



MISSION SOCCER CLUB
P.O. BOX 3164
MISSION, B.C. V2V 4J4
www.missionsoccerclub.com
REGULAR MEETING
January 27, 2023
Mission Regional Chamber of Commerce



Agenda

Attendance: Doug McKellan, Kevin MacKillop, Carelle McKellan, Trevor Elliot, Angela Walkey, Ryan Coreau, Rick Erickson, Lori Bartsch (Zoom), Dan Hill, David Broom, Jason Symons, April Balzer, Angela Manno

Absent:

Regrets: Caroline Dalgleish

- Call to order
 - a. 6:12 pm
- Motion to Adopt Agenda
 - a. **Trevor moves. Angela W. seconds. Carried.**
- Club Officer Reports
 - a. Referees – Head Referee – **David Broom**
 - Referee uniforms – appearance needs to look professional – black socks and black shorts – Adidas 22 – get a jersey \$45/shirt – ordered and paid and some have arrived – David to pick up and then will hand them out.
 - Extra blue ref uniforms from IQ are in the new storage room – will be on the online store
 - Referee badges – small sided and older ref badges – order from BC Soccer \$11/badge - for referees - \$220
 - Ref training – hesitant as may not get the number games – buddies may be an option and David will send out an email to coaches to see what the interest is
 - MOTION: Angela motions and Dan seconds that we pair new referees with senior referees until they get their first 5 games under the belt. Carried
 - Code of Conduct needs to be emailed out to all the coaches – we need to protect the referees
ACTION: Being finalized - Coordinators to send email out to all coaches – emailed to coaches, players, and referees. Lori to update the website.
 - b. **Referee coordinator** – April Balzer – going well; more challenging to cover reffing duties when U14, U15 and U16 teams are away; yellow ref uniforms on their way – refs excited to receive them; inquiries about becoming a ref
 - c. Website/Communications – Lori –
 - Website – preview Dec. 7 and then went live – COMPLETE
 - Spring schedule – parents asking about schedule
 - Sports engine website formatting – app info can't be removed
 - Should we have Instagram? (Hootsuite – Program to look into) Lori set up and is looking for photos that we can use that have consent from the parents of the kids
 - Should we add more resources for coaches and refs to website? Yes, Angela M. working on a Coaches Manual
 - Can we sell MSC branded items on the website – MSC store can be launched once approved
 - AGM – awards – post to Facebook to get nominations? Done - Post winners to website? To be done
 - Tournaments – share options with teams? Link to available website for options for teams to

review.

d. Fields – Caroline and Trevor –
Caroline

- I have submitted Angela's request to the booking clerk for the June tournament and she is waiting to hear back from the other users groups. This would have to be held on Turf only as the fields would not be painted.
- Fields for spring:
 - I am waiting to hear if Softball is using fields at leisure center and Hatzic before I schedule any teams on there for practices. Heritage Oval is not available this year, so also looking in Hatzic Oval
- Working around Football, Lacrosse and possibly Special O for ATF schedule. I have told the booking clerk that Footballs 6-8pm time slot they wanted doesn't work with the soccer schedule so they will keep their 7-9pm time slots on Tuesdays and Thursdays.
- I have heard back from women's and men's teams and the majority are not playing spring
- An idea of how many teams I need to be scheduling in for spring would be helpful. I have attached a spreadsheet of the teams below that I need to know if playing spring (not including minis, tots, timbits) (**Pull up spreadsheet and review**) – At least one team per age group – likely more in the younger ages
- Football has requested April 1-2nd football tournament so ATF not available that weekend for games.
- Spring Field shutdown for top dressing, fertilizer and over seeding is over spring break 16 - 23rd. Will get a firm date on when this is happening hopefully by next week.
- Nets will need to be scheduled for take down before city staff removes goals from field.
- Discussion about options so that we can get our schedule made up as soon as possible Can we look into using Hatzic Park? Or Albert McMahan? Field in front of Heritage Park and Trois-Rivieres Elementary?

