VALLEY SOCCER CLUB Minutes of Meeting March 16, 2011

Called to Order: 7:37pm

In Attendance: Dusti Fisher, Jeff Vietmeier, Jamie Scott, Mike Freed, Mike Long, Jacki Watkins, Carol May, Karen Harwick, Beth Cook, Mike Hofkin, David Lingenfelter, Tony Durning, Ken Petolicchio, Bill Rehrig, Kelly Brownell, Executive Committee Not in attendance - Matt Fuhs,

Directors' Reports:

Intramural Report – VP of Intramural – David Lingenfelter –

- Spring Intramural at approx 315 players (up about 6%) this is within the average fluctuation we have seen over the last few years
- Short on Coaches trying to recruit a couple of Coaches
- Spoke with Mike Freed about Opening Day Activities there was a misunderstanding on timing, Opening Day or First Day of Practice, won't be able to complete this year, as there is a timing issue
- F Level course being offered for Intramural Coaches 4 hour commitment from the Coaches
- Looking for Refs asked Mike Freed if high school kids might be interested

Secretary's Report – Karen Harwick

Report submitted – Motion to approve – Mike Long motioned, David Lingenfelter seconded, all in favo

Travel Report - Tony Durning

- EPYSA Meeting was held March 6th attended, motions were raised, but they were all tabled,
 - Major Change in databases to GotSoccer, goes live in April, will be live for fall registration
 - O Training Courses being offered to Travel Coaches to understand changes
 - End result is everything to be electronic
 - LVYSL Meeting last week
 - Looking for Clubs to sponsor referee training
- Spring Travel four teams participating, U10G Jaquars, U11G Strikers, U13G Galaxy, U10B Demons
 - O League starts in April, no schedule yet
 - We have requested certain dates due to our fields limitations
- Mike Freed, has been appointed to Assistant Travel Coordinator, Director of Coaching
 - Was involved in Valley Soccer Club approx 20 years
 - UP Girls Team head coach

Auxillary - Beth Cook

- Committee meeting on March 26th
- Committee will focus on Club wide Fundraising, ask teams to communicate to Fundraising Committee on details of any team wide fundraisers
- Fundraiser at Grand Theater April 17th 4:15 PM, \$5 per person, general discussion
- J Corbi's five items or \$30 buyout for family
- Spiritwear Sale Also including water bottles,
- Applebees Qtown fundraiser June 11th 8:00- 10:00 AM pancake/sausage breakfast, \$6.50 per person, Club earn \$5 per person,

Treasurer's Report - Kelly Brownell - Distributed Bank statement - available for review upon request,

- Will distribute reports to all Coaches on monthly basis to insure all Coaches so they know where they stand
- Treasurers report Motion to approve Tony Durning, second Bill Rehrig all in favor

Field and Facilities Ken Petolicchio

Contact has been made with Marlborough (K Fisher and Ken P attended Park & Rec meeting) they are interested in maintaining relationship with Club

- Contact with Upper Hanover Township (K Fisher and M Hofkin attended Park & Rec meeting) interested in working with Club, but no chance of additional field at Camelot,
- Upper Hanover has provided forms that need to be completed by all individuals from Club that will be playing at Camelot (Intramural, Spring Travel or TOPS) ALL PLAYERS MUST SIGN RELEASE FORM, general discussion about Club level sign off, to avoid individual players having to sign release, opposing team doesn't sign waiver
- Spring Travel Sunday 12-3 Camelot, 3-4 Sunday TOPS Soccer at Camelot, discussion about backup for spring travel
- TOPS usage at Camelot Sunday, April 3rd -Sunday Oct 30th
- ALL Travel and Intramural Coaches must coordinate with Ken for using Camelot for practice
- Eagle Scout will complete kick-wall for Phillips Field, 8 ft high X 24 feet long
- Middle School April 2nd scheduled usage form for F License
- Phillips Fields are closed, will only be open for Spring travel games
- Seeding is required at Phillips Field
 - o Jeff Vietmeier (owner of Sweetwater) has submitted Management Plan for Seeding, supervise seeding
 - o Josh Gehman (ButterValley) offered free of charge use of slit seeding
 - o Complete detailed plan attached to Meeting Minutes as Exhibit A
 - Restrictions Travel Games ONLY, no practicing
 - Expected cost of \$1,100 for the seeding this excludes mowing of fields
 - o Fields will be closed again mid-August for two weeks

