

**Minutes of the Annual General Meeting  
Kingston Women's Soccer Club (KWSC)  
Monday, August 16, 2010**

**KWSC Executive Members Present:**

Alicia Walton  
Bob Machin  
Pam Lloyd  
Bernie Harpell  
Nancy Hoople  
Brenda Corcoran  
Brenda Hildebrant  
Michelle Hall  
Brandi McLaughlin

***Regrets:***

Sandi Wright

The meeting was called to order by the Chair and President of KWSC Nancy Hoople. Due to regrets sent by the Secretary, Sandi Wright, Veronica Harris-McAllister took the minutes of the meeting at the request of the President.

**1. Declaration of Conflict of Interest**

Krista Swackhammer declared Conflict of Interest with Item 11 "*Budget Presentation for Indoor Season*" as owner of the Soccer Dome.

**2. Approval of the Agenda**

A request was made by Krista Swackhammer to move Item 12 up to Item 10 as the presenter needed to leave the meeting early.

On a motion *Moved* by Alana Overville and *Seconded* by Yani Tryfonopoulos the following resolution was passed:

*Item 12 of the Agenda of the Annual General Meeting of the KWSC dated August 16, 2010 be moved to Item 10.*

~Carried~

On a motion *Moved* by Nikki McKay and *Seconded* by Krista Swackhammer the following resolution was passed:

*Resolved that, the Agenda of the Annual General Meeting of the KWSC dated August 16, 2010 be approved as amended.*

~Carried~

### **3. Approval of the Minutes**

A request for correction was made by Krista Swackhammer under Items 1 and 2 within the minutes of March 29, 2010 that the last name of Amy McFarland is corrected to Amy Percy.

On a motion *Moved* by Krista Swackhammer and *Seconded* by Nikki McKay the following resolution was passed:

*Resolved that, the Minutes dated March 29, 2010 be approved as amended.*

~Carried~

### **4. Report of the Tier Director**

Pam Lloyd presented the Tier Director's Report. Pam reported that there are new teams wanting to join the league. Returning teams are required to submit a deposit by September 23<sup>rd</sup>, 2010 to secure their space in the league. After this date, new teams will be allowed to enter on August 24<sup>th</sup>, 2010, if space permits. A request was made by Veronica Harris-McAllister for further clarification regarding the ruling on a team being asked to move up a Tier. According to Outdoor Rule 4.3 and Indoor Rule 4.3, "*If a team wins the regular season of their Tier two years in a row, the team must advance to the next highest Tier, if applicable*". Pam confirmed that this rule applies only to regular season play and the results of playoff do not influence the decision. Pam also noted that the outcome of both the indoor and outdoor season are treated separately. A decision will have to be made once all teams have registered on what to do if a Tier has an uneven number of teams (*should there be bys or double-up games in one night*). Pam also indicated that she has a short list of players looking for teams.

### **5. Report of the Scheduler/Statistician**

Brenda Hildebrant presented the Scheduler/Statistician's Report. Brenda indicated that there have been some concerns brought forward regarding the even playing time of teams on the boards/unboarded fields for indoor. Brenda indicated that she has done her best to ensure that every attempt has been made to ensure teams within each Tier have equal playing time on the two fields and equal distribution of the playing times (early and late). Each team will play 24 games in the season. There are no playoffs scheduled. Brenda indicated that she has also received requests from teams regarding creating schedules including having the scheduler arrange "back-to-back" games on one type of field to help teams better develop a style of play or schedule games rotating back and forth between fields every week of play. Shawn Diaz asked Brenda if the schedule was made unbiased or based on the status of teams as it sometimes appears that stronger teams play weaker teams more. Brenda confirmed that the schedule was unbiased: each team was assigned a number and a program automatically calculates the schedule based on the team number. Les Lawler asked Brenda what happens when Tiers are uneven for teams, do the extra games count in the Tier standings. Brenda confirmed that the extra games played do not count towards the standings but are exhibition games only. Mario Buragina suggested to Brenda that she consider scheduling the season in chunks of 6-10 games, depending on the number of teams per Tier and after each round, attempt to reschedule the following games so that equal skill teams play more with each other. Brenda indicated that this would be extremely time consuming and challenging for teams to schedule nights off to play in advance or determine if they had enough players to attend, based on the time of the game. Most teams have indicated an interest having the complete schedule upfront for the season. Yani Tryfonopoulos indicated he understood the dilemma that Mario indicated but also it was not realistic for the league to schedule games in this fashion. Brenda concluded that she is doing the best that she can and is always open for future comments and suggestions.

