

**Minutes of General Meeting of Kingston Women's Soccer Club (KWSC)  
Dated May 1, 2017**

**Present:**

*Members of the board of Directors:*

Rachel Brace	Deborah Melman-Clement
Ashley Theis	Tina Abraham
Jenica Walker	Dora Nomikos

*Teams:*

Tiered

Alehouse	Sharks
Amazons	Snipers
Halliday Construction	The Blue Wizards
Hurricanes	Turf Queens
Hyundai	Viceroy
Lightning Strikers	Warriors
Luscious	Wayne's PMC
Mario Nets	White Lightning

Masters

Dragons  
Flowers United  
Hotspurs  
Cataraqui Dental

**Call to Order**

Rachel Brace, President, assumed the Chair of the meeting at 6:32 p.m.

**Declaration of Conflict of Interest**

No Conflict of Interest was declared at the start of the meeting.

**Approval of Agenda**

The agenda was circulated to members before the meeting. Copies were also available at the meeting. On a motion *moved* by Chantal St-Amour (Snipers) and *seconded* by Louise Winn (Hurricanes) it was:

*Resolved that, the Agenda of the General Meeting of May 1, 2017 be approved.  
Carried.*

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**Approval of Minutes of the KWSC General Meeting of April 4, 2016**

The minutes from the previous (2016) General Meeting were circulated to members before the meeting. Copies were also available at the meeting. There were no requested changes to the minutes. On a motion *moved* by Jane Douglas (Hotspurs) and *seconded* by Louise Winn (Hurricanes) it was:

*Resolved that, the Minutes of the General Meeting of April 4, 2016 be approved.  
Carried.*

**Opening Remarks from President**

Rachel Brace, President, assumed the floor and made the following opening remarks:

- Rachel explained that the Executive is planning to include all information discussed at this meeting into a board memo, to be posted on the website after the meeting's conclusion. The Executive has received feedback from previous meetings that too many emails are being sent out, therefore posting of memos will be attempted as a possibly better route of communication.
- Rachel introduced the attending board members. Ashley Theis is new in the role of Registrar. The Executive includes no elected scheduler at the moment. Marcy Evans has expressed interest in this position and has been invited to attend the next Executive Meeting. It is planned that this position will be up for nomination and election on the next Annual General Meeting.
- Rachel thanked team representatives for their patience when the 2017 Outdoor Budget was not posted in time (i.e. the usual 14 days before) for this meeting. The Executive tried to provide a budget based on the actual prices (instead of projected ones) this year, but it took too long to get confirmation of field prices from the City of Kingston. KWSC requested fields in mid December and did not get the pricing until mid April. It turned out that these prices were incorrect, and we therefore had to wait for new ones. Also, KWSC used to have a verbal User Agreement with Queen's, but the Field Director was informed this year that this was not being honoured any more. Thus, when other soccer clubs asked for Queen's turf fields in May, less time was allocated to KWSC compared to prior years. Overall, for Queen's fields prices went up this year and KWSC was not allocated any turf fields at all for July and August. Going forward, the Executive will try to negotiate a written agreement with Queen's. Finally, even after the pricing became available, the City of Kingston took a long time to give KWSC (and other soccer clubs) fields because this year baseball diamonds were allocated first.
- The schedule for May has been posted. The rest of the schedule will be finalized once details of the CaraCo field are confirmed. At the moment the late games have been booked at that field, but those start at 9 pm. We are hoping to exchange them for early games instead.
- KWSC has gone back to a 4 tier system this year for the 2017 outdoor open age division. All teams except one (in tier 3) got the tier they requested. In the future we will again base tier placements on the promotion / demotion rule, and will take into consideration tier placement requests, only if those can be accommodated by mutual agreement (e.g. the last team in a tier and the first team from the tier below both agree not to move).

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- The Executive has received complains from Tier 1 teams because of only 4 teams being included in that tier this year. Two teams have stated that they may not continue to play beyond 2017 if more teams cannot be added. The KWSC Executive have reached out to SOSA to discuss growing Tier 1.
- The total number of teams this year in tier play will be 26. The Masters league has four teams (down from 6 last year).
- Due to field availability, there will be a staggered schedule in May. Start dates will be May 11<sup>th</sup> for Tiers 3 and 4, May 14 for Tier 2 and May 18 for Tier 1.
- Growing of the Club was discussed at the AGM. Further to this:
  - The Executive is planning to arrange a meeting with St Lawrence College marketing students, so that they can develop a formal Marketing Plan for our Club. More details will be provided on this initiative, as they become available.
  - KWSC has decided to start social media. Facebook will be the platform that will be launched, as Twiter and Instagram both involve a lot of work and do not have many control options. The KWSC Facebook page will include rules on proper behaviour and posting of photographs. We are a large group and photographs may be posted by different people and include groups on occasion. If there are any photos posted that someone does not want, they can ask the KWSC Executive to remove them. This is the approach used by other clubs as well. The KWSC Facebook page will only be available to a closed group. The KWSC Executive will monitor the page, as well as what / if any issues come up.
  - Using money that was approved at the AGM towards Club promotion, indoor team representatives were given a KWSC sweatshirt. The Executive will look into the possibility of making KWSC T shirts for outdoor as well. This is not only part of promotion and marketing, but also to show appreciation to coaches and team representatives for the work that they do.

