

Executive Position: President

Season: 2016

Years served in position: 4th year as President (7 years total with Executive)

Name: Sarah Wallace



OBSERVATIONS:

1. Overall the 2016 season was a successful one. It seemed to have less issues than the past couple of years. With most teams seeming happy with how the season went. It's always our intention to make each season better than the one before.
2. Al Ryder (Referee in Chief) continues to have a great fill rate. The Executive appreciates his experience and guidance; he makes our job a lot easier when it comes to the referees.
3. Overall this was another great season without too many hiccups. Most of the teams continue to follow the rules set up in the constitution and avoid any fines. However, there are a couple of teams that seem to be repeat offenders when it comes to understanding the league rules.

RECOMMENDATIONS:

1. We invest a little more time and funds this year to the Co-ed Tournament since it is the 10-year anniversary of the tournament. We will look into this in more detail at the beginning of the 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 2016 and we have started to do this, I would like to see this continue for 2017)

GOALS FOR 2017 SEASON:

1. To see the Masters division continue for 2017 and ideally grow to 6 teams.
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

Sincerely,
Sarah Wallace
President
Kelowna Women's Soccer League



Executive Position: Vice President

Season: 2016

Years served in position: 1st year in 2 year term

Name: Toni Nicholls



OBSERVATIONS:

1. The Executive continues to listen to the players and the teams on how to better our league. With Surveys that have gone out and asking for input based on the Sunday Cup, it allows the Executive to use the information and feedback provided to better the KWSL for the players.
2. The Sunday Cup was started based on feedback of wanting a tournament for the season from the players based on the Survey that was sent out before the 2016 season. Being the first year of the Sunday Cup, we have taken note that there were many positives about the Sunday Cup Tournament but also realize that there are improvements that will be implemented for the success of it in the 2017 year. There were many forfeits and we are working as an Executive and with feedback from teams on how to prevent the amount of games that are cancelled or forfeiting.
3. Teams are still receiving fines for not abiding by the rules of 'Registered Players', or having too many 'Registered Players' on a Roster. These fines are based on rules that are set out and clear in the Constitution, and hopefully moving forward we will see less of them.

RECOMMENDATIONS:

1. We will continue to listen to teams and players on their feedback who provide solutions to problems. We will also send out surveys and other methods of communication to make sure we are hearing the opinions of the majority of the league.
2. Changes will take place for pick-ups for the Sunday Cup as well as scheduling will be reviewed to make sure no conflicts with long weekends. The Executive looks forward to how proposed changes will make the tournament much more successful in 2017.
3. Although all rules are in Constitution, there are some reminders that we will continue to provide to teams and players so moving forward we hope to see less infractions and fines.

GOALS FOR 2017:

Grow our league even more, by reaching out to new players to Kelowna or coming up from the Youth League. We will also hope to make the Sunday Cup as successful as possible so it becomes an Annual Event.

Sincerely,

Toni Nicholls

Vice President, Kelowna Women's Soccer League

League Title Sponsor:



Executive Position: Treasurer

Season: 2016

Years served in position: 3rd year as KWSL Treasurer

Name: Erin Courtney



2016 TREASURER ANNUAL REPORT

For the year ending October 31st, 2016.

Financial statements for year-end (up to the 31st of October, 2016) 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 an unexpected surplus contrary to a projected deficit for 2016. This past year saw a freeze on team registration fees for after two years of increases. More teams registered this year than anticipated which accounts, largely, for the positive financial outcome of the season. We saw a 316% increase in fines this season, likely due to the attention to detail shown by the KWSL registrar and media executive members. Some areas where expenses were lower than anticipated include; lower subcontractor fees (referees), decreases general costs associated with running the league, and lower honoraria (the latter two are due to changes in executive members this year.)

We continue to work with our subcontractors on the direct deposit process. The 2016 season saw an overwhelming majority of referees and assistant referees paid via electronic funds transfer. We will continue to work to improve and expedite payment methods, while navigating the challenges that sometimes arise with this process.

Moving forward the league will be looking at ways to increase our revenue without increasing fees in the hopes of using the revenue to improve the league. It is our hope in upcoming years to contribute to a field or clubhouse that benefits our members, while keeping team registration fees as low as possible. The KWSL is committed to attracting and supporting young referees and assistant referees within our league, and we believe in giving back to our community. As such, the league has committed to awarding a \$500 bursary to two deserving individuals.

I agree with the anticipated remaining costs for 2016, as outlined in the administrator's report.

I agree with the monthly financial reports and year-end financial report. I am happy with the financial statements, showing a surplus, of our association as of October 31st, 2016.

