
Governance & Operational Policies -

Meridian Youth Soccer Association

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1 INTRODUCTION

This document sets forth the *Governance Policies* of the Meridian Youth Soccer Association (hereinafter referred to as the Association, MYSA or Meridian Soccer), which define the role that the Board of Directors shall play in the affairs of the Association.

Good governance is vital to the effective and efficient operation of the Association. In a pure governance model the Board's primary role is to govern and provide leadership and direction for the Association in pursuit of the Mission.

However, being an operational board, the Board also plays an active role in the management of the day-to-day operations of the Association.

The purpose of this policy is to clarify the authority, policies and processes that guide the management of the Association including and primarily the functioning of the Board.

MYSA shall be affiliated with the Saskatchewan Soccer Association (hereinafter referred to as SSA), and the Canadian Soccer Association (hereinafter referred to as CSA).

The territory over which MYSA has jurisdiction shall be the City of Lloydminster and an area within 80 kilometers in the province of Saskatchewan.

The objectives of MYSA are to promote, govern and improve soccer in Lloydminster and the surrounding areas.

1. To foster among its members, supporters and teams a general soccer community spirit.
2. To maintain and increase the interest in the game of soccer.
3. To have and exercise a general care, supervision and direction over the playing interests of all soccer players.
4. To foster the development of qualified soccer coaches to serve the sport.

MYSA operates Meridian Soccer which is made up of recreational soccer, travelling soccer teams, performance; this includes programming for kinder soccer through to U18.

2 THE BOARD OF DIRECTORS

2.1 Role and Responsibilities of the Board of Directors

2.1.1 Role of the Board

- a) The Board of Directors is vested with full powers to govern the affairs of the Association (as per Association bylaws).
- b) To maintain authority over, and responsibility for, the structures and operations of the Association;
- c) To develop policies and strategies that guide the Association and provide direction for staff;
- d) To ensure that an operational plan for the Association is in place that outlines the authority of those tasked with management the affairs of the Association;
- e) To ensure that there are sufficient and appropriate human and financial resources for the Association to accomplish its work;
- f) To meet all legal requirements that pertain to the Association;
- g) To remain attentive to the changing needs of the Association's membership and key stakeholders;
- h) To operate as a corporate body, speaking with one voice through formal motions adopted at its meetings.

2.1.2 Responsibilities of the Board

- a) Accountability
 - i. Is accountable to maintain the trust and support of the Association's membership;
 - ii. Ensures that Association operates within applicable laws and regulations and requirements of the SSA and CSA and other governing authorities in the Province of Saskatchewan including, but not limited to, Sask Sport, the Non Profit Corporations Act 1995, and the provincial government;
 - iii. Ensures that the overall organizational and staffing structure facilitates the delivery of the Association's Mission and strategic plan;
 - iv. Approves a set of human resource policies for management, staff, and program and administrative volunteers to be administered by the Executive Director, Board or Volunteer Development Committee;
- b) Planning
 - i. Determines priorities, develops, approves, and ensures the implementation of strategic plans, and monitors performance against plans;
 - ii. Approves annual capital and operating plans and monitors performance against those plans;
- c) Selection, Support and Evaluation of Staff
 - i. Selects the Staff, determines the Staff's compensation, and sets out in clear terms the Staff's authority, responsibilities and accountability.
 - ii. Provides every support to the Staff to enable him/her to carry out his/her responsibilities;
 - iii. Develops and employs effective procedures and processes for the monitoring and evaluation of the staff, and as required for their termination;
 - iv. Conducts a formal evaluation of the Staff on an annual basis;
 - v. Makes provision for the Staff's professional development.

- d) Financial Oversight and Development
 - i. Approves Association's audited year-end financial report, annual operating budget, and other financial reports as required.
 - ii. Approves policies that implement sound financial controls for the Association and ensures policy compliance;
 - iii. Approves the Association's fee
 - iv. Approves major financial decisions and actions as provided for in the Operational Authority section of this policy;
- e) Board of Governance and Development
 - i. Governs in accordance with Governance and Operational Policies and ensures compliance with the Non Profit Corporations Act 1995, Association's Articles of Incorporation and Bylaws, and forwards proposed amendments to the Articles and/or Bylaws to the membership for approval;
 - ii. Approves and updates the Policies of the Association;
 - iii. Approves the members of the Standing, Operational and Special Committees of the Board of Directors;
 - iv. Assesses the performance of the Board and its Committees on an annual basis;
 - v. Develops a recruitment, orientation and training process for new Directors;
- f) External Relations
 - i. Develops policies regarding relationships with external agencies, corporate partners and stakeholders;
 - ii. Develops policies regarding the protection and enhancement of the Association's image and reputation.

2.1.3 Composition and Structure of the Board of Directors

- a) The MYSA is made up of Executive Directors, Directors and Members at Large
 - i. Executive Directors (Executive) – There are four Executive Members which are comprised of the President, Vice President, Secretary and Treasurer.
 - ii. Directors – There are six Board Members in which are comprised of Referee Director, Equipment Director (2), Fundraising and Events Director (2), Media and Advertising Director.
 - iii. Member's At Large – The MYSA Board allows five vacant members at large positions for individuals who wish to help were required.

2.1.4 Meetings of the Board of Directors

- a) The Board of Directors shall meet according to the needs approved in the annual calendar but at minimum 3 times per year.
- b) Meetings may be conducted by conference call or other appropriate electronic means.

2.1.5 Preparations for Board Meetings

- a) The agenda for the Board meetings shall be set by the President in consultation with the Executive and, with requested items from the Directors.
- b) When possible the agenda and supporting documents shall be delivered to the Directors at least two (2) days in advance of the Board meeting.
- c) All regular Board meetings shall include, at a minimum, an agenda that includes the following items:
 - i. Year-to-date financials;
 - ii. Written Presidents Reports
 - iii. Written Director Reports
 - iv. Written reports submitted by Staff, Standing, Operational or Special Committee;
 - v. Minutes of Board meetings not previously adopted;
 - vi. A status report of action items

2.1.6 Board Meeting Rules and Procedures

- a) The quorum for meetings shall be a majority (2/3) of the Directors then in office.
- b) The rules of procedure for meetings shall be *Robert's Rules of Order*.
- c) The meetings shall be chaired by the President. In the President's absence, the Vice-President shall serve as Chair. If neither is present, the Directors may elect another Director, by majority (50% +1) vote, to serve as Chair.
- d) In chairing the meetings, the Chair shall:
 - i. Guide the discussion so that it proceeds in an orderly and efficient fashion, relates to Motions, respects *Roberts' Rules of Order* and Association Board Meeting Code of Conduct, and deals with Board business;
 - ii. Ensure that all views are heard, that the Board reaches decisions through formal motions, and that the will of the majority prevails;
 - iii. Vote only in the event of a tie;
 - iv. Be responsible primarily for facilitating debate.
- e) The minutes and a list of Board Action items arising out of each Board meeting shall be forwarded to Directors as soon as possible following the meeting.
- f) The agenda for Board meetings shall have the following format: the topic; the presenter; and the desired outcome (e.g., received for information, board discussion, and board decision).

