

Policies of Association of Mitchell Minor Sports

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**Last Comprehensive Review
October 23, 2024**

Section 1 – Objectives

Purpose

1.1 It shall be the purpose of the Association of Mitchell Minor Sports and its member organizations (the “Association”) to provide a wholesome experience, not only for the youth participating, but also for the coaches, managers, and league officials. The Association’s main interest shall always be the participation of the youth. Sportsmanship, fair play, good citizenship, friendly competition, enjoyment and full participation for all team members shall always be the Association’s goals. All decisions of the Association shall be tempered with reason.

Motto

1.2 Sports for all; get involved.

Guiding Principles

1.3 No youth who wants to participate is turned away because of financial standing or ability to take part in the sport.

1.4 Each participant deserves a fair share in the sport.

Section 2 – Member Organizations

Application

2.1 Any sports organization may apply to become a member of the Association.

2.2 In order to apply for membership, the prospective applicant sport must:

- a) have been in operation for at least one year (unless waived by the Association);
- b) be located within the geographical boundaries of the Municipality of West Perth;
- c) be dedicated to providing athletic opportunities to youth, aged 18 and under;
- d) agree to conform to the Association’s by-laws and policies; and
- e) demonstrate that the sport can raise 100% of its own operating funds

Approval Process

2.3 The prospective sport must present a written proposal to the Association outlining the above requirements

2.4 The Association will review the written proposal and invite the applicant's representatives to attend a meeting where questions can be addressed as needed

2.5 The Association will vote on the proposal. All new applicants must receive 51% of the votes of the Association's membership in order to obtain approval

Benefits of Being a Member

2.6 There are many benefits of being a member organization of the Association

- a) Directors insurance
- b) Equipment insurance
- c) Subsidy reimbursement
- d) Centralized team sponsorship co-ordination
- e) Centralized website organization
- f) Website training
- g) Financial assistance from the Association during tough financial years
- h) Centralized corporation status so that each member does not have to incorporate on their own, which can be costly and time consuming
- i) Accounting and bookkeeping oversight
- j) Support and guidance from other member organizations and Association directors

Existing Member Sports

2.7 At the time of writing, the existing member sports are as follows:

Hockey
Ringette
Baseball
Fastball
Soccer

Section 3 - Responsibilities of Member Organizations

Representative

3.1 Each member organization shall select one representative to attend the Association's meetings. This representative will have one vote.

Finances

3.2 Each member organization is required to present a budget to the Association. Baseball, Fastball and Soccer will present their budgets at the April meeting each year, while Hockey and Ringette will present their budgets at the September meeting each year.

3.3 Each member organization's budget should be balanced. Should an organization wish to accumulate funds for a long-term project, this must be approved by the Association.

3.4 The budget of each member organization will be reviewed by the Association. A vote of 51% is required to pass the budget. If 51% is not obtained, then the member organization must revise the budget and present the revised budget at the next month's meeting for further review.

3.5 Each member organization's elected representative will provide a profit and loss report for the year to date for each month that the sport is operating, including a comparison of actual figures to budgeted figures. Unusual variances are to be discussed and explained by the representative. The Association can ask questions and seek clarification as needed.

3.6 If a member organization goes into a deficit, they may request financial assistance from the Association. The member organization is required to include the deficit in the following year's budget and to pay back any and all financial assistance to the Association within one year. Failure to do so could put the member organization's status within the Association at risk.

User Fees

3.7 Member organizations will budget for and remit an annual fee to the Association to assist with costs such as directors' insurance, equipment insurance, subsidies, advertising, and other administrative costs. The fee is per player and will be set annually at the November meeting via a resolution.

Past Surpluses

3.8 Prior to 2019, all member organizations were administered through one bank account. Under this system, each member organization's annual surplus was tracked on a three year rolling average. Any surplus not spent at the end of the third year was rolled into the Association. This old three year surplus will expire April 30, 2023. Each member organization must provide a plan prior to April 30, 2023 as to how they plan to use any unspent surplus. Any

unspent surplus that does not have an approved plan at April 30, 2023 will be assumed by the Association. Going forward, member organizations are responsible for maintaining and tracking their own accumulated surplus.