The proposed budget for 2017 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. Freeze team registration fees as we have seen a surplus for three seasons in a row.
2. Actively pursue revenue-generating endeavours that encompass the league, its members, and our community.
3. Become more involved with referee and assistant referee training and development by way of financial support (bursaries.)
4. Work to encourage increased team registrations to grow our league, especially our masters division.

Sincerely,

Erin Courtney

Treasurer, Kelowna Women's Soccer League



Executive Position: Scheduler

Season: 2016

Years served in position: One (Two years total on executive)

Name: Donna Adams



Observations: This was my first season as full-time Scheduler. The learning curve continued this season with coordination of refs & fields and picking up information from media reports and game sheets to follow up with the various municipalities. Staff changes within the City of Kelowna for field bookings and maintenance resulted in some missed communications to be passed on to teams.

Goals met in 2016: Reduced the amount of late games on Tuesdays for Division 4; introduced a new version of playoffs, Sunday Cup; ensured all Divisions had an equal number of games; supported the 2016 Masters Division in coordinating a new team.

Sunday Cup: in response to the KWSL survey results that players wanted playoffs, this Sunday Cup (SC) knockout tournament was introduced in 2016. With a 65% participation rate (23 out of 35 teams) there were 25 games scheduled at April 16th for the inaugural tourney. The first games were played on Sunday, May 8 and the final game on September 4. Of the 25 scheduled games, there were 3 byes, 8 games played (32%) and 14 forfeits (56%). As this was the first year, the League will be able to make improvements to the SC Rules for a higher game play success rate in 2017. The Executive will be considering: removal of the April 15th SC roster deadline and the ability to call-up players as in regular league play; scheduling 2 Sundays for April – June to capitalize on roster numbers & reduce forfeits; adding an award for the winner.

Schedule Statistics:

- In regular league play there were 13 forfeit fines issued in 2016, up from 10 in 2015. Seven at \$75 for forfeits after the April 30th deadline and six at \$150 for teams forfeiting with less than 48 hrs notice.
Note: The proposed change to Bylaw No. 15 from the 2015 AGM would have resulted in a total of eight teams who were forfeited on receiving a \$50 late forfeit compensation should it have been approved.
- There were 4 rescheduled games in 2016 compared to 17 rescheduled games in 2015 (15 from the air quality issues) and 15 games in 2014.
- Field maintenance and municipality requests resulted in 28 changes to the schedule. There were 21 changes in 2015.
- Total schedule updates posted to the KWSL website: 30

Comments: There needs to be more input from all Divisions so equity remains on all levels. Teams / players are to be encouraged to more fully utilize the kwsL.ca website in finding information and to know and Play by the bylaws and constitution. Inform Team Managers to utilize the Game Sheets & Media Reports to communicate field issues for follow up and to hold other teams accountable when not following bylaws (ie. Delay of game).

League Title Sponsor:



Executive Position: Scheduler

Season: 2016

Years served in position: One (Two years total on executive)

Name: Donna Adams



Goals for the 2017 season:

- Ensure parity with number of home games per team and field distribution.
- Continue to work with the municipalities to ensure safety for our players is a priority with field conditions.
- Work on higher success for Sunday Cup, less number of games forfeited & prize for winner.
- Implement increased forfeit fines for when the forfeit is made with less than 4 hrs before kickoff; transferring the incremental of increase to team forfeited to.

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

Respectfully,

Donna Adams

2016 KWSL Scheduler

League Title Sponsor:



Executive Position: Registrar
Season: 2016
Years served in position: One
Name: Meghan McCourt



Registration Overview

- Players: 809 in 5 divisions
- Coaches: 14 coaches on 13 teams
- Transfers: 5
- Deregistered: 11

Observations

Overall I found the registration process frustrating. I struggled with the implementation of the new BC Soccer software and with time management as a result. I always felt like I was trying to play catch up, from delivering the registration packages at the start of the season to reviewing game sheets throughout the year. I did learn a lot and gained confidence in the position so I believe that next year will be much smoother.

My goal for next season is to increase efficiency during the registration period. Since I have a better understanding of what is involved throughout the year I can better prepare for the season.

Most teams seemed to be aware of the requirements and registration/transfer deadlines. Photo size and/or quality was the biggest issue, a lot of time was wasted trying to resize and reformat photos in order to make the ID cards.

