



<b>NORTH SHORE GIRLS SOCCER CLUB</b> (“NSGSC” or the “Club”)		
<b>POLICY &amp; GOVERNANCE</b>	<b>GOVERNANCE AND EXECUTIVE LIMITATIONS POLICY</b>	<b>Total Pages: 5</b>
		<b>Approval Date: April 18, 2023</b>

This policy outlines and summarizes: (i) the organizational structure of NSGSC; (ii) the key functions and responsibilities of NSGSC’s directors, officers, executives, staff, members, volunteers, and other participants; and (iii) the principles, rules, policies and other documents applicable to the operation and governance of the Club, and to the conduct of individuals participating in Club business and activities. This policy was adopted by the Board of Directors on April 18, 2023.

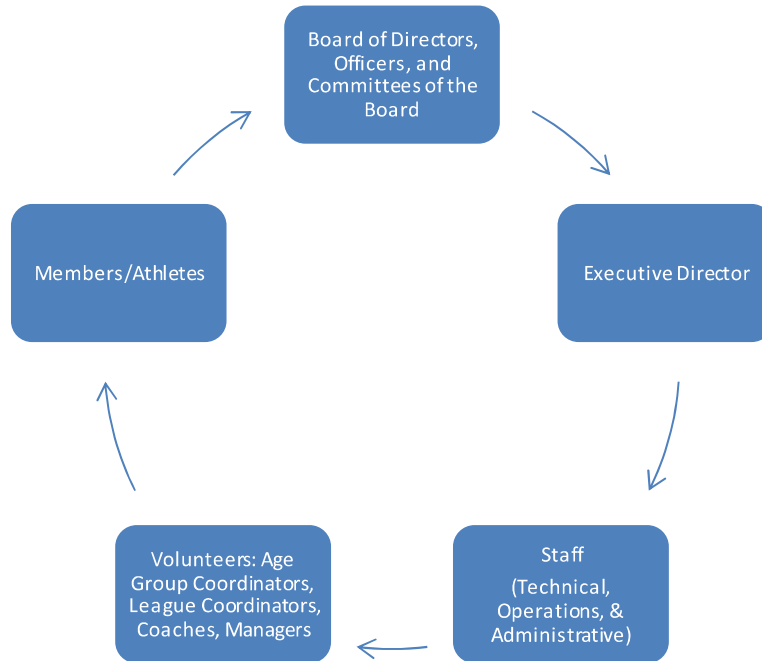
**A. CONSTITUTION AND PURPOSE OF THE CLUB.**

NSGSC is a not-for-profit society formed under the [Societies Act \(British Columbia\)](#). Pursuant to NSGSC’s [Constitution](#), the purposes of the Club are:

- i. to administer, develop and encourage female youth/adult participation in the game of soccer;
- ii. to develop and promote enjoyment and competition in all aspects of the game;
- iii. to provide the opportunity to learn and develop the fundamental and advanced skills of the game
- iv. to encourage and foster among all players, coaches and Club members the highest level;
- v. sportsmanship, self-discipline and the spirit of good fellowship through playing soccer;
- vi. to teach “all Club members” respect for the laws of the game, officials and players; and
- vii. to facilitate the transition from youth to adult soccer under the auspices of the Club.



## B. BYLAWS AND ORGANIZATION OF THE CLUB.



### **Members**

Any eligible individual interested in advancing the purposes and supporting the activities of the Club may apply for membership. Admission to membership (including criteria for admission) is determined from time to time by the Board of Directors pursuant to the powers and procedures set out in the [Bylaws](#). A prerequisite for participation in some or all of the programs offered by the Club is that all participants (or their legal guardian, if the participant is a minor) must become a Member. Membership is required for participation in regular league play.

Membership entitles each Member to all rights and benefits provided in the [Bylaws](#) and the [Societies Act](#). Most notably, current Members are entitled to be given notice of, and to attend and vote at, the annual general meeting of the Club.

It is the Club's practice to take membership annually during the spring/fall registration period and, on a rolling basis thereafter. A period of membership commences on the date an application for membership is accepted and concludes on August 31<sup>st</sup> of the following year unless renewed or terminated earlier in accordance with the [Bylaws](#).

### **Executive Director**

Pursuant to NSGSC's [Bylaws](#), the Club is operated by staff under the leadership of the Executive Director, who is an employee of the Club appointed and overseen by the Board of Directors. The Executive Director's duties include:



- i. serving as the chief spokesperson of the Club;
- ii. implementing the strategic vision and policies established by the Board of Directors;
- iii. overseeing and directing the day-to-day operations and activities of the Club;
- iv. hiring, managing, evaluating, and replacing the Club's Staff; and
- v. to perform such other duties as may be assigned by the Board of Directors from time to time.

The Executive Director reports to the Board of Directors on an as-needed basis, and not less than monthly. On a day-to-day basis, the Executive Director reports informally to the President, as needed.

### ***Staff***

NSGSC staff are responsible for carrying out the Club's day-to-day on-field and off-field operations and activities. Staff include the Director of Coaching, Technical Development Managers, Marketing & Events Coordinator, Programs & Registrations Coordinator, Fields Coordinator, Staff Accountant, paid coaches, and trainers among others. Staff are primarily engaged as employees, but occasionally may be engaged as independent contractors.

### ***Board of Directors***

Directors of NSGSC are volunteers recruited by the Nominations Committee of the Board of Directors and elected by the Club's Members.