Member Organization Treasurers

3.9 The Treasurer of each member organization will assist the Association's Treasurer in providing financial information to the accountant annually.

3.10 The Association Treasurer may, from time to time, review the QBO and bank accounts of each member organization to ensure the bookkeeping is up to date.

3.11 The Association Treasurer will develop a set of mandatory controls that each member organization's Treasurer is required to follow. These controls will assist in providing transparency and reducing the opportunities for fraud within the Association as a whole.

Non-Routine Expenses

3.12 All non-routine expenses over 3% of the member organization's budgeted expenses are required to be presented to the Association along with at least two quotes. This will help ensure that local businesses are given a shot at pricing and will assist with transparency of how money is being spent.

Attendance

3.13 Should a member organization miss three meetings in one year, they will be asked for an explanation and may face suspension, loss of privileges, and the right to receive funds from the Association. If the regular representative from the member organization cannot attend a meeting, another representative should attend the meeting in their place.

Member Organization Policies

3.14 Each member organization will develop their own set of policies to be in compliance with their governing body.

Section 4 – Fundraising

Team Sponsors

4.1 The Team Sponsor Coordinator is responsible for finding local businesses to sponsor the teams of hockey, baseball and fastball. The Coordinator will work with each sport to set the sponsorship fee, collect the fees, submit to the member organization's Treasurer, and keep sponsor bars / sponsor banners up to date. As of the time of this writing, ringette has chosen not to pursue team sponsors and soccer has chosen to look after their own team sponsors

Individual Team Fundraising

4.2 Individual teams are not allowed to fundraise unless they have received approval from the Association. This is to avoid competition amongst teams within the Association fighting for fundraising dollars and to avoid harassing local businesses who are already so generous to the Association and other non-profit causes in the area.

4.3 To obtain approval to fundraise, an individual team must present a proposal to the Association that includes the following information:

- a) reason for fundraising (must be an uncommon event)
- b) planned fundraising events, including dates and locations (if applicable)
- c) explanation of how the funds raised will be split amongst the team, including a clear statement that funds are not to be used for parents, only for the players and coaches
- d) how the fundraising expenses and revenues are to be tracked and recorded

Member Organization Fundraising

4.4 Member organizations are not required to obtain approval for fundraising events that will benefit the entirety of the member organization, however if new events are being planned it is expected that the member organization will discuss such events at a regularly scheduled Association meeting. This will help ensure there is no overlap of fundraising ideas amongst the member organizations

Section 5 – Subsidies

Individual Subsidies

5.1 The Association does not want finances to prevent a youth from participating in a sport.

5.2 If a member organization becomes aware of a youth who is not able to participate in a sport due to financial restraints, the first option should be to apply to the Canadian Tire Jumpstart program.

5.3 If the Canadian Tire Jumpstart program is not available for whatever reason, then a subsidy request form may be completed by the parent/guardian and submitted to the member organization's President. The President will inform the member organization's Treasurer. For privacy reasons, only the President and Treasurer of the member organization will be involved in the discussion.

5.4 The President of the member organization is to report to the Association's Chair and Treasurer with the quantity of players and amount of subsidy for reimbursement from the Association at the end of each season.

5.5 The Chair of the Association reserves the right to view the subsidy request forms if necessary.

5.6 Once the subsidy has been reimbursed by the Association, the member organization President is to shred the subsidy request.

Section 6 – Duties of the Officers

Chair

6.1 Preside over all Association meetings.

6.2 Call special meetings as necessary.

6.3 Setting meeting agendas.

6.4 Be a signing officer for the Association's bank accounts.

6.5 Carry out other assignments and instructions from time to time as given by a vote of the members.

Vice-Chair

6.6 Assist the Chair as needed

6.7 If a circumstance arises whereby the Chair cannot carry out their duties, the Vice Chair will step in until such time as a new Chair is voted in

6.8 Carry out other assignments and instructions from time to time as given by a vote of the members.

Treasurer

6.9 Maintain a general ledger for the Association.

6.10 Deposit monies and pay expenses on behalf of the Association.

6.11 Reconcile the Association's bank accounts monthly.

6.12 Submit a monthly report regarding the Association's finances as presented at the regularly scheduled meetings.

6.13 Establish and review accounting system controls for each member organization and ensure the Treasurer of each member organization is following such controls.

