

Draft Minutes of Arlington Soccer Association Board meeting of Monday, June 28, 2010
*7 pages total – 5 pages of minutes and 2 page report from John Mingus
about Rules and Discipline Committee*

7:33 p.m. – President Ken Bass called the meeting to order.

- In attendance were the following:
 - Ken Bass (President)
 - Justin Hall (at Large Director)
 - Rico Yabar (at Large Director)
 - Anne Mathias (newly–elected at Large Director)
 - Mac MacLaughlin (Executive Director emeritus)
 - Justin Wilt (Executive Director)
 - Richard Easby (Chair, Travel), Sam Anthony (Chair, Teen Soccer Program)
 - John Mingus (NW Lions Club Manager) attended first 25 minutes of meeting due to his presentation and subsequent q n a
 - Jeff Oliver (Chair, Recreation Program) and Bob Bigney (Technical Director) arrived at 7:40 p.m.
 - Anne Mathias was introduced to fellow board members and staff in attendance; she declined to sing alma mater fight songs of Maryland and Georgetown.
- Absent – Robert Waffle (at Large Director) and Bill Whittington (Vice President)

7:34 p.m. – ASA Staff reports presented- Justin Wilt.

- J. Wilt answered questions relating to ASA staff reports submitted via E-mail last week
 - K. Bass inquired about insurance coverage for camps and other summer activities: J. Wilt has not heard back from Virginia Youth Soccer Association (VYSA) on this
 - K. Bass inquired about camp registration numbers as compared to last year: J. Wilt said first week of camp – coming right after school lets out – is light, but camps later in summer are good; J. Wilt says B. Bigney is cautiously optimistic about these numbers and that camps are not suffering. K. Bass noted that these ASA-run camps are only 3 years old; this points to the success of our efforts as they used to be privately-run programs!

7:37 p.m. – Approval of ASA Minutes of May 24, 2010

- K. Bass motioned that May 24 2010 minutes be approved with one edit of S. Anthony being added to those in attendance (until 9:15 p.m.); Yabar seconded motion, and minutes approved unanimously

7:39 p.m. – Briefing on Rules and Disciplinary Committee; question and answer by ASA; vote

- See attached 2 page report submitted by J. Mingus.
- John Mingus provided background on the subcommittee currently in the Rec. Program:
 - History – subcommittee, proposed to enforce ASA rules, coaches, players, parents.
 - Would include investigation of the issue, provide clear instructions of resolution.
 - Verbal or written warning given.
 - The Executive director of ASA would keep these records on file

- If there is a dispute of facts in a case or if it is sufficiently egregious, the R&D committee would obtain verbal and written statements from all parties involved.
 - J. Mingus recommends committee of himself, Ron Graft, Charlie Boone, ?
 - This committee could propose suspension from ASA or a ban; this could be appealed, as the ASA Board would hear the appeal.
- Comment made by ASA Board member that we should set this up in hopes of never having to use it
- J. Mingus continued - This R&D was used twice, in the Rec league.
 - R. Easby - This would not apply to the travel side of the ASA, as there is already in place.
- J. Mingus – we need to have Rec and Teen involved, and keep this committee administratively separate and unique.
- R. Yabar asked about timeframe for actions? J. Mingus answered: investigation lasts 10 days, with resolution due after that. J. Mingus pointed out importance of fast resolution
- K. Bass provided guidance to Mingus “... as you get experience, you can adapt procedures to adopt, tinker, and get precedent... It is important to have R&D committee... Issues in Mac’s era were dealt with by him... VYSA is above us, and folks can appeal to VYSA if they are not satisfied with ASA Board decision... rarely is a case reversed.”
- K. Bass – “Board needs to approve committee, then we go from there.”
 - Serious issues require that we have a process in place, this comes at a good time as we can include this in the new updated procedures manual.
 - Committee itself should develop procedures with occasional ASA help and advice.
- J. Hall – the work of this committee and its mission needs to be published, especially its procedures; J. Mingus agreed
- R. Easby – recommends this R&D committee avoid verbal warnings...instead they should document it; J. Mingus replied “if you get warned, it goes on your record.”
- Player misconduct:
 - R. Easby also inquired about player conduct; J. Mingus answered that players issued were handled by B. Bigney (Technical Director of ASA).
 - R. Easby inquired if a red card would warrant R&D committee action too? Yabar commented that no red cards were issued, but what would happen if this occurred?
 - R. Easby said travel leagues have point system for red and yellow cards; K. Bass said the rec and teen could establish this too.
- K. Bass shared concern – if there is an appeal to the board, it (ASA Board) will NOT do fact-finding. Instead the ASA Board will make decisions based on the facts provided; ASA Board can ask for more information.
- R. Yabar – teams attached to coaches have risk of losing a whole team if a coach is punished; how this can affect a team, as players may not play for a new coach.
- J. Hall asked if the R& D committee is added into the Teen& Rec programs, does it require a by-law change? Does this committee need to be a standing committee? Should a member of the ASA Board be on this committee?