## **6. Report of the Vice President**

Bob Machin presented the Vice President's Report. Bob reported on the final results for the Indoor Winter 2010 season following playoffs. In the Tier 1 Select division, The Queen's B Team finished 1<sup>st</sup> while the runner-ups were Ale House Select. In the Tier 1 division, Glengarrians finished 1<sup>st</sup> while the runner-ups were Fever. In the Tier 2 division, Green Home Kickers I finished 1<sup>st</sup> while the runner-ups were Cataraqui Sizzle. In the Tier 3A division, OT Group I finished 1<sup>st</sup> while the runner-ups were Charette Homes. In the Tier 3B division, Cataraqui II finished 1<sup>st</sup> while the runner-ups were Amazons. In the Tier 4 division, OT Group II finished 1<sup>st</sup> while the runner-ups were Rigney. Bob reported on the results for the Outdoor 2010 regular season prior to playoffs. In the Tier 1 division, Wentworth finished 1<sup>st</sup>. In the Tier 2 division, Cataraqui Sizzle finished 1<sup>st</sup>. In the Tier 3 division, OT Group I finished 1<sup>st</sup>. In the Tier 4 division, CFB Kingston finished 1<sup>st</sup>. Bob also congratulated Gord Lever's Limestone City soccer team for finishing 1<sup>st</sup> in the Central Region East division.

## **7. Report of the Field Director**

Bob Machin presented the Field Director's Report. Catons 1 field will not be useable next summer as they will be tearing it up. Bob indicated that there will also be some fields not available next summer and other fields are no longer useable due to the playing conditions. Players are asked to contact Bob or Bernie Harpell if they have fields to bring into the league. The league is talking with the Cataraqui Clippers about using more of their fields next year at Jim Beattie. This might involve teams having to play on Wednesday and Thursday evenings next summer. It has not yet been decided if certain Tiers will only play Wednesday nights or Thursday nights similar to the indoor season (e.g. Tiers II/IV play Wednesday nights and Tiers I/III play Thursday nights). Players will be notified once a decision has been made later in the year. Bob mentioned that the Executive will be looking to recruit someone to take on the Field Director role next year as it is currently vacant.

## **8. Report of the Disciplinary Chair**

Bernie Harpell presented the Disciplinary Chair's Report. Bernie reported that there were 26 yellow cards (17 reported, 9 unreported) and 3 red cards handed out during the Outdoor 2010 season. The red cards resulted in varying game suspensions with the most being 4 games. Bernie indicated that the proper completion of game sheets has been atrocious. Bernie reinforced that proper game sheets need to be used, players need to be crossed off if not playing, and the sheets must be signed and initialed by at least one person (coach, assistant coach, manager). Bernie indicated that it is his responsibility to keep track of the sheets received from the referees. To help alleviate the situation for teams who forget to print off game sheets prior to the game, there will be blank game sheets located within the dome for players to grab and use for the Indoor season. These sheets, in addition to the ones that are printable on the league website will be the only acceptable game sheets allowed. Teams not completing the sheets properly will be fined. Bernie also reported that for the Outdoor season the same applies for game sheets and it is the responsibility of the teams to provide corner flags and nets to certain fields. Both items need to be set in place prior to the games. Referees will check off on the game sheets if corner flags and nets were provided and if not, teams will be fined. The indoor rules are currently being updated and the use of proper game sheets and fines will be incorporated into the rules as in the recent revised outdoor rules. Rachel Brace asked Bernie if it would be possible to ask the referees to document on the game sheets players that get injured for insurance purposes. Bernie indicated that referees automatically document to him yellow/red cards and injuries sustained during games. Krista Swackhammer asked Bernie what needs to be done with yellow/red cards that are mistakenly left off a game reported in the database. Bernie indicated that teams are to notify him directly and a correction will be made after the fact. Mario Buragina indicated that referees are not consistent in reporting players added/deleted from game sheets

