



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Agenda

Date: 12-05-2016

Location:

Elmer's Resturant  
760 NE Liberty Rd  
Poulsbo, WA 98370

Time:

6:30-9:00

## **In Attendance**

### **NSYSA Board:**

President - Louie Bond  
VP of Admin - Val Corden  
Competition - Bob Bjornemo  
VP of Awards and Recognition - Darcy Buell

Registrar - Liming McMillan  
Treasurer - Steve Vonheeder  
Secretary - Kent Hassebrock

### **Club Representatives:**

BIYSC - John Thornton  
BSC - Shannon Bayne  
CKSC - Dawn Byron  
JCSC - Jenifer Herbig  
KAFC - Teneka Morley-Short

NKSC - Laura Alikpala  
NMYSC - Aaron Borseth  
SKSC - Kathie Thoma  
TSC - Vicky Webb

### **Committee Representatives**

NSYSA Discipline - Bob Bjornemo  
Recreation Cup - Bob Bjornemo  
Soccer to the Maxx - Kathie Thoma  
NSYSA Scholarship - Darcy Buell  
Records Retention - Steve Vonheeder

### **Others in Attendance**

Steve Shively - NSYSA Scheduler  
Guests -

1. Roll Call
  - \* NSYSA Board
  - \* Club Representatives
  - \* Guest Introductions
2. Communications
3. Approval of Minutes
  - \* October 2016 and November 2016



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Agenda

Date: 12-05-2016

4. Officer's Reports
  - A. President
  - B. VP of Administration
  - C. VP of Award and Recognition
  - D. Competition
  - E. Registrar
  - F. Treasurer
  - G. Secretary
5. NSYSA Scheduler
6. NSYSA Website Administrator
7. Committee Reports
  - A. NSYSA Development Committee
  - B. NSYSA Discipline Committee
  - C. Recreational Cup Committee
  - D. NSYSA Scholarship Committee
8. Club Reports
  - A. BIFC
  - B. BSC
  - C. CKSC
  - D. JCSC
  - E. KAFC
  - F. NKSC
  - G. NMYSC
  - H. SKSC
  - I. TSC
9. Unfinished Business
10. New Business
11. Good of the Game
12. Adjournment



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Minutes

Date: 11-07-2016

**Location:**

Seabeck Fire Station #56  
6470 Seabeck Hwy NE  
Bremerton, WA 98312

**In Attendance**

**NSYSA Board:**

President - Louie Bond - Present  
VP of Admin - Val Corden - Excused  
Competition - Bob Bjornemo - Present  
VP of Awards - Darcy Buell - Present

Registrar - Liming McMillian - Excused  
Treasurer - Steve Vonheeder - Excused  
Secretary - Kent Hassebrock - Present

**Club Representatives:**

BIYSC - John Thornton - Absent  
BSC - Shannon Bayne - Present  
CKSC - Dawn Byron - Present  
JCSC - Erin Brown - Excused  
KAFC - Teneka Morley-Short - Excused

NKSC - Laurie Alikpla - Present  
NMYSC - Aaron Borseth - Excused  
SKSC - Kathie Thoma - Present  
TSC - Vicky Webb - Excused

**Committee Representatives**

NSYSA Discipline - Bob Bjornemo - Present  
Recreation Cup - Bob Bjornemo - Present  
Soccer to the Maxx - Kathie Thoma - Present  
Scholarship - Darcy Buell - Present

**Others in Attendance**

NSYSA Scheduler - Steve Shively - Present  
Records Retention - Darcy Buell - Present  
GUEST:

1. Called to order at 6:45pm

\* Roll Call - As noted above.

\* BIYSC is listed as absent due to not advising they would not be attending the meeting.



**NORTHWEST SOUND YOUTH SOCCER  
ASSOCIATION  
NSYSA**

Subj: NSYSA Monthly Board Meeting Minutes

Date: 11-07-2016

2. Communications

- \* To Treasurer, Steve Vonheeder
  - \* Treasurer not present, will report deposits from 11/4 at December meeting.
- \* To President, Louie Bond
  - \* Card from Don Stephenson

3. Approval of October Minutes

Motion:

Not enough clubs present for a Quorum.



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Minutes

Date: 11-07-2016

## 4. Officers Reports

### President

- \* Attended numerous different events and meetings. Fielded numerous questions some of it was dual registration. Needs to go on the agenda for next year at the association level. The association has the ability to approve or not approve that. Possible impact to standings and teams dominating if they have select level non-WYS players rostered to the team.
- \* The issue of cultural, how we address one another. How we work together. The number of negative things coming out from players, coaches, board meetings. There has been progress since the last board meeting. How do we help work with the clubs needs and desires without becoming heavy handed. How can the association help communicate better down the way to clubs? This could be causing some of the negativity that has been seen.

### VP of Admin

- \* No Report

### VP of Competition

- \* See report submitted at the back of these minutes.
- \* Lots of discussion about the scheduling meeting based on clubs wanting to have teams divisioned by location, not by previous year record. This is in reference to the ages with more than one division, U11 and below.
- \* Lots of discussion about clubs not dealing with low sportsmanship scores. Seems like a lot of teams have low repeating scores. Discussion about how to change the rating system to make it a better in years going forward. Suggested that using at 5 point system with 3 being average would be better system. Some coaches with the 1-4 scoring system think that 2 is an average game, with 3 being above average and 4 being exceptional, while other coaches think that 3 is average and 4 is above average, with 2 being below average and 1 being horrible.



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Minutes

Date: 11-07-2016

## 4. Officers Reports (continued)

### VP of Award and Recognition

- \* Wishes to get approval for \$2,521.84 for getting 260 1st place, 260 2nd place, and 280 sportsmanship awards. Louie said that the budget has \$3,000 allotted for awards.
- \* Please start thinking about people of the year awards from your clubs.

### Registrar

- \* No Report

### Treasurer

- \* Reconciled Account Balance: \$78,599.88
- \* Outstanding Liabilities: \$3,625.00 (Uncleared Small Sided Ref Payments)  
\$228.64 (RMA Refund to CKSC)  
\$86.89 (STTM Flowers to Maxine Burns)
- \* Register Remaining Balance: \$74,659.35
- \* Received the following payment from clubs:
  - \* None (Will be brought to December meeting)
- \* Outstanding Invoices
  - \* All clubs Scheduling fees
  - \* All Wk 1-4 Small Sided Ref's
- \* Miscellaneous things:
  - \* Finalize and send to Clubs STTM invoicing
  - \* Finalize and send to Clubs REC Cup invoicing
  - \* Finalize and send to Clubs Player Fee invoicing
  - \* Finalize and send to Clubs RMA Fee invoicing
  - \* Pay WYS for RMA
  - \* Pay WYS for Player Fee
  - \* Sounders Game distribution to Clubs for Tickets Sold
  - \* Report New Hires for referees
  - \* Pay Small Sided Referees for Wks 7-8 and Wks 9-10
  - \* Invoice Clubs for Weeks 5-10 Small Sided Referees
  - \* Pay STTM Referees
- \* Updated 2016-2017 Budget is attached for payments made and received.



