

Palo Alto Soccer Club 2011-2012 Board Meeting Minutes

10/18/2011 - Palo Alto Soccer Club
Board of Directors Meeting

The Board discussed hosting the Palo Alto **Winter Turf Tournament** in January with the Stanford Soccer Club. This is a Class 1 tournament as has the potential to raise \$5K (or more) for our scholarship fund. It will require volunteers to staff fields/brackets.

A possible new **registration league** was briefly discussed. No action is required.

A **Showcase Tournament in March 3-4** requested our participation in providing fields, and possibly staff.

Tryout dates are set. Flyers will be posted at various location around town. Instead of advertising in the Palo Alto Weekly this year, we will focus on the flyers and Google ads.

The **Discretionary Fund** group (Rakesh, Stephanie, Armando) presented their proposal on how the discretionary fund will be allocated. Roughly 80% would go towards deferring cost associated with teams traveling to high level tournaments outside of the local area. The other 20% would go to coaches who promote their players to higher level teams, or win their league. It will be at the discretion of this group to recommend these awards.

The **Tall Tree Tournament** went well and raised approx. \$14K towards our scholarship fund. Bernardo thanked the volunteers throughout the Club for their Contributions to make this tournament possible.

The **YDP program** is set for six sessions starting in early January. This program is an important stepping stone for the formation of our younger teams. Proposed cost will be \$90 for the full six sessions.

The **referee pay proposal** was approved after discussion.

Dawn reported on several items. The transition to the new **uniforms supplier** is progressing. Armando will follow up with the supplier to make sure adequate attention is provided for our teams. Nov.6 is **PASC night at Stanford**. The field scheduling system is under review and we may explore alternative in the spring. Also, the goals at Cubberley all have wheels now, the the Club lock box was painted by Pam and Dawn.

A **Coaches vs. Players** event will be held in April/May with the proceeds going towards our scholarship fund.

Upcoming Board meetings:

- * 11/15 - open to team managers to present any topics, Dawn to include in Club newsletter
- * 12/13 - one week earlier due to holiday, tentatively at Pam's house
- * 1/17/12 - regular Board meeting
- * 1/31/12 - Spring Registration

11/15/2011 - Palo Alto Soccer Club
Board of Directors Meeting

President Pam Sherwood opened the meeting. The City of Palo Alto is forming a group to discuss the future of the **Cubberley site** over the next 18 months. Since PASC uses the Cubberley fields, we want to make sure the Club's interests are well voiced. Pam is attending these meetings.

The Board discussed changing the **date when new Club officers take over their duties**. Currently the Board year starts in August - a very busy time in the midst of planning for the new fall season and Tall Tree tournament. A proposal will be brought to the membership to move the start of the operating year to a later month, perhaps February or March, to ease the transition for the new group of Club leaders.

Uniforms - Dawn is working to establish better communication with our vendor. All teams should be moving to the new uniforms in the Fall season. We expect there to be approx. 5 new team in the fall that will need new uniforms.

Web site - without a dedicated volunteer to manage the web site, Pam will handle most of the duties and we will stick with the current provider. Bruce will work with Armando to gather bio info on each of our coaches to include on the web site.

http://pasoccerclub.org/team_staff.php?lang=1#lt_242044

Tryouts - schedule is posted. Ian is getting banners printed. Coaches (Blue/White/Red) are submitting tryout plans to Armando. Google ads seem to be working well to let folks know about the

tryouts, at considerable savings to the print ads we have run in previous years.

Insurance certificates - Bert indicated that all things are in process and we will be set to submit forms in the new year.

YDP - now called the Jr. Trees program. Flyers have been distributed and everything looks good for that start this winter.

Futsal League - PASC will be a co-sponsor. No financial commitment required. As a co-sponsor, if space is limited, PASC teams will get priority. Dawn will include an Futsal announcement in the next newsletter.

Winter Turf Tournament - PASC is co-sponsoring with Stanford Soccer Club. Pam and Armando have been working with SSC. So far 23 teams have signed up. PASC teams will receive a \$500 discount if they participate and serve as the host for their bracket. Other PASC teams may be eligible to host a bracket to support their fundraising activities.

Armando attended a **NorCal League meeting** earlier today. Lots of good information focused on player development and training for the highest level players. The possible formation of a Bronze League (Fall only season) may be of interest to expand our reach to players that do not desire playing soccer year-round.

Next meeting will be on December 13 at Pam's house.

12/13/2011 - Palo Alto Soccer Club
Board of Directors Meeting

Meeting held at Pam's house - thanks!

