



New York State West Youth Soccer Association
Board of Directors Meeting
January 12, 2003

The Board of Directors of the New York State West Youth Soccer Association (NYSWYSA) held their January meeting in Corning, New York on Sunday, January 12, 2003. President Buiniskis called the meeting to order at 10:00 a.m.

1. Roll Call:

Present: Anthony Buiniskis, President
Gary Acker, 1st Vice President
Bob Sokolinsky, 2nd Vice President
John Pecchia, Treasurer
Suzanne Messina, Secretary
Tim Mellander, Registrar
Teresa Doermer, Risk Management Coordinator
Larry Evarts, Recreation /TOP Soccer Director

District Commissioners:

Sandy Ostebo, Twin Tiers
Roger Jank, Buffalo
Roger Best, Rochester
Kevin Perrigo, Syracuse

Office Staff:

Sandy Ostebo, Interim Executive Director
Dan Watson, Operations Manager

Absent:

Millie Blaakman, ODP Administrator
Glen Buckley, State Director of Coaching
Matt Dimas, Southern Tier District Commissioner
Shane Cook, Binghamton District Commissioner

2. Meeting Minutes:

Bob Sokolinsky made a motion to approve the November 17, 2002 NYSWYSA BOD Meeting Minutes. Gary Acker seconded the motion. Item 13, Item a, a proposal to be made by Ed Harwood, of Ithaca, was withdrawn from the floor. John requested to have the November meeting minutes read that the 31 cents per mile mileage reimbursement rate mentioned at the November meeting changed to 36 cents per mile as of January 1, 2003. Club names should be written in full, such as the RDYSL to Rochester District Youth Soccer League, Wayne Finger Lakes to the Wayne Finger Lakes Youth Soccer League, etc. Any time State Cup is mentioned, it should be referenced as Snicker's State Cup. The minutes should also reflect that Club Representatives, rather than Club Presidents, should check in at registration, as not all Clubs will be represented by their Club President. The minutes were unanimously approved as amended.

3. Financial Report:

- a. John indicated that a financial report is not available. Donna Mizerak, the NYSWYSA Bookkeeper, is still out on medical leave. When she returns, up-to-date data will be provided. All bills are being paid on time and deposits are being made as they are sent in, so the finances are running smoothly at this point.

4. President's Remarks:

- a. The ADIDAS US Youth Soccer Workshop will be held February 6 – 9, 2003. Everyone who is attending has received their airline tickets, hotel reservation and current tentative schedule of sessions. The sessions that people are planning to attend should be submitted today so that a



