



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: POLICIES AND PROCEDURES

POLICY #: 3040

Created: August 9, 2017	Last updated: May 29, 2018	Approved: XXXX
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the regulations to be followed in enforcing and updating Policies and Procedures for the Fort Saskatchewan Minor Sports Association (FSMSA). The Policies and Procedures provide information on how the FSMSA will operate, as well as enabling each Minor Sport Program under its umbrella to function more productively.

2.0 Scope

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

3.0 Terms

Policy – A set of rules and guidelines that paid employees and volunteers of the FSMSA are expected to follow in the performance of their duties.

Procedure – A series of steps to be followed by paid employees or volunteers in order to accomplish any given task.

Sport Governing Body – The governing body that each individual Minor Sport reports to on a District and/or Provincial level. For example, Fort Saskatchewan Soccer reports to the Tri-County Soccer Association, which in turn reports to the Alberta Soccer Association.

4.0 Policy

- 4.1 The FSMSA Board of Directors will ensure that the Policies and Procedures will be followed to the best of the organization's ability, and will also ensure that they are reviewed and updated on a regular basis.
- 4.2 The FSMSA Board of Directors recognizes that the FSMSA Minor Sport Programs are bound by rules and regulations of individual Provincial Sport governing bodies. All Policies and Procedures should be flexible enough to allow the Minor Sport programs to work in cooperation with the FSMSA and the Provincial Sport governing bodies.
- 4.3 Updates to the Policies and Procedures will be introduced at regular general meetings of the Board and will come into effect upon approval by a motion. Members will be informed of new Policies and Procedures through membership communication and at the Annual General Meeting as per the FSMSA Annual General Meeting Policy (#2800).



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

- 4.4 Each individual Minor Sport Program must ensure that its Policies and Procedures allow it to be represented by one elected official who will also attend the FSMSA Board of Directors Meetings.
- 4.5 Minor Sport Programs must review and update their Policies and Procedures as appropriate on a regular basis, and ensure that a current copy is filed with the FSMSA Office. All Policies and Procedures must also compliment the mission, vision, and organizational values of the FSMSA.
- 4.6 If a Minor Sport program does not have an appropriate Policy or Procedure, it may adopt the FSMSA Policy or Procedure by default.