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Minutes

Date: 11-07-2016

## 4. Officers Reports (continued) Treasurer

| <b>2016 NSYSA BUDGET</b>              |                      |           |                               |               |                     |              |                 |                     |             |          |
|---------------------------------------|----------------------|-----------|-------------------------------|---------------|---------------------|--------------|-----------------|---------------------|-------------|----------|
| Category Description                  | Actual Cash Flows    |           | Based on 2015 Units and Rates |               |                     | Received     | Expected        | Funding Line        | Paid        | Expected |
|                                       | 4/1/2015-            | 3/31/2016 | Value                         | Units         |                     |              |                 |                     |             |          |
| <b>INCOME</b>                         |                      |           |                               |               |                     |              |                 |                     |             |          |
| Player Fees                           | \$ 48,585.92         |           | \$ 8.67                       | 4262          | \$ 36,938.00        |              |                 |                     |             |          |
|                                       |                      |           |                               |               |                     | \$ 36,938.00 |                 |                     |             |          |
| Scheduling Fees - Fall                | \$ 25,010.00         |           | \$36/100/175                  | 235/93/50     | \$ 26,510.00        |              |                 |                     |             |          |
| Scheduling Fees - Winter-State-Spring | \$ 4,950.00          |           |                               | Widely Varies | \$ 2,000.00         |              |                 | \$ 5,920.00         |             |          |
|                                       |                      |           |                               |               |                     | \$ 28,510.00 |                 |                     |             |          |
| Rec Cup                               | \$ 9,600.00          |           | \$ 300.00                     | 32            | \$ 9,600.00         | \$ 9,600.00  |                 |                     | \$ 9,300.00 |          |
| Soccer To The Maxx                    | \$ 4,835.00          |           | \$100/110/125                 | 40            | \$ 4,400.00         | \$ 4,400.00  |                 |                     | \$ 2,915.00 |          |
| Small Sided Referees                  | \$ 6,481.00          |           |                               |               | \$ 9,000.00         |              | Pass Through    |                     | \$ 6,262.00 |          |
| RMA                                   |                      |           | \$ 5.00                       | 200           | \$ 1,000.00         |              | Pass Through    |                     | \$ 2,735.00 |          |
|                                       |                      |           |                               |               |                     | \$ 10,000.00 |                 |                     |             |          |
| Top Soccer                            | \$ 125.00            |           | \$ 25.00                      | 20            | \$ 500.00           |              |                 |                     |             |          |
| Fines                                 | \$ 635.00            |           |                               |               | \$ -                |              |                 |                     |             |          |
| WYS Refunds                           | \$ 6,207.36          |           |                               |               | \$ -                |              |                 |                     |             |          |
| <b>TOTAL INCOME</b>                   | <b>\$ 106,429.28</b> |           |                               |               | <b>\$ 89,948.00</b> |              |                 | <b>\$ 5,920.00</b>  |             |          |
| <b>EXPENSES</b>                       |                      |           |                               |               |                     |              |                 |                     |             |          |
| WYS State Player Fee                  | \$ 36,575.00         |           | \$ 7.88                       | 4262          | \$ 33,580.00        |              | Funding Line    | Paid                | Expected    |          |
| Awards (Fall Season)                  | \$ 2,366.40          |           |                               |               | \$ 3,000.00         |              | Player Fees     |                     |             |          |
| State L&I Hours & ESD Fees            | \$ 246.57            |           |                               |               | \$ 300.00           |              | Player Fees     | \$ 118.74           |             |          |
|                                       |                      |           |                               |               |                     | \$ 36,880.00 |                 |                     |             |          |
| Rec Cup State Fee                     | \$ 3,200.00          |           | \$ 100.00                     | 32            | \$ 3,200.00         |              | Rec Cup         |                     | \$ 3,100.00 |          |
| Rec Cup Referees KPSRA                | \$ 1,999.44          |           |                               |               | \$ 2,000.00         |              | Rec Cup         |                     |             |          |
| Rec Cup T-Shirts                      | \$ 1,651.81          |           |                               |               | \$ 1,800.00         |              | Rec Cup         |                     |             |          |
| Rec Cup Medals                        | \$ 702.20            |           |                               |               | \$ 800.00           |              | Rec Cup         |                     |             |          |
| REC Cup Fields                        |                      |           |                               |               | \$ 840.00           |              | Rec Cup         |                     |             |          |
|                                       |                      |           |                               |               |                     | \$ 8,640.00  |                 |                     |             |          |
| Scheduling Contract                   | \$ 18,450.00         |           | \$ 1,800.00                   | 12            | \$ 21,600.00        |              | Scheduling Fees | \$ 12,600.00        |             |          |
| Scheduling Contract                   | \$ 860.91            |           | \$ 1,000.00                   | Reimbursables | \$ 1,000.00         |              | Scheduling Fees | \$ 187.31           |             |          |
| Scheduling Software Services          | \$ 4,160.00          |           |                               |               | \$ 4,160.00         |              | Scheduling Fees | \$ 4,160.00         |             |          |
|                                       |                      |           |                               |               |                     |              |                 |                     |             |          |
| Meetings                              | \$ 324.14            |           |                               |               | \$ 350.00           |              | Scheduling Fees | \$ 306.28           |             |          |
| Administrative                        | \$ 31.20             |           |                               |               | \$ 50.00            |              | Scheduling Fees |                     |             |          |
| Postage and Delivery (PO Box)         | \$ 66.00             |           |                               |               | \$ 66.00            |              | Scheduling Fees | \$ 70.00            |             |          |
| Bank Charge                           | \$ 44.10             |           |                               |               | \$ 75.00            |              | Scheduling Fees | \$ 99.05            |             |          |
| Legal Expense                         | \$ 850.00            |           |                               |               | \$ -                |              |                 |                     |             |          |
| WYS 50 Year Gala                      |                      |           |                               |               | \$ 2,000.00         |              |                 | \$ 2,000.00         |             |          |
|                                       |                      |           |                               |               |                     | \$ 29,301.00 |                 |                     |             |          |
| Miscellaneous (Maxine Burns Flowers)  | \$ 86.89             |           |                               |               | \$ 100.00           |              | STTM            | \$ 86.89            |             |          |
| Soccer to the Maxx T-Shirts           | \$ 2,410.17          |           |                               |               | \$ 2,400.00         |              | STTM            | \$ 2,990.34         |             |          |
| STTM Referees                         | \$ 640.00            |           |                               |               | \$ 600.00           |              | STTM            |                     | \$ 380.00   |          |
| STTM Tournament Fee                   | \$ 150.00            |           |                               |               | \$ 150.00           |              | STTM            | \$ 150.00           |             |          |
|                                       |                      |           |                               |               |                     | \$ 3,250.00  |                 |                     |             |          |
| Small Sided Referees                  | \$ 8,801.00          |           |                               |               | \$ 9,000.00         |              | Pass Through    | \$ 6,262.00         |             |          |
| RMA                                   | \$ 855.00            |           | \$ 5.00                       | 200           | \$ 1,000.00         |              | Pass Through    |                     | \$ 2,735.00 |          |
| Refunds to Clubs - RMA 2014 Season    | \$ 5,311.36          |           |                               |               |                     |              |                 |                     |             |          |
|                                       |                      |           |                               |               |                     | \$ 10,000.00 |                 |                     |             |          |
| Top Soccer                            | \$ 300.00            |           |                               |               | \$ 300.00           |              | Top Soccer      |                     |             |          |
| Scholarship                           | \$ 200.00            |           |                               |               | \$ 1,000.00         |              | Fines           | \$ 200.00           |             |          |
| Fundraiser - Sounders                 | \$ 2,400.00          |           |                               |               |                     |              |                 |                     |             |          |
| <b>TOTAL EXPENSES</b>                 | <b>\$ 92,682.19</b>  |           |                               |               | <b>\$ 89,371.00</b> |              |                 | <b>\$ 29,230.61</b> |             |          |
| <b>OVERALL DIFFERENCE TOTAL</b>       | <b>\$ 13,747.09</b>  |           |                               |               | <b>\$ 577.00</b>    |              |                 |                     |             |          |