- K. Bass – called vote on Board establishing R&D committee that will hear cases that arise from rec and teen programs and that it be along lines of charter submitted by John Mingus.
 - Fervently seconded by S. Anthony, and all ASA Board members present approved the vote, no dissenters.
 - J. Oliver will circulate to Rec to get it approved

7:57 p.m. Officer Elections – K. Bass:

- J. Wilt – do we vote for everyone?
 - K. Bass answered: officers serve at pleasure of the board - It is a good practice, 1st board meeting of new elections is when officers should be selected. – once a year makes sense. June meeting of the new board is when elections take place
- Issue of separation of Secretary/Treasurer position:
 - J. Wilt 3 positions currently: Pres, VP and Sec/Treas. Should we split Sec-treas?
 - Bass answers – By laws say Sec/Treas, so let's amend by-laws, but this process can be cumbersome. In the meantime, let's designate Sec-Treas who will then designate a "recording secretary."
- Vote for President - S. Anthony nominated K. Bass for president, J. Oliver seconds. J. Wilt called the vote, and it was unanimous.
- Vote for Vice President - B. Whittington is away in Japan, and wants to stay as VIP. K. Bass nominates B. Whittington with Justin Hall seconding. Unanimous vote
- Vote for Secretary/Treasurer – K. Bass pointed out the Sec/ Treas is open, due to G. Towner stepping down.
 - K. Bass nominated J. Oliver.
 - J. Wilt inquired about his busy schedule to ASA (finance committee, teen, Rec, nominating, etc).
 - J. Hall –is there conflict of Treasurer and oversight of finance committee, which Jeff currently serves?
 - J. Oliver said he'll step down from Rec committee in a year.
 - K. Bass recommends finance be chaired by Treasurer
 - K. Bass nominated J. Oliver as Sec/Treas, with Hall seconding. Unanimous vote of approval.
 - K. Bass – asked to appoint recording secretary to take minutes and enforce time limits.
 - R. Yabar nominated a stunned S. Anthony, and J. Oliver joyously seconded. Feeling the cold hand of fate wrapping around his heart, S. Anthony acquiesced to the unanimous vote, promising to use his powers for good.

8:09 p.m. – Discussion and assignment of ASA Board members on Outside committee Assignments – K. Bass

- 3 Arlington County –based committees
 - 1. Fields. Bill Murray is the chair, and determines how to use \$ in field funds and what processes on how it gets used. K. Bass commented that he can continue to serve on this committee as ASA rep.

- 2. Scholarship committee – chaired by member of the Parks and Rec committee. Deals with financial aid, develop policy for how much money, how you get it. K. Bass recommends we need representation on this committee, and R. Yabar nominated to serve; he accepted. Bass mentioned John Blevins is the “puppet master”
- 3. Adopt a field committee – Craig Escherick (former Georgetown basketball coach) is heading this up(on county sports commission). Develops resources. Bass wants out fields adapted.
 - Anthony & Easby – recommended Bob Waffle for this; J. Wilt answered no, let him focus on fundraising
 - Anne – interested in fund raising
 - Bass – good connection, e-mails, few meeting, not too many of them. There is a link between fundraising and this committee.
 - Ann accepted this position. She is also on fundraising committee (note: inform Bob Waffle!)

