



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: October 13, 2015 **LOCATION:** Burlingame Rec Center
TIME: 7:30pm- 9pm **PREPARED BY:** Nick Skelton, Regional Secretary
PURPOSE: Regular scheduled meeting of General Board to administer 2015 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
- Kevin Kriner, 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 BBQ Coordinator
- Andrea Pappajohn, Recycling Coordinator
- Bill Clifford, Web Master

ATT: NAME

- Eliot Alfi, U16/U19 DC
- Emily Ma-Dotson, U14 DC
- Krista McCutcheon, U12 DC
- Liz Levine, U12 DC
- Mina Cima, U10 DC
- Chase Rowbotham, U10 DC
- Christina Tsui, U08 DC
- Kevin Kriner, U08 DC
- Jimmy Aliaga, U07 DC
- Kevin Kriner, U07 DC
- Will Evans, Asst. Coach Admin
- John Maierhofer, Jamboree coordinator
- Alison Kemp, Jamboree coordinator
- Jay Kaufman, EXTRA/Select Coordinator
- Rick Quintana, Dir. Ref. Assessment
- Lesley Stolz, Dir. Youth & Women Referees

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

B- GENERAL ANNOUNCEMENTS

5/12/15

- GR move to approve minutes from 4/14/15; BB second; all approve
- Local board training opportunity 6/6/15
- Lori is stepping down as Area Director; Mike Cassidy has been elected to take over this role.
- BB is taking over Section 2 Management Admin as of 6/1/15 (still Area web master)
- GR to go to National AGM, where a proposal has been made to make “Volunteer driven” the 7th philosophy.

6/10/15

- Chester has resigned as U12 DC, Vivian as U14 DC. GR and KK will work on finding replacements.
- GR at NAGM. Several items up for votes: “Volunteer Driven” as 7th philosophy did not pass; “Should VIP coordinator be a mandatory executive board position?” did not have enough support to go to a vote. Re-elected the incumbent president; two others non-incumbent candidates were voted onto the national board.
- Quorum not attained to approve minutes from 5/12 meeting; will do so at the next meeting.

8/11/15

- Quorum not attained to approve minutes from 5/12 or 6/9 meeting; will do so at the next meeting

9/8/2015

- GR move to approve minutes; KK seconds; all approved. Nick to send PDFs from these meetings to Bill.
- Next year – age cutoffs will be based on calendar year and not on age on July
- Next AGM in Chicago; then three in Newport Beach
- Golden gate camp was physically demanding; you may decline to participate in some activities.
- Open area positions: U16/U9 coordinator; Auditor; Area coach admin
- Next Section 2 Expo will be in Salt Lake City (1/29-1/31; three sections combined with Section 9 and 12). Good chance to get trained.
- Burlingame Parks and Rec foundation representative will come to next meeting.

10/13/15

- GR motion to approve minutes; JB second, all approved.

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| C- CALENDAR REVIEW [Refer to Calendar] |
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C- CALENDAR REVIEW [Refer to Calendar]

See Goggle doc for full details.

8/14 Field Lining 8AM at Washington
 8/17 Fields open for practice but no packets available sent out yet
 8/19 Regional Meeting
 9/12 Opening day parade assemble at 9:00 and start parade at 9:30. Board show up at 7AM to help out.
 9/13 Opening day games
 9/14 Send save the date email for volunteer BBQ
 9/20 Photo Day (Darren to remind Mike et al of Referee picture)
 9/26-9/27 Double header weekend
 9/27 – silent Sunday
 10/1 – DCs out send out to coaches
 10/10 photo make up day
 10/22 Coaches meeting 6-9 PM (see later for details)
 10/29 Referee meeting for Burlingame Cup
 10/31 Regular season ends
 11/1 Burlingame cup starts
 11/7 Volunteer cup (Saturday)
 11/20 Board recognition dinner

D- REGIONAL TREASURER REPORT

| No | ITEM | ACTION | DATE | STATUS |
|------|--|--------|---------|---------------|
| 1-01 | Budget: Slightly less funds than this time last year (~\$10k); expected due to capital draw down. Draft budget will be presented at next meeting. MH to send estimate to Trent before next meeting. [3/10/15 Update] NAP online will create budget for us. Lots of support from National. Plan to have budget available next meeting. [4/14/15 Update] Trent has a draft budget but current version of form from National will not accommodate our budget numbers. TW and BB will fix. Please submit open budget items soon so that Trent can generate a draft budget for discussion at next meeting. Also some complications from transferring account from BofA to City National Bank. Several expenses are higher in current budget (UK Soccer, field expenses, uniforms). But revenue slightly higher (out of area fees, late payment fees, fewer scholarships). [5/12/2015 Update] Proposed budget was shared with the Board. DL suggested increasing player uniform by 10% and double allocation for coach shirts. GR – also needs to add in \$8,000 for donations (see G-1-02 below). GR moves to approve the budget, EA seconded; all approve. TW and GR to sign final budget and send in to National. [8/11/2015] Update No update [9/8/15 Update] TW presented summary of budget numbers. [10/13/2015] Update National still asking us to wind down capital budget carry over. | TR | 2/10/15 | OPEN |
| 2-01 | Winter league payments still need to be turned into Trent; None received so far from the coaches. GR to check with DZ. [Update 4/14/15] Payments now complete | TW +GR | 3/10/15 | CLOSED |
| 2-02 | Plan to spend down capital was forwarded to Area Director. Proposal only based on national's policy changes. | TW | 3/10/15 | CLOSED |

