



# ALBERTA SOCCER ASSOCIATION

*The Governing Body of Soccer in Alberta*

9023 111 Avenue  
Edmonton, AB T5B 0C3

Ph: 780 474 2200  
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## Governance Policy on Authorization

The purpose of this policy is to define the responsibilities of the ASA Affiliated Members, ASA Board of Directors and ASA Administration in regards to approval of By-laws, Governance Policies, Rules & Regulations, Standards, Guidelines and other key documents utilized by the ASA.

### Parties of Authority

**Affiliated Members** – The voting members of the ASA Membership, Regular Members & Associate Members as defined by the ASA By-laws.

**Board of Directors** – The elected & appointed Directors to the ASA as defined by the ASA By-laws.

**Administration** – Full-time, part-time and contracted employees of the ASA under the guidance of the ASA Executive Director as defined by the ASA By-laws.

### Document Levels

**By-laws** – Affiliated Member controlled document guiding the actions of the ASA Members.

**Governance Policies** – Affiliated Member & Board of Directors controlled document(s) directing the governance structure of the ASA.

**Rules & Regulations** – Affiliated Member & Board of Directors controlled document(s) directing governance & operational matters of the ASA.

**Standards** – Board of Directors controlled document(s) directing governance & operational matters of the ASA.

**Guidelines & Other Documents** – Board of Directors & Administration controlled document(s) guiding operational matters of the ASA.



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## Governance Document Precedence and Approval Procedure

1. As defined in the ASA By-laws Article 1.d the Governance Documents Precedence for the ASA must be;
  - a. Societies Act RSA 2000, c S-14 as amended from time to time
  - b. Objectives
  - c. By-laws
  - d. Governance Policies
  - e. General Rules & Regulations
2. Any document not listed in this policy must be brought to the attention of the Affiliated Members for review of its place in the Governance Document Precedence before being approved for implementation by the ASA Members.
3. All amendments to documents listed under the control of any Parties of Authority in this policy must be distributed to the Affiliated Members a minimum of 30 days prior to coming into effect for the ASA.

## Documentation

1. By-laws & Objects
  - a. Authority as defined by Article X of the ASA By-laws.
2. Governance Policy
  - a. Authority as defined by Article XI of the ASA By-laws
  - b. Documents
    - i. Governance Policy on Authorization
3. Rules & Regulations
  - a. Authority as defined by Article XI of the ASA By-laws
  - b. Documents
    - i. Rules & Regulations
    - ii. Rules & Regulations on Membership
    - iii. Rules & Regulations on Discipline & Appeals
    - iv. Rules & Regulations on Harassment
    - v. Rules & Regulations on Membership Fees
    - vi. Rules & Regulations on Competitions – Provincials
    - vii. Rules & Regulations on Player Movement
    - viii. Rules & Regulations on Conduct at Meetings
    - ix. Rules & Regulations on Referees



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#### 4. Standards

- a. Authority to the Board of Directors
- b. Passed by resolution of the Board of Directors as defined by Article IV.8.d of the ASA By-laws.
- c. Documents
  - i. Privacy Standards
  - ii. Concussion Management Standards
  - iii. Financial Control Standards
  - iv. Board of Directors Code of Conduct Standards
  - v. Board of Directors Conflict of Interest Standards
  - vi. Membership Volunteer Screening Minimum Standards

#### 5. Guidelines & Other Documents (Board of Directors)

- a. Authority to the Board of Directors
- b. Passed by resolution of the Board of Directors as defined by Article IV.8.d of the ASA By-laws
- c. Documents
  - i. Annual Budget
  - ii. ASA Strategic Plan
  - iii. Standing & Program Committee Terms of Reference
  - iv. Board of Directors Orientation & Assessment Manual
  - v. Administration Human Resources Manual
  - vi. ASA Program Fees Schedule

#### 6. Guidelines & Other Documents (Administration)

- a. Authority to the Administration
- b. Passed by approval of the ASA Executive Director
- c. Documents
  - i. ASA Annual Operational Plan
  - ii. Air Quality Control Guidelines
  - iii. Camp & Academy Endorsement Guidelines
  - iv. ASA Sales Fees Schedule