



SOCCER ORGANIZATION

Burlingame AYSO | Section 2 | Area N | Region 63
 P.O. Box 1212, Burlingame, CA 94011
www.burlingameayso.org

BURLINGAME AYSO BOARD MEETING

DATE:	August 11, 2016	LOCATION:	Burlingame Rec Center
TIME:	7:30pm- 9pm	PREPARED BY:	Nick Skelton, Regional Secretary
PURPOSE:	Regular scheduled meeting of General Board to administer 2016 Season		

ATTENDANCE

ATT: NAME	ATT: NAME
<input checked="" type="checkbox"/> Gary Rainville, Regional Commissioner	<input checked="" type="checkbox"/> Eliot Alfi, U16/U19 DC
<input checked="" type="checkbox"/> Trent Wright, Regional Treasurer	<input checked="" type="checkbox"/> Emily Ma-Dotson, U14 DC
<input checked="" type="checkbox"/> Jean Gordon, Regional Registrar	<input type="checkbox"/> Krista McCutcheon, U12 DC
<input type="checkbox"/> Calvin Gee, Asst. RC, Regional Safety Director	<input checked="" type="checkbox"/> Chester Rice, U12 DC
<input checked="" type="checkbox"/> Jim Brogan, Regional CVPA	<input checked="" type="checkbox"/> Mina Cima, U10 DC
<input type="checkbox"/> Duff Beach, Regional Coach Admin	<input type="checkbox"/> Duff Beach, U10 DC
<input checked="" type="checkbox"/> Mike Hazinski, Regional Referee Admin	<input type="checkbox"/> Marian Meade-Salzer, U08 DC
<input type="checkbox"/> Nick Skelton, Regional Secretary	<input checked="" type="checkbox"/> Stella Daire, U08 DC
<input checked="" type="checkbox"/> Rick Sandor, Asst. Referee Admin	<input type="checkbox"/> Priscilla Fong, U07 DC
<input type="checkbox"/> Rob Wehmeyer, Asst. Coach Admin	<input type="checkbox"/> Sandra Acajabon, U07 DC
<input type="checkbox"/> George Atkinson, Auditor	<input type="checkbox"/> Will Evans, Asst. Coach Admin
<input checked="" type="checkbox"/> Bob Bierman, Field Director	<input type="checkbox"/> Christina Tsui, Jamboree coordinator
<input type="checkbox"/> Doug Luftman, Uniform/Equipment Coordinator	<input type="checkbox"/> Alson Kemp, Jamboree coordinator
<input checked="" type="checkbox"/> Emily Ma-Dotson, Photo Coordinator	<input type="checkbox"/> John Maierhofer, Jamboree coordinator
<input checked="" type="checkbox"/> Emily Ma-Dotson, Volunteer Fiesta Coordinator	<input type="checkbox"/> Rick Quintana, Dir. Ref. Assessment
<input type="checkbox"/> Andrea Pappajohn, Recycling Coordinator	<input type="checkbox"/> Lesley Stolz, Dir. Youth & Women Referees
<input type="checkbox"/> Bill Clifford, Webmaster	<input type="checkbox"/> TBD, Winter Select Coordinator

A- CALL TO ORDER- Meeting Start – 7:30pm. Attendees are as indicated above.

B- GENERAL ANNOUNCEMENTS

8/11/2016

GR move to approve BB second all approve minutes from 7/12 meeting

C- CALENDAR REVIEW [Refer to Calendar]

See Goggle doc for full details.

