



FWSA Board Meeting  
December 4, 2014  
Secoma Lanes, Federal Way

**FWSA Board Attendees:**

President	Jammie Hair
Vice President	George Pfeiffer
Treasurer	Carl Weber
Secretary	Heather Hamashima
Registrar & Risk Management	Not Present (Novella Fraser)
2nd VP of Admin	Perry Woodford
Director of Fields	George Pfeiffer
District 3 MAR	Not Present (Kevin Wilburn)
Referee Representative	Open Position
WebMaster	Sharon Woodford
State Cup	
Tournament Chair	Open Position
FWFC Rep	Erik Johnson
Mod Rep	Avery Zerby-Pouch

Called to order 7:06 pm.

**Treasurer's Report – Carl Weber:**

- Distributed monthly report.
- Bonzi is changing the fee structure per P. Woodford. Fee structure will be a bit lower. It primarily effects FWFC due to automatic payments. If families are on a payment plan, they will continue with that plan as the new system transitions into effect. Once payment plan is complete, new guidelines will apply.

**Annual General Meeting:**

- Agreed to hold the AGM on Wednesday, May 6<sup>th</sup>. FWFC and FWMSC AGM meetings should be held before that date.
- Reminder that bylaw changes by FWFC and FWMSC need to be submitted to FWSA by deadlines prior to FWSA AGM.

**WSYS Meeting November 15<sup>th</sup> – George Pfeiffer:**

- Discussed adjustment to player fees and possible reduction. Could be reduction of \$5 or more.
- All Associations were invited to the meeting but only about half attended.
- In January there will be a vote on this issue.
- P. Woodford noted that WSYS is looking at deleting secondary insurance coverage for players to save some money, as well as possibly reducing insurance coverage for Directors/Board Officers. Boards should be aware of these possibilities and discuss future actions that may be needed by individual boards.

**Of the Year Awards:**

- Reminded everyone that FWFC and FWMSC nominees are due to FWSA by the January meeting.
- Awards include: Recreational Coach of the Year (boys & girls), Competitive Coach of the Year (boys & girls), Goal of the Year, Save of the Year, Volunteer of the Year, Administrator of the Year, Top Soccer Buddy, and Top Soccer Player.
- Paperwork does not need to be completed to submit nominees to the District. If selected by District, then paperwork needs to be completed to send selected individuals on to the state.

**Fields Report – George Pfeiffer:**

- The Director of Construction, FWPS, is exploring the cost of resurfacing Decatur and Todd Beamer High School turf fields, as well as possibly lighting Todd Beamer High School's field.
- Boys & Girls Club secured a grant of \$550,000 and they are exploring securing two pieces of property off of 8<sup>th</sup> Avenue.
- The FW Mirror had a letter from the Friends of Lakota regarding fields. The FW Mayor added about \$700.00 in the budget to assist the funding for the track and the field at Lakota. The City funding is contingent on about \$500.00 from the FWPS. FWSA might look at funding the lights or some fencing. FWSA investment is to be determined.
- Deadline to submit Of the Year nominees to the District is February 1<sup>st</sup>.
- Agreed to hold January FWSA meeting on January 21<sup>st</sup> to accommodate clubs selecting Of the Year nominees. There will be no FWSA meeting in February.

**Registrar's Report:**

- Registrar unable to attend – report submitted at end of minutes.

**FWSA Player Scholarships:**

- Scholarships were not distributed in 2014 although funds allocated in budget.
- Motion to have scholarship submittal deadline as May 1, 2015. Seconded. All in favor. Motion passes.
- Committee is J. Hair, N. Fraser, H. Hamashima but others are welcome!

**Board Communication – J. Hair:**

- Discussed importance of communication between all three boards.
- Determined that agenda and minutes for all boards should be circulated to FWSA, FWMSC, and FWFC.

**Bylaw Proposal – P. Woodford:**

- Presented bylaw proposal to create a Director of Recreation that would work with all recreational players from U6 to U18. Proposal attached at end of minutes.
- Director of Recreation would coordinate all aspects of all teams that are not Regional Club teams.
- E. Johnson indicated that he would present this item to FWFC but they were working on a "one club" mentality in FWFC to include recreational and competitive teams as one club so this would not necessarily be supporting their goal.
- P. Woodford indicated that the bylaw proposal was a talking point to begin discussions on structure for the Association and Clubs.

