



Governance Standards

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Governance Standards

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1. Club Constitution

The purposes of the Society are:

- (a) To promote and sponsor soccer on a club basis for every person interest in participating in the game.
- (b) To teach sportsmanship and emphasize fair play at all times.
- (c) To teach respect for players, coaches, managers, officials, and spectators at all times.

2. Mission, Vision, Values

Mission Statement of SUSC:

To promote and develop soccer in our community through the delivery of programs in a supportive and inclusive environment in which volunteers, players, coaches, managers, and officials feel welcome and safe and provided with the support necessary to participate in soccer for life at the highest level of competition available for their individual skill level.

Vision Statement of SUSC:

To be more than a soccer club, by being a community leader, providing a safe, inclusive, and welcoming environment for all members to achieve their full potential.

Values of SUSC

- We value and promote fairness and integrity in the delivery of high quality, organized soccer programming.
- We value our inclusive, equitable, diverse, non-discriminatory environment that provides the foundation of our mission to be more than a soccer club.
- We value good governance and compliance with the mandates of our governing bodies and the [Societies Act](#) of BC.
- We value welcoming, respectful, and inclusive [Safe Sport](#) environments through our adoption of the [Universal Code of Conduct \(BC UCC\)](#) and the [Responsible Coaching Movement](#).

3. Bylaws

The Club operated under the Bylaws passed by its members on an annual basis. Bylaws align with the requirements of the Society's Act and the governing bodies, as applicable and will include but are not limited to the following details:

- a) Affiliations
- b) definition of a Surrey United Soccer Club member and categories of members and each of their rights and responsibilities as members
- c) definition of the Board and the Board Member terms and responsibilities and the mechanism in which vacancies are filled and removal occurs
- d) duties of the Board of Directors
- e) Nominations and Election process
- f) Special and Annual Member meeting process and administrative requirements
- g) Bylaws and amendment proposal mechanism
- h) Policy statement

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- i) Indemnification of Board members in their personal capacity
- j) Financial obligations, fiscal year, borrowing powers
- k) Dispute resolution and appeals mechanisms
- l) Dissolution of the organization requirements
- m) Official records statement

4. Board of Directors & Standing Committees

The Board of Directors and the Club's Standing Committees shall operate in accordance with prescribed Terms of Reference as updated annually at the Club Board & Operations meeting.

Standing Committees of the Club shall include at a minimum:

- Finance Committee:
 - Responsible for oversight, forecasting, budget drafts and decision making related to responsible financial management
 - Responsible for establishing financial policies and strategies and financial risk management protocols
 - Responsible for financial reporting, include annual financial review and/or auditing requirements
 - Responsible for grant and government funding reporting, where applicable
 - Responsible for elevating decisions that fall outside the parameters of the Club's procurement policy and Bylaws, specifically supplier procurement and the procurement of any goods or services exceeding \$75,000.00 on an annual basis.
- Governance and Risk Committee
 - Responsible for establishing Club policies
 - Responsible for Club Risk Management
 - Responsible for managing any breaches of the Codes of Conduct and Ethics
- Dispute and Discipline Committee (independent from the Board)
 - Responsible for establishing and monitoring day to day standard of behaviour and addressing disputes or discipline matters that elevate beyond the age-group Vice President and/or Senior Technical Staff
- Appeals Committee (independent from the Board)
 - Responsible for hearing any making decisions on disputes elevated by a member beyond the Dispute and Discipline Committee in appeal of a decision made by that committee
- Nominations Committee
 - Responsible for ensuring the Board of Directors is composed of qualified and skilled persons qualified and committed to providing effective governance leadership to the Club
 - Responsible for using best efforts to put methods and means in place to attract candidates for the Board that represent diversity and specific skills and attributes beneficial to serving the Club and meeting eligibility requirements as set forth in the Bylaws and other requirements that may arise from time to time beneath the Society's Act or other governing bodies of the Club

5. Conflicts of Interest

Board Members, Standing Committee Members and Contractors are bound to act honestly, in good faith and in the best interest of the Club. All potential, perceived, and actual conflicts of interest and the appearance of conflicts of interest are to be avoided wherever possible to ensure the values of the Club are consistently upheld. Each of the Club's Board Members, Standing Committee Members and Contractors are required to acknowledge having read both the BC Soccer Association ("BCSA") and Canada Soccer Association ("CSA") Conflict of Interest Policies and to sign a Conflict of Interest Disclosure Statement upon their election, appointment, or retention with the Club.