D- REGIONAL TREASURER REPORT				
No	ITEM	ACTION	DATE	STATUS

3-01	TW: Account balances slightly down from last year			CLOSED
4-01	TW & GR to send out budget proposal for voting at next meeting	TW+GR	4/12/16	CLOSED
	<p><i>[Update 5/17/16]</i> GR and TW mailed out budget. BB would like to add \$6k for goals at Osberg and/or Curnevaca. Exact cost is being determined. MH would like to purchase new pop up tents with AYSO brand information (referee hospitality at Murray); estimate cost \$1000. Open question whether shade canopies were purchased for Franklin. Budget does include costs for marketing and advertising for 2016 registration.</p> <p>GR motion to approve budget as proposed with addition of \$6,000 for goals and \$1000 for referee pop-up tents. JB seconded; all approved.</p>			
5-01	Trent gave update on budget prior to and after recent registration campaign. All cash has been deposited. Checks from first 2 registration events have been deposited. Checks from final registration in progress. National fees have been paid. Supply Center also paid.	TW	5/17/16	CLOSED
7-01	TR gave update on current budget. All but handful of registration checks deposited.	TW	7/12/16	OPEN
	<p><i>[Update 8/11/16]</i> All deposits have been made. Money market account at ~\$400k (typical high point for year)</p>			

E- REGISTRATION				
No	ITEM	ACTION	DATE	STATUS

2-01	Registration events scheduled for 4/16 (9am-1pm); 4/30 (1-5pm); 5/14 (9am-1pm). We'll have the rooms ½ hour ahead of published opening times.		2/9/16	CLOSED
	<p>Discussion of plan to allow returning volunteers to register and pay online if they renew their volunteer app for 2016. DCs, GR and MH to send to respective audiences.</p>			
3-01	GR floated idea of purchasing tickets to Dragons games and give these out to people who sign up to volunteer. \$5 for a \$10 ticket if we pre-purchase >100 tickets. Potential that many tickets will not get used. GR proposes to purchase 800 tickets for the game on 6/4 (\$4k) to distribute. MH seconds. Vote of 4 to 1 in favor.	GR	3/9/16	CLOSED
4-01	Set up for 2016 registration events. GR requested help for the following: 8 people to help set up / breakdown; 1 person to pick up coffee & donuts; 2 people each at Coaches, Referees and Jamboree table; 2 in computer lab (BB +1) to facilitate on-line registration; at least one greeter (JB); 4 or more as cashiers(preferably with lap tops). GR will circulate a gDoc sign up list. Other items required for registration: directional signage (NS), extensions cords (NS); sign showing open board positions; U16 flyer (EA), U10 CVP Burlingame Cup announcement; flyer for coaches meeting; easel for Krista's sign to encourage women volunteers. GR to bring signs from storage locker.	GR	4/12/16	CLOSED

5-01	About 1100 registered so far. A little low compared to last year. Expect more to sign up on line and pay on line (and pay extra \$40). Next year we need to make sure that we get a full-page ad in the Rec Center catalog. We did send out 2000 postcards to addresses of previous participants. NS suggested putting reminder in on-line version of Rec Center catalog. First hour of final on-site registration was very busy, but trickle after that. GR propose to make it 3 hours next year. BB suggested 4 registrations but have them all shorter. Need more advertisement of early-bird on-line sign-up for returning volunteers. BB pointed out that new registration system may not allow regions to turn off on-line payment. Will also have calendar year registration. EA: think about other ways to recognize volunteers who registration early e.g. free sweatshirt for kids.	JG	5/17/16	CLOSED
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7-01	1350 total registered this year (less than last year ~1500). Mostly due to fewer young kids.	JG	7/12/16	CLOSED
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8-01	Discussed shortage of U14B coaches. Jim Brogan volunteered to coach one team with his son (later will take appropriate training). U12B also missing one coach; will have to decide on having an odd number of teams (bye some weeks) or maximizing players per team (complications for Area play of Burlingame cup winner)	JG	8/11/16	OPEN
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F- COACH/ PARENT VOLUNTEER ORIENTATION MEETING				
No	ITEM	ACTION	DATE	STATUS

perhaps postcards.

Pending: Info from Gary, Mike

[4/12/2016] No Update

[Update 5/17/16]

Date not firmly set yet as trying to find venue (Rec Center likely not available). It will be helpful to form U10 teams prior to Coach-Parent meeting (early July) so that CVP details can be pushed. First Referee training is scheduled for 8/6 and it will be helpful for U10 parents to be able to sign up for it. We can add additional players in a bolus at the end of July or start of August.

