



Fall Planning Meeting Minutes
Telus Team Meeting
September 12, 2021 @ 9:30

1. Call to Order: 9:33 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.), Lori Midford (CL VP), Jolaine Howrish (CL Youth Boys Director), Etienne Vaillancourt (LLB VP)

2. Additions to Agenda: Add FUN FEST topic to Unfinished/Ongoing Business section. Discussion lead by Tim Urlacher.

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

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

5. Unfinished/Ongoing Business/Reports:

a. Financial Update: Provided by Cheri.

- Coach grant received from ASA will be distributed to all participating communities accordingly:
(See appendix ii)

CL: \$190.00	LLB: \$90.00	St. P.: \$110.00
Veg.: \$90.00	BV: \$30.00	

(See appendix i for all items noted below)

- Government grant received with reporting required on how the funding is to be/has been utilized. President and VP reported back indicating the funds are to be used to ensure the ongoing viability of the organization, noting the funding of an Executive Director.
- Previous outdoor fees are still being collected, there was confusion regarding the amount due as a result of the changing fees with COVID. This has been clarified and fees are expected shortly.
- Outdoor fees haven't been charged by ASA as yet.
- Net Income is \$28,597.24 with a current bank balance of \$34,317.26

b. Executive Director: Provided by Josh.

- Noted that although LDSA is more financially sound, that it may not be the best time to hire an Executive Director due to the ongoing uncertainty of the indoor season's participation and that having a full time ED at this time could place us in a financial predicament if player registrations are quite low.

- Propose a salary of \$1500/mth to be paid to Cheri Wolgien, who has been acting as the interim executive director, over the next 4 months. This will cover the uncertain time-period allowing for further financial stability, management of the ED duties (appx. 200 hrs of work), and time to finalize the Executive Director role/duties, Salary.
 - All board members in agreement with interim proposal
- Executive Director to ideally be in place by January 2022

c. Fun Fest: Provided by Tim.

- Would like to host an outdoor Fun Fest for the U13 – U19 age group of Sunday, September 26 from 11-2
- The intention of the festival would be to help determine number of players per age group within the district for the upcoming season.
- Understand that not all registrations are closed by this time, propose that players that were either registered for the past outdoor season and/or registered with the upcoming indoor season be the focus group.
- Noted the City of CL has a waiver that could be used for non-registered players; like a drop-in
 - VP & Pres. Confirmed that all past outdoor players would still be insured and that as soon as a child registers they are considered insured by ASA.
 - BV suggested having a registration table at the event for ‘non-registered’ players to be able to sign up
 - Agreed by all to have a registration table at the event for all communities to be able to register players to their clubs as applicable
- CL will send out communication to all communities regarding the details of the event.

d. COVID update: Provided by Josh.

- ASA restrictions, although lightened, are still in effect.
- An update is expected soon.
- Risk Waiver must be signed by all: coach, player, ref, etc.) Pres. Had sent the template to all communities
- Contact tracing logs to continue: templates are available on the ASA website
 - ASA may contact us regarding a positive case and we would need to use this log to contact other close contacts
- Health Checks are no longer mandatory however communities can continue them if they wish
 - If someone is experiencing symptoms they are not permitted on the field, practice, game. They will be asked to leave
- Follow the facility guidelines/protocols regarding COVID restrictions
 - i.e. masks mandatory in the facility, but not on the fields
 - spectators at events
- Players and coaches must be 2m away from referees
- Coaches: training is not required at this time however the need to have 2 coaches on the bench for all practices and games is still in place (and will remain in effect post COVID)

- Each gender must be represented (i.e. co-ed team must have 1 female and 1 male coach at all times)
- Open to travel for tournaments, provincials, and league games
- Sanitizing to continue
- Masks: Pres to verify whether the coaches are required to wear them on the fields

e. Referee Update: Provided by Jose.

- There are no referees at this time
- No communities have requested to book referees
 - CL asked if communication could be forwarded to the High School students regarding this opportunity. It would assist with their volunteer requirements as well.
 - Agreed that would be a good idea, anything to raise interest
 - Lori noted she would draft a communication and forward to the communities to share with their High Schools
 - Would be good to have some 'older' referees to mentor the younger/newer refs
 - Lori also noted she would speak with the CL Pres regarding communicating the opportunity with the Men's Soccer group
- Referee Ages:
 - Mini Refs are 12 yrs and older, born after May 15
 - Youth Refs are 14 yrs and older
- Cost: typically the communities have covered the cost of the referee fees
- Training Courses: <https://albertasoccer.com/referee/become-a-referee/>
 - An Introduction Course is needed which consists of an online instructor led course (2.5 – 3 hrs) and an on the field trainer-led session (3hrs).
 - A Conversion course is also needed for the indoor season. This consists of an online sessions
- Referees can receive the following per game during an indoor season:

	Age Group	Referee Assistant	other
Mini	\$ 25.00	\$ 15.00	\$ 15.00
U13	\$ 30.00	\$ 20.00	\$ 20.00
U15	\$ 40.00	\$ 30.00	\$ 30.00
U17	\$ 45.00	\$ 30.00	\$ 30.00
U19	\$ 50.00	\$ 30.00	\$ 30.00
Adults	\$ 50.00	\$ 30.00	\$ 30.00
- Mileage will be paid to referees when travel to other communities is required, unless they are at the event with a sibling that is participating at the event
- BV noted they will set up an introductory session on either the 1st or 2nd week of October.
 - Further details will be communicated to the communities

6. New Business

a. League Play:

- Will wait for the Fall Operational Meeting to discuss once registrations are closed and final numbers are in
 - Question asked to the floor regarding the community interest in having the U11 participate in League Play
 - Tabled until the Fall Operational Meeting once final numbers are available
- Vermillion noted they will not operate during the indoor season as they do not have a facility to use
 - VP asked if players would be willing to travel to other communities and play for them (register with another community)
 - Vem. Noted they haven't had seasons for almost 2 years and is concerned with the ongoing interest however will continue to communicate and pass along opportunities through social media, etc.
- Pres. noted it would be good to have the men's team register within the applicable communities as well
 - This will allow games between the U19 and the men's teams
 - Lori will look into interest for a Women's team as well
- St. Paul's indoor season is unknown at this point
- Vegreville is sending kids to Sherwood Park for the indoor season
- LLB numbers are slim at this time

b. EIYSA Team

- Looking to register a Tier 2 team with Edmonton's League.
 - Past examples were quite successful
 - Deadline to register with EIYSA is September 26th – 28th
- Players looking to participate with the T2 team must have registered and be actively participating with their home community
 - This stipulation is to ensure community soccer is protected
- Currently it is a U17 boys that are looking to form a team
 - The district is open to more teams forming a higher tiered team however this is dependent on the availability of coaches, who are ultimately responsible for the management of the team
- Coaching applications are typically submitted with their qualifications and selected from there
- Try-Outs are open to all players registered within the district
- COVID restrictions: to be pro-active, how will the competitive team deal with cohort restrictions if they are reinstated?
 - Motion: Community soccer takes precedence, if the cohort permits switch off of teams after a cooling period then the child could switch between the two teams for the duration of the restriction/season, however if only one cohort is permitted, the community team will take precedence.
 - 1st BV, 2nd LLB
- Pres. will connect with Tara, who is looking to form the team and advise of the board decision to go ahead with try-outs, coach applications, and community communications

c. Registration Deadlines & Process

- BV, LLB, and CL's registrations all close by September 30th
- Communities to forward their registration numbers to the district within the first two weeks of the close of registration
 - Interim ED will forward the template to all the community registrars
 - Ensure to note the CRC expiry and NCCP numbers for all coaching staff
 - For the past outdoor season, if it was missing please forward this information by next week – let your registrars know of the deadline

d. Coaching Courses

- ASA is still offering coaching courses for free
- Interim ED had sent out a reminder email last week
- 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

e. ASA Fall Meeting October 22 – 23

- Josh and Cheri will be attending the ASA meeting virtually
- Pres. reminded the communities to let him know if the presidents are wanting to attend as well, so that he can register them

f. SQS

- SQS = Standards for Quality Soccer
- All clubs will have to meet these standards in order to remain in good standing with ASA
 - If non-compliant, the community/club will not be able to participate in provincials or tournaments
- CSA is enforcing this for all provinces > Provinces for all Districts > Districts for all Communities
- Comes into effect during Fall 2023 (or Spring 2023 – the time keeps changing)
- 37 Standards are to be met
 - Some are quite simple and are already in place
 - Others will take some time to create and become established
- It is still unclear if all the standards are to be met by day 1
 - ASA has a person in place to support this transition
 - Communities agreed to form a committee amongst the district and communities to support each other in this task
 - To share wording, procedures, etc.
 - The district will look to other districts for sharing of policy framework and support as well

