



# SUSC Governing Policies

This document sets forth the Governance Policies of the Saskatoon United Soccer Club (hereby referred to as SUSC). This defines the role which the Board of Directors, Operations Coordinator and Technical Director shall play. The Board's primary purpose is to provide leadership, direction, and governance for SUSC.

Committees are established by the Board to assist the Governance of SUSC. Establishing clear Terms of References for each committee helps focus on tasks at hand. Efficient committees effectively reach consensus and recommendations for the Board, who can then debate and vote on how SUSC will proceed.

## **Board of Directors Code of Conduct**

Saskatoon United Soccer Club Board of Directors should conduct themselves in board meetings with honesty, good faith, and in the best interests of the organization, exercising care and diligence as a reasonably prudent person would in comparable circumstances. Politeness, fairness, and respect for all members, including the chairperson, are paramount. Directors must support majority decisions, even if they didn't personally agree with the outcome, and always speak with a unified voice.

### **Key Rules for SUSC Board Meeting Conduct:**

- **Prioritize the organization's best interests:** Act honestly and in good faith to advance the organization's goals.
- **Exercise due care and diligence:** Demonstrate the level of care and skill expected of a reasonably prudent person in similar situations.
- **Maintain respectful and polite communication:** Use good manners and show respect to all members and the chairperson.
- **Support majority decisions:** Once a decision is made by the board, all directors should support it, speaking with a unified voice externally.
- **Be fair and objective:** Ensure that discussions and decisions are fair and that the meeting belongs to the directors, not just the chairperson.
- **Ensure adequate resources:** The board is responsible for ensuring sufficient human, organizations, and financial resources are available for administration and the Technical Director of the club.
- **Adhere to legal requirements:** Ensure the organization meets all legal requirements, including those related to incorporation.
- **Attend and participate actively:** Directors are expected to attend and actively participate in meetings, zone run activities as requested by our Board of Directors. For example, the SUSC tournaments.
- **Adhere to established procedures:** Follow established procedures for calling and conducting meeting including approving agendas and minutes.

- **Maintain confidentiality (where applicable):** Board members should maintain confidentiality regarding sensitive discussions or information shared in meetings, as outlined in the organization's policies and code of conduct.
- **Mutual respect** amongst board members as everyone has a right to their own opinion(s).

Any consequences should follow Robert's Rule of Order in the possibility of a board member being released of their duties on their unprofessional behaviour.)

#### **A. The Board of Directors:**

The business of SUSC shall be managed by the Board of Directors duly elected from and by the membership of SUSC. The Board of Directors shall consist of the following positions:

- President
- Vice President
- Treasurer
- Secretary
- Director of Coach and Player Development
- Six (6) Directors

#### **Responsibilities of Directors:**

- To maintain authority over and responsibility for the structures and operations of SUSC.
- To develop policies and strategies that guide SUSC and provide a director for management.
- To administer the funds of SUSC in a manner and purpose which are beneficial to the well-being and advancement of SUSC's objectives.
- To operate as a corporate body and speak with one voice through formal motions adopted at its meetings.
- To meet all legal requirements pertaining to SUSC.
- To remain attentive to the changing needs of SUSC membership.
- To appoint committees, standing or temporary (ad hoc) and prescribe duties, powers and duration thereof.
- To make rules and regulations regarding the use of SUSC equipment and supplies as the deem necessary.
- To appoint a director to fill offices vacated after an Annual General Meeting or left unfilled at any time.
- To expel any member for conduct unbecoming, or failure to carry out their duties as an elected officer or volunteer, or refusal to participate in Zone activities.
- To suspend from the board any member who is absent for two (2) consecutive meetings without satisfactory explanation given to the President or Vice President.
- To accept the resignation of any member of the board, submitted in writing, to the President or Vice President.

- To decide on commencement or discontinuation of any activity being conducted under the auspices of SUSC.
- To select, support and maintain an annual evaluation for all technical staff.
- To maintain board governance and development.
- To maintain external relationships with SYSI, SSA, CSA, and all other external memberships.
- SUSC Board of Directors will ensure continued female player/coach development.

## **B. Duties of the Directors:**

### The President Shall:

- Ensure the board carries out its responsibilities and duties as defined in the SUSC Bylaws and Governance Policies.
- Ensure the board attends to internal Governance functions, including those related to the orientation of board candidates and evaluation of the board's performance.
- Remain familiar with all policies and procedures of SUSC.
- Prepare with the Secretary the agenda and related documents for board meetings and Annual General Meetings of the membership.
- Deliver the annual performance review of the Technical Director as prepared by the Board.
- Chair meetings of the board and Annual General Meetings of the membership.
- Ensure meetings are conducted in accordance with Robert's Rules of Order, SUSC Board Meeting Rules & Procedures and the Board of Directors Code of Conduct.
- Act as an ex officio member of all SUSC committees and act as SUSC's official representative at all functions in which SUSC is involved.
- Ensure that all decisions reached by SSA, CSA and all other external bodies applicable to SUSC are brought to the board for its consideration.
- Act as a signing officer for SUSC.

### The Vice President Shall:

- Work closely with the President in providing leadership and direction for SUSC.
- Perform duties as a director of SUSC.
- Perform duties of the President in the President's absence or inability to act.

### The Treasurer Shall:

- Be responsible for collections and disbursement of SUSC funds as directed by the board.
- Prepare and maintain accurate financial records for all SUSC transactions.
- Receive all monies procured on behalf of SUSC, depositing funds of SUSC in the SUSC bank account and tend to the daily banking affairs of SUSC.
- Arrange for payment of invoices and other monies owing due to the daily operation of SUSC.
- Prepare financial statements for presentation and distribution at board meetings and Annual General Meetings.