[Update 7/12/16]

Do not have new dates or new room yet
DCs need to at least make sure that volunteers are in eAYSO
GR reviewed slides with board; generally try to reduce text and focus on a few key messages with links to information that is available on the web. Board asked to send other specific comments directly to GR. RS suggested a focus on: let parents know what AYSO expects of them; emphasize positive coaching; getting more volunteers; advertise RVP / CVP programs.

[Update 8/11/16]

Consider making specific decks for each age group OR clearly label which slides are relevant for which age groups
In future years, plan to have the U8/U10 parent meeting in June while schools still in session. Deliver overarching volunteering message. Encourage sign-ups for coach, referee and fields. Early meeting would make it easier to reach parents outside of summer and drop teams if we don't get enough coaches – without throwing off the rest of the schedule. Coach meetings could be smaller, more focused on practical matters, and kept to a schedule a couple weeks prior to first practices.
Action: Gary to update 2017 calendar.

G- OPENING DAY

No	ITEM	ACTION	DATE	STATUS
2-01	Discussion of Friday evening event. BB to check BHS field or Washington Park availability. Ideas: parade downtown; wear uniform to participating restaurants to get a discount; coordinate with city movie night. GR to send organizing spreadsheet to Gretchen K.	GK	2/9/16	CLOSED

~~*Pending:* Word from Gretchen~~

[Update 5/17/16]

GR pointed out that Friday evening at Washington is not possible as BHS football is having opening games that evening. GR: go back to Saturday parade and Sunday games. MH proposed moving back to BHS stadium. BB: Murray a possibility but may not be enough parking.

Pending: Gretchen and GR to look into locations and dates

[Update 7/12/16]

Saturday 9/10.
Line up at 8:30; start at 9:00
We do have Softball field and BHS stadium booked. Use the main Games will start at 11 AM. Gretchen working on agenda and other fun additions. JG – can we plan better if there are going to be give-away items this year (need volunteers for this).

H- VOLUNTEER CELEBRATION				
No	ITEM	ACTION	DATE	STATUS
2-01	Targeting Oct. 15. EMD to organize again. [Update 3/16/16] – No Update [Update 4/12/16] – No Update [Update 5/17/16] – No Update [Update 7/12/16] – No update <i>Pending: Action from Emily</i>	EMD	2/9/16	OPEN

I- EQUIPMENT DIRECTOR				
No	ITEM	ACTION	DATE	STATUS
3-01	Need to place orders in May-June time frame. BB asked to make sure we have fewer color clashes this year. [Update 4/12/16] – No Update [Update 5/17/16] – No Update <i>Pending: May/June team counts</i> [Update 8/11/16] All uniforms distributed	DL	3/9/16	CLOSED
8-01	Team packets and rosters will be available in coach bags	BB	8/1/16	CLOSED

J- FIELDS DIRECTOR				
No	ITEM	ACTION	DATE	STATUS
3-01	Murray field upgrade will be pushed back. BSC apparently not willing to commit funds; also changes in the management structure at BSC. BB and GR to talk to Margaret to see what latest plan is. [Update 4/13/16] Update on City proposal: Turf the field; replace lights; remove playground; moveable bleachers; potential as home field for Burlingame Dragons. City may request additional funds from AYSO. Potentially fund via a bond measure. City may require us to confirm that we are willing to donate a certain amount. [Update 5/17/16] – No Update <i>Pending: Movement from city</i>	BB	3/9/16	CLOSED
3-02	BB wants to change the locks at Franklin with a Bluetooth-enabled lock triggered by a cell phone. Allows us greater control over who has access (easy to add or remove users). We also know who used the lock last. Bob will purchase these locks and coordinate with BSC over usage. [Update 4/12/16] – No Update [Update 5/17/16] – No Update [Update 7/12/16] – No Update <i>Pending: Bob's confirmation</i>	BB	3/9/16	OPEN
3-03	BB considering replacing goals at Osberg. Will wait until field and goal sizes are finalized. [Update 4/12/16] – No Update [Update 5/16/16] – cost of new goals has been added to the budget	BB	3/9/16	OPEN