7. Next Meeting: Fall Operational Meeting – October 3, 2021 @ 9:30

8. Adjournment: 11:27 a.m.

1st by LLB, 2nd by Verm

Appendix I

Lakeland District Soccer Association Comparative Income Statement					
	Current 09/01/2020 to 08/31/2021	Actual 09/01/2019 to 08/31/2020	Actual 09/01/2018 to 08/31/2019	Actual 09/01/2017 to 08/31/2018	Actual 09/01/2016 to 08/31/2017
REVENUE					
Revenue					
LDSA Fees - Indoor	1,112.50	12,232.00	9,958.00	12,922.00	15,555.00
LSDA Fees - Outdoor	18,388.15	945.00	75,328.38	75,112.00	81,396.45
Lakeland Cup Fees - Indoor		5,000.00	6,500.00	6,572.00	7,000.00
Lakeland Cup Fees - Outdoor		0.00	17,500.00	17,500.00	25,000.00
Summer Games		0.00	0.00	12,307.00	0.00
ASA Prov. Host Grant		1,600.00	0.00	0.00	0.00
Declaration Fees		7,233.75	11,647.50	6,456.25	8,247.00
Tournament Sanctioning Fees		0.00	259.60	0.00	0.00
Referee / Technical		3,779.25	4,510.00	13,491.30	12,099.25
Promotional / Misc Events		0.00	4,709.50	0.00	3,116.40
Player Card Printing		560.00	120.00	0.00	0.00
Interest Revenue	0.36	0.72	0.06	0.00	0.00
ASA Coach Grant	460.00				
Government Grant	14,800.00				
Total Other Revenue	34,761.01	31,350.72	130,533.04	144,360.55	152,414.10
TOTAL REVENUE	34,761.01	31,350.72	130,533.04	144,360.55	152,414.10
EXPENSE					
Payroll Expenses					
Subcontractors	0	24,500.00	42,000.00	42,000.00	42,000.00
Total Payroll Expense	0.00	24,500.00	42,000.00	42,000.00	42,000.00
Operating Expenses					
ASA Fees - Indoor	1,316.20	5,076.00	6,874.55	6,505.71	5,129.78
ASA Fees - Outdoor	765.15	4,541.88	26,614.00	45,333.77	41,884.71
ASA Meetings / AGM		1,733.13	3,662.41	3,149.44	6,252.04
LDSA Meetings/AGM		479.56	2,200.08	1,449.44	1,953.45
Summer Games		0.00	10,734.82	2,585.30	395.05
ASA Prov. Host Grant Disbursement		1,600.00	2,850.00	0.00	1,350.00
Declaration Fees		7,233.75	9,200.00	10,272.50	14,176.25
Promotional / Misc Events		596.36	4,596.15	2,030.88	143.20
Community Overpayments		0.00	150.00	1,564.00	0.00
Lakeland FC Tier II/III		614.25	4,567.00	0.00	0.00
Total Operating Expenses	2,081.35	21,874.93	71,449.01	72,891.04	71,274.48
General & Administrative Expenses					
Accounting & Legal	425.25	425.25	425.25	47.25	352.70
Advertising, Promotion & Website	1,059.00	0.00	3,208.50	367.50	893.34
Courier & Postage		0.00	32.45	26.78	12.81
Amortization Expense		1,020.08	1,047.26	1,043.38	951.09
ASA Affiliation Fees	315.00	315.00	315.00	315.00	315.00
Office Supplies		652.02	1,130.82	1,051.54	1,249.05
Total General & Admin. Expense	1,799.25	2,412.35	6,159.28	2,851.45	3,773.99
League Play-Indoor- Expenses					
Referees		1,997.00	2,280.00	4,480.00	6,192.00
Medals		0.00			10,680.57
Mileage Expense		0.00	96.00	1,233.00	416.00
Total League Play-Indoor-Expenses		1,997.00	2,376.00	5,713.00	17,288.57
Lakeland Cup - Indoor - Expenses					
Referees		657.00	655.00	805.00	1,000.00
Mileage		393.00	104.00	859.00	104.00
Meals		0.00	0.00	52.02	0.00
Accommodations		348.80	0.00	309.19	183.61
Player Give Aways	2,283.17	0.00	1,719.90	2,097.38	2,460.68
Gymnasium Rental		0.00	392.25	0.00	847.88
Team Reimbursements		0.00	0.00	500.00	500.00
Total Lakeland Cup - Indoor	2,283.17	1,398.80	3,471.15	4,622.59	5,096.17