D- REGIONAL TREASURER REPORT

| No | ITEM | ACTION | DATE | STATUS |
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E- REGISTRATION

| No | ITEM | ACTION | DATE | STATUS |
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| 1-01 | [From 2014] DZ raised the possibility of splitting the U10 divisions into two (U9 and U10). This would have the same number of total teams, but would be easier to manage. To be discussed at future board meeting | DZ | 10/13/14 | CLOSED |
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Update: Area/Section won't allow. Plus it would stack our Area tourney team with U10 players vs. other regions that still mix U9 and U10.

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| 1-02 | Banner on Burlingame Avenue confirmed 4/21 – 5/5. Four registration dates set (see google calendar). One on Thursday night, others on Saturdays | JG | 2/10/15 | CLOSED |
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[Update 3/10/15] Jean to make lawn signs and distribute to Board. Send out e-mail blast 3 weeks before first registration date (BB). First will be general info for season including high-lighting early sign up for volunteers. BB has placed ad in Rec Center catalog. "I am AYSO" shirts will be ordered by RS (mixture of T-shirts and polos?). See gDoc for size sign up.

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| 3-01 | Can we find other locations near Roosevelt and Franklin for lawn signs to promote registration awareness? | GR | 4/14/15 | CLOSED |
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| 3-02 | Registration Update. Going OK so far. 25 on Thursday; 250 on Saturday. Computer lab usage is down to about 70 visits (a good thing!). 271 registered players already (usually ~330). | | 4/14/15 | CLOSED |
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[Update 5/12/15]
Three on-site registration now complete. 1315 players are paid up so far; another 168 registered but not yet paid. Most registrants heard via e-mail; some by lawn signs. Next year plan to skip volunteer sign up night; instead let volunteers go to the front of the payment line during regular registration events.

[Update 6/10/15]
Current registration totals (# teams in parentheses)
U5 56 boys (3) 56 girls (3)
U7 97 boys (5) 71 girls (4)
U8 118 boys (16) 74 girls (10)
U10 150 boys (16) 135 girls (14)
U12 111 boys (10) 83 girls (8)
U14 71 boys (5) 64 girls (5)
U16 37 boys (2) 33 girls (2)
U19 18 boys (1) 9 girls (0.5)

[8/11/2015] Update
1497 registered!
Jean almost complete with forming team rosters.
Can release rosters to teams if head coach has registered as a volunteer and completed safe haven. Assistant coach does not have to have completed this yet. BB to send e-mail to DCs (list from KK) saying when/where to pick up packets (only release approved coaches).
Next year – enforce strict deadline on accepting late players in divisions that are very full. BB needs at least three days to create roster paperwork once teams are formed. Make clear in website when divisions are full. Exceptions made if parent is willing to coach. Also promote "no coach, no play" policy earlier in the summer. EA: get coaches to commit to coaching now with promise of early on-line registration next year. Ideally lock coaches by 6/15; finished team building by 7/15.

[9/8/15 Update]
1547 kids are registered! (go Jean!). A few more may still trickle in this week. Some re-balancing was required for U14G division due to

| E- REGISTRATION | | | | |
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| No | ITEM | ACTION | DATE | STATUS |
| | last minute drops and add-ins. Need to try and form teams earlier next year and have more screening of the ratings. Second Jamboree meeting went well (U6). JM has been delegating many of the organizational responsibilities (banners, Shutterfly, team names etc). | | | |
| 8-01 | Have requested Rec center for 2016 registration Three dates this time: - 4/16 - Registration event #1, 9 am-1 pm - 4/30 - Registration event #2, 1-5 pm - 5/14 - Registration event #3, 9 am-1 pm No separate volunteer session – instead allow sign-ups on line for returning volunteers | GR | 10/13/15 | CLOSED |

| F- COACH/ PARENT VOLUNTEER ORIENTATION MEETING | | | | |
|---|---|---------------|-------------|---------------|
| No | ITEM | ACTION | DATE | STATUS |
| 1-01 | Combine coach and coach-parent-referee meeting for U8 and U10. GR working on slide deck. [Update 3/10/15] No update [Update 5/12/15] U7 & U12 date set for 7/28 (7-8 PM and 8-9 PM) U8 & U10 set for 7/30 (6:00 – 7:30 and 7:30 – 9:00) U5 Jamboree 8/15 (7:30 – 9.00) U6 Jamboree 8/26 (7:30 – 9:00) U16 & U19 be organized by DC [8/11/2015] Update Access to slides will be made to board soon. Overall very light attendance; very few parents. Need more follow up after handout of “save the date” cards at registration to remind parents. Meetings generally worked well for handing out practice slots etc. | GR | 2/10/15 | CLOSED |
| 3-01 | Save the date leaflets handed out to U8 and U10 parents. Check with Jean and Leslie whether we need more. | GR | 4/14/15 | CLOSED |
| 8-01 | Coach’s meeting 10/22 6:00: U12 & U14 7:00: U10 8:00: U8 & U7 Deadline of Monday 10/19 to get ratings in from coaches. Ask coaches to include the player jersey numbers for discussion at Coach’s meeting. NJS: Can we ask DCs to add up goals scored by each player over season (working from game cards?). BB – may be hard to track this from one year to next. | GR | 10/13/15 | CLOSED |

| G- OPENING DAY | | | | |
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| No | ITEM | ACTION | DATE | STATUS |
| 1-01 | [From 2014] Planning for Region 63 40 th anniversary. Propose Saturday morning 9/12/15 at BHS or Baseball field Dad’s club pancake breakfast (DL to contact Dad’s club)? BBQ? Picnic? Save for future meeting. [Update 3/10/15] GR to contact Dads clubs | GR + Opening day parade committee | 9/13/14 | CLOSED |

