



Shakopee Soccer Association
1160 Vierling Drive #124
Shakopee, MN 55379
952-953-7246
www.shakopeesoccer.com

General Board Meeting Minutes November 15, 2009

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:04 pm at the Shakopee Library by Mark Teslow.

Present: Mark Teslow, Darla Teslow, Tom Bailey, Robert Harder, Julie Johnson, Aaron Teslow, Patti Isensee, Jon Poppen, Tom Temple, Ben Kroll, Michele Monroe @ 6:12.

Absent: none

Guests: Melonie Kroll, Dean and Karen Bohn and Chuck Millis

2. **Agenda:**

- Agenda reviewed with no modifications. Approved by consent.

3. **Dean Bohn – policies and procedures used in setting up teams:**

Dean and Karen Bohn came tonight to discuss team placement policy and procedure on players playing up. They are trying to understand why two players were placed at their correct age group opposed to the older age group, where they played up in previous years. This team has been together for awhile and they are trying to understand why SAA is breaking up the team.

Jon explained player's trying out at an older age group would need to fit in with the top tier of players on the advanced team at that older age group. If players do not make the older team, they will be placed at their correct age group. Jon prefers kids playing at their correct age group rather than playing up. Player placement is based on tryouts and the previous year evaluation and club needs. Mark added team selections are unbiased and fair and we are not trying to break up any team. The two players in question were not in the top tier of players. Jon believes these two players can develop at U11 and will not miss out in any opportunities.

The U12 team played at the C1 level this past fall. They finished first in their division. Chuck Millis indicated they don't have enough players to play at the C1 level. He feels they need to play at C2 level this summer. He indicated teams are spread too thin with players. He feels SSA is not striving for higher competition but to get more teams and spread teams thin with players. Chuck added we could potentially lose the two players in question if they are moved down. Dean would like to keep the girls together and keep the two girls in question on the U12C1 team.

We have two U12 teams and each team have 12 players on their roster. Jon believes you can play with 12 players. It's not appropriate to have one team with 13 players and the other team with 11 players. The competitive level for the summer of 2010 will be discussed with coaches, the Girls Director and the Director of Coaching to be determined at a later date. If the two players in question choose to leave that's their decision. We have a place for them to play.

4. **Approval of minutes:**

- Meeting minutes from October 4, 2009 were reviewed. Approved by consent.



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5. **Director of Coaching Report:** Jon Poppen

Futsal

- We are full at U11-U14 age group (30 players) and 6 spots are open at U15-U19 age group.
- We will need to find another location for second session since the city can't guarantee gym time in January. Robert will check on a gym in Bloomington.

TRAVEL

- U14 Boys coach will not be able to work with the team this winter and possibly longer. Jon, Mark Teslow and Tom T. will fill in this winter.
- The U15C2 assistant coach will not be able to assist this summer.
- Found a coach for the U12 Girls C3 team.
- May need to combine the U14 & U15 Girls team. There are 9 players at U14 and 3 players at U15. There are a number of girls in our system who has not registered. Mark would like to contact those players first before we combine them. We should resolve this as soon as possible.

TRAINING

- 7 year olds may participate in winter training.
- Coordinated off the ball training dates with Tom B.

MISC.

- Need to confirm with the city we can still host the ODP Spring District Select Festival on May 1, 2010. Darla will follow up on this.

6. **PACT**

- PACT: Parents and Coaches Together (PACT) is an educational program developed at the University of Notre Dame's Center for Ethical Education and Development. It is designed to help coaches and parents to get on the same page in successfully creating a positive environment.
- Jon would like to attend this training and possible host a training session for our coaches and parents.

7. **Director reports:**

President:

South District News

- Ann Olson stepped down as South District Rep.
- Steve May from Prior Lake is the new South District Rep.
- Clubs are not happy with MYSA placing teams not at the correct level. The new Competitive Director recognizes this is an issue and will address it.

Winter Symposium

- The winter symposium is on Feb. 6, 2010 at the Minneapolis Convention Center. The symposium featuring a variety of seminars and demonstrations that appeal to administrators, coaches and parents
- Mark purchased a club pass. Anyone who would like to attend can. Mark, Darla, Jon and Michele are planning to attend. Mark would like Patti attend some of the admin. seminars.