[Update 7/12/16] – no Update

Pending: National field size regulations. BSC early implementation

5-01	Burlingame City is having a field use policy meeting 5/19/16 to discuss which organizations get priority to use Burlingame fields and to change regulations Bob has submitted written response as he has a conflict; BB will agree to items that are favorable to AYSO.	BB	5/17/16	CLOSED
7-01	Avoiding HS fields this year. U16 and U19 will be at Murray Tuesday and Thursday Evenings.			
8-01	How to handle change requests from coaches. Coaches check link of unified practice schedule. Find openings they prefer. Make request via their DC. DCs send in batches to Bob	BB and DCs	8/11/16	CLOSED

K- REGIONAL CVPA/ VOLUNTEERS & REGIONAL SAFETY

No	ITEM	ACTION	DATE	STATUS
2-01	Discussion of necessity of badges. Proposal to enforce better: In week 1, referees check for badges and note results. Week 2, coaches w/out badges are asked to use spectator side of field. All coaches need to have printouts of medical forms, roster and copy of ID. Need to make expectations clear at coaches meetings. [Update 4/12/16] – No Update [Update 5/17/16] – No Update <i>Pending:</i> Info at coaches meetings		2/9/16	OPEN
3-01	Games vs. San Mateo in Winter and U14G regular season. Both times the San Mateo teams played in an overly aggressive manner. Also unsporting behavior by San Mateo parents. Similar issues with U14B team, which Jay K. reported to Area Winter Select coordinators. Potentially also make sure experienced referees officiate or have Board members attend games. [Update 4/12/16] – No Update [Update 5/17/16] – No Update <i>Pending:</i> Communication to inter-regional coaches	GR	3/9/16	CLOSED
4-01	Status on number of volunteers registered in eAYSO: Currently 91 signed up and 5 pending [5/17/2016] No update	JB	4/12/16	CLOSED
5-01	JB raised issue with declining volunteers in eAYSO; do not want them to remain as applicants in eAYSO. No way to tell which volunteers awaiting approval vs. those that are not accepted. Could attach a note to the applicants for the declines. <i>Pending:</i> BB to look into options to do this	JB	5/17/16	OPEN
7-01	Update from JB that 200 volunteers are registered. 90% are returning and are approved. Several still pending with more sign-ups expected.	JB	7/12/16	CLOSED
8-01	Send any requests for badges to Jim, who is working through outdated software issues	JB & DCs	8/11/16	CLOSED

L- REGIONAL REFEREE ADMINISTRATION

No	ITEM	ACTION	DATE	STATUS
2-01	Request to order 30 and 35-year pins for two referees. MH to follow up. [Update 3/16/16] – No Update [Update 4/12/16] – No Update [Update 5/17/16] – No Update [Update 7/12/16] – Rick S. to take this on.	MH	2/9/16	OPEN

