



POLICIES AND PROCEDURES MANUAL

Section Twelve | **Committees Policy**

Effective 03 13

Amended 02 20

Table of Contents

- 1 Committees 3
 - 1.1 Definitions 3
 - 1.1 Types..... 3
- 2 Board Appointed Committees..... 4
 - 2.1 Purpose..... 4
 - 2.2 Authority..... 4
 - 2.1 Participation 4
 - 2.2 Terms of Reference 4
- 3 Operational Advisory Groups 5
 - 3.1 Recruitment..... 5
 - 3.1 Advisory Groups 5
 - 3.2 Referee Development Committee 5
 - 3.3 Player Status Committee (PSC) 6
- 4 Judicial Bodies for Formal Complaints and Appeals..... 7
 - 4.1 Membership 7
 - 4.2 Terms of Reference 7

1 Committees

1.1 Definitions (02 20)

1.1.1 The following terms have these meanings in this policy:

- a) *“Entity”* – Organizations such as clubs, zones, community associations, teams, etc., that fall under the authority of a Regular or Associate Member. Entities have no authority within the SSA Membership structure other than what is granted them by their MO.
- b) *“Governing Body”* – The organization that has the authority to manage a judicial process as per the policies of the governing body. Governing body may refer to Canada Soccer, SSA, or Member Organizations, clubs/zones or entities that are members of SSA.
- c) *“Match Official/Referee”* – Individuals who perform as referees, assistant referees, 4th officials, referee administrators, referee assignors, referee supervisors, referee mentors, referee leads, referee instructors and referee assessors during sanctioned soccer activities.
- d) *“Members”* – All members defined by SSA by-laws and for the purposes of this policy shall also include parents, guardians and caregivers of individual members and spectators at SSA events and SSA sanctioned competitions.
- e) *“MO”* – Member Organization.
- f) *“Organizer”* – Anyone performing an activity connected with soccer at a Member Organization or entity, regardless of title, type of activity (administrative, sporting or any other) and duration of the activity. Includes all directors, officers, committee members, coaches, trainers, match officials, diversity officers, persons in charge of safety, and any other person responsible for technical, medical and/or administrative matters, members, clubs or leagues, as well as all other persons obliged to comply with SSA and Canada Soccer by-laws regardless of whether they are paid or volunteers.
- g) *“SSA”* – Saskatchewan Soccer Association.
- h) *“Team Personnel”* - All supervisory team personnel including but not limited to coaches, assistant coaches, managers, trainers and other medical staff, and gender representative personnel or anyone that wishes to have access to the field of play.

1.1 Types

1.1.1 Board Appointed Committees

- a) Governance Committee
- b) Audit & Finance Committee
- c) Risk Management Committee
- d) Nominations Committee

1.1.2 Staff Appointed, Operational Committee

- a) Referee Development Committee
- b) Player Status
- c) Advisory Groups

1.1.3 Judicial Bodies for Formal Complaint and Appeal Processes

- a) As per Canada Soccer requirements – SSA establishes judicial bodies whose members are not directors and which operate independently of the board

2 Board Appointed Committees

2.1 Purpose

- 2.1.1 The purpose of board committees is to assist the board in carrying out its responsibilities.
- 2.1.2 Board committees undertake tasks authorized by the board in accordance with their terms of reference.
- 2.1.3 Board committees give members and external experts an opportunity to be involved in work in an area where they have an expertise and also assist the board in succession planning by grooming individuals to grow into leadership opportunities on the SSA board.

2.2 Authority

- 2.2.1 Board committees are not involved in the Association's day-to-day operations; rather they serve as instruments and resources for the board. Essentially, they perform planning, oversight, advisory and internal governance functions.
- 2.2.2 Except where so authorized, board committees do not have the authority to make decisions or act for the board.

2.1 Participation

- 2.1.1 Participation in board-appointed committees is at the discretion of the SSA board of directors and shall be by invitation, nomination or expression of interest as outlined in the full term of references specific to each committee.
 - a) All candidates are asked to complete an expression of interest form (EOI).
 - b) Recruitment occurs annually in February with a goal to have candidates submit the EOI for consideration by the annual general meeting weekend.

2.2 Terms of Reference

- 2.2.1 Detailed terms of reference shall be made available to candidates who, after an initial review of the expression of interest form, have been determined to have the requisite skill set and experience to contribute to the committee. At that point the candidate will be interviewed by an SSA board member to determine a final recommendation to the board for their approval.
- 2.2.2 **Governance Committee:**
 - a) Assist the board in determining and implementing an effective model of governance and in developing suitable governance policies for the organization.
- 2.2.3 **Audit & Finance Committee:**
 - a) Assist the board in carrying out its financial oversight responsibilities by performing monitoring, reviewing and advisory functions.

2.2.4 Risk Management Committee:

- a) Assists the board in fulfilling its duty of care with respect to the safety and integrity of the operations of the Association;
- b) Identify potential and significant hazards and risks to the Association and makes recommendations to the board to eliminate, mitigate or minimize such risks and hazards;
- c) Make recommendations to the board in regard to actions to be taken and policies or procedures to be implemented regarding risk management for the Association.

2.2.5 Nominations Committee:

- a) Assist the board in carrying out its internal governance responsibilities by developing and implementing effective plans and processes for the recruitment, nomination and orientation of candidates for the board.

3 Operational Advisory Groups

3.1 Recruitment

- 3.1.1 The Executive Director appoints operational advisory groups on the basis of skill-sets and knowledge that are necessary to administer program structures and services; members of the board do not sit on these committees, which act independently of the board and report to the Executive Director or designate.
- 3.1.2 Participation in these groups is at the sole discretion of the Executive Director or designate and shall be by invitation; an expression of interest may be requested.

