

Bylaws of the Balgonie Soccer Association

1. NAME AND PURPOSE

- I. Balgonie Soccer Association (“Balgonie Soccer” or “the Association”) is a volunteer-run organization, providing recreational soccer programming for youth residing in and around Balgonie, Saskatchewan.
- II. Balgonie Soccer is funded by the Town of Balgonie and is a voting member of the community’s Recreational Board.
- III. Balgonie Soccer is a part of:
 - i. TAYSA (Triangle Area Youth Soccer Association), which also includes the associations from White City, Pilot Butte, and Mclean (outdoor season only), offering programming for the following age groups: 4U, 6U, 8U, 10U.
 - ii. Regina Interzone Soccer, which includes the Regina associations from the West Zone, South Zone, North Zone, and East Zone, offering programming for the following age groups. Age groups 12U, 15U, and 18U.

2. MEMBERSHIP

- I. To be eligible for membership, one must be:
 - a) a parent or legal guardian of a player and/or referee who has been registered in the past year, or will be registered in the upcoming year with Balgonie Soccer; or
 - b) a member of the Board of Directors, serving out the remainder of a term; or
 - c) other, joining by special request, with approval by Board
- II. Membership shall entitle Members to participate in discussion and vote at the Annual General Meetings, and to volunteer on the Board of Directors.

3. THE BOARD

- I. The Balgonie Soccer Board (“the Board”) shall manage and oversee the operations of recreational soccer for the Town of Balgonie.
- II. Board Members shall be selected, and roles assigned, voluntarily at the Annual General Meeting, or on an ad hoc basis, depending on circumstances.
- III. The term of a Board Member shall be a minimum of two (2) years, with the option to serve as long as membership requirements (2.I) are met.
- IV. All Board Members are required to submit a Criminal Record Check (for the Vulnerable Sector) to the Treasurer, every three (3) years.
- V. Board Members shall not receive any remuneration for service on the Board. For expenses reasonably incurred on behalf of Balgonie Soccer, receipts must be provided to the Treasurer who will submit to the Town of Balgonie for reimbursement.
- VI. Board members will be eligible for a 50% discount (per child) on registration fees while serving on the Board.

4. BOARD POSITIONS AND ROLES

Board Member positions shall be assumed on a volunteer basis, or by consensus of Board Members in the case of multiple expressions of interest. The Board consists of *executive members* (collectively referred to as “the Executive”), who perform essential roles for basic operations, as well as Members-at-Large who support the Executive as needed. Additional roles may be assigned to any member of the Board and are subject to change. Long-term commitment, personal availability, Association knowledge, and board experience should be considered in the delegation of all roles and responsibilities.

The Executive

I. President:

- a) delegates and prioritizes tasks of the Association.
- b) calls, and presides over, Board and Member meetings, and works with the Secretary to set the agenda for these meetings.
- c) coordinates stakeholders, sponsors, and partnering associations.
- d) represents Balgonie Soccer at TAYSA and Regina Interzone meetings as required and reports relevant information back to the Board.
- e) keeps a record of log-in information of all electronic systems used by the Association and shares only as necessary.
- f) updates website as necessary, for accuracy and currency of information.
- g) manages the president.balgoniesoccer@gmail.com inbox, responding and delegating as appropriate in a timely manner, and communicating Association matters via this e-mail address.
- h) creates and maintains any documentation, procedures, and external contact information needed to perform the duties of the President, and for the purpose of succession planning.

II. Registrar:

- a) sets up registration parameters within TeamLinkt (categories, age groups, fees, additional information) as determined by the Board
- b) opens and closes registration on the dates agreed upon by the Board
- c) communicates registration information to the Board or appropriate Board Member(s) as needed
- d) monitors website to ensure registration information is accurate and up to date
- e) manages the registrar.balgoniesoccer@gmail.com inbox, responding and delegating as appropriate in a timely manner, and communicating Association matters via this e-mail address.
- f) builds teams, assigns coaches, etc. each pre-season
- g) creates and maintains any documentation, procedures, external contact information needed to perform the duties of the Registrar, and for the purpose of succession planning.

III. Treasurer:

- a) collects and submits registration fees to the Town of Balgonie
- b) collects and submits sponsorship monies to the Town of Balgonie
- c) sets the budget for the Association with the Town of Balgonie

- d) keeps records of proof of Vulnerable Sector Checks for Board Members, coaches and other volunteers, and enters verification and renewal information into central database (i.e. TeamLinkt).
- e) invoices the Town of Balgonie for:
 - i. referee payments (Indoor: end of December, end of season; Outdoor: end of season only)
 - ii. field rentals (if applicable)
 - iii. insurance costs
- f) submits receipts for reimbursement to the Town of Balgonie.
- g) handles transfers, fees, and invoices to be paid, including:
 - i. insurance costs calculating and invoicing community shares of annual insurance costs (per child, based on outdoor season's numbers), payable to the Town of Balgonie
 - ii. billing, or submitting invoices from, TAYSA or Interzone clubs for players transferred to or from Balgonie Soccer
 - iii. billing, or submitting invoices from, TAYSA or Interzone clubs for expenses such as Jamboree, referee, field/facility rental costs, etc.
- h) reports to the Board on the financial standing of the Association.
- i) manages the treasurer.balgoniesoccer@gmail.com inbox, responding and delegating as appropriate in a timely manner, and communicating Association matters via this e-mail address.
- j) applies for grant money to ensure the long-term financial stability of the Association.
- k) creates and maintains any documentation, procedures, external contact information needed to perform the duties of the Treasurer, and for the purpose of succession planning.

IV. Secretary

- a) prepares meeting agendas in collaboration with the President, and records minutes at each Board and Member meeting.
- b) organizes electronic records of the Association in a central database, accessible to all current Board Members. This database may include bylaws, rules, and pertinent Association information, meeting records (last 5 years), sponsorship information, grant information, CRC verifications, etc.
- c) manages the balgoniesoccer@gmail.com inbox, responding and delegating as appropriate in a timely manner, and communicating Association matters via this e-mail address.
- d) monitors the Association's social media account.
- e) co-monitors/edits the website with the President to ensure general information is organized and updated regularly.
- f) creates and maintains any documentation, procedures, external contact information needed to perform the duties of the Secretary, and for the purpose of succession planning.

Members-at-Large

- a) participate and vote in Board and Member meetings.
- b) support fellow Board Members with their official assignments, as needed.

- c) volunteer on the Year-End Jamboree Committee, and any other activities as needed.
- d) promote the interests of the Association, whenever possible.

Additional Roles (may be assigned to any Executive Member or Member-at-Large)

i. Equipment Manager:

- b) prepares team equipment bags for the indoor and outdoor seasons, according to registration numbers and needs
- c) collects equipment from Coaches at the end of the season and ensures all is returned. Reports on any missing or damaged equipment.
- d) keeps inventory of equipment and makes requests to the Board for new equipment as needed.
- e) procures equipment as approved by the Board.
- f) manages the equipment.balgoniesoccer@gmail.com inbox, responding and delegating as appropriate in a timely manner, and communicating Association matters via this e-mail address.
- g) creates and maintains any documentation, procedures, external contact information needed to perform the duties of the Equipment Manager, and for the purpose of succession planning.

ii. Referee Coordinator:

- a) schedules referees and fields for all home games, practices and tournaments.
- b) tracks payment owing to each ref and submits to Treasurer mid-season (indoor only) and at season end (indoor and outdoor).
- c) organizes referee training (league) and orientation (local).
- d) prepares referee bag with ref jersey and required equipment prior to season start; collects bag and equipment at end of each season.
- e) handles referee-related complaints, reporting to the Board as needed.
- f) manages the referee.balgoniesoccer@gmail.com inbox, responding and delegating as appropriate in a timely manner, and communicating Association matters via this e-mail address.
- g) creates and maintains any documentation, procedures, external contact information needed to perform the duties of the Referee Coordinator/Field Manager, and for the purpose of succession planning.

iii. Communications Officer communicates Association matters to Membership and the public as needed, via the following channels:

- Balgonie Soccer website
- social media platforms (Facebook)
- Balgonie's monthly newsletter (Talk of the Town)
- electronic or physical posters/flyers

iv. Rec Board Rep attends quarterly Rec Board Meetings on behalf of the Association and reports back to the Board.

v. Field Manager monitors field availability and conditions

- **Indoor Season:** works with BES to secure gym well in advance of season start; coordinates gym time with other TAYSA communities; oversees open/close procedural requirements; manages volunteer sign-up sheet for open/close and supervision scheduling
 - **Outdoor Season:** checks field conditions prior to games and practices as required; communicates with Board and Town as needed to manage field-related issues and determine cancellations
- vi. **Coach Training Coordinator** organizes coach training sessions prior to each indoor and outdoor season; updates and maintains training materials as needed
- vii. **Disciplinary Manager** handles all disciplinary matters for the association, reporting to the Board as needed; maintains documentation related to disciplinary matters for future reference.
- viii. **Sponsorship Coordinator** secures sponsorship monies, and promotes sponsors as appropriate via field signs, website, etc.; maintains documentation related to sponsorships for renewal purposes.

5. MEETINGS

- I. **Annual Membership Meeting:** The Annual General Meeting (AGM) of the Association shall be held sometime between February 1st and March 15th of each year, as determined by the Board of Directors.
- II. **Regular Board Meetings:** Board meetings will be held as necessary—before, during and at the end of each season—and will be scheduled by the President. Board Members will be given at least five (5) days’ notice.
- i. Board Members should be prepared to report any updates within their role at each meeting. Those with updates who are unable to attend the scheduled meeting may submit a brief written report to the President or Secretary to share out.
 - ii. If either the President or the Secretary is unable to attend, a substitute shall be appointed ahead of time to perform meeting duties.
- III. **Special Meetings:** Special meetings of the Board or Membership shall be held at any time when called by the President or by at least three Directors. Business transacted at special meetings shall be confined to the purposes of the meeting stated in the notice of the meeting. A minimum of 48 hours’ notice must be given to all those eligible to vote at the meeting.
- IV. **Meeting Quorum:** Quorum must be met to pass motions at a meeting. Quorum shall be determined by the number of members present physically, virtually, or on a speakerphone call.
- i. Three Executive members (of President, Secretary, Treasurer, Registrar) *plus one member* shall constitute a quorum at all Board and Membership meetings.
- V. **Voting:** Except as otherwise provided in these bylaws, decisions shall be by vote of a majority of those present (physically, virtually, or on a speakerphone call), and eligible to vote at any meeting at which there is a quorum. Each person eligible to vote shall have one vote.

- i. **Electronic Voting:** From time to time, the Board may need to make decisions between meetings. A majority vote via electronic means (Teams chat, Group message or e-mail) is valid if all Board Members have equal access to the discussion. The decision and date shall be included in the minutes of the following meeting.

6. COMMITTEES

The Board of Directors may create such committees with such powers as it deems wise to have. The President shall appoint persons to chair and serve on those committees, which may include both Board Members and Members of the Association.

7. FISCAL YEAR

The fiscal year of the Corporation shall be from April 1st to March 31st.

8. AMENDMENTS

These bylaws may be amended by a majority vote of the Board of Directors, with Members notified of the amendments at the next AGM.