

# **LISA ADMINISTRATION MANUAL 2001**

## **Chapter 1**

### **Standing Orders and Board Administrative Procedures**





# Chapter 1

## Board Administrative Procedures

### Rule 100 BOARD OF DIRECTORS STANDING ORDERS

#### 100.1 General:

The laws and rules governing the Lower Island Soccer Association, the Board of Directors, committees and other procedural meetings is the most recent edition of the following:

The Society Act of British Columbia  
The Constitution and Bylaws of the Lower Island Soccer Association  
The Board of Directors Standing Orders  
The Standing Orders on Board Committees  
Parliamentary Procedure (Garfield Jones)  
The Constitution and Bylaws of the B.C. Youth Soccer Association.

#### 100.2 The President and Executive:

The President, or in the absence of the President, a Vice President as outlined in the Bylaws, shall preside at all meetings of the Directors, but if neither is present, the Directors present may choose one of their members to be Chair at the meeting. (Bylaws 7.1(e)).

- (1) The President and Officers of the Board are elected at the first business meeting of a new Board.
- (2) The President may request a Vice President to preside if and when the President wishes to take part in debate.
- (3) The President, from time to time, may delegate any and all powers and responsibilities of the President to another Executive Member.
- (4) A working Executive Committee comprising the two Vice Presidents, the Treasurer and the Secretary of the Board assists the President.
- (5) The President is responsible for setting the agenda.
- (6) The President of the Board of Directors has a vote but will normally remain neutral and not exercise the right to vote except to break a deadlock, and then should abstain unless he or she deems it vitally important to vote for the good of the Association that a deciding vote be cast [Bylaws 7.2(c)]
- (7) The President may delegate attendance at committee and subcommittee meetings to a Vice President or other Executive Member(s).
- (8) The President, the treasurer and up to two (2) other directors shall be authorised to sign cheques. At least one of the signatures on each cheque must be that of the president or treasurer [Bylaws 10.3].
- (9) The President is the only Board Member normally responsible for communicating with the constituencies of the Lower Island District, however, the President may delegate some of this responsibility.
- (10) The President is responsible for ensuring that the Lower Island Bylaws and Rules be kept current and will direct the Secretary to record all applicable material therein.
- (11) The President is responsible for ensuring the Standing Orders of the Board and the Standing Orders of Board Committees be kept current and will direct the Secretary to record all applicable material therein.



- (12) The President is responsible for ensuring there is an evaluation of the Contract positions in accordance with Board Policy.
- (13) The President is responsible for directing the evaluation process of the Board of Directors itself.
- (14) The President from time to time may call on outside professionals to assist the Board in performance of its duties.
- (15) The President will ensure that all members of the Board of Directors sign the Code of Ethics.
- (16) The President, in consultation with the Executive Committee, shall appoint the Chair of Standing Board Committees.
- (17) The President shall appoint the Chair of Ad Hoc Committees.

#### **100.3 Ex-Officio and Guests:**

- (1) There shall be differentiation between elected or appointed Directors and other (ex-officio) members of the Board. The term *Director* shall mean only those Board Members who have been elected to the Board of Directors or appointed to the Board of Directors as Advisory Directors. The term *Board Member* shall mean all Directors and ex-officio members of the Board of Directors (general outline in Bylaws Article 5)
- (2) Ex-Officio members may attend all Board meetings and may participate fully in discussion, but such members do not have voting privileges.
- (3) Ex-Officio members and guests do not normally attend *In Camera* sessions of the Board of Directors
- (4) The Recording Secretary will attend all Board Meetings, both regular and extraordinary, to assist the Secretary of the Board as appropriate. The Recording Secretary is not a voting member of the Board.
- (5) District Representatives who are elected or appointed by member Clubs or Associations and who are in good standing as defined by the LISA Constitution and Bylaws are normally invited to one meeting per month to discuss issues of common interest.
- (6) District Representatives or others who may periodically represent member Clubs or Associations, do not have a vote on Board matters, however, they may be canvassed for their opinion on matters before the Board (refer Part VI).
- (7) From time to time the President may invite guests to attend specific Board Meetings for a specific purpose and for an allotted duration.
- (8) Guests will not normally be present during Board discussions or during any vote on Board matters.
- (9) The appropriate resource persons from various Committees of the Board may be invited to be present at Board Meetings to speak to reports and proposals.
- (10) Any member Club or Association may make a presentation to the Board of Directors after giving proper notice of such intent to the President.
- (11) Any member of the Community may request to make a presentation to the Board of Directors after giving proper notice of such intent to the President.