2.1.7 Board Meeting Code of Conduct

- a) Each Director shall attend Board meetings regularly and participate fully in Board deliberations.
- b) Each Director shall conduct himself/herself in Board meetings with a view to furthering the general interests of the Association and not their personal interests or that of other groups or stakeholders.
- c) Each Director shall respect confidentiality of Board business and Board deliberations.
- d) Each Director shall support the majority decisions of the Board and speak with a unified voice to the membership and the community.
- e) Each Director shall conduct himself/herself in Board meetings in a manner exhibiting courtesy, goodwill, objectivity, frankness, openness to new ideas, constructiveness, independent-mindedness, restraint, effective communication, willingness to compromise, and respect for others.
- f) Each Director shall ensure that all business of the Board is conducted at the Board table.

- g) Each Director shall adhere to the conflict of interest requirements as they relate to Board meetings.
- h) Each Director shall notify the President in advance of a Board meeting if he or she is unable to attend.

2.1.8 Email Voting of the Board

- a) The President is authorized to initiate email voting on matters before the Board if one or more of the following circumstances are in place:
 - i. Where a motion has been approved at a Board meeting allowing a vote on a specific topic;
 - ii. For matters that are determined to be administrative or that lend themselves to being resolved by a vote without the need for further in-depth debate;
 - iii. Where it has been determined that timelines must be met that make “all present” debate challenging either electronically or in-person;
 - iv. To resolve motions/topics that have been presented to the Board in advance where discussion has already occurred;
 - v. Where the Directors; unanimously agree to waive their right of further debate.
- b) In order for an email motion to be approved quorum must be achieved through the email vote process.
 - i. Should the number of votes not result in “quorum” by the specified deadline then the vote shall be declared null and void and the matter will be referred to the next Board meeting.
- c) All email votes shall be by “reply to all” or other such electronic means that allow all Directors to see the votes that were registered. In all cases there must be a verifiable record of the votes and the results.
- d) Unless a mechanism is provided in advance all email votes shall occur without further discussion through electronic or other means.
 - i. Should a discussion mechanism be allowed it must ensure that all Directors be able to see all discussion content.
- e) Email vote shall be set up with a specific deadline for completion.

2.1.9 Email Voting of the Standing Committees

- a) The Chair shall be authorized to initiate email voting on matters before any Standing Committee.

3 BOARD OFFICERS AND DIRECTORS

3.1 Role and Responsibilities of the President

3.1.1 Role of the President

- a) To keep the Board focused on advancing the Mission and plans of the Association.
- b) To ensure the Board develops policies and strategies that guide Association.
- c) To ensure the relationship between the Board and Executive Director/Staff remains positive, constructive and professional at all times.
- d) To represent the collective will of the Board in communicating with the Staff/Executive Director.
- e) To represent the Association at all SSA functions including meetings and events.
- f) They shall carry out their duties and responsibilities as a Director and Officer of the Association.

3.1.2 Responsibilities of the President

- a) Leadership of the Board
- b) Ensures that the Board carries out its responsibilities as defined in Association's Bylaws and Governance Policies and other policies of the Association;
- c) Ensures that the Board provides orientation of new Board Members
- d) Ensures the Board evaluates its own performance;
- e) Shall recommend to the Board; the appointment of Committee chairs and members.
- f) Receives copies of all reports from Board committees in advance of Board meetings, except as may be determined by the Board;
- g) Serves as one of the Association's Signing Officers;
- h) Remains familiar with all policies and procedures of the Association;
- i) Prepare the agenda and related documents for meetings of the Board of Directors and for General Meetings of the Association.
- j) Evaluates the Performance of the Staff and delivers the Staff's performance review as prepared by the Board of Directors.
- k) Chairing Meetings
 - i. Chairs meetings of the Board of Directors, the Emergency Committee, and General Meetings of the Association;
 - ii. Ensure that meetings of the Board are conducted in accordance with *Robert's Rules of Order*, the Board Meeting Rules and Procedures, and the Board Meeting Code of Conduct.
- l) Exercise the power of the Executive in case of an emergency.
- m) Suspend clubs/teams, players or referees, subject to ratification at the next following meeting of the Executive
- n) The President shall ensure that our partnerships with Saskatchewan Soccer Association, Lakeland College, and Lakeland Rustlers United Soccer Program (Known as LRUSP) are maintained.
- o) Shall perform such duties as shall be necessary for the good and welfare of the Association

- p) External Relationships
 - i. Serve as the Association's official contact with Saskatchewan Soccer.
 - ii. Speaks and votes on behalf of the Association at SSA and other external meetings always in a manner that is consistent with the will of the Board of Directors;
 - iii. Ensure that decisions reached by SSA that are applicable to the Association are brought to the attention of the Board of Directors for consideration.

3.2 Role and Responsibilities of the Vice-President

3.2.1 Role of the Vice-President

- a) They shall work closely with the President in providing; leadership and direction for the Association.

3.2.2 Responsibilities of the Vice-President

- a) They shall carry out their duties and responsibilities as a Director and Officer of the Association.
- b) To carry out the responsibility of the President should the President be absent or unable to act.
- c) They shall be one of the individuals with signing authority for the association.
- d) They shall ensure that each new Director receives a full orientation to the Board.

3.3 Role and Responsibilities of the Secretary

3.3.1 Role of the Secretary

- a) They shall work closely with the President in providing; leadership and direction for the Association.
- b) They shall keep document records for the board and provide the information as required.

3.3.2 Responsibilities of the Secretary

- a) They shall carry out their duties and responsibilities as a Director and Officer of the Association.
- b) They shall work with the President to prepare board meeting and AGM agenda's.
- c) They shall be one of the individuals with signing authority for the association.

3.4 Role and Responsibilities of the Treasurer

3.4.1 Role of the Treasurer

- a) They shall work closely with the President in providing; leadership and direction for the Association.