**NORTHWEST SOUND YOUTH SOCCER  
ASSOCIATION  
NSYSA**

Subj: NSYSA Monthly Board Meeting Minutes

Date: 11-07-2016

4. Officers Reports (continued)

Secretary

\* No Report

NSYSA Website Administrator

\* See report at end of these meetings.

End of Officer's Reports

DRAFT



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Minutes

Date: 11-07-2016

5. Committee reports

- \* NSYSA Development Committee
  - \* No committee reports
  
- \* NSYSA Discipline Committee (as reported by Bob Bjornemo)
  - \* No committee reports
  
- \* Rec Committee (as reported by Bob Bjornemo)
  - \* No committee reports
  
- \* Scholarship committee (as reported by Darcy Buell)
  - \* No committee reports
  
- \* Records Retention
  - \* No committee reports
  
- \* Soccer to the Maxx committee (as reported by Kathie Thoma)
  - \* No committee reports

End of committee Reports



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Minutes

Date: 11-07-2016

## 6. Club Reports

- \* BIYSC
  - \* No club report.
  
- \* BSC
  - \* No club report.
  
- \* CKSC
  - \* No club report.
  
- \* JCSC
  - \* No club report.
  
- \* KAFC
  - \* No club report.
  
- \* NKSC
  - \* No club report.
  
- \* NMYSC
  - \* No club report.
  
- \* SKSC
  - \* Looking for a coach for the HS Select team. President will email Louie and he will push it out to the clubs for assistance.
  
- \* TSC
  - \* No club report.



**NORTHWEST SOUND YOUTH SOCCER  
ASSOCIATION  
NSYSA**

Subj: NSYSA Monthly Board Meeting Minutes

Date: 11-07-2016

7. Unfinished Business
  - \* None
8. New Business
  - \* TopSoccer
    - Probably will not be able to do TopSoccer until after the first of the year. Sent out a request to Presidents to reach out as see if there was someone to willing to take on coordinating TopSoccer.
    - Louie says that we could reach out to the schools. That is how we ended up getting it at Bainbridge Island.
    - Have coaches, have a facility, just looking for an administrator that can register players and do the administrative duties.
9. Good of the Game
  - \* Louie's New Years Day event, Sierra Leone, last year sponsored 30 kids for the year.
10. Adjourned 8:10

1. I would like to propose a Spring League. A short season of 6-8 games. Coed teams.
2. The Clubs asked for an Emergency meeting to review and redefine certain rules associated with the Small Sided Game. Many of the changes were logical and will be able to add clarity to our instruction.
3. I have received from a good source that the setback line will be implemented to the U11 and U12 game with the 2017 season.
4. I am in the process of combining the Small Sided and Full Sided Operating Procedure into one document.
  - a. The administrative portion will be the primary body.
  - b. I will have two enclosures for the SS and FS modifications of the Rules of Law.
  - c. The appendixes will contain much of what is already in the documents. But in an effort to not contain conflicting information by keeping them in separate documents.
5. There has been much consternation regarding the dual registration option. Our VP of Administration, President, and I have all spoke with WYS for guidance of this issue. I will work with these individuals to create a policy for the 2017 season. This document will then become and appendices of the Operating Procedure.
6. State Cups are beginning to open. The first is Recreation Cup. WYS has expressed a concern on the decline of the participation.
  - a. As an attempt to regain participation there have been some new rules entered into the tournament.
  - b. The concern is that there are some teams that are perennial champions for this tournament. this aspect leads towards other teams not choosing to participate in the tournament because the same teams always win.
  - c. For that reason, Rec Cup Champions must be approved by a vote of all the Districts to return the following year.
7. I am proposing a change to the scheduling for the Fall Soccer season in the future. It is my proposal we implement the style used by the RCL and Select programs.

## NSYSA VP of Competition Monthly Report (continued)

- a. Most likely the bracketing will be a single bracket by gender and age.
  - b. Teams will be listed by registration date.
  - c. The schedule will be created using a scheduling matrix for the numbers of teams registered.
  - d. There will be no geographical pairing or any of the other means of separations.
  - e. The schedule will be no home and away pairing unless the numbers of teams registered is low enough to cause these pairings.
  - f. Schedules will be forwarded to teams for scheduling. No meeting.
8. I have created a definition of **High School Age Bracketing (U16-U19)** and presented into the draft of the 2017 Op Procedure.
- The decline of youth participation in organized soccer causes severe shortages for all age brackets within the High School age group. Although it is the desire to create teams based on peer group age brackets, it is often not possible to create viable leagues for this group. It is therefore sometimes necessary to enter multiple age groups in one competitive league for purposes of forming this league.
9. I encourage Clubs to more effectively utilize the “Coaches Reports” aspect of the NSYSA Website. This action is not solely to record sportsmanship ratings and scores.
- a. Sportsmanship ratings are a 1-4 range. If a coach is registering a 1 or 2 for their assessment of the opposing teams conduct / play, this coach must provide a narrative as to why this low score is being entered.
  - b. As well, Clubs seeing these low ratings should serve as a notification of concern as to the conduct or play for the teams receiving those ratings.
  - c. One game in among the number of games in a season does not indicate a trend. But multiple low ratings does speak to a trend and as such should be addressed by the Club.
  - d. I am very discouraged with the large number of comments speaking to poor conduct by parents, coaches, and players; weekly in these reports.
  - e. Language is often expressed as an issue. Parents are also high on the frequency list of comment.
10. Referees are not the primary means of control. Their position only allows for that time of the match to attempt to control.
- a. Coaches have the primary responsibility as the majority of the time that a team spends together the coach is present.
  - b. The characteristic of allowed conduct at practices is exactly how the game will be played. Let's get control started in the practice, which will help to clean up the game.

NSYSA VP of Competition Monthly Report (continued)

11. The above concerns are not solely mine. WYS has implemented a program “Respect Campaign” which addresses these issues directly. This is a negative aspect of the game and is seen as a cause for decline in the numbers of players statewide and the enjoyment of the game.

