



HIGHLANDER SOCCER CLUB

P.O. Box 594, Claysville, Pennsylvania 15323
admin@highlandersoccerclub.com



February 2, 2022 General Membership Minutes

1. Call to order

Date: Wednesday, February 2, 2022

Time: 6:15pm

Location: McGuffey HS, Room 101

- I. Call to Order
- II. Roll Call
 - a. President – Jed Grice
 - b. Vice President – Scott McDonald
 - c. Treasurer – Billy Ziegler
 - d. Secretary – Colleen Yendell
 - e. *Registrar – Michelle McDonald

2. Review of the minutes of the last general meeting

3. Acceptance of those minutes

Motion to approve

1st- Dean Yendell

2nd- Thomas Helmkamp

4. Reports of the Treasurer

Motion to approve

1st- Heather Ramsey

2nd- Colleen Yendell

5. Old business and/or for Informational Purpose:

In regards to the club behind the scenes work:

1. Field maintenance projects include the core aerating of fields, spraying of the parking lot, additional stone of the parking lot,
2. Walnut and Cherry trees were dropped around the fields to help us maintain a safe facility but will require additional field maintenance. Additional trees and brush still remain for anyone in need of firewood.

Fundraiser/Sponsorships:

1. Four Star were sold - generating roughly \$2000.
2. Sponsorships were received to cover cost of light poles and labor – generating roughly \$12000

6. Proposals for amendments to the Constitution and By-laws

No member emailed admin@highlandersoccerclub.com any motions or concerns on the by-laws or constitution.

7. Election of Officers

“The HSC shall annually hold an election of officers to serve on the Board of Directors. The elected positions shall serve two-year terms with **President and Secretary Elections held in even years and Vice-President, Treasurer and Registrar Elections held in odd years.** Elections shall be held at the Annual General Meeting (AGM) with newly elected officers taking office at the end of the meeting. Each office will be filled by the candidate receiving the most votes.”



HIGHLANDER SOCCER CLUB



P.O. Box 594, Claysville, Pennsylvania 15323
admin@highlandersoccerclub.com

8. New Business

Referees:

1. Recruitment is a GREAT concern for the club. Please send interested individuals to Jed and/or the web-site for more information

Spring 2022 Fundraiser:

1. Spring 2022 Fundraiser will be Four Star Pizza and Sub Coupons, and
2. Cash Raffle Ticket to be split with the HS Soccer Boosters.
3. *Idea was brought to the floor in regards to possibly organizing a post-season picnic/Chinese Auction.*

Motion to approve 1-2:

1st- Billy Ziegler

2nd- Dean Yendell

End of Season Gift:

1. The executive board is asking for ideas for end of season gift ideas for each player.

Ideas: beach towell, fleece blanket, futsal soccer ball, lanyard, cooling towel

Field Maintenance:

1. Field Readiness Day, March 26, 2022. Any recommendations for necessary projects on this day?
2. Remove scrap and debris from old oil pump.
3. Purchase gravel to improve the parking lot and driveway, level the ruts.
4. Continue to clear debris and limbs.
5. Line fields.
6. Pay Shapes Scapes, LLC. to line the fields weekly prior to Sunday events at a cost of \$75/week, unless a volunteer is able.
7. Ealy Electric will work through the spring of 2022 to install lights on the U12 field, and provide lights to the U18 and U10 fields.
8. *Idea brought to the floor in regards to the possibility of installing a scoreboard.*

Motion to approve 1-7

1st- Heather Ramsey

2nd- Michelle McDonald

Registration:

Concern for President and Registrar are the last-minute registrations for Travel Soccer. The online registration process will remain the same. Declaration dates for travel soccer are and will continue to be February 15th and July 15th If there are not the minimum required player registered then the team will not be declared. Uniform ordering and delivery have previously been delayed substantially due to late team registrations. Questions or concerns?

1. Age Divisions In-House U6, 8,10, 13 and U10, 12, 14 and 18 for Travel – Enrollment numbers will dictate.
2. Registration fees will be:

Rec- \$75

Travel: \$95

3. Early registration discount of \$10
4. Sibling discount \$5

Motion to approve #1-4:

1st- Dean Yendell

www.highlandersoccerclub.com



HIGHLANDER SOCCER CLUB



P.O. Box 594, Claysville, Pennsylvania 15323
admin@highlandersoccerclub.com

2nd- Thomas Helmkamp

Coaches:

How To Obtain Your Background Checks:

PA Law requires all coaches and volunteers involved with youth organizations complete a State Police Criminal Record Check and a PA Child Abuse History Clearance. In addition to a Criminal Record Check/Child Abuse search, a Volunteer Qualification Affidavit must be completed and notarized for volunteers who have lived in PA for 10 continuous years. **An FBI Criminal Background Check must be completed in addition to the Affidavit if the volunteer has not lived in PA for 10 continuous years*

Once you've acquired the required clearances you will then upload them into PA West's Risk Management System via the link provide below "To Access PA West Soccer's Online Risk Management Portal".

To Access PA West Soccer's Online Risk Management Portal - Click Here (No fee; applications reviewed during regular review cycle of up to 10 business days)

To Access PA West Soccer's Expedited Online Risk Management Portal - Click Here (30.00 fee; application reviewed with 24 hours during normal business hours)

Instructions for using the PA West Soccer Online Risk Management System: Click Here (pdf)

Tips for uploading Clearance Documents: Click Here (pdf)

1. PA State Police Report: PA State Police Criminal Record Checks cost approximately \$8.00 (*Free if Select Volunteer*) and can be obtained online by visiting the State Police web site - **Click Here**.