Indoor Coordinator's Report - Bill Rehrig:

- Indoor Season is over, +140 kids
- Thank you to Carol for running TOPS program, Thank you to David for kicking off the program
- Summary of season attached as Exhibit B
- Changes this year only futsal ball, widened field of play,
- Next year netting for around facility, retaping floor, working to distribute information to have more kids participate
- TOPS program paid for port potty, obtained sponsor

Webmaster - Matt Fuhs -not in attendance - submitted report

- Bill Rehrig Obtained rights to www.valleysoccerclub.org, transferred to Matt
- Tony- website is an ongoing process need content submitted to Matt
- Board will be able to update their own sites
- Bill will be able to complete email blasts to all members of soccer club
- Mike Long there is another Valley Soccer Club in the area Bensalem area
- Kelly Update from Matt
 - Paypal account is set up for online registration, we are listed as charity, 2.2% charge +\$.30 per transaction, transfer will need to be completed manually from Paypal (Karen – another bank account to maintain)
 - Exec Board Blog site ready to go
- General discussion we will need to test detail that is received, how transfers work, etc. Need to
 Test and perhaps one travel team for Fall Registration

OLD BUSINESS:

Ken – outdoor adult tourney, consulted with lawyer on our adult liability release (thanks to Tony for access to lawyer)

- Current release will cover an adult tourney
- Date tentatively set for July 16th
- May reduce number of teams O30, U30, looking at alternatives for # of teams
- Additional details to follow

Mike Long – when is someone coming to pick up uniform inventory? Tony and Hofkin need to coordinate, Tony needs the information on cost per uniform – Mike Long – Kelly should have this information – receipts from last year Mike Long – Was travel team financial policy created? Tony has distributed Financial Policy Guidelines (EXHIBIT C), this policy was approved by Executive Committee, Tony reviews policy, general discussion on policy and specific aspects of policy - Policy is effective as of 16th March 2011

NEW BUSINESS:

Jamie Scott from Atlantic Soccer Factory makes presentation to Membership on their programs – they offer soccer camps/clinics for Clubs, Travel Teams

Ken P – Kick Wall approval – motion for Eagle Scott (Ben Ney) to build Kick-Wall at Phillips Field, general discussion on uses/purposes of kickwall – Carol May – any approvals needed from Phillips Family? Ken- not needed – Bill motioned, Mike Long seconded – All in Favor

Ken P – Need approval for Seeding Plan – Request funding of seeding plan of \$1,200 – Mike Long motioned, Jacki Watkins seconded – all in Favor

Carol May - TOPS Program - Presents the following updates/requests

Requests the Exec Board review making the proposed change to the Constitution and Bylaws by adding the following: Adjustment to Article II...Purpose and Objectives –

Proposed adjustment – Section 3 –The Upper Perkiomen TOP Soccer (The Outreach Program for Soccer) program is a joint venture between the Valley Soccer and Upper Perkiomen Pee Wee Soccer Clubs. The goal of the Upper Perk TOP Soccer program is to foster an environment where young athletes with disabilities have the opportunity to learn and enjoy the game of soccer. We are designing the program based on guidelines put forth by US Youth Soccer the national governing body for youth soccer. The program will be offered to boys and girls between the ages of 4 and 19 who have a mental or physical disability. The program will be run by volunteers and include older children who participate in soccer either through one of the community clubs or through the community schools. The hope of the program organizers is to develop a sponsorship and donation program with recurring funds so families will not have to pay to have their child participate.

2011 Outdoor Season

 Will be held at Camelot Park in Upper Hanover Township, beginning Sunday, April 3rd from 3:00-4:00pm and continue through Sunday, October 30th, weather permitting. Our annual picnic will be held during this scheduled time and toward the end of the season. Thank you to Ken for scheduling the time for TOP with Upper Hanover Township.

- 2011 Outdoor TOP Sponsorship

Carol has delivered 10 requests for sponsorship for this coming Outdoor season. TOP is requesting that any sponsorship monies received provide TOP with uniforms, pinnies, cones, and soccer balls in multiple sizes. If more than enough funds come in to cover the above requested, Carol requests that the Executive Board determines where and how the excess is to be applied and to please inform Carol of the decision.

