

Unapproved draft minutes

UTAH YOUTH SOCCER ASSOCIATION
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
November 18, 2004

CALL TO ORDER

The regular monthly meeting of the Board of Directors of the Utah Youth Soccer Association was called to order by President Paul C. Burke at 7:30 p.m. at the State Office of the Utah Youth Soccer Association in Salt Lake City, Utah. The following Board members were present during the meeting:

Paul C. Burke, President
Scott Maxfield, Vice President
Jodi Wells, Secretary
Rick Henage, Treasurer
Bruce Cuppett, Director of Development
Debbie Haycock, Girls Competition Director
Dave Malchenson, Boys Competition Director
Richard Yoder, Discipline Committee Chairperson (Proxy for SYRA)
Arnold Wilcox, District 1 Chairperson (Salt Lake City)
Leisa Vineyard, District 2 Chairperson (West Salt Lake County)
John Lowery, District 3 Chairperson (Sandy/Draper)
Richard Seaman, Proxy for District 4 (Davis & Weber County)
Brian Smith, Proxy for District 5 (Utah County)
Richard Messenger, District 6 Chairperson (Davis County) 8:30 PM

Also present were Scott Harward (Executive Director), Dave Josse (League 26 President), Greg Maas (Technical Director), Linda Kay Messenger (Rules Committee Chairperson), Jodene Smith (Risk Management), and Dave Packham (Inter FC Club).

Board members who were excused or absent included Dave Mills (Chairperson of District 4, Davis & Weber County), Delon Brower (Chairperson of District 7, Cache and Box Elder County), and Gunther Haidenthaller (State Youth Referee Administrator).

WELCOME

President Burke announced that a quorum was present and welcomed all those in attendance at the meeting.

ADOPTION OF MEETING RULES

Motion was made, seconded and approved that the published agenda would govern the subject matter of this meeting; that reports and consideration of business would be completed during the time allotted by the meeting agenda and these meeting rules; that reports from officers and committees could not exceed five minutes without permission from the chair; consideration of each discussion item will be limited to fifteen minutes absent an extension granted at the discussion of the Chair; upon expiration of time

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allotted for discussion of action items, the Chair shall be authorized to call for either a subsidiary motion or a vote on the pending motion; and this meeting shall adjourn not later than 10:00 p.m.

ADOPTION OF MINUTES FROM PREVIOUS MEETING

Secretary Jodi Wells presented the minutes from the October 21, 2004 meeting of the Board of Directors. Motion was then made, seconded, and approved to accept these minutes.

REPORTS

Technical Director Greg Maas reported that the coaching education program is going well, that ODP tryouts have enjoyed record attendance for the third consecutive year, and that Greg Ryan, an assistant coach of the U.S. Women's National Team, conducted a coaching clinic for approximately 50 UYSA coaches. Maas also reported that US National Staff Coach Mike Haas has resigned his position to take over the Technical Director's position for Colorado Youth Soccer. Maas concluded by reporting that Utah was well represented in the ODP Region Team/National Pools. James Jaramillo (Boys '88), Andrew Morris (Boys '88), Kelly Islieb (Girls '87), Katie Larkin (Girls '87), Lynzee Lee (Girls '87), Megan Ohai (Girls '89), and Hailee DeYoung (Girls '89) earned entry into these pools.

TREASURER'S REPORT

Treasurer Rick Henage reported that the independent auditor is in the midst of the annual audit. As previously reported, it appears that the Association finished its 2003-04 fiscal year within \$1,000 of breaking even, despite the fact that the Board of Directors had authorized expenditures that were expected to result in a larger deficit.

Henage reported on a couple of minor concerns regarding internal controls, some of which will be addressed by his students at UVSC. Henage also reported on efforts to address the discrepancies reported last month regarding registration reports and fees. Henage said the Executive Director Scott Harward had made great strides to resolve any inconsistencies.

Henage also recommended that the Association's Audit Committee become more active. District 7 Chairman Delon Brower had accepted appointment to this position, but Brower has been frequently absent from meetings of the Board of Directors and the Audit Committee appears to have become dormant since Brower's appointment.

REPORT FROM DISTRICT 5

Brian Smith, District 5 boys competition director, reported that the district is planning to elect a new District Chair at the district's forthcoming annual general meeting.

