



Lakeland District Soccer Association
Fall Operational Meeting Minutes
Telus Team Meeting
October 3, 2021 @ 9:30

1. Call to Order: 9:30 am

Roll Call: Those in attendance: Josh Phillips (LDSA President, BV Tech. Dir.), Cheri Wolgien (LDSA 1st VP), Darlene Larocque (LDSA Secretary, BV VP), Jose Teixeira (LDSA DRA, BV Pres.), Kristin Ward (Vermillion Pres.), Tim Urlacher (CL Pres.), Etienne Vaillancourt (LLB VP), Robert Simons (St. P Pres.)

2. Additions to Agenda: Add Directors & Officers Insurance

- a. Added to New Business – 6 a.

3. Approval of Agenda: 1st Lac La Biche, 2nd Cold Lake

4. Approval of Previous Meeting Minutes: 1st Cold Lake, 2nd Vermillion

5. Unfinished/Ongoing Business/Reports:

a. **Player Cards:**

- Item was tabled from the Spring Planning Meeting.
- Cheri confirmed we have the printer and supplies.
- CL noted maybe we try creating cards for the indoor season since the player numbers are small.
- Cheri noted that ASA (for provincials) is moving away from the plastic cards and more to digital.
 - Cheri to look into this process with the transition to RAMP

b. **COVID:** Provided by Josh.

Appendix 1

- We are still 3 months away from a possible 1st tournament
 - All coaches must be vaccinated in order to participate at that time
 - U19 or Adults must follow the Restrictions Exemption Program
 - Provide proof of immunization
 - Or a negative privately paid COVID-19 test from within the previous 72 hours
 - Under 18 players and officials participating with the U19 or adults must follow as well
 - Would apply to anyone (coaches included) going to provincials or an in-city tournament.
 - Pres. noted he has spoken with some of the local facilities and at this time the vaccination requirement is not in effect (note: venue protocols/requirements must be followed)
- Youth sports can go ahead



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- Locally we shouldn't run into any issues
- All participants must complete an 'Informed Consent - Assumption of Risk Waiver'
 - For youth, their parents / guardians must sign an 'Informed Consent – Assumption of Risk Waiver (youth)
- Masks are mandatory entering and leaving the venues
 - Players and coaches may remove when in play
 - Coaches will need to wear masks on the bench if unable to maintain social distancing
 - Players and coaches to maintain 2m social distance from referees @ all times
 - Physical distancing must be adhered when not in play
 - Coaches / trainers may enter physical distancing space for brief interactions during games / training sessions but must wear a mask during this interaction
- Contact tracing is still required
- Health checks are still needing to be completed
- Equipment to be sanitized before and after use
 - Home team is responsible for sanitizing equipment for games
- Scheduling: try to have a little gap or manage it accordingly
- Travel is permitted within the province for games against registered opponents
 - Tournaments are allowed for players aged 18 and under
 - Tournaments are allowed for players over 18 if applying the Restriction Exemption Program
 - Facility requirements **must** be adhered to
- Coaches: 2 coaches per group (18+) for all practices / games
 - Have valid record checks
 - At least 1 coach for each player gender present
 - Reminder: ASA will still reimburse coach courses up to October 31st
- Spectators are permitted up to 1/3 venue capacity
 - Ensure you are aware of the venue requirements / restrictions
- Non-Compliance penalties exist, so ensure you are following all requirements

c. Referee update: Provided by Jose

- Course has been scheduled at the Bonnyville C2
 - Webinar: October 20, 2021 – 6:30 – 9:00 pm
 - In-Person: October 30, 2021 – 1:00 – 4:00 pm
 - Maximum number of participants = 30
 - Minimum number is typically 6 however have run with 3



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- Encourage referees to register
- Verification of the C2 booking is being made, if any changes are needed the instructor will make arrangements and advise participants
- Referees to complete both the webinar and in-person portions

d. Fun Fest Update: Provided by Tim.

- Invitations were sent out to the communities
- Event cancelled due to low participation numbers
 - BV had 8 players
 - CL had 7 players
 - 1 other player from another community
- Concerned this may be reflected in the community numbers as well.
- President noted the summer event went over really well, it was well organized, and the kids were having fun.
 - It would be good to continue these types of events in the upcoming seasons

e. Executive Director Update: Provided by Cheri.

- An Executive Direct posting has been drafted. (See appendix 2)
- Will look to have someone in this role by January 1st ideally
- Look to fill for the remainder of the season
 - Verm: Is there an open / close date on the posting?
 - Cheri: the posting will be opened shortly after the AGM and will close once a successful candidate is identified
- By-laws need amending
 - Currently we are handcuffed with the by-laws noting certain requirements (i.e., 2-year contract)
 - Will look to update the by-laws by removing some of the Executive Director specific items
 - Communication will be sent out with the week
 - To be voted on at the AGM
- Pay
 - Discussions regarding the pay structure continue for this role
 - Considerations given to how the district will protect itself against another COVID season
 - Pay to be fair and feasible for both the successful candidate and organization
 - Discussion whether the salary requires a vote at the board level
 - A salary structure to be drafted and presented at the AGM



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f. SQS Committee Update: Provided by Josh.

