



UPPER ISLAND SOCCER ASSOCIATION

UIISA – EXECUTIVE MEETING

Monday, June 15, 2020

Via Zoom– 6:30 PM

Present: Shawn Fiddick, Karen Garrett, Willow Rae, Lynn Krynowksy, Daniel Sailland, Jennifer Vinzencz and Christiane Kamerman

- 1) **Additions/Adoption of Agenda**
MOTION: TO APPROVE THE AGENDA AS CIRCULATED
Lynn/Daniel **CARRIED**

- 2) **Minutes of Previous Meeting: May 11, 2020**
MOTION: TO APPROVE THE MINUTES AS CIRCULATED
Daniel/Karen **CARRIED**

- Minutes of Previous Meeting: May 26, 2020**
MOTION: TO APPROVE THE MINUTES AS CIRCULATED
Willow/Daniel **CARRIED**

- Minutes of Previous Meeting: June 6, 2020**
MOTION: TO APPROVE THE MINUTES AS CIRCULATED
Karen/Jenn **CARRIED**

- 3) **Correspondence:**
 - a) June 2: from BCSA – Return to Play Phase I – sent to UIISA Exec and Club Presidents
 - b) June 8: from BCSA – CSA Referee Return to Train Guidelines. Sent to UIISA Exec and Clubs

- 4) **Old Business:**
 - a) **Roles & Positions:** Further designation of roles TBD in due course.
 - b) **UIISA Office/Documentation & Financial Statements:** Karen met with C. Carson and retrieved: last 7 years of financials, bank statements, cheque books, accounting program, misc. office supplies, USB drive with files, Riptide kits and post box key.
Action Item from June 6: TO REVIEW UIISA’S FINANCIAL STATEMENTS AND DISTRIBUTE TO COMMUNITY CLUBS WITH AN UPDATED REPORT WITHIN 30 DAYS
Action Item from June 6: SHAWN TO PROVIDE UPDATED REPORT TO CLUB PRESIDENTS AND POST SAME ON WEBSITE RE: UIISA’S FINANCIAL STATUS

- c) **Riptide Academy:** Refer to Appendix "B" for financial info
 - d) **Expense Form:** Karen emailed the Expense Form to Board members for use effective immediately.
 - e) **Signing Authority** – Karen and Daniel are scheduling an appointment to meet with financial institution to update signing authority - potentially June 26. Karen to confirm banking hours and availability.
 - f) **BC Soccer Youth Forum** – nothing further
 - g) **BC Soccer Provincials** – nothing further
- 5) **New Business:**
- a) **UISA Meeting Dates & Locations** – see list below. Shawn advised Tier III Steering Committee Meeting dates/times still need to be added, as well as BC Soccer AGM. Shawn is going to review and familiarize himself with the "change of season" proposal previously presented. Shawn advised Treasurer that UISA needs to budget for 2 or 3 people to attend AGM in November. Karen will review last year's budget for a comparison.
 - b) **Return to Play**
 - i) See **Appendix "A"** for notes from June 11, 2020 Zoom BC Soccer meeting. BC Soccer has outlined requirements for return to play. BC Soccer has provided an assessment tool for clubs to complete. Shawn will email Ryan of BC Soccer to ask where this tool is found. Ways to support our district clubs in their return to play - The responsibility is being placed on the individual clubs themselves. Daniel provided a wealth of information for return to play from a Parks and Rec's perspective. Parkville, Qualicum and Regional District of Nanaimo have jointly prepared a return to play policy for user groups to adhere to. Helpful resources: ViaSport and BCRPA. BC Parks & Rec Commission has prepared templates and Daniel will send template to the Board. Clubs need to follow requirements set out by their local authorities. It is ultimately up to the users to self-police and do what is required before they return to play. Daniel offered to help with preparing a template. Shawn suggested to take template to each club within the district and ask for their feedback and input. Our local Island Health Authority has the highest authority to adhere to.
 - ii) Tier II Storm & Riptide – No point in doing evaluations for Tier II right now until we know whether VIPL is proceeding. We will prepare "return to play" plan template for Tier II VIPL and clubs in the district can use it to assist with their "return to play" plan. We are going to want to make sure training is set up in place for the Fall. Shawn noted that in light of Covid, we may want to reassess the amount of registration fees UISA is charging players this season. Tabled for future discussion.
 - d) **Pacific FC Involvement in Tier II VIPL (Storm/Riptide):** Shawn will be speaking with James Merriman of Pacific FC in the near future. He is also meeting with VIPL (Storm & Riptide) TDs on Wednesday. Shawn noted an alternative option for consideration – having two bigger clubs in the district run VIPL e.g. Comox United and Nanaimo United. Discussion ensued:

- option of not continuing to provide Riptide Academy and just maintaining Storm and Riptide VIPL program
- PFC has the infrastructure to put together programs, has the coaches etc. VIPL TDs would be accountable to PFC. Provides an equal opportunity and playing field for all players across the Island. Their training style is player based as opposed to team based.
- PFC is running BCSPL Wave as of August 1, 2020 but LISA maintains ownership of it, there exists a Letter of understanding.
- Shawn to forward PFC's proposal to Board. Nanaimo United is not supportive of PFC's proposal (they have presented a proposal of their own).
- Need input and feedback from all clubs in the district, especially the smaller clubs. Perhaps survey clubs to find out what changes to VIPL are needed. Review feedback prior to deciding.
- Possibility of having players wishing to participate in VIPL, participate in a VIPL training program September to December (evaluation time) and then when return to play allows for teams to play each other, players can be selected and teams can move ahead quickly. With so much uncertainty as to whether VIPL will even be proceeding this season, this important topic of direction for VIPL will continue to be contemplated in due course. Shawn will report back after speaking with James Merriman and VIPL TDs. Tabled for next meeting.

d) **Employee Contracts:** There is need to re-evaluate and re-write current contracts. The contracts should be written to protect the interests of the Society. The amount of pay/compensation needs to be re-evaluated. Jenn and Daniel to prepare new contract templates for future use. Discussion regarding employees v contractors is tabled to next meeting.

e) **Board Members Tasks:** Lynn will take on Storm Steering Committee Chair.

f) **Riptide Academy:** Karen is going to come back with recommendations.

g) **UISA Policies & Procedures:** ran out of time to discuss this topic. Jenn offered and agreed to review UISA Policies & Documents to determine what needs updating.

h) **New Website – Sharing Workload:** website needs to be updated – the info is stale. Ran out of time to discuss this topic in its entirety. Shawn advised that we had 6 GoDaddy emails and a 7th needing renewal. Can negotiate the 7th email for free and upgrade from WordPress to Web Builder for no cost for a year. Shawn to send link to access the site to Board to check it out. He thinks it is more user-friendly. Shawn to talk to Mike Rankin and David Rankin this week.

i) **Charter Program:** ran out of time to discuss this topic – tabled to next Executive Meeting.

6) **Technical Report:** Nothing to report at this time.

7) **Storm Report:** Nothing to report at this time.

8) **Riptide Report:** Nothing to report at this time.

9) **Treasurer Report:** Discussion of expectation level regarding Karen's time/effort in reviewing and sorting out financials. How far do we go back? The priority and objective is to provide enough accurate information and answers to district clubs so clubs are well informed. If any individuals are out of pocket, we should make that a priority. Moving ahead we need to set a new high standard to adhere to – clear, simple and transparent. Treasurer will look further into whether Riptide was billed appropriately for hours spent attending to Riptide matters – is there any real importance in having Riptide pay UISA back the monies they owe? Shawn will send Karen the breakdown report of Administrator's hours that were previously provided. Treasurer will do some digging and advise the Board of the 5 topmost important items that need to be addressed prior to next meeting.

- There are outstanding amounts, representing fall late registration fees, that still need to be collected from some district clubs.
- There are outstanding fees, representing VIPL (Storm/Riptide) fees, that still need to be collected from some players.

MOTION: TO COMPOSE AND DISTRIBUTE A LETTER TO PLAYERS WHOSE VIPL (STORM & RIPTIDE) FEES ARE OUTSTANDING ADVISING PAYMENT IS DUE AND OWING AND DISTRIBUTE A LETTER TO CLUBS WHO HAVE OUTSTANDING FEES ADVISING PAYMENT IS DUE AND OWING.

Lynn/Jenn

CARRIED

Willow to draft the letter going out to clubs. Shawn to confirm that invoices have been sent to clubs. Shawn to communicate with club presidents. Karen to draft the letter going to players. Players will not be able to participate in soccer if these fees remain outstanding. If required, players may request a repayment plan.

- UISA currently has several bank accounts open for different purposes. Karen & Daniel will enquire when they meet with financial institution about making sure the bank account is set up in the most logical manner.
- For simplicity, getting rid of PayPal – it is unnecessary as the payment options of cheque and e-transfer are available.
- Getting rid of storage unit – Karen is re-locating items and this item will no longer be an expense.
- Attached as **Appendix "B"** is Treasurer's Report based on Treasurer's review and findings to date.

MOTION: TO PAY RIPTIDE TECHNICAL DIRECTOR FOR EXPENSES HE INCURRED IN FEBRUARY, MARCH, APRIL AND MAY 2020 FOR RIPTIDE EXPENSES IN THE AMOUNT OF \$262.87.

