CASRA Executive Board Meeting Agenda – October 14, 2026

TIME: 1830HRS
LOCATION: 5012 BALLANTINE DRIVE, NORTH CHARLESTON SC
MEETING LEADER: JOHN KENNEY (President)
Secretary: Andre Wolcock
Attendees: John Kenney / James Klein (cell call) / Mark Rowell / Kathryn Perry / Tim Yonce / Raymond Newman / Kris Kenney
Purpose of Meeting: End of Year celebration, elections, tournaments, donations and provide updates of old business.

Summary of Meeting
The meeting discussed various organizational updates and challenges. Some solutions were suggested to fix some of these issues. Listed below are short summaries of the meeting:

- **Budget Status:** The budget is in good standing
- **Dues & Recertification:**

Reminders for the $20 CASRA dues will go out next week. These notifications will also include package links and instructions for the 2027 recertification learning center

- **December Elections**: Positions up for vote include President, Treasurer, Member-at-Large, and Moral Chair. James Klein is on the ballot for Member-at-Large as Melinda concludes her two-year term. The Mentor Chair role is officially being dissolved.
- **End-of-Year Celebration:**

The preferred date is December 13th (backup November 29th). Venue costs and options (including Ireland's Own and The Bunker) are being finalized for a board vote.

- **Community Outreach:** The board approved a $1,000 donation to supplement food distributions (via local grocer gift cards) for the Charleston Classical School.
- **Arbiter Licensing:** 391 of 400 available licenses are in use. To fix game coverage shortages, youth ref profiles will require parental contact info to CC them on assignments.
- **League Confusion:** The SCYSA renaming the Palmetto Development League has caused tier and fee confusion among parents/coaches/referees. Clearer communication is required.
- **Abuse & Retention:** Youth referee harassment remains a serious issue. To combat this, the board is pushing for consolidated league escalation channels, location condensing, and quiet-sideline enforcement policies.
- **Mentoring & Tournaments:** Tournament mentoring is highly effective. A mentor meeting is set for October 18th to prepare for the upcoming James Island Cup (Nov 20-22), which has a projected mentoring budget of $300–$500.
- **New Referee Guide:**
  An electronic, mobile-friendly onboarding guide is being compiled to host on the CASRA site, with potential laminated cheat sheets for badge pickups.
- **Match Reports:** To improve the quality of incomplete match reporting, leadership is planning a match-reporting training webinar and considering an internal draft-review process before official SCYSA submission.

1. CASRA Dues – We're in October. CASRA Dues ($20) reminders will start going out within the next week.

2. 2027 recertification information is on the learning center.
   John Kenney
   -Include recert info in dues reminders:
   When sending CASRA dues reminders, include links/instructions for the 2027 recertification learning center and Arbiter, so members receive both financial and certification reminders together.

3. Elections this December:
   a. President
   b. Treasurer
   c. Member-at-large
   d. Moral Chair

   -John Kenney: The Member-at-Large slot must rotate every two years; Melinda completed her term.
   -James Klein agreed to be on the ballot for Member-at-Large; board discussed keeping Melinda on-board in another role.
   Other discussion: The Mentor Chair role will be dissolved because Catherine now runs mentoring program.
   President offered to train any incoming officer and noted low volunteer interest for President; board acknowledged possible need for succession planning before season start next year.
   Next board/EB membership touchpoint: plan a virtual Zoom meeting end of November / early December to finalize end-of-season logistics and open items.

4. End of Year celebration:
   a. Location? Recommend either the ice palace or a restaurant. Looking at either Nov 29th or Dec 13th.

   -Tim Yonce & John Kenney
   - **Preferred date Dec 13**; Nov 29 (Sunday after Thanksgiving) is a backup.
   Venue options researched or proposed: Ireland's Own West Ashley, The Bunker (higher-end), futsal facility, high-school facility (evenings possible), skating rink (public-skate constraints), and Top Golf (costly).
   Tradeoffs: hosted venue increases cost vs. self-cater (Costco/Sam's), which is cheaper; board open to venue proposals and asked organizer to circulate options to the board for vote.
   Plan: finalize date, confirm venue and cost, then circulate to board for approval.