TOP Sponsorship Monies

In the effort to keep the TOP Soccer program a free program and to assist the Valley Soccer Club, Inc. with any incurred expenses for this free program, TOP Soccer is seeking its own sponsors. It is Carol's intent to collect enough sponsorship monies to cover any and all expenses of the TOP Soccer program and to assist in the costs to and maintenances for VSC. TOP Soccer does not need, nor want, to carry any type of monetary balance. The TOP Soccer program does want to participate in any fundraisers for VSC. A determination of where and how excess sponsorship monies, should there be any, needs to be made. TOP Soccer is an Intramural related program and it is Carol's request that any excess monies during the Outdoor season go to the Intramural program and that during the Indoor season the excess goes to the Indoor program.

Barber's Septic Service

Carol is recommending to the Board that VSC continues to use the portable toilet services provided by Barber's Septic Service. The price we were given for the Indoor use (Jan 7-Mar 8) was \$175. This cost was covered through TOP Soccer sponsorship. The service Dale gave VSC was outstanding and I didn't hear even one complaint throughout the Indoor season about the condition of the unit.

Newspaper Articles

- o An article has been written for submission to the Town & Country, Upper Perkiomen Chamber of Commerce, and Touchline recapping the indoor TOPS Season
- David TOPS program was started as part of the intramural program is there a request to separate the program from intramural? As of now will continue to be a part of the intramural program

- Ken asked if Carol has gotten our club listed as a TOPS club
- Karen Request to obtain a laptop computer for use by Treasurer for maintaining financial records of the club
 - General discussion on rationale behind request, Beth raised issue where funds would be drawn from Karen general funds
 - o \$600 requested for purchase of laptop and something to provide backup for information
 - Bill motioned, Tony Seconded, Mike Long opposes motion doesn't think it is wise use of Club's money, All others in Favor

Tony - Having Coaches meeting on April 13th - will review Travel Financial Procedures, tryouts, recruiting players,

- o Fall team travel tryouts want to advertise T&C, forms distributed at schools, signs
- Tryouts will be different than in past Will use Middle School/HS Coaches to run stations, small sided games, scrimmages, Travel Coaches will only be required to evaluate players – Tony/Mike F to prepare checklist of what they should be evaluating players
- O Hoping to get younger players and possibly backfill older teams
- Want to talk to intramural coaches get them involved in developing travel players
- Looking to get more involvement from MS/HS coaches

Beth - Need approval for

- o 3 or 5 dozen hats (3 dozen +\$300, 5 dozen +\$450) baseball hat with embroider; \$8 cost, sell for \$15, general discussion about cost David could this fall under spirit wear, where folks order it?
- Waterbottles 100 units at \$1.11 per unit, expected to sell for \$3.5 or \$5, free shipping Motion to purchase
 100 waterbottles (general discussion) -
- o Motion to order 100 waterbottles not to exceed \$125 Motion Kelly, Seconded Ken all in favor

Ken – All use of Finland fields must be registered through the Club – Ken needs to notify Marlborough Township Ken – inspected shed, need new roof, if anyone has personal property in shed they need to remove it, or it will become property of the Club,

Good of the Order:

 Mike Long – U11 Valley Strikers participated in Central Bucks indoor tourney – after being shut out their first two games, they came back and won three in a row to take 2nd place

David L Motion to Adjourn, Beth Seconded at 9:21 PM, all in favor

EXHIBIT A:

Soccer Field Renovation 2011 (Proposal Presented by Ken P) 2.5 Acres

Step 1 Late March or April

Overseed with:

100 to 150 lbs/Acre of Sports Turf or similar mix plus

100-150 lbs/Acre of RPR Spreading Ryegrass or a Ryegrass blend.

Equipment needed for the overseeding:

☐ Tractor with slit seeder.... Josh G. from Butter Valley

☐ Tractor with broad cast seeder... Jeff from Sweet Water

Cost Break Down of Seed for 2.5 Acres Based on 150 lbs/Acre

The best seed selection would be as follows:

(Choose one of the two mixes)

Sports Turf Mix \$1.15/lb = \$431.00

Economy Sports Mix \$.95/lb = \$356.00

(Choose one of the two blends)

RPR Spreading Ryegrass \$1.40/lb = \$525.00

Basic Ryegrass blend \$.99/lb = \$371.00

Approximate seed cost would range from \$727.00 to \$956.00.

