

## FDSA Terms of Reference

1. The intent of this document is to provide an outline of the tasks and responsibilities of key appointments with the Fredericton District Soccer Association (FDSA). The FDSA's Constitution provides some direction in this regard for some of the appointments. Where appropriate, extracts from the FDSA's Constitution have been embedded within this document and are shown in *italics*.
2. In accordance with Articles 9 and 10 of the FDSA's Constitution, as amended 18 Oct 02, the Board of Directors consists of four (4) Executive Officers, a maximum of fourteen (14) Directors and numerous ex-officio directors, including (but not limited to) a representative from Senior Women, Information & Technology, Past President, FSSL, Community Service and Old Boys. Of the 14 directors, 11 are further elected to serve as chairpersons of set committees.
3. This document provides terms of reference for each of following:
  - a. The Board of Directors,
  - b. The Executive:
    - (1) President,
    - (2) Vice-President (Operations),
    - (3) Vice-President (External),
    - (4) Secretary, and
    - (5) Treasurer
  - c. Director of Micro-Soccer
  - d. Director of Mini-Soccer,
  - e. Director of Youth,
  - f. Director of Division I,
  - g. Director of Premiership Soccer,
  - h. Director of Official's Development & Coordination,
  - i. Director of Field Development
  - j. Directors-At-Large, and
  - k. Executive Director

## Terms of Reference

### **The Board of Directors (Article 10)**

4. *A quorum shall consist of 1/3 the total number of Board members. Each member of the Board shall be entitled to one vote with the exception of the President, who shall have a casting vote only.*
  - a. *The Board shall establish such detailed rules and regulations as it deems necessary for the effective operation of the Association and shall have the power to amend such rules and regulations as required from time to time.*
  - b. *The Board shall have the power to suspend, expel, reprimand or otherwise deal with any member who refuses to obey the rulings of the Board, or who has been guilty of unfair or unsportsmanlike conduct, or whose conduct has been detrimental to the game of soccer or to the Association. With respect to the disciplining of players, the Board will act on the advice and recommendations of the Disciplinary Committee established under the rules of the Association and will take all necessary action to enforce the recommendations of the Disciplinary Committee.*
  - c. *The Board may hire an Executive Director and may remunerate the Executive Director in an amount considered appropriate by the Board. The Executive Director shall have no vote, and shall perform such duties as are assigned by the President within the framework of a contract approved by the Board.*
  - d. *The Directors shall attend all General and Board of Directors meetings. They shall be primarily responsible to the area or committee to which they are elected. The Director of Premiership or Division I shall not coach a Premiership or Division I Team unless approved by the Board. Board approval will only be given under extenuating circumstances and as a temporary measure.*

## Terms of Reference

### **The Executive (Article 9)**

- I. *The officers of the Association shall consist of a President, a Vice-President (Operations), a Vice President (External), a Secretary and a Treasurer. These officers shall comprise the Executive and shall be empowered to conduct all business on behalf of the Fredericton District Soccer Association.*
  - a. *A quorum shall consist of any three members of the Executive. Each member of the Executive shall be entitled to one vote with the exception of the President, who shall have a casting vote only.*
  - b. *The Executive shall be elected at the Annual General Meeting and shall remain in office for two years. When possible, the President, the Secretary and the Vice-President (External) shall be elected on years opposite the Vice-President (Operations) and the Treasurer.*
  - c. *The Executive shall have the power to set up such committees as it shall deem necessary and to appoint a Chairperson for each such committee.*
  - d. *The President shall be the Chief Executive Officer of the Association and without limiting the generality of the foregoing shall have the authority and responsibility for administering the affairs of the Association within the policies established by the Board of Directors. The President shall preside at all meetings of the Association and of the Board of Directors. The President shall have no vote except a casting vote at all meetings of the Association. The President may appoint committees and chairpersons, where necessary, and is an ex-officio member of all committees including the standing committees.*
  - e. *The Vice-President (Operations) shall attend all general meetings of the Association, the Board of Directors and participate in committees of which he/she is a member. The Vice-President will act in the absence of the President.*
  - f. *The Vice-President (Operations) will provide program guidance and support to Program Directors where necessary in delivering program requirements, including assisting in the establishment and provision of programs in the absence of a Program Director..*
  - g. *The Vice-President (External) shall serve as the liaison between the FDSA and external agencies and where necessary, serve as the FDSA representative on appropriate committees/boards of external agencies. The external agencies are the Western Region Soccer Association and other soccer clubs in the Fredericton area.*
  - h. *The Secretary shall attend all meetings of the Board of Directors, as well as all Special Meetings of the Association. The Secretary shall keep copies of the minute files.*
  - i. *The Treasurer shall keep full and accurate accounts of receipts and disbursement of funds in books belonging to the Association and shall deposit all monies in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors. The Treasurer shall disburse funds of the Association as may be ordered by the Board of Directors and shall render to the Board an account of all transactions and of the financial condition of the Association. The Treasurer shall prepare an Income Statement and Balance Sheet for the fiscal year ending September 30<sup>th</sup> which shall be submitted at the Annual General Meeting of the Association. The Treasurer shall also present internally prepared financial statements to the Board of Directors. At the discretion of the Board, a review engagement or audited financial statement will be prepared no later than 60 days following the year end in question.*