- Arrange the inspection of financial records of SUSC by any board member as provided in the SUSC Bylaws.
- Periodically contribute a brief financial statement for incorporation with SUSC's financial statement.
- Be a signing officer of SUSC.

The Secretary Shall:

- Be responsible for the proper maintenance of the minutes of all SUSC related meetings.
- Provide a copy of the minutes from the previous Annual General Meeting for distribution to SUSC members.
- Provide a copy of the minutes from the previous Board of Directors meeting for distribution to the board members.
- Serve as custodian for SUSC's records (except records specifically assigned to other board members) including minutes, reports of officers, boards, committees and official correspondence.
- Make sure the official bylaws, special rules of order, standing rules and current minutes are available for reference at all meetings.
- Make SUSC's records available to members in accordance with our policies and procedures.
- Keep the official membership roll.
- Ensure that board members, committee members and delegates are notified when elected or appointed and are given credentials and any necessary papers.
- Preside over the election of a temporary chairperson for a meeting if the President and Vice President are absent.)

The Directors Shall:

- Assist the board in all duties.
- Act where appropriate as a chairperson or on committees or sub-committees.
- Promote soccer in Zone and Community Associations.

**C. Staff:**

The operations of SUSC shall be managed by the staff selected by the Board of Directors of SUSC. The staff of SUSC shall consist of the following positions:

- Operations Coordinator
- Technical Director
- Director of Coach and Player Development

**A. The Operations Coordinator Shall:**

- Arrange for purchasing of uniforms, equipment, supplies, etc., for SUSC and maintain an inventory of the above from and equipment budget or board approved monies.
- Represent SUSC at all required SYSI meetings and events.
- Report to the board on all SYSI meetings and items.

- Represent the concerns of volunteer team staff to the Board of Directors.
- Ensure all teams have qualified coaches and qualified bench staff.
- Interact with other zones and organizations to represent SUSC's interests and inquire about developmental opportunities available through these organizations.
- Liaise with appropriate governing bodies involved in development and modification of regulations and procedures for the purpose of influencing changes that will support the objectives of SUSC.
- Recommend and arrange for sponsorship by SUSC of courses and clinics for coaches and players.
- Maintain a database of player technical data within a zone computer and archive all applicable data for a period of two (2) years.
- Conduct all correspondence through the office of the President.
- Maintain a list of all members in good standing.
- Assist in the coordination of necessary communications between the Board of Directors, teams and coaches.
- Request and coordinate player registration, seeing that the Treasurer received such registrations to submit the same to the appropriate organization and/or governing body.
- Establish appropriate advertising and dates for registration.
- Maintain a player database on a zone computer with required registration information.
- Provide player registration information to the Technical Director upon request.
- Maintain a record of teams, coaches, assistants, and managers ensuring that all documentation requested by SYSI, SSA, CSA and/or any other external bodies are completed and issued by the closing dates.
- Attend meetings for the purposes of registration, placing or transferring of players or teams as required by the governing bodies,
- To attend as a member of the technical committee to provide and gather information regarding registration and player placement.
- Chair the fundraising committee and coordinate all fundraising efforts and activities of SUSC.
- Recommend guidelines and policies regarding the responsibilities and options of members with respect to fundraising activities.
- Coordinate all team training and practice times in conjunction with the Technical Director.
- Work with Community Associations in the Zone as defined by SUSI and further the development of mini soccer on behalf of and within SUSC.

B. The Technical Director Shall:

- Keep the President and all members informed on all issues related to SUSC's development and progress toward its objectives.
- Assign representatives for all members of Technical Committees.
- Work closely with the Operations Coordinator and Director of Coach and Player Development on behalf of volunteer staff.
- Ensure all coaches for SUSC are trained and monitored.

- Ensure that coaches requiring assistance with their teams are given that help in accordance with the budget of SUSC.
- Provide documentation to the Board of Directors of activities performed within the zone for which payment is received.
- Interact with other organizations involved in the technical aspects of the sport to represent SUSC's interests, including inquiring into developmental opportunities available through these organizations.
- Serve as a first contact liaison for players, parents/guardians/caregivers and coaches to represent their interests to the Board of Directors.
- Facilitate zone communications and necessary information to teams.
- Monitor team progress and concerns.
- Assist in the organization and implementation of technical programming for players and coach development programming for team staff.
- Assist the Operations Coordinator with implementation of registration of programming.
- Assist the Operations Coordinator with implementation of tiering, team balancing and evaluations.
- Oversee coach selection and player placement to represent interests of the players and parents/guardians/caregivers.
- Oversee operations of any technical sub-committees to make recommendations to the board for development of the games in the zone, but the decisions of the board will be final on all proposals.
- Act as liaison between any technical sub-committees and the Board of Directors and represent all technical sub-committees in all meetings of the board.
- Have one (1) vote at the board level in all motions presented.
- Director of Coach and Player Development should have one (1) vote at the board level in all motions presented as representation of technical.

#### **D. Board of Directors Meetings:**

- There shall be a minimum of eight (8) meetings of the Board of Directors every calendar year.
- Dates of the meetings shall be publicized.
- Directors shall be notified of the date, time and place of all meetings.
- Fifty-one (51) percent of directors constitute a quorum.
- All questions or motions made before the board shall be determined by a majority vote. In the event of a tie, the President will be granted the tie breaking vote.
- All meetings of the Board of Directors shall be open to general attendance of zone members and, upon notification to the board, who may speak to matters of the chair.
- All meetings of SUSC shall be conducted in accordance with Robert's Rules of Order insofar as they may apply, except when the Rules of Order violate the SUSC Bylaws.
- In-camera meetings can be held at the discretion of voting board members. Non-voting members and staff are NOT permitted to attend these meetings. No

recordings of these meetings will be made available to the non-voting members and staff.