<http://www.washingtonyouthsoccer.org/respect/>

12. Mother Nature has not been kind to us. We have had upwards of 150 games cancelled due to a variety of reasons. Some have been rescheduled. Some have not.

- a. Fields are being closed at a more rapid rate than we are able to find new locations and reschedule.
- b. Conflicts of schedules and field resources are impacted getting games on the schedule.
- c. 2016 Recreation Tournaments are now adding to the impact of the scheduling process as a whole.

13. My Compliments to Kathie Thoma and her team for the herculean efforts the accomplished to make this tournament happen.

14. Best of luck to those that have entered the REC Cup.

15. Thoughts for next year.

- a. 10 game season in 8 weeks.
- b. Soccer to the Maxx in one of the first three weekends.
- c. REC Cup earlier.

## NSYSA scheduler / webstaff report November 2016

### October 15-16 "Storm"

Approximately 200 games – plus the entire Soccer to the Maxx tourney – were either suspended, cancelled or otherwise impacted with the October 15-16, 2016 "Storm of the Century".

While not much actually transpired regarding the forecasted high winds, it certainly stirred things up across the Association.

### Collaboration Counts

The "silver lining" I was so pleased to appreciatively observe was the universal dedication and collaborative work of all NSYSA Schedulers and Association and Club officials who all worked towards building an alternative season of Rec play and STTM tournament for our young players.

I tip my hat and offer thanks to all who choose to stand up to the challenge and help enable young players keep playing.

### Thank you!

### Soccer to the Maxx 2.0

Twice configured and twice scheduled, the 2.0 version of STTM took place on new dates, and mostly new fields of play from what was originally scheduled. **Well done!**

### Recreation Club and Winter Season

The soccer ball keeps rolling. Scheduling into early 2017 has begun for some Club's Winter RSL scheduling.

### Personal Note

My 82 year old dad was playing his regular 3-4 matches of tennis each week as of Sept. 19. On Sept. 20 he was diagnosed with inoperable esophageal cancer. On Sept. 28 he drove himself and mom to the hospital for a targeting scan, aimed at prepping the start of his radiation treatment, instead he was admitted into the hospital. On Oct. 7 he was discharged to home based hospice care. I was late to the 10/3 NSYSA Board meeting, (Kent please have the minutes reflect that I was tardy but – eventually – in attendance<|>), because I was sitting in the parking lot arranging air travel to fly, later that evening, to the family home. Where I've stayed with dad, mom, our family, and his amazing hospice care team ever since.

My personal thanks to the NSYSA Board, especially to each member of the Executive Committee, and to the Club Schedulers who have afforded me completing their match updates at some very odd hours and many times with a longer processing time than normal. All have been extra gracious to me during this ordeal. What a wonderful blessing in my personal hour of need. **Much Thanks!**

Respectively submitted –

Steve Shively, NSYSA Scheduler / Webstaff

*"Soccer is simple, but it is difficult to play simple." - Johan Cruiff*



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Minutes

Date: 10-03-2016

**Location:**

SK Fire and Rescue Station #8  
1974 Fircrest Dr SE  
Port Orchard, WA 98366

**In Attendance**

**NSYSA Board:**

President - Louie Bond - Present  
VP of Admin - Val Corden - Present  
Competition - Bob Bjornemo - Present  
VP of Awards - Darcy Buell - Present

Registrar - Liming McMillian - Excused  
Treasurer - Steve Vonheeder - Present  
Secretary - Kent Hassebrock - Present

**Club Representatives:**

BIYSC - John Thornton - Present  
BSC - Shannon Bayne - Present  
CKSC - Dawn Byron - Present  
JCSC - Erin Brown - Excused  
KAFC - Teneka Morley-Short - Present

NKSC - Laurie Alikpla - Excused  
NMYSC - Aaron Borseth - Present  
SKSC - Kathie Thoma - Present  
TSC - Vicky Webb - Present

**Committee Representatives**

NSYSA Discipline - Bob Bjornemo - Present  
Recreation Cup - Bob Bjornemo - Present  
Soccer to the Maxx - Kathie Thoma - Excused  
Scholarship - Darcy Buell - Present

**Others in Attendance**

NSYSA Scheduler - Steve Shively - Excused  
Records Retention - Darcy Buell  
GUEST: Melissa Fabrega (CKSC)  
GUEST: Doug Marxen (TSC)  
GUEST: Brad Wiggins (KPSRA)  
GUEST: Roland Wilson (NMYSC)  
GUEST: Brian Burdick (BSC)

1. Called to order at 6:35pm  
\* Roll Call - As noted above.  
\*



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Minutes

Date: 10-03-2016

## 2. Communications

- \* To Treasurer, Steve Vonheeder
  - \* 9/19 deposit slip for \$3,621.00
  - \* SKSC check stub Invoice: 16-017
  - \* KAFC check stub Invoice: 16-013A
  - \*
  - \* Employment Security Department
  - \* US Department of Health and Human Services
  
- \* To President, Louie Bond
  - \* None

## 3. Approval of August Minutes

### Motion:

Approve August minutes as written - Vicky Webb

Second: Steve Vonheeder

13 Approve, 0 Oppose, 0 Abstain



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Minutes

Date: 10-03-2016

## 4. Officers Reports

### President

- \* Went to a WYS event. KAFC, BIYSC, KPSRA, NKSC, SKSC paid for a table. \$400,000 was raised at the event. This is to assist clubs to help get fields finished. The foundation has a name, but it escapes me right now.
- \* Reminded the group how respect is better at getting things accomplished.

### VP of Admin

- \* No Report

### VP of Competition

- \* Suggest putting the small sided and full sided Operating Procedures be contained in one document.
- \* Top Soccer. Looking for a chairman to run the program. Program runs 6 weeks. Need to find buddies for the players. This is mostly an administrative position. Please survey your clubs members and find out if there is anyone willing to take this position.
- \* See written report at the end of these minutes.

### VP of Award and Recognition

- \* No Report

### Registrar

- \* No Report

### Treasurer

- \* If your spending money, I need an invoice. If you still have outstanding payments from last year, please get those in.
- \* Small sided referees have been paid for weeks 1 and 2.

### Secretary

- \* No Report



**NORTHWEST SOUND YOUTH SOCCER  
ASSOCIATION  
NSYSA**

Subj: NSYSA Monthly Board Meeting Minutes

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4. Officers Reports (continued)

NSYSA Website Administrator

\*

End of Officer's Reports

DRAFT



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Minutes

Date: 10-03-2016

## 5. Committee reports

- \* NSYSA Development Committee
  - \* No Report
  
- \* NSYSA Discipline Committee (as reported by Bob Bjornemo)
  - \* 7 cards reviewed. One was a send off and given time served.
  - \* Seeing a lot of coach reports that include profanity toward the referee, coaches, parents, or players. Referee reports don't reflect that. Sent Steve Shively a video that he posted on the website. The video deals with respect.
  
