



Appendix 10

RSA Committees – Terms of Reference

Regina Soccer Association

Terms of Reference – Board Committees and the Role and Responsibilities of a Board Director

The duties of a Board Director are mainly two fold.

The first is to be the person who brings information from the club to the Board and, likewise, back from the Board to the club. This is an important level of communication for the Executive, Board and membership in general.

Secondly, a Board Director is required to and responsible for promoting the aims and interests of the Association. At this level your loyalty lies not only with your club but *primarily* with the Association. You should not be sitting at the table for personal or club gain. Each and every organisation within this Association is required to have full and proper representation at Board level and, as such, is equal in the eyes of the Board.

Please read the enclosed description from the Corporations Branch of Saskatchewan Justice, as this is relevant to your position.

As part of your duties for the Association Board you are required to sit on **AT LEAST ONE** committee. There are several to choose from and outlines of each, including roles and responsibilities, are included with this guide. As a committee member you must be prepared to take an active part in the running of and the business of that committee. Committee meetings tend to be flexible in order to accommodate each member's daily schedules.

Board meeting are usually held on the first Tuesday of each month, the time and venue for the next scheduled meeting being announced at the end of the current meeting. There is usually no meeting called in July or August.

Description of committees, including terms of reference and roles and responsibilities follow below.

COMPETITIONS COMMITTEE

This committee is responsible for all competitions held within the jurisdiction of the Regina Soccer Association. Functions include:

To oversee the running of the indoor/outdoor league; input into scheduling, tiering etc.

Co-ordination of Coaches & Managers meeting held at the start of each season, including compiling information given out at such meetings.

Set the date of the Coaches & Managers meeting, including booking the facility for the meeting.

Assist with the seasonal registration.

Co-ordination of equipment, i.e. outdoor nets, balls, etc. for provincial tournaments.

Run any tournament held during the season, including co-ordination of volunteer help.

Ensuring the budget set by the Board is adhered to.

The ordering and presentation of awards for seasonal leagues, play offs and tournaments.

Responsible for bringing back issues to the Board and answerable to the Board.

Liase with Disciplinary Committee regarding cards issued and rule violations.

Address league and tournament issues and write reports required.

Attend league and tournament issues and write reports as required.

Deal with problems and confrontations arising with teams and clubs, organise and hold special incident hearings (arbitration) if required.

May be called upon to act as observers at games when problems arise between teams.

SOCCER FACILITY COMMITTEE – Sask. And Jubilee Buildings

Oversee the construction and take down of the facility.

Work with the Exhibition Association if any problems arise.

DISCIPLINE

Responsible for all matters of discipline, referred to it under the jurisdiction of the RSA, including the following:

- any player, official, member club or organisation that may bring the game of soccer into disrepute.
- alleged breach of any of the Rules, Regulations or By Laws of the RSA by any of the above named parties.

The committee will:

- to enquire into all allegations of misconduct and to hold hearings when necessary.
- handle any red cards given out, which require a hearing.
- to conduct such hearing in accordance with the RSA Disciplinary Guidelines.
- to appoint appropriate discipline hearing committees as may be required from time to time to deal with specific issues.
- to determine the manner of disposal of all discipline matters brought before the committee.
- contact the players and coaches giving due notification of the date, time and place of the hearing.

RESEARCH & DEVELOPMENT

To look into ways of increasing membership and participation in the RSA.

Look into issues of zoning, methods of registration etc.

To recommend standards for Zone organizations and to assist in providing the means of achieving and improving standards for the betterment of soccer in Regina and in the Zone.

To review the Zone boundaries, at the request of the Board.

Public relations – donations, suppliers, media advertising.

INVENTORY

Assessment of assets within the office and facility property.

PROVINCIAL TECHNICAL & PROVINCIAL COMPETITION

Persons who attend SSA technical and competition meetings twice a year. Who take any recommendations from this Board to the meetings, usually held in Saskatoon in April and September.

MANAGEMENT ADVISORY

Meetings held once a month or as required. No designated chair, a requirement for each member to be active and take responsibility for various tasks in hand.

Liase with office staff and Board Executive.

Review items at the request of the board including:

- record keeping;
- office procedures manual – day to day operations;
- passwords, salary ranges, holidays, etc.
- approval of needed expenditures; expenditure controls (auditor)

finances which could include:

- salary benefits;
- signing authority; accounting, auditors;
- deposits; petty cash;
- financial statements; planning re. Budgets;
- year end statement and auditors report;
- software/hardware.

RSA meeting procedures which could include:

- notice of agenda, issues added, length of meetings;
- minutes, committee reports;
- communication, with office/ Board; message manager.

Record Keeping which could include:

- legal documentation;
- updating of By laws and Rules and Regulations;
- executive;
- membership list; coaches/ managers addresses/ phone lists;
- practical Forms etc.

Office facilities which could include:

- assess physical needs for office, shelving, furniture, equipment.

Executive activities which could include:

- tenureship.

Insurance requirements which could include:

- personal, fire etc;
- liability, office, facility;
- yearly assessment.

ZONING PLACEMENT COMMITTEE

To work with the membership, Zone Organizations, Clubs, and Independent Teams to ensure the placement of youth players who do not have a place to play within their zone. This committee shall also review and determine requests by players that have a place to play within their zone but wish to play in another zone.

ZONING APPEALS COMMITTEE

A duly appointed committee of the board whose responsibility is to hear appeals from the membership, Zone Organizations, Clubs and Independent Teams pertaining to decisions made by the Zoning Placement Committee. All appeals are subject to the rules and regulations of the RSA and subject to the appropriate appeal fees being levied.