#### **101.4 Agenda, discussion papers and correspondence:**

- (1) Meeting agendas are the responsibility of the President.
- (2) Board Members, District Clubs or Associations and other Members of the Soccer Community must submit all agenda topics, discussion papers and any other documents to the President who will determine their relevance for a forthcoming meeting.



- (3) All agenda topics, discussion papers and any other documents are to be reviewed by the President and Secretary prior to agenda preparation and will be included in the Board package for distribution by the Secretary which will normally occur seven (7) days prior to each Board meeting.
- (4) The Board approves the agenda at the beginning of each meeting.
- (5) Agenda topics tabled must have a set date for future discussion.
- (6) Copies of incoming and outgoing Board correspondence will be made available to all Directors.
- (7) The President will ensure that all correspondence submitted to the Board or President will be answered within ten (10) days of receipt. Board members will ensure that, whenever possible, telephone queries are answered within forty-eight (48) hours.
- (8) Reference material provided to Board Members prior to meeting will not normally be read aloud or reviewed during Board Meetings, and is taken as read.
- (9) Board Members or District Clubs or Associations who wish to distribute documents or discussion papers to the Board must first have them reviewed by the President.
- (10) Verbal reports to the Board is normally limited to 3 minutes unless the item has been placed on the agenda and approved for discussion.
- (11) Following each Board Meeting, a summary of the decisions taken and/or the topics discussed will be posted and/or published for District Clubs.

#### **100.5 Meetings - timing, attendance and procedure:**

- (1) The scheduling of all regular and extraordinary meetings is at the discretion of the President.
- (2) Dates and times for regular monthly meetings will be determined at the first business meeting of a new Board. and the schedule of meetings for the year will be published following the meeting.
- (3) Meetings are scheduled to begin precisely at the time designated and will normally be scheduled for 2 and ½ hours exclusive of emergency agenda items.
- (4) The quorum at any Directors' meeting shall be a majority of the directors, including any advisory directors (Bylaws 7.1(f)).
- (5) Meetings will be governed by Parliamentary Procedure by O. Garfield Jones and will be conducted in an orderly fashion.
- (6) Attendance at all Board meetings is required. If any Board member is unable to attend, the Secretary of the Board shall be notified in advance of the meeting.
- (7) Three consecutive missed Board meetings without reasonable cause may terminate a Board Member's term of office (Bylaws 5.8).
- (8) It is expected that Board Members arrive promptly and remain for the entire meeting
- (9) No minutes shall be recorded at *In Camera* meetings unless otherwise agreed to by the Directors.
- (10) The following matters will normally be discussed in camera:

Personnel issues (contract's, other sensitive matters etc.),

Discipline issues

Financial Matters were contracts or bids are being considered

The foregoing notwithstanding, the President, or any four (4) Directors may call an *in camera* meeting of the Board, except at the end of a regular meeting of the Board when any one (1) Director may request, thought the President, and *in camera* meeting.

- (11) The normal time limit for debate by any one individual on any one topic under discussion is 2 minutes.



- (12) The President advises when debate enters into the last 5 minutes of the allotted time and if necessary an extension may be sought from the Directors.
- (13) At the close of discussion, the President will require the Secretary to read the "Motion" on the floor.
- (14) A vote is called before any motion may be passed.
- (15) Any motion proposing expenditure not included in the Budget shall include a proposal for financing.

**100.6 Voting - Board meetings:**

- (1) Voting is normally done by a show of hands.
- (2) A secret ballot may be called at the request of any one Director through the President, or at the call of the President.
- (3) Questions arising at a meeting of directors shall be decided by a majority of the directors present and voting. An abstention is not considered a vote and no reference to an abstention shall be made in the minutes of the meeting.
- (4) The President may call for a vote to be greater than a simple majority of those present and voting. Such a motion must be passed by a simple majority of those present and voting.
- (5) In a circumstance of a simple majority vote, a tie would be considered a defeat. The President may choose to vote in order to break a tie, however, the President normally does not vote (Bylaws 7.2(c))
- (6) Votes shall be recorded as "Ayes" and "Nays" only. Names of members voting "Aye" or "Nay" shall not be recorded. There shall not be any reference to "abstentions" in any vote record.
- (7) Votes are counted and recorded by the Secretary.

**100.7 Voting - District Representative meetings:**

- (1) District Representatives or other Club or Association representatives do not have a vote on Board matters, however, at District Representative or Presidents meetings, they may be polled for their Club or Association opinion on matters before the Board.
- (2) When practical, such items of interest will first be distributed to the Clubs or Associations in sufficient time for the Club or Association Executive to discuss the matter and give direction to their representative as to how the Club or Association view the matter at hand.
- (3) At the Monthly District Representative meeting the item will be brought forward by way of motion. After the question has been called, the District Reps will be polled for their opinion on the motion at hand.
- (4) Each Club or Association will be able to cast one vote by show of hands (or by secret ballot if the members or Board President so directs).
- (5) A Quorum at a District Representative or Presidents' meeting, shall be a minimum of eight (8) sub-district clubs present and voting (Bylaws 4.5)
- (6) Sixty-six and two thirds percent (66 2/3%) of those clubs present and voting shall be required for adoption of any motion unless a greater percentage is directed by the President or by the District Reps. An abstention is not considered a vote.
- (7) LISA Board members shall not carry a vote at a District Representative or Presidents' meeting.
- (8) The LISA Board shall not be bound by any resolution or motion passed at monthly District Representative or Presidents meeting, however, the vote result shall be taken into consideration when writing policy or in dealing with other matters of interest to the sub-districts.



- (9) Constitution and Bylaw change must proceed by way of the Special Resolution at a General Meeting of the Membership (Bylaw Article 12). A Special Resolution requires a 75% majority vote.



**100.8 Conduct:**

- (1) Board Members and others who are permitted to speak, address their comments and questions to the President, not to an individual Board Member during Board Meetings.
- (2) The President directs Members to respond to questions and matters raised by other members.
- (3) It is the duty of Board Members to be fully aware of the B. C. Society Act, the Policies, Constitution and Bylaws governing the Association, The Standing Orders of the Board, of Committees Board and the LISA Philosophy and Goals.
- (4) It is the duty of Board Members to be familiar with all reference materials, documents and books which, from time to time, may be distributed.
- (5) Board Members are required to respect the allotted speaking time of their colleagues.
- (6) It is the duty of Board Members to be informed on District Soccer matters and to have read and reviewed all documents pertaining to items on the agenda of Board Meetings.
- (7) It is the duty of Board Members to fully understand and respect the differentiation between the LISA Board and District Club or Association matters.
- (8) It is the duty of Board Members to respect and observe the Code of Ethics of the Members of the Board of Directors.



**100.9 Appendix to Board Standing Orders:**

**LOWER ISLAND SOCCER ASSOCIATION**

**CODE OF ETHICS  
FOR MEMBERS OF BOARD OF DIRECTORS**

As a member of this Board of Directors, I shall:

- Adhere to the Societies Act of the Province of British Columbia, the Constitution and Bylaws of the Association, and the Standing Orders of the Board of Directors.
- Represent honestly and fairly the interests of all members of the Lower Island Soccer Association.
- Not use the Association or my service on this Board for personal advantage or for the individual advantage of any club, family, friends or supporters.
- Recognize and understand that I will become privy to certain confidential information in my capacity as a Director and I undertake not to divulge such confidential information to any third party.
- Approach all issues brought to the Board of Directors with an open mind and be prepared to make the best decision for the good of the Association as a whole and at all times be an ambassador for Lower Island Soccer, and soccer in general.
- Do no act which violates the trust of those that elected or appointed me to the Board of Directors.
- Focus my efforts on the Mission of the Association and not on personal goals.
- Recognise and understand that as an individual member of the Board of Directors I have no authority except when acting in a meeting with the Board or as delegated by the Board President.

Name \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Rule 101 STANDING ORDERS FOR BOARD COMMITTEES**

### **101.1 Definition:**

"Board Committee" means a person, persons or auxiliary appointed from time to time by the President, who shall meet to carry out specified or limited duties in an advisory capacity to the Directors. Board Committees report to the Board.

The use of the word "Committee" in this document shall mean "Board Committee".

The laws and rules governing the Lower Island Soccer Association, the Board of Directors, committees and other procedural meetings is the most recent edition of the following:

The British Columbia Society Act.  
The Constitution and by-laws of the Lower Island Soccer Association.  
Board Policy Handbook.  
The Board of Directors Standing Orders.  
The Standing Orders on Board Committees.  
Parliamentary Procedure (Garfield Jones)

### **101.2 Committee Chair:**

- (1) The Board President, in consultation with the Executive Committee, appoints all Standing Committee Chairs (Bylaws 6.2).
- (2) The Board President appoints all Ad Hoc Committee Chairs (Bylaws 6.2).
- (3) The Committee Chair is a facilitator: the Committee Chair shall call meetings, set the agenda, stimulate discussion and preside over each meeting.
- (4) The Committee Chair shall promptly advise the President if a committee is not able to meet its yearly goals.
- (5) The Committee Chair shall be responsible for presenting minutes and reports to the President.
- (6) The Committee Chair shall be responsible for handing over an orderly set of documents to the subsequent Committee Chair. Such documents shall include a complete set of minutes, related documents, findings or reports and a synopsis of the Committee's achievement and any suggestions for future direction.
- (7) The Committee Chair shall be responsible for producing a written report for distribution at the AGM of the Association.
- (8) The Committee Chair will ensure that all members of the committee sign the Code of Ethics for Committee Members.

### **101.3 Membership of Board Committees:**

- (1) The Executive Committee comprises the President, the two Vice Presidents, the Secretary and the Treasurer of the Association. All other Committees shall seek through its Chair functional expertise and balance in their members and should not be dominated by any single stakeholder or special interest group.
- (2) Membership on Board Committees should take into account gender equity.
- (3) The Board President is an ex-officio member of all committees.
- (4) The size and membership of the committee and the frequency of meetings shall be determined by the Committee Chair and shall be noted in the Committee's Terms of Reference.



- (5) Committee members are appointed for the soccer season. If possible, every director should serve on at least one committee. Some Directors should be new to each committee each year.
- (6) A committee member, who misses three consecutive meetings of the committee without valid reason, may be asked to resign from the committee.
- (7) Committee members shall adhere to the Code of Ethics for Committees (see Appendix 1).

#### **101.4 Standing Committees:**

The standing committees of the Board are:

- a. Executive
- b. Finance
- c. Competitions, Events, Awards and Ceremonies
- d. Scheduling
- e. Registration
- f. Risk Management and Harassment
- g. Protests and Appeals
- h. Discipline
- i. Technical Programming
- j. Referee
- e. Metro (Girls) and Select (Boys)
- f. Boundaries
- g. Constitution, Bylaws, Rules and Regulations
- h. Nominating

#### **101.5 Terms of Reference:**

Simply worded terms of reference for each committee shall be approved by the Board. Terms of reference should include a description of committee function, membership, duration and specific duties and goals

#### **101.6 Committee meetings, timings, attendance and procedures:**

- (1) Standing Committees report to the Board and exercise only those powers delegated to them by the Board.
- (2) Ad-hoc Committees report directly to the Board President. The Board President shall determine goals of ad-hoc committees.
- (3) Committees, except as authorized, shall have no authority to direct any action within the District.
- (4) Committees shall seek approval of the Board on policy which the committee may see fit for adoption.
- (5) The Board, in consultation with the Committee Chair and through the President, will annually set goals for each committee, which shall be noted in the Committee's Terms of Reference.
- (6) Each committee shall appoint a secretary who shall be responsible for the taking and the distribution of minutes. Approved Committee minutes shall be distributed to the Board.
- (7) Meeting agendas should normally be distributed to committee members including ex-officio members, one week before committee meetings.
- (8) A quorum for the committee shall consist of a simple majority of the membership of the committee.
- (9) The Board President should receive committee reports and any motion(s) no less than ten (10) days prior to the applicable meeting of the Board at which the report or motion is to be distributed.
- (10) If the committee has a recommendation to the Board, it shall be in the form of a motion to the Board.



- (11) If the Board wishes to adopt a committee's findings as its own, then the Board may do so by voting to adopt the report in its entirety.
- (12) Any Director may attend any meeting of a Board Committee as an observer provided that the meeting is not deemed to be in-camera and that Director gives prior notice to the Chair of the Committee.

**101.7      Voting:**

- (1) The Chair of a committee will normally remain neutral and not exercise the right to vote except to break a deadlock, and even then should abstain unless he or she deems it vitally important for the good of the association that a deciding vote be cast.
- (2) Voting by proxy is not permitted.
- (3) Each committee member shall have one vote.
- (4) An ordinary motion receiving a majority of those present and eligible to vote shall be deemed to have been carried. The Chair or a majority of directors may request a vote of greater than a majority. An abstention shall not be considered a vote and shall not be recorded in the minutes. The names of members voting Aye or Nay shall not be recorded.
- (5) An ex-officio member of a committee shall have no vote but shall be entitled to receive notices of all meetings of the committee.



**101.8 Appendix to Committees Standing Orders:**

**LOWER ISLAND SOCCER ASSOCIATION**  
**CODE OF ETHICS**  
**FOR MEMBERS OF BOARD COMMITTEES**

**As a member of this board committee, I shall:**

- Represent honestly and fairly the interests of all members of the Lower Island Soccer Association.
- Not use my service on this Board Committee for personal advantage or for the individual advantage of any family, friends or supporters.
- Recognise and understand that I will become privy to certain confidential information in my capacity as a Committee Member and I undertake not to divulge such confidential information to any third party.
- Approach all Board Committee issues with an open mind and be prepared to make the best recommendation to the Board of Directors of the Association and for the good of the Association as a whole.
- Do no act which violates the trust those who appointed me to the Board Committee.
- Focus my efforts on the Philosophy and Goals of the Lower Island Soccer and not on personal goals.
- Recognise and understand that as an individual Board Committee Member, I have no authority except when acting in a meeting with the Board Committee or as delegated by the Board Committee Chair or the Chair of the Board of Directors.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Rule 102 COMMITTEE TERMS OF REFERENCE**

### **102.1 Standing Committees of the Board: (IN PROGRESS)**

The committee terms of reference are currently being written.

- 102.2 Executive**
- 102.3 Finance**
- 102.4 Competitions, Events, Awards and Ceremonies**
- 102.5 Scheduling**
- 102.6 Registration**
- 102.7 Risk Management and Harassment**
- 102.8 Protests and Appeals**
- 102.9 Discipline**
- 102.10 Technical Committee**
- 102.11 Referee**
- 102.12 Metro (Girls) and Select (Boys)**
- 102.13 Euro/Mini (Girls and Boys)**
- 102.14 Boundaries**
- 102.15 Constitution, Bylaws, Rules and Regulations**
- 102.16 Nominating**

## **Rule 103 BOARD OF DIRECTORS - TERMS OF REFERENCE**

### **103.1 President (Draft Only):**

#### **General Description:**

After being elected the Board of Directors, the President is elected by the Directors. More than anything else, what the board expects is that the president will be the manager of the board's decision making process and of the people on the board. He/she has a major responsibility to build a good Board.

#### **Specifically the President will:**

- a. Manage the process of long-range planning. This process is the responsibility of the board, and the president leads and inspires the board to come up with a plan that meets the needs of the members. The president is also responsible for getting the board to review progress toward the long-range plan.
- b. Facilitate communication with the board (and the administrator) as well as between the board (and the administrator). The president keeps an ear open to the community and member concerns and communicates them to the rest of the board and the administrator. The president speaks for the board to the media and the community.
- c. Responsible for "staffing" the board. Board development is important and the president works with the administrator to help new board members come up to speed. It is important to know the board's skills and interest well, as it is the president's responsibility to appoint committees.
- d. Keeps the board organized and moving. The administrator will probably keep most bases covered in areas such as getting information out to members, ensuring meeting sites are ready, etc., but the president's insight is needed.
- e. Manages the board decision making, and only acts in authority with the full board's approval. Most decisions will be within the context of a meeting:
  - When has an issue been discussed enough to call for a vote?
  - When is the discussion so far off the subject that you must stop the debate and ask board members to refocus the discussion?



- When should an issue be tabled to wait for more information?
- When is it time to refer a tough issue to a committee?
- f. Is a problem solver but this role is performed as a facilitator, not a doer.
- g. Controls board activities, gently prodding members to make a decision, while at the same time ensuring that every member gets a chance to speak. It is important to make sure the board disciplines itself.
- h. Appoints committee chairpersons and provides them with clear, detailed and specific assignments. He also motivates them in their duties, keeping in touch with them on progress.

**Qualifications:**

A sound basic knowledge of board procedure and process. A thorough knowledge of the Constitution and Bylaws and the accompanying Standing Orders of the Board and Committee's of the Board.

**Length of the Job:**

Is elected to a 2 year term of office as a Director at the Annual General Meeting. The Board of Directors then elect officers each year.

**Reports to:**

Chair of the Board of Directors

**Training:**

As approved by the Board

**Working With:**

The president is a member of the Board of Directors and Chair of the Executive Committee.

**Expenses Covered:**

As outlined by Board Policy

**Equipment Provided**

- a. Private Telephone line and Telephone Equipment
- b. Fax Machine
- c. Office Supplies as required
- d. Computer and Internet/Email provider services as approved

**President is a Member:**

- a. Chair of the Executive Committee
- b. Ex-officio member of all other Committees

**103.2 Vice President - Boys:**

**103.3 Vice President - Girls:**

**103.4 Secretary:**

**103.5 Treasurer(Draft):**

**General Description:**

After being elected the Board of Directors, the Treasurer is elected by and will report to the Board as required. The Treasurer the responsible authority to oversee all aspects of the financial affairs of the



Association. The Treasurer will make available all books, records, and other accounts as may be periodically required by the appointed auditors.

**Specifically the Treasurer will:]**

- a. Receive bills for payment
- b. Code and post bills
- c. Pay bills with computer generated cheques
- d. Review Minutes of meetings to confirm Board approval for extraordinary expenses
- e. Relying on information received from the Registrar, generate computer invoices to the Clubs for registration fees and transfers
- f. Reconcile BC Soccer Association bills with information received from Registrar
- g. Relying on information received from the Scheduler, generate computer invoices to Clubs for fines for scores not reported
- h. Follow-up with Clubs on unpaid invoices by way of statements and/or telephone calls
- i. Receive cheques for deposit
- j. Complete deposit slips and to make deposits
- k. Post deposits
- l. Reconcile bank statements
- m. Maintain filing system for paid bills
- n. Maintain filing system for invoices rendered
- o. Prepare verbal financial report for Board of Directors for the first Tuesday of each month
- p. Produce Financial Statements for Board of Directors and District Representatives for the third Tuesday of each month and include written summary of monthly activity.
- q. Receive Game Reports for U17 and U19 games and reimburse Clubs referee fees for those games.
- r. Receive Game Reports for ALL Cup games and reimburse Clubs' linesmen fees for all age groups.
- s. Maintain list of assets of Association and their whereabouts.
- t. Prepare annual budgets.
- u. Keep record of scholarships payable and draw cheques representing scholarships upon confirmation of enrolment in recognised college or university.
- v. Arrange for cash payments to referees and linesmen officiating at District Cup and Island Challenge Cup.
- w. Purchase postage required for Treasurer.
- x. Draw cheques to cover meeting room fees prior to each meeting at Esquimalt Recreational Centre.
- y. Distribute charge cards to new Board Members.
- z. Ensure return by retiring Members of all Association assets and charge cards in their possession.

**Qualifications:**

A sound knowledge of basic accounting procedures. Able to use the Quickbooks accounting program.



**Length of the Job:**

Is elected to a 2 year term of office as a Director at the Annual General Meeting. The Board of Directors then elect officers of the Board, including the Treasurer.

**Reports to:**

The Board of Directors and Executive Committee.

**Training:**

As approved by the Board

**Working With:**

The treasurer is a member of the Board of Directors and as an Officer of the Board is a member of the Executive Committee. As part of the regular duties, the treasurer will communicate directly with Club treasurers and will make reports to both the Board of Directors as well as to the Club District Representatives.

**Expenses Covered:**

As outlined by Board Policy

**Equipment Provided:**

- a. Personal Computer
- b. Private Telephone line and Telephone Equipment
- c. Fax Machine
- d. Office Supplies as required
- e. Internet/Email provider services

**Treasurer is a Member of:**

Executive Committee

Chair of the Finance Committee

**103.6 Director of Discipline:**

**103.7 Director of Select League:**

**103.8 Director of Risk Management:**

**103.9 Director of Scheduling:**



**Rule 104 JOB DESCRIPTIONS:**

**104.1 Recording Secretary:**

**104.2 Administrative Assistant:**

**104.3 Registration Assistant:**

**Rule 105 BOARD OF FINANCE AND ACCOUNTING PROCEDURES**

**105.1 Travel and Expense Claims:**

**Rule 106 CORPORATE SPONSORSHIP POLICY (APPROVED)**

**106.1 Preamble:**

The Lower Island Soccer Association currently receives all of its operating revenue by way of player fees assessed through the 11 member districts in the Lower Island. The only other revenue generated is from the hosting of district events such as the District Cup or the Island Cup and most of these funds are directed to the host club as an incentive for hosting the event. As the level of service required to maintain and improve operations in the district is increased, the only options for servicing these additional cost must come either from increased player fees or through the seeking external funding sources through donations or partnerships. The purpose of this policy is to provide the approved context for the latter activity.

**106.2 Policy Statement:**

The Board believes that for soccer to continue to grow and develop in this district it is necessary to seek alternative sources of funding for capital projects, or to fund events or other services that cannot normally be provided through player fees. The Board is prepared to accept donations or partnerships that provide goods and services to the district. To this end the district may enter into preferred business arrangements with suppliers or develop business partnerships (defined in the Appendix to this policy)

Any club or group hosting a district event under the banner of the Lower Island Soccer Association shall abide by the spirit and intent of this policy. This is not meant to restrict the ability of any club to raise extra funds by the hosting of an LISA event.

**106.3 Administrative Procedures:**

The annual budget and operating plan for the district will include any funds or staff resources committed specifically to the development of business relationships.

All proposals to develop a business relationship at the district level will be submitted to the Secretary and to the Treasurer of the district for the management of the evaluation and review process.

All proposals will indicate clearly:

- What the individual or corporation is contributing
- A best estimate of the value of the contribution



- The forms of recognition or opportunities requested of the district in return for the contribution

The district reserves the right to reject any proposals from individuals or corporations whose products or services may be deemed sensitive. Proposals from tobacco or liquor companies will not be accepted.

The board as a whole will review all proposals.

Evaluation criteria for proposals will include:

- Consistency with the Guiding Principles of this policy
- The amount of the benefits being provided to the district
- The quality of the product or service
- The business or product reputation of the individual or corporation
- The ability, capacity and skill of the individual or corporation to fulfill the contract
- The form of recognition, if any, for the contribution of business partners

#### **106.4 Guiding Principles:**

The following guiding principles will govern any business relationship entered into by the district:

1. The relationship must support the District's educational or financial goals, policies, and its focus on the development of soccer within the district.
2. The relationship must not impair the rights of the District Board and the District Clubs to determine the nature of the of the soccer programs to be offered to the players, or the way in which service is delivered.
3. The relationship must recognize the welfare of players as a paramount concern, taking into account their age and vulnerability to commercial values and messages, in accordance with community standards as interpreted by the Board of Directors.
4. Agreements to provide soccer resources must not limit or require coaches to use these resources with their teams.
5. The relationship will not interfere with existing arrangements between clubs and individuals or corporations, unless the relationship improves the financial return to the clubs.
6. Donations may be for specific purposes on a pre-identified basis.
7. Opportunities must be offered from time to time to as many potential individuals or corporations in any particular product or service category as possible, providing open and competitive access to opportunities.
8. Any agreements will provide a specific expiry date so that others have an opportunity to propose new relationships.
9. Individuals or corporations must satisfy all equity considerations, and safety, health, or environmental regulations related to their form of business.
10. Relationships must not engage the district in anything that would, in the opinion of the Board, appear to be taking an inappropriate stand on a contentious political, moral or social issue.
11. Acknowledgement of the relationship may be recognized in visible ways.

#### **106.5 Business Relationships:**

Business Relationships can take three forms:

##### ***Preferred Business Arrangements***



The Board may contract with suppliers of a category of goods or a service. These contracts provide that the district pay suppliers directly for the goods or service they provide. Such contracts create a partnership between the Board as the user of the goods or service, and the supplier. However, such contracts do not require the district to provide any advertising space or promote the suppliers corporate identity, although the source of the goods and services might be identifiable to those who actually use them through labeling or the identification of service providers through uniforms or company vehicles.

The terms of such contracts may provide that the district gets preferred pricing, or share of profits that are generated through such a contract. The district might use its share of the profits or reduce the amount required from its operating budget to pay for the goods and services, or might redirect its share of the profits to other purposes. However, these provisions are generally accepted business practice, and in no way obligate the district to endorse the goods and services publicly. The district is free to move from one supplier of goods and services to another whenever the contract is up for renewal or is cancelled, according to its terms.

**a. Donations – Donors**

Individuals or foundations are free to make charitable donations of funds to the district. The District will be exploring the means by which tax receipts may be provided. Donations are often made for specific purposes, and generally cannot be applied to other operating expenses at Board discretion. Donors often expect some form of recognition, either in the form of a named fund e.g. the Les Cleghorn Scholarship Fund or in a more physical form, e.g. by placing a plaque on the asset acquired with donated funds, by displaying the donor's logo, or by naming a room or facility. However, donors generally are not seeking direct financial reward from the act of making the donation, although others might reward acts of generosity in the community on the basis of the donor's status as a donor to the district.

Corporations may seek to make donations to some district activity by providing the district with goods or services. Corporate donors will not involve themselves in the operations of the district but may have expectations that their donation is recognized. Corporate public advertising is advertising produced by the corporation targeted at the general public in which reference is made to the business relationship with the district.

**b. Business Partnerships**

The district may consider developing a partnership agreement with an individual or corporation that has the express purpose of increasing the amount of business provided the partner group while meeting the needs of the district. Such partnership would create a mutual working group consisting of both district and partner employees working in concert toward a given objective. The outcomes for the district might be described in terms of services or goods provided to the district clubs, while the outcomes for the partner would be increasing the amount of business done with the district or the public. Not only would the partner organization be identified, but also the district would be seen to be actively promoting the financial well being of the partner.