Fertilize with:

18-24-12 or similar starter fertilizer @ 4-5bags/Acre.

18-24-12, 50% SCU @ \$23.95/ bag

Cost for Spring Fertilizer

12 bags needed @ \$23.95 = \$287.00

I would also suggest purchasing maybe a half pallet of tall fescue sod to install on bare spots near goals. The cost of this would be around \$50.00

Step 2 Mid-Late May

Overseed and topdress thin spots and fertilize again. I would think we could apply the second application of seed and fertilizer for less than half the price of the original seeding. A lot will depend on what percentage of catch we get with the first slit seeding.

If possible at sometime try to deep Verti-Drain and apply sand. Spray for weeds.

Apply lime at least 1000 lbs./Acre. This can be done in the fall and we may want to send in some soil tests for a breakdown of soil nutrients

EXHIBITA:



March 14, 2011

Indoor Intramural

2011 Final Report

Mission Statement:

Indoor Intramural Soccer provides an opportunity for area children to play the sport they love and introduce new players to the sport of soccer. At Valley Soccer we promote values of teamwork, sportsmanship, and fair play to all. Along with providing a location to play indoor soccer, we encourage outdoor intramural and travel players to come inside and play a faster, tighter game of soccer that not only improves ball handling skills; but to develop and take their soccer skills to their highest level.

Summary:

140 Registrations (134 Paid)

15 teams this year

Carol May also ran a TOPS Program – Thanks to Carol for all her efforts.

Changes made this year:

Switched to using a Futsal Ball Exclusively

Widen and lengthened the Field of Play that spread ball movement and along with keeping the ball in play more

Proposed changes for next year:

Netting for around the inside of the UPEC facility to keep balls from getting loss in the easels

Re-tape the floor for one size playing field for safety of the players and to allow for access to and from the building without impacting the field of play

Talking to Shane Wismer about possibly getting floor scrubber

Possible change in the team schedule to keep less kids/parents around the facility

Website updates:

- Rules of VSC Indoor soccer
- Schedule we'll put out on the website
- Teams Listing on the website
- Some information about the sport etc.
- Information about the building and use and that the equipment there is not all ours and that it belongs to the school or other venues in there the church being one

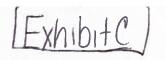
Work with the spring outdoor intramural and travel to get more kids interested in indoor soccer

Valley Soccer Club Indoor Intramural - YTD 1/1/2011 through 3/14/2011 (Cash Basis)

3/14/2011

17 1720	11 unough 3/14/2011 (Casii Dasis)			
2011				Page 1	
	1/1/2011-	2/1/2011-	3/1/2011-	OVERALL	
Payee	1/31/2011	2/28/2011	3/14/2011	TOTAL	
INCOME					
Registration	4,030.00	0.00	0.00	4,030.00	
TOPS Program	400.00	0.00	0.00	400.00	
TOTAL INCOME	4,430.00	0.00	0.00	4,430.00	
EXPENSES					
Angelo's Soccer	0.00	0.00	173.57	173.57	
Barber's Septic Service	0.00	0.00	175.00	175.00	
Bux-Mont Awards & Engraving Service	922.64	0.00	0.00	922.64	
Town & Country	180.00	0.00	0.00	180.00	
UPSD	960.00	0.00	0.00	960.00	
TOTAL EXPENSES	2,962.64	0.00	348.57	2,411.21	
OVERALL TOTAL	2,367.36	0.00	-348,57	2,018.79	

	Valley Soccer Club	dal						Indoor	intramura	ndoor Intramural Equipment Assests	nt Assests
Rem description (make and model)	Manufacture	Location	Condition	Ę.	Years of service left	mittel value		Replacement Value	Vearly operating costs	Expected Replacement Date	Comments
Lg. Soccer Goal 6 5'x12'	Unknown	OPEC	Good	2	9	\$ 50	500.005	950.00	69	2020	Nets need maintenance
Sm Soccer Goal 4'x6'	Franklin	UPEC	Average	4	4	ه 4	40.00	40.00	69	2013	Need maintenance
Futsai Balls	Vairous	UPEC	Good	'n	64	м	30.00	30.00	·	2012	
Sm. Cones	Franklin	UPEC	Good	5	ю	••		10.00	69	2012	
Pinnies	n/a	UPEC	n/a	0	0	69			69	2012	Need to purchase for 2012
Whistle	Acme	UPEC	Excellent	-	ທ	so.	8.00 \$	8.00	69	2012	Need to purchase for refs
Stop - Watch	Unknown	UPEC	Excellent	-	ĸ	S.	10.00	10.00	, 59	2015	
Soccer Bags	Challenger Teamware	UPEC	Good	2	2	ς φ	10.00 \$	10.00		2013	





