



New York State West Youth Soccer Association
Board of Directors Meeting
May 18, 2003

The Board of Directors of the New York State West Youth Soccer Association (NYSWYSA) held their May meeting in Corning, New York, on Sunday, May 18, 2003. Tony Buiniskis, President, called the meeting to order at 10:06 A.M.

1. Roll Call:

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

District Commissioners:
Sandy Ostebo, Twin Tiers
Roger Jank, Buffalo
Roger Best, Rochester
Shane Cook, Binghamton

Office Staff:
Sandy Ostebo, Interim Executive Director
Dan Watson, Operations Manager

Absent: John Pecchia, Treasurer
Millie Blaakman, ODP Administrator
Glen Buckley, State Director of Coaching
Kevin Perrigo, Syracuse District Commissioner
Matt Dimas, Southern Tier District Commissioner

2. Meeting Minutes:

Bob Sokolinsky made a motion to accept the March 23, 2003 Meeting Minutes. Roger Jank seconded the motion. The motion to accept the minutes was unanimously approved.

3. Financial Report:

- a. The Financial Report was sent out via e-mail.
- b. The Financial Report indicates that the organization is within budget and operating in the black.
- c. Discussion took place regarding budget amendment procedures/policy for clarification purposes.
- d. Sandy will develop a policy statement to provide a budget amendment procedure that requires the approval of at least two individuals to exceed the budget in any area.
- e. This procedure will allow the process to occur electronically.

4. President's Remarks:

- a. Tony's Report was distributed prior to the meeting for review and is available from the State Office.
- b. Tony attended the Recreational Meeting in Buffalo with Larry Evarts, which is covered in Larry Evarts' Report.
- c. Discussion took place regarding term limitations for Board of Directors' positions. Term limits are common in many organizations. The discussion was tabled until a later time.
- d. Tony clarified sections of the report that outlined duties shifting from some positions on the Board to completion by the Office Staff.



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- e. A motion was made by Gary Acker to change the Risk Management Director Board Position to a paid position within the organization due to the amount of work involved with this program. The motion was seconded by Larry Evarts. The motion passed unanimously.
- f. Tony distributed copies of the US Youth Soccer Bylaw Proposals for the AGM to those who requested them. Significant changes include voting strength, changing board positions, and eliminating board positions on the Federation. The vote on these changes will take place at the US Youth Soccer meeting in August 2003.

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

- a. State Cup Play Downs are running smoothly with the exception of last weekend when games had to be canceled due to very heavy rainstorms. All of the games have been rescheduled and most of them are being played today.
- b. The Final Four Schedule should be sent out on Tuesday, May 20, 2003.
- c. The company that had agreed to provide NYSWYSA with free trainers for Snicker's State Cup has decided that they are unable to do so at this time. Gary arranged to have paid trainers available for Snicker's State Cup.
- d. Gary would like Board Members to arrive on Friday night, May 30, 2003 for open registration at the West Seneca Complex from 6-8 PM. Teams who are able to have at least 80% of their players present will be able to register at that time.
- e. The Board of Directors is scheduled to have dinner on Saturday night at a local restaurant.
- f. Each team will play two games on Saturday and one game on Sunday.
- g. Gary tried to arrange to have the two strongest teams play their games on Sunday.
- h. The Board of Directors will be housed at the Hampton Inn, which is close to the Soccer Complex.
- i. The referees are in place and have received their schedules.
- j. Larry will take pictures at Snicker's State Cup and send them to Tim for immediate posting to the NYSWYSA Web Site.

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

- a. Bob distributed a copy of his report in advance of the meeting for review, which is available from the State Office.
- b. There are no incidents to report at this time.
- c. The procedure to place a player in bad standing does not appear to be written anywhere, so Bob will work on developing the policy to be put before the Board for approval.

