



# FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

**TITLE: FSMSA OFFICE**

**POLICY #: 3000**

|                         |                               |                |
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| Created: August 8, 2017 | Last updated: August 29, 2017 | Approved: XXXX |
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| Ver no. | Effective Date | Significant Changes |
|---------|----------------|---------------------|
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## 1.0 Purpose

To outline the regulations that govern the operation of the Fort Saskatchewan Minor Sports Association's (FSMSA) Office.

## 2.0 Scope

This policy applies only to the full-time and part-time staff retained by the FSMSA Board.

## 3.0 Terms

**FSMSA Office** – A centralized location maintained by the FSMSA to provide the Minor Sports with services such as book keeping, financial recording, preparation of deposits and cheques, basic administration duties, and client inquiries.

## 4.0 Policy

- 4.1 The FSMSA shall maintain an office with hours of operation determined by the FSMSA Board of Directors.
- 4.2 The FSMSA shall hire full and/or part-time staff as necessary to administer the day-to-day affairs of the organization. These positions will provide support to the FSMSA Board or Minor Sport Programs in areas of accounts receivable/payable, registrations, membership enquiries, and other business services.
- 4.3 The FSMSA Board will collaboratively make all final staffing decisions, including setting the rate of pay and benefits for staff. Incumbents will be required to provide a criminal record check before being hired.
- 4.4 The FSMSA Office shall maintain and distribute an up-to-date Board of Directors contact list.