3.4.2 Responsibilities of the Treasurer

- a) They shall carry out their duties and responsibilities as a Director and Officer of the Association.
- b) They shall be one of the individuals with signing authority for the association.
- c) Shall keep a record of all monies received and disbursed through MYSA accounts following accepted accounting practices.
- d) Shall provide updated financial statements at each board meeting.
- e) Shall provide recommendations for the annual budget and present to the Board for approval.
- f) Shall present at each Annual Meeting, a report of the year's operations duly examined and audited.
- g) To process bank deposits and manage payment of invoices on a weekly basis.
- h) To pay staff and referees on a monthly basis.

3.5 Role and Responsibilities of a Director

3.5.1 Accountability of a Director

- a) Each Director and Officer of the Board, in exercising his or her powers and discharging his or her duties, shall:
 - i. Act honestly and in good faith while demonstrating the highest ethical standards with a view to the best interests of the Association; and
 - ii. Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
 - iii. Submit their signed Directors Code of Conduct and Disclosure of Interest form as soon as possible, but no later than one week after the Annual General Meeting
 - iv. Acknowledge that decisions of the Board are not appealable outside of the Board;
 - a. Shall respect, support and abide by the majority decisions of the Board; except when there are reasonable grounds to believe that the Board has acted without full information or in a manner inconsistent with its fiduciary obligations; in such circumstances, asks for a review of the decision by the Board.
 - v. Resign if unable to respect, support and abide by the majority decision of the Board.

3.5.2 Responsibilities of a Director

- a) As guided by the expectations outlined in 3.4.1 (a)(i & ii) each Director and Officer of the Board, to the best of their abilities:
 - i. Take every measure to ensure that Association is governed effectively and, in particular, that the Board of Directors carries out those responsibilities with which it is entrusted;
 - ii. Ensure that Association's financial affairs are conducted with due regard for all fiduciary and operational responsibilities;
 - iii. Contribute skills, knowledge, influence and other assets that allows Association to carry forward with its priorities, plans and policies;
 - iv. Keep generally informed about the activities of the Association and about general trends and issues that affect the sport community;
 - v. Demonstrate high ethical standards and integrity as a Director of the Association.

3.5.3 Roles of a Director

a) Referee Director

- i. The Referee-in-Chief, shall train and supply sufficient referees to satisfy the demands of the Association
- ii. The Referee-in-Chief shall provide opportunities for the referees to develop through evaluations, meetings, and clinics.
- iii. Shall provide regular and on-going communication with referee's within the association
- iv. Shall communicate regularly with Saskatchewan Soccer Association to ensure up-to-date information and opportunities are provided to referee's.
- v. Shall have the authority to recommend dismissal of a referee deemed incompetent or unreliable to the board.
- vi. Shall perform such duties as shall be necessary for the good and welfare of the Association
- vii. To Submit referee hours to the Administrator by the 15th of each month.

b) Equipment Director (2)

- i. Shall arrange for the handling and storage, repairing, cleaning and inventory of equipment at the end of each season.
- ii. Shall arrange for the distribution and collection of equipment.
- iii. Shall recruit volunteers to support the management of equipment, as needed.
- iv. Shall perform such duties as shall be necessary for the good and welfare of MYSA.
- v. Shall be responsible for procurement of new equipment (jerseys, training kits, balls, nets, etc.) as required approved by the board.

c) Fundraising/Events Director (2)

- i. Shall organize and oversee the fundraising for MYSA.
- ii. Shall apply for the Lottery License on behalf of MYSA.
- iii. Shall assist with the distribution and collection of lottery tickets.
- iv. Shall assist with the reconciliation of the tickets for the draw and coordinate the draw/presentation to the winner.
- v. Shall file the reports to the Lottery Board following the draw.

- vi. Shall seek out and assist with other fundraising opportunities as they arise and work with the Administrator to ensure adequate volunteers are available for fundraising opportunities.
- vii. Responsible for the financial management of fundraising activities and will work in cooperation with the Treasurer.
- viii. Will work in cooperation with the Treasurer to determine fundraising needs for the year.
- ix. Shall organize and oversee club events such as awards night, club BBQ's, etc.
- x. Shall perform other duties as shall be necessary for the good and welfare of the Association.

d) Media/Advertising Director

- i. Shall work with the Head Coach, Administrator and Board to create media interest in MYSA.
- ii. Shall work with the local media to engage them in the events and activities of MYSA.
- iii. Shall submit articles/photos to the local media to promote MYSA programming, team success, player success, and member success (Head Coach, Referees, coaches, board members, etc.).
- iv. The media director will be an administrator on the MYSA Facebook and Twitter pages so that they can update and provide information in a timely manner.
- v. Shall be an administrator of the Club Website ensuring it stays up to date.
- vi. Shall work with the Club Administrator to ensure that registration nights and other special events are advertised in an effective matter.
- vii. Shall perform other duties as shall be necessary for the good and welfare of the Association

3.5.4 Misconduct of a Director

- a) In accordance with the Bylaws of the Association (BYLAW ARTICLE 12.0) a Director may be removed from participation at the Board for:
 - i. A breach of Association Bylaws, Policies and Procedures, and/or Governance Policies; or
 - ii. Conduct that is deemed by the Board to be detrimental to Association; or for
 - iii. Lack of fulfillment of their responsibilities as a director, this includes a lack of participation (without notice) in three consecutive Board meetings.
- b) The investigation and determination of Misconduct of a Director are handled internally by the Board.
- c) In the event of an allegation of misconduct (as per 3.4.3 a.), the Board:
 - i. Shall advise the Director in writing of the nature and extent of such allegations and provide the Director with an opportunity to make representations. They shall also advise the Director in writing of any step or measure the Board might take if it determines that the allegation is valid.
 - ii. May investigate and determine the validity of such allegation, upon receipt of the Director's response and/or in the absence of the Director's response by the specified deadline. As warranted by the investigation may take such steps or measures as it determines appropriate, including and without limitation, declaring that a Director has breached these guidelines and is no longer qualified to actively serve as a Director and is required to provide his/her resignation.
 - iii. If the Director does not provide their resignation according to the terms outlined by the Board, the Board may release the findings of the investigation to the Members and make recommendation that the Members approve a resolution to remove the Director at a Special Meeting of Membership.

