



**Board of Director's Meeting  
10:30 am, December 1, 2018  
1346 Silver Avenue  
San Francisco, CA 94134**

## **AGENDA**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment on Items not on the Agenda
5. Consent Calendar
  - A. Consider approval of the minutes of October 27, 2018 Board of Director's Meeting
6. Talk by Don Collins, Commissioner of Athletics for the California Interscholastic Federation, San Francisco Section, about how leagues can avoid getting in trouble regarding workman's compensation for referees.
7. Action Items
  - A. Consider revising certain league, team and player registration and other fees.
  - B. Consider draft financial report for Fiscal Year 2017-2018
  - C. Consider a revised draft of the Open Governance Policy Proposal for USSF
8. Officer, Staff and Committee Reports
  - A. Basement and office cleanup – Juan Zaldana and Edwin Menjivar
  - B. Legal review of draft CSAN Policy Manual – Tom Moore
  - C. Updated CSAN Calendar for FY 2019 – Tom Moore
9. Good of the Game
  - A. Correspondence Received by CSAN, Directors and Staff
  - B. Informational Items
    - i. US Men's National Team versus Costa Rica, February 2, 2019, Avaya Stadium
  - C. Director Comments
  - D. Director's Photos
10. Board Member Requests for Future Agenda Items
11. Adjournment

California Soccer Association North  
Board of Director's Strategic Planning Meeting Minutes  
October 27, 2018

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1. Call to Order

Meeting was called to order at 11:10 AM.

2. Roll Call

Members Present: Edwin Menjivar, Fraternidad Soccer League  
Member-At-Large  
Tom Moore, President  
Coco Moya, Golden Gate Women's Soccer League  
Jan Mullen, Secretary  
Ric Olivas, CNRA Representative  
Ali Radmand, Central California Soccer League  
Member-At-Large  
Javier Rodriguez, Treasurer  
Juan Zaldana, Vice-President

By Conference Call: Gerhard Atchleik, Sacramento Adult Soccer League  
Vangie Bond, Alameda County Soccer League

Guests: Mike Edwards, Facilitator  
Norma Sanchez, Office Manager  
Kenyatta Scott, CYSA President

3. Pledge of Allegiance

4. Strategic Planning Session (Mike Edwards)

The goal of our strategic planning session is to have some broad strategic objectives for the upcoming year, and in support of each of those objectives some specific goals, and then to have a person or persons volunteer to help achieve that goal.

Mike Edwards suggests that we do a survey of our affiliated players to determine what issues are important to them.

**Marketing**

Field owners

League owners

Team owners

Players

Members/Non-Members/Youth

Social Media  
Website  
Twitter/Facebook/Snap Chat  
Understand Pro Team Marketing

**Services**

League content on CSAN Facebook site (V)  
Maria – main administrator (E)  
Promote soccer (V, E)  
Insurance (L, V, E)  
State competitions (V, E)  
Access to national competitions (V)  
Delegates to NBOD (V)  
Hall of Fame (V, E)  
Field access and development (V)  
Player and referee discipline (V, E)  
Appeals (V)  
State Referee Committee (V)  
Sponsorship (V, E)  
State Grants (V)  
Conflict resolution (V, E)  
Communication on International Games (V, E)  
Linkage to USASA and USSF (V)  
Training on league management (V)  
Registration training (E)  
Office hours (E)  
Player registration (V, E)

**Internal Services**

Bilingual (E)  
Form 990 (C)  
Submit/Track insurance claims (E)  
Administrative support services (V, E)  
Pay employees (C)  
Tax payments (C)  
Board support (V, E)  
Maintenance of state discipline records

C = Contract Labor  
E = Employees  
L = Leagues  
V = Volunteers

### **Training for Leagues**

PAI claims process

Liability claims process

SafeSport

Concussion protocol

International Federation Laws of the Game (IFAB LOTG)

Region 4 workshops

Affinity system for players, league registrars, and team managers

How to run a meeting

USSF Hearing Procedures

### **Planning Task**

Emergency protocols/plans

Strategic plan

Relations with Cal North

Soccer TTP's clinics for parents

Walking soccer

Grassroots soccer

Next step is to compile these lists into a digital form and send to all leagues so league directors can provide input on prioritizing the items on the lists.