7. State Director of Coaching, Glen Buckley:

- a. Glen sent out a report in advance of the meeting, which is currently being revised and will be available from the State Office.
- b. Glen stated that the Coaches' Association has picked up approximately 40 new members.
- c. Glen is also working on the details of the November 2003 Workshop and will keep the group posted as the details unfold.
- d. Glen is contemplating holding a Friday night President's Dinner and then holding a Saturday night Awards' Dinner to encourage more individuals to come up Friday night and attend sessions on Saturday.
- e. A Recreation Symposium was held yesterday, May 17, 2003 in Rochester at Total Sports Experience. Approximately 40 coaches took the Youth Module.
- f. Three licensing modules were held in April 2003 and three more are scheduled for May 2003. There were 59 D License recipients at Total Sports Experience in Rochester and 27 more in Syracuse.
- g. The National "C" Course was just completed in Seneca Falls. Nineteen people took the 9-day residential course.



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- h. The ODP Coaching Symposium took place in Delaware at the end of March 2003. Six individuals from the NYSWYSA attended. The Girls side was well organized and informative, however, the Boys side was not.
- i. The ODP Mini-Camp was held for the 1989 and 1990 age groups. Two boys' Regional Boys Staff Coaches came in, Mark Snell and US Soccer Staff Coach, Bob Jenkins. Both left with very positive comments. Pools are being finalized at the Regional ODP Tournament in June 2003.

8. TOP Soccer, Recreation Soccer, Larry Evarts:

- a. Larry distributed a TOP Soccer Report, which is available at the State Office.
- b. Larry distributed a report from the Recreational Summit in Philadelphia earlier this morning.
- c. Larry made a motion to take the rental costs for the Recreational Symposium out of the Recreational Budget under Miscellaneous. The motion was seconded by Sandy Ostebo and unanimously approved.

9. Risk Management, Teresa Doermer:

- a. Teresa did not submit a report as the information is included in Sandy's Report.
- b. Discussion took place regarding the need for Risk Management Education and the desire to see those programs continued as the duties of Risk Management are transferred.
- c. Teresa referred to Angelo Grande and Fran Sepler in terms of needing to continue educational programs in this area rather than just relying on background checks.
- d. Several States have requested information regarding the NYSWYSA Risk Management Program, and South Texas has requested formal approval to use part of the NYSWYSA Risk Management Policy.
- e. Teresa will continue to work with the State Office in terms of coordinating the Risk Management Program.

10. Registration, Tim Mellander

- a. Tim distributed the Registrar's Report, which is on file at the State Office.
- b. Tim sent an update from the E-Travel Page. The U-10 teams that applied for US Club Soccer Tournaments that do not meet our U-9/U-10 policy were sent notes indicating that their Permissions to Travel have been denied because the tournaments do not meet our policy.
- c. Since we have put up the Permission to Travel Form and the Permission to Participate in Another Organization Form, the web page now gives a pull-down menu listing 55 State Associations and will list all the other USSF affiliates. The process continues to become smoother and easier.
- d. The Permission to Participate in Another Organization Form should be filled out for the teams to compete in friendly matches in Canada.
- e. Tim and Sandy will try to contact the Federation Office to seek more clarification on these issues.
- f. Tim sent out an updated list of all out of State players that are approved.
- g. Emphasis is placed on the fact that the numbers between paid player registrations and computerized player registrations must match. This is very important in terms of conducting a successful audit.

11. Web Page Information, Tim Mellander

- a. Tim mailed his report to the BOD for review. A copy is on file at the State Office.
- b. The web site experiences the heaviest traffic at this time of year — late May through July.
- c. An article appears on the page about the Chevy Owner of the Month. On the National Page, there is an article for the May Chevy Owner of the Month. The June Chevy Owner of the Month is Tim. Tim indicated that there is not much participation in the program and would like to encourage individuals to participate.