3.5.5 Participation in Board/Committee Meetings

- a) Plans time prior to Board/Committee meetings to review the meeting agenda and accompanying documents and thus be prepared to engage in an informed discussion on the matters before the Board/Committee;
- b) Participates in Association events and activities when required;
- c) Respects Association Board Meeting rules and Procedures (2.1.6) and Board Meeting Code of Conduct (2.1.8) at all times;
- d) Asks questions when the information provided at a meeting is inadequate or the question before the meeting is unclear, and voices clearly and explicitly any opposition to a decision being considered at the meeting;
- e) Takes every measure to ensure that the Board remains attentive to the Association priorities and plans and informs the President of identified failures as these become apparent;
- f) Reads and understands Association's financial statements and financial reports, and otherwise helps the Board fulfill its fiduciary responsibilities;
- g) Helps develop and maintain a spirit of collegiality and positive interpersonal relationships within the Board;

3.5.6 Communications

- a) All communications at all times are expected to meet the standards of conduct outlined in the Association Bylaws, Policies and Governance policies.
- b) Never speaks for the Board of Directors or Association unless authorized to do so.
 - i. Discussions will occur between Directors, with Members and with staff outside of the Board Room, however, it must be understood that this is not official Board business.
 - ii. Discussions with staff should not include directives so that the lines of accountability, Board to Executive Director and Executive Director to Staff, remain clear.
- c) Fosters and promotes a positive image of the Board and Association with its stakeholders and in the community.
- d) Represent the Association in the community effectively by focusing on the accomplishments, as well as the needs and challenges.
- e) Online communications, unless authorized to do so, should:
 - i. Not include reply to all emails
 - ii. Not encourage online debate outside of the Board;
 - iii. Ensure that requests for additions to the Agenda, clarification or further discussion on topics are directed to the President and/or Executive Director and not the Board as a whole.

4 Operational Authority

4.0 Documentation of Authority

- a) This section of policy intends to outline the authority that has been granted to individuals and/or committees by the Board so that the work of the Association can be managed without the need to convene Board meetings.
- b) It is understood that not all situations are covered and therefore this policy describes the protocols that are in place when this occurs.

4.1 Director of Player and Coaching Development (DPCD)

Note: The title “Director of Player and Coaching Development” and acronym DPCD shall be used interchangeably throughout the document.

Note: The title “Meridian Youth Soccer Association” and acronym MYSA shall be used interchangeably throughout the document.

4.1.1 Roles and Responsibilities of the DPCD

a) Programs and Services

- i. This position reports directly to the President who is accountable to the Board.
- ii. Assist the Registrar as required with providing information about the registration database.
- iii. Work as required with the MYSA Board for programming and player development.
- iv. Oversee all programming and schedules for MYSA including; practices, games and tournaments for Recreational, Grassroots, Travelling and High Performance Athletes.
- v. Provide the President with regular technical reports for inclusion in monthly reporting to the Board of Directors.
- vi. Review and update the MYSA Technical Manual on a yearly basis.
- vii. Other ad-hoc tasks as agreed upon by the President and DCPD.

b) Coaching and Technical Development

- i. Recruit, develop and directly manage the performance of the coaching staff, and technical matters of the Club.
- ii. Provide Support for all coaches on technical components.
- iii. Directly manage education and development opportunities to the club’s coaches and coaching staff through the training policy.
- iv. Paid or honorarium soccer positions within MYSA will report directly to DPCD.

c) Player and Technical Development

- i. Liaise with SSA and CSA as required to develop optimal player development pathway for the Club’s player base.
- ii. Continue to develop and encourage advancement of the clubs soccer talent to a higher level or further opportunities.
- iii. Work with MYSA to develop and run a Performance Development Center within the organization.

d) Communications

- i. Communicate to the Membership, SSA and other stakeholders as required to perform your duties for the club on club-level technical development matters,
- ii. Provide a report for the MYSA Annual General Meeting.
- iii. Treat all players, parents, staff and board with integrity and respect.
- iv. Work with other staff.
- v. All player and parent information collected at registration is the property of MYSA and should not be used without consent of the club.
- vi. All technical material (except the Technical Manual which is the property of MYSA) and information collected is property of DPCD and should not be used without consent of the DPCD.
- vii. Social media, web site, promotion, email correspondence will now fall under the DPCD to oversee regarding programing and soccer promotion.

e) Budget

- i. Assist the club in budgeting through the development and sharing of ideas with the President including technical items or overall club procedures to which may assist in becoming more viable and economically efficient.

4.2 Club Head Coach (CHC)

Note: The title “Director of Player and Coaching Development” and acronym DPCD shall be used interchangeably throughout the document.

Note: The title “Meridian Youth Soccer Association” and acronym MYSA shall be used interchangeably throughout the document.

4.2.1 Roles and Responsibilities of the Club Head Coach

- a) Programs and Services
 - i. This position reports directly to the Director of Player and Coaching Development (DPCD) who is accountable to the President of MYSA.
 - ii. Work with the DPCD as required, to review and update the MYSA Technical Manual.
 - iii. Other ad-hoc tasks as agreed upon with the DPCD.
- b) Coaching and Technical Development
 - i. Recruit, develop and directly manage the performance of the coaching staff, and technical matters of the Club as Directed by the DPCD.
 - ii. Provide Support for all coaches on technical components as directed by the DPCD.
 - iii. Help recruit Coaching staff for all programming under DPCD recommendations.
- c) Player and Technical Development
 - i. Continue to develop and encourage advancement of the clubs soccer talent to a higher level or further opportunities.
 - ii. Work with DPCD as requested to run a Performance Development Center within the organization.
- d) Communications
 - i. Communicate to the Membership, SSA and other stakeholders as required to perform your duties for the club on club-level technical development matters, as requested by the DPCD.
 - ii. Treat all players, parents, staff and board with integrity and respect.
 - ii. Work with other staff.
 - iii. All player and parent information collected at registration is the property of MYSA and should not be used without consent of MYSA.
 - iii. All technical material and information collected is property of DPCD and should not be used without consent of the DPCD.
- e) Budget
 - iv. Assist the DPCD as required.

4.3 Technical Coach/Travelling Team Administrator

Note: The title “Director of Player and Coaching Development” and acronym DPCD shall be used interchangeably throughout the document.

Note: The title “Meridian Youth Soccer Association” and acronym MYSA shall be used interchangeably throughout the document.