There were a few areas that were not policed like they should have been this year:

- Coach registrations
 - Only 1/3 of teams registered a coach, and while some teams do not have a coach many teams failed to register their coach
- Criminal record checks
 - Player cards of youth players will be held back at the time of registration until all team officials provide the executive with the required CRC
- Cross-referencing with COYSA regarding youth players
 - Confirm registration contact to aid those teams wanting to obtain permits for COYSA players on their team

Suggestions/Possible Changes for 2017:

- Introduce color-coded cards for each division, like we did with the Masters Division
- Offer duplicate cards to players that play for multiple teams
 - Must be requested at time of registration for a cost of \$5/card
 - Will be labeled as duplicate and must be returned at the end of the season
- The use of the pre-printed team roster stickers needs to be addressed.
 - Teams received a lot of leeway with listing (and not crossing out) more than 18 players on the game sheets
 - Need to decide if the pre-printed stickers are prohibited or are allowed but teams that misuse the stickers are subject to illegal player fines (Bylaw 9.2 and 15.1a)vi)
- Referees should be required to submit original game sheets to Eurosport after their games
 - Possibly accept PDF scans but not JPEG scans or photos

Sincerely,

Meghan McCourt

KWSL Registrar

League Title Sponsor:



Executive Position: Media & Public Relations Representative

Season: 2016

Years served in position: Two

Name: Jenn Knourek



Observations:

For the 2016 season, the media rep needed to send out 22 “one-time-only” reminder warnings and \$300.00 worth of media fines. This was slightly increased from the 2015 season, in which 16 warnings were sent out and \$225.00 in fines were sent out. There were a few teams that received multiple media fines, due to late or absent media fines.

There are still teams who are not sending their media reports in a timely manner or are sending them in with incorrect or missing information (ex: incorrect scores or no team names). These weekly reports are used to update the standings. Standings are sent in to our IT Tech and the website is then updated once they are able to load the standings onto the website. Those reports sent in late, missed completely, or with incorrect information may contribute to a delay in the updated website standings.

As a reminder, 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 result in the forfeit of future games.

Page traffic via social media is a great tool for building and maintaining communication within the KWSL. Throughout the course of 2016, the KWSL Facebook page has had an increase of followers by 8% due to an increased online presence.

In the 2016 season, the KWSL secured a new food and beverage sponsor, The Canadian Brewhouse, whose sponsorship allowed teams to enjoy discounts and food and drink, as well as a free team dinner for up to 20 people.

2016 also included the purchase of an everlasting trophy for each division in the KWSL. The winner of the division each year will have its name engraved onto the trophy.

Recommendations & Goals for the 2017 season:

The Website recommendation for the upcoming season is to ensure updated standings are posted to the website in a timely manner.

The KWSL should work toward increasing Facebook traffic on the KWSL page through a continually increasing online presence. The KWSL page should continue to promote its valuable sponsors via the Facebook page and website.

The Membership Goal is to continue to promote the KWSL's presence within the Greater Kelowna Area. This could be done through, but not limited to, attending fairs to hand out information (ex: volunteer fair), by promoting the league via posters at Post-Secondary Institutions, and/or advertising with local media.

As my term comes to an end as the Media Representative with the KWSL, I would like to extend my thanks to the entire executive. I was welcomed with open arms. Each volunteer on the board gives tirelessly of not only their time, but their knowledge, ideas, and expertise as well. It has been an eye opening two years volunteering, and I can only say THANK YOU to those who continue to serve on the KWSL executive board.

Regards,

Jenn Knourek

2016 KWSL Media Representative

League Title Sponsor:



Position: Administrator
Season: 2016
Years served in position: Seven – (2010 – 2016)
Name: Rebecca Elechko



2016 ADMINISTRATOR ANNUAL REPORT

For the year ending October 31st 2016

The year-end statements show the Society's overall financial position is positive for the 2016 season. The 2016 Budget called for an anticipated deficit of approximately \$6,000, the League year-end statements currently reflect a healthy surplus of \$11,778.68 for the 2016 Fiscal year. As of October 31st, the bank balance was \$58,349.83; uncleared transactions for the 2016 season total \$4,881.57. Other Current Assets, including G.I.C.'s total \$37,694.06; Total Liabilities & Equity \$91,524.97.

Uncleared Transactions include year-end expense reimbursements and referee payment not yet endorsed.

In an effort to eliminate excessive carry-over expenses from the previous year, many of the costs and anticipated annual expenses are now aligned with the KWSL Fiscal year, which will prove to be beneficial for more accurate budgeting in future.

FINANCIAL SUMMARY:

Revenues from the 2016 Budget called for an estimated 35 Teams; 2016 had 39 registered teams resulting in an increase in projected revenues for the year. The Spotted Spa Retreat remains as the Title League Sponsor, contributing \$2,500.00 annually to the League. This year also saw a monetary contribution of \$1,200 from the League's new Food & Beverage Sponsor, the Canadian Brewhouse which in turn was used towards Divisional Trophies awarded for the first time this season. Revenues from fines were up significantly from the 2015 season; Investment and Interest Income was lower than anticipated. Bank fees have increased due to increased activity and requirements of a growing league. Administration fees and cheque handling fees were lower due to changes in payables policies regarding fees for paid officials.