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AGM Update

- U9/U10 club pass was defeated.
- Rule changes – teams must wear the same color socks on each foot.
- Changes in small side field markings.
- Mark will be attending Chan/Chaska annual meeting.

Coaches Meetings

- Mark would like mandatory attendance at the all coaches meetings.
- Mark would like our coaches support our club events...winter training, off the ball training, Shakopee Festival, SSA Fun Day, etc.

Team Manager Manual

- Mark would like each team manager to have a manual.

2009 – 2010 Goals

- Mark reviewed the 2010 SSA Board Initiatives. See attached 2010 SSA Board Initiatives.
- Tom Temple motioned to approve the 2010 board Initiative, second by Michele Monroe, motion passed unanimously.

Board Standards and Conduct yearly review

- Mark reviewed the SSA Board Goals and SSA Board Code of Conduct.
- Darla motioned to approve the SSA Board Goals and SSA Board Code of Conduct, second by Tom Temple, motion passed unanimously.

Treasurer: Open

- Checking and savings account balances are good.
- Fall bills have been paid.
- MYSA does offer financial aid to disadvantaged kids.

Registrar: Mark Teslow and Patti Isensee

- Registrations are open for futsal and winter training.
- Winter training notice – an email was sent to fall travel, fall rec and currently registered players.
- 14 players have registered for winter training.
- Registered players with MYSA so they are covered under the MYSA insurance policy.
- Spring rec registration form is ready to go. Decided to open up spring rec registration this week.

Referee / Field Director: Darla Teslow

- Working on setting up referee classes.
- Darla Teslow and Peggy Dokka-Thorson will be attending the referee assignor training class.
- The United States Soccer Federation has switched over to a new referee uniform style. The new referee uniforms will be mandatory this year.

Communication Coordinator: Tom Temple

- Issued Winter/Spring booklet to the city.
- Advertise winter training in Shakopee Paper for two weeks. We will not distribute flyers to the schools.
- A notice should be posted on the website where we are in need of players.



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- Additional U9/U10 Tryouts on January 25, 2010. Advertise in Shakopee Paper. This tryout will be held at Soccer Blast.

Equipment Director: Open

- Fall equipment has not been returned. Robert is still working on contact information for Aaron.

Volunteer Director: Patti Isensee

- See attached report.
- Have a computer available during team meetings.
- Cashed 39 volunteer checks...2-3 came back due to closed accounts.
- Look into a cell phone plan in lieu of the current voice mail box. A live person may be necessary when bad weather occurs.

Recreational Director: Open

- No report

Girls Director: Michele Monroe

- See attached report.

Boys Director: Robert Harder

- No report

Secretary: Tom Bailey

- See attached report.
- Schedule team meeting for Feb. 9, 2010 or Feb 2, 2010, location Shakopee H.S. Commons.

Tournament Director: Tom Temple

- No report

8. **Board Positions:**

Mark presented the Boards Organizational Chart.

Modifications to the chart.

Remove Concessions Director from Volunteer / Concessions Director and rename to Volunteer Director.

Add separate a box for Concessions Director with Concessions Coordinator below.

Motion to approve the amended organization chart by Tom Temple, second by Patti Isensee, motion passed unanimously.

The following board positions were determined with nomination.

Rec Director: Tom Temple nominates Julie Johnson for Rec Director, Darla Teslow second, motion passed unanimously.

Volunteer Director: Tom Temple nominates Patti Isensee for Volunteer Director, Michele Monroe second, motion passed unanimously.

Concessions Director: Patti Isensee nominates Ben Kroll for Concession Director, Michele Monroe second, motion passed unanimously.

Girls Director: Darla Teslow nominates Michele Monroe for Girls Director, Tom Temple second, motion passed unanimously.



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Boys Director: Tom Temple nominates Robert Harder for Boys Director, Michele Monroe second, motion passed unanimously.

Referee/Field Director: Michele Monroe nominates Darla Teslow for Referee / Field Director, Aaron Teslow second, motion passed unanimously.

Equipment Director: Tom Temple nominates Aaron Teslow for Equipment Director, Michele Monroe second, motion passed unanimously.

Mark asked everyone to review their job descriptions and submit changes to Patti Isensee by Dec. 8, 2009.

9. **Adjourn Meeting:**

Motion to adjourn at 8:27 pm by Darla Teslow, second by Michele Monroe. Motion passed unanimously.