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12. Audit Committee, Matt Dimas:

- a. Tony talked with Bob Fallon, a long-standing member of the Audit Committee, regarding the status of the Committee. The Committee will meet at the AGM and will have an item on the Agenda. The Committee will elect a Chairperson from within the group. The Board person assigned to the Committee (Matt Dimas) will not necessarily be the Chairperson, but rather the Board Liaison with that Committee.
- b. The Committee was originally set up with Board participants and Club Members, and the Chairperson is elected from that group.
- c. The Committee should be prepared to submit an Audit Report at the AGM in November 2003. The original reason for moving the AGM from September to November was so that the books could be closed and the report prepared for the AGM.
- d. The audit is not just an audit of the NYSWYSA, but also an audit of policies and processes. The primary goal this year is the financial audit.

13. State Office, Dan Watson

- a. Dan sent out a report, which is available at the State Office.
- b. Dan attended services on behalf of the State Office for the three soccer players that were killed in an automobile accident en route to a soccer game.
- c. The State Office security system will allow disarmament of the motion detector while having the door remain armed. Multiple codes will be assigned so that each individual will have their own identification number. Additional codes will be available for BOD Members. The system will be fully installed shortly.

14. State Office, Sandy Ostebo

- a. Sandy sent out a report for review prior to the meeting, which is available at the State Office.
- b. Dan and Sandy spent a great deal of time with the Salty Dogs promotion and the agreement with the NYSWYSA. The NYSWYSA received a contract proposal for the Salty Dogs to have 12,000 flyers distributed. The NYSWYSA set up a system with Brittany so that it can pay by credit card to enable materials to be processed much more quickly. The NYSWYSA is benefiting in terms of an advertising board at the field, a full-page ad in the Salty Dogs Program, and 500 tickets to be distributed.
- c. Sandy has distributed tickets by picking out the Clubs with the best registration/fee payment and awarded the tickets to those Clubs. He sent a note thanking the Clubs for their diligence in the registration process, as well as asking how they feel the tickets should be distributed in the future.
- d. Vouchers are distributed, which are redeemed for the tickets from the Salty Dogs.
- e. Consideration may also be given to distributing Salty Dog tickets to Clubs who agree to host Risk Management Seminars.
- f. Roger Best will approach the Rochester Raging Rhinos to share what the Salty Dogs have arranged with the NYSWYSA.
- g. A large number of Risk Management issues are being handled at this time. Requesting passes at the last minute is a major problem, as the process cannot be shortened. The passes are returned to the Clubs, but are not always forwarded to the Coaches, which generate a call to the State Office looking for the pass.

15. Old Business:

- a. Roger Jank has a proposed set of guidelines for indoor facilities that have been reviewed and polished by the Office. Roger sent them out to the indoor facility owners and operators to review and meet to share their comments. A decision will then be made regarding whether or not the NYSWYSA will remain involved in monitoring indoor play.
- b. The new registration program that Tim and Sandy are working with Demosphere on is projected to be in place by September 1, 2003.



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- c. Tim and Sandy will be meeting with Demosphere within the next two weeks to finalize arrangements.
- d. The main Roster-Pro Program will be in the neighborhood of \$12,000 and another \$12,000 for the customizations needed in our program. This money should be recouped in a relatively short time because of the data the State Office will be able to process.
- e. Monitoring will still have to be done on the District level regarding birth certificates, etc.
- f. Sandy passed out a policy for rescinding a coach's pass. Sandy reviewed the information with the NYSWYSA attorney. If no formal charges have been made against the individual, an informal statement will be requested from the local Club and placed in the file. The coach will then receive a letter stating that the pass is rescinded and asking that the pass be returned to the NYSWYSA. If the individual wishes to challenge the position, they should appeal to the BOD to state their case. The individual will then need to provide documentation at the appeal. This affords due process, to which everyone is entitled. The NYSWYSA will then forward the individual's name to the other Clubs within the NYSWYSA and to the US Youth Soccer Risk Management Official.
- g. If a coach has been convicted, but the record is not available due the youth status, a letter will be placed in the file from the Club and the same procedure outlined above will be followed.
- h. The Risk Management Director must have the name in writing in order to proceed according to the policy.
- i. Sue Messina made a motion to approve the procedure for rescinding a Risk Management Pass. Gary Acker seconded the motion.
- j. The adoption of the Policy on Rescinding a Risk Management Pass was passed unanimously.
- k. US Youth Soccer has issued the Disciplinary Management Report that contains 15 pages of disciplinary actions. A large number of have been placed on suspension for Risk Management issues. This is sent to every State Association President for distribution.