- \* Rec Committee (as reported by Bob Bjornemo)
  - \* Closes October 15th
  
- \* Scholarship committee (as reported by Darcy Buell)
  - \* No Report
  
- \* Records Retention
  - \* No Report
  
- \* Soccer to the Maxx committee (as reported by Kathie Thoma)
  - \* 44 teams this year.
  - \* U09 games will be at either TSC, NMYSC, or SKSC due to

End of committee Reports



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

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## 6. Club Reports

- \* BIYSC
  - \* Looking forward to hosting Soccer to the Maxx
- \* BSC
  - \* No Report
- \* CKSC
  - \* 100% coverage for small sided referees.
  - \* Purchased 6 1/2' x 18' goals
- \* JCSC
  - \* No report
- \* KAFC
  - \* 150-200 people attended a picnic at Anderson Hill field.
- \* NKSC
  - \* No report
- \* NMYSC
  - \* Team are not showing up with rosters.
- \* SKSC
  - \* United B03 coach resigned. The team is practicing with the B04 team.
  - \* United G98 team is without a coach because the coach is coaching the high school team.
  - \* Board positions up for election. President, VP of Comp, Select coordinator
  - \* Prior to a disciplinary hearing, there was an inappropriate comment said by one member of the disciplinary committee. KPSRA will deal with the individual and talk with the NSYSA President.
- \* TSC
  - \* 390lb food for the food drive



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## 7. Unfinished Business

### \* Referee Contract

- \* Discussion about KPSRA using Arbiter to show clubs the cost breakdown for referees services. BSC can not see this on their site. KAFC can see it and likes the system. NMYSC was asked to pay for the entire season, but there have been two weeks that they didn't have any referees, but were invoiced by it. BSC says that the only thing the clubs need is an accurate reporting of the billing. Discussion about who should be keeping account of which games have referees, both center referees and ARs. The coach report only shows if there was a referee or not. Nothing to indicate if there was AR1 or AR2. KPSRA provides access to the Arbiter account. Brad will send out date options to meet with KPSRA and Clubs to discuss how to better the process.

Motion: To accept the referee contract as is. Darcy Buell, 2nd: Vicky Webb  
12 Approve, 0 Oppose, 1 Abstain

## 8. New Business

### \* Operating Procedure Small sided

- \* Changes to U9 box size.
- \* Drop back line. Some clubs use the drop back line and other clubs don't use a line, but the mid line. CKSC would like it to be one or the other.
- \* BSC brought up that the small sided heading results in the offending team. Bob says that it is instructional for the kids and the offending team should keep the ball after being told that about the rule. Louie asked for the clubs to decide if they want the offending team to retain possession, or give the ball to the opposing team. The clubs were unanimous to give the ball to the opposing team. Bob will change the small sided Operating Procedures to reflect the heading rule.

Motion: Table the discussion until a special meeting can be scheduled to discuss.  
(John Thornton)

2nd: Dawn Byron

7 Approved, 0 Opposed, 0 Abstain

- \* Special meeting will be organized by Dawn Bryon



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

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## 8. New Business (continued)

### \* Operating Procedures Full sided

\* NMYSC brought up that there is confusion that the ball to start play doesn't need to go forward. It can go backward or sideways. USSF made that change earlier this year.

\* NMYSC brought up there is confusion about the heading rules. At what age can players head the ball. At U12 and above, can head the ball in a game, not practice. U13 and above can head a ball in practice and games. U11 and below can not head the ball in practice or games.

\* NMYSC brought up that there is confusion that the ball to start play doesn't need to go forward. It can go backward or sideways. USSF made that change earlier this year.

### \* Player play down notifications

\* WYS has approved 5 players to play down for medical reasons.

\* A player at NKSC was granted a year play down. He is a B99 player. He was granted to play on a B00 team, but rostered to a B01 team. Discussion to remove player from team or leave him on the team he is on.

Motion: Let the player play on the B01 team (Darcy Buell)

2nd: John Thornton

11 Approved, 0 Opposed, 2 Abstain Motion passes.

### \* Transgender policy

\* WYS has approved a transgender policy. Louie says that the Operating Procedures should at least reference the WYS policy.

Motion: Adopt the Transgender Policy to comply with what has been put out by US Soccer with implementation at a later date. (John Thornton)

Second: Steve Vonheeder

11 Approved, 0 Opposed, 2 Abstain

## 9. Good of the Game

\*

## 10. Adjourned 8:14



**NORTHWEST SOUND YOUTH SOCCER  
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8. New Business (continued)
  - \* Records and Retention Policy
    - \* Steve Shively and Steve Vonheeder both responded to Darcy's mailing of the policy. Vicky verbally states that any numbers 10 and below should be written out as ten and below. Darcy will clean up the changes and send out to the clubs.
  - \* Foul Weather Policy
    - \* Darcy thinks a policy should be located in the Operating Procedures so it is easy for the coaches to find the policy. There is no policy. One needs to be written. Foul weather has be tabled until November. Secretary will send out the three attachments.
9. Good of the Game
  - \* Nothing to report
10. Adjourned 9:20

1. Scheduling is now complete. Some of the process was contentious and disrespectful. I was not able to bring groups to comfortable and respectful position.
  - a. I am contemplating different formats to this process.
  - b. I do not like now wish to have teams forced to play above their own peer group.
  - c. High School leagues are different. But I consider this to be U16 and above. I will be submitting a proposal for modification of the Operating Procedure that stipulates that U16 and above will define the HS bracket and those age groups solely.
2. I would like to propose a Spring League. A short season of 6-8 games. Coed teams.
3. There have been far more play down requests than future years. I caution teams about the use of this process. The purpose of the request is to support the player that would physically be disadvantaged by playing at their peer level.
4. Are all clubs reviewing the changes in the Laws of the Game with their Small Sided Referees? There are some significant changes and it is important that consistency be practiced though out the Association.
5. Will all Clubs please review the NSYSA website to insure all actions are able to be accessed.
  - a. SSR Referee Assignors must assure they can access the Assignor portion of the website.
  - b. Treasures please review the Referee Pay and confirm the proper amount is being assessed to each of the age groups.
  - c. Encourage coaches to print their Game day roster to insure they have access and can print.
6. Schedules are available. Please have coaches access and review. Encourage all coaches to communicate conflict and mitigate early.
  - a. The schedule is dynamic at this time. Please have coaches review now and every couple days to watch for changes.
7. Field capacity is at a shortage this year. Some Clubs are restricted on field space and so they are sharing space. This will make reschedule all the more difficult. Please be aware of this when considering a reschedule.
8. It has been noticed that the best way to utilize fields for the U05 thru U08 is to make all field dimensions the same. Therefore Clubs have agreed to use the same size of goal box area at 2 Yards x 6 Yards for ages U05 thru U08. I also recommend using the standard 3 Ft radius for the center circle. This effort will allow the best utilization of all fields for scheduling.

9. I wish to remind all Clubs of the modifications to the "Heading of the Ball" rule. For U10 and below, no heading in either practice or games. For U13 thru U11 limited it is limited to minimal use at practice and no game use at all.

### **Recognize to Recover—02 December 2015**

As part of "Recognize to Recover", U.S. Soccer recently presented overall concussion guidelines that include rule changes that will reduce the possibility of head injuries while preserving the nature of the game. Players suspected of a concussion will be given plenty of time for evaluation by a health care professional without penalty or loss of a substitute. U.S. Soccer is also recommending that heading the ball be prohibited for children 10 and under, and to limit the activity to practice only for children ages 11 to 13.

