



# Lower Island Women's Soccer Association

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## COACHES/MANAGERS MEETING – AGENDA

September 7, 2022 @ 7:00 pm | Via Zoom-register in advance: [LINK HERE](#)

MEETING PROCEEDINGS		
	Description	
1	<b>Meeting called to order at 7:03pm</b> by Marta.	Marta
2	<b>Overview of Zoom meeting Functions &amp; Etiquette</b> <ul style="list-style-type: none"><li>Everyone remains muted with exception of executive. Please use the chat function to direct the message. Direct the message to Cheryl.</li></ul>	Marta
3	<b>Motion to have January 9, 2022 Coaches/Managers (SGM) as read:</b> Glees Clarkson. Seconded, Adam Paulson. Passed.	
4	<b>Introduction of Executive Members &amp; Reports</b> <p>a. President's Report: Hoping that everyone is looking forward to the new season, we have been working steadily in the background in between scheduled summer vacations, BCSA meetings and work commitments.</p> <p>The LIWSA Executive Board met for the first time this past week, the first official meeting prior to the season start. In the coming days, we will update via our website an outline of when meetings will be scheduled. It will look something similar to this:</p> <p><b>LIWSA Executive Board Meeting(s)   Third Monday of:</b> October, November, January, February, March, April</p> <p><b>Coaches &amp; Managers Meeting(s)   2x per season</b> September 7, 2022 &amp; January 9, 2023</p> <p><b>Annual General Meeting</b> May/June 2023 (TBD)</p> <p>The purpose of setting out a meeting schedule is so that if there are any members who want to put forth a topic of discussion either for the LIWSA Executive Board or to all the members, they must do so by submitting in writing to our LIWSA Secretary for the upcoming meeting as listed. Unless the matter is urgent, the LIWSA Executive Board will not engage in discussion in between meetings as we continue to have several positions vacant and several of our executive board members are pulling double duty to pick up the slack from those vacancies. Positions that are currently vacant are: Vice President and Competitions Chair, we hope to have the Communications position filled shortly. If you know of anyone who would be interested in stepping into one of these two vacancies please note that they would be for one year please have them reach out to me via email: <a href="mailto:president@liwsa.com">president@liwsa.com</a>. I am more than happy to chat with them on what the duties and responsibilities would entail for the positions.</p> <p>This coming season, there will be notable adjustments on day to day and week to week operations, that include but are not limited to:</p> <p><b>Game Reschedule Requests:</b> We have an online form now available for submitting these requests. Coaches and Managers must log in to use this form; it is linked to the team profile of the requestor. We will be updating the Handbook with screenshots and instructions. If you for some reason you choose not to use the online form, you must follow the steps as outlined in the Handbook – we took some time to make a lovely flow chart,</p>	Marta

that we like to think is simple to follow. Most important – be clear and precise with your email, do not make the league scheduler read through an email discussion.

**Youth to Adult Player Permits:** Until further notice from BC Soccer, these permits will continue in the same format as last season. The BC Soccer Youth to Adult Permit forms as listed on our site under Resources>League Documents. No exceptions please.

**Emailing with LIWSA Executive/League Administrator:** It is important to be aware of the timing of your email. We like to think that we respond in an efficient and timely manner, we kindly ask that prior to season start in September and restart in January, that email inquiries that are not deemed urgent for those two first weekends of September/January, be delayed in being sent. The alternative is to inquire with your Liaison. We also have a 'who to contact' bit posted on our main page, simply click on that and it will take an informative page. This season your point of contact for:

- i. General Inquiries – including Rules/Regs: Divisional Liaison
- ii. Game Reschedules: Only finalized & confirmed game schedule info:  
[admin@liwsa.com](mailto:admin@liwsa.com)
- iii. Criminal Record Check – [riskmanagement@liwsa.com](mailto:riskmanagement@liwsa.com)
- iv. Discipline – [discipline@liwsa.com](mailto:discipline@liwsa.com)
- v. Propose Rule Amendment/Add a topic of discussion to a LIWSA Exec or AGM – [secretary@liwsa.com](mailto:secretary@liwsa.com)

These adjustments will be guided by the current LIWSA Rules and Regulations, so please familiarize yourselves with the Rules and Regulations. Our website is currently up to date with all the documents, including forms such as: international transfer certificate requests, parent liability forms, and any other such documents required for registration, permits and so on. Please use the forms that are listed on our website, avoid the use of forms from other associations as it will only delay response and processing times.