Karen/Lynn

CARRIED

MOTION: TO PAY FOR FINAL MONTH OWING ON STORAGE UNIT UP TO JUNE 24, 2020 IN THE AMOUNT OF \$117.60.

Karen/Daniel

CARRIED

MOTION: TO PAY THE STORM SOCCER CITY INVOICE IN THE AMOUNT OF \$2,172.86.

Karen/Lynn

CARRIED

MOTION: TO REIMBURSE MID-ISLE SOCCER CLUB \$36.83 FOR PLAYER REGISTRATION.

Karen/Daniel

OPPOSED/NOT CARRIED

Discussion: Reconcile this reimbursement amount against monies owed by Mid-Isle Soccer Club.

MOTION: TO TRANSFER \$300 FROM STORM ACCOUNT TO UISA GENERAL ACCOUNT FOR U17G TEAM SANCTION FEE.

Karen/Lynn

CARRIED

MOTION: TO PAY CHRISTINE CARSON FOR HER APRIL, MAY AND JUNE 2020 EXPENSES IN THE AMOUNT OF \$1,307.67

Karen/Daniel

CARRIED

MOTION: TO REIMBURSE REFEREES JEPSON AND THOMAS FOR 2020 CUP FEES IN THE AMOUNT OF \$316.05.

Karen/Christiane

CARRIED

MOTION: TO PAY BCSA \$2,626.00, REPRESENTING OUTSTANDING LATE REGISTRATION FEES.

Karen/Christiane

CARRIED

MOTION: TO PAY GAUER OLSEN CHARTERED ACCOUNTANTS \$2,523.15, REPRESENTING AMOUNT OWING FOR PREPARATION OF UNAUDITED FINANCIAL STATEMENTS TO YEAR ENDED MARCH 31, 2020.

Karen/Daniel

CARRIED

Karen will get online bank access once signatories have been updated.

- 10) **Registrar Report:** Nothing to report at this time.
- 11) **Administrator Report:** Nothing to report at this time.
 - a) **BCSPL Report:** no report
 - b) **VIPL Update:** no report
 - c) **UISA League Update:** no report
- 12) **Discipline/Officials:** Nothing to report at this time.

Adjournment: 8:42 PM

APPENDIX "A"

NOTES FROM JUNE 11, 2020 BCSA ZOOM MEETING (PREPARED BY CHRISTIANE)

Phase 1 Question and Answer

This phase goes through to Sept but can change and those updates will be in 4-6 weeks. Phase 2 and phase 3 are outlined and will be introduced as we get to that stage. The last thing they want to do is open too fast and must go back again. Worries around second wave of Covid in the fall and what will happen to the soccer season if that happens. Clubs need to be talking about this so that they have a plan. They are encouraging the clubs to be mindful of job loss and funding for families hit hard by Covid 19. The fees will need to be adjusted according to what we are able to do. BC soccer is still working on this piece. Discussion about different scenarios needs to happen starting at the club level. We cannot charge for a season of games that do not happen but at this time we do not know what is going to happen.

Technical

- using a parent or sibling for U9 is not mandatory, it is up to the clubs
- 2-10 ratio is a suggestion and not mandatory, up to the clubs to decide what the players need 10-1, 5-1
- Waist and below training only, each child to have their own ball during practice would be ideal. If each child can mark their ball and bring it back and forth for each session that is ideal otherwise sanitizing before and after is needed
- Goalkeeper training, goalies need to bring their own gloves, no sharing gloves

It may be hard to run practices like this in the fall for new inexperienced coaches. Some clubs are going to start with just the older groups. Some clubs are going to have their coaching staff run all practices and only have the volunteer coaches as assistants. Again, clubs can decide the ratio of assistants needed as well as if parents will be required to attend. It will be hard to keep young players from touching the ball and this is when it will be important that ball sharing is not happening. Passing between players is fine as long as it is at the feet and no touching the ball with your hands.