### **Report of the Treasurer**

Tina Abraham, Treasurer, assumed the floor and reported on the following:

- There was an effort made this year to post outdoor budgets based on actual rather than projected figures.
- Budget Masters League: Includes 13 games, with start on May 30<sup>th</sup>. Based on 16 players per team, with no lining cost, no turf field charge (Masters games will all be on grass) and a new fee for referee software (that SOSA is not covering any more), the total comes to \$1609 per team. A motion was put forward to approve the Masters Budget by Jane Douglas (Hotspurs) and seconded by Teri Buller (White Lighting). All were in favour. The budget was approved.
- Budget Tiered League: Includes 14 games. Based on 20 players per team, with lining and turf field costs, and the new fee for referee software, the total comes to \$2621 per team. A motion was put forward to approve the Tiered Budget by Sandra Jass (Amazons) and seconded by Tracey Francis (Cataraqui Dental). All were in favour. The budget was approved.
- Player registration will close on June 27th. After that, if teams want to add new players, KWSC will have to receive a request in writing.

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- Captains will get an email from the Treasurer with a pre-specified password, to be used for their team's e-transfers. It is important that captains use their assigned passwords.
- KWSC will accept e-transfers or cheques for payments. Cheques can be mailed to the KWSC PO box. KWSC will not accept cash handed to the Treasurer in person. After each instalment is paid, the Treasurer will send each captain an invoice stating the remaining team balance.
- Instalments for the 2017 Outdoor season should be paid on May 12 and June 2. There is a late fee of \$50 after the final payment. However, KWSC will understand if there are extraneous circumstances that cause small delays, as long as these have been explained to KWSC in writing and *in advance* of the payment due date.

### **Report of the Field Director**

Deborah Melman - Clement, Field Director, assumed the floor and reported on the following:

- KWSC will be using the following fields for the 2017 Outdoor Season:
  - Masters League: The league will start on May 30th and will use the small rugby field at St Lawrence College (SLC). The main SLC field will not be available in the summer of 2017 due to construction. The end date of the KWSC / SLC 15 year Field Agreement has been adjusted accordingly (i.e. a year has been added). Games for the Masters League will have start times of 6 and 7 o'clock.
  - The following turf fields will be used: CaraCo, John Machin, Nixon (May only), West Campus, and Richardson Stadium.
  - The following grass fields will be used: Queen's North on the west campus, Woodbine fields, Catons fields, and one more grass field which we are still trying to secure.
- Captains were asked to note the following:
  - Kids should not be on team benches but rather behind the benches. Referees are liable if kids get hurt.
  - No dogs are allowed as this will violate the KWSC lease, especially on turf fields.
  - There may be lockboxes in some fields, with keys for turning on/off lights etc. In all cases the combination number is 1965.
  - Turf fields have special, not-in-the-ground flags. The KWSC Executive will take care of the flags in the John Machin field. In the CaraCo field, the rule is that the home team picks up the flags at the desk within the Invista Centre at the beginning of the game and the away team returns them at end of the game. For Queen's turf fields, the flags are taken care of by university employees.
  - Visitors should be at the bleachers. No smoking is allowed according to City by-law.
  - Even though it is recommended that each team have a net, there have been no cases of fields recently when teams have had to bring their own nets.
- A reminder about jersey colours rules:
  - If two teams have the same colour jerseys it is the Home team that must change. Most teams usually address this by buying a set of pinnies.
  - If jersey colours are not identical but 'close' (e.g. red and orange) it is the referee's call if the home team should change or not. A team cannot demand that the other team changes their jerseys. However, a team can voluntarily change their own shirts if they find it difficult to play with the existing colours.

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**Report of the Disciplinary Officer**

Jenica Walker, Disciplinary Officer, assumed the floor and reported on the following:

- There have been changes to many official laws of soccer. SOSA is putting together a list. KWSC will post the SOSA summary document on the KWSC webpage once ready. Some notable changes are:
  - Tape or any other materials placed around socks must be the same colour as the sock. Referees may be more lenient in a recreational league, but it is their decision.
  - A yellow card will be issued for interfering / stopping a player with a chance at goal.
  - Any attempted violent contact is an automatic red card even if no contact is meant.
  - Any injury to the head is a red card.
  - If a goalie moves forward from their line on a penalty kick, that is an automatic yellow card.
- A reminder that if there are any complains about referees during the season these should be sent to SOSA. SOSA is looking into developing a form both for referee complains and positive comments. Until these forms are ready, teams can send any feedback to the KWSC Communications email (specify game number and the referee's name) and KWSC will forward to SOSA.

**New Business**

- A social Committee has been struck and they are working on an end of year party proposal. The plan is to sell tickets, but the event will also be partially subsidized by the marketing budget. The idea was presented and was well received at the 2016 Annual General Meeting. The social committee will present a more concrete plan and a budget closer to the event.
- Following previous discussions at Annual and General Meetings, there will be no play-offs in the 2017 outdoor season. The Executive tried to schedule a longer season (16 games) instead, however this was not possible based on field availability.
- Of note, for the upcoming (2017/2018) indoor season, there is a possibility that the Westbrooke Dome fees will go up. To keep costs down, the KWSC may look into the possibility of having a shorter indoor season.
- Also, KWSC has brought to the Westbooke Dome's management's attention that our members are concerned with the lack of lights and the poor state / disrepair of the parking lot.

**Adjournment**

On a motion *Moved* by Jane Douglas (Hotspurs) *seconded* by Mario Buragina (Mario Nets), it was:

*Resolved that the meeting be adjourned at 7:55 pm. Carried.*