5. Andre – Discuss food donations to the Charleston Classical School via food pantry items, gift cards, personal donations, etc.
   -Andre Woolcock: Request $1,000 to supplement donated food distributions (to be split into gift cards for local grocers).
   Rationale: prior year donation was successful; school serves K2–K8, primarily Hispanic families in an area with failing public schools, and the program supports family engagement.
   Board financial position noted: operating balance fluctuates but CASRA budget was referenced; Donation was approved by the board with one abstention.
   Implementation approach: Andre will connect the board to the head of school to finalize delivery (gift cards or coordinated purchases) and any stipulations

6. Arbiter – Total Arbiter licenses are currently 400 with 391 in use.

a. 44 referees are marked as Not Ready, 5 have still not accepted the group invite.
b. Will purchase more licenses for the increase in referee numbers if needed.
c. Even with this number of referees, we are still having trouble covering games. Why?? What do we need to do to get more people working? What are the issues with league performance and games?
-John Kenney: Operational pain points: referees refusing to block/answer assignments, profile/setup issues in Arbiter
(people not reading emails), and Safe Sport/contact-info gaps for youth referees.
Proposed fixes: require youth refs to resubmit membership so parent's data are included, so parents are CC'd during game assignment. Streamlined the members profiles, which helps in mapping location to reduce travel mismatches.

7. League information/updates:
   a. Tried to get the word out about the new SCYSA level titles. League is now referred to as the Palmetto Development League.
   -John Kenney: SCYSA/league renaming caused confusion: Open/PMSL/National -> Open/Championship/Premier/Rising/Summit; teams and parents misinterpret tiers and fees.
   Resulting issues: coaches/parents expecting top-tier referee fees, confusing team labels, and inappropriate requests (e.g., offering extra cash to refs).
   Board emphasized need for clearer communication to teams and parents about league structure and referee assignments.
   b. CSL Playoffs will begin in November. If anyone still needs evaluations, now is the time to request them.
   c. Still have a lot of youth referee harassment going on. Referee Leads and Mentors can't be everywhere. Any ideas on what CASRA can do to reduce this?
      ** **Problem:** youth centers and new refs are experiencing verbal abuse and parents running onto fields; several new referees have quit central/referee roles after bad incidents.
      Mentoring: on-field mentors and referee leads are effective, calming sidelines and improving new-ref retention. Mentors also deter bad sideline behavior by their presence.
      Escalation & reporting: board has filed reports to state contacts (Walter, Kevin Calliger, TJ) but has seen limited feedback; desire to consolidate escalation channels and push for league (CPL/SCYSA) cooperation.
      Tactical suggestions discussed:
      Condense league game locations to reduce spread and allow a mentor/referee lead to monitor multiple games.
      Request leagues (e.g., CPL/TJ) to enforce quieter sidelines **(cheer-only policy)** and provide authority for on-site leads to remove disruptive adults.
      Increase bilingual mentors/ARs for Spanish-speaking communities.
8. Tournament dates:
   a. James Island Cup – Nov 20-22 (last tournament of the year)

9. Mentoring Program
   a. Continuing the Mentoring for tournaments
   b. Mentor meeting is being held on Oct 18th at Kathryn's house.
   c. Status of training funds?
   -Kathryn Perry: Mentoring at tournaments (e.g., James Island Cup) is working well and improves sideline compliance and referee development.

James Island Cup: expected large tournament (around 250 teams); assignments/schedule expected by Nov 1.
Budget for tournament mentoring/training estimated $300–$500 (spring cost reference ~$310; bigger tournament may be higher).
Concern: larger tournaments reduce available mentors because mentors are also needed as referees on high-volume events; planning required for mentor staffing.

10. Left this on the agenda as I still have received zero input. Had to restart working on a new referee guide to answer most questions that new refs may have (Received no input on this after the last board meeting). See the handout for suggested topics.
    -John Kenney:
    Goal: produce an electronic onboarding guide (short, mobile-friendly) for newly certified refs covering essentials: check-in, field check, arbiter basics, what to bring (jerseys, watch), accepting/declining games, and Safe Sport reminders.
    Prior attempts were lost due to file transfer; recommended approach is to compile existing good resources, keep the guide concise (a few pages or quick reference cards), host on CASRA site, and optionally hand out a laminated one-sheet at badge pickup.
    Encourage mentors/ref leads to use the guide in field training and new-ref meetings.

11. USSF Match Reporting and Supplementals
    a. We continue to have people submitting reports which are incomplete or non-descriptive. Need ideas on how we can improve that. Will work on adding to the Handbook.
       -John Kenney:
       Problem: many supplemental/match reports are poorly written (missing team names, numbers, specifics); inconsistent use of SCYSA jot form vs. CASRA internal jot form causes tracking gaps.
       Current mitigations: cheat sheets on the assigner site; leadership reviews and edits poor reports; mentors help youth file proper reports.

       Proposal: run a match-reporting webinar/training and consider an internal draft-review step before official SCYSA submission to improve quality and completeness.
       Risk: incomplete or inaccurate reports can lead to disciplinary inconsistency and complications with state enforcement.

12. Action items:
    a. Need to set dates for future EB and Membership meetings (GM meetings are difficult unless we can find a place to hold them.
       ****Next CASRA EB meeting will be a zoom call in November**
    b. Recommend that we have all of the youth referees resubmit a CASRA membership form so we have the parent/guardian contact information. Thoughts?