The Board's key governing roles include:

- i. setting strategy and vision, and evaluating progress towards strategic outcomes;
- ii. making high-level policy regarding board organization, oversight of senior management, ethical compliance, board recruitment and development, and succession planning;
- iii. ensuring that the Club has capable management;
- iv. defining potential conflicts of interest and attempting to ensure they are averted;
- v. ensuring that the Club has sufficient financial resources to adequately finance its operational and capital requirements;
- vi. ensuring that all legal and financial obligations are being met;
- vii. anticipating, mitigating and managing risks to the Club; and
- viii. representing the Club to key stakeholders.

The Board does not involve itself in day-to-day operational matters. Through its Human Resources Committee, the Board hires, regularly meets with, supports, advises and evaluates the performance of the Club's Executive Director.

### ***Officers***

The officers of the Club include the President, Vice-President, Treasurer, and Immediate Past-President. The Board of Directors may also appoint additional officers. Except for the Immediate Past-President, all Officers must be directors.



### President

The President is the Chair of the Board of Directors and is responsible to preside over all activities and meetings of the Board of Directors. The President is also responsible, directly or by delegation to the Board, to maintain the organizational documents and records of the Club, including the register of Members.

### Vice-President

The Vice-President assists the President in the performance of their duties and performs those duties in the absence of the President. The Vice-President also performs any additional duties as assigned by the Board from time to time.

### Immediate Past-President

The Immediate Past-President serves in an advisory capacity to the President and performs additional duties assigned by the Board or the President from time to time.

### Treasurer

The Treasurer oversees the preparation and maintenance of the financial records, reports and returns of the Club to ensure compliance with the *Societies Act (British Columbia)* and the *Income Tax Act (Canada)*.

### **Committees of the Board of Directors**

Pursuant to the [Bylaws](#), the Board of Directors may create standing and special committees or sub-committees to carry out some, but not all, of its responsibilities. Any such committee or sub-committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by the Board. Committees must include at least one Director and may include other volunteers or advisors. Standing Committees include the Finance & Audit Committee, Human Resources Committee, Nominations Committee, and the Policy & Governance Committee. The Board of Directors is responsible for the performance of all its committees and sub-committees.

## **C. FINANCIAL MANAGEMENT AND AUTHORITY**

### **Annual Audit**

A certified general accounting firm audits the financial books and records of the Club annually. The Members at the Annual General Meeting appoint the auditor and receive the previous year's audited financial statements. The Board of Directors receives and reviews the Club's interim financial information and financial statements on a monthly basis.

### **Annual Budget**

The Executive Director, in consultation with the Finance & Audit Committee of the Board, is responsible for preparing the Club's annual budget. The Board of Directors approves and sets the annual budget and may approve revisions to the budget on an as-needed basis. The Executive Director is responsible for the administration of the annual budget.

### **Financial Authority and Expenditures**

Rules and procedures regarding access to, and maintenance of, the bank accounts and financial resources



of the Club, and the authorization and reporting of financial expenditures, are set out in the *NSGSC Policy Regarding Authority for Financial Expenditures and Financial Oversight*.

### ***Financial Monitoring***

The Board of Directors receives and reviews the Club's interim financial information and financial statements on a monthly basis. The Finance & Audit Committee receives and reviews the Club's interim financial information and financial statements quarterly.

## **D. CONDUCT**

### ***General***

NSGSC is committed to providing a respectful and safe work and sporting environment. Achieving this environment depends on mutual respect, cooperation and understanding among all individuals who participate in the business or activities of the Club in any capacity.

With a view to the identification and prevention of undesired conduct, all individuals participating in Club activities in any capacity must adhere to the applicable, rules, policies, and codes adopted and enforced by the Club from time to time, including but not limited to:

- the [B.C. Universal Code of Conduct](#);
- the [BC Soccer Rule of Two Policy](#);
- the [BC Soccer Rules and Regulations](#);
- the [BC Soccer Discipline, Complaints and Appeals Operations Procedures](#);
- the [Canada Soccer Code of Conduct and Ethics](#); and
- the [NSGSC Discipline and Complaints Policy](#)

NSGSC staff members are additionally subject to then current human resources policies and practices, and to such other standards of conduct as may be implemented by the Club from time to time.

### ***Complaints, Dispute Resolution and Discipline***

The [NSGSC Discipline and Complaints Policy](#) sets out the guidelines and procedures for bringing and resolving complaints concerning the conduct of individuals who participate in NSGSC business or activities.

### ***General Complaints***

Complaints of any nature related to NSGSC may be directed to the Club administration at [Clubadministrator@nsgsc.com](mailto:Clubadministrator@nsgsc.com).



### Game Related Complaints

Complaints related to on-field, game-related conduct of athletes, coaches, or officiants may be brought to the Club administration at [Clubadministrator@nsgsc.com](mailto:Clubadministrator@nsgsc.com), or directly to the relevant league official.

### Complaints of a Serious or Sensitive Nature

Complaints of a serious or sensitive nature may be directed to the NSGSC Discipline Chair via [disciplinechair@nsgsc.com](mailto:disciplinechair@nsgsc.com), or directly to the [Executive Director](#). Pursuant to the [NSGSC Discipline and Complaints Policy](#), NSGSC will refer to BC Soccer certain allegations of misconduct, including but not limited to allegations of maltreatment, harassment, sexual harassment, or discrimination.

For additional advice, guidance and resources from BC Soccer on how to proceed or intervene appropriately in circumstances of misconduct, please visit this [link](#).

Complaints may also be submitted anonymously, confidentially, and directly to BC Soccer via the [ITP Sport "Integrity Counts" system](#), or by phone at 1-800-758-9412.