Terms of Reference

**Director of Micro Soccer**

1. The Director of Micro Soccer is responsible to the Board for the work of the Micro-Soccer Committee and its efforts to organize and deliver the FDSA's Micro Soccer Program to its membership. The Micro Soccer Program encompasses all 4U and 6U division players. In collaboration with the Executive Director, the Director of Micro Soccer is responsible for:
  - a. the establishment of the program's structure and associated rules of play;
  - b. the final approval of the schedule of teams to fields prepared by the Executive Director;
  - c. the assignment of players to teams;
  - d. the recruitment and assignment of coaches and other volunteers to teams;
  - e. the final approval and conduct of special events such as Photo Night and the Year-End Micro Jamboree program prepared by the Executive Director;
  - f. the organization of the pre-season coaches orientation meeting and any special events or items, unique to the program, i.e. letters to parents or program organizational meetings;
  - g. assisting the Executive Director and office staff in thanking volunteers at the end of the summer season;
  - h. assisting the Executive Director and office staff during the registration time period when necessary ;
  - i. problem solving any issues with teams in consultation with the Executive Director;
  - j. the nomination of persons within the program for consideration/receipt of FDSA awards and presentations when applicable
  - k. representing the FDSA at program events (games, related special events, championships, etc.)
  - l. acting as the main liaison between the Micro coaches and the FDSA office staff
  
2. In support of other Directors, officers and the Executive Director, the Director of Micro-Soccer is also responsible to:
  - a. provide articles and input to FDSA newsletters (in support of the Executive Director);
  - b. identify requirements for game officials (in support of the Director of Officials); and
  - c. identify requirements for and assist in the registration of volunteers for coaches training (in support of the WRSA Technical Development Program)

Terms of Reference  
**Director of Mini Soccer**

1. The Director of Mini Soccer is responsible to the Board for the work of the Mini Soccer Committee and its efforts to organize and deliver the FDSA's Mini Soccer Program to its membership. The Mini Soccer Program encompasses all 8U and 10U division players. In collaboration with the Executive Director, the Director of Mini Soccer is responsible for:
  - a. the establishment of the program's structure and associated rules of play;
  - b. the final approval of the schedule of teams to fields prepared by the Executive Director;
  - c. the assignment of players to teams;
  - d. the recruitment and assignment of coaches and other volunteers to teams;
  - e. the final approval and conduct of special events such as Photo Night and the Year-End Mini Jamboree program prepared by the Executive Director;
  - f. the organization of the pre-season coaches orientation meeting and any special events or items, unique to the program, i.e. letters to parents or program organizational meetings;
  - g. assisting the Executive Director and office staff in thanking volunteers at the end of the summer season;
  - h. assisting the Executive Director and office staff during the registration time period when necessary ;
  - i. problem solving any issues with teams in consultation with the Executive Director;
  - j. the nomination of persons within the program for consideration/receipt of FDSA awards and presentations when applicable
  - k. representing the FDSA at program events (games, related special events, championships, etc.)
  - l. acting as the main liaison between the Mini coaches and the FDSA office staff
  