Pending: Badge order

2-02	Aim to have Volunteer Cup at U8. Reward for participating teams is extra game, trophy instead of medal, ice cream party. [Update 3/16/16] – No Update [Update 4/12/16] – No Update [Update 5/17/16] – No Update [Update 7/12/16] – yes, we will have an U8 volunteer cup this year. <i>Pending:</i> Comments from DB, GR, MH	MH	2/9/16	CLOSED
2-03	Referee recruitment. Flyer to BHS for students seeking Block B community volunteering points for U8 referee volunteers. MH to look at. Need to schedule and hold U8 training. [Update 3/16/16] – No Update [Update 4/12/16] – No Update [Update 5/17/16] – No Update [Update 7/12/16] First Basic Ref training scheduled for 8/6. Referee team will reach out to new refs, especially those with players in the U10 divisions. <i>Pending:</i> Recruitment flyer, U8 training schedule	MH	2/9/16	OPEN
2-04	Adjusting RVP system. Researching Hillsborough’s system, which requires a referee for each team, a certain number of earned referee points over the course of the season, to earn privilege of playing post-season tournament. Advertise training, within R63 and in neighboring regions. Advertise frequently to parents. [Update 3/16/16] Cup Volunteer Point (CVP) program for 2016. See document prepared by RS. Plan derived after several discussions with Hillsborough who have implemented a similar plan (they now have ~130 active referees for a league of ~1000 players). Teams at U10 should have an affiliated referee. Participation in the Burlingame Cup will only be allowed if the team’s affiliated referee has officiated in at least 9 games over the course of the season. Recommendations: limit this to adult referees; communicate well and early (MH to develop communication plan; will need support from coaches and DCs); open to new and returning referees; distribute referee volunteers across U10 teams; expand the training schedule (even into season and with “table top” sessions); make sure that “assistant referee” is emphasized; go with 8 games (not 9); ask experienced refs to hold off on signing up until Friday to allow new referees to sign up first. GR proposes to implement program as MH laid out, including communication plan; DL seconded; all approved. [4/12/16] – No Update [5/17/16] – No Update <i>Pending:</i> Communications plan	MH+RS	2/9/16	CLOSED
5-01	Names of 52 potential new volunteers collected at registration events. Probably need another 40 volunteers to cover 2016 games. Even more reason to push CVP program at Parent-Coach meetings. Basic Referee training dates have now been set. MH is planning to run an Intermediate Training session in Burlingame if an appropriate date can be found (likely 8/15-8/16).	MH	5/17/16	CLOSED
7-01	MH to discuss with Ref team whether the referees will walk in the opening day parade	MH	7/12/16	OPEN
7-02	New laws of game – re-write for clarity, especially at highest levels. May not affect us too much. E.g. kick off can go in any direction; re-start for off-sides may be different from before. As soon as AYSO has new booklets, get these for all Referees; make copies available for Coaches.	MH	7/12/16	OPEN

8-01	Mike expressed concern over lack of attendance at U8 parent meeting. Gary to cc Mike on note to U8 parents encouraging them to referee games so coaches can coach. Bob will add note to coach packets to same effect	GG & BB	8/11/16	CLOSED
8-02	Pop-up tents are in. Inventorying and ordering needed gear for new referees	MH	8/11/16	OPEN
8-03	Hoping to find youth refs to get involved in administrative team	MH	8/11/16	OPEN

M- WEB COMMUNICATIONS (PROJECT MANAGEMENT & MSL[mysoccerleague.com])				
No	ITEM	ACTION	DATE	STATUS
2-01	<p>AYSO National has signed an agreement with web services provider Blue Sombrero to provide web presence for all regions. Will start with informational sites. Will move into registration, payment, team formation, game scheduling, etc. in stages.</p> <p>[Update 3/16/16] – No Update [Update 4/12/16] – No Update [Update 5/17/16] Bill has started migration to Blue Sombrero site. BB ready to review new content.</p> <p>[Update 7/12/16] – No Update</p> <p>[Update 8/11/16] Send updates for webpage to Bill. Bill to add opening day info to carousel</p> <p><i>Pending: Action from Bill, review by Gary</i></p>	WC	2/9/16	OPEN

N- REGIONAL COACH ADMINISTRATION				
No	ITEM	ACTION	DATE	STATUS
5-01	<p>DCs should make a start on coach pairing for the teams in their division and let the coaches know what training will need to complete before the season starts,</p> <p>Also need to collect shirt size information (red coach shirts for ≥U10; white “they play” for U6-U8)</p> <p>Coach recruitment was solid; master list updated and DCs now pulling out their information.</p> <p>U10 needs more coaches (so far: U10B has 11 coach & 4 AC; U10G 14 coach and 5 AC)</p>	DB	5/17/16	CLOSED
7-02	<p>Working on getting enough volunteers signed up. Will need to work with other regions to get all training done. Close to being done for most divisions.</p> <p>DB to let JB</p>	DB	7/12/16	OPEN

