



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: MINOR SPORT RESPONSIBILITIES

POLICY #: 2000

Created: July 10, 2017

Last updated: September 5, 2017

Approved: September 5, 2017

Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the expectations that the Fort Saskatchewan Minor Sport Association (FSMSA) has for the Minor Sport programs under its umbrella, and to ensure that each Minor Sport carries out the programs of its sport in a fair and impartial manner in accordance with the Terms of Reference Agreement.

2.0 Scope

This policy applies to all of the Minor Sport programs under the umbrella of the FSMSA, currently including baseball, fastball, gymnastics, hockey, judo, lacrosse, ringette, soccer and any other Minor Sports that may join the FSMSA.

3.0 Terms

Terms of Reference Agreement – A form that outlines the responsibilities of both the FSMSA and the member Minor Sport. It must be signed by the President of the FSMSA, the President of the Minor Sport, and a witness.

Annual General Meeting (AGM) – An annual meeting held by each Minor Sport for such purposes as, approving the preceding year's AGM minutes, presenting the annual President's report, electing a volunteer Executive Committee, presenting the sport's audited financial statements from the last fiscal year, presenting special motions that have been received at least 21 days before the meeting, and providing members of the Minor Sport a forum to ask questions or provide feedback.

4.0 Policy

- 4.1 The Minor Sport shall adhere to the Bylaws, Policies, and Procedures of the FSMSA, and ensure that its own Policies and Procedures do not contradict them. In particular, the FSMSA's Financial Policies (#2080-2089) and Disciplinary Policies (#4210 and #4216) must be followed. The FSMSA expects the Minor Sport to remain flexible in moments of conflict between the requirements of the FSMSA and the provincial sport governing bodies.
- 4.2 The Minor Sport must hold a yearly AGM. Within 30 days following the AGM, the Minor Sport must then present the FSMSA with an updated list of its Executive Committee, including Criminal Record Checks for each newly elected member, individually-signed Code of Conduct for Executive and Directors forms for each Executive, a signed copy of the Approved Signing Authorities, and a signed copy of the



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Mail Procedural form for the Minor Sport. Within 60 days following the AGM, the Minor Sport must present the FSMSA with a copy of its updated and approved Policies and Procedures.

- 4.3 The Minor Sport must keep a copy of all meeting minutes in the FSMSA Office and make this information available to its members upon request. All copies of minutes that identify the motions to accept changes to the Minor Sport's Policies and Procedures are to be noted in these minutes.
- 4.4 The Minor Sport must maintain all program equipment and to ensure safety standards, no coach, athlete, or volunteers shall use equipment in need of repair. The Minor Sport must not dispose of any assets or equipment utilized by the Minor Sport without prior written consent of the FSMSA. All equipment is considered the property of the FSMSA unless the Minor Sport owned it before joining the FSMSA.
- 4.5 The Minor Sport shall have one Executive Member represent the Minor Sport on the FSMSA Board of Directors. The Executive Member will act as the liaison between his or her Minor Sport and the FSMSA, will attend all Board meetings, represent the interests of his or her Minor Sport, and represent the FSMSA Board to the Minor Sport executive.
- 4.6 The Minor Sport must support the initiatives of other FSMSA Minor Sport programs, and work collaboratively with them whenever possible.
- 4.7 The Minor Sport shall treat as confidential and shall not disclose any information provided by one party to the other party in confidence or any additional information which either party receives in confidence as a result of the performance of the Agreement. Such information may be disclosed in the event that the parties agree to the disclosure, the disclosure may be required to be made by law, or the party claiming the information to be confidential makes the information public.
- 4.8 The Minor Sport must provide the FSMSA with both an annual budget for approval as required and outlined in the Budget Policy (#2080), and an annual inventory list of all of its equipment or other assets, including such assets that will be repaired or replaced, and those items that will be donated or disposed of. All general financial accounts and information collected by or on behalf of the Minor Sport are considered property of the FSMSA.