

**Executive Position:** President

**Season:** 2017

**Years served in position:** 5th year as President (8 years total with Executive)

**Name:** Sarah Wallace



**OBSERVATIONS:**

1. The 2017 was a challenging year with circumstances out of the control of the KWSL. With both floods and fires, we had to cancel more games than we would have liked to. We will be looking at way to streamline the communication with the teams, as well as set policies in place to act as general guidelines, when these kinds of issues arise in future.
2. The fill rate for Referees and AR was slightly lower than the past two years. This is due to the lower number of young referees coming into the system? KWSL continues to assist COYSA and Kelowna Ref (Al Ryder) in the development and growth of district approved officials.
3. Overall this was an interesting season with a number of unforeseen situations that presented each, its own set of challenges for both, the Executive, as well as Teams / Players. Despite these 'hiccups', the majority of the issues and subsequent resolutions were well received by the League. Most teams continue to follow the rules set up in the constitution and avoid any fines. However, there are a couple of members that seem to be repeat offenders when it comes committing offences, and show a general lack of understanding of the league rules.

**RECOMMENDATIONS:**

1. I feel the biggest focus for the 2018 season should be working with COYSA to bring in the youth players that are ready to play in KWSL. Our league is getting older and we need to not only make these young players aware of the KWSL, but also to make the transition from the youth leagues easier. This will help with the growth of the League, which has continued to diminish each year.
2. That the Executive continue to look for ways to streamline some of the workload. These are volunteer positions and feel some positions have a lot on their plate as far as responsibilities and duties. (this was also one of my recommendations from the past two years but feel it is something we need to continue for the 2018 season)

**GOALS FOR 2018 SEASON:**

1. To carry out my last season (2018) and make every effort to fulfill the obligations set out before me during my last term in the position of KWSL President, (with minimal drinking).
2. For the Executive to continue to implement new ideas to help the league grow. We want the teams to know that we do listen to their feedback, and that the focus is not to grow one division or the other, rather it is to encourage growth and development, bring in new teams and players, and unite the players across all divisions.

Sincerely,

Sarah Wallace  
President  
Kelowna Women's Soccer League

*KWSL 2017 Sponsor:*



**Executive Position:** Treasurer

**Season:** 2017

**Years served in position:** 4<sup>th</sup> year as KWSL Treasurer

**Name:** Erin Courtney



## **2017 TREASURER ANNUAL REPORT**

For the year ending October 31<sup>st</sup>, 2017.

Financial statements for year-end (up to the 31<sup>st</sup> of October 2017) will be emailed out to all team representatives prior to the Annual General Meeting (AGM). We ask that team representatives then forward this information on to all members, particularly the team representatives that will be attending the AGM.

The year-end statements show a deficit nearly twice as large as we had anticipated. This past year saw a decrease in team registrations with five teams electing to move to the Kelowna Men's Soccer League. This impacted the league by way of reducing the collection of registration and extra player fees. Losing an entire division also could have impacted our fine-collection, which often helps to offset projected deficit numbers. We did save money in some areas; subcontractors (referee scheduler, referees, and assistant referees) and fields, which was likely largely due to the fact that we had less teams and that a number of games were cancelled due to flooding and air quality issues. Costs of the executive were also below projected values because we are currently running without a Vice President.

This year electronic funds transfers (EFTs) to referees were made mandatory and the league issued considerably fewer cheques. We continue to believe this will be a very positive move for the league and our subcontractors.

It is with great pride that the league will continue to support the youth that we work with in the form of our annual bursary. We consider this to be one of our greatest contributions to our young referees pursuing higher education. We will be presenting two KWSL referees with \$500 bursaries each at this year's AGM.

I agree with the anticipated remaining costs for 2017, as outlined in the administrator's report.

I agree with the monthly financial reports and year-end financial report. I am not really surprised that the financial statements show a larger than expected deficit as we have had to deal with some unanticipated circumstances this year.

The proposed budget for 2018 will be emailed out to all teams prior to the League Meeting for review, and it will require a separate motion at the League Meeting for approval.

### **Recommendations:**

1. Raise next year's registration fees, as they have remained unchanged for the past three years and we cannot afford to run the league on a deficit.
2. Actively pursue revenue-generating endeavours that encompass the league, its members, and our community.
3. Work with the Referee in Chief to support referee development.
4. Continue to be diligent in the management of our savings to maximize growth.

