



## Fort Saskatchewan Minor Football Association – Rules, Policies, and Procedures

Policy Category	Governance
Policy Name	Governance
Source	
Origination Date:	March 2025
Revision Date:	

### Governance

#### 1. Policy Statement

- 1.1. Fort Saskatchewan Minor Football Association's highest priority is to provide a safe, professional, inclusive and respectful environment for young athletes to learn, develop, play and enjoy the game of football.
- 1.2. The association's board is by law, ultimately responsible for and has authority over the association's resources and activities.
- 1.3. The board is responsible for the top level of decision-making and holds legal authority in the association.
- 1.4. Governance through committees, policies, procedures and bylaws is the way that the board shall maintain organization and leadership of the association.

#### 2. Definitions

- 2.1. "Administrators" for the FSMFA encompasses team managers, trainers, coaches, and whomever else may be registered and contribute to FSMFA football programming.
- 2.2. "Association" shall refer to Fort Saskatchewan Minor Football Association.
- 2.3. "Board" shall refer to the FSMFA elected officials of the Association as defined by the FSMFA Bylaws.
- 2.4. "Bylaws" shall mean the Bylaws of the FSMFA.
- 2.5. "CDMFA" shall refer to Capital District Minor Football Association.
- 2.6. "Club" shall refer to other associations within the CDMFA.
- 2.7. "Code" shall refer to this policy that is the FSMFA Code of Conduct.
- 2.8. "FSMFA" shall refer to Fort Saskatchewan Minor Football Association.
- 2.9. "Individual" shall refer to a person including members, parents/guardians of players, coaches, players, trainers, managers, board members, volunteers, as well as spectators and persons engaged in activities, events/competitions, and programs with and/or hosted by FSMFA or CDMFA.
- 2.10. "Resolution Committee" shall refer to the committee established by the FSMFA as defined in the FSMFA bylaws.
- 2.11. "RPP" shall mean the rules, policies, and procedures as defined by the document entitled "FSMFA RPPs".

#### 3. Applicability





3.1. Governance is applicable to maintaining the organization, and leadership of the association.

#### 4. Responsibilities

##### 4.1. President

- 4.1.1. Shall provide leadership to association
- 4.1.2. Shall act as the spokesperson for the association.
- 4.1.3. Shall promote growth of the sport and the association.
- 4.1.4. Shall be responsible for overall direction of the executives and directors.
- 4.1.5. Shall take actions that are in the best interests of the association with authorization by the board.
- 4.1.6. Shall be present and preside over all meetings of the association.
- 4.1.7. Shall attend CDMFA meetings.
- 4.1.8. Shall be on the Resolution Committee and address any disciplinary issues as described in the bylaws and RPP.
- 4.1.9. Shall be a board representative on committees as required.
- 4.1.10. Shall complete a "President's Report" for the Annual General Meeting.
- 4.1.11. Shall ensure that the bylaws, policies and procedures of the association are being fulfilled.
- 4.1.12. Shall be on the RPP Committee to ensure that bylaws, policies and procedures of the association are reviewed and updated.

##### 4.2. Vice President

- 4.2.1. Is a member of the executives of the board.
- 4.2.2. Shall report to the President as required.
- 4.2.3. Shall report to the board as required.
- 4.2.4. Shall lead meetings in the president's absence.
- 4.2.5. Shall replace the President at activities and functions as required by board or the President.
- 4.2.6. Shall attend meetings of the board.
- 4.2.7. Shall be a board representation on committees.
- 4.2.8. Shall work with board members to provide planning, development and execution of programs to meet the objectives of the association.
- 4.2.9. Shall assist in developing and approving budgets for the association.
- 4.2.10. Shall analyze risk and resource management of the association.
- 4.2.11. Shall monitor program performance and determine opportunities for improvement.
- 4.2.12. Shall assist in planning programs on an annual basis, mapping out deadlines, milestones, and processes.
- 4.2.13. Shall serve as a signatory of the association.
- 4.2.14. Shall carry out other duties as required by the board.
- 4.2.15. Shall ensure that the bylaws, policies and procedures of the association are being fulfilled.
- 4.2.16. Shall be on the RPP Committee to ensure that bylaws, policies and procedures of the association are reviewed and updated.

