

House Director / Webmaster Report

The majority of the Coordinators have agreed to carry on. We need someone to lead Active Start, and Coordinators for U7, U9, U13 Girls, U18 Girls and Boys, and at least one of the U11s. I can't find that in my notes, so I'm unsure. Linda may remember. (?)

I had an extended conversation with Laurie Miller about the referees and her role. We need to create a job description for the Head Referee (or Head Official or Referee-in-Chief or whatever we call it). That JD should include references to financial responsibilities in addition to the selection, training, and appointment of referees, and also to management of the Discipline Committee. I think the financial part should include reference to personal expenses. Our referees are part of the BC Soccer Referees Association, and our Head Referee should be involved there and should be compensated for meeting-related expenses. A number of other issues were discussed, which are more operational in nature: the results of that will show up in the website.

In our conversation, she made an important point: according to our Constitution, only parents of players may be members. We need to address this, though I think the time between now and the AGM is insufficient from a legal standpoint. It should be a priority for next year's AGM to define who is (can be) a member.

The website is functional but needs a lot of data input. We all have to contribute to this, and it includes going over existing policies and re-writing them when required. The website has a Documents feature that is easy to use. I will happily walk everyone through how to access it and upload documents. All Board members have usernames and passwords that allow access to this part of the system.

An important thing to note about uploading Documents (Info/Documents section), especially with regard to Directors' Reports, Minutes, and Financials. The system has a Sort feature, and we need to use it to find things easily and avoid confusion. Here is how it works:

- Every document of the types mentioned above must have a 5-digit sort number.
- The first two digits are the year.
- The third digit is the report type as follows:
 - ◆ 0 – General Items (like Grant Applications)
 - ◆ 1 – Financial Reports
 - ◆ 2 – Minutes
 - ◆ 3 – Directors' Reports
- The fourth and fifth digits are the month

More report type categories can be added, but the sort number cannot be increased in length. The sort number for this report is 12304: 12th year, Director's Report, 4th month. I see no reason to distinguish between Directors as to their reports. Reports can be in whatever format seems appropriate. This one appears in PDF.

Switchover was a bit messy, with confused communication with Beanstream staff who could have resolved things earlier, but it was resolved on the morning of the 2nd. We caught TechSys napping, but they rose to the occasion. There is still some fine-tuning, but most everything is in place. I am going to switch our domain name registration, which is due for renewal in August, to Millenia Software, who are our hosts. It is better to have it all together.

Everyone on the Board, plus the Registrar and the Technical Director, has a @scysa.ca addresses, which (except for the Technical Director) are forwarded to their personal email accounts (or in Dana's case, to coastsoccer@gmail.com). I will set up Head Referee and Referee Scheduler, among others, as the need arises. We can set up webmail if necessary, and I can add an info@scysa.ca webmail address with access for several Board members as required. If this is set up, it needs to be checked regularly. This does not affect the [coastsoccer@gmail](mailto:coastsoccer@gmail.com) account. These email addresses are now posted on the site (see the Contact Us page) and are live.

So that we're all clear about how things work with regard to teams, here are the requirements.

- Coaches must apply to be coaches – there is a form on the site for this purpose. A team cannot be created if it does not have a coach. At the moment, I have put Bill Davis into the system – he does not know this yet – in order to test the team creation component. There are 3 boys on that U12 team at the moment.
- The team must have a name. For House teams, it will be the letter system that we have used in the past (at least initially – when teams create their own names we can make the changes).
- A player must be fully registered, in other words paid up (by whatever means), in order to be placed on a team. For this reason, we cannot email the list of Rep team members from the team portion of the database at this time, because almost nobody is in there. This will be different next year because the players will be in the database, and entire teams can be rolled from one Age Group to the next.
- House schedules cannot be generated until all teams in an Age Group have been created. There is an auto-scheduling feature which simplifies this. (Teams are given a home field and normal game time and weekday for home games, and the system takes it from there.) The schedule can be modified once created.

I have started to prepare documentation for using the system but this has been slow, so there is not much to show. It will eventually be posted on the site itself in the Info/Documents section.

Respectfully submitted

Cam Ellison

House Director

Webmaster