Trevor - Opening weekend is April 15/16 for Spring for Cascadia

- 11v 11 – will get back to Cascadia to finalize once we get the number of teams – boys' teams on Sundays or Friday to accommodate if Saturdays not available for fields for games
- Working on fields with Caroline
- Bow nets to expand field options.
- Portable lines at Hatzic Park – as long as the city can find the pins the caretaker could line the field.

e. Equipment - Jason

- **ACTION:** Doug - Email ldauphin@mission.ca and cc jhorton@mission.ca about corner flag cages
 - Doug to do research and then connect with Jason about what to order and then Doug will email the 2 above guys-plastic ones would cost several thousand to be custom built to be water proof, durable and lockable; metal ones are way too heavy – looking at other options
- 4 super 8 bow nets and 4 mini bow nets – **ACTION:** waiting for the 6x12's that are back ordered - should be up for ordering next week
- Fall full kits - shorts are black; socks (green) - ordered socks and shorts
- custom jersey – need to order more than normal as a custom order – U-13 + need to order women shorts – Update – ordered but not yet finalized – Mike will let us know
- Spring kit – shirts and shorts and socks – ordered black socks, shorts and t-shirts

f. Treasurers Report –

Handouts – Trevor submitted attached reports

- Square terminal and product sales – Brandy will sell product if we supply a square terminal - \$399 each – to buy 1 of them – one at the concession – takes Visa/Interac/ - 2.1% fee and hook-

ups to Wifi – Update – terminal has been purchased – to be set up – need to figure out the store – we need to approve

- Budget vs Actuals MSC 2022 - FY22 = 2022 Fiscal Year end comparison based on the Budget Treasurer was given
- 2022 MSC Final Balance Sheet = 2022 Year End Balance Sheet
- 2022 MSC Final Profit and Loss = 2022 Year End Profit and Loss

- MSC Balance Sheet Jan_23 = Current Year Balance sheet to 5:30pm January 25, 2023
- MSC Profit-Loss Jan_23 = Current Year Profit/Loss to 5:30pm January 25, 2023

- Budget Overview MSC2023 FY23PL = Proposed 2023 Budget --- Discussed in Executive section

g. Divisional U-11-18 (Boys/Girls Rep) - Angela and Dan

Angela - Update on Pizza parties for team bonding – age groups instead of teams certain night after practice with Mission City Pizza (\$11/pizza) – COMPLETE

- Tournament fund for teams – discussed – decided too expensive
- Girls – lots of registrations – 63 – no room on the U-15 team – inquiries from out of town – a second team?
- U13/14 – try Div 2 for spring

Dan – reaches out to coaches for Spring -Jeremy Greene – not coaching in spring – a mom to coach instead?

- U-11 boys – 13 players registered
- Waitlist – keep - for how we deal with those signing up and how we make teams
- Pakenham Cup – Dan has reached out to find out dates etc – March 11 – all day on the turf – 5 games booked – any other help with this event needed? No (Kids team to be ball boys)

h. Registrar – Angela Manno – see attached spreadsheet

- Trevor moves and Doug seconds that Angela Manno be appointed to the Registrar position.
Carried
 - 110 boys
 - 75 girls
 - 16 for tots
 - Schedule is the challenge – lots of questions coming in

