



MEETING MINUTES

Attendees: Whitney Stevens, Martin Carnegie, Nicole Davidson, Candice Clarke, John Stewart, Kathy Katzer, Morgan Hamilton, Jenelle Goodon, Colette Weidl, Carlos Tobar, Chris Villeneuve, Scott Nemece, Erin Howlett

Regrets: Whitney Davies

Guests: N/A

 **Location:** BSRC

 **Date:** 01/04/2026

 **Time:** 7:00 PM

I. CALL TO ORDER

Whitney Stevens called the meeting to order at 7:08pm.

II. APPROVAL OF PREVIOUS MEETING MINUTES *(THE CHAIR MOVES TO APPROVE THE PREVIOUS MEETING MINUTES.)*

Some errors in previous minutes related to duplicate names (Matt listed twice; correction requested)

MOTION: Approve previous minutes with corrections to attendance

MOVED BY: Whitney

SECONDED: Martin

CARRIED

III. APPROVAL OF AGENDA *(THE CHAIR MOVES TO APPROVE THE AGENDA.)*

Agenda was printed and distributed.

MOTION: Approve agenda as presented.

CARRIED

IV. COMMITTEE REPORTS *(EXECUTIVE, GOVERNANCE, FUNDRAISING, TOURNAMENT, TECHNICAL, OTHER)*

a) **Fundraising**

- December fundraiser raised \$200+, significantly higher than previous year's ~\$90.
- Success attributed to donated baskets.
- Plan to run another fundraiser at January Soccer Fest.

b) **Technical Team Report**

- Team Attendance & Engagement



- Several teams have low attendance (4 players showing for practices; none for games).
- Root cause believed to be coaching issues → lack of player buy-in.
- Technical staff (Chris & another) to observe a struggling team's Thursday practice.
- Contact with parents recommended to improve engagement; teams to be notified when tech staff attend practices to increase turnout.
- One parent previously raised concerns; Candace confirmed accuracy of concerns.

c) **Technical Program Evaluation**

- Discussion on whether technical sessions should end a week earlier. Decided that the current schedule is fine and we do not need to end earlier in future seasons.
- Overall attendance lowers this time of year due to illness, holidays, and general seasonal issues but still worth having the session with approximately 20 athletes in each session.
- Goalkeeper sessions reported as full.

d) **Governance Committee**

- Referee Program & Policy Review, New Policy created to document the current representation of these positions
- Referee Policy (F009) Review
- Reviewed policy outlining responsibilities and honorarium for:
 - (a) Ref Director
 - (b) Referee Mentors
 - (c) Referees

Key Discussions:

- Need to include potential U19 category, added at time of discussion
- Clarification of scheduling honorarium amounts:
 - (a) \$9 per game for U9 scheduling.
 - (b) \$12 per game for U11–U19.
- Mentor expectations need formalization:
 - (a) Availability requirements
 - (b) Minimum number of games
 - (c) On-call responsibilities for game issues
- Concern about David's capacity for both mentoring and scheduling (due to other commitments).
- *****ACTION ITEM *** Job description for both Mentor and Director need to be created. Matt will be contacted to see if this already exists otherwise will be created by Whitney.**

Proposed Adjustments:

- (a) Separate responsibilities between Director and Mentor.
- (b) Possibly create a pool of contacts for referee rescheduling.



- (c) Explore outsourcing referee scheduling to EMSA South to reduce board workload. ****ACTION ITEM**** John to follow up with EMSA South and request they take over scheduling referees for our games. John will let us know if this is an option and at what cost to the program.

MOTION: Approve Policy F009 - Referee Directors, Mentors, and Referee Honorarium as written
MOVED: Martin
SECONDED: Carlos
CARRIED

V. OLD BUSINESS

- a) Outdoor 2026 Fees – to be discussed at length and finalized at January 2026 board meeting. Review December 2025 board meeting minutes for clarification and structure.

VI. NEW BUSINESS

Referee Courses

- (1) **Mini Course:** April 4, 2026
- (2) **Outdoor Refresher:** April 11, 2026
- (3) **Entry Level Course:** Dates require revision due to new structure (classroom → field → classroom).
- (4) Instructor schedules need updating with facilities.

Discussion Points:

- (5) More players than usual expressing interest in refereeing.
- (6) Must finalize and advertise courses ASAP. ****ACTION ITEM**** Nicole will finalize dates and then send out information in an email through teamsnap to current athletes as well as on socials by end of week.

Coaching Program

(a) Certification Requirements

- (i) New Canada Soccer standards require:
- (ii) **Online theory mandatory before coaching starts**
- (iii) **In-person practical mandatory to continue coaching a second season**
- (iv) Association intends to mark these as **mandatory** rather than optional.

(b) Course Scheduling

- (i) Courses planned:
 - 1. **Active Start:** April 20
 - 2. **Fundamentals:** April 21
 - 3. **Soccer for Life:** April 22
- (ii) **Goal:** Advertise all dates by end of week after confirming facilities. ****ACTION ITEM****

(c) Concerns & Actions



1. Historically low turnout for in-person practical sessions; must emphasize importance to all potential team officials.
2. Consider allowing coaches to attend sessions in other communities if needed.

