



Kootenay South Youth Soccer  
Association  
Board Meeting  
Agenda/Minutes

FEBRUARY 2025 BOARD MEETING

Brian's House | Warfield, BC

Feb 5, 2025 @ 6:00pm

1. **CALL TO ORDER at 6:04 pm**
2. In attendance: Jen, Angela, Clemente, Melissa, April, Brian, Kim, Rita (online), Ian (online)  
Regrets: Sid,
3. **APPROVAL OF AGENDA**  
*Motion to approve agenda by April, Second by Clemente. None opposed.*
4. **APPROVAL OF PREVIOUS MINUTES**  
*Motion to approve previous minutes by Clemente, Second by Angela. None opposed.*
5. **REPORTS/UPDATES**
  - a. **President**
    - i. If playing environment available, then refer to policies:
      1. [BC Soccer Playing Up and Down Policy](#)
      2. [BC Soccer Policy](#)
      3. Players with requests in: Georgia Boone, Catherine Austin, Hugo Ansede, Nephin, Owen Mconnachie
      4. **TO DO:** Clemente to communicate to parents who have requests in, what the process will be moving forward
      5. **TO DO:** Clemente and Brian to form an evaluation team with another development committee member to provide fair evaluations
    - ii. If no playing environment available - they can move up and down
      1. Chloe and Charley - no U18 team available - they can move down
    - iii. For fairness and transparency sake, we will follow the BC Soccer policy/process to guide these decisions.
    - iv. Note, players playing outside their division will need approval to play in some tournaments and at provincials.
  - b. **Vice President**
    - i. Rossland Storage Update
      1. Shed that replaced the storage shed that burned down collapsed this past season.
      2. Kim approached Rossland Rec to move forward with storage options. Response was not in favour initially of storage at Centennial.
      3. Rita approached councilor in Rossland to find a way forward.
      4. When staff return, will follow up on next steps.
  - c. **Treasurer**
    - i. [Registration Financials Report](#)
    - ii. Currently about \$90,000 shy of budget registration revenues.
    - iii. Should see increase with recreation registration
  - d. **Registrar**
    - i. [Registration Snapshot](#)
      1. [Spreadsheet](#)
      2. Try Soccer Day - Recreation
        - a. Anyone who comes get the earlybird code for the \$50 discount



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- b. Last season did for U10 girls
    - c. **TO DO:** plan Try Soccer Day
  - ii. Volunteering Snapshot
    - 1. Spreadsheet
    - 2. Development looking for 1 U10 girls coach and 1 assistant coach for
    - 3. **TO DO:** Melissa bring a thank you card to the next board meeting for Jill Foley, and to the Wednesday indoor session for girls to sign, get mailing address and send
  - iii. Financial Aid Program:
    - 1. Recommendation Report
    - 2. KSUSA FA Fund
    - 3. As a non registered charity, we would not issue tax receipts, but we can accept donations.
    - 4. Motion to start a KSUSA fund, add a donation option for families to contribute to supporting others in need in our soccer community, with the plan to develop a sponsorship plan and reach out to businesses to support the fund start up of the KSUSA fund, and add to the budget for next year by Clemente, seconded by Kim. None opposed.
    - 5. **TO DO:** Melissa to develop policy and communicate on website, Facebook, etc to move towards sponsorship plan.
- e. **Mini Director**
  - i. Boys program - name request
    - 1. A few parents have requested the 'Boys' program be called 'Boys/Co-ed'
    - 2. **TO DO:** Melissa to update the TeamSnap registration program names
- f. **Youth Director**
  - i. Not much to report. Registration numbers are low.
  - ii. U18 boys group - can we reach out to last year's U18 rec players to invite to join?
- g. **Development Director**
  - i. Tournament Registration
    - 1. **TO DO:** Clemente to email current coaches/team managers the tournament table to show the tournaments we will be booking and to ask to rsvp by Feb 10 if you have requests outside of the noted tournaments
  - ii. 'Invitational' instead of Eye of the Storm Tournament. Details TBD
  - iii. Coaches - we need a few more
    - 1. 1 U10 girls
    - 2. 1 U16 assistant
  - iv. Fields Coordination
    - 1. **TO DO:** Melissa to book fields for the season
    - 2. **TO DO:** Melissa and Clemente to work out scheduling in TeamSnap - schedule TeamSnap training session for scheduling
    - 3. Spring Camp at end of March and need a field to play
      - a. **TO DO:** Clemente to confirm date and times. Melissa to book field - Selkirk or Crowe?
  - v. Alternate Players
  - vi. BC Soccer Policy: Forming Small sided teams
    - 1. *Motion: Each team can take up to two alternate maximum. Alternate players will pay the regular development fees minus the cost associated with tournaments (\$100 for U10/U12 and \$150 for U13+). In the case of U13+ team, if there are more players interested in addition to the two alternate spots, then the team will conduct tryouts. For U10/U12, the coaches will select the alternates from the list of*



