

# **Governance Model of the Eastern Ontario District Soccer Association (EODSA)**

February 2006



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## **EODSA Board:**

1. Is the governing body of the Association;
2. Will manage the affairs of the Association;
3. Will operate on the principle of collegial responsibility and accountability;
4. Requires full compliance with the EODSA Non Disclosure/Confidentiality Agreement;
5. Subject to 3 and 4 above will operate on the basis of:
  - mutual respect;
  - openness on the disclosure of information;
  - equality of treatment for Members;
  - inclusiveness;
  - Roberts Rules;
6. Requires full compliance with the Ontario Soccer Association Conflict of Interest Policy;
7. May authorize the creation of sub or ad hoc Committees of the Board or Main Committees as required;
8. Approve the conditions under which all sub or ad hoc Committees will function.

## **Committee Structure:**

- All Committees will be subject to the same generally applicable terms as those established for the Board.
- All Committees will report and be subject, to oversight by the Board.
- Committees will meet as requested by the Board, at the call of the Chair, or upon request of the assigned Staff Member or a majority request of the Members.
- Committees will make recommendations to the full Board by way of Requests for Decision (RFD).
- Each Committee will have at least 1 assigned Staff Member to provide administration support to the Committee and undertake such work as may be required to meet its objectives.
- It is the Boards expectation that to ensure consistency and corporate knowledge work arising from Committee deliberations will normally be conducted by the assigned Staff Member.
- All Committee recommendations will be by consensus.
- Committee Chairs, with the exception of the President, may Chair only 1 Committee.
- The President will hold semi-annual meetings of Committee Chairs to review and revise Committee work and assignments.
- The President Chairs the Board and Executive Committee and is an ex officio Member of all Committees.
- The Secretary will be responsible for all material pertaining to the operation of the full Board and will be the keeper of the Corporate Seal.

### **a) Executive Committee:**

1. Will be responsible for overseeing the maintenance of the governance of the Association (By-Laws, Rules, & Regulations, Strategic Planning and Policy), setting the terms and conditions of employment of Association Staff including performance evaluation; approving the purchases of



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goods and services to support the Association including executing all contracts on behalf of the Association; ensuring the day-to-day administration of the Association and taking those decisions deemed necessary for the well running of the Corporation;

2. Will be composed of the Officers of the Corporation;
3. Will be Chaired by the President;
4. Will oversee the finances of the Association;
5. The Executive Committee is authorized to spend funds up to \$5,000 for any one-time acquisition of goods or services without an RFD or prior Board approval subject to advising the Board at the first opportunity after the event. This is a privilege and to be used as an exceptional authority.

#### **b) Facilities and Infrastructure:**

1. Will be responsible for developing and maintaining an inventory of the fields and facilities within the District, for developing and maintaining a blueprint for future development; liaison with the municipal officials within the District; for the preparation of any grant requests for funding for facility or field development;
2. Will be composed of 7 persons of whom 3 will be Board Members and 4 of whom will be community Club representatives;
3. Will be Chaired by an assigned Board Member who shall be an Officer of the Corporation;
4. The Chair will act as the District focal point for ensuring the interests of the local soccer community are reflected within municipal recreational plans.

#### **c) Communications:**

1. Will be responsible for overseeing the maintenance and enhancement of the District website; overseeing the production and issuance of the District annual report and information Newsletters; acting as the Editorial Board of the District; maintaining the Corporate image and identity of the Association; review and coordinate all official requests for partnership or sponsorship.
2. Will be composed of 4 persons whom shall be Board Members;
3. The Chair shall be the Director responsible for Communications;

#### **d) Development:**

1. Will be responsible for overseeing all activities pertaining to Referee, Coaching and Player development within the Association including the management of the approved District Development Plan and administration of the Pyramid-for-Play within the Association; for the preparation of any grant requests for funding of development;
2. Will be composed of 9 persons of whom 4 will be Board Members and 5 will be Club representatives of which 3 will be from Clubs with a Youth program and 2 from Clubs who operate Senior Teams;
3. No single Club may have more than 1 representative;
4. The Chair will be an assigned Member of the Board who shall be the Director responsible for Development;



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5. Other Board Members must include the Directors responsible for Youth and Senior Operations;
6. The Committee may select a Vice-Chair from the Club representatives;
7. The District Referee Coordinator and District Technical Director will be ex officio Members.