after half. Neill Priestley asked Bernie who decides on the number of game suspensions. Bernie indicated that he does but the decision is dictated by OSA rules. Bob Machin added that if a referee does not show up to a game, then players are to note the referees name on the game sheet and report it to Bernie. The name of referee has recently been added to game sheets printed off from the league website in the last month. Shawn Diaz indicated that sometimes the referee shows up late to a game and it is not indicated on the game sheet by the referee. Bernie indicated that it would be okay to email him this information. Les Lawler wanted to know the rationale behind the rule 3.25 that states "*Players showing up after half time will not be permitted to play the remainder of the game*". Terri Buller indicated that this rule was set up to ensure that players do not show up for only the last 5 minutes of the game and get the entire game credited towards being able to play in the playoffs. Terri also mentioned that players only need to be at the field by the start of the second half-time, not necessarily dressed and on the field playing. Yani Tryfonopoulos indicated that this rule is for outdoor season only; in the indoor season, players can step onto the field regardless of their arrival to the game as rule 3.23 states "*A player arriving late to a game is permitted to play regardless of whether or not the second half has started*". Mario Buragina added that the rule was instated to govern teams from bringing up players only to play in playoffs.

## **9. Report of the Registrar**

Michelle Hall presented the Registrar's Report. For the outdoor season there were 36 teams registered with 751 active players and 23 inactive players. Registration for the indoor season begins next week. Teams are required to submit a \$500.00 deposit to secure their space by Monday, September 23<sup>rd</sup>, 2010. Collection will occur at Ongwanada Resource Centre Room 204 between 6:30-7:30 PM. New teams are encouraged to come and give a deposit to secure a spot, in case an existing team backs out or does not provide a deposit. For existing teams the deposit is non-refundable but will be applied to your team fee owing for the complete indoor season. If an existing team pulls out, they will not receive the deposit back. For new teams who have not secured a spot, the deposit will be returned. Teams are also required to complete as many player registration and liability waiver forms as possible and submit to Michelle Hall at the SOSA office on Tuesday, September 24<sup>th</sup>, 2010 between 5:00-7:00 PM. Michelle recognizes that it only gives teams a weeks notice to distribute and collect the completed forms but there will be another collection night in the future. Teams are encouraged to get as many back as possible next week. New teams are to come to the SOSA office on Tuesday, September 24<sup>th</sup>, 2010 between 5:00-7:00 PM. It is here that you will find out if you can enter a team if existing teams have not paid their deposit by Monday, September 23<sup>rd</sup>, 2010. New teams also need to bring their completed player registration and liability waiver forms to the SOSA office on this night. Alicia Walton indicated that teams who can not attend the session on Monday, September 23<sup>rd</sup>, 2010 can drop off their team deposit to her personal residence.

## **10. Question Period**

The floor was opened up to Krista Swackhammer, owner of the Soccer Dome, in order to answer questions from the league players as a result of recent articles published in the local papers. Krista informed the players that the dome will operate as normal for the Indoor 2010-2011 season in its current location. The dome will be going up again shortly and will stay up until May 1<sup>st</sup>, 2011. Alicia Walton added that the 2010-2011 indoor season, once approved by the league, is currently scheduled to run September 22<sup>nd</sup>, 2010 to April 14<sup>th</sup>, 2011 in order to accommodate additional make-up games in the following weeks before the dome comes down, if required. Krista added that the fields will stay the same, with a boarded and unboarded field and that the new dome will not open up in its new location until the 2011-2012 indoor season. A player asked when the current dome was being inflated and Krista informed the league that it was going up the week of August 23<sup>rd</sup>-28<sup>th</sup>, 2010. Another question was presented to Krista regarding heating the dome in the cold weather. Krista informed the league that they

have since added insulation so this should help a little with retaining heat in the winter. No further questions were asked.