Valley Soccer Club Travel Team Operating Procedure

Title:

<u>Travel Team Finance</u> <u>Procedures and Guidelines</u>

Effective Date:

16Mar2011

Scope:

This procedure defines the procedures and guidelines recommended for management, control, recording, and reconciliation of team finances for the purposes of maintaining adequate team funding, allowing for appropriate uses of funding, generation of team revenues and funds, and reporting and reconciling funds with the VSC Treasurer.

Responsibilities:

It is the responsibility of the Travel Team Head coach or designee, Asst Coaches or Team managers, and the VSC Treasurer to follow and adhere to the procedures and guidelines as set forth in this document.

Travel Team Finance Overview

Valley Soccer Club maintains a banking relationship with a local bank for the purposes of depositing funds and writing checks for team expenditures. The club provides support and to a small degree a financial buffer to travel teams. Travel teams, however, are required to maintain their own budgets and recording of funds, debits and credits. Each team is expected to maintain adequate funds, independent of VSC funds, for all expenditures through registration fees, uniform fees, fundraising, direct payments from team member families and, in agreed



upon instances, through "dues" paid by team member families to the team at intervals. Travel team expenditures during the year are typically: Tournament fees, VSC patches (handed out to opposing teams at "patch" tournaments), team events (ie parties), purchase of team equipment or clothing, winter league registration fees, spring travel league registration fees, replacement player passes and team league fines (given for late recording of game scores, red cards etc).

While the club supports and recommends participation in discretionary soccer activities, such as tournaments, training, winter leagues and spring travel, the procurement of the funds to support these activities is the responsibility of the individual teams.

Procedures and Guidelines:

Record Keeping and Reporting

All Travel teams are required to maintain individual accounts that are separate from the Valley Soccer Club General funds. At the beginning of each Fall season the VSC Treasurer will provide each team Head Coach, or designee, with a copy of the current balance in the teams funds as well as an accounting of last year's actual cash flow. The VSC Treasurer will maintain a spreadsheet that tracks all Team expenditures, as checks written at the teams request, and income, as deposits of funds generated by the team, and upon request will provide that information to the teams.

Head coaches, or designees, are required to keep an adequate record of:

- payments made to them by team member families for the purposes of Player registration, uniforms, team tournaments etc
- expenditures made and paid for by VSC checks (ie payments for tournaments)
- collected monies deposited into the VSC bank (either deposited directly or given to the treasurer)

This will allow for reconciliation of funds should questions arise from the VSC Treasurer. Payments made by team member families should be kept and recorded individually so as to allow for reconciliation of discrepancies or questions.

It is recommended that the team's designee use a spreadsheet to record team and family transactions.

Account Balances

All teams are expected to keep a positive balance, or minimally a zero balance, in their individual team accounts. During the initial fall registration period there may be a short timeframe where a negative balance in a team's funds will exist. It is incumbent on the Head Coach of the team, or designee, to ensure that funds for registration and uniforms are collected promptly and deposited to reduce the deficit as soon as practical. Newly formed teams, such as U-9 teams, will be allotted a \$200 initial balance to allow for team initiation and the period where



systems to collect money and finance records are put into place. This starting balance will be deducted from collected monies as soon as available.

At times a team may be in a position where it's team funds are not sufficient to cover the costs of an impending tournament that may require payment before funds can be raised through typical channels. In cases of this nature it is incumbent on the head coach, or designee, to contact the VSC Treasurer and apprise them of the situation. VSC general funds may be allocated on an interim basis at the discretion of the treasurer based on the teams past history with finance management. In no instance will the club support a more than 1 tournament (~\$450 for small sided teams and \$650 for large sided teams) shortage.