Appendix i cont'd

League Play-Outdoor-Expenses					
Referee Coordinator	0.00	0.00	875.00	0.00	
Referees	0.00	290.00	5,240.00	240.00	
Mileage	0.00	0.00	3,452.00	119.00	
Accommodations	0.00	0.00	758.28	0.00	
Player Give Aways	0.00	0.00	7,015.83	0.00	
Meals	0.00	0.00	41.35	0.00	
Total League Play-Outdoor-Exp	0.00	0.00	290.00	17,382.46	359.00
Lakeland Cup-Outdoor-Expenses					
Referees	0.00	4,985.00	0.00	8,025.00	
Referee Coordinator	0.00	800.00	0.00	1,250.00	
Medals	0.00	5,136.37	0.00	0.00	
Office Supplies	0.00	0.00	0.00	157.87	
Mileage	0.00	3,091.00	0.00	4,926.30	
Accommodations	0.00	298.19	0.00	1,669.71	
Player Giveaways	0.00	0.00	0.00	9,382.28	
Total Lakeland Cup-Outdoor	0.00	0.00	14,310.56	0.00	25,411.16
Referee/Technical Programs					
Referee Courses	315.00	2,387.50	4,542.52	5,491.25	
Referee Giveaways	0.00	1,392.98	0.00	60.64	
Technical Courses	1,559.25	0.00	1,995.00	1,260.00	
Technical Meetings/Programs-DHC	0.00	0.00	0.00	164.73	
Total Referee/Technical Progra	0.00	1,874.25	3,780.48	6,537.52	6,976.62
TOTAL EXPENSE	6,163.77	54,057.33	143,836.48	151,998.06	172,179.99
NET INCOME	28,597.24	-22,706.61	-13,303.44	-7,637.51	-19,765.89
Generated On: 12/15/2020					

Appendix ii

Course	Name	Club Name	Age Group	Enrolled	Started	Completed	Cost	Community
Learn to Train	Oxford, Gerald	Bonnyville Soccer	10-12	28-Apr-2021	28-Apr-2021	02-May-2021	30.00	30.00
Active Start	Crossland , Tyson	Cold Lake Minor Soccer	4-6	18-Apr-2021	18-Apr-2021	18-Apr-2021	20.00	
Active Start	Fortier, Julien	Cold Lake Minor Soccer	4-6	16-Apr-2021	17-Apr-2021	18-Apr-2021	20.00	
Active Start	Mathias, Bill	Cold Lake Minor Soccer	4-6	21-Apr-2021	21-Apr-2021	21-Apr-2021	20.00	
Active Start	Neggers, Danielle	Cold Lake Minor Soccer	4-6	20-Apr-2021	20-Apr-2021	21-Apr-2021	20.00	
Active Start	Holts, Kelsey	Cold Lake Minor Soccer	4-6	22-Apr-2021	22-Apr-2021	23-Apr-2021	20.00	
Soccer for Life	Gant, Kevin	Cold Lake Minor Soccer	13-17	18-Apr-2021	18-Apr-2021	25-Apr-2021	30.00	
Active Start	runge, Ashleigh	Cold Lake Minor Soccer	4-6	21-Apr-2021	26-Apr-2021	28-Apr-2021	20.00	
Active Start	Gervais, Nicky	Cold Lake Minor Soccer	4-6	29-Apr-2021	29-Apr-2021	29-Apr-2021	20.00	
Active Start	Zacharias, Emily	Cold Lake Minor Soccer	4-6	01-Jun-2021	01-Jun-2021	01-Jun-2021	20.00	190.00
Soccer for Life	plamondon, darcy	Lac La Biche Jr Soccer	13-17	22-Apr-2021	22-Apr-2021	23-Apr-2021	30.00	
Soccer for Life	Abougouche, Aliya	Lac La Biche Jr Soccer		28-Apr-2021	28-Apr-2021	28-Apr-2021	30.00	
Soccer for Life	St Louis, Chelsey	Lac La Biche Jr Soccer	13-17	02-May-2021	18-Jul-2021	18-Jul-2021	30.00	90.00
FUNDamentals	Fedoruk , Taylor	St Paul Soccer	7-9	27-Apr-2021	27-Apr-2021	27-Apr-2021	20.00	
FUNDamentals	Morrison, Angele	St Paul Soccer	7-9	27-Apr-2021	27-Apr-2021	29-Apr-2021	20.00	
Learn to Train	brousseau, jessica	St Paul Soccer	10-12	02-May-2021	02-May-2021	02-May-2021	30.00	
Active Start	Nunweiler, Juliana	St Paul Soccer	4-6	28-Apr-2021	02-May-2021	02-May-2021	20.00	
FUNDamentals	Robbie, Nikita	St Paul Soccer	4-6	04-May-2021	04-May-2021	04-May-2021	20.00	110.00
Soccer for Life	Boettcher, Terry	Vegreville Minor Soccer Association	10-12	29-Apr-2021	29-Apr-2021	29-Apr-2021	30.00	
Learn to Train	Fritz, Chantelle	Vegreville Minor Soccer Association	4-6	03-May-2021	03-May-2021	03-May-2021	30.00	
Soccer for Life	Hewitt, Mike	Vegreville Minor Soccer Association	10-12	29-Apr-2021	30-Apr-2021	04-May-2021	30.00	90.00