##### 4.3. Treasurer





- 4.3.1. Is a member of the executives of the board.
  - 4.3.2. Shall attend meetings of the board.
  - 4.3.3. Shall have responsibility for managing the financial, accounting and other monetary affairs of the Association with guidance from the board.
  - 4.3.4. Shall ensure all monies paid to the association are deposited.
  - 4.3.5. Shall ensure all annual fees, and memberships are paid/collected and deposited.
  - 4.3.6. Shall ensure details of revenues and expenses are presented to the board as requested.
  - 4.3.7. Shall have signing authority on financial accounts in conjunction with two other board members.
  - 4.3.8. Shall present financial report of the association at the Annual General Meeting.
  - 4.3.9. Shall ensure Annual Returns are filed with Corporate Registry including changes to board members, amendments to bylaws and other incorporating documents.
  - 4.3.10. Shall be on the RPP Committee to ensure that bylaws, policies and procedures of the association are reviewed and updated.
  - 4.3.11. Shall carry out other duties as required by the board.
- 4.4. Secretary
- 4.4.1. Is a member of the executives of the board.
  - 4.4.2. Shall attend meetings of the board.
  - 4.4.3. Shall record, maintain, report and distribute minutes to the board as well as archive minutes.
  - 4.4.4. Shall ensure annual reports and statements for AGM are prepared for distribution.
  - 4.4.5. Shall work with the Registrar to keep a redundant record of all association related emails and passwords.
  - 4.4.6. Shall be on the RPP Committee to ensure that bylaws, policies and procedures of the association are reviewed and updated.
  - 4.4.7. Shall be responsible for researching and applying for grants.
  - 4.4.8. Shall carry out other duties as required by the board.
- 4.5. Registrar (Director of)
- 4.5.1. Is a member of the directors of the board.
  - 4.5.2. Shall attend meetings of the board.
  - 4.5.3. Shall keep a record of all members' names and addresses of the association.
  - 4.5.4. Shall initialize, maintain and close the registration system.
  - 4.5.5. Shall ensure accurate information is documented in registration.
  - 4.5.6. Shall ensure all registration documentation is accurate and complete.
  - 4.5.7. Shall ensure that all applicants are registered at the correct team, level, and club.
  - 4.5.8. Shall ensure all transfers are documented and recorded during registration.
  - 4.5.9. Shall contact applicants or members to obtain and maintain accurate records as required
  - 4.5.10. Shall work with the Treasurer to ensure all memberships are paid/collected and deposited.
  - 4.5.11. Shall distribute and keep record of all association related emails and passwords as well as submit record to Secretary for redundancy.





- 4.5.12. Shall submit all membership records to CDMFA as required.
- 4.5.13. Shall carry out other duties as required by the board
- 4.6. Coaching (Director of)
  - 4.6.1. Is a member of the directors of the board.
  - 4.6.2. Shall attend meetings of the board.
  - 4.6.3. Shall ensure all coaches meet all the associations' coaching standards & requirements.
  - 4.6.4. Shall assist coaches to obtain resources, courses and/or certifications as required by the association and CDMFA.
  - 4.6.5. Shall assist with coaching development.
  - 4.6.6. Shall hold head coaches' meetings prior to season, prior to playoffs and at any other time that may be required; and provide a report to the board.
  - 4.6.7. Shall hold coaches' meetings to review protocols, procedure, requirements, code of conduct and expectations prior to season, during season or as required.
  - 4.6.8. Shall ensure that the association is following LTAD.
  - 4.6.9. Shall assist in budget planning for coaching development programs.
  - 4.6.10. Shall carry out other duties as required by the board
- 4.7. Managers and Trainers (Director of)
  - 4.7.1. Is a member of the directors of the board.
  - 4.7.2. Shall attend meetings of the board.
  - 4.7.3. Shall ensure all trainers and managers meet all the associations' trainer and manager standards & requirements.
  - 4.7.4. Shall assist trainers and managers to obtain courses and/or certifications as required by the association and CDMFA.
  - 4.7.5. Shall assist with trainer development.
  - 4.7.6. Shall assist with manager development.
  - 4.7.7. Shall hold trainers meeting to review protocols, procedure, requirements, code of conduct and expectations prior to season, during season or as required.
  - 4.7.8. Shall hold managers meetings to review protocols, procedure, requirements, code of conduct and expectations prior to season, during season or as required.
  - 4.7.9. Shall ensure that trainers and managers are following all protocols and procedures.
  - 4.7.10. Shall receive injury reports from trainers for every practice and game; these reports shall be shared with the board and archived.
  - 4.7.11. Shall be responsible for all trainer equipment and medical kits are maintained and stocked.
  - 4.7.12. Shall be responsible to keep records of trainer equipment and medical kit inventory.
  - 4.7.13. Shall assist in budget planning for trainer equipment, medical kits and development programs.
  - 4.7.14. Shall ensure all individuals medical forms and personal records are disposed of properly by means of shredding.
  - 4.7.15. Shall distribute and keep record of all managers related emails and passwords as well as submit record to Registrar for redundancy.
  - 4.7.16. Shall distribute and collect all team binders at the begin and the end of season.