**e) Membership and Registration:**

1. Will be responsible for all matters pertaining to Membership of the Association and in the Association including the terms and conditions of Membership; overseeing the application of all published rules relating directly to Membership and registration requirements including making recommendations on Membership; overseeing the administration of registrants; ensuring day-to-day coordination with Member Clubs on Membership; reviewing and making recommendations on the Terms of League operations; maintaining the official record of Members and related voting rights; and overseeing the ID card Project;
2. Will be composed of 4 persons all of whom shall be Board Members;
3. The Chair shall be the Director responsible for Membership and Registration.

**f) Operations:**

1. Will be responsible for all programs administered by the Association; overseeing Discipline directly administered by the Association and monitoring Discipline where delegated; overseeing the approval and operation of all competitions within the Association including the Ontario Cup; and liaising with Member Clubs and Leagues to develop additional value-added services, products and programs not within the purview of the other Committees; and for the preparation of any grant requests for funding for such programs, products or services;
2. Will be composed of 4 persons of whom all will be Board Members;
3. The Chair shall be the Director responsible for Operations;
4. Individual Members shall however include the Directors responsible for Discipline and Competitions;
5. The Chair may add up to 3 persons from the Member Clubs as ex officio Members.

**Staff:**

- Are the most important asset of the Association and will be treated fairly, equitably and with respect;
- Represent the ongoing corporate learning and knowledge;
- Are expected to be the experts on the published rules, act as the main point of contact with the OSA on interpretations of the published rules, and are expected to bring to the attention of Board Members the breach actual or potential by the Board of the published rules.
- Staff are to be responsible for all correspondence, documentation, RFDs for those Committees to which they are assigned.
- Direct report Staff are responsible and accountable to the President for their day-to-day employment in his/her "supervisory" role as the CEO of the Corporation. This includes seeking authorization for absences from work, authorization of leave or additional hours of work, authorization of travel or special authorization for other employment instances that may arise.



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- Those Staff with supervisory responsibility must ensure that the same supervisory roles are fulfilled with their subordinates.
- Performance Evaluation will be done annually by the Executive Committee (normally on/around the anniversary date of the commencement of employment) with written input from the Committee Chairs.

### **Requests for Decision (RFDs):**

- The Business of the Board and the work of Committees will be governed by the use of RFDs.
- Committees will normally be required to consider matters requiring RFDs in the first instance although individual Board Members, Staff or Association Members can in exceptional circumstances request the President to have an RFD tabled with the Board.
- RFDs are governed by the companion RFD procedure but as a minimum are required whenever there is:
  - A question of substantive policy;
  - A need to deviate from an existing procedure or published rule;
  - A matter relating directly to a negative impact on a Member;
  - Committee recommendations;
  - Financial expenditure approval.



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## Proposed re-alignment of “portfolios”

(Note: Individual Board Members will retain assigned titles except as may require adjustment based on Committee Chair assignments. For example Ian Duncanson would be known by his elected title of Secretary as well as the Chair of the Facilities and Infrastructure Committee. For further elaboration, Larry Wasslen would for example remain the Director responsible for Youth Operations and Member of the Communications Committee, while Pierre Cantave would remain the Director responsible for Discipline and Member of the Membership and Registration Committee.)

### Executive Committee

Chair: President (Steve Troy)  
Members: First Vice-President (Hani Mokhtar)  
Second Vice-President (Vacant)  
Secretary (Ian Duncanson)  
Treasurer (Dave Parr)  
Staff (when required): Rebecca Farrell /Gillian Troy

### Facilities and Infrastructure

Chair: Ian Duncanson  
Members: Dave Parr  
Vacant-Board Member  
Christine Boothby – Kanata SC  
Paula Preston – Ottawa Fury SC  
Bill Michalopoulos – Ottawa South United  
Vacant-Community Club Representative  
Staff: Gillian Troy

### Communications

Chair: Vacant-Board Member  
Members: Ian Duncanson  
Larry Wasslen  
Vacant-Board Member  
Staff: Rebecca Farrell /Gillian Troy

### Development

Chair: Vacant-Board Member  
Members: Larry Wasslen  
Mehmet Erturk  
Vacant-Board Member  
Vacant-Youth Club Representative  
Vacant-Youth Club Representative  
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Staff: Rebecca Farrell

### Membership and Registration

Chair: Jim Mantle  
Members: Pierre Cantave



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Staff: Mehmet Erturk  
Vacant-Board Member  
Gillian Troy

**Operations**

Chair: Hani Mokhtar  
Members: Pierre Cantave  
Vacant-Board Member  
Vacant-Board Member  
Staff: Rebecca Farrell

**Note: FIFA U-20 World Youth Championship**

The governance of this project is still under development. Stephen Troy will continue as the EODSA point of contact reporting to the Board on status until this has been resolved.