**League Placement Tournament:**

- P. Woodford indicated that there were discussions about bringing back the League Placement Tournament ("LPT") as a way to improve levels of competition in one league. Suspect that certain clubs that are not playing in WSYS leagues might come back if LPTs were reinstated and this would benefit all levels of play. Choices of many leagues at this time has created weak brackets and low numbers of teams in some brackets in District III.
- DIII has gone from 650 teams to 192 in six years. Question is being asked if USClub increased at same rate as DIII decreased. Hard to evaluate as USClub didn't only accept DIII teams. The Puget Sound League is not growing.

**Fields Report – George Pfeiffer:**

- Nets were ripped out at Saghale. New ones are on order but will take 3 weeks. Small goals also had damage.
- Regarding wiring stolen from light fixtures, FWSD brought in electricians and wiring repaired in 4 days!

**Good of the Game:**

- No reports

Next FWSA meeting will be January 21<sup>st</sup>.

**Meeting adjourned 8:40 pm.**

Respectfully submitted,  
Heather Hamashima  
FWSA Secretary

**Board Reports submitted:**

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Novella Fraser – Association Registrar  
November 3 – December 2, 2014

**Federal Way Mod Soccer Club (FWMSC: U6 – U11)**

- Answered emails and phone calls
- Worked on RMA clearance
- 588 players confirmed in Bonzi for Fall 2014 as of 12/2/14
- Registration will open for Spring 2015 on January 1, 2015
- Signed tournament rosters for the Turkey Jamboree for 5 teams

**Federal Way Football Club (FWFC: U10- U19)**

- Printed player cards and verified rosters
- Answered emails and phone calls
- Worked on RMA clearance
- Premier and Select player count: confirmed 307 players
- Recreation Player count: confirmed 357 players
- Jr Academy Plus player count: confirmed 59 players – winter 2015 program
- Opened registration for Winter 2015 Jr Academy Plus
- Signed tournament rosters for Astro Turf Cup for 2 teams

**Federal Way Soccer Association**

- Attending FWSA monthly meeting on November 5
- Submitted board report

**Comments/Concerns/Problems/Good of the Game**

- None at this time

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Bylaw Proposal, to create Director of Recreation, presented by P. Woodford:

Comment: If we are one club FWFC for select and premier players with all others in the association. We need to address the 4 votes. Maybe one of the board positions representing all recreation is 4 votes. Or we are all back to one vote

**SECTION 4 Member Organizations Votes:**

All member organizations shall be entitled to one member on the Board of Directors and four votes at all regular and special meetings of the Board, except that no member organization in arrears with its dues or in bad standing, shall be entitled to vote or participate in the business of the Association. Members holding Board office (elected or appointed) may not represent nor vote for clubs during Board meetings. In all business, the responsibility of the Board position supersedes the Club affiliation.

**Article 8 Board**

**SECTION 1 Board:**

The Board of this Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. 2nd Vice President of Administration
7. Fields Director
8. Webmaster
9. Director of Recreation
10. One representative from each member organization. Appointed by the member organization.

Comment [G1]: Need responsibility section

The Executive Board of this Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer

**SECTION 2 Duties and Responsibilities of the Executive Board:**

The Executive Board shall be responsible for conducting the business and administrating the affairs of the Association to include, but not limited to, the following:

1. Enforcing the FWSA and WSYSA by-laws, procedures, and rules.
2. Approval and operation of any and all tournaments sponsored by the Association.
3. Approval or removal of the Association Board of Directors.
4. Recommendations to the Board of Directors for suspension or removal of the Association officers.
5. Review and make recommendations on matters to be submitted to the Board of Directors.
6. Sign order on the treasury.

**SECTION 3 Election of the Board Procedures:**

1. The Board shall be elected at the Annual General Meeting by the Associations voting membership, as follows:
  - a. Officers to be elected on ODD numbered years are:

President	Fields Director	Director of Recreation
Secretary	Webmaster	
  - b. Officers to be elected in EVEN numbered years are:

Vice President	2nd Vice President of Administration
Registrar	Treasurer
2. Thirty (30) days prior to the Annual General Meeting notification stating the date and place of the election shall be mailed electronically to each member of the Body.

3. Nominations shall be accepted from the floor at the election.
4. Prior to each election, the President shall appoint a person who is not a candidate for office to conduct the election. That person shall appoint a minimum of two (2) tellers and a secretary to pass out, collect, and count the ballots in the presence of the election chair. Ballots may be distributed in advance by this committee as part of the procedure of signing in. The election results shall be announced to the membership by the election chair who shall state the number of eligible votes, the number of votes counted, the number of votes necessary to elect, and the results of the balloting.
5. A majority of votes cast shall be necessary to elect.
6. In the event an objection is raised, a recount of the ballots may be approved by the Board of Directors in a weighted, roll call vote. In the event a recount is authorized, each person running for office shall be entitled to appoint one person to monitor the recount.
7. The election chair shall then entertain a motion to destroy the ballots.