#### 5. Public Comment on Items not on the Agenda

Michael Watkins and Rod Thompson of Volume Sports and Entertainment presented their concept to begin a national World Amateur Soccer Cup for adult amateur soccer players. Beginning in February 2019, they will launch the first regional tournament on the West Coast, followed by a regional tournament in the southwest, a regional tournament in the midwest, and lastly in the northeast. The winners of the 16 regionals will meet in Dallas the weekend of June 29 – 30, 2019 at the Ford Stadium on the campus of Southern Methodist University. The championship will be televised tape delay on ESPN 2.

It is single elimination with a \$1,750 entry fee for affiliated teams. For the first year it will start as a men's tournament, although the suggestion of making it a women's tournament was under strong consideration.

#### 6. Consent Calendar

- A. Consider approval of the minutes of September 15, 2018 Board of Director's meeting.

**Motion by Javier Rodriguez/second by Ali Radmand to approve minutes of the September 15, 2018 Board of Director's meeting. Passed unanimously.**

7. Action Items

A. Consider approval of Ad-Hoc Registration Committee

Tom Moore presented approving the formation of an ad-hoc committee to explore any improvements that can be made to our player registration process.

The purpose of the Ad-Hoc Registration Policy Committee includes:

- To determine how to handle issues related to the expiration date of player passes in conjunction with the Affinity player registration system
- To develop recommendations regarding the cost of player registrations, transfers, multipasses, tournament passes, and convenience fees.
- To develop recommendations for revisions, if any, to the format of the player pass.
- To draft a new written policy that covers player and team registration processes and costs for consideration by the Board of Directors.

The first meeting is proposed for 1:00 PM on Saturday, November 10, 2018 at the CSAN Office.

**Motion by Coco Moya/second by Javier Rodriguez to approve the formation of an Ad-Hoc Registration Policy Committee. Passed unanimously.**

Volunteers to the Ad-Hoc Registration Policy Committee include Tom Moore, Norma Sanchez, Coco Moya, Edwin Menjivar, and possibly Vangie Bond and Javier Placentia.

**Motion by Tom Moore/second by Jan Mullen to approve volunteers to the Ad-Hoc Registration Policy Committee. Passed unanimously.**

B. CSAN Calendar for FY 2019

No additions or corrections to the CSAN Calendar for FY 2019.

8. Staff and Committee Reports

A. Reports from delegates of USASA Annual General Meeting in Buffalo

Written reports from Tom Moore, Ali Radmand, Javier Rodriguez, Leo Shoomiloff, and Juan Zaldana.

Edwin Menjivar and Ali Radmand left the meeting at 3:00 PM. Juan Zaldana left the meeting at 3:15 PM.

B. Report from Ric Olivas on meeting with Said Ravanfar (SRA)

Ric submitted a written report on his meeting with SRA Said Ravanfar.

9. Good of the Game

A. Correspondence received by CSAN, Directors, and Staff

None.

B. Informational Items

None.

C. Director's Comments

None.

10. Board Member requests for future agenda items

None.

11. Adjournment

Meeting adjourned at 3:48 PM.

Submitted by,

Jan Mullen  
CSAN Secretary

# DONALD COLLINS (1)

## BACKGROUND

Donald C. Collins is the Commissioner of Athletics for the California Interscholastic Federation, San Francisco Section. (<http://www.cifsf.org/>) Collins also serves as a sports consultant, and has advised numerous high school leagues and amateur sports officials associations.

Collins has published over 90 articles (<http://donaldcollins.org/articles.htm>) on sports administration, sports officiating, legal issues affecting sports officials, and sportsmanship. Collins also has worked with teams of officials who have worked on sports officials' independent contractor legislation; indeed, Collins drafted model independent contractor language enacted in multiple states. Collins has also worked on legislation criminalizing batteries committed upon sports officials.