2. In support of other Directors, officers and the Executive Director, the Director of Mini Soccer is also responsible to:
  - a. provide articles and input to FDSA newsletters (in support of the Executive Director);
  - b. identify requirements for game officials (in support of the Director of Officials); and
  - c. identify requirements for and assist in the registration of volunteers for coaches training (in support of the WRSA Technical Development Program)

## Terms of Reference

### **Director of Youth**

1. The Director of Youth is responsible to the Board for the work of the Youth Soccer Committee and its efforts to organize and deliver the FDSA's Youth Soccer Program to its membership. The Youth Soccer Program encompasses all Division II 12U, 14U, and 16/18U. In collaboration with the Executive Director, the Director of Youth Soccer is responsible for:
  - a. the establishment of the program's structure and associated rules of play;
  - b. the final approval of the schedule of teams to fields prepared by the Executive Director;
  - c. the assignment of players to teams;
  - d. the recruitment and assignment of coaches and other volunteers to teams;
  - e. the final approval and conduct of special events such as the Youth Kick-Off Jamboree, and the Youth Year-End Tournament prepared by the Executive Director;
  - f. the organization of the pre-season coaches orientation meeting and any special events or items, unique to the program, i.e. letters to parents or program organizational meetings;
  - g. assisting the Executive Director and office staff in thanking volunteers at the end of the summer season and be involved in the medal presentation to team winners;
  - h. assisting the Executive Director and office staff during the registration time period when necessary;
  - i. problem solving any issues with teams in consultation with the Executive Director;
  - j. the nomination of persons within the program for consideration/receipt of FDSA awards and presentations when applicable
  - k. representing the FDSA at program events (games, related special events, championships, etc.)
  - l. acting as the main liaison between the Youth coaches and the FDSA office staff
  
2. In support of other Directors, officers and the Executive Director, the Director of Youth Soccer is also responsible to:
  - a. provide articles and input to FDSA newsletters (in support of the Executive Director);
  - b. identify requirements for game officials (in support of the Director of Officials); and
  - c. identify requirements for and assist in the registration of volunteers for coaches training (in support of the WRSA Technical Development Program);

## Terms of Reference

### **Director of Division I Soccer**

1. The Director of Division I Soccer is responsible to the Board for the work of the Division I Soccer Committee and its efforts to organize and deliver the FDSA's Division I program to its membership. The Division I Soccer Program encompasses all of the teams registered to participate in the West Region Soccer League. In collaboration with the Executive Director, the Director of Division I Soccer is responsible for:
  - a. the establishment of the program's structure and associated rules of play;
  - b. the scheduling of teams although the final approval of scheduling teams to field is done by the Executive Director;
  - c. overseeing the Division I team try-outs;
  - d. serve as a member of the Division I Coaching Selection Committee;
  - e. in consultation with the Division I coaches, oversee the nomination of persons within the program for consideration/receipt of FDSA awards and presentations.
  - f. preparing and presenting program details at the Competitive Parent Information Session;
  - g. organizing and hosting a pre-season coaches meeting;
  - h. organizing and hosting a pre-season managers meeting;
  - i. acting as the main liaison between the Division I coaches and the FDSA office staff;
  - j. ensuring all teams prepare and submit a pre-season and year-end team budget;
  - k. representing the FDSA at program events (games, related special events, championships, etc.);
  - l. problem solving any issues with teams in consultation with the Executive Director;
  - m. assisting the Executive Director in planning and preparation of Year-End competitive banquet.
  - n. Coordinate year-end evaluation of the coaches;
  - o. Prepare a report for presentation at the FDSA Year-End Planning Session (and inclusion in the annual book of reports for the FDSA AGM).
  
2. In support of other Directors, officers and the Executive Director, the Director of Division I Soccer is also responsible to:
  - a. provide articles and input to FDSA newsletters (in support of the Executive Director)
  - b. identify requirements for game officials ( in support of the FDSA office staff)
  - c. identify requirements for and assist in the registration of volunteers for coach's training (in support of the WRSA Technical Development Program);

## Division I Team Coaches' Selection Committee

### Role

1. The role of the Division I Team Coaches' Selection Committee is to work collaboratively to identify, recruit, select, develop and evaluate coaching staff in support of the FDSA's Division I Soccer Program.