i. Minis – Rick –

- Uniforms – only received 150 jerseys – need 40 more – **ACTION**: Doug to order more 6 colours - 12 of each YS (size) – Doug ordered 42 jerseys based on coaches needs – to arrive on Nov. 28- Dec 2
Winter:
- Attendance has been lower than planned across all age group programs - causes weather, dropped out due to lack of interest.
- TOTS - moved to indoor at two gyms - Hatzic and Central (temporary move to Cherry Hill) - last day of programming 1st week of March
- TIMBITS - no real issues - last day of programming March 4/5 - Festival Format - medals to be given out – To give balls to the players – white balls only
- MINIs Boys - went through a re-balancing exercise to start the new year. Only 11 players were impacted and two coaches changed teams. Results are now closer. After many attempts by Mission TD to make interclub happen with ASA, no response by ASA. Last day of programming March 4 - Festival (pizza, drinks and trophies)
- MINI Girls - getting a little tired playing the same team over and over. Mixed it up a couple weeks age combining U8s with weaker U9s and stronger U9s with U10s - overall positive feedback but as did receive some feedback from some parents concerned with their Daughter playing against U8s vs U10s... - Last day of programming March 5 - Festival (pizza, drinks and trophies). ASA and MSC U8 to

U10 girls are travelling to ASA this weekend to play a series of mini games. We will also travel to ASA on Feb 12 for another round.

- Note: I could have both the Boys and Girls on the same day (March 4th) – keep them on separate days

Spring:

- Great that we're going to interlock with Ridge Meadows
- U11 Intake for Boys and Girls? Need a date for evaluation process –
- ASA U9-U10 – 1st week of March break – girls and boys team – teams registrations - MSC to cover fees? MSC is not able to cover registration fees. Teams need to raise their own funds

j. Tournament Director – Angela –

- (Special events) Concession stand update – split with baseball – 25% kick back – **ACTION**: Angela to check with Brandy (concession stand) – very slow – every night 6-8pm – older kids to volunteer?

k. Risk Management – Ryan – CRC good for 3 years – system updates the list

- 13 coaches had emails sent to them that if they don't get their CRC done, they can't coach – 2 said they had them in; 5 submitted their CRC's this week; remainder outstanding **ACTION**: Of the 13, five are waiting for their CRC from the RCMP – rest are outstanding. Doug and Ryan to send out reminders –
- Ryan to set up CRC letter for spring - to be set up
- Ryan burns the CRC's once 3 years have passed.
- Lockable container suggested to hold all records of CRC's
- Need a list of coaches and manager from head coach to Ryan – to load on the website so that coaches are aware.

l. Volunteer Coordinator – not an official position at this time – will look at it for 2023 AGM

• Technical Director's Report - Kevin

- See attached email with all the reports
- CSA Code of Conduct – to be posted to the website – **ACTION**: Lori to put it on website
- CSA Diversity and inclusion – link to website – **ACTION**: Lori to put it on website
- Assessments end of Winter session

Disciplinary letters given to two individuals

• Adoption of prior meeting minutes

- a. **Trevor moves. Dan seconds. Carried.**

• Old Business

a. Scholarships (\$1000 each) – 3 available

- Noah Falk (Boys), Logan McComish (Referee) –
Update: Noah Falk has sent in his proof of enrollment – e-transfer - paid. Logan McComish has taken a year off – has 3 years to claim and then otherwise returned to scholarship fund

b. Monthly Meeting Times –

Meetings will be 4th week of the month:

- a. February 17 at 6pm (changed due to schedule conflict)

e. Canada Soccer/BC Soccer Club licensing – Kevin is doing all the technical side of things by the end of

June and then we will add the components in Sept. (Registrar and Treasurer will need to review as well)
ACTION: Doug/Kevin to follow-up with Alfonso (online) – no longer Alfonso – Reid Calder – phone conversation – CRC’s report has been submitted by Ryan and Kevin submitted Trained Coach report. Canada Soccer has oversight on all soccer administrative processes. We are now transitioning to the Canada Soccer platform which includes the club licensing process.