#### **SECTION 4 Term of Office**

1. The term of office for the FWSA Executive Board shall commence immediately upon election, and shall continue until the Annual General Meeting two years hence. Outgoing officers shall assist the successors for a period not to exceed the remainder of the fiscal year, in order to assure a smooth transition. All Association officers are eligible for re-election to the same office at succeeding elections. Vacancies occurring subsequent to elections shall be filled by majority vote of a quorum of the Board of Directors; except if the President is vacated, a new Vice President shall be selected. The term of office for officers elected by such election is the unexpired term of the vacated office.
2. In the event the offices of the President, Vice President, Secretary, Treasurer, Registrar, and 2nd VP of Administration are all vacated, the Board of Directors shall elect, by a majority vote, replacements for the remainder of their respective terms. In the interim, the Board of Directors shall designate a member of the Board of Directors as Acting President.
3. Any Executive Board member being absent from three (3) consecutive meetings of the Executive Board or the Board of Directors, or being negligent in responsibilities to the Association, or being in violation of the FWSA or WSYSA Code of Ethics or combination thereof, shall be subject to suspension or removal by the Board of Directors.

#### **SECTION 5 Duties and Responsibilities of Board:**

The duties and responsibilities of the Elected officers shall be:

##### **A. PRESIDENT:**

1. He shall call, attend, and preside over all Association and Board of Director meetings.
2. Submit a report on his/her activities at each monthly meeting
3. Supervise all activities of the Association and Board of Directors.
4. Serve as ex-officio chairman of all committees.
5. Present to the Board for approval all nominations for vacancies on the Board as necessary during his/her term of office.
6. Prepare an agenda before all meetings.
7. Present for approval, by the Executive Board, appointed Chairpersons names.
8. When requested by a majority vote of the Board of Directors, he shall call special meetings of the Board of Directors, as the need arises.
9. In his capacity as Chairman of the Board of Directors, he shall not have a vote.

##### **B. VICE PRESIDENT:**

1. Attend all Association monthly meetings
2. Submit a report on his activities at each meeting
3. Assume the President's duties in his absence.
4. Assist the President as required
5. He shall be responsible for communication and education of all officers and committee Directors on the Board of Directors regarding their duties and activities of their position.
6. He shall be responsible for all FWSA fund raising activities

7. He shall be a voting member of the Board of Directors.

**C. SECRETARY:**

1. Attend all Association monthly meetings.
2. Submit a report on his activities at each meeting.
3. Attend to and file all correspondence and maintain a business address for the Association.
4. He shall record and prepare the minutes for all meetings of the Board of Directors and the Association.
5. He shall distribute to all Board members and mail member organization Presidents copies of such minutes no later than two weeks from previous Association meeting.
6. He shall provide timely notifications of the time and place of Board of Directors meetings to all members of the Board of Directors.
7. He shall help the President prepare meeting agendas.
8. Call role of the Board.
9. He shall be a voting member of the Board of Directors.

**D. TREASURER:**

1. Attend all Association monthly meetings.
2. Submit a report on his activities at each meeting.
3. Keep financial records of all monetary transactions, including incoming and outgoing monies
4. Maintain a checking and savings account with dual signature authority by either the President, Vice president, and Treasurer; (checks will be signed by Treasurer and one other officer)
5. Assist with and schedule an audit on the records prior to the Annual General Meeting.
6. He shall present a written report on the financial status at all Association meetings.
7. Submit at the Annual General Meeting a proposed budget for the year.
8. File a tax exempt status with the IRS yearly
9. File yearly State Tax Form and Federal Tax Form.
10. Pay all registration and insurance fees to WSYSA
11. He shall be required to have all member organizations file financial information with the Association in order that they may be covered by Association tax-exempt status.
12. He shall maintain records necessary to assure that member organizations have and maintain insurance coverage acceptable to the Association.
13. He shall assist in adjusting, with Board approval, all departmental accounts as necessary for balanced budgeting, within the total approved budget.
14. He shall be a voting member of the Board of Directors.