6.14 Organize and submit the general ledger of the entire Association (including member organizations) to the accountant for purposes of preparing financial statements. This information should be submitted to the accountant by July 15 of each year.

6.15 Be a signing officer for the Association's bank accounts.

6.16 Carry out other assignments and instructions from time to time as given by a vote of the members.

Secretary

6.17 Submit notices of monthly meeting dates / times including agenda at least seven days ahead of each meeting. The notices are to be submitted to the members via e-mail.

6.18 Maintain detailed minutes of all regular and special meetings of the Association.

6.19 Record and track attendance at all meetings. Discuss attendance issues with the Chair as necessary.

6.20 Submit notice of the annual general meeting date / time including agenda at least 10 days ahead of the AGM

6.21 Maintain name and contact information for all officers, directors, and member organization representatives

6.22 Be a signing office for the Association's bank accounts.

6.23 Carry out other assignments and instructions from time to time as given by a vote of the members.

Website Coordinator

6.24 Assist member organizations with updating and maintaining their websites.

6.25 Keep the main Association website up to date

6.26 Train member organization webmasters as needed

6.27 Carry out other assignments and instructions from time to time as given by a vote of the members.

Team Sponsor Coordinator

6.28 Work with each member organization to determine their needs for team sponsors and set the team sponsor fee for the season.

- 6.29 Collect and track sponsorship fees annually, submitting the fees to the member organization Treasurer.
- 6.30 Maintain a current list of existing team sponsors.
- 6.31 Keep sponsor bars / sponsor banners up to date.
- 6.32 Ensure each member organization's website has an up-to-date listing of current sponsor logos.
- 6.33 Remind member organizations to submit write-ups to the newspaper including their team sponsor name.
- 6.34 Ensure each member organization provides a team picture to their team sponsors.
- 6.35 Submit thank-you advertisement to the Mitchell Advocate at the end of each season.
- 6.36 Carry out other assignments and instructions from time to time as given by a vote of the members.

Section 7 – Standard Meeting Schedule

7.1 Regular Board meetings will be held six times a year, taking place on the fourth Wednesday of the months of March, April, May, September, October and November. Any alteration to this planned schedule must be approved within the minutes by way of motion carried by the majority of votes. When required, emergency meetings can be called by any board member, provided that there is quorum.

7.2 The date of the annual general membership meeting shall generally be the fourth Wednesday of October, immediately preceding the monthly Board meeting. Any alteration to this planned schedule must be approved within the minutes by way of motion carried by the majority of votes. When required, emergency meetings can be called by any board member, provided that there is quorum.

Section 8 – Code of Conduct

8.1 The Association follows the Rzone Policy as set out by the Municipality of West Perth. The goal of the Rzone Policy is to create a positive, safe, and supportive environment for all.

8.2 Incidents of bullying, violence, vandalism, and discriminatory behaviour should first be reported to the Member organization by completing the Rzone Incident Report, found on the West Perth website <https://www.westperth.com/en/be-active/resources/R-Zone-Incident-Report-Fillable-Form.pdf>.

8.3 The Member organization can choose to deal with the incident or escalate it to the Association for further review.

8.4 A review of the incident by either the Member organization or the Association may result in disciplinary action such as suspension from playing, suspension from volunteering, suspension from specific facilities, or potential permanent bans from playing, volunteering, or entering specific facilities.

8.5 If the incident involves numerous persons within a Member organization, disciplinary action could result in that Member organization being removed from the Association.

8.6 All disciplinary meetings will take place by the Member board or Association board. No disciplinary meetings shall take place with individual persons.

8.7 All communication will be done in writing (written letter or e-mail).

8.8 Disciplinary decisions may be appealed by providing written notice within 30 days of the original decision.

8.9 If necessary, West Perth employees or the OPP may be contacted, depending on the severity of the incident.