A conflict of interest arises when a Club Board Member, Standing Committee Member or staff member has personal interest which interferes (or may be perceived as interfering) with the duties and best interests of the Club directly or indirectly.

No Board Member or Standing Committee Member may hold a position with an organization with whom the Club does business. No Board members may receive any remuneration or any honorarium from the Club at any time during their tenure with the Board.

Requirements of sections 27 and 28 of the *Societies Act* include the requirement for the Club's Board Members, Standing Committee Members and Contractors to, at a minimum:

- Identify conflict (perceived, potential or actual)
- Disclose existence of any perceived, potential or actual conflict to the Board of Directors
- Do not vote on a decision where a conflict has been identified

Board Members, Standing Committee Members and Contractors are responsible for informing the President if any circumstances change with respect to perceived, potential, or actual conflicts, and to amend their Conflict of Interest Statement (Appendix A) to reflect such change. The Club will retain signed copies of all Conflict of Interest Statements on file. Failure to identify and communicate any perceived, potential or actual conflict of interest may result in removal from the held position at the discretion of the Board.

All disclosures of any perceived, potential or actual conflict of interest shall require a vote by the Board of Directors as to whether or not:

- A conflict of interest exists
- Whether the perceived, potential or actual conflict of interest is acceptable
- If the perceived, potential or actual conflict of interest is acceptable, what the best action is to mitigate the conflict in the most appropriate manner and in accordance with guidance provided by the BCSA and CSA, as appropriate

6. Whistleblower

The Club has adopted the Universal Code of Conduct (UCC) and the following resources are provided to members for reporting of behaviours that do not align with the UCC. These resources will be continually updated and posted on the Club website for member reference.

7. Safety

The Club is committed to safety and effective risk management processes and procedures that align with the Club's mission, vision and values and requirements of its governing bodies. Criminal Record Checks and Respect in Sport compliance is priority for all those working with Club players. Respect in the workplace among operations and club contractors is promoted through the adoption of Respect in the Workplace training and certification.

8. Strategic Plan

The Club will renew its strategic plan every 3-5 years and align its policies and procedures with the plan to meet or exceed the direction detailed in this plan. The financial security of the Club will be maintained through good governance and financial planning, meeting or exceeding an operating reserve that is aligned with similar, non-profit, youth sports organizations and best practices and the requirements under the Societies Act of BC.

9. Administration & Cyber Security

The Club always has a duty to maintain all Club-official documentation in a professional and careful manner. The Club recognizes that many of its Board members, Standing Committee members and Club contractors create and maintain Club documents in a variety of ways and on a variety of different platforms (i.e., personal hard drive or computer, personal cloud computing drives).

The Club shall maintain a formal cloud computing system that is maintained within Canada and compliant with Canadian privacy laws. The Club will maintain cyber security protocols in its transactions, financial or otherwise and maintain appropriate insurance coverage for cyber incidents that may impact the Club.

Documents related to Club financial and regulatory audits and society governance, will be retained for no less than seven (7) years or other requirement set forth by applicable government regulations.

10. Club Policies

The Club will maintain, at a minimum, annually reviewed policies related to the following:

- a) Illness Policy
- b) Child Safety and Welfare
- c) Anti Doping
- d) Disputes, Discipline & Appeals
- e) Personal Information Privacy
- f) Social Media
- g) Codes of Conduct and Ethics
- h) Refund and Collections
- i) Uniform and Apparel
- j) Procurement & Investment
- k) Conflict of Interest