Next meeting December 13, 2009 at the Shakopee Library at 6:00 pm.

Minutes submitted by:
Tom Bailey
Secretary



2010 SSA Board Initiatives

- Develop Strategic planning committee
 - Who: Mark / Tom / Tom / Jon / Garth / Mike C
 - What: To bring forth to the board for consideration and approval a 3 and 5 year plan for the association with achievable and measurable goals that supports an overall strategy for player – club – team development and growth.
 - When: No later than February 1st
 - Why: Help set direction for the program in player, club and team development. To aid in budgeting and goal setting for each year.
 - How: Meet with the parties listed above to come up with a plan that will support our mission statement.
- Clearer Job Descriptions and process
 - Who: All
 - What: To clarify all job descriptions as laid out in our organizational structure. All processes related to each position, including volunteer positions, must be documented.
 - When: 1st draft due by December 2009 meeting. Final approval at the 2nd meeting in January 2010
 - Why: This is an area that we are lacking in and need to give clarity to. We need job descriptions and processes to help people succeed in the positions we are asking them to fulfill and a way to aid in accountability.
 - How: Each board member must take the time to write down all of the processes and job descriptions under them and bring them to the board for approval. Patti will compile.
- All open board positions filled
 - Who: All
 - What: Fill remaining open board position
 - When: After organizational structure is in place and current board members have been assigned responsibilities.
 - Why: To spread the load
 - How: As a board we will identify people that may be willing to serve in the positions that are available. Those who are identified will meet with relevant board members to determine fit. We need to find people who are passionate about seeing Shakopee Soccer succeed.
- All open association positions identified and filled
 - Who: Volunteer Coordinator with the assistance of responsible board member
 - What: Fill remaining coordinator positions
 - When: Prior to Team meetings
 - Why: To enlist those who are filling the positions to assist with planning the season
 - How: As a board we will identify people that may be willing to serve in the positions that are available. Those who are identified will meet with relevant board members to determine fit.



- Coaches and Team Managers manuals/packets
 - Who: Patti / Darla / Michele / Robert
 - What: Develop detailed coaches and managers manuals/packets
 - When: By January 1st 2010
 - Why: To have comprehensive coaches and managers manuals/packets to assist and guide them to be successful. These manuals must be comprehensive with clear and concise information as well as expectations.
 - How: Patti will gather information from select coaches and team managers and other clubs to assimilate relevant information and put together samples to bring to the board for approval

- Open Forum for coaches
 - Who: Jon / Mark / Michele / Robert
 - What: Hold an open forum for all Shakopee coaches, both association and school
 - When: Immediately following the fall 2010 traveling and school soccer seasons.
 - Why: To assess and gather information and identify trends that can be addressed to work on together to develop players and continue to build a successful program
 - How: Hold an open forum

- Coach / Team Manager / Age group coordinators Feedback (Including Rec)
 - Who: Patti / Jon / Michele / Robert / Rec Director
 - What: Online or paper feedback form/system for coaches to evaluate the program and their season along with offering suggestions for improvement.
 - When: Prior to the start of the 2010 season
 - Why: To assist in evaluating our program and processes, identify areas of success and growth
 - How: Develop a form, place online.

- Regular Coaches Meetings
 - Who: Jon / Mark / Michele / Robert
 - What: Regular check in-dialog with coaches. Setting goals and reporting on progress and development
 - When: Monthly (During the season)
 - Why: To Deliver information regarding club activities, goals and expectations.
 - How: Setup meeting dates and times by January 15th and communicate to all coaches right away that these meetings are mandatory and must be attended. Paid coaches will be paid at these meetings.

- Identify and Develop Age Group coordinators
 - Who: Jon / Michele / Robert / Rec Director
 - What: Develop job descriptions and responsibilities, and then identify individuals who can fill the role of age group coordinators.
 - When: Write or edit descriptions according to timeline for all job descriptions noted above. Have people in place prior to team meetings.
 - Why: To assist the boys and girls directors efficiency in meeting the needs of the players, the club and the teams.
 - How: Write / edit job descriptions. Identify individuals who might be willing to step into these roles.