Consider the following to celebrate the 40th anniversary:
- Anniversary coin for referees; Free t-shirts for all kids; City proclamation; Coach shirts

[Update 3/10/15] BB to see which fields are available and book (Stadium is booked for BHS football game). Preference for field where we can have food.
RS has design for referee coin (SPI)
GR has been talking to vendors for t-shirt (free for kids and coaches).
RS has some designs – includes the official Burlingame Tree (same as for coin)
GR to send draft proclamation to City Council to be read at parade
DL to look into ordering soccer balls with 40th anniversary logo.

[4/14/15 Update]

CG to forward proclamation to City
GR contact Daily Journal with piece about Burlingame AYSO
GR has a site for ordering the t-shirts (deliver once on-line orders reach a certain level)
DL to order nice coach shirts (red, polo?) with 40th Anniversary logo.
RS to go ahead with referee coin
GR talking to Franklin Dads club about a pancake breakfast

[5/12/15 Update]

Set for Washington Park.
Commemorative coins are done
GR – coordination with local school dad's club in progress
GR – proclamation for city in progress
DL – has design complete for coach shirts (red with commemorative anniversary patch). Doug to place order
GR – has talked to t-shirt company with on-line ordering capability but may not be perfect fit for our needs
GR – propose to donate \$400 each to BHS choir and band boosters
GR – propose to donate \$4000 to National Bustamante scholarship fund
JB – suggested donating to the B'game Parks and Rec Foundation
GR proposes to donate up to \$8000 to non-profit organizations in honor of the Region 63 40th anniversary. Executive committee to decide final amounts. BB seconded; all approved.

[Update 6/10/2015]

No Update

[8/11/2015] Update

Were not able to coordinate with Dad's club for food.
Need to find a new balloon person
Krista to contact MC person (name?)
Who to contact Sound person?
CG still working on city proclamation
Need to figure out free t-shirt details

[9/8/15 Update]

BR will be there at 6:30 to start setting up; all Board members please try to be there by 7AM.
Nick has booked chairs and tents (need to confirm); Choir, Band and Marching band cheer squad booked.
Tim Azzario (PA) will be there at 7AM
Jeff cannot make it this year; Ian McCutcheon will do it instead.
Proclamation from city will be read out
GR has new balloon vendor
KK has a parade MC list (will convert color codes to human readable color name); Let DC know if any teams will not be participating.
BB has asked that field not be watered on Friday.
Chester Rice (hopefully) will have markers for teams to line up behind.
Goody bags will be handed to players as they complete the parade.
GR – is there any way to change flow of parade so that people in the outfield can hear the announcements. TW and BB to talk to Tim about deploying more speakers in outfield. Do U14 first and then go back to youngest?

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| 8-01 | Gretchen volunteered to organize opening day parade next year. Potentially do it Friday night and have food trucks. BB we can attempt to book Stadium and Washington so we have at least one of them. | GR | 10/13/15 | CLOSED |
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| H- VOLUNTEER BBQ | | | | |
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| No | ITEM | ACTION | DATE | STATUS |
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| 1-01 | Need to identify new coordinator. Lions Club is flexible, but declining numbers year over year and fixed cost for Lions Club plus outside caterer make it relatively expensive. Proposal to hold the event at a restaurant instead (e.g. La Corneta?). | | 2/10/15 | CLOSED |
| 3-01 | CG volunteered to coordinate this. BB also has another volunteer to help out with this. [Update 5/12/15] Emily Ma-Dotson is the new volunteer to help coordinate the volunteer BBQ [8/11/2015] Update Lion's club has been arranged EM to look into options for Mexican food buffet (preference for B'game vendor) Rename as "Volunteer Fiesta". [9/8/15 Update] EMD has found vendor – La Cornetta. E-mail to be sent out soon to all volunteers. | | EM-D | CLOSED |
| 7-01 | Thanks to Emily for organizing a great Volunteer Fiesta party! Good coordination of people traffic in food area (could do with more tables, chairs and ladles) | GR | 10/13/15 | CLOSED |