4.3.1 Roles and Responsibilities of the Technical Coach/Travelling Team Administrator

- a) Programs and Services in the Technical Coach Role
 - i. This position reports to the Director of Player and Coaching Development (DPCD) who is accountable to the President of MYSA.
 - ii. Work with the DPCD as required, to review and update the MYSA Technical Manual.
 - iii. Other ad-hoc tasks as agreed upon with the DPCD.
- b) Programs and Services in the Travelling Team Administrator Role
 - i. This position reports to the DPCD who is accountable to the President of MYSA.
 - ii. This position will book facility and field times as required/requested by the DPCD.
 - iii. Complete required admin work as directed by the DPCD and or Club Head Coach.
 - iv. Act as travelling teams Manager.
 - v. Register all travelling teams for tournaments as requested by the DPCD.
 - vi. Provide information to travelling players and parents as directed by the DPCD and or Club Head Coach.
 - vii. Collect Travelling Team Fees and Bonds as directed by the DPCD and Club Head Coach.
- c) Coaching and Technical Development
 - i. Provide Support for coaches on technical components as directed by the DPCD and Club Head Coach.
- d) Player and Technical Development
 - i. Continue to develop and encourage advancement of the clubs soccer talent to a higher level or further opportunities.
 - ii. Work with the DPCD as requested to run a Performance Development Center within the organization.
- e) Communications
 - i. Communicate to the Membership, SSA and other stakeholders as required to perform your duties for the club on club-level technical development matters, as requested by the DPCD.
 - ii. Treat all players, parents, staff and board with integrity and respect.
 - iii. Work with other staff.
 - iv. All player and parent information collected at registration is the property of MYSA and should not be used without consent of MYSA.
 - v. All technical material and information collected is property of DPCD and should not be used without consent of the DPCD.
- f) Budget
 - i. Assist the DCPD as required.

4.4 Registrar and Fund Development

Note: The title “Director of Player and Coaching Development” and acronym DPCD shall be used interchangeably throughout the document.

Note: The title “Meridian Youth Soccer Association” and acronym MYSA shall be used interchangeably throughout the document.

4.4.1 Roles and Responsibilities of the Registrar and Fund Development

- a) Registrar Role
 - i. This position reports directly to the President who is accountable to the Board.
 - ii. The Registrar shall provide information about the registration database to the Director of Player and Coaching Development (DPCD) as required.
 - iii. Collect, administer, registration and fundraising fees.
 - iv. Provide the President with regular reports for inclusion in monthly reporting to the Board of Directors.
 - v. Other ad-hoc tasks as directed by the President, or requested by the DPCD.
- b) Fund Development
 - i. Create a fully sustainable Board Approved Fund Development Model which will incorporate (at a minimum) the following events:
 - a. A 50/50 Raffle for each Season.
 - b. A major fund development event for each season.
 - c. Development of a Sponsorship Plan and Package.
 - d. Other potential Fund Development Initiatives.
 - ii. Advertise, prepare, administrate and oversee all registration sessions for MYSA.
 - iii. Apply for all grants as they are made available for the club.
 - iv. Prepare reports as required and requested for MYSA to send to SSA.
- c) Communications
 - i. Communicate to the Membership, SSA and other stakeholders as required to perform your duties for the club on the Fund Development, and Registrar Roles.
 - ii. Communicate as requested to the Membership or Key Stakeholders as requested by the Club President as well as the DPCD.
 - iii. Treat all players, parents, staff and board with integrity and respect.
 - iv. Work with other staff.
 - v. All player and parent information collected at registration is the property of MYSA and should not be used without consent of MYSA.
- d) Budget
 - i. Provide fiscally beneficial fund development options in order to assist MYSA in being economically efficient.
 - ii. Work with the Treasurer and Club President in the budget planning, to allow the club to grow and reach its financial and project goals.

4.5 Authority to Manage Between Board Meetings

- a) Between meetings the President, Staff and/or Committees shall manage the activities of the Association within the scope of their authority.
- b) When circumstances arise that are outside of any of these individual or group's authority a Board meeting shall generally be convened to manage that matter.
- c) Should a decision be required which does not allow for a Board meeting to be convened, the President or designate shall take what action is determined by them to be in the best interest of the Association at that time. For learning purposes urgent decisions shall be reviewed at the next available Board meeting as per Article 4.4.
- d) The individuals or committees authorized to make decisions and carry out Association activities shall do so free of interference. Individual Directors shall not interfere or engage in matters, between Board meetings, that are not assigned to them.

4.6 Review of Decisions

- a) All decisions that are made provide learning opportunities for the Board and Staff. Should decisions be made that warrant further discussion once implemented these matters can be added to a Board agenda.
- b) The purpose of any review is educational, not critical, with the goal of improving policy, process or assignment of authority.
- c) Staff are held accountable for their decisions and actions through formal performance review processes which are initiated by the Board and will be acted on by the President and Executive

5 COMMITTEES

5.1 General

5.1.1 Purpose

- a) The Board of Directors shall establish Standing and Special Committees to assist it with its work.
- b) Committees of the Board may contain volunteers who are external to the Board that provide expertise and increase the capacity of the Board to manage the activities of the Association.
- c) Standing Committees of the Board are permanent and have a governing function: they assist the Board in carrying out its responsibilities, including oversight, planning, risk management, policy development, and Director Recruitment and Board self-evaluation. Standing Committees make recommendations which require Board approval.
- d) Operational Committees of the Board are in place to undertake the day-to-day activities of the Association according to the authority that has been granted to them by the Board.
- e) Special Committees of the Board are struck periodically to undertake a specific task or project that is to be completed within a defined period of time; they have such authority as approved by the Board and are dissolved after they have completed their work.

5.1.2 Authority

- a) Standing Committees are advisory to the Board. Except where so authorized, they do not have the authority to make decisions or act for the Board.
- b) Operational Committees generally have authority to carry out their mandate without requiring additional approval of the Board;
- c) Committees are to operate within their approved budgets.

5.1.3 Meetings

- a) Background information for committee meetings is to be forwarded to committee members in advance of the meetings in a timely fashion.
- b) Committee members are expected, prior to meetings, to review all background information sent to them.
- c) Committee members are expected to notify the committee chair in a timely fashion if they are unable to attend or participate in a meeting.
- d) At meetings, the committee chair shall:
 - iv. Guide the discussion so that it proceeds in an orderly and efficient fashion;
 - v. Respect *Robert's Rules of Order* and Association Board Meeting Code of Conduct, and deals with committee business;
 - vi. Ensure that all views are heard and that the committee formulates recommendations that reflect the majority will.
- e) All members of Committees are required to abide by the principles contained within Association Board Meeting Code of Conduct.
- f) Committees report to the Board by means of written reports, which should be forwarded, together with any committee meeting minutes, to the President, at least ten days in advance of a Board meeting for inclusion with the Board meeting materials.
- g) Committees may establish sub-committees to assist them with their work.
- h) Committees may invite individuals who are not members of the committee to meetings to assist them with their work.
 - vii. Should Committees require additional staff support, staff may be assigned by the President

- i) Committee meeting minutes should be approved by the Chair and forwarded President within one week of the meeting.
- j) Standing Committees, with the exception of Emergency Committee, are expected to prepare an annual work plan to be forwarded to the Board for approval.