Present: Pam Sherwood , Bert Bell, Ian Drury, Bob Wachs, Armando Luna, Bernardo, Rakesh Sood , Alex Loktev, Dawn Hill, Birol Becan, Bruce Gee

Winter Turf Tournament - over 60 teams entered, many in the U12-14 girls brackets. The board decided to let our teams "hosts" a field as a fund raiser. The 95B Blue team will be hosting 4 fields to help offset costs for the Disney Tournament in Orlando around New Years. Several other teams are also hosting fields.

Tryouts - completed this past Sunday. Coaches did a nice job in supporting this effort. It appears that PASC will be expanding to 45 teams, with several new teams in some age brackets.

Fields - An overall shortage during the week, but fields are available on the weekends. We're also looking at ways to simplify the billing system.

Referees - with all of the teams, we will need to recruit more refs. The proposed higher pay scale should help us stay competitive with surrounding leagues.

Tall Trees Tournament - need to encourage managers to recruits more teams to participate. Bernardo would like to start promoting this tournament earlier. the goals is to move to a Silver Level tournament, and balance the brackets with the same number of teams per bracket.

Scholarships - About \$12,000 available. Moving to a flat fee of \$200 per scholarship.

Budget - the Club has about 490 players. Overall, the budget looks good and there are no major issues.

Google Ads - this year we used Google ads to promote our tryouts. There was considerable savings compared to the print ads run in previous years.

Spring Registration - still not decided

PASC Scarfs - Pam ordered a few and they look great! We will offer them to other Club members.

1/17/2012 - Palo Alto Soccer Club
Board of Directors Meeting

This main topic for this meeting was for **Spring registration**. Managers from most teams were present. The Board also delivered a "State of the Club" discussion with a broader audience in attendance.

Tryouts - completed. There will be 45 teams in the spring. We picked up several team from Alpine. The Club continues to grow with 7 new teams (3 boys, 4 girls). We are fortunate to have a great coaching staff of 25 to meet this growing demand.

Winter Turf Tournament - completed. Co-hosted with the Stanford Soccer Club. This event allows the Club to continue to fund scholarships, and offered teams fund raising opportunities by hosting a field.

Scholarship players - if any team has new or renewed scholarship player, please contact Pam by March 1.

City of Palo Alto - with the Cubberley lease coming due soon, there is discussion on the future of this facility. The PA School District is communicating with various stake holders, and Pam in participating in these talks. There is also discussion to put several fields at the Baylands as the golf course needs to be reconfigured as part of a flood control project.

Fields - practice schedule is complete for the Spring (March - June). Armanado worked with the coaches on the schedules. Generally, teams were assigned one grass field and one turf field per week. Several managers mentioned the unexpected cost of turf fields. The communication between the coach and the manger was not ideal, so we'll need to explore ways to improve this process.

Spring Registration - Norcal - apply as before. CCSL Coast - still in progress, but expected to be the same as last year. The Spring league focus is on development - to try out new players, play new opponents, without any impact on seeding for the fall. It is a "paper league" that is more flexible than the fall. Teams use the same player passes as used in the fall. The CCSL deadline is 2/15.

1/24/2012 - Palo Alto Soccer Club
Board of Directors Meeting

This meeting was conducted via a conference call to cover **Club business that we were not able to discuss at the larger meeting last week.**

Fields - teams need to complete the utility worksheet to prove residency levels to the City. Our level was lower than expected, but this was largely due to some teams not completing the form. Without this information, it is assumed that the player comes from outside of the City. There is a big impact in the availability of fields (and cost) if we do not meet the required 51% threshold. This fall, we will require that the form be completed as part of registration before a team gets their player cards.

Golf Course - a meeting this coming Thursday to discuss "best uses" of the land presently used by the Palo Alto Muni Golf Course. A flood works project will require changes to the golf course, and the City Council has asked if there are other uses for this land. Pam will participate.

Mayfield Security Costs - the Club shares the cost of security at Mayfield site with the adult league. We pay in proportion to the time our teams use the fields when the guards are present. In past years we have shared this cost. Guards get paid \$26/hr, and our share of the cost is about \$1660 for Jan- June. The Board gave a tentative OK after we check with the coaches to see that the guards provide a worthwhile service.

Spring Scholarships - funds are available. the overall policy for the spring is the same as the fall season.

Tax Letters - the "Club portion" of the fees paid by players is tax deductible. A letter will be sent to managers.

Coach's Bios - now on the PASC web site. Updates in progress.

Fall Registration - the Club needs a new volunteer to lead registration in the fall. Many thanks to Bert for his great service over the years.