## **11. Report of the Treasurer**

Alicia Walton presented the Treasurer's Report. Alicia reported that compared to previous years the registration process and collection of team fees went well this year. The field fund is currently at \$84,425.00 as of the Outdoor 2010 season and is collecting interest. The league will need to start exploring its options with the fund. The floor was opened up to questions but none were asked.

## **12. Budget Presentation for Indoor Season**

Alicia Walton presented the Budget for the Indoor 2010-2011 season. At the last AGM dated March 29, 2010, the league voted in favour for "KWSC to endorse the proposal for one (1) season for Indoor permitting availability of the facility". The Indoor season will run September 22<sup>nd</sup>, 2010 to April 14<sup>th</sup>, 2011 with each team playing 24 games. As a result of fewer games being played (no playoffs) and the removal of cash prizes for Tier winners and runner-ups, the team fee has been reduced. At the end of the season the Tier champ will be determined by the team in first place. There will be no games between December 8<sup>th</sup>, 2010 and January 12<sup>th</sup>, 2011. Alicia pointed out that the administrative and website fees have increased slightly to accommodate the rising costs of completing tax returns/audits, photocopying and board insurance. Alicia mentioned that in December teams will be allowed to drop/add players for the second half of the season. A date will be determined at a later time and passed along to league players. Players added to the team roster during the second half will still need to complete the player registration and liability waiver forms for SOSA and pay the \$16.20 OSA fees. Teams adding/dropping players need to inform SOSA and KWSC. As a reminder teams are only allowed 16 players maximum on the roster. Alicia pointed out that the team fee for 15 players registered is \$3,384.15 (includes OSA fees). A deposit of \$500.00 is required by August 23<sup>rd</sup>, 2010 with 60% of the remaining fee (\$1730.49) paid up by September 8<sup>th</sup>, 2010 and the remaining 40% (\$1153.66) paid up by November 1<sup>st</sup>, 2010. Teams not paid up by November 1<sup>st</sup>, 2010 will have future games suspended. Yani Tryfonopoulos suggested that the date for adding/dropping players should be moved to January 2011 following the holidays. Nadia Saccon asked Alicia what the rationale was behind the 60/40 split for fees. Alicia responded that the split was initiated to ensure that the KWSC recovered enough team fees in order to pay the Soccer Dome for rental fees. The league has a contract with the Dome and invoices must be paid in advance at certain predetermined dates according to the contract. A player asked what happens if teams pay in advance for the entire season and the dome collapses and can not be inflated for the remaining season. Alicia pointed out that in this case, teams would be refunded games not played, if no solution could be created to continue the season. Vicki Wilman wanted to know why the final installment was due by November 1<sup>st</sup>, 2010 when new players could be added up until December/January: how were they to get the money in advance. Alicia pointed out that teams were responsible for the exchange of money amongst players, not KWSC. Sandra Jass pointed out that teams should not question what the KWSC Executive is telling players as they have read the contract. Bernie Harpell and Veronica Harris-McAllister both pointed out that in the men's soccer league and other children's activities, players/parents pay for entire seasons up front, no questions asked.

On a motion *Moved* by Alana Overville and *Seconded* by Terri Buller the following resolution was passed:

*Resolved that, the 2010-2011 Indoor Budget be approved as presented.*

~Carried~

Discussion surrounding the final date when to add/drop players continued. Nancy Hoople asked if anyone wanted to put forward a motion to discuss the topic further and agree upon a date.