Between now and April, we will be working on several major tasks/projects for the LIWSA. Major projects that we will be undertaking (may be subject to change) include: Review of current LIWSA Bylaws and Rules/Regulations (this may result in proposing some amendments to bylaws, rules/regulations – could be a full amendment or amendment to language for clarification). We will also be reviewing the term position of Manager of Operations, to ensure that the salary and job description match comparable positions in the province and the position becomes permanent. Lastly, we will be focusing on a sponsorship program in the hopes of generating further income by donations, supported by our local community. We currently have several leads with several opportunities, and we hope to finalize details soon.

Promotion & Relegation has been a hot topic over the last couples of months, but more so over the last 2-3 weeks. The committee met post season, to review and determine the promotion and relegation of teams. A small number of inquiries and requests began to filter in, however only couple of the teams that received either a promotion or relegation letter responded with any concerns or questions in the 7 days response time given. A copy of the divisional structure was shared with the agenda at the AGM. At that time (July 2022), there were:

- (6) Premier
- (10) Division 1
- (10) Division 2
- (14) Division 3
- (5) O30A
- (5) O30B
- (7) O35

Between June and as recently as last Friday (before the long weekend), there were several

teams that either notified not returning this season or folded due to lack of players. These scenarios unfortunately did not all transpire prior to schedules being generated. Notifications and inquiries were received at different times. The League did their best in being proactive in a timely manner and with the information in hand. While we can understand that such circumstances are out of our members hands at times, the same applies for our LIWSA Executive and League Administrator for the managing and organizing of a season. It may be difficult for some to understand that timing is important in the Executive/League rendering decisions – as it was in some cases this past months, weeks, and days. Just know that all elements of the league must be considered in many decisions, no just a single team or division.

I look forward to my time in this role on the LIWSA Executive, and my hope is to move this league forward in all aspects of the game, its administration and organization. I would like to see our league grow not only in numbers but also as a community in the women's sport of soccer – I get it, it sounds cheesy, but those that have met me and built a friendship over the years, can most likely vouch that I am an avid soccer fan, player, soccer mom and Forza Barca Culer (FCB).

Extra info:

With some teams that folded we moved forward with matching teams up across division that had a bye. In these matches, they will be labeled as exhibitions. We are going to be flexible on calling up players to make sure the game is fun and evenly competitive. Any player called up will not count toward your number of call-ups for that individual. You will still have to follow the call-up rules of where you can call-up from. ID cards will still be looked at for exhibition games, need to ensure all players are registered with LIWSA and proof of insurance.

Very important with this system that you generate your game roster close to your game time, so your call-up player will be on the roster.

Question about voting structure. Sept. 12 is when the special general meeting is to go through that vote. Currently the proposed structure of the voting to be 86/14. Stakeholder formula, every 2500 registrants = 1 vote. A district with even 2501 gets two votes. Adult leagues did get together to discuss other options to propose or vote. 86/14 split is a no. The reason why it was previously 50/50 is because BC Soccer was only adult leagues. Youth went bankrupt, they approached BC Soccer to join. One proposal is 15 votes to 11 (15 youth, 11 adult) in voting by district. After September 12 we will give an update. There won't be an interruption to the season. We have posed questions to CSA and are getting the run-around. We just came across a document that stated CSA wanted something that the organization felt was equitable, it just had to change from 50/50.

b. Manager of Operations Report

- i. Schedules are being worked on as we go. If you see a line through the schedule that means it hasn't been confirmed with the field scheduler.
- ii. With Finalyson closed a lot of independent clubs are scrambling for fields. If it gets really tough it would be great to share between clubs.

