



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: FSMSA ADMINISTRATION

POLICY #: 2002

Created: July 12, 2017

Last updated: September 5, 2017

Approved: September 5, 2017

Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the administrative duties that are expected of the Fort Saskatchewan Minor Sports Association (FSMSA) as part of its adherence to the Terms of Reference Agreement.

2.0 Scope

This policy applies only to the Board Members, paid employees, and volunteers of the FSMSA. It does not apply to any Executives, paid employees, or volunteers of any of the Minor Sport programs under the FSMSA's umbrella.

3.0 Terms

Administrative Services – Services that the FSMSA is bound to perform for each of the Minor Sports underneath its umbrella as part of the Terms of Reference Agreement. These services include bookkeeping: accounts payable, accounts receivable, and payroll; annual budgeting assistance; audited financial statements; basic photocopy and office supplies; arranging access to meeting facilities; monitoring and reporting program registration information; and maintaining a centralized office for general inquiries and walk-in service.

4.0 Policy

- 4.1 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 as per the Privacy Protection Policy (#4211).
- 4.2 The FSMSA shall provide Administrative Services to the Minor Sport at an Administration Fee rate set annually by the FSMSA Board of Directors.
- 4.3 The FSMSA shall provide the Minor Sports with monthly financial reports in a timely manner, and work with the Minor Sport to ensure the records are accurate. These reports are generated through the FSMSA SAGE accounting program.
- 4.4 The FSMSA shall contract a Certified Professional Accountant to perform a yearly financial audit and shall report all necessary documents to the Canada Revenue Agency.



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- 4.5 The FSMSA shall provide secure on-site storage of collected cheques and cash and prepare bank deposits as needed.
- 4.6 The FSMSA shall provide assistance in acquiring and reporting Alberta Gaming and Liquor Commission license/grants as a not for profit group as described in the Fundraising Policy (#2089).
- 4.7 The FSMSA shall serve as a co-operative liaison with the City of Fort Saskatchewan to ensure that each Minor Sport program under its umbrella has access to sufficient meeting, storage, and programming space. The FSMSA shall support the Minor Sport programs in lobbying the City for upgraded facilities.
- 4.8 The FSMSA shall provide links to the individual websites of the Minor Sport programs on its website, FSMSA.net.
- 4.9 The FSMSA shall allow each Minor Sport program to govern itself as a member of a larger umbrella association. As part of this, the FSMSA shall offer open communication with each Minor Sport and regular group meetings.