APPENDIX of COMMITTEES

6 Standing Committees

6.0 Governance – Standing Committee

6.0.1 Composition and Eligibility

- a) Comprised of no fewer than three voting members, which include the President a second Executive member (or designate), and one director.
- b) Committee may include members who are not Directors to expand its expertise.
- c) Committee Chair must be a member of the Board.
- d) Committee members should possess an understanding of the committee's terms of reference and also should have a basic understanding of the requirements of effective Board governance and related issues of organizational effectiveness.

6.0.2 Role of the Committee

- a) Assist the Board in developing, implementing and reviewing the Bylaws and governance policies of the Association.

6.0.3 Responsibilities of the Committee

- a) Host a committee meeting to develop an annual work plan for Board consideration.
- b) Reviews and proposes amendments to the Bylaws of the Association.
- c) Develops reviews and updates Association *Governance Policies* for the approval of the Board, and other policies as assigned by the Board.
- d) Develop an orientation process for new Directors.
- e) Assist the Board in conducting an annual evaluation of the Board's performance, and other Board evaluation processes as required.

6.0.4 Procedures

- a) A Quorum will be a majority (50%+1) of the voting members of the Committee.
- b) Decisions to be made by a majority vote (50%+1), of the eligible voting members, with the chair having a vote only in the event of a tie.
- c) Committee members are to be appointed by the President with the approval of the Board of Directors within one month of the Annual General Meeting.
- d) In the chair's absence or inability to act, one of the other committee members shall serve as chair.
- e) When necessary a meeting may be held by conference call with decisions being made by either an oral or email vote.
- f) Meeting minutes shall be taken and made available at the next meeting of the Board.

6.1 Emergency Committee

6.1.1 Composition and Eligibility

- a) Shall be comprised of; the President and two Executive Directors of the board.
- b) Committee members should possess an understanding of the committee's terms of reference.

6.1.2 Role of the Committee

- a) Exercises specified powers of the Board of Directors in critical emergency situations where it is impossible for the Board to be convened either in person or using teleconferencing or other comparable means of communication.

6.1.3 Responsibilities of the Committee

- a) Makes decisions in critical emergency situations except in relation to any of the following matters:
- b) Dissolution of the Association;
- c) Negotiation of contracts or approval of mergers or partnerships;
- d) Changes to the organizational structure of the Association;
- e) Approval or alteration of a Board-approved budget;
- f) Adoption or elimination of major Association programs;
- g) Appointments and/or nominations to external bodies;
- h) Selection of the Association representatives to the Association National Team competitions;
- i) Purchase or sale of the Association property;
- j) Amendment of the Bylaws and the Rules and Regulations of the Association;
- k) Amendment of the Association policies that require Board approval;
- l) Discipline which includes; suspension or removal of any member or persons holding an official position in the Association.

6.1.4 Procedures

- a) A quorum shall be all voting members of the Committee.
- b) All decisions shall be made by unanimous vote of the Committee.
- c) Meetings may be held by conference call.
- d) Minutes of the meeting shall be taken and made available at the next meeting of the Board.
- e) All decisions or actions by the Committee must be ratified by the Board of Directors by a majority (50%+1) vote within seventy-two (72) hours.

6.2 Discipline Committee

6.2.1 Composition and Eligibility

- a) Shall be comprised of; the Executive Directors.

6.2.2 Role of the Committee

- a) Exercises specified powers of the Board of Directors in critical emergency situations where it is impossible for the Board to be convened either in person or using teleconferencing or other comparable means of communication.

6.2.3 Responsibilities of the Committee

- a) Makes decisions about discipline within the Association including but not limited to:
- b) Discipline which includes; the suspension or removal of any member or persons holding an official position in the Association.
- c) Discipline including; the suspension or removal of any of the following: player, parent, guardian, or coach.

6.2.4 Procedures

- a) A quorum shall be all voting members of the Committee.
- b) All decisions shall be made by unanimous vote of the Committee based on the SSA Discipline Policy.
- c) Meetings may be held by conference call.
- d) Minutes of the meeting shall be taken and made available at the next meeting of the Board.

6.3 Technical Committee

6.3.1 Composition and Eligibility

- a) Comprised of the President (or Designate), Vice-President (or Designate), MYSA Club Head Coach and the LRUSP Director.

6.3.2 Role of the Committee

- a) To perform a yearly review of the Technical Manual and update as required.

6.3.3 Responsibilities of the Committee

- a) Review the MYSA Club Technical Manual.
- b) Update the manual as required.
- c) Provide the updated documents to the Club Admin in order to back up the manual on a server.

6.3.4 Procedures

- a) A quorum shall be all voting members of the Committee.
- b) All decisions shall be made by unanimous vote of the Committee.
- c) Meetings may be held by conference call.

7 OPERATIONAL COMMITTEES AND ADVISORY GROUPS

7.1 General

7.1.1 Purpose

- a) The general purpose of Operational Committees and Advisory Groups is to bring together the leadership of the Association and the expertise and knowledge of the Association's program volunteers to develop and deliver programs that further the mission, vision and priorities of the Association Strategic Plan.
- b) The Board/President shall form such Operational Committees and Advisory Groups as are required to fulfill the mandate of the Association.

7.1.2 Authority

- a) Operational Committees and Advisory Groups shall operate only under the authority granted to them by the Board.
- b) Operational Committees and Advisory Groups have no authority to make decisions or act for the President.
- c) Operational Committees and Advisory Groups shall have a stated role or purpose that shall be approved by the Board.

7.1.3 Meetings

- a) Background information for committee meetings is to be forwarded to committee members in advance of the meetings in a timely fashion.
- b) Committee members are expected, prior to meetings, to review all background information sent to them.
- c) Committee members are expected to notify the committee chair in a timely fashion if they are unable to attend or participate in a meeting.
- d) At meetings, the committee chair shall:
 - viii. Guide the discussion so that it proceeds in an orderly and efficient fashion, respects *Robert's Rules of Order* and the Board Meeting Code of Conduct, and deals with committee business;
 - ix. Ensure that all views are heard and that the committee formulates recommendations that reflect the majority will.
- e) All Operational Committees and Advisory Groups shall keep meeting minutes and shall produce written reports for the President in a timely manner.

7.2 Operational Committees could include, but are not limited to:

- a) Team Selection – Player Evaluation Committee
- b) Tournaments Committee
- c) Strategic Planning Committee
- d) Audit and Finance Committee

8 FUNCTIONING POLICIES

8.0 Code of Conduct

It is the intention of this pledge to promote fair play and respect for all participants within the soccer club. All players and parents must sign this pledge stating that they will observe the principles of the Code of Conduct before being allowed to participate in soccer in the soccer club.