REPORTS OF THE COMPETITION DIRECTORS

Girls Competition Director Debbie Haycock reported that the only problem on the girl's side has been with the field closures in Park City. Games originally scheduled in Park City have had to be rescheduled at lower elevations.

Boys Competition Director David Malchenson reported that the boy's coaches have been advised that make-up games having no impact on the spring alignment may be played until December.

Malchenson also reported on a meeting he held with a number of competition coaches. The meeting yielded some strong recommendations for policy changes, some which Malchenson later presented to the Board. Malchenson reported that the coaches expressed a strong preference for 8 team divisions with 14 game schedules, which the coaches could change during the first two weeks of the season. Malchenson also reported that the coaches wanted the State Cup tournament to be held at the end of respective seasons. The coaches also wanted more advance notice of the alignment meetings, and further recommended that the spring and fall seasons start a couple of weeks earlier.

To satisfy these scheduling requests, Malchenson and Haycock announced that the next Boys Alignment will be held on Friday, February 25, 2005 and the next Girls Alignment meeting will be on Saturday, February 26, 2005. The spring season for the State Competition League will begin on March 21, 2005. The fall season will start August 22, 2005.

DISCUSSION/ACTION ITEMS

MATCH RESCHEDULING POLICY FOR THE STATE COMPETITION LEAGUE

Boys Competition Director Dave Malchenson presented the following proposal to replace the existing rescheduling policy in its entirety.

6:03:02 Policy: Rescheduling Games

- A. Games may be rescheduled under the following circumstances:
 - 1. Due to a conflict involving either team with a USYSA or UYSA-sanctioned tournament
 - 2. Due to a conflict involving either team with a State Cup match
 - 3. Due to a conflict with an ODP function involving players from either team
 - 4. Due to a field closure or unplayable field conditions
 - 5. Due to the absence of registered match officials
 - 6. Upon agreement of both teams' coaches, provided that such change be made and submitted for approval not later than 14 days after the official start of the season.
- B. In circumstances where it is appropriate to reschedule a match, team coaches should confer and cooperate in the spirit of good sportsmanship. The requesting team should be accommodating in determining the alternate date. If two coaches cannot agree on a new date and time, the dispute

- should be submitted to the State Office and the State Competition Director with jurisdiction will decide on the date, time, and location for the game.
- C. The assignment of fields released on the schedule as "To Be Announced" must be completed and submitted for approval by the end of the second week of the season. Notice of a field assignment must be provided by the home team to the visiting team not less than three days before the match is to be played. Failure to provide such notice or to obtain a timely field assignment may result in a forfeit by the offending team.
 - D. Within seven days after the cancellation of a match due to absent officials or field conditions, the teams must reach an agreement on the time and date on which the game will be played. The home team shall be responsible to provide a field for the match.
 - E. All requests to reschedule a match must be submitted to the State Office and are subject to approval by the State Competition Director with jurisdiction over the match.
 - F. Failure to comply with this policy may result, at the discretion of the State Competition Director with jurisdiction over the teams, in the forfeit of a match. No team will be awarded a win by forfeit for failure to reschedule a game unless the State Competition Director determines that a forfeit should be granted based on the merits of the situation.

Malchenson explained that, under this proposed policy, coaches would be able, during the first two weeks of the season, to work with opposition coaches to reschedule games upon agreement for any reason. After the expiration of this period, games could only be rescheduled for cause. In both events, rescheduling would be subject to field availability and approval from the state association. District 3 Chairman John Lowery reported on efforts to automate this process through the Association's online management system.

Discussion on this proposal ensued, and several suggestions for changes to the proposed policy were offered by Board members. President Burke asked that any further comments be passed on to Malchenson. He also announced that a modified proposal would be on the agenda for the next meeting.

SIDELINE POLICY

Boys Competition Director Dave Malchenson next presented the following proposal to modify the existing Sideline Policy for the State Competition League.

POLICY: TEAM BENCH AND SPECTATOR AREAS

(State Competition League Only)

Except where it is determined by the referee to be impractical, team bench areas shall be along the same touchline. Each team bench area shall be located two yards outside the touchline, beginning not closer than five yards from midfield and extending not further than twenty yards from midfield. The home team shall have the right to choose the location of its bench area. Coaches and substitutes must remain within their team's bench area during the game.

