to:

1. Member & Board Relations

- Develop & document standard operating procedures to ensure consistency & continuity in program delivery to our members,
- Act as the primary liaison between Alberta Soccer and the active communities within the LDSA district,
- Organize & attend Annual General Meetings, Board Meetings, Committee Meeting and Provincial ASA Meetings,
- Expand & develop relationships with individuals, groups & organizations capable of contributing to the success of the organizations; and,
- Promote the values of LDSA on behalf of its' membership.

2. Financial Management

- Oversee the financial status of the organization,



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

- Ensure that financial and accounting functions are performed on a timely basis,
 - Ensure all grant and funding applications and associated reports are prepared & reported on a timely basis including financial statements, budgets; and,
 - Acquire sponsors and enhance partnerships.
3. Event & Program Coordination
- Ensure the delivery of high-quality programs and services while managing current & future growth,
 - Assist in the coordination and create awareness for local programming to support, player, coach & referee development.
 - Organize & administer league play & Lakeland Cup tournaments for both indoor & outdoor seasons of play,
 - Oversee & support district opportunities such as Alberta Summer Games, regional training opportunities and district level teams.

Qualifications:

1. Education
 - Preference given to individuals with prior administration experience and related post secondary education
2. Knowledge, Skills & Abilities
 - Minimum 3 years in administration experience & previous participation in local sport organization, preference given to prior soccer admin experience,
 - Knowledge of general bookkeeping and accounting principles & processes,
 - Clear understanding of our governance model related to strategic and operational committees,
 - Proven problem solving and decision making skills with the ability to think outside the box, creating and offering effective solutions,
 - Experience in pursuing sponsorship and maintaining on-going effective sponsor relationships; and,
 - Knowledge/experience of social media platforms, such as RAMP, website management and creating electronic publications.
3. Proficiency in the use of technology, including but not limited to:
 - Office 365
 - Sage Simply Accounting
 - Social Media Platforms
 - Web site administration
4. Additional Requirements:
 - Satisfactory criminal record check & vulnerable sector check required,
 - Attendance at evening & week-end events will be required.

Application will close when a suitable candidate is found. Please send your cover letter and resume (with references) to:

Cheri Wolgast, Executive Director - Interim, Lakeland District Soccer Association.

Email: execdir@lakelandsoccer.ca.

Only those selected for an interview will be contacted.



Lakeland District Soccer Association
Annual General Meeting Minutes
Telus Team Meeting
November 7, 2021 @ 9:30

Appendix 3



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

11759 Groat Road NW
Edmonton, AB T5M 3K6

Ph: 780 474 2200



2022 PROVINCIAL COMPETITIONS IMPORTANT DATES

Hosting Declaration Submission Deadlines:

Indoor	December 6, 2021
Outdoor	March 3, 2022

Team Declaration Deadlines:

Indoor	January 14, 2022
Outdoor	June 10, 2022

Provincial Competitions:

Indoor Youth Boardless Tier I	March 3 – 6, 2022
Indoor Youth Boarded Tier II – IV	March 11 – 13, 2022
Indoor Senior Boarded	March 18 – 20, 2022
Outdoor	TBD

Player Transfer Deadlines:

Indoor Senior	January 31, 2022
Indoor Youth	February 15, 2022
Outdoor Youth Tier I and Senior	July 31, 2022
Outdoor Youth Tier II – IV	TBD

Roster Submission Deadlines:

Indoor Youth	February 16, 2022
Indoor Senior	March 2, 2022
Outdoor Youth Tier II – IV	TBD
Outdoor Youth Tier I and Senior	July 31, 2022

Other Upcoming Competitions:

Canada Soccer Men's National Club Futsal Championship	April 2022
Canada Summer Games	August 6 – 21, 2022
Canada Soccer Regional Masters Club Championships	September 2022
Canada Soccer Club National Championships	October 4 – 10, 2022
Arctic Winter Games	January 29 – February 4, 2023
Alberta Winter Games	February 2023
Alberta Summer Games	July 20 – 23, 2023