Casey

<ul style="list-style-type: none"> <li>iii. Fincances: Almost everyone is in. Will be depositing about 75%, thank you much.</li> </ul>	
<ul style="list-style-type: none"> <li>c. Vice-President Report</li> </ul>	<b>Vacant</b>
<ul style="list-style-type: none"> <li>d. Discipline Report <ul style="list-style-type: none"> <li>i. Don't have anything to report. Just a quick reminder, any red cards from last year that haven't been completed, do carry over to this season. All cup red cards also carry into cup at the end of the season.</li> </ul> </li> </ul>	Leah
<ul style="list-style-type: none"> <li>e. Secretary's Report – nothing to report</li> </ul>	Cheryl
<ul style="list-style-type: none"> <li>f. Registrar's Report <ul style="list-style-type: none"> <li>i. Player Registration</li> <li>ii. Thank you for working hard to get registration done. If you have any questions email me. Keep in mind all player reg has to be done 24 hours prior to game. Must have also uploaded a photo for ID card.</li> <li>iii. Pictures should be more like ID pictures (but you can smile!), no sunglasses, hats, facing forward, etc.</li> <li>iv. Question: are registrations going to be lenient with not having the cards for first game? No. That was when there were actual physical cards. Now you can upload your photo. Referees have all been instructed, all cards no play.</li> </ul> </li> </ul>	Stacie
<ul style="list-style-type: none"> <li>g. Communications Report</li> </ul>	<b>Vacant</b>
<ul style="list-style-type: none"> <li>h. Competitions Report <ul style="list-style-type: none"> <li>i. Cup Declarations (LIWSA) – Deadline: October 31<sup>st</sup>, 2022</li> <li>ii. Cup Draws (LIWSA) – November 7, 2022 (tentative)</li> </ul> </li> </ul>	<b>Vacant</b>
<ul style="list-style-type: none"> <li>i. Risk Management Report <ul style="list-style-type: none"> <li>i. Deadline for CRC submissions: September 30, 2022 (tentative)</li> <li>ii. Shout out to everyone who has their crim checks in and submitted to me. Only 34 left to submit. Very little leeway this year on this, you must have your crim check in. Wondering how to manage this, maybe refs may have a list of who has their record check in.</li> <li>iii. Have to redo record checks every 3 years. With BC Soccer it is only valid for 3. Even in o30s, we have to ask for record checks.</li> </ul> </li> </ul>	Heather

	<p>iv. After Sept 30 will start chasing. At the end of the season am required to put in a report, comes back to being accountable.</p> <p>j. Referee's Report</p> <p>i. Referees have all been instructed that cards are in effect from day 1 this season. We do really want the coaches and managers after the game to fill out the match report. Not just meant to be a venue for complaints, can also be a venue for compliment. Focus on development and will be watching the referees for the good and bad. Trying to help the referees develop as they go through the season and continue improving.</p> <p>ii. Coaches and managers are to report the scores as well as the referees.</p> <p>k. Liaison's Report</p> <ul style="list-style-type: none"> <li>• Premier (Gareth); Division 1 (Sanja); Division 2 (Adriano); Division 3 (Samantha); O30s (Andy); O35 (Sharon)</li> <li>• Sharon – Pleased to welcome Juan de Fuca o35.</li> </ul> <p>2 teams playing in womens 55+, played in Kamloops first time in Canada for womens 55+. Looking forward to BC 55+ games in Victorian next week.</p>	John
5	<ul style="list-style-type: none"> <li>• <b>New Business</b></li> <li>• Caitlin from o30s proposing to amend the rule to allow 3 players 28 and older to register for O30s team. Players are nursing injuries and have other commitments, it seems like in recent years we have had a hard time fielding a team. Curious to know if this is something that other teams would be interested in, would love to hear feedback to put something forward to propose at AGM.</li> <li>• Marta – we let Caitlin know that we are trying to steam-line our rule amendments in a timely manner. We need time to put together a package to delve into what is required to make these amendments. Leagues do have a similar rule but with a clause, that players are not eligible for cup or provincials, and other element is that it does dip into populations for other divisions. Ultimately it is the members who decide, but good to have all the little pieces.</li> <li>• If teams in O30s division can engage in discussion and Andy (O30 liaison) will help you out. When it comes time to receiving any proposals, we will make sure we are clear on the steps.</li> <li>• Caitlin - MWSL has proposed to amend their age rule, if it does go through it would be nice to mirror them.</li> <li>• Idea is to have a separate meeting for O30s about this topic.</li> </ul>	All

	<ul style="list-style-type: none"><li>• Natalie - Can consider permitting within your own club in the meantime. Also builds comradery within the club and shows there is a place to go when they are finished with divisional play.</li><li>• As feedback is collected by Andy, we will narrow it down to how to proceed in terms of meetings.</li></ul>	
6	<b>Meeting Adjourned:</b> Motion to adjourn, Jen Spark. Seconded, Omar. Passed. Meeting adjourned, 8:02pm.	