Sincerely,

Erin Courtney

Treasurer, Kelowna Women's Soccer League



**Executive Position:** Scheduler

**Season:** 2017

**Name:** Donna Sauter (prev. Adams)

**Number of Years on the Executive:** 3



**Observations:** This was my second season as full-time Scheduler and as I continue to learn, this season presented a new set of challenges. For 2017 the KWSL Division 1 teams decided to change their options and move under the Kelowna Men's Soccer League umbrella. This presented a complex situation with regards to availability of field and officials. A positive outcome for teams was an "Open Field" schedule for teams to use for practices.

Ongoing in 2017 there were some issues in timeliness of access to game sheets and being able to follow up with the various municipalities. For example: Marjok was under construction since early August and my first notification of the issue was from pictures received via email on August 29. Game sheets with the Marjok information from early August were received after the August 29<sup>th</sup> email.

The 2017 season of play was affected by both flooding in early May and by the Air Quality issues throughout July and August. A new bylaw will be proposed to ensure consistent practices are adhered to and that teams may be proactive in knowing what the expectations are with regards to playing conditions and rescheduling.

A situation also arose when a regular scheduled game did not proceed due to the absence of officials. Knowledge of KWSL Constitution would have been a benefit in this instance as Bylaw 12.8 states: *If, due to unforeseen circumstances, a referee is unable to officiate, then one of the Assistants may, if qualified and willing, step in to officiate, otherwise the teams affected shall agree on some other person to officiate in the emergency. If the teams cannot agree on a person to act as an official, then the game will be considered a draw (tie) of 0-0.* It confirms the importance of reviewing the laws that govern our League.

**Goals met in 2017:** A better selection of fields was received from the City of Kelowna and due to ongoing complaints in 2016, Kettle Valley was removed as a Division 2 regular use field. All teams in all Divisions were scheduled an equal number of games, despite the odd number of teams in both Division 2 and Division 3. The number of home games and the number of games per location were also averaged with each team's allocation as close as possible to that average (for example, Division 4 teams averaged 10-11 home games each, 5 games at each of UBCO/Marjok/Rutland, and 6-7 games at Mission fields).

**Sunday Cup:** The Sunday Cup was renamed in 2017 to the Canadian Brewhouse Cup with sponsorship secured. Unfortunately a high number of teams withdrew and the tournament was cancelled in April.

#### **Schedule Statistics:**

- In 2017 there were 34 teams, 379 total scheduled games (includes 22 reschedules), 43 games cancelled, and 323 games played.
- In regular league play there were 6 forfeit fines issued in 2017, down from 13 in 2016. One without an associated fine as it occurred before the April 30<sup>th</sup> deadline, two at \$100 for forfeits after the April 30<sup>th</sup> deadline, and one at \$200 for a team forfeiting with less than 48 hrs notice.

KWSL 2017 Sponsor:





- Two teams received the \$50 credit when the team they were scheduled to play against forfeited with less than 3 hours before kickoff and paid the \$250 forfeit fine.
- There were 22 rescheduled games in 2017 (9 due to flooding, 12 from air quality issues) compared to 4 reschedules in 2016, 17 rescheduled games in 2015 (15 from the air quality issues) and 15 games in 2014.

**Comments:** Teams / players are encouraged to more fully utilize the new, mobile friendly, kwsL.ca website in finding information and to know and Play by the Bylaws and Constitution. Not knowing or understanding the rules does not equate to exemption from them. Inform Team Managers to utilize the Media Reports & Game Sheets to communicate field issues for follow up and to hold other teams accountable when not following bylaws (ie. Delay of game).

**Goals for the 2018 season:**

- Continue to work with the municipalities to ensure safety for our players is a priority with field conditions.
- Ensure skill levels of teams are equal to Divisional placement.
- Encourage youth players to transition from COYSA to KWSL to promote growth of the League.
- Increased accountability on officials for timeliness of Game Sheet submissions.
- Work with the Executive team in creating efficiencies for Scheduling and Registration.

Thank you to the KWSL Teams, Referee Scheduler and Executive for another great season.

Respectfully,  
Donna Sauter  
2017 KWSL Scheduler

*KWSL 2017 Sponsor:*



**Executive Position: Registrar**  
**Season: 2017**  
**Years served in position: 2 years**  
**Name: Meghan McCourt**



### **Registration Overview**

- Players: 753 in 4 divisions
- Coaches: 12 coaches on 11 teams
- Transfers: 4
- Deregistered: 13
- Duplicate Cards requested: 27

### **Observations**

Again, I found the registration process frustrating as the BC Soccer software does not lend itself to efficiency or ease of use. Issues that I thought were glitches in the software and therefore would be remedied for subsequent registration seasons still exist and will need to be accounted for during the 2018 registration process. Registration was down approximately 12% this year due to the departure of Division One this season.

Most teams seemed to be aware of the requirements and registration/transfer deadlines. Photo size and/or quality was the still biggest issue, a lot of time was wasted trying to resize and reformat photos in order to make the ID cards. Quite a few incomplete registrations were submitted, both in terms of the initial team package submission having less than the required number of players (11), and individual player forms submitted without photos, parental forms, and/or associated fees. It is much easier and less time consuming to focus on registrations submitted as a team package that to process dozens of individual forms scattered across numerous teams.

The introduction of the duplicate cards appeared to be a success with 27 players taking advantage of this option.

We saw a significant decrease in illegal player infractions with respect to the use of pre-printed stickers and Teams' not striking out players that are not in attendance for specific games. Most teams were able to get the stickers to match up with the game sheet layout, as requested at the beginning of the season.

Yellow and Red Card sanctions were down 30% overall this year

- Yellow card (DT): 3 (vs. 2016: 12)
- Yellow card (UB): 27 (vs. 2016: 32)
- Red Card: 1 (vs 2016:5)

### **Suggestions/Possible Changes for 2018:**

- Introduce color-coded cards for each division, like we did with the Masters Division
- Require pictures to be submitted with all registrations forms
- Referees should be required to submit original game sheets to Eurosport after their games
  - Possibly accept PDF scans but JPEGs should no longer be accepted
  - Many game sheets not submitted or were delayed in being dropped off to Eurosport.
- Packages should no longer be processed in the order in which they were received due to teams submitting incomplete packages (see bylaw 7.4) in an attempt to get their packages processed first. Hopefully this will lessen the amount of individual forms being submitted after the initial package.
- Incomplete packages, or forms without payment will not be registered until all information and payment has been received.

Sincerely,  
Meghan McCourt  
KWSL Registrar

*KWSL 2017 Sponsor:*



**Executive Position:** Media / Public Relations Director

**Season:** 2017

**Name:** Amanda Samaddar

**Number of Years on the Executive:** 1



**Observations:**

For the 2017 season, the media rep needed to send out 17 warning emails and \$225.00 worth of media fines. This was a decrease from the 2016 season, in which 22 warnings were sent out and \$300.00 worth of fines was received. There was one team that received multiple media fines, due to late or absent media fines.

There were still several teams that did not send their media reports in with all the relevant information and I had to go back to figure out what team submitted them or who won or lost the game. The weekly reports are used to update the standings.

As a reminder to teams, the media reports are to be sent in by noon on the day following the game. Failure to do so will result in a \$25.00 fine and unpaid fines results in the forfeit of future games.

In 2017, we still have our food and beverage sponsor, The Canadian Brewhouse, whose sponsorship allowed teams to enjoy discounts on food and drink.

**Comments/ Goals for the 2018 season:**

1. With the brand new website launched for the upcoming season, we will continue to ensure standings are updated in a timely and regular basis.
2. The KWSL Executive to work on increasing traffic to Facebook and Instagram pages, the pages should continue to promote its sponsor via social media and website.
3. The goal is to promote KWSL presence by engaging COYSA's Board members to discuss what collaboration can take place to assist with transition into the adult leagues and fill the gaps between youth and adult leagues.
4. Try to find a new title sponsor for the League.

Respectfully,

Amanda Samaddar

2017 KWSL Media / Public Relations Director

*KWSL 2017 Sponsor:*



**Executive Position:** Secretary  
**Season:** 2017  
**Years served in position:** One  
**Name:** Emily McClelland



**OBSERVATIONS:**

This was my first season as part of the Executive and in the position of Secretary. As an Executive, we met every month to discuss League business often requesting other volunteers and representatives, including Al Ryder (ref scheduler/referee in chief). My job was to record the minutes of every meeting and email them to the other Executive members for inclusions/corrections and to complete a finalized version to be approved at the next meeting, as a matter of record.

This season Division 1 left to play under the Kelowna Men's Soccer League 'umbrella'. This presented some challenges to the League, but in my opinion it was ultimately successful because they were still able to play, and it caused no harm to our season of play.

I have enjoyed my role as Secretary this year and look forward to serving my second year with the League and the other hard working Executive members next year!

**RECOMMENDATIONS:**

- That teams consider growing the league by bringing in NEW players as often as possible, instead of 'farming' players from other teams. There are many potential players not enjoying the sport because they don't know how to get involved.
- That teams also considering using players from COYSA, a lot of the players just don't know where they can play once they hit a specific age.
- That team managers take a more active role in reporting to Divisional Reps how their players are feeling about the divisional structure, the season in general, and any suggestions their players may bring forward. The Executive values member input – please remember to mention good things that happen in the League as well as the constructive criticism!
- That the Executive continue to promote fair play and sportsmanship between teams, and respect towards the game officials, Executive, sponsors and spectators.