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| I- EQUIPMENT DIRECTOR | | | | |
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| No | ITEM | ACTION | DATE | STATUS |
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| 1-01 | DL to place preliminary order with uniform supplier. Camo style fine for up to and including U10. Make sure to request very different colors. Update size distribution for U16 and U19. Other items to order include: coaches bags, first aid kits, coach shirts, goalie gloves for U10 and above. IMPORTANT add details to gDoc for reference in future years. [IUpdate 3/10/15] Fox Sports will have their Logos on our uniform. Some debate about the fit of the girl's uniforms. National is reviewing. Order has been placed to get better pricing (still need to figure out size distributions). Note that Scores will prepack Coaches bags (\$2 per) [Update 5/12/2015] DL has 80% of order ready. Still needs to add in keeper gloves etc. They will be boxing up everything by team. DL to figure out who to ship them to (coordinate with DCs) TW – requests that Scores send a consolidated invoice this will help us to pay them on time. [8/11/2015] Update Coach shirt orders are in. Uniforms are with DCs; NB – many of the younger division uniforms do not have numbers on the front. Nice to have (for Refs) but not essential. NB Fox is advertising AYSO on FS1 and paying for the logo. Not Fox News. Nationally, participation is falling and this is meant to help rectify that by giving AYSO national TV exposure. [9/8/15 Update] Final call to get any final uniform requests by this Friday (9/12). | DL | 2/10/15 | CLOSED |

| I- EQUIPMENT DIRECTOR | | | | |
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| No | ITEM | ACTION | DATE | STATUS |
| 3-03 | DL to consider ways to recognize long-standing volunteers for the organization (shirt, jacket etc). BB to pull numbers of how many volunteers this might involve. [Update 5/12/15] No update [Update 8/11/2015] No Update [10/13/15 Update] BB looking into eAYSO to find long-standing volunteers for recognition and will report back | DL | 4/14/15 | OPEN |
| 7-01 | EA suggests doing U16-U19 differently next year. Either custom order or double sided (and same for all teams) or all the same and all numbers from 2-99. More discussion needed. [Update 10/13/15] Will take offline with DL, and bring to board if wider discussion needed. | EA | 9/8/15 | CLOSED |

| J- FIELDS DIRECTOR | | | | |
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| No | ITEM | ACTION | DATE | STATUS |
| 1-01 | Pop up goals for practices at Franklin. 6x12ft (\$269) or 7x14ft (\$299) are available and easier to set up than 7x21ft (\$399). Go with 7x14ft. There is room in the AYSO lock box at Franklin. [Update 3/10/15] Ordered at Expo (discount!) and have now arrived. BB to move into storage locker or field lockers. | BB | 2/10/15 | CLOSED |
| 1-02 | Discussions with SMUHSD. They may be flexible on giving us access to Backfield before noon. Currently have BHS field for Tuesday (Practice) and Thursday (Games). Also discussing lights for SMHS and Franklin. [Update 3/10/15] Need to add garbage at Osberg. Concrete pads are being considered at Osberg and Franklin for goal storage (split cost with BSC). Maintenance needed more frequently for Franklin and Osberg (to improve life of field). Some costs may be passed onto us. Lighting at Franklin: Will need to go through SEQA including environmental assessment report. If we do this, we will have to provide handicapped ramps for all entrances (ADA – any improvements must include handicapped upgrades). Will need architecture design. Worth pursuing but will take a while. City will have to approve but School Board will need to approve plans including EIR. [Update 4/14/15] Bob confirms that we will get all the fields that we want (may need to return some if not used). May have some games at Osberg to reduce impact on Murray (reduced watering). Fields on Murray will get moved from week to week to reduce wear on field. No update on Lights at Franklin (waiting for design to be considered). [Update 5/12/2015] Burlingame city has cut back on watering. BB – drought means that fields will only be watered 1-2 per week. Will put strain on Murray. Considering moving U10G to Osberg and moving field positions at Murray week-by-week. | BB | 2/10/15 | CLOSED |

| No | ITEM | ACTION | DATE | STATUS |
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[Update 6/10/2015]
 Plan to minimize wear-and-tear on Murray by having U10G at Osberg and only 8 U10B games at Murray.
 Reminder: coaches cannot be on a field unless they have the issued permit (date and time); City will be monitoring non-permitted usage.

[8/11/2015] Update
 Not all coaches have requested practice slots yet. Need to make sure that coaches have a valid field permit to use a field (large fine for non-compliance – up to \$5000 for first offence).

[9/8/15 Update]
 Hot weather policy will be in effect this weekend (water at quarter breaks). BB trying to find construction company to douse turf fields. Pop up tents will be available at Franklin. Have subs at Backfield in shade by container. NB no chairs on the turf surface. Have coaches remind teams to hydrate on Friday and Saturday.

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| 1-03 | Resurfacing of Murray is moving fast. Contract currently with National to check language before we commit to the project. | BB | 2/10/15 | CLOSED |
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[Update 3/10/15] Still in contract negotiations with National.

[Update 4/14/15]
 Postponed due to water usage. Will revisit next year.

[9/8/15 Update]
 GR met with City to discuss re-sodding Murray. Scope has now increased to include upgrading irrigation system. Cost has now gone up from \$60k (already approved by board) to \$100k. Will be discussed at a future meeting to approve the additional \$40k. City would like us to commit to this by January City Council meeting.

[Update 10/13/15]
 Update from Burlingame Parks and Rec Foundation (Margaret Palmsted, Nancy McGee & Donna Coulson).
 Foundation established a few years ago to raise money to fund scholarships, provide equipment and contribute to capital improvements of sporting activities within the city of Burlingame. Foundation provides mechanism for community support to fund specific improvement projects. Currently working on coordinating City, BSC and AYSO efforts to refurbish Murray field. Plan to confirm funds from city at February mid-year budget meeting, solicit bids before the end of February and initiate the project in early summer. Project should take 2 – 2.5 months and will be completed in time for the Fall 2016 AYSO season.