8:17 p.m. – Discussion: how to treat sponsorship money related to clubs

- J. Wilt issue is \$ not for ASA tied to club:
 - Used to be that club sought their own \$ for sponsorship. \$ goes to ASA, then where does it go? If it is not designated for club?
 - K. Bass - \$ collected from club sponsorship counts as benchmark? J. Wilt – get ASA money, not club \$
 - Concerns about legacy amounts raised
 - J. Oliver – proposed that starting in July, 2010 have club accounting. K. Bass said that ?(ASA? Clubs?) could spend money left over
 - J. Wilt – how do we allocate correctly? J. Oliver – VFW fund relationship with ASA
 - R. Easby – need fundraising in place, establish rules
 - K. Bass – no policy in place, clubs got \$ at different levels. In order to sponsor club, costs at least this amount and sign an agreement
 - Rico – need to watch out for rich club/poor club issue; K. Bass – certain percentage into scholarship fund, or rec committee fund.
- R. Easby – why do clubs have separate accounts?
 - Wilt – provide for equipment, uniforms, etc.
- A. Mathias – separate sponsors?
- Mac recommends we assign to finance committee and discuss
- K. Bass – where will we go? Oliver – why it is a big deal to have \$ for them?
 - K. Bass – optimists is the issue – J. Wilt (sent letter to this club.) Ron Croft (of Optimists says \$ should go to his club.)
- A. Mathias made recommendations for sponsorships in the ASA:
 - Cross-subsidized – have ASA managed account with levels of support.
 - Certain percentage of sponsorship goes to club and who brought it in.
 - K. Bass – how much money is at stake with the Optimists in this case? \$500? \$1000? Recommends we let optimists have it.
- Effective July 1, all clubs effective policy here on out

- Develop policy assign to finance committee; ask Wilt to draft policy for ASA to edit and approve
- R. Yabar – should communications committee be involved? J. Hall – this should go to fundraising committee
- R. Easby - need rules in place- travel is facing serious shortfall in financial aid.
- K. Bass assigned this to fundraising – what sponsorship is worth, policy getting \$ assign to finance: how money will be used.
 - Policy in place by end of September

8:51 p.m. – Contingency/Emergency Planning – J. Wilt

- What ifs that are germane to soccer world. We work on gut instinct right now. We need continuity of operations in place.
 - J. Hall, R. Yabar, Mac – volunteered to help

8:54 p.m. – VYSA meeting report – K. Bass

- No contested elections
- 10 to 12 people at meeting
- Everyone running was elected or re-elected
- Former ASA President Spangler there last year – K. Bass was there this year
- Ray Greenberg ran this year's meeting
- Bass spoke to Bob Maines (sp?) - Described him has Kooky but has some substance to his ideas.
- No increase in VYSA fees!
- USSF proposed \$1 increase to states – Region 1 voted against

8:58 p.m. – financial reports – J. Wilt

- Profit and loss (-\$21, 195)
- A. Mathias asked about DC united entry? J. Wilt explained (*recording secretary not sure of answer*)
- Board members asked about particular entries and accounts. J. Wilt and J. Oliver answered accordingly.

9:04 p.m. – other topics of conversation

- R. Yabar – Is online registration not open yet? J. Wilt confirmed this...registration not ready as of June ASA meeting, but soon. Youthleagues is taking longer than they should. County fee for residents, new residents was issue.
- K. Bass – agenda items for next meeting:
 - Charles Corry – referee commissioner to attend and talk about ref-assignments, costs, etc. Wants board to establish scholarship fund for youth refs...”merit” scholarships.
 - With everyone's consent – let invite George Towner to meeting and thank him for 40 years of service. Have Steve Spangler there.
- Next meeting is July 26 – K. Bass asked that finance and fundraising committees provide status report of sponsorship issue (see above, 8:17 p.m. entry)

9:08 p.m. – K. Bass adjourned meeting

Attachment to June 2010 ASA Board minutes:
ASA Rules & Discipline Committee report by John Mingus, Club manager of NW Lions

Purpose - The purpose of the Rules & Discipline (R&D) Committee shall be to enforce the ASA Playing Rules, Administrative Rules, and Codes of Conduct as they govern the players, coaches, parents involved in the ASA.