10. Please encourage your coaches and parents to be patient with the rule changes for this year. It will take some time for players, coaches, and referees to become comfortable with the changes. Please allow time.
11. We are getting into the winter months. All clubs please familiarize your selves with the rule for thunder and lightning. Remember, even the sound of thunder alone and the fields must be vacated for thirty (30) minutes after the hearing of the last sound of thunder. Lightning most often precedes thunder and vacating the fields is also required. Whichever is heard/seen VACATE.
12. The Concussion rule comes with greater teeth this year. If a player is removed from the field, they may not return for any part of the remainder of the game. If the coach attempts to re-enter the player, the referee is obligated to stop the match. The match may not continue until the player is removed. The game will be suspended if the coach refuses to remove the player.
  - a. The player may not participate in games or practice for one week.
  - b. The player must have a written release from a qualified medical practitioner before the player is allowed to resume practice or play.
13. I would like to stress to all coaches to please have a team staff member print team rosters with each week. We have gone to great efforts to provide a good product and the printed copy is proof to the referee that the team staffs RMA certification are current. Failure to do so does not obligate the referee to allow staff members to sit with the teams.
14. I encourage all Clubs to utilize Club Field Marshalls. This use of field marshals helps to reduce problems at the field. I especially encourage this active participation for the Small Sided games. We do not want to lose referees for the actions of others.



# NSYSA

## Document Retention Policy

### **PURPOSE:**

It is necessary for Northwest Sound Youth Soccer Association (NSYSA) to establish an appropriate and functioning records retention program. Determination of the schedule of appropriate legal retention periods involves consideration of both federal and state regulatory requirements, contractual obligations, intellectual property requirements and statutes of limitations.

### **BUSINESS RECORDS:**

Records are created for a variety of reasons, including: complying with government regulatory or statutory reporting requirements, documenting daily business activities, as well as preserving the legal rights of the business. For whatever reason a record is created, there is a useful life of that record -- a period of time when the record is important for business decisions.

Every organization's files, hard drives and other repositories contain a great deal of material that may not be designated a "record," for business purposes, and subject to this record retention policy. This retention policy identifies the information required to be retained and provide guidance on what to do with this material, where appropriate. For the most part and for several obvious reasons, such material should be purged pursuant to a consistently at regular, frequent intervals. It should be noted that computer systems create records and systems that back them up on a regular basis.

The development of a records retention schedule was done by identifying what records NSYSA usually maintains in its records inventory. The inventory includes records created by all groups, organizations and users; in all media formats, and found in all locations. For NSYSA, this inventory consists of records stored on its online Management software, consisting of RidgeStar and all successor systems utilized. Additionally, each board member retains specific records applicable to their position and, in general, are identified below. Records that are created to comply with federal or state regulatory and reporting requirements will have the same retention requirements for most organizations.

### **ACTIONS:**

NSYSA Document Retention and Destruction Guidelines identifies the responsibilities of the executive board, for maintaining and documenting the storage and destruction of the organization's documents and records. If records do not exist or are not required to conduct



# NSYSA

## Document Retention Policy

normal business and operations, then they should not be created solely because they are identified herein. They are listed for completeness in the off-chance they are created in the future.

### **How long and who maintains the Records:**

- 1) The following documents are to be kept permanently:
  - a) Organizational (Secretary)
    - i) Articles of Incorporation (charter, bylaws, constitution)
    - ii) Mission statements, (If not included in Articles of Incorporation)
    - iii) Organization Charts
    - iv) Meeting Minutes
  - b) Financial (Treasurer)
    - i) Audit reports
    - ii) Chart of accounts
    - iii) Depreciation schedules
    - iv) Financial statements
    - v) Tax returns and worksheets
  - c) Property (Secretary)
    - i) Deeds, (Mortgages, Bills of Sale)
    - ii) Loan documents and notes
    - iii) Property (appraisals, records and blueprints)
  - d) Personnel (VP of Administration)
    - i) Employee Discrimination reports
    - ii) Insurance records (accident reports and claims)
    - iii) Retirement and pension records
    - iv) Journals
  
- 2) The following documents are to be kept for 7 years:
  - a) Accident reports and claims (settled cases)
  - b) Accounts receivable; (payable ledgers and schedules)
  - c) Bank Statements; (deposits, cancelled checks and reconciliation)
  - d) Donations
  - e) Expense Analyses & distribution schedules
  - f) Invoices
  - g) Inventory records



# NSYSA

## Document Retention Policy

- h) Notes receivable ledgers and schedules
  - i) Payroll records
  - j) Purchase orders
  - k) Sale records
  - l) Time sheets
  - m) Vouchers for payment to vendors / employees
  - n) Withholding tax statements.
- 3) The following documents are to be kept 7 years after expiration / closure / last access:
- a) Contracts,
  - b) Personnel files,
  - c) Grants funded,
  - d) Inactive member accounts,
  - e) Personnel files of terminated employees
- 4) The following documents are to be kept for 3 years:
- a) Employee applications & demographics
  - b) I-9'/W-9's after hire date
  - c) Insurance policies after expiration,
  - d) Birth Certificates (unless member is still active during preceding Fall Season)
  - e) Parent-School Authorizations (unless member is still active during preceding Fall Season)
  - f) Referee reports.
- 5) The following documents are recommended to be kept for 1 year:
- a) Grants un-funded.
  - b) Coach's reports,

**Categorizing Information:** Because the list above is not all-inclusive, you may need to determine whether a particular item is considered a record, and thus, subject to a records retention and disposition schedule. Some of the characteristics of a record are:

- Contains legal or regulatory compliance information.
- Evidences a transaction
- Identifies participants in business activities or who had knowledge of an event



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- Proves a business-related event or activity occurred or did not occur It may be useful when making retention decisions to sort records into three categories – enduring value, limited value, and no value – and establish time periods to keep each group regardless of their form (paper or electronic).

Category 1 – Records with enduring value, Retain Permanently (Examples, not all inclusive):

Agendas and meeting minutes, Appointment calendars of executives, Correspondence related to official business communications at the executive level to and from others inside and outside the organization, Distribution list member names and e-mail addresses for each list, Documentation of departmental and organizational decisions and operations, E-mail transmittals – messages containing no substantive information that are sent only to provide attachments. Because the legal authenticity of an e-mail requires retention of its metadata (the transmission data), transmittals may supply a key part of the record. Grant proposals, approvals, reports, policy, program, and procedure directives.

Category 2 – Retain 3 years unless required longer for legal or regulatory purposes. Records with limited value (Examples, not all inclusive. NOTE: Category 2 does not apply to records documenting essential organization, staffing, and procedures; see Category 1.)

Budget records, Day-to-day administration, Facsimile machine logs, Office services and equipment requests and receipts, Supply orders and receipts, Travel itineraries, Utilities records.