O- DIVISION COORDINATORS				
No	ITEM	ACTION	DATE	STATUS
7-01	Update provided by DCs on coach sign-ups. Some divisions very short (e.g. U14B). DCs are working hard to fill these vacant slots.	DB	7/12/16	OPEN
8-01	<p>U16/U19: 16/19: First practice Monday. Field pairings are good. First game next week. Let go of eight players due to lack of coaches.</p> <p>U12: may have to drop one player</p> <p>U10: Teams play 7v7 as default, per national guidance, unless both coaches agree to go 8v8 when one team shows up with 11. Need 9 minimum on the other side to play 8.</p>	??	8/11/16	CLOSED

P- EXTRA PROGRAM & WINTER SELECT				
No	ITEM	ACTION	DATE	STATUS
2-01	Season going well. Teams competitive for the most part. About 93 players.	N/A	2/9/16	CLOSED
3-01	Season now complete. Jay to document process for next year since he will be stepping down as Select Coordinator.	GR	3/9/16	CLOSED

2-01	Season going well. Teams competitive for the most part. About 93 players.	N/A	2/9/16	CLOSED
5-01	Still need to recruit a board member to take this on	GR	5/17/16	OPEN

[Update 7/12/16] – No Update

Q- GENERAL ITEMS				
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No	ITEM	ACTION	DATE	STATUS
2-01	Earthquakes promotion: GR going to get R63 promotion code for Cali Classico, June 25, 7pm game v LA Galaxy at Stanford Stadium. Parents can take advantage of group rate. Fireworks show afterwards. [Update 3/16/16] - No Update [Update 4/12/16] - No Update <i>Pending: Promo code from Quakes</i>	GR	2/9/16	CLOSED
3-01	How to boost women volunteers. U6-19 114 coaches but only 12 are women. Krista has already emailed all of the women coaches to make sure they come back. Also plans to start a women coaching soccer group in the fall (networking with BSC, AYSO, UK soccer etc). Do more at registration to encourage women to volunteer as coaches; focus on Jamboree - U8 as there is a big drop off by U10. Also coordinate with Section Resource Specialist (Rhona Higgens) used to be with UK Soccer). Can we come up with a list of suggestions for what could be done to encourage more participation. E.g. attending women's soccer games at Stanford. [Update 4/12/16] - No Update <i>Pending: Update on commentss and action plan from Krista</i>	KM	3/16/16	OPEN
3-02	Dispute resolution. MH raise the concern that we should stick to the process AYSO has in place to resolve issues arising outside of the touchline. Correct process is for referees to bring up these issues to the attention of the relevant DC or the RC. E.g. discussion last year around coach passes. BB suggested using 24-hour report form (online) that referees could use to file these issues. "Poor" rating on game cards should be a trigger for more actions (e.g. submit the web form). Last year the DCs were not able to get the game cards in reasonable time. RS suggests new system – paper game cards are too hard to track. BB suggests seeking out Region Statistician to track all of the games (who scores; any discipline actions to be forwarded to Board). BC suggests that a web form could then email the contents to the relevant board members. BB will make a draft Web Form and review with MH. [Update 4/12/16] - No Update [Update 7/12/16] – No Update <i>Pending: Web form from Bob</i>	MH	3/16/16	OPEN
3-03	Lopsided rule. Discussed. Problematic but no clear plan to replace it. Pending: plan from MH to discuss at future board meeting [Update 5/17/16] GR waiting for proposal to discuss. MH suggests to at least make it consistent with Area guidelines. National has no provision for removing players. Discuss next time [Update 7/12/16] – No Update	MH	3/16/16	OPEN

MEETING END