### Composition

2. When necessary, there is a standing committee chaired by the Director of Division I Soccer. Members of this committee include a minimum of three members, one of whom must include the FDSA Director of Division I Soccer and two (2) others as appointed by the FDSA Board.
3. In the interest of eliminating conflicts of interest, members of this committee are required to recuse themselves from discussions and deliberations related specifically to the coaching staff of a team for which their child/children are eligible to play.
4. This committee must strive for a balance of both male and female members. Each member must have some familiarity with competitive sports.

### Tasks

5. The tasks of the committee are outlined below. This list may be expanded or contracted, as required by the FDSA's Board of Directors.
  - a. Identify and recruit suitable candidates to offering their services as coaching staff for FDSA select teams. This includes, but is not limited to, advertising via multi-media outlets;
  - b. Conduct interviews and/or discussion sessions to determine the suitability of all volunteers to fill positions on the various teams;
  - c. Select those they deem most suitable for the appropriate teams and forward their subsequent recommendations to the FDSA Board of Directors, for approval, no later than the regularly scheduled board meeting in February of the year;
  - d. Ensure those coaches approved by the Board are aware of and supportive of the FDSA's Division I Team Program Policy (Policy No.002);

## Terms of Reference

### **Director of Premiership Soccer**

1. The Director of Premiership Soccer is responsible to the Board for the work of the Premiership Soccer Committee and its efforts to organize and deliver the FDSA's Premiership Soccer Program to its membership. The Premiership Soccer Program encompasses all teams registered to participate in the NBSL Premiership Division leagues. This includes, but is not limited to:
  - a. the establishment of the program's structure and associated rules of play;
  - b. the scheduling of teams although the final approval of scheduling teams to field is done by the Executive Director;
  - c. overseeing the Premiership team try-outs;
  - d. serve as a member of the Premiership Coaching Selection Committee;
  - e. in consultation with the Premiership coaches, oversee the nomination of persons within the program for consideration/receipt of FDSA awards and presentations.
  - f. preparing and presenting program details at the Competitive Parent Information Session;
  - g. organizing and hosting a pre-season coaches meeting;
  - h. organizing and hosting a pre-season managers meeting;
  - i. acting as the main liaison between the Premiership coaches and the FDSA office staff;
  - j. ensuring all teams prepare and submit a pre-season and year-end team budget;
  - k. representing the FDSA at program events (games, related special events, championships, etc.);
  - l. problem solving any issues with teams in consultation with the Executive Director;
  - m. assisting the Executive Director in planning and preparation of Year-End competitive banquet.
  - n. complete formal evaluations for all appointed coaching staff as required, not less than once, within 4 weeks of the teams last official game;
  - o. Prepare a report for presentation at the FDSA Year-End Planning Session (and inclusion in the annual book of reports for the FDSA AGM).
  
2. In support of other Directors, officers and the Executive Director, the Director of Premiership Soccer is also responsible to:
  - a. provide articles and input to FDSA newsletters (in support of the Executive Director);
  - b. identify requirements for game officials (in support of the Director of Officials);
  - c. identify requirements for and assist in the registration of volunteers for coach's training (in support of the WRSA Technical Development Program);

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### **Premiership Team Coaches' Selection Committee**

#### Role

1. The role of the Premiership Team Coaches' Selection Committee is to work collaboratively to identify, recruit, select, develop and evaluate coaching staff in support of the FDSA's Premiership Soccer Program.

#### Composition

2. This is a standing committee chaired by the Director of Premiership Soccer. Members of this committee include a minimum of three members, one of whom must include the FDSA Director of Premiership Soccer and two (2) others as appointed by the FDSA Board.
3. In the interest of eliminating conflicts of interest, members of this committee are required to recuse themselves from discussions and deliberations related specifically to the coaching staff of a team for which their child/children are eligible to play.
4. This committee must strive for a balance of both male and female members. Each member must have some familiarity with competitive sports.