Collins is an attorney. He has taught legal writing at the Hofstra University Law School ([http://www.hofstra.edu/Academics/Law/index\\_law.cfm](http://www.hofstra.edu/Academics/Law/index_law.cfm)). Collins also has taught in the paralegal program at Sonoma State University (<http://www.sonoma.edu/>) while assisting in the compliance office of the Sonoma State Athletic Department (<http://www.sonomaseawolves.com/>). Collins also served a five year term as a staff attorney at the U.S. Court of Appeals for the Ninth Circuit in San Francisco. (<http://www.ca9.uscourts.gov/>)

Collins also has been a sports official for over 17 years. He is a member of the USA Track and Field, Pacific Association (<https://www.pausatf.org/>) and the Northern California Basketball Officials Association (<http://www.ncboa.org/>) in San Francisco. Collins officiated at the US Paralympic National Track and Field Championships in 2014 (<https://www.pausatf.org/2014-paralympics-track-field-championships-news/>).

Collins can be contacted at 555 Portola Drive, Bungalow 2 San Francisco, CA 94131. (Office) 415-920-5185 and (Fax) 415-920-5189.



**California Soccer Association North  
Agenda Transmittal**

Agenda Item Number: 7 A

Meeting Date: 1 December 2018

Submitted by: Tom Moore

Agenda Title: Consider Approving Changes to Registration and Other Fees

**Detailed Description:** The Board of Directors is asked to consider the recommendations of the Ad Hoc Registration Committee regarding league, team and player registration fees and other fees for services provided by CSAN.

*(Se le pide a la Junta Directiva que considere las recomendaciones del Comité de Registro Ad Hoc con respecto a las tarifas de inscripción de la liga, el equipo y el jugador y otras tarifas por los servicios prestados por CSAN.)*

**Financial Impact on CSAN:** The financial impact depends on the number of new leagues and teams and the number of transfer and multipass requests. The annual fee for new leagues is proposed to be reduced to \$100 from \$200; the annual team fee for new teams is proposed to be reduced to \$100 from \$125; this will result in some reduction in revenue from new leagues and teams compared to the prior fee schedule. The tournament pass, multipass and transfer fees are proposed to be increased from \$8 to \$10; this will result in some small increase in revenues depending on the number of multipasses and transfers purchased. The release fee is proposed to be reduced to zero for releases done online in Affinity by the league registrar. This will result in a small decrease in revenues depending on the number of releases that are not associated with a transfer.

CSAN Executive Committee Recommendation: Recommend approval

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Board Action

Motion By \_\_\_\_\_

Seconded By \_\_\_\_\_

Ayes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Reagendized For: \_\_\_\_\_

No Action Taken: \_\_\_\_\_





California Soccer Association North  
 1348 Silver Avenue  
 San Francisco, CA 94134-1226

**PROPOSED FEES, BONDS  
 AND APPEALS**

**LEAGUE FEES**

Annual league dues for <b>new</b> and returning leagues	\$100.00
Annual dues for all member leagues shall be <b>payable on or before the date of the Annual General Meeting in August</b> of each year.	

**TEAM FEES**

Annual team dues for <b>new</b> and returning teams	\$100.00
<b>Team name change at the start of a registration year</b>	<b>\$0.00</b>
<b>Team name change during the registration year</b>	<b>\$20.00</b>

**PLAYER REGISTRATION FEES**

Annual player registration fee*	\$26.00
*Includes \$5,000 Participant Accident Insurance Plan, \$2,000,000 league and team liability coverage and \$10,000,000 Directors and Officers liability coverage for the league.	
Annual player registration fee*	\$31.50
*Includes \$25,000 Participant Accident Insurance Plan, \$2,000,000 league and team liability coverage and \$10,000,000 Directors and Officers liability coverage for the league.	
Fee for additional player registration for another team (multi-pass)*	<b>\$10.00</b>
*additional Participant Accident insurance premium may also apply	
Fee for player transfer during the registration year*	<b>\$10.00</b>
*After having paid the Annual Player Registration fee for a different team	
<b>Player release done by league registrar in Affinity</b>	<b>\$0.00</b>
Player release done by the CSAN Office Staff	\$10.00
<b>Temporary tournament player pass (valid for seven days)</b>	<b>\$10.00</b>
Replacement of a lost player pass	\$10.00
Fee for CSAN staff to correct incomplete or incorrect player registration information*	<b>\$10.00</b>
*Includes correction of an inadequate player passport style photo	