3/20/2012 - Palo Alto Soccer Club
Board of Directors Meeting

Attendance: Bert Bell, Rakesh Sood, Armando Luna, Ian Drury, Birol Becan, Dawn Hill, Alex Loktev, Judy Huang (Manager Mentor)
Not in Attendance: Bruce Gee, Pam Sherwood, Bob Wachs

Fields: Bob Wachs (via e-mail)

Managers have been concerned about decreased availability of fields, packing of teams onto the fields during practice, unclear situation about summer camps/practices. The background for all of this is because of the inclusion of lacrosse and Keys school, beginning of spring AYSO rec league, our growth, and taking of El Camino off line until Summer of 2013. We also have interest in having soccer fields built at the golf course and bringing lights to the new El Camino Field. If teams are willing to pay a lot more, I can certainly look into availability of fields at Gunn and Paly.

Fields Report:

1. Winter is over and I have sent out the updated fields bills based on added usage of fields between 1/1 and 3/11/12.
2. Spring (3/12-6/10/12): practices are underway and we are doing some tweeking now. Nothing gigantic. The skeleton game schedules were uploaded onto Ridgestar from NorCal and CCSL over the weekend and many schedulers are creating their final matches--some are done. Anyone having problems should just contact me and I'll walk them through it.
3. A new Scheduler's Manual has been distributed to practically everyone. Feel free to send it to anyone you want.
4. Shia has left the Park and Rec dept at the city. His replacement is Amy Johnson. So, the recent 5 day rain closure wasn't done pre-emptively to protect the field, but basically because they

weren't aware of normal procedures. I contacted them and emphasized a day to day decision on field closure, including over weekends, really works best for us.

5. Summer (6/11-7/29/12) is up in the air a bit. Apparently, Cubberley grass fields are being used for a day camp (I don't know which one) all summer. So, our ability to have soccer camps there during the day, through 8/10/12, is gone. I talked to Amy about this and we may end up with any of the other fields--I'm not sure if we will be short space. Also, I don't know if this affects evening practices between June 11 and July 29. We should know soon.

Registration: Bert Bell

1. All teams registered
2. Fall Registration deadline middle of June, General meeting will be in May with packet check early June (Dates TBD)
3. CCSL is being led by Sandra Todd again, but leagues is still looking for help to coordinate Fall.

Discretionary Fund: Rakesh Sood

1. Rakesh presented a discretionary fund form for compensation for the Spring Season
2. Discussion about broadcasting the nomination process so that teams can nominate their coaches or present requests for funding for travel Spring
3. 95B requested \$1,000 to help with Assistant coaching fees for Spring. \$1,000 was provided in Fall 2011 and the board felt that the team should have budgeted for this additional cost in Spring. The discussion surrounded the amount of request and that the Discretionary Fund committee would like to consider teams in the club that are deserving and have not benefited from additional financial support from the club.

Tall Trees 2012: no update, Fall dates still pending

Coaches: Armando Luna

1. Jr. Trees for Spring competes with Little League and Softball so if there is a Spring Jr. Trees sessions it will be an abbreviated
2. The Academy had about 30 kids show up for the first session, but the weather wasn't great the first day. Still some concerns that managers are not forwarding club information to their teams.
3. Uniforms were discussed and Armando was going to check on the store credit details with All Star Soccer. Armando was also meeting with Ismael to discuss improving team communications. An estimate on number of uniforms that will be ordered for the fall uniform transition will be provided to Ismael in May.
4. The GK Academy was starting the next week and had a lot of interest. All open slots were filled in advance of the first session and additional openings were offered to all interested GKs.

Managers update: Dawn Hill

1. Schedulers Handbook was updated by Bob and distributed to all managers and posted on the PASC website
2. There was a concern raised about age groups not being able to practice together due to coach and field availability not matching up (see comments from Bob above in the Fields update). The goal is to have the age groups practice together whenever possible in the Fall.
3. Feedback was provided regarding size of practices and the number of combined practices with one coach. Armando was aware of this and was supporting the younger age groups with multiple teams practicing at the same time with one coach. Teams would like to ensure their players are getting adequate one-on-one with coaches and if there are multiple teams practicing at the same time with one coach the ability to effectively coach was questioned.
4. PASC bulletin board was discussed and it was agreed that Armando would approve all postings and a disclaimer would

be added that these camps are not affiliated with PASC for liability purposes.

5. Collection of PA utilities numbers was discussed and Alex Loktev offered to look into a registration process that would help collect these from all members. The concern is that we need to meet a minimum percentage for field priority in the coming year. Our submission of the utility forms will be due again at the end of the year and collecting the information early would be useful.