Budget has jumped to \$356k. This will include laser leveling, new irrigation (with more efficient water usage), re-sodding and other facility improvements.

Foundation asks for \$100k donation from AYSO to partially fund this project. Similar amount will be requested from BSC.

EA: make sure that proposal includes specific wording “including but not limited to: re-leveling, irrigation, re-sodding the field”.
 BB: “Payable within 30 days of agreement being signed” but will need refundable clause if project does not go ahead.
 MH asked for copy of plans to get outside consultant to look at irrigation plan: The Foundation will work on this.
 MH: Letter of intent for now, then write a check once agreement is signed.
 MH: how about using re-cycled water from waste water treatment facility right there at Bayside?
 MH and KM: both agree that this is a good use of our funds.

| J- FIELDS DIRECTOR | | | | |
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| No | ITEM | ACTION | DATE | STATUS |
| | GR move to allocate \$100k for this project subject to terms discussed above. MH seconds. All in favor. None opposed. | | | |
| 1-04 | Principal at BHS wants all lockers removed from site. Considering using Tuff Sheds instead. <i>[Update 3/10/15]</i> Tim Ryan (Burlingame facilities) suggests that installing tough shed not permitted by DSA rules. BB to check on this. GR looking into renting more storage space at Extra Storage. <i>[Update 4/14/15]</i> We will have a shed at Washington big enough to hold Flex goals. Still waiting to hear about shed for Franklin. <i>[5/12/15 Update]</i> Tough-Shed due to be installed at Washington this week (along first-base line). Gravel has been laid. GR will coordinate move-in day. <i>[Update 8/11/2015]</i> No update, but sheds are now complete and in use | BB | 2/10/15 | CLOSED |
| 4-01 | Peninsula Health District Proposal to develop land for a soccer / sports center. Needs community to lead this proposal. JM and DL volunteered to spearhead this from AYSO. Consider getting input from other local organizations (BSC, B'game Dragons; local Hotels etc). <i>[Update 10/13/15]</i> Given increase in cost of Murray resurfacing, this project may be beyond the scope of what Burlingame AYSO is able to contribute to. Will put this plan on hold for now. | GR | 5/12/15 | CLOSED |
| 6-01 | Field lining 8AM: Washington – Ray - Village. Could use as many as 20 volunteers for Washington. | BB | 8/11/15 | CLOSED |
| 8-01 | U12G games this Saturday 10/17 (4 games) and Burlingame Cup games on 11/7 will not be at Backfield (High Scholl has changed booking). Likely Cuernavaca and Bayside. BB to update U12 DC as soon as he knows which fields will be used. | BB | 10/13/15 | CLOSED |

| K- REGIONAL CVPA/ VOLUNTEERS & REGIONAL SAFETY | | | | |
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| No | ITEM | ACTION | DATE | STATUS |
| 1-01 | <i>[From 2014]</i> Badge policy for 2015? <i>Update:</i> Coaches should wear or produce badges, medical forms and game card prior to game start. Badges prove that adults in technical area are trained coaches. If no badge, show roster and valid ID. Refs to note status of materials for sportsmanship points on game cards, follow-up by RCA for anything missing. Referees provided phone numbers for RCA, safety director and RC. | GR | 11/10/2014 | CLOSED |
| 1-02 | CG volunteered as regional Safety director | CG | 3/10/15 | CLOSED |
| 6-01 | Many new coaches have been signed up. Still a handful need to complete e-signature for volunteer registration (brand new volunteers need to have driver's license and back ground checked). Contact JB for more details. Will start badge printing for U10 – U14 once teams are formed. <i>[9/8/2015 Update]</i> Over 300 coaches registered this year. All but 8 certified. Coach's badges are printed and ready to be distributed. | BB | 8/11/15 | CLOSED |
| 8-01 | JB requested clarification of Coaches Badges. MH: Refs need to ask to see coach badges. If coach does not have badge, allow game to continue but referee to note on game card. BB: IF the coach does not have the medical release forms a game cannot be played! BB: have DC send reminders to U10 and U12 coaches. | JB | 10/13/15 | CLOSED |

K- REGIONAL CVPA/ VOLUNTEERS & REGIONAL SAFETY

| No | ITEM | ACTION | DATE | STATUS |
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| | For Area games <i>all coaches MUST have badges with them</i> or else they cannot be in technical area. | | | |