Player Code of Conduct

1. I will play by the rules of soccer and in the Spirit of the Game.
2. I will act in a respectful and responsible manner. Abusive language and disruptive behavior will not be tolerated. I will be removed from the program if my behavior is not acceptable.
3. I will respect my opponents and team mates. Acknowledge all good plays and performances – those of my team and my opponents.
4. I will do my best to be a true team player and strive to give my best for the good of the team.
5. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important
6. I will acknowledge all good plays and performances – those of my team and my opponents.
7. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Note: The Code of Conduct is included in registration and is agreed to as part of registration.

I agree to abide by the principles of the CODE OF CONDUCT as set by Meridian Soccer. I also agree to abide by the rules, regulations and decisions of the Meridian Soccer.

PRINT PLAYER'S NAME _____ DATE _____

SIGNATURES

PLAYER _____

PARENT _____

Parent(s) Code of Conduct

1. Let the coaches do the coaching for all team members.
2. Support the program by volunteering to assist the team in some way.
3. Be your child's best fan; support him or her unconditionally.
4. Acknowledge your child's effort, as well as his or her support of team members, adherence to player responsibilities, etc.
5. Support and root for all team members. That fosters teamwork.
6. Be enthusiastic for all kids' effort, successes, and hard work.
7. Support your team, coaches, players and referees in all situations. Model good sportsmanship at all times during practices and competition.
8. Orient your child to the enjoyment of participating and his or her responsibility to the team.
9. Encourage direct communication. If your child is having difficulties in practice or games or can't make a practice, encourage him or her to speak directly to the coaches.
10. Understand and display appropriate game behaviors (e.g., watch; make positive remarks; don't berate players, officials or coaches). Remember, your child's self-esteem and game performance are at stake. Be supportive.
11. Keep sport in its proper perspective: Sport should be fun for you and your child. Highly skilled children and their parents must be especially careful to maintain a balanced view.
12. If your child's performance produces strong emotions in you, maintain a calm demeanor. Your relationship with your child remains long after competitive sport days are over. Keep your goals and needs separate from your child's experience.
13. Reality test: If your child's team loses but has played its best, help your child see that as a "win." Remind him or her to focus on "process" and not only "results." Children should derive fun and satisfaction from "striving to win," and playing well and hard.
14. Let other family members and friends who might attend your child's games know what constitutes appropriate and supportive behavior. You are responsible for their behavior.
15. Have fun. Remember children play organized sports for fun first and foremost.
16. Encourage your child to play by the rules and to resolve conflict without resorting to hostility or violence.
17. Teach your child that doing one's best is as important as winning so that your child will never feel defeated by the outcome of the game. Make your child feel like a winner every time by offering praise for competing fairly and hard.
18. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
19. Never question the referee's or coach's judgment or decision.
20. Respect the official's decision, respect the players, and respect the coaches in all situations.
21. Respect and show appreciation for the volunteers who give their time to soccer for my child.
22. Support your team, coaches, players and referees in all situations.
23. Meridian Soccer wants to adopt a behavioral stance against persons who insult, harass, threaten or assault other persons at any event where a Meridian Soccer team is involved.
24. If someone is acting in an unacceptable manner, they may be instructed to leave the area immediately. If the behavior continues in any way, shape, or form during the game and is documented, the MYSA Board will take appropriate action towards said person or persons.

25. If the person is identified as a parent, friend or family member of a Meridian Soccer athlete, the parent, and possibly their child will be suspended from any and all Meridian Soccer activities for the season or longer if needed, and will be subject for a behavioral bond before their child or children are allowed to play again.
26. Upon suspension or any other discipline from the Meridian Soccer Organization there will be no refund provided for any fees paid.

Note: The Code of Conduct is included in registration and is agreed to as part of registration.

I agree to abide by the principles of the CODE OF CONDUCT as set by Meridian Soccer. I also agree to abide by the rules, regulations and decisions of Meridian Soccer.

PRINT PLAYER'S NAME _____

PRINT PARENT'S NAME _____

PARENTS SIGNATURE _____

DATE _____

Only one parent's signature is required however, this agreement covers all family and friends of stated player.

8.1 Conflict of Interest Policy

Meridian Youth Soccer Association and MYSA are interchangeable for this document.

Policy

The association recognized the importance of protecting the agency while preserving the rights of employees and board members to participate as private citizens in the life of the community.

Procedures

1. As the employer-employee relationship is founded on trust and commitment to strive for mutual benefits, it is expected that the employee's time/labor/skill and attention will be devoted to the business of the association as specified by the employment contract.
2. The association's property, materials and services will be utilized only as requested or authorized by the employment contract.
3. Participation of the employee in other business, organizations or activities that compromise the employment relationship or disadvantage the association will be considered conflict of interest.
4. Supervisors (President, Vice President along with the MYSA Board) shall be responsible for identifying potential conflict of interest activities to employees and board members. Where an individual persists in activities that may disadvantage the association, the executive director is to be informed. Employees must consult with the board prior to engaging in any activities that may be seen as conflict of interest, such as, but not limited to:
 - Having a vested interest in an external business which may provide materials or service to the association
 - Being offered services or materials as a result of employment or position with the association
 - Making use of a position with the agency to solicit services or materials for personal gain
 - Utilizing association equipment, services or materials for an external business
 - Pursuing personal gain over the well-being or needs of people supported
5. Individuals who fail to honor the provisions of this policy will be considered to be in breach of the employment contract with the Association and may be subject to disciplinary action up to and including termination of employment.

Board members

1. Members of the board of directors shall disclose to the board, prior to engaging in any activities that may be seen as conflict of interest, such as, but not limited to:
 - Having a vested interest in an external business that may provide materials or service to the Association
 - Being offered services or materials as a result of employment or position with the Association
 - Making use of a position with the agency to solicit services or materials for personal gain
 - Utilizing association equipment, services or materials for an external business
 - Pursuing personal gain over the well-being or needs of people supported
2. At any time any non-compliance of this policy and procedures pertaining to conflict of interest on the part of the board members shall constitute cause for immediate removal from the board.

3. Board members shall confirm in writing that they have received and read this policy and procedure at the first meeting of the board of directors that they attend following their election.
4. The board has the right to dismiss any board member should the said board member not attend two consecutive meetings unless there has been reasonable dialog with the president or board.
5. There shall not be any more than one married couple on the board at any one time to ensure that the board operates freely and with integrity.
6. If any employee is related to a board member then the board member must not make a motion, second a motion or vote on any motion that is presented with respect to the family member. This will be ensured by the following means; the board member will be excused from the meeting and invited back into the room after the discussion has concluded with both actions being documented in the minutes. This must take place during but not limited to the following situations with respect to the employee.
 - Any contract discussions
 - Any financial discussions with respect to the employees pay or reimbursement
 - Any disciplinary discussions

8.2 Education/Training Policy – External

Meridian Youth Soccer Association and MYSA are interchangeable for this document.