- f. Photo night – Donation to Fraserview School – Trevor motions to send \$250 donation to the school - in progress Trevor is discussing with Tom Nguyen – Update – cheque to be signed and delivered to Tom
- g. Fall/Winter/Spring/Summer camps – fees to include camp t-shirts for enrollees
 - i. March break camps – to open in January for the 1st week of spring break (March 13-17)
 - ii. Summer camps – 2nd week of July
 - iii. Whitecaps camp – Aug. 8-11 – longer hours as Monday is the Stat holiday
 - iv. Need Board approval to start the process to secure staff, equipment, camp jerseys and active the registration processes next week - Approved
- h. Board evaluations and expectations reviews (setting up a plan) – Doug - as we fill roles, we need to incorporate the review process
- i. Club Charter update – update from TD/President – working on this – still ongoing
- j. Christmas party (Angela) – have all coaches that didn’t attend get their sweater/toque/hat? None have been handed out **ACTION:** Coordinators to send reminder to get their sweater and head gear – and Jason can coordinate a night for pick up.
- k. Tabled spring fee structure (no change for 2023) and Fall fee structure to be decided by **Feb 2023**
- l. Strategic Planning Process – update would like to look at this again – Dan, Jason, Angela, Rick, Trevor – sub-committee that meets and then reports to the board – projections for growth – first meeting asap
- m. 2023 Budget Process – planning for details for data for fee and cost information per program for January meeting – see budget discussion below
- n. BC Coastal – GM has stepped down for BC Youth Soccer League – possibility of more disruption – update? Same position – nothing has changed
- o. Spring Timbit jerseys – have to order by January 16th – how many – Doug to refer to the projection email from Rick – and order 25% more – Update – Doug to set up two accounts – spring and fall so that we can order twice a year
- p. AGM awards – order how many trophies/medals? When? Medals for under U8; U8 to U10 every kid gets a trophy U11 and over and 3 trophies **ACTION:** Trevor has ordered 1.5 weeks ago – Divisional trophy – award name and player name – by Feb. 15; small change for 6” mini trophy – boot and ball decided to go with. Jason to reach out to Barbara Coates to see if she would like to present trophy at AGM
- q. Delegation to Mission Council about expansion of turf fields – Doug to meet with the Mission Sports Council on Weds. Next week – adding new turfs when we add new schools – Doug to send info to Mission Record
- r. Whitecaps camp – 2nd week of August – Aug. 8-11 – longer days

New Business

- Coaching identification – Doug – club ID cards on lanyards – Spring season launch

- Awards night – March 8 – 6:30pm (doors open at 6pm) – door prizes – Jason to ask Mike
- AGM – constitution and bylaws reviewed **ACTION**: Carelle to email out to the membership by Feb. 8
 - a. After the AGM only executive members are only allowed a vote why do we have it that any member can attend only by special invite or request? Explained that due to space and Executive needs to know as the agenda is very full
- Spring schedule – Hatzic Park - to be approved – to post a note on the website if longer than a week until we get a response for scheduling
- Strategic Review – posting – 1000-1200 hr/year; weekends to watch games to help with practices – get feedback –executive and PJ to be involved in the hiring process
 - a. Interview questions to Carelle
 - b. Send feedback on job posting
- Budget 2023 – MOTION: Dan motions and Jason Seconds to accept the budget for 2023 as presented – 6 in favour 1 opposed
- Player movement / retention – Question about allowing kids to play up to retain them – the recommendation needs to be made by the TD but elevated to the board for final decision
- MSC Store = What we have & what we want to add – Discussed items to include – MOTION: Angela W. motions and Trevor seconds to release the MSC store to the website and go live - Carried
- Program Offerings – looking at if we can get the field for fall U-8 to U-10 on Fridays with the Developmental training – free training like we had before – would there be good interest?
- Whitecaps – meeting Feb. 8 with them to look at training 3-4 staff coaches from the Club
- Coaches Manual (Angela M.) – have we ever had one before? Is there an old copy to work from? If one was created, what would people like to see included? MOTION: **Trevor motions Angela W. seconds** – to start work on the coaches manual
- Uniform sizing to be included in registration for Fall 2023

Date of next meeting

- a. **February 17 at 6:00pm – Executives only – short meeting for urgent issues**

Adjournment

- b. **Trevor Motion** to adjourn by and **seconded** by Angela Manno at 10:20 pm