- Looking to form a committee at the Lakeland level
 - Start meeting in the new year once an Executive Director is in place
- Pres. to look into how ASA can support us with this
- The communities to appoint someone from each club to participate in this committee

g. ASA Fall Meeting Update: Provided by Josh.

- It's 3 weeks away (October 22nd – 23rd)
- Current registered participants: Josh and Cheri
- If someone would like to attend as well, send either Josh or Cheri an email and a link will be forwarded to you

6. New Business

a. Directors and Officers Insurance: Presented by Cheri

- This insurance is to protect the executive of boards from financial mismanagement
 - Eg. If someone paid too much on a bill which resulted in a negative balance. The executive is personally responsible for it
- Have reached out to The Cooperators Insurance
 - A questionnaire is required to be completed
 - Getting pricing
 - Looking to have proposal prepared for voting at the AGM
- **Question asked:** would it be possible to support the communities as well?
 - Is it possible to have group pricing where each individual community is responsible for their own insurance however we receive a group price because we're all linked to the one umbrella organization
 - Cheri will bring this back to the Cooperators to see what options there may be

b. League Play:

- Current registration numbers for the U11s and up:
 - St. Paul is waiting to hear back about a venue – no numbers to report at this time



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- Lac La Biche's registration is still open – no numbers to report at this time
- Vermillion does not have a venue – no indoor season offered
- Vegreville does not have a venue – no indoor season offered

Group / Club		Cold Lake	Bonnyville	St. Paul	Lac La Biche	Vermillion	Vegreville
U11	Boys	10	10				
	Girls	12	4				
	TOTAL	22	14	?	?	n/a	n/a
U13	Boys	9	7				
	Girls	2	2				
	TOTAL	11	9	?	?	n/a	n/a
U15	Boys	4	6				
	Girls	4	9				
	TOTAL	8	9	?	?	n/a	n/a
U17	Boys	2	5				
	Girls	5	2				
	TOTAL	7	7	?	?	n/a	n/a
U19	Boys	2	0				
	Girls	2	0				
	TOTAL	4	0	?	?	n/a	n/a

- Cold Lake is working with LLB to have a youth boy/girl team
 - Some of the U17s may register with the adult team
 - Pres. noted these players won't be able to register with the community and play with the adults
 - Those players moving to the adult level will need to be vaccinated
 - 1st VP noted: if these players are looking to play tournaments in the city, ask to see if they'll accommodate the age exceptions as there's not a lot of players at the U19 level
 - Just keep safety in mind when moving levels
 - CL noted some of their U19 players may move down to the U17 level
- League play options:
 - Consider having a U17 tournament team as it looks like there may not be numbers for league play for this level
 - Noted there would be a few LLB players interested in this option
 - U15 could possibly have a mixed league play
 - U13 there's enough for league play



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- More discussions to be had over the next few weeks
 - CL noted we need to start at the grassroots level and see if we can start providing competitive play at that age so they will stay with the sport
 - Noting Hockey has always offered this and is very successful at retaining players
- Venues booked for league play
 - Cheri noted nothing has been booked at this time as it was uncertain if there would be a need
 - Will reach out to facilities to tentatively book weekends from November to February
 - 6 game league play
 - Will review possibility of evening games where feasible
- Provincials Open– yes
- Lakeland Cup – Weekend of February 5th – 6th
 - U11s to participate in the Lakeland Cup
 - Won't qualify for provincials
 - The district has enough medals for U11 level
 - Reminder: a good opportunity to look at community sponsorship for prizes (e.g., shirts)
 - Cold Lake will contact the Energy Centre to confirm these dates work
 - If unable to book, Bonnyville will contact the C2 centre to book

c. Lakeland EIYSA Team

- Communications were sent out to the communities however there were not enough players to form a team.
 - Lakeland EIYSA Team cancelled for this season

d. Registration Deadlines & Process

- Communities to have their registration numbers submitted by October 17th
- RAMP will not be available for this indoor season
 - Aiming for it to be available by 2022 Outdoor Season

e. Coaching Courses

- ASA is still offering coaching courses for free
- A great opportunity for all communities to take advantage and have their coaches take these courses which they'll get reimbursed for
 - Reminder, it will be mandatory for all coaches to have these courses once SQS is in effect



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f. Important Dates

Appendix 3

- Team Declaration by January 14, 2022
- Roster Submission Deadline:
 - Youth by February 16, 2022
 - Senior by March 2, 2022
- Provincials:
 - Youth Boarded: March 11 – 13, 2022
 - Senior Boarded: March 18 – 20, 2022

7. Next Meeting: AGM – November 7th @ 9:30 am

8. Adjournment: 10:57 a.m.

1st by CL, 2nd by Verm



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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.



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**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



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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.



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**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



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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,

 PO Box 4801, Bonnyville AB T9N 0H2

 (780) 207 0163

 Execdir@lakelandsoccer.ca



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- 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.



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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