Fundraising

All travel teams must raise sufficient funds to cover certain required costs such as registration fees and uniform costs. Participation in Tournaments, Winter leagues, training sessions, Spring Travel etc is discretionary, albeit supported and recommended by the Club Body, and as such require the raising of additional funds to support such ventures.

Teams may raise funds through direct payment for services by team member families (ie checks from families for registration or tournaments), periodic team "dues", fundraisers and sponsorships.

Teams are encouraged to seek additional funds through team fundraising efforts to offset the cost of tournaments and league fees. Fundraising can support a robust tournament schedule as well as off season leagues and offset costs of participation for team member families. All fundraising (with the exception of direct payment, "dues" and sponsorships), require permission from the VSC Executive Committee to avoid conflicts with other teams or club sponsored fund raising events. Recommendations for previous successful fundraising events can be provided on request.

In order to avoid duplication with the VSC intramural program, which relies heavily on sponsorships, teams are asked to avoid general canvassing for sponsors and confine their requests to employers, friends and other business' where team members may have relationships. A sponsorship request letter is available from the Travel Coordinator upon request.

Use of Funds

The use of funds raised (with the exception of those raised for registration and uniforms, or for a specific event – see exceptions) are at the discretion of the Head Coach. It is recommended that the usage be vetted by team member families but the final decision will be at the discretion of the Head Coach. Therefore, for example, participation in a tournament may not have 100% acceptance by all team member families but be approved by the Head Coach based on an assessment of the overall participation, the ability to roster a reasonable team, the benefits to the participating team members and costs. Team member families are encouraged to participate in the decision making process and head coaches are encouraged to use a reasonable measure to determine the best decision for the team. It is recommended that guest and secondary should not be charged for tournaments in which they are asked to play to supplement a team's roster but the decision whether to charge or not will be at the discretion of the head coach.



Funds are typically required to pay for tournaments and off season league registration fees (ie winter and spring leagues). Teams can also use the funds at their discretion to pay for specialized soccer supplies (ie soccer bags, futsal balls) or team clothing (sweatshirts, t-shirts, warm up suits) or team sponsored gatherings.

Payments and Deposits

Payments

Teams are required to channel all payments for outside expenses through the clubs checking account system. Requests for checks accompanied with receipts or documentation for recording use should be given to the VSC treasurer for the generation of a payment check. Checks will be made out to the organization that the service or time is being supplied by (ie tournament sponsor). Teams requesting checks should make the request at least 5 working days in advance of needing the check as 2 executive Board member signatures are required.

Deposits

Deposits to the teams fund account can be made by delivering payments and checks to the VSC treasurer for deposit. The treasurer can also supply teams with deposit slips and teams can make their own deposits. The VSC treasurer should be informed of the origin of the funds.

Team Member Expectations

Members of travel teams agree to participate in a team sport upon registration. As such individual team members agree to abide by decisions made by the teams Head Coach and implicitly ratify any decision made and revoke all individual rights to dispute the decision. After a team decision has been made by the teams head coach that decision is final and binding on the team as a whole. Individual team members have the right to, and are encouraged to, make their voice and opinion heard during the pre-decision phase.

Likewise all teams' funds generated either through dues, direct payment, or fund raising are the assets and holdings of the team and no individual team member has any rights to any monies whether by decision not to participate in a team event nor upon decision to leave the team. Upon leaving a team a team member forfeits all rights to any funds currently in the teams funds account.

Exceptions

Fronting of funds for use

In the case of tournaments that require credit card or on-line payments, or very short lead times for registration head coaches, or team designees, may pay with personal checks or credit cards. Every effort should be made to avoid this situation but if necessary upon agreement from the VSC treasurer personal accounts can be used. The same requirements for documentation of use of funds apply as normal.

Use of funds outside of typical travel team expenditures

The expectation for the use of funds is that the event or use is a reasonable use and that a decision to go ahead with such use <u>would not be an undue burden</u> on the team members. Therefore, any tournament that requires an



entry fee greater than typical fees (ie \$300-450) or that require families to commit to expenditures outside of car travel (ie overnight or multiple overnight lodging accommodations) or expectations of additional costs not associated with soccer itself (ie amusement park fees etc) shall be funded only through direct payment for participation by those team members that have agreed to participate or a fundraiser designated specifically for this purpose (An example of such an expense is the Annual Beach Blast Soccer Tournament held in Wildwood NJ).