Parents and spectators must *assemble and remain on* the sideline opposite the team bench areas. Supporters of a team must assemble on the side of the midfield facing the team bench area of that team. There shall be a buffer zone extending ten yards on each side of midfield that may not be occupied by parents or spectators.

Match officials shall be empowered to enforce these provisions and may suspend or terminate games in the event that any team, coach, parent, or spectator declines to abide by requests from match officials to comply with these standards.

During the discussion that followed, several suggestions for changes were offered by Board members. President Paul C. Burke asked that any comments or suggested revisions be passed on to Malchenson. This proposal will be revisited at the next meeting.

POLICY FOR RED AND YELLOW CARDS IN THE STATE COMPETITION LEAGUE

Boys Competition Director Dave Malchenson proposed the following new Policy for Red & Yellow Cards for the State Competition League.

6:02:03 Cards and Penalties

A. Players

1. A yellow card is a caution without further automatic penalty, except that a second yellow card-offense during a single match shall result in the showing of a red card and subsequent ejection. Three yellow card offenses by the same player during a seasonal year will be treated as a red card by the referee and the player's pass will be retained by the referee and submitted to the State Office. Repeated yellow card offenses may result in further disciplinary action.
2. A red card is an ejection with the following automatic penalties:
 - a. Automatic suspension from the next league game; and,
 - b. If issued for violent conduct, suspension for not less than the next three league games.
3. Each subsequent red card will result in a referral to the Discipline Committee and may result in further disciplinary sanctions.

B. Coaches and Trainers

1. A yellow card results in a \$25 fine plus probation for a period not less than the remainder of the current season. A yellow card received while on probation will be treated as a red card.
2. A red card results in a \$100 fine, automatic suspension for the next league game, probation for a period not less than the remainder of the seasonal year, and referral to the Discipline Committee for consideration of additional sanctions.
3. A red card received while on probation will result in a \$250 fine, suspension for not less than 3 games, extension of probation until the end of the next seasonal year, and referral to the Discipline Committee for consideration of additional sanctions.
4. Coaches or assistant coaches or trainers on probation are prohibited from participating in the Olympic Development Program.

C. All fines, penalties, suspensions, and probations will carry over to the next season and/or year.

Spirited discussion followed with many suggested enhancements being offered by several Board members. Burke suggested that Malchenson get together with other Board members to further discuss this issue and bring it back for further consideration and possible adoption at the next meeting of the Board of Directors.

RECESS

President Paul C. Burke announced a five minute recess. The meeting was called back to order at 8:45 p.m.

DATABASE DEVELOPMENT

President Burke reported that he had been reminded, after the last meeting of the Board, that the Association has several bylaw provisions

3:04:02 REGISTRATION SUBMISSION AND FEE PAYMENT TO THE STATE.

The player is registered from the moment the player or player's agent (legal guardian) signs the UYSA Participation Registration Form and other documents as required and pays the appropriate fees to the team, club, league, district or association having jurisdiction over the player within the time frame set by that body. Each member team, club, league, district and association shall be responsible for insuring proper registration of players, coaches, volunteers and teams, properly accounting for fiscal transactions with prompt, accurate reporting of registration data to the governing authority with District Registrars submitting all forms and fees to the State Office.

A. The initial league registration of recreation, developmental and competition players, coaches, volunteers and teams shall take place each year prior to June 15. Registration of recreation, developmental and competition shall continue throughout the seasonal year as needed for the demands of each league or district program.

B. **Each league will submit to their respective district a database file, either on disk or by email, for players coaches, volunteers, and teams; compatible with the State's registration program.** team rosters and registration forms to competition teams separated by team, tally sheets, reconciliation sheets and a check equal to the total of all reconciliation sheets for all registered players by July 1st. Each league will update their registration of players, coaches, volunteers, and teams by submitting to their respective district an updated database file, team rosters, registration forms for competition teams separated by team, tally sheets, reconciliation sheets and a check equal to the reconciliation sheets for the additional registered players by the 15th of each month through the following May 15th. Updates are not due if additional players were not registered. Play-up forms must be included with the submissions to the State.