**LIABILITY INSURANCE CERTIFICATES**

Request for liability insurance certificate submitted with correct information 7+ days in advance	<b>\$0.00</b>
<b>Expedited insurance certificate request (less than seven days in advance)</b>	<b>\$20.00</b>
Insurance certificate request submitted with incorrect information that requires correction	<b>\$20.00</b>

**FEES AND FINES**

Team found guilty of fielding an ineligible player	\$200.00
Fee to file a protest or appeal	\$100.00
Amending the remainder of a suspension to a probationary period	\$100.00
Not fielding a full team for a State Cup Game	\$100.00
Credit card payment convenience fee:	
Under \$100.00:	<b>\$0.00</b>
\$100.00 or more:	<b>2%</b>

**California Soccer Association North  
Agenda Transmittal**

Agenda Item Number: 7 B

Meeting Date: 1 December 2018

Submitted by: Javier Rodriguez

Agenda Title: Draft Financial Report for Fiscal Year 2017-2018

**Detailed Description:** The Board of Directors is asked to consider the draft CSAN financial report for the fiscal year that ended September 1, 2018 and provide direction to the Treasurer regarding the content, format and reporting frequency for updates.

*(Se le pide a la Junta Directiva que considere el borrador del informe financiero de CSAN para el año fiscal que finalizó el 1 de septiembre de 2018 y proporcione instrucciones al Tesorero con respecto al contenido, el formato y la frecuencia de los informes para las actualizaciones.)*

Financial Impact on CSAN: None

CSAN Executive Committee Recommendation: Recommend consideration of format and content of financial reports provided by the Treasurer.

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<b>Board Action</b>	
Motion By _____	Seconded By _____
Ayes: _____	Abstentions: _____
Noes: _____	Absent: _____
Reagendized For: _____	No Action Taken: _____

## California Soccer Association North, Inc.

11/26/18

## Balance Sheet

Accrual Basis

As of November 26, 2018

	Nov 26, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Checking	116,219.50
1010 · Savings #1	176,241.90
1020 · Savings #2	17,394.85
1030 · Certificate Of Deposit	523,623.75
1101 · Petty Cash	600.00
Total Checking/Savings	834,080.00
Other Current Assets	
1400 · Undeposited Funds	160.00
Total Other Current Assets	160.00
Total Current Assets	834,240.00
Fixed Assets	
1500 · Land - Net	
1501 · Land - Office	112,500.00
Total 1500 · Land - Net	112,500.00
1510 · Building - Net	
1511 · Building - Office	161,250.00
1519 · Building - Accum Dep	-161,250.00
Total 1510 · Building - Net	0.00
1520 · Building Improvements - Net	
1521 · Building Improvements - Office	281,661.09
1529 · Bldg Improvements - Accum Dep	-91,240.09
Total 1520 · Building Improvements - Net	190,421.00
1530 · Furniture & Equipment - Net	
1531 · Furniture & Equipment	61,301.29
1539 · Furniture & Equipment - Acc Dep	-61,301.29
Total 1530 · Furniture & Equipment - Net	0.00
Total Fixed Assets	302,921.00
<b>TOTAL ASSETS</b>	<b>1,137,161.00</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,161.13
Total Accounts Payable	1,161.13
Credit Cards	
2200 · Master Card	
2201 · President	-198.24
2200 · Master Card - Other	-514.27
Total 2200 · Master Card	-712.51
Total Credit Cards	-712.51
Other Current Liabilities	
2100 · Unearned Income	
2110 · Performance Bonds	600.00
Total 2100 · Unearned Income	600.00
2210 · Payroll Liabilities	-300.00

2:12 PM

California Soccer Association North, Inc.