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*kids waitlisted. If an alternate player is asked to attend a tournament, they will pay \$50 per tournament. When possible, the club will look to add additional qualified coaches to field an additional team if the number of players allows it.*

2. Discussion: Set team sizes are manageable, consider the potential pressure on coaches, often players of other teams will join a team to build numbers at tournaments. Consider the rec program needing registration numbers.
  3. After discussion, the group decided to withdraw the motion.
- vii. [Skill Sessions](#)
1. *Motion: Approve the plan to do the skill sessions and support the coaches with the amount identified. In the case of U10/U12 skill sessions, approved Alistair's waiver of fees.*
  2. Discussion: questions around revisiting the conversation from last year, questions around paying for Friday skill sessions when it is already a part of our programming, the impact that he would be the only one financially benefiting from it, compensation questions regarding CRA rules, connection to current Jeff Paulus coaching sessions and him giving skill session plans to coaches, no addition to the current budget with this decision.
  3. Two questions to consider:
    - a. One question is do we want that role or to trial the role this season
      - i. We want to ensure the kids have access to skill sessions on Friday as per the previous meetings decision on the U10/12 dev schedule
    - b. Another question is are we wanting to compensate this person with the risks of compensating a foreigner.
  4. Amended motion to approve the plan to do the skill sessions and support the coaches with the amount identified by Clemente. Seconded by Kim. Angela abstained. None opposed.
  5. In the case of U10/U12 skill sessions, approval of Alistair's waiver of fees to offer the U10/12 sessions- the board tabled this discussion.

**h. Equipment Director**

- i. [Update](#)
  1. **TO DO:** Melissa to send out reminder to order
- ii. [Jersey Sponsor](#)
  1. Conversation around starting by approving a jersey sponsorship for \$500, moving forward building a program with tiered sponsorship
  2. Motion to proceed with the offer. Purchase a set of jerseys from VH sport for either mini or youth. Set \$500 as the benchmark to sponsor one set of jerseys. Look to build out a sponsorship/donation program next season by Rita. Seconded by April. None opposed.
  3. **TO DO:** Rita to connect with Mike to

**i. Head Coach**

- i. Process for coaches - email Brian with age category they are coaching and he will start the process
- ii. Certification and CRC Tracking - **TO DO:** Melissa and Brian to discuss process
  1. Bulk email to remind CRC
  2. Melissa to share Coach database
- iii. Coaching course dates
  1. Fundamentals: early April as needed
  2. April 4: Learn to Train
  3. April 5: Soccer for Life



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**j. Head Referee**

- i. Referee course dates - April 5 / 6
- ii. **TO DO:** Melissa to send invites to all youth players, previous referees, post on Facebook and on websites.

**OLD BUSINESS**

- k. Season Photographer
  - i. Two quotes - one out of budget, second works.
  - ii. Lee Orr to be hired for 2025 photos
- l. Efficiency of Meetings: [Recommendation Report Template](#)
  - i. Process:
    1. One week before Registrar send email asking for agenda items
    2. Directors send motions/reports within 24 hours of request
    3. Registrar send agenda to board within 48 hours
    4. Board responsible for reading all [linked documents](#) at least 24 hours prior to the meeting
    5. Additional items to be added at the meeting if there is time to discuss and the board approves the amended agenda. Registrar to add and highlight items.

**6. TABLED ITEMS**

- a. Building our organisation
  - i. Terms of Reference
    1. [Mini](#)
    2. [Youth](#)
    3. [Development](#)
    4. [Equipment](#)
    5. [Field](#)
    6. Coach
    7. Referee
  - b. Operations (Drop Dead) Manuals
    - i. [Mini](#)
    - ii. Youth
    - iii. Development
      1. [Team Manager](#)
    - iv. Equipment
  - c. Technical Plan
  - d. [KSYSA Policy Manual](#)
  - e. What policies need to be developed for this season? For next season?

**7. NEW BUSINESS**

**8. NEXT MEETING**

Strategic Planning Meeting: Wednesday, September 10, 2025 - 6 - 9 pm @ Warfield Village Office

Board Meeting: Wednesday, March 5 at 6:00 pm at Chances Casino

**9. ADJOURNMENT at 8:24 pm**