16. New Business:

- a. Tim discussed the Tournament Permission to Host for the BC Kicks Tournament in July 2003. The Club obtained the Permission to Host, but the Club has registered zero players to date. Tim made a motion that the NYSWYSA amend the Tournament Policy to read that no Permission to Host will be issued until the Club has registered a minimum of players required by our bylaws registered for that seasonal year. Bob Sokolinsky seconded the motion.
- b. Discussion took place regarding the fact that a Club is not disbanded until they have not registered players for an entire seasonal year.
- c. The motion passed unanimously and goes into effect immediately.
- d. Tony will contact the names of the individuals who were submitted to serve on the Executive Director Search Committee as soon as the Job Description for the Executive Director position is polished and ready to go.
- e. The proposed Executive Director Job Description was reviewed and discussed.
- f. The job description will be mailed to everyone by Friday, May 23, 2003 for review. Current committee members are Tony Buiniskis, Sandy Ostebo, and Teresa Doermer. The names of general committee members will be distributed to the Board. The committee will be responsible for coming up with a set of guidelines to conduct the search and evaluation, as well as guidelines to the other aspects of the contract. The committee will screen the applicants and make a recommendation to the Board with specific reasons for selection of the candidate. The Board will then make the final determination by a vote.
- g. The apparel contract proposals from Score and Mazamba were distributed for review along with samples. An Adidas contract was not been provided, because the NYSWYSA has not yet received a contract from them. The NYSWYSA's concerns with Adidas center around delivery of materials within the time frame requested and cost of the items that are purchased at a "discount". All orders will now come through the State Office to maintain continuity.
- h. Score is willing to provide polo shirts for Snicker's State Cup rather than t-shirts, as well as operate within a shorter lead-time to order materials.



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17. New Publications:

- a. An Interim Director's Report was distributed, which is available from the State Office.
- b. A handbook will be ready for distribution in November 2003, which would require that submissions be completed by the beginning of October.
- c. The NYSWYSA will be signing a contractual agreement with Varsity. The NYSWYSA has requested the opportunity to provide advertising where the advertising revenue is not shared with Varsity. Varsity advertising will remain a shared profit.
- d. The handbook will keep the NYSWYSA in compliance with the Chevy Contract. The handbook can be time sensitive material, as well as the NYSWYSA standard policies and procedures.

18. Future Workshops/Conventions

- a. The USSF AGM and the USYSA AGM are in Chicago from August 14-17. US Youth Soccer will pay for all but the first night of the AGM for Tony. Gary will also be attending the AGM. Due to budgetary constraints, Tony and Gary will be the only two representatives from the NYSWYSA.
- b. Sandy has sent out notice of the NYSWYSA Planning Meeting to be held at the Airport Holiday Inn in Rochester August 23 and 24, 2003.
- c. The Region I Fall Meeting is October 17-19, 2003 in New York City.
- d. The NYSYSA AGM and Workshop will be held November 21-22, 2003 at Total Sports Experience. Hotel arrangements have been made at the Airport Holiday Inn.
- e. The 2004 Adidas Workshop will be held February 19-22, 2004 in Boston, Massachusetts.

19. Good of the Game:

- a. Sandy proposed that Taughannock Soccer Club be accepted as a new member. The paperwork is in order for this Club to be approved.
- b. Sandy Ostebo made a motion that Taughannock Soccer Club be accepted for membership. Gary Acker seconded the motion and approval by the Board was unanimous. The club number will be assigned by the Binghamton District Commissioner, Shane Cook.

20. Adjournment:

The motion to adjourn was made at 1:36 P.M. and unanimously approved.

Respectfully submitted,
Suzanne Messina
Secretary