11/26/18

Balance Sheet

Accrual Basis

As of November 26, 2018

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	<u>Nov 26, 18</u>
Total Other Current Liabilities	300.00
Total Current Liabilities	<u>748.62</u>
Total Liabilities	748.62
Equity	
3900 - Retained Earnings	1,105,775.04
Net Income	<u>30,637.34</u>
Total Equity	<u>1,136,412.38</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,137,161.00</u></u></b>

**California Soccer Association North  
Agenda Transmittal**

Agenda Item Number: 7 C

Meeting Date: 1 December 2018

Submitted by: Tom Moore

Agenda Title: Revised draft of the Open Governance Policy Proposal for USSF

**Detailed Description:** The Board of Directors is asked to consider the revised draft of the Open Governance Policy Proposal for USSF. Based on a discussion with Greg Fike, Senior Counsel at the USSF and John Collins, former Senior Counsel at the USSF and current member-at-large of the USSF National Board of Directors, the proposed Bylaw change was removed for two reasons:

- It would require a two-thirds affirmative vote by the USSF National Council. This would be very hard to achieve.
- It is not necessary because the proposed new open governance policy can be approved without a corresponding change to the bylaws.

In addition, Section 3 was changed to remove the requirement for draft minutes to be posted within 30 days. Instead, only summary notes must be posted within 30 days, until approved minutes can be posted.

*(Se solicita a la Junta Directiva que considere el borrador revisado de la Propuesta de Política de Gobierno Abierto para el USSF. Sobre la base de una discusión con Greg Fike, Asesor Legal Principal de USSF y John Collins, Ex Asesor Legal Principal de la USSF y actual miembro de la Junta Nacional de Directores de la USSF, se eliminó el cambio propuesto del Estatuto por dos razones:*

- *Requeriría un voto afirmativo de dos tercios por parte del Consejo Nacional de la USSF. Esto sería muy difícil de lograr.*
- *No es necesario porque la nueva política de gobierno abierto propuesta puede ser aprobada sin un cambio correspondiente a los estatutos.*

*Además, la Sección 3 se modificó para eliminar el requisito de que los minutos de borrador se publiquen dentro de los 30 días. En cambio, solo las notas de resumen deben publicarse dentro de los 30 días, hasta que se puedan publicar los minutos aprobados.)*

Financial Impact on CSAN: None

CSAN Executive Committee Recommendation: Recommend consideration of format and content of financial reports provided by the Treasurer.

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Board Action

Motion By \_\_\_\_\_

Seconded By \_\_\_\_\_

Ayes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Reagendized For: \_\_\_\_\_

No Action Taken: \_\_\_\_\_

## New Policy 414-1 – Open Governance

### Section 1. Meeting Calendar

Within 30 days of the beginning of each calendar year, the Federation shall publish on its website the calendar of all planned National Board and Standing Committee meetings, including date, time and location. The Federation shall post all changes to the dates, times or locations shown in this calendar in a timely manner as they may occur throughout the year.

### Section 2. National Board and Standing Committee Agendas and Agenda Packets

- (a) The agenda and agenda packet for each planned meeting must be posted to the Federation website at least seven (7) days before the scheduled start of each meeting. Agenda and agenda packets are to remain posted on the Federation website for at least two years after the date of the meeting. Emergency items may be added the day of the meeting only after a two-thirds vote of the members of the body to do so.
- (b) The agenda must list a descriptive title for each action item and report to be considered at the meeting.
- (c) If there are any action items to be considered in Executive Session (i.e., closed to the public), the agenda shall list a descriptive title. The descriptive title shall not reveal confidential information.
- (d) Except for items to be considered in Executive Session, the agenda packet posted on the website shall include the following information regarding each agenda item:
  1. A written report, if the item is a report or, if the item involves an action to be taken at the meeting, i.e. a decision of the body, then a background report regarding the action item;
  2. Any supporting information or data regarding the report or action item;
  3. A description, analysis and/or estimate of the benefits and the costs if the action item is approved;
  4. The recommended motion, resolution, policy or bylaw, if any.