Assessment tool from Canada Soccer

- Use this tool as often as you need. They recommend that the clubs go through it and then go implicate it and then go back and asses again as often as they need until they reach low or very low.
- must do a verbal check for everyone entering the field
- temperature checks are not a mandatory requirement

Insurance and Liability Coverage

- the extended liability does not cover the not for profit. This is not a done deal; they are talking to BC soccer broker and more information will be put forward as it comes
- all other insurance is intact
- continue to use the waivers that were sent out

Mass Gatherings

- some municipalities have not sorted out the liability issues and will not allow soccer on their fields, this is up to the municipality
- 50 people or less on the field but if your municipality says only 20 than that is what you must go by
- these numbers are on the field, so if you have parents watching they must social distance themselves and that number is outside of the people allowed on the field

APPENDIX "B"

Karen – please provide me with the financial documents so I can swap these screenshots out! Lol

Riptide Account - as at 9 June 2020		
Opening balance		\$18,387.39
Recivables		
1 U18B Team - kit and hardship return		590.00
Total		\$590.00
Payables		
1 Storage container June 2020- May 2021	1,500.00	This can be deleted as we have cancelled the storage container.
2 PFC online program	500.00	Browns Bay sponsored
3 Storage unit May-June 2020	117.60	need to pay
4 Shel Expenses Feb, May	115.07	need to pay
5 Admin expenses paid by UISA - transfer	371.15	need clarification for what this is
6 Shel expenses March	147.80	need to pay
7 Riptide Gala scholarships	2,000.00	need to pay
9 UISA Admin owing	9550.00	board needs to discuss this amount, her notes say 1400 is already paid from 'surplus'?
Total	14,301.62	
Ending balance		\$4,675.77

Riptide Account			
Opening balance		\$10,187.34	May 31, 2020 bank statement
Recivables			
1 U18B Team - kit and hardship return		590.00	
Total		\$590.00	
Payables			
1 Storage unit May-June 2020		117.60	
2 Shel Expenses Feb, May		115.07	
3 Admin expenses paid by UISA - transfer		371.15	
4 Shel expenses March		147.80	
5 Riptide Gala scholarships		2,000.00	
Total		2,751.62	
Ending balance		\$8,025.72	

UISA General Account Activity

UISA General Account - as at 9 June 2020

Opening balance	\$4,108.05	
Receivables		
1 Cup ref payments from BC Soccer	400.00	
2 All club year-end reconciles	11,729.10	11709
3 Admin fees from Riptide	9,550.00	review thru board
4 Transfers in from Riptide and Storm Admin expenses	601.91	for what?
5 Transfer in for Storm sanction	300.00	
6 VIPL year-end reconcile - LISA	618.17	
Total	\$23,199.18	
Payables		
1 Respect In Sport	294.00	cancel this
2 UISA April-June 2020 expenses (estimate)	1,307.67	Christine
3 2020 Cup referee reimbursement	316.05	Jepson/Thomas
4 Late reg payment to BC Soccer	2,626.00	
5 Accountant invoice	2,523.15	
Total	\$7,066.87	

Received from Christine Updated

UISA General Account Activity

UISA General Account

Opening balance	\$14,608.05	May 31, 2020 bank statement
Receivables		
1 Cup ref payments from BC Soccer	400.00	
2 All club year-end reconciles	11,709.00	
3 Transfers in from Riptide and Storm Admin expenses	601.91	
4 Transfer in for Storm sanction	300.00	
5 VIPL year-end reconcile	618.17	
Total	\$13,629.08	
Payables		
1 UISA April-June 2020 expenses (estimate)	1,307.67	
2 2020 Cup referee reimbursement	316.05	
3 Late reg payment to BC Soccer	2,626.00	
4 Accountant invoice	2,523.15	
Total	\$6,772.87	
Ending balance	\$21,464.26	

Received from Christine Updated

Storm Account Activity - Saved

Storm Account - as at 9 June 2020

	Opening balance	\$6,878.13	
Receivables			
1	AVYSA year-end reconcile	200.00	
2	OYSS year-end reconcile	930.00	
	Total	\$1,130.00	
Payables			
1	MIYSA year-end reconcile	36.83	
3	NUFC year-end reconcile	1,344.20	
4	Soccer City invoice - eqpt	2,172.86	
5	U17G sanction to UISA	300.00	
6	Admin expenses paid by UISA - transfer	230.76	need to clarify what this is for
7	2020 Gala Scholarships	2,500.00	6 @ 500 (1 is already paid)
	Total	\$6,584.65	
	Ending balance	\$1,423.48	

Received from Christine Updated

Storm Account Activity - Saved

Storm Account - as at 9 June 2020

	Opening balance	\$6,003.13	May 31, 2020 bank statement
Receivables			
1	AVYSA year-end reconcile	200.00	
2	OYSS year-end reconcile	930.00	
	Total	\$1,130.00	
Payables			
1	MIYSA year-end reconcile	36.83	
3	NUFC year-end reconcile	1,344.20	
4	Soccer City invoice - eqpt	2,172.86	
5	U17G sanction to UISA	300.00	
6	Admin expenses paid by UISA - transfer	230.76	
7	2020 Gala Scholarships	2,500.00	
	Total	\$6,584.65	
	Ending balance	\$548.48	

Received from Christine Updated