(d) Early Coach Engagement

- (e) Pre-registration form created for coaches/team officials.
- (f) TeamSnap Team Official Registration form for coaches to include:
1. Certification numbers
 2. Experience
 3. Discount preference (registration discount or apparel credit)
- (g) **Aim:** Begin communication with potential coaches immediately to reduce deficit. ****ACTION ITEM****
Nicole to send out to current coaches by end of week
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Outdoor Coaches Meeting

- (h) Scheduled for **April 13**
- (i) U5/U7 at 6:30 pm
 - (ii) U9/U11 at 7:30–9:00 pm
 - (iii) Team manager meeting also required (date pending). ****ACTION ITEM**** Nicole to book a team manager meeting when room is available and will let us know to ensure a board member is available to a run it.
- (i) Coaches Scrimmage**
- (i) Considering holding outdoors, preferably on turf.
 - (ii) Contingent on weather and field opening dates.
 - (iii) City coordination required. ****ACTION ITEM**** Martin to speak with City about opening Turf early as per previous conversations.
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Soccer Fest (January 24)

(j) Clarifications:

- (i) Whitney expressed concern about the event unsure whose responsibility
- (ii) Event run primarily by partner organization, not BSA.
- (iii) BSA's role limited to:
- (iv) Apparel table
- (v) Check-in for BSA teams
- (vi) Optional raffle/baskets
- (vii) Need clarity on volunteer roles.

(k) Team Scheduling

- (i) U7 teams will participate.



- (ii) Confirmed that U7 season ends Feb. 14 (17 sessions total).

U9/U11 Soccer Fest (February 13)

- (iii) Event approved.
- (iv) Separate grant request required.
- (v) Volunteers needed — must coordinate with tournament committee.
- (vi) ***Further conversation discussion about having it February 14, to coincide with U7 last day***

Volunteers

- (vii) ~100 volunteer spots still required for the season.
- (viii) Must post new volunteer opportunities immediately.
- (ix) Priority event for early posting: **Summer Splash** volunteers. ****ACTION ITEM**** John will submit volunteer request by end of week to Colette. Whitney has already sent her list to Colette. Anyone else needing volunteers has until end of week.

Summer Splash (July 19–21)

(l) Needs:

- (i) Need a volunteer to run concessions.
- (ii) Erin volunteered to lead concession operations. (YAY THANK YOU!!)
- (iii) Event not yet posted on ASA website → concern noted.

(m) Discussion:

- (i) Should BSA include part of tournament fee into team registration to increase participation?
- (ii) Multiple options debated:
- (iii) Fully subsidize
- (iv) Partially subsidize
- (v) Incentivize participation with reduced tournament fee of \$400 included in registration
- (vi) Require participation unless exceptional circumstances
- (vii) Any teams not wanting to participate in the tournament will not receive a refund on their \$400. That covers players joining another team to enter the tournament.

Outdoor Fee Structure

- (n) Fees increased modestly across most age groups.
- (o) Key new cost drivers:
- (p) Technical mentoring hours
- (q) Referee fees
- (r) Field rental adjustments



Final Proposed Fees:

- (s) U5: \$160
- (t) U7: \$200
- (u) U9: \$290
- (v) U11: \$325
- (w) U13: \$380 (pending referee cost review)
- (x) U15: \$380
- (y) U17: \$380
- (z) U19: \$360 (not included in Summer Splash)

MOTION: Approve proposed 2026 Outdoor Registration Fees
MOVED: Whitney
SECONDED: John
CARRIED

TeamSnap Migration

- (aa) Moving to **TeamSnap ONE** for outdoor season.
- (bb) Registration for coaches already built in TS One.
- (cc) Families with indoor teams must keep both apps temporarily.
- (dd) Full transition planned to go forward.

VII. ROUNDTABLE (10 MINUTES EACH MAXIMUM)

John requested equipment suggestions as he is putting an order.

Kudos to Chris for getting the lines painted in the Field house

No formal round table provided due to heavy agenda.

VIII. IN CAMERA SESSION

No in-camera sessions.

IX. ACTION ITEMS

Technical Program

- Tech staff to observe low-attendance team (Thursday).
- Candace to follow up with parents.
- Nicole to finalize facility bookings for coaching courses and referee courses.

Referees



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- David to contact Matt and Chantelle for referee resources.
- Nicole to obtain last year's referee course facility info.
- Committee to explore outsourcing scheduling to EMSA South.

Coaching

- Nicole to publish coaching course dates by end of week.
 - Coach pre-reg form to be distributed widely.
 - Add certification tracking questions and discount preferences.

Events

- Soccer Fest volunteers and logistics to be finalized for February Soccerfest.
- U9/U11 Soccer Fest → grant request needed for February Soccerfest
- Summer Splash: Erin to lead concession planning.

Administration

- Correct attendance errors in previous minutes.
- Post volunteer positions ASAP.
- Review referee cost discrepancies for U13.
- Confirm TeamSnap One communication plan.

X. ADJOURNMENT

Whitney Stevens adjourned meeting at 8:58PM.

XI. NEXT MEETING DETAILS

Date: February 1, 2026

Time: 7:00PM

Location: Beaumont Sport and Recreation Centre, Event Room

