



**Minutes for Oct 18,12 Board of Directors Meeting  
Alex Campbell Clubhouse  
10714 McDonald Park Road Sidney BC V8L 5S5**

**Call to Order:** (7:00pm)

**Attendance:** B Hope, D Erb, L Bennett, K Erb, M Synnuck, W Hayes-Byl, C Bennett, R Mann, P Coulson, D West, A Souliere, G Oates, P Longpre, M Pimentel

**Regrets:** E Bye, D Allan

**Approval of Agenda: Motion:** **SC**

**Approval of minutes: Motion:** to approve minutes of Aug 16/2012 **SC**

**Correspondence:**

- CCCU Statements (regular, gaming, referees)

**Reports:**

- **Presidents:** Fire Safety plan was introduced and will be posted for some monthly reviews, NS Grant in Aid will be our annual water bill to a Max. of \$3000
- **Clubhouse:** tiling nearing completion, Staining and wood benches next step
- **Secretary:** Some minor vandalism has occurred, MPS has removed vagrants from old concession bldg, Contact National Concrete re: stain for change rooms, get wood for benches, Dave will finish plumbing and get cabinetry.
- **Financial:** Sept 30<sup>th</sup> account balances: Gaming \$23,000, Operating: \$72,000, Referee:\$1100, MPS/PSA: \$6100
- **Fields:** Goal Inventory, **Centennial:** Two sets full size, Two sets mini, Three sets S8, One set SB 63 (white); **Greenglade:** Three sets mini; **Brethour:** Two sets mini; **Iroquois:** One set full size; **Wain:** One set full size; **Blue Heron:** Two sets mini, Three sets S8, Three sets full size, Laine will develop a field maintenance plan with the Town of Sidney (deep tine, sand, etc.)
- **Referee:** Letter sent to LISA to recover BCSA referee registration fee for ten youth age PSA referees \$500, Rob Mann attend the first LISA referee development committee meeting at Braefoot park where the committee laid out their function

**Terms of Reference**

**Lower Island Soccer Association (LISA) Referee Committee**

**Name:** Referees Committee (the "Committee")

**Committee Membership:** The membership of the Referees Committee shall be comprised of a maximum of 5 members, one of which shall be the Chair who is a member of the Board of Directors.

**Terms of Committee Members:** All committee members shall be appointed for a period of 1 year.



**Formation:** The Committee will be formed upon the direction of the Board of Directors based on the advice of the appointed Chair of the Committee. The Chair shall be appointed by the Board of Directors upon the advice of the President of the Association.

**Goals:** 1/Provide the LISA Board of Directors with recommended changes to BCSA rules and regulations and administrative regulations governing referees in British Columbia,2/Facilitate LISA referee development.

**Deliverables:** The duties of the Committee shall comprise of , but not be exclusive to:

Recommend Rule and Regulation Amendments

Provide the LISA Board with recommended changes to BCSA's rules and regulations and administrative regulations.

Referee Selection

When requested by the LISA Board, appoint referees to competitions under the jurisdiction of the Association and nominate candidates for local Cup play downs (BC Cup finals).

LISA Referee Development

Assess LISA Referees using criteria established by LISA, the Committee, or the Canadian Soccer Association ("CSA").

Facilitate refereeing development through implementing structured development programs.

**Budget:** The Committee will request an annual budget from the LISA Board of Directors. At minimum, the annual budget will be equal to the revenue received from the "Referee Development Fee" approved at LISA's AGM.

**Governance:** A quorum of the Committee is comprised of the Chair and 75% of its Members. Decisions shall be by simple majority of the Members, but in case of ties the Chair will cast the deciding vote

**Communications:** Communications shall be face to face meetings, email and other electronic or communication platforms as called by the Chair.

**Relationships:** The Committee is accountable to the LISA Board of Directors, and to the appropriate body of the BCSA.

**Related Bylaws:** The Committee is created in accordance with CSA By-Laws, Rules, Regulations and Administrative Guide, Section Two, paragraph 11(j) and Article 8 of the Bylaws of the Association.

**Compliance:** The Committee shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

### **Lower Island Soccer Association (LISA) - Referee Committee**

#### **Assessment Criteria & Procedure**

##### **Preamble:**

A goal of the Referee Committee (Committee) is to facilitate LISA referee development. This is accomplished by arranging for LISA referees to be assessed or by implementing structured development programs.



This document describes the criteria and procedure the Referee Committee will follow when assessing LISA referees.

**Identification of LISA Referee's to be assessed for promotion or development:**

Every LISA referee is eligible to be assessed for promotion or development. Candidates for development or promotion assessment are identified to the Committee by a LISA Association's Referee Coordinator (ARC), or the LISA Discipline Committee, or by a member of the LISA Board, or by the Committee. The Committee will select the referee's and contact the ARC.

ARC to provide the Committee with a match date, venue and match kick-off (KO) time of all the referees identified for assessment under their schedule. Minimum 72 hours before match KO. (Wednesday for a Saturday match – Thursday for a Sunday match).

The Committee will assign an assessor appropriate for the type of assessment. For example, if the assessment is for BCSA promotion then the assessor will be a CSA/BCSA accredited assessor. If the assessment is for general development (non-BCSA assessment), then the assessor may not be a CSA/BCSA accredited assessor.

RC to notify ARC of completed match assessment of referee under their match schedule.

**Match Assessment Report Filing and Invoicing Process:**

If the assessment is for formal BCSA promotion or development, then:

The assigned assessor to add and enter on the E2E Ref Centre match assessment.

The Committee to monitor and provide LISA list of completed assessments under this program.

LISA to provide BCSA list of completed assessments for invoicing.

BC Soccer pays the assessor and invoices LISA for completed assessments (monthly).

LISA pays BC Soccer.

If the assessment is a non-BCSA assessment (Mentor), then:

The assigned assessor assesses the referee using appropriate criteria and performs a post-match debrief with the referee

Completes the assessment form and submits to the Committee

The Committee reviews the form and forwards to the ARC

The Committee notifies LISA, and LISA pays the assessor.

**Note:** Reimbursement rates for BCSA assessments are determined by BCSA.

Reimbursement rates for non-BCSA assessments are recommended by the Committee, but approved by the LISA Board

**Referee Development Program**

**Formal "BCSA Assessments". These are:**

Free to the referee being assessed.

Match Assessment Criteria for Promotion: Minimum match level: U16 Gold

Match Assessment Criteria for Development: Minimum match level: U14 Gold

**Mentor Assessments. These are:**

Free to the referee being assessed.

Open to any LISA referee at any age at any level.



**Development Sessions. These are:**

Open and free to any LISA referee

Two hour development sessions consisting of one hour field work and one hour classroom work

Field work will consist of fitness & technical education.

Classroom work consists of video, technical, tactical, and possibly exams

Two session leaders will attend each session.

Maximum Class size will be 30

- **Technical:**

**Tech Committee Update:** The committee did not meet this month due to availability. Thursday most members have coaching duties or other conflicts. Will look for a different time/day.

**Coach Assignment Update:** Coaches assigned to teams to be presented separately

**Head Coach Selection process**

Selection committee to be formed (2 members on a 3 person panel so far, looking for someone from younger age groups to participate)

Plan to have candidates come and work with age groups to see how they do on field before making selection

**PISE Rental:** May be able to rent for 2 weeks in December and one week in January Talked to Andrew about taking over their rental agreement for this time

**Technical Program:** Peninsula Prospects and U7 program going well with Jon Davidson and Miguel Romeo providing technical support. Jorge Haro is working with U8 and U9 boys and girls but due to illness Harj is not able to participate right now so there is limited or no support for U10 and above.

**Coaching:** Waiting on new head coach before advancing program

**Keeper Clinic:** Re-launch next Wednesday with Grant Darley

- **Registrar:** Mike S will negotiate settlement with VISL regarding registration fine of \$50, Dixie/Bob working on registration of Underage player for LIWSA PSA womens Div 3 team
- **Risk Management:** New crc request letter now available on website
- **Fundraising:** GOT FISH program launched on website, 2012/2013 Team sponsorship letters sent, Three responses returned to date
- **Website:** Allen is working behind the scene reconstructing our website, Added link for PSA charity work showing pictures from Uganda, Our twitter account is in place and working @pensoccerca, A new feature about PSA Alumni successes

**New Business/ Roundtable:**

- **Restoration of Blue Heron Creek proposal:** PSA does not have the funds to contribute towards any restoration project. Dave will contact Mr I Bruce



- **Concession:** Committee had meeting discussing responsibilities and hours etc. Kim/Christine will discuss with Sharon about washrooms, Christine will check on health permit now sink is compliant?
- **Clubhouse opening/closing?** The current method of board members responsible will remain in place for now.
- **Picture Day:** Everything ready for Oct 28<sup>th</sup>, no necessity for tent rental.
- **LISA Minifest:** Everything ready, field layout and markings will happen prior to Oct 27<sup>th</sup>, Goals that need moving will happen before Oct 26<sup>th</sup>, Christine/Dave will do. Most board members will make partial or full day appearance. Game Schedule has been distributed.
- **Minifest Referees:** Rob Mann will prepare schedule and pay referees at festival, \$10 per game, fees recoverable from LISA
- **Prepare letter:** To MPS about putting a doggy bag station at Blue Heron
- **Put Lock:** at Alexander light box and ensure CS has key. Carl Erskine/Andrea Giese

**Adjourn:** 9:20pm, next meeting Thursday Nov 15/2012 7:00pm at ACC.