L- REGIONAL REFEREE ADMINISTRATION

| No | ITEM | ACTION | DATE | STATUS |
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| 1-01 | <p>[From 2014] MH circulated a draft describing the RVP system. The aim is to use this to help recruit and keep youth referees while restricting adult participation in the RVP program to 2 years. Mike will email to Board for comment.</p> <p>[Update 4/14/15] Previously agreed that we would extend to U12 but limit max RVP points to 9 per team per season. Goal – all teams get 9 points from the program. MH discussed details of RVP program for 2015 season. Plan to extend to U12 to keep referees moving up from U10. Current U8 referees can extend for 2 more years to generate points for their affiliated U10 team. Likewise, U10 referees last year can extend for 2 more years to generate points for their affiliated U12 team. No limit on youth referees participation in RVP program. Need involvement from DCs to advertise the program. EA raised the point that some coaches may complain about not being able to benefit from having experienced referees affiliated with their team. BB – split U10 teams into A and B flights based on regular game points, but include RVP points for standings within A and B flight. GR – lets look at end of season to see if RVP program does have desired effect of recruiting new referees.</p> | GR/MH | 10/13/14 | CLOSED |
| 1-02 | [From 2014] Primary soccer partnership with the Earthquakes. Ticket sales from region tied to benefits. MH to look more into this. | MH | 4/7/14 | CLOSED |
| 1-03 | Darrin Atkinson part of Ref Admin team | MH | 2/10/15 | CLOSED |
| 1-04 | <p>Ideas for discussion at a future meeting:</p> <ul style="list-style-type: none"> • Consider RVP program for U12 games this year. Least coverage of games in 2014 for this division. • NB in Hillsborough teams can only proceed to the playoffs IF they provide a volunteer referee. Consider for U10 and U12? • How to handle lopsided games • Silent Sunday in 2015 – stricter for parents than coaches <p>DO this well in advance of coach-parent meetings so we can provide a clear message.</p> <p>[Update 2/10/15] RVP at U12 in 2015. Proposed for vote by GR. Seconded by RS. All approved.</p> <p>[Update 3/10/15] No update</p> <p>[Update 4/14/15] RQ attended area ref admin meeting</p> | MH | 2/10/15 | CLOSED |
| 1-05 | Training dates set for U8 and Basic training. MH to add these to the board google calendar. | MH | 2/10/15 | CLOSED |
| 3-01 | MH is updating ref admin web pages. Let MH know if there are other items that need updating. | MH | 4/14/15 | CLOSED |
| 4-01 | 31 New referee volunteers recruited at Registration. We will still need to recruit more at Parent / Coach meetings | MH | 5/12/15 | CLOSED |
| | <p>[Update 6/10/15] List of potential new recruits has been reviewed and contact is being made.</p> <p>[8/11/2015] Update</p> | | | |

L- REGIONAL REFEREE ADMINISTRATION

| No | ITEM | ACTION | DATE | STATUS |
|------|--|--------|----------|---------------|
| | <p>Two classes run – 30 new referees from Hillsborough but only one from Burlingame. We need to recruit new volunteers! Only one new volunteer from parent-coach meeting. Want to send email to parents. If there is no referee present, can only be a scrimmage and points cannot be gained towards league standing.</p> <p>One remaining Basic referee class 8/30; could convert scheduled U8 training into basic training. “Straggler” class in early September. RS and MH willing to do more training classes if there are volunteers. MH to work on draft to be sent out to parent population. Also have coaches reiterate this again once teams are formed (KK and MH to work on e-mail for coaches to send out). Next year at registration have big poster with number of vacant positions for coaches and referees (AE).</p> <p>[9/8/2015 Update] (from Darren Atkinson) Low in numbers this year. Trained 14 adult and 6 youths. One more course 9/20 – please plug this! Encourage potential referee volunteers to come to the meeting 9/10 to find out more. DCs and coaches – please find out why people are not volunteering so that ref team can try to address these issues. GR: propose getting rid of points for scoring goals 6=win; 3=draw; 1=loss; 0=scrimmage. Seconded by KK, all approve.</p> | | | |
| 7-01 | U8 Volunteer cup will go ahead. Two teams with most volunteer points will get to play a final cup game during the Burlingame cup. | GR | 9/8/15 | CLOSED |
| | <p>[Update 10/13/15] U8 Volunteer Cup for boys will go ahead. Only on U8 girls team qualified. They'll get trophies but no game will be played.</p> | | | |
| 8-01 | <p>MH – may not have covered all of games last weekend. NJS –Lesley and I picked up some last minute U10 games. MH has found two more ref volunteers. May run “table top” ref training with Meeks Vaughn. KM – met teen ref at Volunteer Dinner; Darren</p> | MH | 10/13/15 | CLOSED |

M- WEB COMMUNICATIONS (PROJECT MANAGEMENT & MSL[mysoccerleague.com])

| No | ITEM | ACTION | DATE | STATUS |
|------|---|---------|---------|---------------|
| 4-01 | <p>Two potential volunteers to maintain Region web sites (Bill Clifford & Gretchen Kindberg). GR, BB and MH to talk to them this week to get them up to speed with what the position entails.</p> <p>[Update 6/10/2015] GR and MH meeting with them this weekend</p> | GR | 5/12/15 | CLOSED |
| 6-01 | <p>Bill Clifford investigating new website options.</p> <p>[Update 10/13/15] Division matrix has been updated in two places.</p> | BC & GK | 8/11/15 | OPEN |