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- master list can be compiled to prevent duplication. Tony asked that a written report be submitted from each workshop that individuals attend.
- b. Tony pointed out that Chris Apple has been nominated as the Region 1 Coach of the Year and hopes to see everyone at that event. Photographs will be taken to be posted on the NYSW Web Site.
 - c. Tony is thinking about having everyone get together on Saturday night to go out as a group and process the information from the Convention.
 - d. NYSWYSA is obligated to have an outside financial audit of the organization this year. It is imperative that registration moneys be collected in a timely manner to facilitate a smooth audit. This is the only item that can prevent the organization from receiving an unqualified audit.
 - e. Tim requests that registrations be sent to him as soon as they are submitted. It is important that the date be on file for insurance reasons as well.
 - f. John indicated that a variation in registration numbers should also be checked. If a Club registered 1,000 players last year and only has 200 this year, the mismatch in numbers would be cause to look more closely at that information. The registration data collected must match the money collected and vice versa.
 - g. The audit will probably take place in October, as our year end is in August, and will last three to four weeks. Our goal would be to have all of the information laid out very clearly so that the audit can be finalized for presentation at the AGM. John plans to spend a great deal of time in the State Office over the summer to be sure all of the paperwork is laid out clearly and concisely to facilitate a smooth audit.
 - h. Tony indicated that an article has been posted on the web site telling how pleased the NYSWYSA is to have come to an agreement with Glen Buckley to remain with the organization for the next five years as the NYSWYSA Director of Coaching. Tony recognized Glen's positive contributions to the organization and expressed his appreciation for Glen's efforts to reach out to our membership and bring them on board in our efforts to move youth soccer forward in the NYSWYSA.
 - i. Tony expressed congratulations to John Pecchia, who has earned his Doctorate of Humane Letters.
 - j. Curt Hamlin, the SRA, sent us information about the Blue Badge Referee. This is a special category of referee that only handles recreational games. This will help prevent having untrained individuals working as referees for recreational programs. One of the goals is to establish a standard fee for referees across the board. Meeting requirements will be waived, the uniform policy will be less restrictive, and a trainer within the club, who has undergone the eight-hour training course to be able to provide this service, will provide training. The Referee Association will train the Club Trainer for \$20. That individual can then train the rest of the referees in the Club, which means there would be no training fee for the recreation referee within the Club. This is a Federation mandate. They have just finished a Bridge Course that would allow a referee to continue on to a full badge after the four-hour course. Another positive aspect is that the Club registers these referees once they have been trained and they are entered into a database of referees. If there is a need for referees at this level in another area, these individuals can then be called upon to go work those games. It also benefits the game to have the recreational referees trained. The Referees Association is looking for some potential pilot clubs to deal with. Greece and Chili are being considered to pilot this program, as well as Western Onondaga and Lansing. Tony suggests that the NYSWYSA look at the number of individuals who take this course initially and consider underwriting that cost to be supportive of the recreational programs. The Referee Association is looking for Clubs in each of the Districts to pilot the program. Tony requested that the District Commissioners look into finding clubs that are interested in piloting this program. Bill Fahey, the SYRA, will be the contact for setting up the program. When an e-mail is sent to contact Bill, Tony requests that he receive a copy so that he is made aware of the progress.
 - k. Discussion took place regarding determining what the distinction between recreational and travel needs will be.

5. 1st Vice President, Gary Acker — Snicker's State Cup:



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- a. Gary distributed Version 2 of the Snicker's State Cup Policies that were rewritten. The policy is not final. Gary is seeking constructive criticisms and would like responses via e-mail as soon as possible. Gary would like to have this completed by the end of the week so that the Snicker's State Cup Rules can be posted on the web site. Gary has tried to structure them similar to the National Cup Rules so that they will be easier to read and understand.
- b. The District Commissioners will not be gathering rosters and other Snicker's State Cup paperwork. Everything will be mailed to the State Office and forwarded on to Gary.
- c. Gary will handle all of the playoffs and other items related to Snicker's State Cup. Gary may ask for assistance in coverage of playoff games for geographical reasons.
- d. The roster deadline is actually a "Preliminary Roster" deadline. The freeze date for Snicker's State Cup Rosters will be the 20th of April for all age groups other than the U-19s. The U-19s will have a roster freeze date of May 20th.
- e. A League Roster will suffice for the Preliminary Roster. The Blue Roster Form for Snicker's State Cup will only be required for the Final Four Weekend.
- f. If there is a playoff before the 20th of April, the rosters of the teams who participate in the playoff games will be frozen as soon as the first playoff game is played.
- g. At no time during a seasonal year can the roster of a team that participates in Snicker's State Cup exceed 18 players.
- h. Snicker's State Cup qualifying leagues include the Upstate NY Premier League, the Region I Director's League and some District Leagues. The National Director's League, which allows expanded rosters, is being reviewed to determine whether that league may be used as a qualifying league if a team has not exceeded the 18 player roster. Tony will seek clarification on this issue at a meeting next week and advise the group.
- i. Gary is requesting that the State Office provide him with a list of approved leagues that qualify for the Snicker's State Cup so that errors are not discovered at the last minute.

6. 2nd Vice President, Bob Sokolinsky, Adjudication:

- a. Karl Krech, former NYSW 2nd Vice President, is forwarding the adjudication materials that he has to Bob. There are no adjudication matters pending at this time.
- b. Bob is planning to develop an educational program for Clubs and Leagues to be sure that everyone is following the same procedures for conducting a hearing and/or an appeal. The purpose is to minimize any chance of overturning appeals because the proper procedures have not been followed.
- c. Bob requested any information that comes to the Office from the National Office be forwarded to Bob.

