



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: EXECUTIVE COMMITTEE

POLICY #: 4147

Created: August 29, 2017	Last updated: August 30, 2017	Approved: XXXX
--------------------------	-------------------------------	----------------

Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Executive Committees of the Minor Sport programs that exist under the umbrella of the Fort Saskatchewan Minor Sports Association (FSMSA).

2.0 Scope

This policy applies to the members that serve on the Executive Committees of any 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

Executive Committee – The governing body of each Minor Sport program under the umbrella of the FSMSA. Its members are elected by the Minor Sport Membership during that Minor Sport's Annual General meeting and should consist of a President and any two of the following: Vice President, Secretary, Treasurer, Registrar, and/or other members are required by the Minor Sport to deliver its programs.

4.0 Policy

- 4.1 The Executive Committee shall hold at least one Annual General Meeting of their Minor Sport Program per year. This meeting is held for the purpose of electing new executive members to assist in program delivery, presenting the audited financial statements of the previous fiscal year, reviewing Policies and Procedures, planning future programs to be sponsored by the Minor Sport, receiving public input, and recording complaints and compliments.
- 4.2 The Executive Committee is responsible for reporting all monies raised through Minor Sport participants to the FSMSA Office.
- 4.3 The Executive Committee shall promote the development of the recreational and leisure time activities of the Minor Sport in the best interest of the participants of the sport and in keeping with the organizational values of the FSMSA.
- 4.4 The Executive Committee shall establish accountability requirements and present to the FSMSA Board a minimum set of standards to be met by all volunteers who wish to participate in the sport as either a coach, manager, or official. The Executive Committee



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

is expected to maintain these standards and remove volunteers who do not meet the requirements.

- 4.5 The Executive Committee shall promote the improvement of the skill levels of all coaches, managers, and officials within their Minor Sport by either hosting or sending volunteers to clinics for training.
- 4.6 The Executive Committee shall prepare, or cause to be prepared, minutes of all meetings of that particular Minor Sport Program and provide a copy of those minutes to the FSMSA Office.