N- REGIONAL COACH ADMINISTRATION

| No | ITEM | ACTION | DATE | STATUS |
|------|---|------------|---------|---------------|
| 1-01 | <p>Kim, Will and Rob to jointly be responsible. Kim takes lead RCA role. Rob as ACA responsible for any activities concerning coach discipline. Will as ACA to lead instruction. Dates being decided for coach training sessions.</p> | KJ, WE, RW | 2/10/15 | CLOSED |
| 1-02 | <p>DZ proposes to split U10 division in two (either U9 and U10 or as two U10) to make DC life easier. Would complicate relationship with Area and Area tourney.</p> | | 2/10/15 | CLOSED |
| 3-01 | <p>UK soccer dates need to be confirmed. KJ and WE need to set dates</p> | WE, KJ | 4/14/15 | CLOSED |

| N- REGIONAL COACH ADMINISTRATION | | | | |
|---|---|---------------|-------------|---------------|
| No | ITEM | ACTION | DATE | STATUS |
| | for training classes. U10 field session and U12 field sessions need to be scheduled for fields. Ideally hold these before coaches meeting so they can be certified. [Update 6/10/2015] GR and KJ to meet this week with UK soccer to discuss U10 coaching | | | |
| 3-02 | Post matrix of required coaching trainings on the Region web page | WE, KJ | 4/14/15 | CLOSED |
| 6-01 | WE proposed additional training sessions for some divisions | WE | 8/11/15 | CLOSED |
| 7-01 | Kim has stepped down as coach training. KK has volunteered to take on this role and will organize training | GR | 9/8/15 | CLOSED |
| 8-01 | KK one issue of spectator and coach behavior. KK addressed this and situation has improved. KK reminder that if this situation arises, let him know so that we can track this for future volunteer assignments. | KK | 10/13/15 | CLOSED |
| 8-02 | Turkey Tournament four teams so far. U14G (Will), U12G (Will), U12G (Jeremy), U12B (Duff). Checks written for three of them. | ?? | 10/13/2015 | CLOSED |

| O- DIVISION COORDINATORS | | | | |
|---------------------------------|--|---------------|-------------|---------------|
| No | ITEM | ACTION | DATE | STATUS |
| 1-01 | Need to confirm DCs for each division. Openings for U10 through U7. Send out a mass e-mailing now with Google form to solicit volunteers. GR wants a more coordinated effort this year to make sure that all coaches have appropriate level of training that does not depend on DC input. Some kind of self-service website to track this? Can we also coordinate emailing across divisions to save time and provide more uniform information to coaches? [Update 4/14/15] No Update [Update 5/12/15] No Update [8/11/2015] Update U19: 2 U16 and one U19. Almost enough for two additional teams but not enough coaches U14: OK U12: OK U10: all coaches confirmed, chasing up a few stragglers to complete volunteer registration. NB Some U10 Boys will have an extra player; they will have to drop one player if they make it to the playoffs. U8 & U7: still rounding up final coaches (no coach, no play policy) Kevin to e-mail coaches who are not given teams. Game card stock is ordered and will be included in training manuals. Open: Send out ratings sheet earlier this year? GR – yes, after rosters sent out. [Update 9/8/15] U19: season going well; One bad game (U19) vs San Mateo where Burlingame player was injured due to aggressive play. U14 – Chasing down 1 final certification. U10 – no update U8 – 3 coach certifications being finalized. [Update 10/13/15] No updates from DCs. | KK, GR | 2/10/15 | CLOSED |

| | | | | |
|------|--|----|---------|---------------|
| 5-01 | Recruiting needed for U7, U10, U12 and U14 DCs. RQ – work on this GR at Parent –Coaches meeting. Ask Chester to suggest U12 coaches that might be able to fill the U12 DC role. GR to send out e-mails to entire e-mail list. RQ – focus on current U12 and U14 coaches. | GR | 5/12/15 | CLOSED |
|------|--|----|---------|---------------|

P- EXTRA PROGRAM & WINTER SELECT

| No | ITEM | ACTION | DATE | STATUS |
|------|---|--------|---------|---------------|
| 1-01 | Season is in progress; three games remaining. BB has seasons costs have been totaled up and ready to send to the teams. DZ ready to outline process for next year. Biggest problem was lack of field space for practices and conflicts with club teams and other sports. Proposal to identify select team during player evaluations. Also propose that winner of Burlingame Cup is the de facto Winter Select coach. [Update 3/10/15] Season is now finished. U9G and U10G both received sportsmanship award. TW commented that U14B game vs. Hillsborough got out of hand. Two yellow cards given to HB players only after insistence from AR (Referee did not manage game well). | DZ | 2/10/15 | CLOSED |
| 1-02 | Costs for 2015 season. Fields will cost ~\$36.50 per player. BUT Burlingame has changed the way they evaluate field costs and may want to re-charge us the \$16 per player for the winter league. GR propose that Region pay the difference if Burlingame requests more; DL seconds; all approved. | BB | 2/10/15 | CLOSED |
| 1-03 | Proposal by Area to start Fall Extra program. Due to stress on referees, coaches. Fields and administration, Region 63 not in favor of participating. | GR | 2/10/15 | CLOSED |
| 4-01 | Extra Program is back (U10, U12, U14) but called Bay Area Fall Soccer League (BAFSL). Will be more like a travel team. Games could be Saturday or Sunday; 10 games per season. One team per gender per division. Players do not need to be part of regular Saturday teams (we can choose to be concurrent). MH – extra games will put a strain on referee resources (not to mention finding fields). GR to send email to coaches who have signed up for U10-U14 giving them a heads up (the coach will be responsible for much of the set up). [Update 6/10/2015] GR – RCs at NAGM interested in starting a league like spring PCSSL but in the fall. However, Area admin is not supportive since it will compete with BAFSL. | GR | 5/12/15 | CLOSED |
| 6-01 | Still need a coordinator for Winter season. [Update 9/8/15] Gary has a lead on a potential organizer [Update 10/13/15] Jay Kaufmann has agreed to be winter select coordinator. Games likely Saturday (Osberg and Franklin). Practices TBD. DCs and Jay working on identifying coaches. JB will need pictures to make coach passes. MH: We will need to commit to area to be able to provide referees for 4 games per week. Will ask for sign ups for this at next Referee meeting. | GR | 8/11/15 | CLOSED |