7. 2nd Vice President, Bob Sokolinsky, Audit Committee:

- a. Bob has compiled a list of 48 CPA firms from the Corning area. Three or four will be chosen by April to receive proposals for conducting the NYSWYSA Audit.
- b. Bob will meet with John to develop the proposals.
- c. John requested that he be present at all interviews of the CPA firms.

8. State Director of Coaching, Glen Buckley:

- a. License courses are listed on the web site as soon as they come in.
- b. Glen is encouraging Syracuse to hold more license courses, as the Syracuse area has held fewer licensing courses than the other Districts over the past three years.
- c. Tom Bonus will instruct an "E" License Course on March 7 – 9, 2003 at Lemoyne College.
- d. Glen will attend the Central New York League Meeting to begin to encourage the area to sponsor more licensing courses.
- e. Glen will conduct an "E" License Course in Elmira at the end of January 2003.
- f. Bob will set up an "E" License Course at the end of February 2003 and a "D" License Course in March 2003.



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- g. Glen will conduct a Coaches' Workshop in Syracuse at the Central New York Family Sports Center on February 19, 2003. Pete Raymond has donated the building for the night. Glen will be conducting a clinic and Larry Calaway, the new head coach of the Syracuse Professional Team, will also conduct a session. Glen is working on securing other presenters at this time.
- h. Sahlen's may conduct a workshop on March 29, 2003.
- i. The Adelpia Dome may also conduct a Coaches' Workshop.
- j. Glen would also like to hold a Coaches' Workshop in Binghamton. Bob will work with Glen on setting that up.
- k. The Recreational Symposium is also in the process of being set up in Rochester. Glen has set aside April 13 and May 17, 2003. A Youth Module will be incorporated into this symposium. Glen has reserved the two dates with Total Sports Experience. Larry will pick a date and get back to Glen with the information.
- l. Glen has given the November 2003 AGM dates to Total Sports Experience. A decision must be made regarding whether or not to hold Friday night sessions.
- m. The AGM Goal Keeping Session was very successful, as well as the licensing course. The Friday night turnout was excellent, but the Saturday turnout was low. Moving the date to a week later, marketing the event in advance and changing the name of the event to something clearer will enhance attendance. The Center of Excellence Clinic had excellent attendance and went very well.
- n. Glen also mentioned that he would like Larry's assistance in getting the Chevrolet and Snicker's Blow-ups so that the kids will have more activities.
- o. The support from ADIDAS was less than adequate. ADIDAS does not respond to our correspondence and canceled attending the event at the last minute. ADIDAS sent pens to be given out that arrived after the AGM Weekend.
- p. Tony will be addressing this matter at a meeting he is attending next week in Kansas City.
- q. The Academy will run from September through November 2003 at Total Sports Experience for ODP Players only. The 1989 and 1990 age groups have been invited. There will be five outdoor sessions and five indoor sessions.
- r. Project Recreation will be Glen's focus for the next couple of years. Glen would like the "Small-sided Game Policy" to be presented to the Recreational groups and then mandate that policy for Recreation.
- s. The USYSA has adopted the Small-sided Game Policy effective September 2003.
- t. Glen plans to begin this project by having a mandatory meeting of all of the Recreational Clubs to discuss the small-sided game issue.
- u. Larry offered to work with Glen on Project Recreation.
- v. John suggested District Commissioners for the recreational area.

9. TOP Soccer, Larry Evarts:

- a. Larry distributed a TOP Soccer Report, which is available at the State Office.
- b. Larry distributed the new law book with the logo on it, and the medallion that was given out in the Buffalo District on the 14th so that everyone can see it.
- c. Glen and Larry are working to get the Recreational Symposium organized for this year.
- d. Larry will follow up with Chevy and Tide to see if it's possible to obtain their blow-ups for the AGM. Both the Chevy and Tide Cups are in the planning stages and going well.
- e. The Tide America Cup will be held in Irondequoit in the Rochester District.
- f. Larry is working to distribute the Coach Primers and the Referee Law Books.
- g. Tim has not entered the information regarding the Chevy Cup and the Tide Cup on the web page because he was not sure whether the Permission to Host had been approved.