2. Child Abuse History Report: PA Child Abuse History Clearances may be made online - **Click Here** The cost is approximately \$8.00 (*Free if Select Volunteer*)

3. Volunteer Qualification Affidavit (PDF): Click Here

Our Secretary, Katie Lowe, is a Notary. Please Email or send a paper copy of your completed Volunteer Qualification Affidavit to admin@highlandersoccerclub.com or P.O. Box 594, Claysville, PA 15323.

OPTIONAL: *FBI Criminal Background Check: To request an FBI Fingerprint Clearance (approximate cost- \$22.60): Click Here Please note: This link will take you to the page managed by Cogent for the state of PA to help individuals attain an FBI clearance.

4. All coaches must be SafeSport trained at SafeSport.com. The Safe Soccer Framework is a comprehensive program of policies and processes, screening, education and training, reporting, monitoring and enforcement designed to help participants detect and report abuse, respond to it and prevent future occurrences. This online video training program takes no more than 90 minutes to complete but can be reviewed in segments if time does not permit completing the course in its entirety at one time.

Directions: Click on the following link: <http://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>; Select US Soccer from the dropdown; Enter the following Access Code: YC3E-6P5G-YYIL-CS2M; Create your account by completing the required fields; Check your email for a confirmation, login and take the course; Once completed the coach will print a Sex Abuse Prevention Training (SAPT) certificate for his/her records and upload a scan into the SAPT slot next to their clearances in their admin record in the online registration system.

Motion to approve #1-4:

1st- Colleen Yendell

2nd- Kevin Whiteman

www.highlandersoccerclub.com



HIGHLANDER SOCCER CLUB

P.O. Box 594, Claysville, Pennsylvania 15323
admin@highlandersoccerclub.com



Constitution, By Laws, Policy Updates:

1. Return to Play Guidelines
2. The Game Manager App will be used to track attendance.

Motion to approve #1:

- 1st- Eric Toohey
- 2nd- Billy Ziegler

9. Informational Purpose:

Related Items:

1. PA West Information
2. PA Dept. Health Guidelines

10. Questions and Concerns:

Notes:

11. Adjournment

Motion to adjourn:

- 1st- Dean Yendell
- 2nd- Thomas Helmkamp

McGuffey Youth Soccer

Expenses & Income

Fall Season 2021 Overview

<u>Expenses</u>		<u>Income</u>	
Equipment	\$ 528.93	<u>Registration (Fall 2021)</u>	\$ 16,513.08
Portable Toilet Services & Trash	\$ 3,074.73		
PO Box	\$ 70.00		
Grounds Keeping	\$ 8,902.46		
Poles	\$ 6,400.00		
Web Services	\$ 51.00	<u>Fundraisers (Profit)</u>	
Uniforms	\$ 4,702.27	Four Star	\$ 2,187.00
		Poles	\$ 11,000.00
<u>Insurance</u>	\$ -		
Concession	\$ 2,614.09		
Referee	\$ 4,450.00	Concession	6469.01
<u>Total Expenses:</u>	<u>\$ 30,793.48</u>	<u>Total Income:</u>	<u>\$ 36,169.09</u>

General Fund Balance as of 1/22/22 \$ 18,454.40
 Any items not listed here can be found in the
 check register



HIGHLANDER SOCCER CLUB



P.O. Box 594, Claysville, Pennsylvania 15323
admin@highlandersoccerclub.com

Travel Team Registration

1) Team Basics:

- a. Email registrar (highlandersscregistrar@gmail.com) the following:
 - i. Team Name
 - ii. Head Coach
 - iii. Assistant Coach(es)
 - iv. List of Expected Players
- b. These need completed prior to Team Declaration deadline (Spring – Feb 15; Fall – July 15).

2) Steps for Coaches to register if not selected at registration when registering player: (Spring – Feb 15, Fall July 15)

- a. Go to www.highlandersoccerclub.com
 - i. Create a new account if you have never logged in or log in with existing credentials.
 - ii. Enter your information and continue.
 - iii. Within your account Select Volunteer, and then Find Volunteer Roles.
 - iv. Confirm the correct Program is selected for which you want to register as a coach.
 - v. Select yourself to be the Head Coach/Assistant Coach

3) Steps for users to register players:

(Spring – Feb 15, Fall July 15) ***Number of Players will dictate potential for additional teams.**

- a. Go to www.highlandersoccerclub.com
 - i. Create a new account (entering Parent information and Player information) if you have never logged in or log in with existing credentials
 - ii. Go to the Registration listing module and SELECT the Program you would like to register and click CONTINUE.
 - iii. Confirm the correct Division is selected for which you want to register.
 - iv. Provide all relevant information for registration
 - v. Select Volunteer Role
 - vi. Pay your invoice by credit card or check and you are all set!

4) Upload the following required documents:

(Spring – Feb 22, Fall July 22)

- a. Upload the following:
 - i. Player birth certificate to www.highlandersoccerclub.com
 - ii. Player picture to www.highlandersoccerclub.com
 - iii. Coaches clearances and certificates to [PA West Affinity](#)

5) Fees

- a. Registration Fees - \$95 (Paid during registration)
- b. Volunteer Check – \$75(Provided to Coach by second game)

6) Uniforms

- a. Uniforms will need to be ordered and provided once volunteer checks have been noted.

*HSC requires that all parents volunteer and submit a \$75.00 volunteer check. The volunteer check will be given back after parent(s) have volunteered at the soccer fields for 2 hours. Please note that if you register online, your volunteer check will be due to your coach by the first game. U18 Parents do not submit a volunteer check, but we welcome them to support our program by volunteering.