Jurisdiction - The R&D Committee shall be used to decide upon issues that occur during sanctioned activities (practices and games) within the ASA's Recreational Soccer League; including the Teen Soccer Program.

Membership - The R&D Committee shall consist of:

- 4 at-large members of the Arlington Soccer Association. These members can be ASA Coaches, club managers or parents
- The Arlington Soccer Association Executive Director
- The Arlington Soccer Association Technical Director
- The Arlington Soccer Association Referee Commissioner

The Committee shall choose a chair from among its members. In the event of a vacancy, the chair of the ASA Recreation Committee should ask the club managers to seek a volunteer to fill the Committee.

Duties of the Committee Chair - The Chair of the R&D Committee will be responsible for coordinating the actions of the committee and coordinating with ASA staff to ensure timely resolution of incidents.

Voting - Each member of the R&D Committee shall have one vote. However, if a member of the committee brings an issue to the committee for decision, that member shall not vote on the issue being presented.

Conflict of Interest - All R&D Committee members shall abstain from being involved in the resolution of any incident that may present a conflict of interest or in which the committee member may have been directly involved as a participant, complainant or subject of complaint.

Incident Reporting - Incidents that are protests of referee decisions based on a referee's judgment of a playing event or facts on the field will not be accepted. Other incidents may be reported to the ASA by coaches, parents, referees or any participants/observers. All reports must be submitted in writing (email is acceptable). Incident reports should include day, date and time; and, if possible, names of all involved teams and people. Incident reports should be made to the following persons:

- Issues concerning referee behavior should be sent to the Referee Commissioner
- Issues concerning player and/or coach behavior should be sent to the Technical Director
- Issues concerning parent and/or club manager behavior should be sent to the Executive Director

Resolution - Within 5 days of receipt of an incident report, the receiving official shall determine if the incident report has merit and warrants further investigation. The receiving official may determine that the incident is a clear violation of ASA Playing Rules, Administrative Rules, and/or Codes of Conduct; and that there is no dispute of the facts of the cases. In such cases, the sanctions could include:

- Verbal warning issued by the receiving official
- Written warning issued by the receiving official

Sanctions issued will be documented and filed with the ASA Executive Director.

In reports where there is a dispute concerning the facts of the case, the receiving official should work with appropriate ASA staff and appropriate club manager(s) to gather the set of facts concerning the report. The goal of the investigation should be to gather the facts from all involved parties. The investigation should be completed within 10 days of the filing of the report. Steps in the investigation could include:

- Obtaining verbal and/or written statements from all involved parties
- Obtaining verbal and/or written statements from other witnesses
- Interviewing involved parties and other witnesses

At this time, if in the opinion of the receiving official, there is justification, the case and all information received can be submitted to the R&D Committee for decision. The R&D Committee will review the information submitted and may seek additional information. Based on their review, the R&D Committee will determine if it is necessary to have a formal meeting with some or all of the parties involved in the dispute. Based on their review of all evidence, the R&D Committee will decide all further actions.

Sanctions imposed by the R&D Committee could include:

- Verbal warning issued by the R&D Committee
- Written warning by the R&D Committee
- Suspension from ASA participation for a time period as determined by the R&D Committee
- Ban from all ASA participation

Sanctions issued will be documented and filed with the ASA Executive Director.

Appeals - Parties given a verbal or written warning by receiving officials have the right to appeal the warning by submitting a written notice to the Chair of the R&D Committee. This appeal process should be noted in the warning issued by the official. With the exception of a ban on participation, decisions by the R&D Committee cannot be appealed. Bans on participation may be appealed to the ASA Board of Directors.

The appeals process shall be similar to the process outlined above with the committees reviewing information provided by the reviewing official and any other evidence gathered during the review of the incident.