C. **All Districts shall submit to the State a database file, either on disk or email, of players, coaches, volunteers and teams; compatible with the State's registration program.** team rosters and registration forms for competition teams separated by team tally sheets, reconciliation sheets and a check equal to the total of all reconciliation sheets for registered players by July 15th. Also, list the total number of recreation players by league and age group on the tally sheet with the league number and total recreation and competition players on the Reconciliation Form. Play-up forms must be included with the submissions to the State. In order to effectively manage the competition program, submissions after the fall and/or the spring deadlines for the team alignment meeting may not be accepted. Both the registration fee and competition fee is not refundable after the alignment meeting has taken place. PLEASE CHECK ALL FIGURES ON THE TALLY SHEET CAREFULLY. IF THE MONIES SUBMITTED ARE INCORRECT, THE AMOUNT MUST BE CORRECTED AND SUBMITTED TO THE STATE OFFICE BEFORE THE DAY OF THE ALIGNMENT MEETING.

D. **Verification of player registration for insurance purposes will be made by the State from the submitted league databases.**

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Burke reiterated that the state association has designated the online management system as its registration system. Consequently, all districts and leagues need to enter their registrants into the online management system.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Scott Harward reported that he has been busy working on the budget. The audit is nearly done and the written report should be ready for release next month. Harward also reported that the office has been preparing the tournament brochure with the 2005 calendar of sanctioned tournaments.

FEE STRUCTURE AND BUDGET FOR 2005-2006 FISCAL YEAR

President Burke reported that he has asked Executive Director Scott Harward and Treasurer Rick Henage to prepare a balanced budget for the Association's 2005-06 fiscal year. Burke reported that the budget will be prepared based on two new assumptions. First, Burke seeks to reduce the basic membership from \$11.50 to either \$10 or \$11. Second, fees paid to the state association for competition players will increase to include the costs of referee assignment, but Burke hopes the overall cost to competition players can be kept stable.

Starting with the fall 2005 season of the State Competition League, the state association intends to manage the referee assignment process for the State Competition League. Currently, the referee assignment process is an inefficient patchwork with various entities taking various levels of responsibility for the process. Worse, information regarding referee assignments is not centrally organized, making it difficult to both monitor the process and to hold referees and assignors accountable for their performance.

Since the State Competition League comes with the jurisdiction of the state association, beginning in the fall of 2005, the state association will take responsibility for referee assignments for the games in the State Competition League. It is expected that games will be assigned either from the state office through contracts with assignors in particular areas. It is possible that the same assignors will continue to handle roughly the same slate of games; the only change is that the assignors will contract directly with the state league. Districts and recreation leagues will remain responsible for handling referee assigning for games under their own jurisdiction.

REPORT ON THE STATE REFEREE COMMITTEE

President Paul C. Burke encouraged the Board of Directors and members of the Association to give recognition and thanks to Bill Marsh and Randy Ploeger. Marsh has announced his resignation as State Director of Referee Instruction after 17 years of service, and Ploeger will be stepping effective December 31, 2004 as the Chairman of the State Referee Committee.

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EXECUTIVE SESSION

Motion was made and seconded to move into executive session. During the Executive session, a personnel matter and contracting issues were discussed with directions being given regarding these matters. Motion was made, seconded and approved to adjourn the Executive session.

Upon returning from executive session, the Board announced that it had voted to extend the time for the Board meeting. The Board also announced that it had voted to approve the development and launch of a 401(k) employee benefit program. The Board also announced that it had voted to give authorization to President Paul C. Burke, Vice-President Scott Maxfield, and Treasurer Rick Henage to purchase or lease a vehicle for the Association's use following the expiration of Chevrolet's sponsorship of US Youth Soccer on December 14, 2004. Finally, the Board announced that it had voted to continue the Association's partnership with the Utah Spiders.

ADJOURNMENT

Motion was made, seconded and approved to adjourn the Board meeting at 10:50 p.m. The next meeting of the Board of Directors of the Utah Youth Soccer Association is scheduled for Thursday, December 16, 2004 at 7:30 p.m. This meeting will be held at the State Office of the Utah Youth Soccer Association.

*These draft minutes were prepared by Secretary Jodi Wells.
Please direct any corrections or clarifications to ewells@networld.com.*