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Revision #0

Central Alberta Soccer Association (CASA)

Executive Board Member Governance Policy

1. Purpose

This policy establishes the expectations, responsibilities, and conduct requirements for members of the Board of Directors of the Central Alberta Soccer Association (CASA). It aligns with the governance standards of:

- The **Alberta Soccer Association (ASA)**
- **Canada Soccer**
- The **Alberta Societies Act**
- CASA's bylaws, values, and strategic objectives

The policy ensures that CASA is governed ethically, transparently, and in the best interests of the soccer community in Central Alberta.

2. Scope

This policy applies to all elected, appointed, or interim members of the CASA Board of Directors, including officers and committee chairs.

3. Eligibility and Screening Requirements

3.1 Criminal Record Check (CRC)

All board members must:

- Provide a **current Criminal Record Check (CRC)** prior to assuming duties.
- Renew these checks **every three (3) years**, or more frequently if required by ASA or Canada Soccer.
- Immediately disclose any new charges, convictions, or relevant legal matters that arise during their term.

Failure to comply may result in suspension or removal from the Board.

4. Required Agreements and Forms



4.1 Non-Disclosure Agreement (NDA)

Board members must sign an NDA acknowledging their obligation to:

- Protect confidential information
- Safeguard personal information in accordance with privacy legislation
- Maintain confidentiality during and after their term

4.2 Conflict of Interest Disclosure Form

Board members must:

- Complete an annual **Conflict of Interest Disclosure Form**
- Disclose any real, potential, or perceived conflicts throughout their term
- Recuse themselves from discussions or decisions where a conflict exists

CASA follows the conflict-of-interest principles outlined by ASA, Canada Soccer, and the Alberta Societies Act.

4.3 Duty of Care, Fiduciary Responsibility, and Ethical Conduct Agreement

Board members must sign an agreement affirming their commitment to:

- Act honestly, in good faith, and in the best interests of CASA
- Exercise the care, diligence, and skill of a reasonably prudent person
- Uphold ethical conduct consistent with ASA and Canada Soccer Codes of Conduct
- Avoid misuse of authority, resources, or influence
- Support board decisions once made, even if they personally disagreed during deliberation

5. Governance Responsibilities

5.1 Duty of Care

Board members must:

- Prepare for and attend meetings
- Make informed decisions based on available information



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- Ask questions, seek clarification, and request additional information when needed
- Ensure CASA complies with applicable laws, policies, and standards

5.2 Duty of Loyalty / Fiduciary Responsibility

Board members must:

- Put CASA's interests ahead of personal, professional, or external interests
- Avoid conflicts of interest and disclose them promptly
- Protect CASA's assets, reputation, and long-term sustainability
- Maintain confidentiality of board discussions and documents

5.3 Duty of Obedience

Board members must:

- Ensure CASA operates within the Alberta Societies Act
- Uphold CASA bylaws, ASA and Canada Soccer policies, and board-approved governance documents
- Support CASA's mission, vision, and strategic plan

6. Ethical Conduct Expectations

Board members are expected to:

- Demonstrate respect, integrity, fairness, and professionalism
- Model positive behaviour consistent with the values of CASA, ASA, and Canada Soccer
- Avoid harassment, discrimination, bullying, or abuse of any kind
- Maintain appropriate boundaries with athletes, volunteers, and staff
- Refrain from public statements that undermine CASA or its stakeholders

7. Confidentiality

Board members must:

- Keep all non-public information confidential
- Protect personal information in accordance with privacy legislation
- Not use confidential information for personal or professional gain

Confidentiality obligations continue indefinitely after a board member's term ends.



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8. Conflict of Interest Management

A conflict of interest exists when a board member's personal, financial, or professional interests could influence—or appear to influence—their decision-making.

Board members must:

- Disclose conflicts immediately
- Abstain from related discussions and votes
- Allow the Board to determine whether a conflict exists
- Avoid accepting gifts, benefits, or favours that could influence decisions

Failure to disclose a conflict may result in disciplinary action or removal.

9. Board Conduct and Accountability

Board members agree to:

- Participate constructively in meetings
- Respect the role of the Chair and follow meeting procedures
- Support collective decision-making
- Avoid undermining board decisions publicly or privately
- Refrain from interfering with operational matters delegated to staff or volunteers

10. Removal or Suspension

A board member may be suspended or removed for:

- Breach of this policy
- Failure to provide required screening documents
- Misconduct, unethical behaviour, or violation of ASA/Canada Soccer Codes
- Repeated failure to attend meetings without valid reason
- Actions that harm CASA's reputation or operations

The Board will follow due process consistent with CASA bylaws and the Alberta Societies Act.

11. Policy Review

This policy will be reviewed:

- Every **two (2) years**, or



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- When ASA, Canada Soccer, or legislative requirements change

Revisions require approval by the CASA Executive Board.