#### Tasks

5. The tasks of the committee are outlined below. This list may be expanded or contracted, as required by the FDSA's Board of Directors.
  - a. Identify and recruit suitable candidates to offering their services as coaching staff for FDSA select teams. This includes, but is not limited to, advertising via multi-media outlets;
  - b. Conduct interviews to determine the suitability of all volunteers to fill positions on the various teams;
  - c. Select those they deem most suitable for the appropriate teams and forward their subsequent recommendations to the FDSA Board of Directors, for approval, no later than the regularly scheduled board meeting in February of the year;
  - d. Ensure those coaches approved by the board are aware of and supportive of the FDSA's Premiership Team Program Policy (Policy No. 003);

Terms of Reference

**Director of Officials Development and Coordination**

1. The Director of Official's Development and Coordination is responsible to the Board for the work of the Officiating. This includes, but is not limited to:
  - a. the scheduling of Officials Development Clinics;
  - b. the recruitment of Officials for FDSA Programs;
  - c. the development and maintenance of an FDSA Officials database;
  - d. liaison with the New Brunswick Soccer Referees Association (NBSRA); and
  - e. the development and implementation of an FDSA Officials Mentoring Program (in conjunction with the NBSRA).
  
2. In support of other Directors, officers and the Executive Director, the Director of Officials Development and Coordination is responsible to:
  - a. work with the Treasurer and Executive Director in developing policies, procedures and forms for their area in order to ensure the provision and maintenance of accurate and useful information (financial and otherwise) for referee payments.

Terms of Reference

**Director-At-Large**

1. A Director-At-Large is a voting individual who has been invited by the Board to participate in its work and goings on for a predetermined reason. The reasons may vary but are typically grouped into one of three key areas:
  - a. to perform a specific task with a specific duration which falls outside of the generally accepted areas of responsible of another board member; or
  - b. to provide advice and perspective to the Board's general deliberations due to a unique perspective the individual might possess.
  - c. as a Director to participate in Board and general meetings.

## Terms of Reference

### **Executive Director**

1. As laid-out in the current contract for employment, the Executive Director is responsible for:

a. Planning and Leading:

In conjunction with the Board of Directors

- Facilitate the planning and evaluation of all programs and services offered by the Association in order to ensure the Association is achieving its program and service goals, objectives and Guiding Principles as identified in the FDSA Strategic Plan
- Initiate periodic strategic discussion as well as an annual review on behalf of the Board, using results of surveys and direct feedback from the membership;
- Communicate the Board vision and goals to stakeholders and the public;
- Assist in the development of policies and ensure that all policies and procedures are consistent with the Board's vision and goals;
- Actively seek and recommend to the Board new directions, programs and services that can be offered by the Association;
- Actively seek out and develop strategic partnerships with community groups, associations and government departments with a view of furthering soccer in the Fredericton area;
- As requested, provide information/clarification to the Association on proposed projects and strategies;
- Aid in the creation of communications and public relation plans;
- Take responsibility for maintaining his or her own professional competence; and
- Report on all such planning and leading duties and responsibilities to the Board, as appropriate.

b. Management and Administration

- Organize and control the FDSA's office and all documents and information pertaining thereto in an efficient and effective manner;
- Oversee the hiring of all summer and part time FDSA staff and provide training, direction, supervision and assignment of duties and evaluation for these staff;
- Provide overall control, direction and evaluation of physical assets of the FDSA;
- In conjunction with the FDSA Treasurer assist the FDSA Board in ensuring efficient and effective control, direction and recording of funding, expenditures and revenue generation to ensure long term viability of FDSA; and
- Report on all such management and administrative duties and responsibilities to the Board as appropriate.

c. Program Support

- Assist the FDSA Board in developing programs and services that ensure membership and community needs are met;

- Represent the FDSA to its members and affiliations in a professional and courteous manner;
- Assist in the development and continued use of the FDSA work plan and evaluate and monitor progress of the work plan;
- Assist the FDSA Board in attracting, training, supervising and retaining volunteers;
- Report on all such program support duties and responsibilities to the Board as appropriate.

d. Sponsorship

- Assist the FDSA Board in developing and implementing realistic, ambitious and effective sponsorship plans and activities.
- Assist the FDSA Board in developing realistic and effective fundraising plans and activities.
- Assist the FDSA in establishing positive relationships with corporate, government and public sponsors; and
- Report on all such fundraising and sponsorship duties and responsibilities to the Board as appropriate.