



AMERICAN YOUTH 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:	May 17, 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

- Gary Rainville, Regional Commissioner
- Trent Wright, Regional Treasurer
- Jean Gordon, Regional Registrar
- Calvin Gee, Asst. RC, Regional Safety Director
- Jim Brogan, Regional CVPA
- Duff Beach, Regional Coach Admin
- Mike Hazinski, Regional Referee Admin
- Nick Skelton, Regional Secretary
- Rick Sandor, Asst. Referee Admin
- Rob Wehmeyer, Asst. Coach Admin
- George Atkinson, Auditor
- Bob Bierman, Field Director
- Doug Luftman, Uniform/Equipment Coordinator
- Emily Ma-Dotson, Photo Coordinator
- Emily Ma-Dotson, Volunteer Fiesta Coordinator
- Andrea Pappajohn, Recycling Coordinator
- Bill Clifford, Webmaster

ATT: NAME

- Eliot Alfi, U16/U19 DC
- Emily Ma-Dotson, U14 DC
- Krista McCutcheon, U12 DC
- Chester Rice, U12 DC
- Mina Cima, U10 DC
- Duff Beach, U10 DC
- Marian Meade-Salzer, U08 DC
- Stella Daire, U08 DC
- Priscilla Fong, U07 DC
- Sandra Acajabon, U07 DC
- Will Evans, Asst. Coach Admin
- Christina Tsui, Jamboree coordinator
- Alson Kemp, Jamboree coordinator
- John Maierhofer, Jamboree coordinator
- Rick Quintana, Dir. Ref. Assessment
- Lesley Stolz, Dir. Youth & Women Referees
- TBD, Winter Select Coordinator

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

B- GENERAL ANNOUNCEMENTS

5/17/2016

To be read into the minutes of the Burlingame Region 2/N/63 meeting, May 17, 2016:

A Vote by E-Mail of the full Regional Board was conducted starting May 10, 2016 on the motion:

To replace the Burlingame Region 2/N/63 Custom Regional Guidelines with the Attached AYSO Standard Regional Policies and Protocols as Amended.

On May 14, 2016 votes to approve the motion by more than two-thirds of the entire regional board had been received. With that there were sufficient votes to certify that the motion has passed.

Respectively submitted and certified,
Robert Bierman
Parliamentarian, Burlingame AYSO Region 2/N/63

Michael Cassidy in attendance (Area Director)

BB suggested changes to April Minutes. GR move to approve modified minutes from March and April Meetings; DB second. All present approved.

GR moves to accept those selected for the board position listed above, BB second. All present approve.

Photo Vendor. Shooting stars contract ends this year. BB noted that photo day organization, customer service and picture quality have been excellent. Gary requested quote from Ultimate Exposure. Overall price is a little cheaper and photos ship directly to players. GR to get references from Ultimate and request competitive bid from Shooting Stars

U4 Program ("Playground") now exists. Age-group cutoff is now January 1 and National has introduced a program for U4 (program was piloted for last three years). Eight-week program. Needs parent involvement. National has kits with manual and equipment. More about physical and social player development and includes activities other than soccer. We would need a volunteer to coordinate (UK Soccer could actually be involved in doing it). Minimum of 12 in class. BB expects up to 50 could sign up. Aim to also get parents involved earlier. Only admin needs training. Facilitators on field would need Safe Haven. Estimate price at \$85 (although problems with charging non-standard amount in eAYSO). DB registered concerns about starting kids so early in organized sport. MH wants to make sure that parents will be letting kids play.

C- CALENDAR REVIEW [Refer to Calendar]

See Goggle doc for full details.

Golden gate camp

- 5/18 Area meeting in Foster City
- 5/27-5/28 AGM in Chicago
- 6/1/16 RAP needs to be submitted
- 6/4/16 Board member training
- 6/8/16 next general board meeting

D- REGIONAL TREASURER REPORT

No	ITEM	ACTION	DATE	STATUS
3-01	TW: Account balances slightly down from last year			CLOSED

D- REGIONAL TREASURER REPORT

No	ITEM	ACTION	DATE	STATUS
4-01	TW & GR to send out budget proposal for voting at next meeting	TW+GR	4/12/16	CLOSED
	<p>[Update 5/17/16] 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

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

F- COACH/ PARENT VOLUNTEER ORIENTATION MEETING

No	ITEM	ACTION	DATE	STATUS
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2-01	GR expressed desire to push PCA message harder – handouts, training, book. MH stated need to promote meetings more: at registration, thru email, perhaps postcards.	GR	2/9/16	OPEN
	<i>Pending:</i> 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.			

G- OPENING DAY				
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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	OPEN
	<i>Pending:</i> 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.			
	<i>Pending:</i> Gretchen and GR to look into locations and dates			
3-01	BB wants to recognize two long-time volunteers Paul De Senna (35 years) and John Jones (30 years) at opening day. MH to follow-up.	BB	3/9/16	CLOSED

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

I- EQUIPMENT DIRECTOR				
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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.	DL	3/9/16	OPEN
	[Update 4/12/16] – No Update [Update 5/17/16] – No Update			
	<i>Pending:</i> May/June team counts			

J- FIELDS DIRECTOR				
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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 <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 <i>Pending: National field size regulations. BSC early implementation</i>	BB	3/9/16	OPEN
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

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: Info at coaches meetings</i>		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: Communication to inter-regional coaches</i>	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

K- REGIONAL CVPA/ VOLUNTEERS & REGIONAL SAFETY

No	ITEM	ACTION	DATE	STATUS
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.	JB	5/17/16	OPEN
	<i>Pending:</i> BB to look into options to do this			

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 <i>Pending:</i> Badge order	MH	2/9/16	OPEN
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 <i>Pending:</i> Comments from DB, GR, MH	MH	2/9/16	OPEN
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 <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	MH+RS	2/9/16	CLOSED

L- REGIONAL REFEREE ADMINISTRATION				
No	ITEM	ACTION	DATE	STATUS
<i>Pending: Communications plan</i>				
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

M- WEB COMMUNICATIONS (PROJECT MANAGEMENT & MSL[mysoccerleague.com])				
No	ITEM	ACTION	DATE	STATUS
2-01	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. [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. <i>Pending: Action from Bill, review by Gary</i>	WC	2/9/16	OPEN

N- REGIONAL COACH ADMINISTRATION				
No	ITEM	ACTION	DATE	STATUS
5-01	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, Also need to collect shirt size information (red coach shirts for ≥U10; white “they play” for U6-U8) Coach recruitment was solid; master list updated and DCs now pulling out their information. U10 needs more coaches (so far: U10B has 11 coach & 4 AC; U10G 14 coach and 5 AC)	DB	5/17/16	CLOSED

O- DIVISION COORDINATORS				
No	ITEM	ACTION	DATE	STATUS
1-01				OPEN

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
5-01	Still need to recruit a board member to take this on	GR	5/17/16	OPEN

Q- GENERAL ITEMS				
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	GR	2/9/16	CLOSED

Q- GENERAL ITEMS				
No	ITEM	ACTION	DATE	STATUS
	<i>Pending: Promo code from Quakes</i>			
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.	KM	3/16/16	OPEN
	[Update 4/12/16] - No Update			
	<i>Pending: Update on comms and action plan from Krista</i>			
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.	MH	3/16/16	OPEN
	[Update 4/12/16] - No Update			
	<i>Pending: Web form from Bob</i>			
3-03	Lopsided rule. Discussed. Problematic but no clear plan to replace it.	MH	3/16/16	OPEN
	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			

MEETING END