10. Risk Management, Teresa Doermer

- a. Sandy has been getting the paperwork in order.
- b. A little over 300 background checks have been conducted to date.



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- c. Teresa is in contact with Volunteer Select at least once a week with questions and/or concerns to iron out the process.
- d. Sandy has been able to pursue the legal issues that were concerns of the organization in terms of how to handle a situation where problems do show up in the background check.
- e. **The Process for Conducting a Risk Management Background Search** and the **Risk Management Privacy Statement** documents were distributed for review. Sandy made a motion to approve the Process for Conducting a Risk Management Background Search Document
- f. Teresa seconded the motion.
- g. Sandy reiterated the process to be sure everyone has a clear understanding of the documents and the process.
- h. John requested that the document read “randomly” selects where the description of who is selected for a background search appears in the document.
- i. A Risk Management Assistant Position is referred to in the process because it is necessary to identify one person who will handle the forms for reasons of confidentiality. This is the only person who sees the forms come in, enters the data, submits the information for the search and then sends Teresa the list of individuals that have had background searches. The Risk Management Assistant then prints the Member Passes. To date, 2,752 Employee/Volunteer Disclosure Forms have been processed.
- j. The information is returned to Teresa after the background checks have been completed.
- k. A Member Pass takes two weeks to process. Some Club Presidents hold on to the Employee/Volunteer Disclosure Forms for a couple of months and then submit them, which has led many to believe that the process takes much longer than it actually does.
- l. This process allows for maximum confidentiality.
- m. The Process for Conducting a Risk Management Background Search document and the Risk Management Privacy Statement will be posted on the web site.
- n. There are two different processes for a criminal sex offender status and a DUI.
- o. Sandy listed the forms that are involved. All of these forms are listed on the web site.
- p. Teresa makes the decision based on a background search and follow-up on the search. If there is a driver’s violation, the decision is passed back to the club or league.
- q. The Club must submit a form stating that they have chosen to retain someone who has been flagged in a background check.
- r. The password access to the program is a “power on” password for security reasons.
- s. If the individual’s Social Security Number does not appear on the Employee/Volunteer Disclosure Form, it will not be processed.
- t. Once the coaches have been sorted by District, Tim will receive a list of names to go into his database.
- u. The motion to approve the new **Process for Conducting a Risk Management Background Search** document with the amendments stating that the search selections are “random” and that the password is a “power on” feature was unanimously approved.
- v. Sandy will have the document posted to the web site and will incorporate it into mailings that go out from the State.
- w. Sue made a motion to approve the Risk Management Privacy Statement.
- x. Larry seconded the motion.
- y. The motion to approve the Risk Management Privacy Statement was approved unanimously.
- z. Several State Associations have contacted Tony to learn more about the NYSWYSA Risk Management Policy. Only two State Associations currently have a policy in place — Virginia and the NYSWYSA.

11. Registration, Tim Mellander

- a. Tim distributed the Registrar’s Report, which is on file at the State Office.
- b. The numbers are not available regarding payments due to Donna’s absence.

12. Web Page Information, Tim Mellander



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- a. Tim mailed his report to the BOD for review. A copy is on file at the State Office.
- b. A problem existed at a very high level between the “backbones”, which is how the networks all talk to each other. AOL and Time Warner were in a slow down mode, which caused our server to operate very sluggishly. The problem was solved and the speed came back to normal as of January 1, 2003.
- c. Tim is researching advertised rate cards for advertising on web pages based on banners or buttons or whatever you choose to use. Tim will further investigate what is being charged and then work to develop rates for the NYSWYSA.
- d. The NYSWYSA does have a master service agreement with Roster Pro Spec, which is very complex. Tim, Sandy and Tony have copies to review. The proposal uses all EPYSA information that has to be correlated to NYSWYSA information, which takes time. They should be able to gather more information while they are in Indianapolis and report back to the BOD.