**E. REGISTRAR/RISK MANAGER**

1. Attend all Association monthly meetings.
2. Submit a report on his activities at each meeting.
3. Coordinate Annual Player registration within the Association.
4. Verify age of all players registered in the Association.
5. Maintain an up to date file on all players, teams, and coaches.
6. He shall direct the club registrars in the processing of registration and transfer of players, maintenance, and update of rosters.
7. He shall maintain liaison with the WSYSA Registrar.
8. Handle all transfers to and from teams, and to and from clubs and Associations as required by deadlines.
9. Establish deadlines for league registrations, state cups, and player transfers.
10. Be responsible for ensuring that all club and Association members who work with children, such as, but not limited to, the Board of Directors, Executive Board, Head and Assistant Coaches, Team Managers, fill out and return to the WSYSA, a Washington State Youth Soccer Association Volunteer form, Washington State Patrol clearance form, in addition to any other FWSA or WSYSA required security form.
11. Maintain a liaison and work with the WSYSA Risk Manager.
12. He shall be a voting member of the Board of Directors.

**F. 2ND VICE PRESIDENT OF ADMINISTRATION:**

1. Attend all Association monthly meetings.
2. Submit a report on his activities at each meeting.
3. Preside over all Association Disciplinary matters.
4. He shall be responsible for prompt disposition of all protests, letters of information, complaints, appeals, and direct the proper committee to hold preliminary hearings and file a report within seven days of validation.
5. He shall also report to the Board of Directors on all such matters concerning protests, letters of information, complaints, or appeals.
6. He shall attend or send a representative to all District and State disciplinary committee meetings as needed.
7. He shall appoint and chair the By-law Committee and review the by-laws yearly and submit proposed changes to the FWSA By-laws, in their proper format, to all Association members, a minimum of 30 days before the FWSA AGM.
8. Establish a Disciplinary pool to be called upon as needed.
9. He shall be a voting member of the Board of Directors.

**G. FIELDS DIRECTOR:**

1. He shall report on the availability and utilization of fields within the Federal Way area.
2. He shall maintain liaison with the Recreation Council, Parks Department and other organizations regarding use, condition, and availability of fields for playing soccer.
3. He shall coordinate the activities of member organizations in acquiring and improving fields for soccer.
4. He shall be the representative to the Recreation Council meetings.
5. He shall be a voting member of the Board of Directors.
6. He shall assign fields to member organizations for practice and competition.

**H. WEBMASTER:**

1. He shall be responsible for the maintenance of a web site for the Federal Way Soccer Association and its member organizations.
2. He shall maintain a "domain name" called "Federal Way Soccer" and shall have that domain name "hosted" by a reputable ISP.
3. He shall maintain an E-mail account and will setup forwarding of E-mail addressed to officers or officials of the FWSA. The "Website content" shall be at the direction of the Board of Directors.
4. The Webmaster will be responsible for design and graphics contained on the web site.
5. The Webmaster shall be a voting member of the Federal Way Soccer Association.
6. He shall report on the status of the web site at the monthly meetings.

**I. DIRECTOR OF RECREATION:**

1. Shall be responsible for the organizational management of all recreational teams. Teams formed without tryouts and playing in District III or in house leagues.
2. Shall form internal committees to coordinate registration, team formation, and scheduling as required to support the age and league of the teams.
3. Work with or form committees to work with clubs within FWSA for player programming and development opportunities.
4. Provide an annual budget request and work with the Treasurer on financial reporting at monthly meetings.

**Article 9 Appointed Chairpersons**

**SECTION 1 The Appointed Chairpersons Positions shall be:**

The Appointed Chairpersons positions shall be:

1. Member Association Representative/District III Representative
2. Chairman of Tournament Committee

3. Director of Coaching (ex-officio)

**SECTION 2 Duties and Responsibilities of the Appointed Chairpersons:**

The duties and responsibilities of the appointed chairperson shall be:

**A. Member Association Representative/District III REPRESENTATIVE:**

1. Attend all Association monthly meetings.
2. Submit a report on all matters pertaining to WSYSA/District III activities, to the Board of Directors at each monthly Association meeting.
3. Represent the interests of the Association at all District III and state level meetings per prior instruction by the Board of Directors.
4. He shall be a voting member of the Board of Directors

**B. CHAIRMAN OF TOURNAMENT COMMITTEE:**

1. Attend all Association monthly meetings.
2. Submit a report on his activities at each meeting.
3. He shall also coordinate with WSYSA Tournament Committee on all matters concerning field assignment for the WSYSA State Tournament games held within Association Boundaries and schedules for Association teams.
4. He shall be a voting member of the Board of Directors

**C. DIRECTOR OF COACHING:**

1. Preside over all Association development programs.
2. Coordinate development of programs for member organizations.