- Fall Season
 - Who: Jon / Michele / Robert / Patti
 - What: Put in place systems that will facilitate better management of the entire season.
 - When: Prior to the start of 2010 Fall registration
 - Why: The fall season needs to be given the energy and attention that the summer travel season receives.
 - How: Identify and develop age group coordinators to help. Conduct coaches and team manager meetings. Communicate more effectively with players, parents, team managers and coaches.

- Develop, support and promote Shakopee soccer
 - Who: Board Members, coaches and team managers.
 - What: Support of all club policies, activities and events.
 - When: Immediately
 - Why: To continue to build a strong, successful club.
 - How: Adopt the player – club – team hierarchy of success. Ensure that support for all club events are fully promoted and supported by all board members, coaches and team managers.



- Work with South District director to host a club management open forum
 - Who: Mark / Tom / Tom / Darla / Patti
 - What: Host an open forum for South District boards and their members to learn from each other
 - When: January
 - Why: To learn from each other how to best manage our clubs.
 - How: Work with South District Rep in promoting this idea to all south district clubs. Provide an agenda and topics for discussion. Provide all necessary tools to facilitate this open forum.
- Review all legal documents and filings.
 - Who: Tom B / Mark / Patti
 - What: Identify what filings need to be done with State, Federal and local governments and agencies. Locate all legal documents and develop a record keeping system.
 - When: By August 1st 2010
 - Why: To insure all legal and regulatory responsibilities are met.
 - How: Research



SSA Board Goals:

- To provide a competitive soccer program for the youth of our community, designed to help them grow as players and teams.
- To provide education for coaches, referees, and players to improve their understanding of the game of soccer and improve both team and individual skills.
- To provide unbiased, non-discriminatory, and fair team selection.
- To provide fair and knowledgeable officiating for soccer games.
- To represent the community in local and statewide soccer associations.
- To promote sportsmanship, teamwork, and respect by youths towards coaches, referees and all other players, whether on their own team or an opposing team.
- To help support high school and junior high boys and girls soccer.
- To provide safe, well-prepared fields and equipment for use by the youth soccer teams.

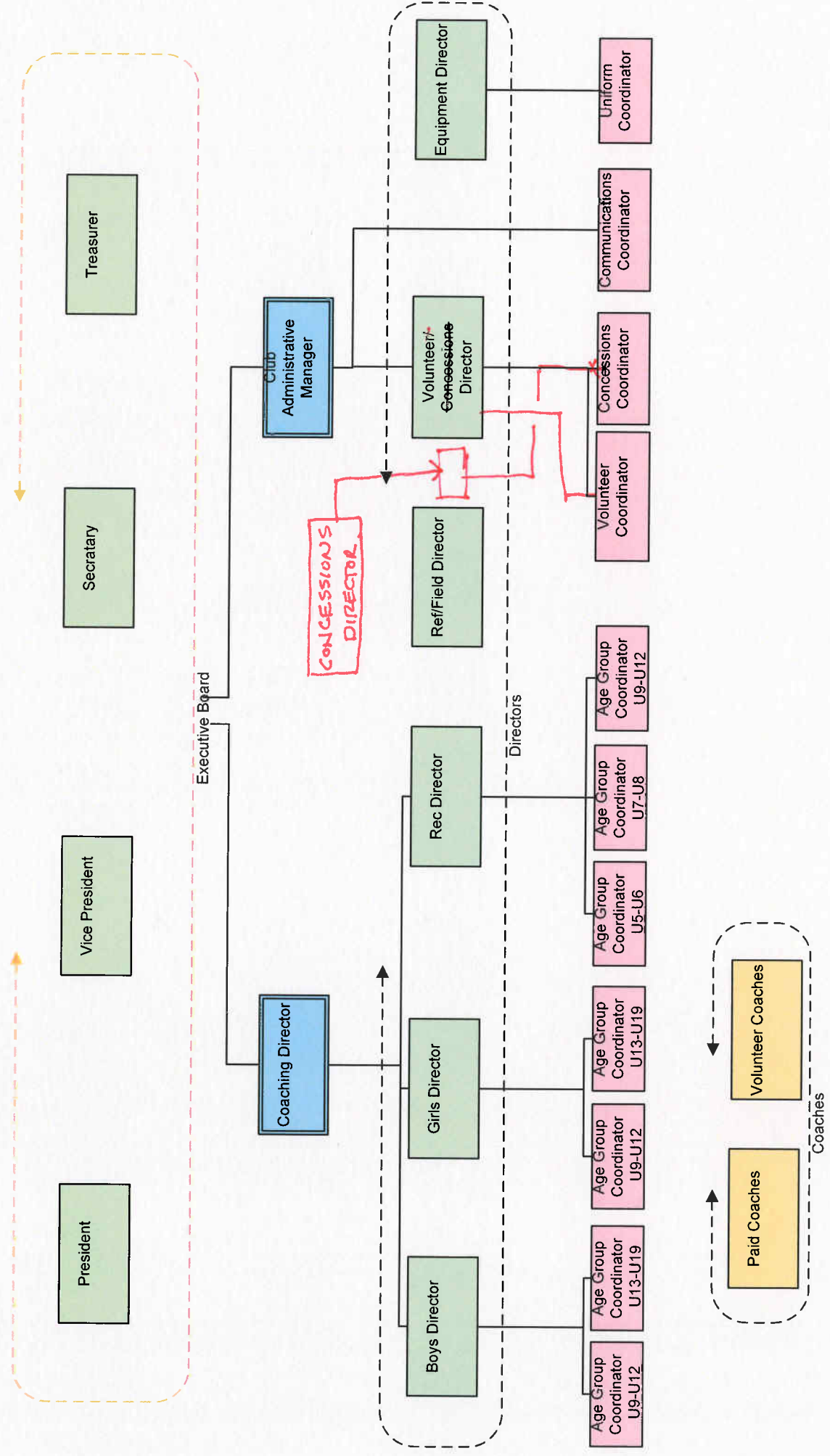
SSA Board Code of Conduct:

- Be fair always, no matter what the cost, adhering to the By-Laws of the Association.
- Work for the good of the Shakopee Soccer Association first and our team and or area of responsibility second.
- Accept the decisions of the board with grace, supporting each other with encouragement and advocacy.
- Believe in the honesty of fellow Board Members.
- Conduct yourself with honor and dignity, working with diligence and following through on what we say we will do.
- Embrace change as an opportunity to learn and grow.



Shakopee Soccer Association

Organizational Chart





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Secretary Report

General Board Meeting

Submitted by: Tom Bailey

Date: 11/15/09

President - Mark

1. Review Bylaws and Handbook, Club Forms.

Treasurer – open

1. Pay city 10% of concessions gross sales
2. Request and receive 1099's
3. Confirm futsal payments

Secretary – Tom B.

1. Scheduled board meetings from Jan. through March at the Shakopee Library.
2. Scheduling uniform fittings, team meetings, managers meeting, coaches clinics, indoor training, off the ball training, referee certification classes and futsal.

I need information from Darla on referee classes and information from Robert and Michele on indoor training time and managers meeting.

Note: base on previous comments, there will be no in person registration for summer travel or spring rec.

Uniform Fitting: Jan 14 and Jan. 19, location: log cabin, reserved time from 5:30 – 8:30 pm.

Registrar – Darla

1. Register players prior to indoor soccer season.
2. Confirm futsal registration payments.
3. Registrations that are currently open – futsal second session and winter training.

Communications Coordinator – Tom T.

1. Winter training flyer to schools.
2. Advertise winter training in Shakopee paper?
3. Recruit additional players? Flyer to schools?

Boys / Girls Directors – Robert and Michele

1. Recruit additional players? Age Group? Flyer to schools?
2. Coordinate indoor training time and managers meeting with Secretary.

Recreational Director - Open

1. none

Referee Director & Field Director – Darla

1. Coordinate referee classes with Secretary.

Equipment Director – Open

1. Fall equipment return?
2. Equipment inventory
3. Determine equipment order – order between Dec. 1 – Dec. 15

Volunteer Director - Patti

1. Coordinate volunteer schedule (Dibbs)

Tournament Director – Tom T.

1. Tournament application due 12/7/09



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Volunteer Report

General Board Meeting

Submitted by: Patti Isensee

Date: 11/15/2009

Concession stand was winterized by Karen and she was able to sell most of the left over mdse to the Hockey association.

Mark has taken the computer from the concession stand to do the upgrades and add the program that will manage the inventory.

All volunteer hours have been entered to date.

New hours will be entered by Jan 31st so that they are enter(at least some) by the team meeting