13. State Office, Dan Watson

- a. Dan discussed the Risk Management Proposal that was discussed earlier in the meeting.
- b. Donna will probably be out for at least two more weeks.
- c. Terri Raeder was out all last week with a snow shoveling injury.
- d. Chris Galli is at the State Office today upgrading the network. The NYSWYSA got a new program where a document can be scanned into a computer and then edited in PDF, Word, or Excel.
- e. The “C” License Course registration is growing.
- f. Met with Pitney Bowes on Friday to discuss the purchase of new equipment that will enable the NYSWYSA to handle bulk mailings from the State Office.
- g. There are 31 outdoor tournaments listed on the web site plus indoor tournaments and other tournaments that are not finished. The Irondequoit Tide Cup is also in the planning stage.

14. State Office, Sandy Ostebo

- a. The Chevrolet Contract states that we must produce four publications per year with a full-page color ad. They claim we are violating the contract. We are pursuing different options to meet Chevrolet’s needs. Sandy is pursuing other options with a target date at the end of the month. Sandy indicated that it does not make sense to spend \$8,000 for a printed publication when the return on that is \$7500 from Chevrolet. Other options might be to actually lease a van on our own with the Chevrolet endorsement. Dan is spearheading that investigation. Sandy will be talking with the Chevrolet personnel in Indianapolis to see if there is some way to work things out.
- b. Sandy has an ongoing dialogue with Scott Williams, who is a representative of a product called Box Soccer, for promotional ideas and sponsorship ideas. The product looks promising. This is something we may want to pursue. The plan is to do something with a small-sided league or tournament in different locations throughout the state culminating in a festival somewhere. This can be used as a revenue source. Sandy thought that this could be used as a revenue source to offset the costs of ODP. Another thought would be to have an inner city tournament. If we enter into a partnership with them, we can then develop a prototype of an inner-city program that we can then take on the road to other cities. Box Soccer is seeking assistance with coaching sessions and equipment — particularly footwear. They would provide all of the equipment for the kids, but that does not cover footwear.
- c. Larry suggested that ADIDAS be contacted directly to see if they will lend assistance. Tony suggested organizations such as Play It Again Sports. Tony also suggested that some of the money from the Regionals could be put toward helping this organization. Placing a barrel in the Sports Centers to collect used soccer shoes for reuse could also be done. To help right now, we may want to invest a few dollars to buy footwear, as time is short.
- d. The organization will eventually try to have some of the players move from recreational to travel players. The best way to give money to this project is to appropriate a certain amount of money



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for the inner city. Sandy made a motion to allocate \$2,000 from the Regional receipts to help the organization can be started. The motion was unanimously approved.

- e. Sandy has been in communication with Don Mulligan of Roster Pro centered around a contractual agreement for the moneys that it will cost us. Sandy is trying to get Dan to provide dollar figures regarding costs and the State of Works document that specifies things that must be done. Sandy hopes to make significant progress on this within the next few weeks.

15. Old Business:

AGM Soccer Fest Wrap Up:

- a. Tony ordered the tapes from Peter Miller that apparently were stolen. They arrived at the Office and were forwarded.
- b. Attendance on Saturday was very poor. This will be addressed by better advertising earlier and changing the dates.
- c. Sandy indicated that the school across the road from the State Office donated time to complete data entry for NYSWYSA from the New York State Public High School Athletic Association book of all Varsity High School boys and girls soccer coaches, as well as the Middle School coaches. This information is from Sections 3, 4 and 5. They are now entered into an Access database.
- d. Bob wants to make sure that the paperwork about the AGM Dinner goes out on the web site much sooner this year regarding nominations for the awards.
- e. Sandy will be distributing a time line/schedule shortly for getting various materials in so that everyone is aware for planning purposes.
- f. Glen would like people to be thinking of a speaker now for this year's AGM. Glen feels strongly that Abby Wambach should never be asked again. She never answered any correspondence and her agents were asking \$6,000 - \$7,000 for her to appear in her own State Association.
- g. Tony will be attending the NSCAA Convention next week because the Recreational Committee and Massachusetts Youth have produced a video on sideline attitudes and behaviors.
- h. Dan asked that the group recognize the efforts of the Awards Committee for their hard work and success in selecting candidates who have continued onward to the Regional and National Levels.
- i. A wrap up on the financial aspects of the AGM was not available due to Donna's absence. However, those figures will be available when she returns.