Category 3 – Retain: 0-30 days or until no longer needed for reference. Records of little or no long-term value (Examples, not all inclusive. Calendars (except for key executives), Copies of documents when the holder is not the official record keeper, sender, or primary addressee, Copies of publications or other published reference materials, Drafts, except for mission critical documents, program and policy changes, or original creative, artistic, and scientific works, Informational, e.g. holiday closings, charitable drives, notifications of meetings, Junk and SPAM mail, whether received via e-mail, fax, or traditional mail, Messages to/from distribution lists (e.g. ListServes), Personal correspondence, e-mail, text messages, etc. Routine requests for information or publications and replies, scheduling of work assignments, work-related trips and visits, Suspense files or 'to-do' and task lists that serve as a reminder that an action is required or a reply expected on a given date

**Keeping Records Electronically:** Records should be maintained electronically where possible. Migrate data from older media and formats at regular intervals to be sure the records remain



# NSYSA

## Document Retention Policy

viable for the required period of time. The current consensus is to test for degradation, refresh media, and migrate data every 5 years. The preferred formats are XML for born-digital records, PDF/A for text documents, and TIFF for images. Migration decisions should consider the possibility of metadata loss or alteration; keyword search capability; the inability to annotate files; the necessity to maintain operating systems and software that supports original file formats; and the difficulty in tracing file users and dates. The terms, on-line, near-line, and off-line retention, are unique to electronic records, and refer to the type of storage media, not to the length of time the information in a particular record should be retained. The Records Manager should decide which type of storage is appropriate for each category of record.

**Storing Records:** Both the original digital records and any copies should be archived with each clearly identified and properly stored in an area with proper environmental controls. Originals may be kept segregated on a dedicated, non-networked server (recommended) in a secure space, or on removable media. The person who is maintaining the records on removable media is to ensure that access is limited to only those needing to know the information contained. Originals or copies on CDs and DVDs should be stored in archival CD/DVD cases or Tyvek envelopes inside acid-free CD/DVD boxes. CD/DVD cases should be of inert polyester that does not release potentially harmful chemicals. Whether in cases or boxes, store the CD/DVDs vertically. Do not write directly on CD/DVDs unless using an archival soft tip pen and then write only on the clear center hub of the top side. Do not apply labels to optical media. Alternatively, identifying information may be written on the Tyvek envelope fold-over tab, using an archival soft tip pen. It is recommended that documents be maintained electronically on removable USB/Flash drives and updated/migrated as required per the above

**Destroying Records:** When a record is no longer required to be kept, it should be properly destroyed. Deleting data and emptying the "recycle" folder or "trash" bin from electronic storage media such as CDs, hard drives, tapes, etc. does not permanently destroy the information. Some printers and photocopiers with document memory capability may require data cleaning also before sale or disposal. If data is not sensitive or private, simply overwriting the information may be adequate. If computers and media are going to be reused or de-commissioned, they must be properly cleaned in order to prevent unauthorized retrieval and use of information, especially if that data includes privacy or security-related material such as personnel records, financial data, or employee health information.

**To completely remove data or prevent its retrieval, the following methods should be used.**



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**Hard drives, USB or flash drives, and other plug-in type devices:** Sanitize by running special software programs or following the manufacturer's instructions for full chip erasure. For Windows operating systems, Active Eraser is one product that erases files and hard drives. It is available at <http://www.active-eraser.com/features.htm>. Another is Eraser by Tolvanen at <http://www.tolvanen.com/eraser/>. Macintosh operating systems will need a third-party utility such as Jiiva AutoScrubber (<http://www.jiiva.com/>) for version 10.2 file deletion and Jiiva SuperScrubber for hard drives. Overwriting is the process of writing patterns of data on top of the data stored on a magnetic medium in order to obscure the previously written data. If the drive is no longer operational, cables should be cut and the drive disassembled. Its platters should be damaged by drilling holes, hammering, or cutting with metal snips.

**Removable media:** Use a shredder that can shred optical media (CDs, DVDs, etc.). Diskettes or other media not suitable for shredding should be disassembled and the media mutilated by puncturing, cutting, or sanding.

**Magnetic tape:** Degaussing tailored for the type of tape and with proper coercivity. Alternatively, incineration, pulverization, or shredding may be used. If the data sanitizing process is contracted to an outside party, the vendor should sign an agreement stating that their practices conform to or exceed the guidelines stated here.

| NSYSA Records Retention Schedule                | Custodian          | Notes  | Periodicity                 | Review Cycle   | Medium        | Relocation          |          |
|---|--------------------|--|-----------------------------|--|---------------|---------------------|----------|
| <b>Retention Criteria</b>                       |                    |  |                             |  |               |                     |          |
| Description                                     | Custodian          | Legal  | Last Active                 | Non-Active Marker  | Record Format | Archived Elsewhere? | Comments |
| Accounting (Money)                              | NSYSA Treasurer    |  | 15 January<br>Minus 7 Years | 7 years  | Table         |                     |          |
| Action List<br>(Determined by Category)         | NSYSA VP Admin     |  | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| Applications List                               | NSYSA Webmaster    | RidgeStar tools such as Apply for Soccer to Maxx or Rec Cup  | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| Audit (Money)                                   | NSYSA Treasurer    |  | 15 January<br>Minus 7 Year  | 7 years  | Table         |                     |          |
| Coach Reports                                   | NSYSA VP Comp      |  | 15 January<br>Minus 3 Years | 3 years  | Table         |                     |          |
| Division of Play                                | NSYSA Webmaster    | Division of Play relative to Recreational play. RCL and Select use State sites for same purpose.   | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| Documents (General)                             | NSYSA VP Admin     |  | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| EQs   | NSYSA VP Admin     |  | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| Evaluations                                     | NSYSA VP Adminr    | Evaluations associated with a specific referee, age, team,   | 15 January<br>Minus 3 Years | 3 years  | Table         |                     |          |
| Events  | NSYSA Webmaster    | Links messages of common topic to e.g. coaches, Referees, Registrars   | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| Field Development                               | NSYSA VP Admin     |  | 15 January<br>Minus 7 Years | 7 Years<br>7 Years past Implementation or Contract completion  | File          |                     |          |
| Field Locations                                 | NSYSA VP Comp      |  | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| Files: Coach                                    | NSYSA VP Admin     |  | 15 January<br>Minus 3 Years | 3 Years  | File          |                     |          |
| Files: Disciplinary                             | NSYSA Disciplinary |  | 15 January<br>Minus 3 Years | 3 Years for other than special cases.<br>Disciplinary with special conditions -<br>3 Years past expiration.            | File          |                     |          |
| Files: Drawings                                 | NSYSA VP Adminr    | Little used file folder, looks like used by Field Development committee  | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| Files: Forums                                   | NSYSA VP Comp      | Little used file folder, with message board style postings and conversation  | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| Files: Images                                   | NSYSA Webmaster    | Revolving - random - JPEG files served up on main page of NSYSAsoccer.org  | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| Files: Policies                                 | NSYSA VP Admin     | Each Policy should be updated and a periodicity of review defined.   | 15 January<br>Minus 1 Year  | Review based on Document periodicity definition.   | File          |                     |          |
| Files: Presentations                            | NSYSA VP Adminr    | Folder of some old power point presentations   | 15 January<br>Minus 1 Year  | Annual review  | Table         |                     |          |
| Files: Records                                  | NSYSA VP Admin     |  | 15 January<br>Minus 1 Year  | Annual Review /<br>Per Record review policy  | File          |                     |          |
| Files: Risk Management<br>(Needs Clarification) | NSYSA VP Admin     | Current Risk Management process should do this review. But defined positions should be reviewed that the person in those positions have RMA. | Ongoing                     | Monthly Affinity report will provide documentation. Emailing 30 day expiration notice will confirm eligibility status. | File          |                     |          |
| Files: Rules                                    | NSYSA VP Admin     |  | 15 January<br>Minus 1 Year  | Annual Review  | File          |                     |          |