3.1 Advisory Groups

- 3.1.1 Advisory groups not named in this document may be appointed as required to support SSA administrative or technical operations at the discretion of the Executive Director.

3.2 Referee Development Committee

- 3.2.1 Membership – is comprised of:
 - a) Qualified Saskatchewan Soccer Association (SSA) refereeing experts from across the province of Saskatchewan; candidates for membership who shall normally hold Regional referee status, at a minimum.
 - b) Director of Soccer and Coordinator of Referee Development, one of whom shall serve as committee chair
 - c) Executive Director (ex officio)
- 3.2.2 Refereeing experts shall be appointed for a one year renewable term by the Executive Director (or designate).

3.2.3 Terms of Reference

- a) Provincial/territorial associations are responsible for the administration of referees in their area registered with Canada Soccer as determined by Canada Soccer.
- b) Leadership, Guidance and Support to Operational Priorities – on request of the Executive Director or designate shall:
 - i. Provide leadership in the development of strategies and plans in the recruitment, development, retention and recognition of Regional and Provincial referees;
 - ii. Provide guidance on the development of strategies and plans in the recruitment, development, retention and recognition of Small-sided and District referees for implementation through SSA Member Organizations, including exploration of the potential for increased volunteerism from the referee community to expand programming in the province;
 - iii. Promote an understanding and uniform interpretation of the laws of the game, and adherence to SSA-approved mechanics for refereeing games.
- c) Conduct of Referees – as required to meet Canada Soccer standards outlined in the Canada Soccer Rules & Regulations - the Conduct of Referees and Action in Relation to Registration
 - a) Provincial/territorial associations shall act as, or appoint, a referee committee to carry out its functions under these Regulations.
 - b) Only Canada Soccer or the provincial/territorial association may act in relation to the registration of a referee. Such action may be only through its referee committee and such action shall be according to the requirements outlined in Canada Soccer Rules & Regulations, Article 20.7.

3.2.4 Minutes of the referee committee shall be forwarded to the Executive Director.

3.3 Player Status Committee (PSC)

3.3.1 Introduction

- a) According to the *SSA Player Movement Policy* (see Article 7 of the *Member Rights and Responsibilities Policy*), players who have been denied a transfer from their home region have a right to have this decision reviewed by the SSA Player Status Committee.
- b) A committee is established each time a review is requested.

3.3.2 Membership

- a) Executive Director (Chair) or designate;
- b) Director of Soccer (DOS) or designate; and,
- c) Members at Large: A pool of candidates shall be established from individuals who shall have identified their interest and have been assessed as having the required availability and broad experience in soccer governance to contribute to the player status review process.

- 3.3.3 Terms of Reference
- a) Role of the Committee
 - i. To rule on requested reviews of player transfer decisions that have been denied.
 - b) Responsibilities of the Committee/Committee Members
 - i. To provide consistency in rulings based on the principles of the *SSA Player Movement Policy*.
 - ii. To meet and rule within a maximum of nine days of any requested review.
 - iii. Committee members must excuse themselves from deliberations should there be any real or perceived conflict of interest.
 - iv. The Chair may rule on the matter without calling a PSC meeting if it is evident that the *SSA Player Movement Policy* has not been followed.
 - c) Procedures
 - i. Quorum shall consist of a minimum of three individuals one of which must be the Executive Director or DOS.
 - ii. In the Executive Director's absence or inability to act, the DOS shall serve as the Chair.
 - iii. Ensure that a ruling is held within nine days of a request for a review.
 - a Meetings shall generally be held via conference call (phone or alternative technology)
 - b Under certain circumstances an email vote may also be held, however, any committee member may require that a conference call be held if they feel direct deliberations are necessary before a decision is made.

4 Judicial Bodies for Formal Complaints and Appeals

4.1 Membership

- 4.1.1 Membership is composed of such persons and number of persons as designated by the Association who have demonstrated that they can meet and maintain the principles outlined in the *SSA Formal Complaints Policy* for independence, conflict of interest, and confidentiality (see Article 1.3 of the *Formal Complaints Policy*).
- 4.1.2 Individuals on SSA committees or advisory groups, directors and officers of the SSA board of directors are not eligible.
- 4.1.3 Members should possess an understanding of the committee's terms of reference and knowledge and/or relevant experience related to the management of formal complaints and appeals and/or dispute resolution and to be available to support SSA upon request of a case manager.

4.2 Terms of Reference

- 4.2.1 As per Canada Soccer's requirements, the Association establishes judicial bodies whose members are not directors and which operate independently of the board.
- 4.2.2 The terms of reference for judicial bodies for their role in formal complaints, discipline, appeals or dispute resolution are outlined within those specific policies (see the *Formal Complaints Policy*, *Discipline Policy*, *Appeals Policy*, and *Dispute Resolution Policy*).

- 4.2.3 Members of judicial bodies may also serve as educational advisory group members as long as this role does not interfere with any active duties in formal complaints, discipline, appeals or dispute resolution:
- a) To provide support to SSA staff in the development of resources, educational materials and training related to the management of formal complaints and appeals at the provincial level.
 - b) Upon invitation, serve as a trainer to support SSA MO to implement more effective practices for the handling of formal complaints, discipline, appeals and dispute resolution at a MO level.
 - i. Appointment as trainer shall be made at the discretion of the SSA ED and shall be based on the education and experience of the available candidates.
 - c) Responsibilities
 - i. Engage in continuing education related to the management of formal complaints, discipline, appeals and dispute resolution.