Team Camp Payment Structure: Group

1. The team camp payment structure was discussed and the suggested format ended up as:
 1. Per player payment for team camp
 2. Coach organizes camp at a time when there will be the majority of team members in town
 3. Payments are paid through PASC
 4. The camp fees are separate from the team season contract and are negotiated between the manager and the coach
 5. The camp fees for the week should be instead of the contracted fees and not in addition to the monthly payment
2. It was noted that the majority of issues come from new managers and new coaches who are not entirely comfortable negotiating camp fees and questions arise. Armando was going to create a camp guideline that would be discussed with the coaches and then also relayed to the managers for clarity.

Minutes by Dawn.

4/17/2012 - Palo Alto Soccer Club
Board of Directors Meeting

Club Volunteers – Michael Shalon reported on the Club volunteers. The list of volunteers has been updated. The identified the need for volunteers includes an assistant fields coordinator and perhaps the need to split the registrar position between a person handling CCSL and US Club. Also, it would good to have the Historian document the description of each of the positions.

Scholarships – Pam presented the growth of the number of scholarships the Club has provided since 2010. Back in 2010 Fall season there were a total of 15 scholarships at a cost of \$6800. Since then it has grown considerably and the cost grown to \$18K.

Spring 2011	35 Players
Fall 2011	45 Players
Spring 2012	53 players

It was also noted that 70% of scholarships were attributed to 10 teams.

To manage the growth of scholarship requests and limited funds, each scholarship is now a fixed amount (\$200 plus waiving the \$135 Club fee). There is a limit of 2 scholarships per team, with but scholarships would be grandfathered if a player had received a scholarship before.

There was also discussion on the criteria of scholarship – should it be towards any team, or focused on specific skill levels to enhance a team.

NorCal Ethics Policy – There was discussion related to the NorCal ethics policy. One specific item was accepting a player from

another team that still owed that team money from a previous season. It is doubtful if that could be enforced. As a Club, it is important that team managers gather payment at the start of a season to avoid this situation.

5/15/2012 - Palo Alto Soccer Club
Board of Directors Meeting

The primary topic for this meeting is to cover fall registration. Since many managers are also in attendance, we'll cover some topics of interest to the members.

Soccer Clinic sponsored by 99 Girls White – hope your players can support this team fund-raiser.

CCSL league pins are available to any team participating this spring season.

Tall Trees Tournament – scheduled for September. The last few years it has been very difficult to get teams to support our primary fund-raiser by volunteering to help run the tournament. This year, instead of requiring teams to staff various responsibilities at the tournament, teams can host a field. The team can either be compensated with their entry fee to participate or raise funds (\$500) to use as they see fit. By paying teams directly, it does impact the funds available for scholarships, but a team can direct funds as they see fit.

Discretionary Fund – The Discretionary fund has \$5K per season (\$10K total) available. These funds can be used to defer expenses for out of state travel, special program or needs, and award coaches (5) for exemplary performance (team performance, development of player, overall support). Nominating forms for coaching awards are available.

Fall registration – Bert led the discussion of fall registration procedures. For teams playing in CCSL, the process is “evolving”. NorCal registration is pretty much the same as previous years. Bert

and Dawn will communicate teams as more information is learned about CCSL registration.

The Deadline for registration is June 28th. There will be a registration check-in meeting on June 5.

A new Club requirement is that the Utilities spreadsheet is required as part of registration.

Field Fee Proposal – Pam presented a proposal to simplify the billing for field fees. The current process requires Bert to track each and every practice and game over the entire season. This gets extremely complex with teams sharing fields, cancelling/adding fields, and a bunch of other variables.

After much analysis, teams appear to be clustered in three groups:

- Group A - Heavy users, 3 practices per week, most matches on turf
- Group B – majority of teams, 2 practices per week, split between turf and grass matches
- Group C – mostly 8v8 teams, all matches on grass

The proposal is to have a “standard” fee for each of these groups. This would greatly simplify the administration of the field fees and make the cost more predictable for team managers.

There was discussion whether the standard fee would be on a per-player basis or per-team basis. Either method has its advantages and disadvantages. A poll of membership showed a preference to go on a per team basis.

On May 16, the Board of Directors voted and approved the following Field Fees:

- Field Fee A: \$1,000/season: Premium, 3 practices/week, mostly turf games and scrimmages
- Field Fee B: \$625/season: Majority of teams
- Field Fee C: \$275/season: Mostly 8v8 teams, all games and scrimmages on grass fields.

Field fees are for June 15th to Dec. 15th.

The fees will be adjusted as needed to ensure that our cost of fields is covered. The members indicated that they were setting up fall rosters and budgets in the next week or two and so wanted to know immediately if this would take effect.