



## Portland Youth Soccer Association Membership Update

**September 20, 2010**

Starting two years ago with the transition of leaving OYSA, PYSA has undergone remarkable changes. Building the basis for establishing PYSA as its own entity, PYSA has developed as a business, and is now being operated as a business. The PYSA Board of Directors, and Club Presidents who supported the transition, and who would be impacted by the change invested many hours.

Since February of 2010 the BOD invested a great number of hours, and met many times to develop a business model to meet the needs and demands of our clients; which are comprised of our soccer players and their parents and club board members.

### **Major Accomplishments**

- Acquiring our own insurance
- Providing optional D & O insurance
- Developing RMA Policy & Procedure – Working with our insurance company, our attorney and a third party neutral attorney, we developed the policy to protect and serve the children in your clubs. It was done in such a way as to minimize access of personal data.
- Support staff for our membership went from 1 1/2 to 5
  - Office Administrator
  - Technical Director
  - Field Permits / Scheduling
  - Registration
  - PYSA Liaison
- Client support in responding to field permits in a timely manner, with positive and helpful client service.
- Software support for registration
- Replacing Member / Player Cards with certified rosters, a commitment that the game needs to be played
- PYSA Emails
- Urgent care phone line on Saturdays
- The goal PYSA has for 2011 is to offer two registrar's meetings, one prior to the start of the fall season in the spring, and one in the middle of registration cycle.

In the future we would like to reduce the number of general meetings to two for all club board members, one Annual General Meeting and one Presidents meeting. If there is a need to have a special meeting to address concerns, PYSA can make those arrangements. With today's technology utilizing our website, newsletters and eblasts, PYSA has much more capability to reach out to all our members with much more frequency and current information than ever before.

**We will be providing a survey at the end of the season – “What can PYSA do better?”**

### **Report from the Treasurer / Financial Snapshot for 2009-2010 Year End**

- \$430k in collected fees
- \$54k in field and field improvements
- \$66k in referees
- \$68k in membership insurance
- \$190k in staff support (Executive Director, Technical Director, Office Administrator)
- \$52k in office and other related expenses
- Roughly breakeven for the last fiscal year!
- Figures above do not reflect estimated \$20k in annual savings from 2009 amounts that should be realized with the re-alignment of the ED responsibilities.

### **Financial Controls / Bookkeeping Status**

1. Cash controls
  - Have had strong cash controls in place for quite some time.
  - Good segregation of duties for being such a small organization.
  - Treasurer to review bank reconciliation once a month.
  - Check signing controls...tightened up a bit.
2. Reporting
  - Developed simplified reporting tools so the BOD can maintain visibility into the financial health of PYSA.
  - Effective July 1<sup>st</sup>, new chart of accounts and reporting structure giving more flexibility into program related results, broken down as follows:
    - Coaching Education
    - Fall League
    - Spring League
    - Camps
    - Tournaments
    - Admin
3. Bookkeeping
  - Effective July 2010, re-aligned daily bookkeeping within Sport Services to provide stronger historical context for day-to-day accounting. What this will help do is help provide a more simplified approach to managing the finances for PYSA.

## **Jeff Enquist**

PCU Administrative Report

September 14, 2010

### Registration

Nelson Larson handles member registration. We had a slow start to our coach's background checks due to making sure we had solid policies and procedures in place. The PYSA Board of Directors worked diligently to sign an agreement with a third party who will handle the review of background checks that come back with hits. Nelson was able to get CRIS to send the coaches with clean background checks directly to him so he could clear them in the system, while those with hits go straight to Greg Hitchcock.

To date we have registered 8406 players, over 1000 coaches. The number continues to grow hourly. This number does not include the competitive players from PCU, Bridlemile, or NEU. We have a total of 531 teams formed.

### Scheduling and Fields

Tim Copeland handles all of the field permits and scheduling. Practice field permits were out very early this year. We had some incorrect information on what fields some clubs were using and those adjustments have been made and documented.

Schedules for both the jamboree and league came together fairly quickly. We had a couple of clubs who were late with their information that held up the process. We then had a team drop the Friday before the first games, which forced some schedule changes. Tim has worked to accommodate as many of the scheduling requests he has received. We worked to get the schedules posted early so the mistakes can be found quickly. Tim scheduled over 2100 games for PYSA this fall season.

### Field Updates

Roosevelt High School – Construction has begun with the hope the field would be completed by late September.

Buckman Field – Construction has begun with the hope the field will be playable by mid November.

Grant High School – Design work has been put out to bid with the hope to secure a firm by the end of September.

### **Look Up Club Data:**

Oregoncorporationdivision.com

Departmentofjustice.com

Guidestar.com

Is your club a registered non-profit?

Have you filed the appropriate taxes?

How do you handle the information received from coaches if they have ever been convicted of a crime?

### **Overall feeling regarding 2010**

Registration

Field Permits

Schedules – Was it better to post the entire season at the beginning of the year?

Coaching education

Game day activity – Rosters vs. Member Cards (player cards)

### **Field Development**

How much funding is your club willing to contribute?

How often can your club contribute?

### **Ana Konstin**

PYSA has 138 referees, 47 of them are new. They took an on field training besides taking the USSF class referee on their own.

All these new referees had their last training at the Jamboree at Gabriel Park.

The U9 girls games at Smith were covered by second year referees.

The PYSA regular recreational games were not covered 100%, something expected every year. Our young High School referees have their own activities or Jamborees at their schools and we have always recognized their priority over PYSA recreational first weekend games.

This is the first year PYSA does not offer a USSF referee class because we are not under US Soccer Federation. In the future, clubs under OYSA or US Club soccer could offer referee classes so PYSA can recruit new referees.

### **John Madding**

The Fall 2010 coaching clinics were a success. We had over 460 coaches attend the various clinics that were conducted. For 2010 we added GK, Transition, and New Coaches clinics. These clinics were also well attended.

On August 11th we had a social event at PGE Park where we discussed the upcoming Fall season and answered questions about the upcoming season. Over 40 people attended the social.

As of September 30<sup>th</sup> we have 43 teams registered for the 2010 PYSA Fall League Cup.