Respectfully,  
Emily McClelland  
Secretary, Kelowna Women's Soccer League

*KWSL 2017 Sponsor:*



**Position:** Administrator  
**Season:** 2017  
**Years served in position:** Eight (2010 – 2017)  
**Name:** Rebecca Elechko



## **2017 ADMINISTRATOR ANNUAL REPORT**

For the year ending October 31<sup>st</sup> 2017

The year-end statements show the Society's overall financial status remains in a positive position, regardless of having suffered a significant deficit in this last season. The 2017 Budget called for an anticipated deficit of only \$5,201.34; approximately half of the proposed amount. The League year-end statements currently reflect a deficit of \$11,432.03 for the 2017 Fiscal Year. As of October 31<sup>st</sup>, the bank balance was \$43,903.73; uncleared transactions for the 2017 season total \$5,873.91. Other Current Assets, including Invested amounts totaling \$37,981.91; Total Liabilities & Equity \$76,484.89.

Uncleared Transactions include year-end expense payments, reimbursements and referee bursaries for the 2017 season.

Most expenses are now aligned with the KWSL Fiscal year with minimal carry-over expenses from the previous year. With considerably more effort being expended into development and growth of both the District Officials and our own League and its members, operational costs continue to rise. Revenues are almost completely dependent on the number of teams registered within the League; 2017 saw a considerable shift in the ratio of income to expenses.

### **Income & Expenses**

Revenues from the 2017 Budget called for an estimated 39 Teams; 2017 had 34 registered teams resulting in large drop in projected revenues for the year. The Spotted Spa Retreat has since withdrawn as Title League Sponsor from the 2017 season. The League's Food & Beverage Sponsor, the Canadian Brewhouse provided a monetary cash donation to the League in 2017. Revenues from fines were down by \$2,300 from the previous year. Investment and Interest Income has increased slightly as the funds were redirected into a savings and cash accumulator account with Scotiabank. Bank fees have increased mostly with the introduction of mandatory Electronic Funds Transfers for Referees.

Expenses increased from 2016 by approximately 6% and remained in line with the 2017 Budget; however, the final amount was almost 10% lower than the previous year. Many of the operating expenses are directly related to the number of teams / players registered within the League (i.e. referee costs, fields costs, etc.). Changes in operations and the implementation of new procedures account for the majority of the changes noted in the financial summary.

#### *Summary of Increases to Costs in 2017 include:*

- Bank Service Fees increased – introduction of a new mandatory payment processes implemented for officials.
- Website, Domain / Hosting & Maintenance – due to changes to software, email providers and website hosting and maintenance.
- Referee Mentoring Provision of \$1,500 was added to budget for the 2017 season; only \$285 of this amount was paid out.

#### *Summary of Decreases to Costs in 2017 include:*

- Awards & Promotional items / Advertising - to encourage more league awareness and promote continued growth and development – the \$1,500 budgeted amount was not utilized for 2017 and is proposed to be carried over into 2018.
- BC Soccer Team & Member Affiliation Fees were significantly lower due to the KWSL having five (5) less teams than originally anticipated.
- Fields costs\* decreased nominally in 2017, and while these costs are directly related to the number of teams registered for a season, cost saving strategies implemented by the KWSL Scheduler have also played a large role in minimizing these costs.

KWSL 2017 Sponsor:





**Executive Position:** Administrator  
**Season:** 2017  
**Years served in position:** Eight – 2010 - 2017  
**Name:** Rebecca Elechko



*\* Fields costs have been increased annually to account for general inflation purposes; \*Subcontractor were increased to remain in line and competitive for the limited number of officials available to all Leagues. However, both of these items associated costs are relative to the number of Teams registered within the League and the number of scheduled games within the season and therefore both items are relative to the size of the league and will decrease / increase accordingly.*

### **CONCLUSIONS & SUMMARY:**

While efforts to continue to grow and develop the League, the Board and the League and its Members were faced with an exception and unusual challenge after having Division 1 in its entirety withdraw from the 2017 season to play under the umbrella of the Kelowna Men's Soccer League. This accounted for a significant drop in revenues generated by Team League Fees, and while the future status of Division 1 remains unknown at this time, the Executive continues to ensure that the best interest of the whole League and not just one isolated division is considered at all times.

This season saw the loss of our Title Sponsor, The Spotted Spa Resort, who contributed \$2,500 annually to the League over the last few years. Sponsorship is and remains an important part of the League, and assists with keeping League fees as low as possible. Efforts to find new sponsorship for the League have been initiated.