### Section 3. Summary Notes and Minutes for Meetings of the National Board and Standing Committees

- (a) A set of summary notes shall be posted to the Federation website within 30 days after each meeting.
- (b) Approved minutes must be posted to the Federation website within 30 days of the adjournment of the meeting at which the minutes were approved.
- (c) The minutes must reflect the location of the meeting and the date and time of its start and end;
- (d) The minutes must reflect the names and, as appropriate, titles of the board/committee members attending the meeting in person or by electronic means;
- (e) For each item on the agenda, the minutes must include the following written information:
  1. The title from the agenda for that item;
  2. If a motion was made or resolution proposed, the text of the motion or resolution and the name of the maker of the motion.
  3. If a vote is taken on a motion or resolution, the number of ayes, nays, abstentions and absences, and whether or not the motion or resolution was approved.
  4. If a member of the body is recused from voting on any motion or resolution, the name of that member.
  5. For any emergency item added after the agenda was posted to the Federation website, a justification must be given for the addition of the item.

Section 4. Federation staff shall provide at least one employee whose duties include the publication and maintenance of the calendar of meetings; supporting the process of agenda and agenda packet creation and the writing of action minutes; and the posting of these items on the Federation website.



## **2018 – 2019 Calendar** (Updated December 1, 2018)

December 1, 2018	10:30 am, CSAN Board of Director's Meeting/ Christmas Party, Sean McNulty Conference Room
January 5 - 6, 2019	USASA Region IV Workshops Tempe, Arizona
February 14 – 17, 2019	US Soccer Annual General Meeting Scottsdale, Arizona
March 16, 2019	11 am, CSAN Board of Director's Meeting Sean McNulty Conference Room
May 16, 2019	11 am, CSAN Board of Director's Meeting Sean McNulty Conference Room
July 10 – 14, 2019	USASA Adult Soccer Fest Lancaster, Massachusetts <a href="http://www.ussoccerfest.com/home.php">http://www.ussoccerfest.com/home.php</a>
August 10 or 17, 2019	CSAN Annual Member Meeting/Board of Director's Meeting/Hall of Fame Dinner
September 28, 2019	11 am, CSAN Board of Director's Meeting Sean McNulty Conference Room
December 7, 2019	10:30 am, CSAN Board of Director's Meeting/ Christmas Party, Sean McNulty Conference Room

# **MNT Sets Up Regional Challenge vs. Costa Rica on Feb. 2, 2019 at Avaya Stadium**

## **Match Part of Series of Tests Ahead of 2019 Concacaf Gold Cup**

MNT Nov 20, 2018

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Following four straight matches against top-ranked teams from Europe and South America, the U.S. Men's National Team will take on a different challenge against a top tier regional rival when it hosts Costa Rica on Feb. 2 at Avaya Stadium in San Jose, Calif.

The event time will be announced at a later date, but the game is set to be televised on FS1 and Univision Networks. Fans will be able to follow the match via [Facebook](#), Twitter [@ussoccer MNT](#) and Instagram [@ussoccer MNT](#).

Slated as the second of two games that are part of the MNT's annual January Camp, the friendly vs. Costa Rica is part of a series of tests the USA faces in advance of the 2019 Gold Cup, the first official competition in the 2022 World Cup cycle. The first 2019 January Camp friendly will be announced at a later date.

Tickets for the match in the Northern California go on sale to the public Friday, Nov. 30, at 10 a.m. PT through [ussoccer.com](#) and by phone at 1-800-745-3000. [Note: Tickets are not sold at Avaya Stadium except on the day of the event.] Groups of 20 or more can order directly at [ussoccer.com](#).

Ultimate Fan Tickets (special VIP packages that include a premium ticket, a custom-made official U.S. National Team jersey with name and number, VIP access to the field before and after the game, and other unique benefits) are also available exclusively through [ussoccer.com](#).

Coaches Circle and Presidents Circle members supporting the [U.S. Soccer Development Fund](#) can receive individual customer support and concierge services for their ticketing needs. Click [here](#) or contact [circles@ussoccer.org](mailto:circles@ussoccer.org) for more information.

The MNT returns to Avaya Stadium for the second time, having routed Honduras 6-0 in a World Cup Qualifier on March 24, 2017. Overall, the USA holds an unbeaten 3-0-2 record in San Jose.

This will be the 38<sup>th</sup> meeting between the United States and Costa Rica, with the MNT slipping behind in the all-time series with an overall record of 14-17-6. The match will come on the 16-year anniversary of the USA's 2-0 victory against Costa Rica in the 2002 Concacaf Gold Cup Final.

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