4.7.17. Shall carry out other duties as required by the board

4.8. Equipment (Director of)

4.8.1. Is a member of the directors of the board.

4.8.2. Shall attend meetings of the board.

4.8.3. Shall be responsible for managing all player equipment and on-field equipment including but not limited to jerseys, helmets, flags, shoulder pads, football pants, tackle rings, shields, cones, bags and balls.

4.8.4. Shall be responsible for keeping records of all equipment in the association's inventory.

4.8.5. Shall be responsible for keeping records of player equipment checking in and out of inventory.

4.8.6. Shall ensure that player equipment fits adequately for player safety.

4.8.7. Shall ensure that all equipment is inspected, maintained, certified and in safety working order.

4.8.8. Shall ensure all expired, unusable and unsafe equipment is tagged and removed from inventory.

4.8.9. Shall control access to the equipment as to ensure integrity of the inventory.

4.8.10. Shall organize and maintain equipment storage areas.

4.8.11. Shall assist in budget planning for equipment.

4.8.12. Shall purchase equipment as discussed and approved in budget by the board.

4.8.13. Shall work with the Treasurer complete purchases of approved equipment.

4.8.14. Shall request approval for additional equipment outside of the budget.

4.8.15. Shall maintain equipment cycles as outlined in the RPPs.

4.8.16. Shall provide an asset report to the board as required.

4.8.17. Shall carry out other duties as required by the board

4.9. Communication (Director of)

4.9.1. Is a member of the directors of the board.

4.9.2. Shall attend meetings of the board.

4.9.3. Shall work with the board to ensure the website is current and used to promote the business of the association.

4.9.4. Shall work with the board to ensure social media platforms are current and used to promote the business of the association.

4.9.5. Shall research and recommend promotional activities to help promote awareness of the association and association programs.

4.9.6. Shall attend special events and functions as a representative of the association.

4.9.7. Shall manage all digital communication from board to membership.

4.9.8. Shall assist in budget planning for promotional requirements.

4.9.9. Shall carry out other duties as required by the board

4.10. Ways and Means (Director of)

4.10.1. Is a member of the directors of the board.





- 4.10.2. Shall attend meetings of the board.
- 4.10.3. Shall be responsible for research, recommend, initiate, and execute fundraising ideas and provide support for their success.
- 4.10.4. Shall apply for any fundraising Licenses as required by Alberta Gaming Liquor & Cannabis (AGLC)
- 4.10.5. Shall submit application for casinos
- 4.10.6. Shall work to coordinate volunteers for all fundraising.
- 4.10.7. Shall keep records of all fundraising surplus and expenses.
- 4.11. Event (Director of)
  - 4.11.1. Is a member of the directors of the board.
  - 4.11.2. Shall attend meetings of the board.
  - 4.11.3. Shall be responsible for planning, organizing, coordinating, and executing events.
  - 4.11.4. Shall work to coordinate volunteers for all events.
  - 4.11.5. Shall keep records of all events surplus and expenses.
- 5. Shall create, maintain and renew sponsorship.
  - 5.1.1. Shall carry out other duties as required by the board
- 6. Reporting
  - 6.1. All reports shall come to the attention of the board.
- 7. Governance
  - 7.1. The board has oversight over this Policy.
  - 7.2. This policy shall be reviewed and approved at least every 2 years or as required.