The Employee and Volunteer Learning & Development program provides MYSA employees and volunteers with opportunities for development and continuing advancement of their skills, knowledge, and experience. Assistance is provided through the guidelines and policies that comprise the program. MYSA employees and volunteers development program is designed to enhance individuals skill set to better enable MYSA to meet its club objectives, today and in the future.

COURSES, SEMINARS, AND CONFERENCES

MYSA reimburses the fees for approved related courses, seminars and conferences conducted by external firms and recognized educational institutions when no comparable in-house courses are available. There will be no extra pay provided for the time incurred for attending such sessions.

Eligibility

All employees and volunteers are eligible subject to specific course restrictions.

All courses, seminars and conferences along with travel related to courses and seminars (any learning related) require the prior written approval of the Club President and Vice President who will have made a decision with the MYSA board.

Participant selection is based on business and operational needs and the criteria outlined by the CSA, SSA and any other governing body which we adhere to.

All training requests must be submitted in writing at least two weeks prior to the President in order for it to be raised as an agenda item to the board. The request must include detail of what is being attended as well as a cost estimate of travel, accommodations, and training, seminar or conference cost.

Registration and Costs

To enroll in an external course, seminar or conference, you must:

- receive authorization from Club President and Vice President
- register in the course
- book accommodations
- attend and complete the course, seminar or conference

You will be reimbursed you for the registration costs after you have successfully completed the course.

You pay expenses incurred while attending the course, such as hotel accommodation, meals and travel, and claim these expenses on an Expense Report

Upon completion of the course you are responsible to communicate and share learnings with appropriate colleagues and board.

8.3 Refund Policy

Fees are not refundable and not transferable after first league practice/game. Your registration is a commitment to participate

The process of evaluations and team setting incurs significant volunteering efforts and substantial operating costs. In extenuating circumstances that withdrawal from a program is necessary, the following course of actions will apply:

- Refund requests can be submitted to the Registrar by email @ registrar@meridiansoccer.ca or by mail Box 2486 Lloydminster, SK S9V 1W5
- Refund requests will be submitted to the Board for final decision.
- A 20% non-refundable administration fee will be assessed on all registrations, regardless of cancellation date.
- Medical Refund: A prorated refund, including any late fee, will be issued if a player is unable to participate for medical reasons. To qualify for a medical refund, a note from a physician stating that the player should not participate in soccer must be submitted with the refund request.
- Please allow 30 days to process the refund.

8.4 Weather Policy

Cancellation of soccer due to weather will be posted on the website and/or social media by 4pm. Due to the short outdoor season NO soccer will be rescheduled due to weather.

After 4pm soccer cancellation is at the coaches' discretion. ALL soccer will be cancelled if lightening is present.

CITY OF LLOYDMINSTER INCLEMENT WEATHER POLICY:

Inclement Weather Guidelines

The Decision to make a short term closure of a field and cancellation of permitted play is made when the fields are considered unsafe and when there is potential for long term damage that could affect other permitted long term use. Closure and Cancellation decisions can be made by:

- On site City Staff, or Superintendent of Parks
- Designated game officials (once game is in progress and on a game by game basis only)

A Playing field is judged unplayable and an event is subject to cancellation if:

- There is a visual ponding of water on the surface.
- Water sponges when walking on the playing fields
- Extreme Weather conditions including, but not limited to heavy rains, electrical or hail storms
- Field surface usage poses a risk to any user group

In the Event of a major competition or event then the following will also be considered:

- Age of the players and caliber of play
- Travel distance for out of town teams
- Input from the affected user groups (if available)

8.5 Coaches Expense Policy

All receipts (less food receipts) must be submitted with the “Meridian Soccer Travelling Coaches Expense Form”.

MYSA will cover expenses as identified under this policy for all head coaches. Assistant coaches who do not have a child playing, or themselves are not playing in the competition will have expenses covered as per this policy.

The following will be covered by MYSA for weekend tournaments.

- Hotel Accommodations which will be paid to a maximum of \$160.00/night including all taxes.
- Food Allowance which will be paid at a rate of \$100.00/weekend
- Rather than paying a mileage rate, MYSA will reimburse based on fuel used. The coach shall leave Lloydminster with a full tank of fuel (not covered by the club). All fuel for the duration of the trip is covered including filling up upon arrival back to Lloydminster.
- The final tank of gas must be filled up within 12 hours of returning to Lloydminster.

Please fill out and hand in all receipts along with the form to the MYSA (Meridian Soccer) Treasurer

MYSA Treasurer
Yvonne Kendel
2709-47A Ave

Should there be any questions please contact the treasurer via email at drillerstreasurer@gmail.com.

Meridian Soccer Travelling Coaches Expense Form

Coach: _____

Mailing Address: _____

Team: _____

Tournament Location: _____

Tournament Date: _____

Hotel Accommodations:

PLEASE NOTE:

Hotel accommodations are paid to a maximum of \$160.00/night including all taxes (receipt must be attached)

Number of Nights: _____

Cost/Night: _____ Total: _____

Meals: A meal allowance of \$100.00 will be paid per tournament weekend.
Receipts do not need to be attached.

TOTAL MEALS \$100.00

Mileage: Paid as per gas used (**receipts must be attached**)
Please leave Lloydminster with a full tank (not covered by club). All gas purchased on the trip including the fill upon return home is covered by the club.

Total Gas Costs: _____

Office Use Only

Date Paid: _____

TOTAL AMOUNT DUE TO COACH: _____

Cheque #: _____

8.6 General Expense Policy

All receipts must be submitted with the “MYSA Expense Form”.

Major purchases must be approved by the MYSA Board (i.e. Laptops, Computers, Printers, Pizza Parties, Functions, etc.)

Please fill out and hand in all receipts along with the form to the MYSA (Meridian Soccer) Treasurer

MYSA Treasurer
Yvonne Kendel
2709-47A Ave

Should there be any questions please contact the treasurer via email at Meridian.Soccertreasurer@gmail.com.

MYSA Expense Form

Name: _____

Mailing Address: _____

Date: _____

Expense Type/Event: _____

Expense Description: _____

Receipts	Date	Amount
1)		
2)		
3)		
4)		
5)		
TOTAL		

TOTAL AMOUNT DUE: _____

Office Use Only

Date Paid: _____

Cheque #: _____