|                                 |                 |  |                             |  |       |  |  |
|---------------------------------|-----------------|--|-----------------------------|--|-------|--|--|
| Finance                         | NSYSA Treasurer |  | 15 January<br>Minus 7 Years | 7 years  | Table |  |  |
| Level of Play                   | NSYSA Webmaster | Level of Play relative to Recreational play. RCL and Select use State sites for same purpose.  | 15 January<br>Minus 1 Year  | Annual review  | Table |  |  |
| Lists                           | NSYSA VP Admin  |  | 15 January<br>Minus 1 Year  | Annual review  | Table |  |  |
| Locations Fields                | NSYSA Webmaster | Field locactions relative to Recreational play. RCL and Select use State sites for same purpose.   | 15 January<br>Minus 1 Year  | Annual review  | Table |  |  |
| Mail                            | NSYSA Webmaster | Annual review. Purge all but what would be related to Association Business involving money and contracts.  | 15 January<br>Minus 1 Year  | Annual review  | Table |  |  |
| Matches                         | NSYSA VP Comp   |  | 15 January<br>Minus 3 Years | 3 years  | Table |  |  |
| Match Results                   | NSYSA VP Comp   |  | 15 January<br>Minus 3 Years | 3 years  | Table |  |  |
| Observations                    | NSYSA VP Comp   | Small Sided refree Observations  | 15 January<br>Minus 3 Years | 3 years  | Table |  |  |
| Options                         | NSYSA VP Admin  | Options portion of the Site is intended to permit an authorized AdministratorTerm to manage the various settings that control how certain aspects of the site operates | 15 January<br>Minus 1 Year  | Annual review  | Table |  |  |
| Organizations                   | NSYSA Clubs     |  | 01 April<br>Deadline        | Annual Prior to NSYSA AGM                                | Table |  |  |
| Paperwork: Parent / School Auth | NSYSA VP Comp   |  | 15 January<br>Minus 7 Years | 7 Years past most recent payment                         | File  |  |  |
| Paperwork: Proof Age            | NSYSA VP Comp   |  | 15 January<br>Minus 7 Years | 7 Years past most recent payment                         | File  |  |  |
| Paperwork: W9's                 | NSYSA Treasurer |  | 15 January<br>Minus 7 Years | 7 Years past most recent payment                         | File  |  |  |
| Photos                          | NSYSA Webmaster |  | 15 January<br>Minus 7 Years | 7 Years  | File  |  |  |
| Poll Results                    | NSYSA VP Admin  |  | 15 January<br>Minus 2 Years | 2 Years past implementation                              | Table |  |  |
| Polls                           | NSYSA VP Admin  |  | 15 January<br>Minus 2 Years | 2 Years past implementation                              | Table |  |  |
| Positions                       | NSYSA VP Admin  |  | 15 January<br>Minus 1 Year  | Annual Review  | Table |  |  |
| Shortcuts                       | NSYSA Webmaster |  | 15 January<br>Minus 1 Year  | Annual Review  | Table |  |  |
| Team History                    | NSYSA Registrar |  | 15 January<br>Minus 3 Years | 3 years  | Table |  |  |
| Team Placement                  | NSYSA Registrar |  | 15 January<br>Minus 3 Years | 3 years  | Table |  |  |
| Teams                           | NSYSA Registrar |  | 15 January<br>Minus 3 Years | 3 years  | Table |  |  |
| Text                            | NSYSA Webmaster |  | 15 January<br>Minus 1 Year  | Annual Review  | Table |  |  |
| Topics                          | NSYSA Webmaster |  | 15 January<br>Minus 1 Year  | Annual Review  | Table |  |  |
| Users                           | NSYSA Webmaster |  | 15 January<br>Minus 7 Years | 7 Years past most Annual Review Date (No Login activity) | Table |  |  |
| Web Page Notices                | NSYSA Webmaster |  | Relavency plus 30 days      | 6 Months   | Table |  |  |

## NSYSA scheduler / webstaff report December 2016

### Fall 2016 Season stats

388 match updates were processed this season. Each representing an average of 3.15 games. All clearly adding up to a typically busy season.

#### **2,083 total Fall Matches**

1,925 Fall Rec Season

105 Soccer to the Maxx

53 WYS Recreational Cup

### Dozens of new “fields” built to combat the rains

Actually 17 additional field details were added once the rains started falling late October. While these aren't new fields, merely splits, or triple or quads, of existing full-sided turf fields.

The new fields helped in rescheduling many of the U10 and other games otherwise washed away.

Examples include: NK Stadium (Field Key #80) now has been split into

Key    Field

746 NK Stadium (split field) A

747 NK Stadium (split field) B

748 NK Stadium (split field) C

### Wrapping up the season

Sportsmanship details have been calculated. Congrats to GU11 BI2 G06, GU12 Tracyton G05 Gitch and GU13 CK G 04 IRONSIDE, ALYSSA for all ranking perfect 4.0 sportsmanship scores!

The new 10-point Standings system has been employed this season. Input on how it has worked is welcome.

### Winter Season

The soccer ball keeps rolling. Scheduling into early 2017 has begun for some Club's Winter RSL scheduling.

### Popular NSYSA site regulars

Over ½ million pages NSYSAsoccer.org site pages accessed during the Fall 2016 season. Lots of hard working users.

| Key | Name                              | Pages          | %             |
|-----|-----------------------------------|----------------|---------------|
| 1   | Public (accessing without log-on) | 338,754        | 61.36%        |
| 2   | Steve Shively                     | 16,905         | 3.06%         |
| 3   | Robert T Bjornemo                 | 12,831         | 2.32%         |
| 4   | Gary A Russell                    | 10,416         | 1.89%         |
| 5   | Valerie L. Corden                 | 7,505          | 1.36%         |
| 6   | Susanne McGill                    | 6,094          | 1.10%         |
| 7   | Darcy Buell                       | 3,284          | 0.59%         |
| 8   | Steve R Vonheeder                 | 2,157          | 0.39%         |
| 9   | Rosanna M Herman                  | 1,981          | 0.36%         |
| 10  | Kathie Thoma                      | 1,963          | 0.36%         |
|     | Top – 10 total sessions           | <b>401,890</b> | <b>72.79%</b> |

Respectively submitted –

Steve Shively, NSYSA Scheduler / Webstaff

*“Soccer is simple, but it is difficult to play simple.” - Johan Cruiff*