16. Old Business:

Other:

- a. The Player/Volunteer Medical Liability Policy and Procedure says that if the clubs do not have the player registration and insurance money and the player computer data in by the deadlines that were established for the seasons, the players are not insured.
- b. Sandy is drafting a letter to go out to the Clubs to that effect to bring the player data into agreement with the revenue received.
- c. Directors' and Officers' Liability Bonding is discussed in Sandy's report. All of the insurance is in order.
- d. The Office Insurance has been increased due to the purchase of more expensive equipment and office furniture.
- e. Sandy is concerned that the individual Clubs still do not realize that they are insured once they are registered.
- f. The only leagues that Sandy has that are approved are those listed as Associate Members or who are actual Member Clubs.
- g. Our insurance policy says that you are insured if you play in programs that are sanctioned, sponsored or approved by NYSWYSA. Sandy would like to inform the Clubs that they are not insured if they are not playing in a league that is an Associate Member of NYSWYSA.
- h. Tim recommended that Gary add a section into the Snicker's State Cup Rules that states a team must play in a NYSWYSA sanctioned league in order to qualify for Snicker's State Cup.



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- i. Sandy stopped by the Holiday Inn Airport in Rochester and sent a message to Bob to advise him that this location is very adequate for the NYSWYSA to hold the Awards' Dinner and AGM. This was the hotel that was originally being scheduled, but they already were booked for the weekend of the AGM. The Holiday Inn Airport is now reserved for the Awards' Dinner and AGM for 2003.
- j. Glen will confirm Total Sports Experience for that weekend as well.
- k. As soon as the information is confirmed, it should be posted to the web site.

17. Appointments:

- a. Millie Blaakman is appointed to continue as the ODP Administrator for a two-year term.
- b. Larry Evarts is appointed to continue as the Director of Recreation and TOP Soccer for a two-year term.
- c. Roger Jank is appointed as the Director of Indoor Soccer for a 1-year term to develop an Indoor Soccer Policy to be applied across the State Association.
- d. Sandy Ostebo is appointed to remain as the Board Member to the Executive Committee.
- e. Teresa Doermer, M. Shane Cook and Sue Messina are appointed to the Budget Committee.
- f. Matt Dimas is appointed to chair the Audit Committee.
- g. Bob Sokolinsky is appointed to chair the Adjudication Committee.
- h. Roger Best and Gary Acker are appointed to the Nominating Committee.
- i. Kevin Perrigo is appointed to serve with Glen Buckley on the Games and Tournament Committee.
- j. Sandy Ostebo made a motion to accept the aforementioned appointments.
- k. Roger Jank seconded the motion to accept the appointments.
- l. The appointments were approved unanimously.

18. Good of the Game:

- a. Roger Jank recommended that the Alexander Soccer Club be accepted into NSWYSA. The required paperwork has been submitted to both Roger and Sandy.
- b. Kevin Perrigo recommended that the North Shore Youth Soccer be accepted into NYSWYSA. Sandy has all of the required paperwork.
- c. Roger Best recommended that the Avon Attack Soccer Club be accepted into NYSWYSA. Sandy has all of the required paperwork.
- d. John Pecchia made a motion that all of the aforementioned Clubs be accepted into NYSWYSA.
- e. Bob Sokolinsky seconded the motion.
- f. The motion was unanimously approved.
- g. The e-newsletter will be distributed approximately every two weeks.
- h. A Pitney Bowes representative came to the State Office to present different types of office equipment. Equipment that can address, print labels, bar codes, tab, etc. is being examined. This equipment would enable the office to move forward and operate more efficiently. The lease option was most expensive, but Sandy felt the reconditioned equipment was reasonable. A reconditioned address write printer, the folder/insertor and a tab comes to approximately \$22,000. The equipment would eventually pay for itself in terms of service and public relations. The choices are to operate as a business or to operate as a State Association run by a group of volunteers. The consensus of the Board is that Sandy and Dan should continue to pursue pricing this type of equipment for consideration of purchase within the next couple of years.

19. Adjournment:

The motion to adjourn was made by Bob Sokolinsky, seconded by Tim Mellander at 1:58 p.m. and unanimously approved.

Respectfully submitted,
Suzanne Messina
Secretary