Awareness and/or interest in soccer from women in the Okanagan seems to be on a steep decline over the past years and should be the main focus from all of the members, and not just the Executive. (When I started in 2010 there were 44 teams, consisting of eight (8) teams in Division 1 and eight (8) teams in Masters, and all other Divisions at or near cap)

The new Website has been launched and is not only mobile-friendly, easy to navigate and organized, many forms, applications and documents are now done directly through the website. While much of the work still needs to be completed, I feel this has been a much needed improvement.

The Kelowna Women's Soccer League suffered a serious deficit in 2017 and fees need to be carefully scrutinized if the Society is to remain in an overall positive financial position. Many of the operating costs have risen substantially over the past years, and the intent is to create procedures that are more cost effective and efficient moving forward. Continued efficiency in other areas of the general operations of the League, in conjunction with these new efforts has reflected positively. The launch of a new online and interactive website will hopefully bring the League one step closer to this goal. General operating costs and expenses are increasing on an annual basis and as such are reflected in each year's projected Budget.

### **RECOMMENDATIONS & GOALS:**

1. Carefully review operating costs and accurately account for proposed increases and decreases in an effort to maintain the lowest possible registration fees for Teams. Propose to raise fees for the 2018 season;
2. Review of Referee payment procedures and protocols to improve accuracy, reduce liability and increase referee accountability;
3. More effort to advertise the League, bring in new players / teams including the transition of youth (COYSA) into our League;
4. To continue to work cohesively with the Treasurer and Referee in Chief / Referee Scheduler to develop and maintain good relationships between the Referees, and ensure accurate record keeping and timely payment of subcontractor fees;
5. Continue to work closely with the Treasurer to monitor monthly expenses and make every effort to keep operating costs down, in turn, keeping League Fees as affordable as possible, and;
6. Continue to assist with the day-to-day operations of the League and the Executive, and to ensure the organization, storage and maintenance of all League documentation, correspondence and financial information.

KWSL 2017 Sponsor:



**Executive Position:** Administrator  
**Season:** 2017  
**Years served in position:** Eight – 2010 - 2017  
**Name:** Rebecca Elechko

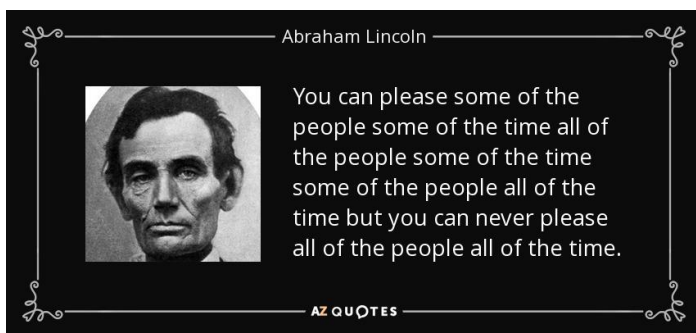


***OTHER NON-FINANCIAL COMMENTS:***

It is each Team's / Player's responsibility to maintain current contact information with the League to ensure that the appropriate representatives are being contacted for League Business or in the case of emergencies or important last minute notifications.

It is each Team and its members' responsibility to read the rules and adhere to them; ignorance is not a valid excuse, nor is it acceptable. It is expected that all Team Members, Coaches, etc. are familiar with the Constitution & Bylaws as well as the KWSL Code of Conduct, which are both readily available on the [www.kwsl.ca](http://www.kwsl.ca) website. This also means properly researching information prior to vetting complaints or questions to the Executive; there is the expectation that when any person is involved in any Organization / Group / Club / etc., that those involved are familiar with policies, rules etc.

2017 presented many unique challenges that put the Executive Board in positions that required decision making that was not always well received by some. While the Executive works tirelessly and selflessly to maintain parity within the League, the quote below seems fitting:



The dedicated members of Executive Board and other Volunteers who put an extraordinary amount of effort, time and heart into running this League have faced many challenges and criticisms. I commend their ability to put the interest of the League before their own or their Team's interests. While the Executive themselves do not always agree, everyone has a voice, and that complexity, as well as our similarities and differences are what ensures that decisions made by the Executive are not made lightly, and without careful consideration to past experiences / instances, present situations and the impact of these decisions in future.

The KWSL continues to be successful because of the tireless and selfless efforts of these Executive members. I am privileged to work with such an extraordinary group of volunteers whose sole unified purpose is to ensure the continued development and success of the Kelowna Women's Soccer League.

Respectfully,  
**Rebecca Elechko**  
*Administrator, Kelowna Women's Soccer League*

KWSL 2017 Sponsor:

