

**YORKTON UNITED FC
POLICIES & PROCEDURES**

Section 11: Committees Policy

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1 Committees

1.1 Definitions

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.
- 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, YUFC 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 YUFC by-laws and for the purposes of this policy shall also include parents, guardians and caregivers of individual members and spectators at YUFC events and YUFC 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 YUFC, 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.
- i) *“YUFC”* – Yorkton United Football Club.

1.1 Types

1.1.1 Board Appointed Committees

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

1.1.2 Judicial Bodies for Formal Complaint and Appeal Processes

- a) As per Canada Soccer requirements – YUFC may establish 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 YUFC 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 YUFC 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) Recruitment occurs annually in September with a goal to have candidates available for consideration by the annual general meeting.

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 YUFC 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 Judicial Bodies for Formal Complaints and Appeals

3.1 Membership

- 3.1.1** Membership is composed of such persons and number of persons as designated by YUFC who have demonstrated that they can meet and maintain the principles of independence, conflict of interest, and confidentiality.
- 3.1.2** Individuals on YUFC committees or advisory groups, directors and officers of the YUFC board of directors are not eligible.
- 3.1.3** 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 YUFC upon request of a case manager.

3.2 Terms of Reference

- 3.2.1** As per Canada Soccer's requirements, YUFC establishes judicial bodies whose members are not directors and which operate independently of the board.
- 3.2.2** 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*).
- 3.2.3** 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 YUFC staff in the development of resources, educational materials and training related to the management of formal complaints and appeals at the provincial level.
 - b) Engage in continuing education related to the management of formal complaints, discipline, appeals and dispute resolution.