Q- GENERAL ITEMS

| No | ITEM | ACTION | DATE | STATUS |
|------|--|--------|----------|---------------|
| 1-01 | [From 2014] Team balancing in 2015. More input from DCs, other board members who know players well via small meetings to review teams. Look at player ratings for last 2 to 3 years to identify mis- | GR | 11/10/14 | CLOSED |

| Q- GENERAL ITEMS | | | | |
|------------------|---|--------|---------|---------------|
| No | ITEM | ACTION | DATE | STATUS |
| | ratings. | | | |
| 1-02 | Wherever possible, add details of activities this year into gDoc for reference in future years. It would be nice to have it all in one (electronic) place. | GR | 2/10/15 | CLOSED |
| 1-03 | Board recruitment. Perks of job: pre selection of uniform color! Preference for practice times. All current board will have to sign up again after 3/1/2015. [Update 3/10/15] Need to make sure that we do follow up with everyone on list that expresses interest in volunteering. Try to contact soon after registration meetings. Important to have a Volunteer Coordinator to oversee this. RS already has list of open positions. BB would like this as a google-doc link in registration email. E.g. BB would like to start delegating some of his computer tasks. Should we have a google form to feed data into a master list? JM to take a lead in this (gFrom/gDoc or Excel?). Print out list from last year so that people can be checked off when they show up this year. [Update 4/14/15] GR has name in mind for web master: Bill Clifford [Update 10/13/15] GR has agreed to be RC for one more year (2016). After that he will step down and be assistant RC. He has documented process so should be easy in 2017... Let GR know if you are not planning on returning next year. | GR | 2/10/15 | CLOSED |
| 1-04 | Need truck to move storage lockers. Date TBD. [Update 3/10/15] No update | GR | 2/10/15 | CLOSED |
| 2-01 | Agenda next time – discuss division matrix and any changes we want for next time. GR to follow up on no-heading at U10 with Area / National. | MH | 3/10/15 | CLOSED |
| 3-01 | Division Matrix change Item 1: <i>Number of players.</i> Should be correct and consistent with Area. <i>Heading the ball.</i> Our matrix will be updated to match National. But heading will not be coached or encouraged at U10 level. Heading will not be considered dangerous play in U10 games. | GR | 4/14/15 | CLOSED |
| 3-02 | Division Matrix change Item 2: <i>Lopsided rules.</i> General discussion of pros and cons of lopsided rule. Board to consider modifications or alternatives to current policy. [5/12/15 Update] Considerations: would need to communicate to Coaches and Referees at multiple times during the season. Compile a list of tips for Coaches to manage games that get lopsided. Penalize un-sporting behavior? Subjective policy would strain on referee to decide. Executive board could to decide if lopsided games warrant disciplinary action for the team (loss of game points? Use Area 2 guidelines with some tweaks. Consider what to do about multiple violators. Discussion end: need a clear plan in place before Board votes. [8/11/15 Update] Maintain status quo given we don't have a well-articulated alternative plan. | GR | 4/14/15 | CLOSED |
| 4-01 | Playtime Adventure this fall. Sponsored by AYSO. Intended for U4 crowd with lots of parent involvement. Run by UK soccer. May run year round independent of Fall AYSO season. See this as a feeder mechanism for regular AYSO programs. UK soccer needs to request fields etc. We would send details to our e-mail list. | GR | 5/12/15 | CLOSED |

| Q- GENERAL ITEMS | | | | |
|-------------------------|---|---------------|-------------|---------------|
| No | ITEM | ACTION | DATE | STATUS |
| 4-02 | RAP update – all paperwork due 6/30/15, but Area will want to see them sooner. Let GR know if you need help. | GR | 5/12/15 | CLOSED |
| 4-03 | SJ Earthquakes Cali-Classic game vs. LA Galaxy. They want to know if we want to sell tickets for this as a fund raiser. | GR | 5/12/15 | CLOSED |
| 4-04 | Appreciation idea: Next year, buy season tickets to Burlingame Dragons to give to Coach, Referee and Volunteer of the year | GR | 5/12/15 | OPEN |
| 6-01 | GR suggested dropping ability of teams to earn up to 3 points per game for scoring 3 goals. (6 points only (sted up to 9) for a win; 3 points for a tie). Suggestion to use sportsmanship points and then goals scored as tie-breakers, which would be more likely. | GR | 8/11/15 | CLOSED |
| 6-02 | 40 th anniversary coins. Mike distributed to board members. Referees will have these and will be giving them out to players exhibiting good sportsmanship during games | MH | 8/11/15 | CLOSED |

MEETING END