On a motion *Moved* by Yani Tryfonopoulos and *Seconded* by Jen Rhind the following resolution was passed:

*Resolved that, a second window date to add/drop players from teams for the Indoor season be further discussed and approved as presented.*

~Carried~

Pam Lloyd suggested that teams be allowed to add/drop players up to the third game in the second half of the season similar to the first half of the season. Final consensus appeared to agree to open the window from December 8<sup>th</sup>, 2010 (last game of the first half of the season) to January 19<sup>th</sup>, 2011 (second game of the second half of the season). Nancy Hoople asked if anyone wanted to put forward a motion.

On a motion *Moved* by Pam Lloyd and *Seconded* by Sandra Jass the following resolution was passed:

*Resolved that, the second window to add/drop players from teams will occur for the Indoor season between the last games of the first half of the season up to the start of the second games in the second half of the season be approved as presented.*

~Carried~

Marguerite Heer proposed as a motion that once the KWSC Executive has approved the schedule of games for the season for fairness of field play and times that teams not be allowed to make any changes to the schedule. Brenda Hildebrant pointed out that if teams want to make a switch in game times, they need to consult with the other team and get confirmation of approval and this needs to be forwarded in her direction. Brenda also mentioned that schedules are posted as soon as all teams have been confirmed. Nancy Hoople asked if anyone wanted to put forward a motion that a certain date be set by the league for teams to request changes or should this date be determined by the Scheduler/Statistician.

On a motion *Moved* by Nikki McKay and *Seconded* by Irene Stead the following resolution was passed:

*Resolved that, once the KWSC Executive approves the final schedule of games, teams will not be allowed to make further requests for games to be changed throughout the season once the date set by the Scheduler/Statistician has passed be approved as presented.*

~Carried~

## 13. New Business

### (a) Porta potties

An inquiry has been brought forward by teams as to why there are no porta potties at fields that do not have washroom facilities. Bob Machin pointed out that the league approved excluding the costs of these facilities from the Outdoor Budget presented at the AGM dated March 29<sup>th</sup>, 2010. The rationale behind removing the porta potties was that only KWSC was paying for their use and they were being used by other teams and not left in the best conditions. A suggestion was brought forward that perhaps other teams/leagues could be invoiced and share the costs. Veronica Harris-

McAllister suggested that the league explore all options for fields without facilities or near restaurants as it is not appropriate to have to resort to using woods or bushes. Terri Buller pointed out that the Cataraqui Clippers' Canteen at the Jim Beattie fields could be approached about getting a key for the washroom that could be inserted into the lockbox for turning on the lights. Bob will explore this option further as well as possibly getting a key for Cook's Arena for the Catons fields.

**(b) Medic alert bracelet**

Nancy Hoople indicated that she was alarmed to find out that players wearing Medic Alert bracelets were asked by referees to remove them even though the band was covered by tape. Nancy pointed out that in both the Outdoor and Indoor Rule 3.8 "*Medic Alert Bracelets are Allowed. Where possible they should be the soft Velcro style which does not present any danger. If the medical alert bracelet is the normal metal type it should be either covered by a Medic Alert wrist sweatband or any wrist sweatband. If these are not available, the bracelet should be taped so that it does not dangle on the wrist and present any danger.*" Players asked to remove their Medical Alert Bracelets as outlined above are to email the KWSC Executive with the name of the referee. Nancy asked Marguerite Heer if she could send an email reminder to referees regarding this rule.

**(c) Insurance link for insurance claims on website**

Nancy Hoople pointed out that claim forms for insurance are now posted on the KWSC website and can be printed off.

**(d) Alterations in rules on website following new set-up for indoor season**

Nancy Hoople indicated that the indoor rules are currently being updated in order to reflect the changes made to the format of the new indoor season. They will be distributed to teams for review and comment in the future and posted on the KWSC website.

**(e) Bank game sheets left on KWSC board at dome if needed**

Nancy Hoople pointed out that as already indicated by Bernie Harpell blank games sheets will be available for use at the Soccer Dome.

**14. Adjournment**

On a motion *Moved* by Vicki Wilman and *Seconded* by Michelle Hall the following resolution was passed:

*Resolved that the meeting of August 16, 2010 be adjourned.*

~Carried~