Expenses increased from 2015 by approximately 12%; however, the final amount was 3% lower than called for in the budget. These amounts are directly affected by the number of teams / players registered within the League. 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 include:

- Commitment to provide two \$500.00 bursaries to KWSL Officials on an annual basis
- Awards & Promotional items / Advertising - to encourage more league awareness and promote continued growth and development
- Office supplies – changes to operations of day-to-day business
- Honoraria – 2016 welcomed our new Full time Registrar (This position vacant for a portion of the 2015 season; Honoraria not paid in full)
- Referee development costs were contributed to the overall expenses for referee clinics held in 2016 (33% shared cost between all Leagues)

Summary of Decreases to Costs include:

- Fields costs* decreased largely due to changes implemented by the Scheduler, including extra field requirements with the introduction of the Sunday Cup.
- Office Space / rent / mail – change of location to consolidate mail and storage requirements of the league
- Website & Computers – Variable expenses such as technical support were minimized this season
- Subcontractor Fees* decreased due to some changes in scheduling for lower divisions – partly as a result of a smaller number of officials utilized between all Leagues within the Okanagan.

* Fields costs have been increased annually to account for general inflation purposes; Subcontractor fees were previously 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 therefore both items can decrease or increase accordingly.

League Title Sponsor:



Executive Position: Administrator
Season: 2016
Years served in position: Seven – 2010 - 2016
Name: Rebecca Elechko



CONCLUSIONS & SUMMARY:

Based on results from a survey sent to all members prior to the 2016 season, many changes were made to the 2016 season, most of which have been received well by the League. The introduction of Sunday Cup proved to be a positive experience for many of the Teams this season, and did not negatively impact the financial status of the League.

Many initiatives have been or are currently being undertaken by the Executive to improve and develop the League, as well as increase registrations for the KWSL, in an effort to continue positive growth. Review of procedures and operating functions are on-going in an effort to minimize costs, while maximizing the League's potential.

The Kelowna Women's Soccer League has shown a surplus for the last three consecutive years, and the Society currently remains in an overall positive financial position. Many of the operating costs have risen substantially over the past year, with the intent to create procedures that are more cost effective and efficient in future. Continued efficiency in other areas of the general operations of the League, in conjunction with these new efforts has reflected positively. However, 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 freeze fees again for the 2017 season;
2. Payments (once again):
 - a. Team Name & Division **Must** be noted on the cheque – (Payments without this information will be rejected);
 - b. Proper & timely payment of Fees and Fines by their due dates (cheque, money order or bank draft only - **CASH IS NOT AN ACCEPTABLE FORM OF PAYMENT**);
 - c. All payments should be dropped off to Eurosport (on Cooper Road), in a sealed envelope, clearly labeled Attn: KWSL.
3. Strongly encourage the Executive to revisit moving current G.I.C. funds into a higher interest earning investment account;
4. Assist in efforts to generate more revenue to compensate the League's growing operating costs in an effort to provide affordable recreation to its Members;
5. 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;
6. 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;
7. Streamline Subcontractor payments – all payments to be paid via direct deposit (no exceptions) & review of integrated banking solutions for ease of payment;
8. 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, and;
9. Review for reassignment of some administrative tasks to various members of the Board in an effort to balance the workload and streamline communications and procedures.

OTHER COMMENTS:

Teams are also being asked to ensure that all contact / Team Name, and other important information be kept current with the Executive in order to ensure that all information sent by the League is received by all members. Members are encouraged to ensure that they are checking the website, Facebook and emails frequently for important updates, information etc. pertaining to the League.

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 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.

2016 was another successful year for the Kelowna Women's Soccer League and is due largely to the dedicated group of Executive members and other Volunteers who put an extraordinary amount of effort, time and heart into running this League.

League Title Sponsor:



Executive Position: Administrator

Season: 2016

Years served in position: Seven – 2010 - 2016

Name: Rebecca Elechko



Over the last seven years that I have been involved, the Executive Board members have faced many challenges and criticisms, and I commend their ability to put the interest of the League before their own or their Team's interests, and to be able to withdraw from situations that may be deemed a conflict of interest. A group dynamic can often be complicated, particularly when trying to come to a consensus of the overall good of the League. The Executive has continued to hold themselves to the highest standard; no decisions presented by the Executive were ever made lightly, and without careful consideration to past experiences / instances, present situations and the impact of these decisions in future. While each complaint or request for leniency is specific to that team or individual; the Executive has to be very careful to ensure consistency and fairness, while not setting precedence that could impact the League in a negative manner.

I truly believe the Society would not continue to be as successful as it has been in past without 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

League Title Sponsor:

