



**NELSON REGIONAL
SPORTS COUNCIL**

**HANDBOOK
2008-09**

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Purpose of the Nelson Regional Sports Council Handbook

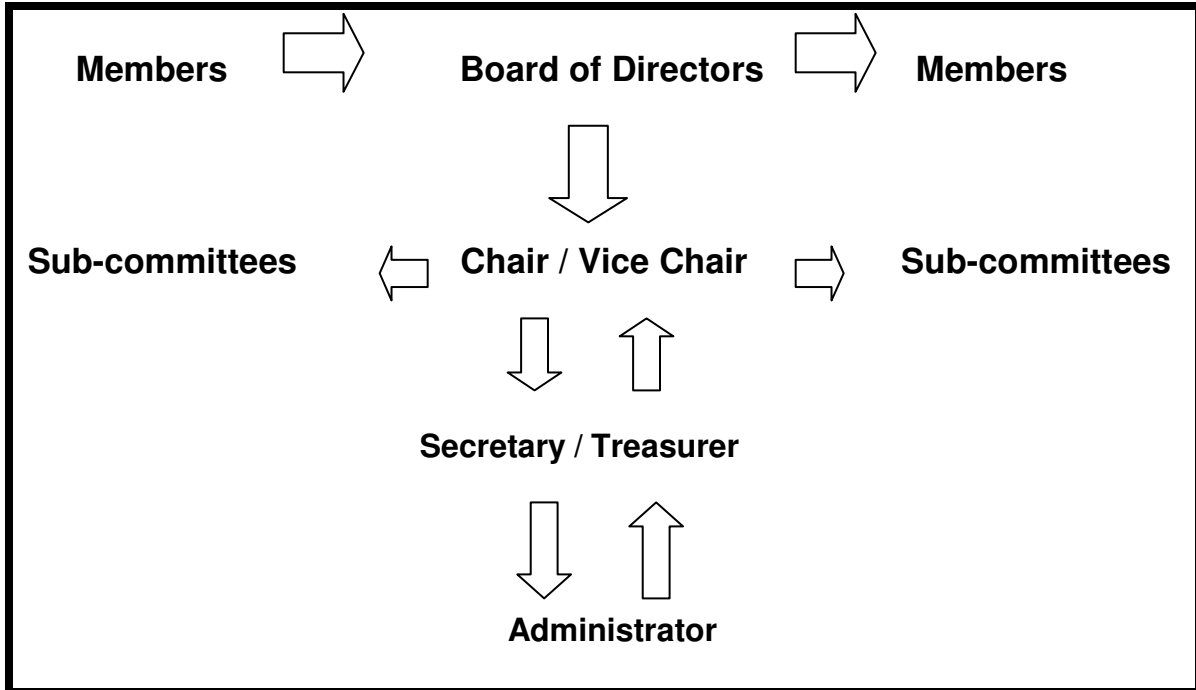
This handbook gives general information regarding the role and responsibilities of the Nelson Regional Sports Council (NRSC) and its Board Members. The intention is that by being constantly updated it will serve as a useful guidance and risk management tool for successful succession performance of Directors in the management and operations of the NRSC.

History of the Nelson Regional Sports Council

Recognizing the need for a local sport coordinated effort, a group of volunteers established the NRSC in 1999 in hopes of pooling ideas, expertise, and resources. The intent was to collaborate, coordinate, and lobby on behalf of the needs of all the local sport groups. To date, this group has been successful in keeping to that vision by being instrumental in securing new facilities such as the Lakeside Park playing fields and the Nelson & District Community Complex. In 2005, the NRSC applied for and was granted a License to occupy the Civic Arena, and now operates that facility on behalf of all ice user groups. Over the years modest financial support to local athletes and various community members has also been offered in the form of scholarships or donations.

NELSON REGIONAL SPORTS COUNCIL

Organizational Chart



Mission Statement

The purpose of the Nelson and Regional Sports Council is to bring together and support sport groups in the Nelson region for community harmony, health, and prosperity.

Statement of Principles

We value a healthy and physically active community.

We believe accessibility to sport, be it physical, financial or otherwise, should be available to all community members and *in particular our youth*.

We believe that good quality facilities, the development of sport tourism, and community sport coordination are fundamental elements in providing accessibility.

We believe that community collaboration in the spirit of cooperation is key to fulfilling our mission.

The Objectives of the NRSC

Act as a group that represents, advocates, and lobbies on behalf of the sporting community for the good of the whole community.

Act as a central communications body for the sporting community.

Act as a funding agent when necessary with the purpose of forwarding the interests of sport participation of local members.

Act as a sport community resource that provides information and sport organizational support when necessary.

Risk Management

Note: Interpreted and summarised with reference to: Risk Management—A Guide for NonProfit and Charitable organizations by Nicole Bertrand and Lyn Brown (2006).

- Risk Management for non-profit or charitable organizations is simply any procedure or practice that the organization can use to reduce exposure to liability;
- The common areas of exposure to risk are usually found in the seven key areas of fraud, misuse of funds, tax liabilities, potential loss of non-profit or charitable status, investments, fundraising activities, and the loss of physical assets;
- The best way to control risk in these areas is to develop and use effective internal controls. Although they will not entirely eliminate the risk of financial liability, risk management procedures can reduce the exposure to an acceptable level;
- Practices such as obtaining insurance coverage for volunteers may need consideration while developing board orientation and training materials and implementing policies and procedures that protect the organization are in part the purpose of this handbook;
- As part of the annual board orientation potential liability issues should be considered. A review of the upcoming years' objectives would provide the rationale for choosing the appropriate protection. This may be as simple as updating bylaws and policies, or an in depth strategy of developing a volunteer training program or perhaps implementing insurance coverage for over all protection;
- If “Money, Goods and Services” are the resources to be protected it is the NRSCs “services” that need attention. Services are the programs and activities the organization offers the membership.

NRSC BYLAWS September 2006

Mission

The purpose of the Nelson and Regional Sports Council is to bring together and support sport groups in the Nelson region while pursuing community harmony, health, and prosperity.

Objectives

Act as a group that represents, advocates, and lobbies on behalf of the sporting community for the good of the whole community.

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1. 0 INTERPRETATIONS

- 1.1. “Act” means the Society Act
- 1.2. “Board” means Board of Directors
- 1.3. “the NRSC” means The Nelson Regional Sports Council
- 1.4. “Regional” and/or “region” includes the City of Nelson and RDCK Areas of D, E, F, G, and H, I (with other areas included as required)
- 1.5. “Local” or “locally” means anywhere in the said region
- 1.6. “Sport Groups” means the sport associations and their individual athletes

2.0 MEMBERSHIP

2.1 Eligibility

Regular Membership

Membership in the NRSC shall be open to any person, group or business interested in furthering and promoting the NRSC's objectives. Individuals or groups will be recognized as members upon filing of the membership form and payment of the membership fee with the NRSC. In the case of a group or business membership the organization must designate in writing one Authorized Representative and one Alternate Authorised Representative.

Lifetime Membership

The Board, by a majority vote of the Directors, may award Life Membership to any individual who, in the opinion of the Board, has distinguished themselves by some meritorious or public service in furthering the mission of the NRSC or to the sporting community at large.

Life Memberships carry the same rights and responsibilities as Regular Memberships, except that they are exempt from the payment of any Annual Dues and are not entitled to run for a position on the Board.

Honorary Membership

Individuals who have distinguished themselves in public service may be elected an honorary member of the NRSC by a majority vote of the Board. Such membership is for a term of one (1) year but may be extended for an additional year by a majority vote of the Board.

Honorary membership shall include the privileges of regular membership except that of holding office on the Board of Directors and shall be exempt from payment of society dues.

2.2 Fees

Membership dues shall be determined annually by the Board, subject to approval by majority vote of the Members present at a general meeting whenever a change in the previous amount of the annual dues is proposed.

Fees must be paid 30 days prior to the Annual General Meeting.

Membership must be held for a minimum of 30 days prior to Annual General Meeting or Special General Meeting before receiving voting privileges.

2.3 Termination of Membership

Any member wishing to withdraw from membership may do so upon notice in writing to the Board.

Any member upon a two-thirds vote of all members of the NRSC in good standing in attendance at a properly constituted General Meeting may be expelled from membership for any cause which the NRSC may deem reasonable.

2.4 Register of Membership

The NRSC shall keep a current register of members and their representatives. Only those names that appear on the register are considered members or authorized representatives.

3.0 BOARD OPERATIONS

3.1 Directors

The NRSC shall be managed by a board of not more than ten (10) Directors and a Chairperson.

3.2 The Role of the Board of Directors

The role of the Board of Directors is to maintain the operations of the organization in the spirit of trustworthiness, respect, responsibility, fairness, caring, stewardship, and citizenship with the intention of sustaining the organization through continuous development.

3.3 Responsibilities of Board of Directors

Directors are responsible for 1) attending and being prepared for all meetings: monthly, annual general and/or special, and 2) serving on or otherwise contributing to other committees or in the activities of the needs of the NRSC.

3.4 The Role of the Board Chairperson

The role of the Chairperson and Vice-chairperson in the chairperson's absence is to maintain successful operations of the Board of Directors in order to provide sustainability to the organization. The leadership approach suited to this organization and its mission requires a capacity for listening, empathy, understanding, persuasion, conceptualization, foresight, stewardship, a commitment to developing people, and building community.

The potential outcomes result in:

1. objectives continuously identified
2. conflict diffused and resolved
3. awareness of opportunities
4. goals and objectives consistently reached

5. challenges and problems solved
6. goals based on past, present and future
7. decisions made with the interests of all stakeholders in mind
8. strategies for organizational developmental and growth implemented
9. stakeholders are consulted

See Appendix A for more information

3.5 Responsibilities of the Chairperson

The responsibilities of the Chairperson include the following but are not limited to:

Establishing Good Board Process:

- Recognize that the board chair is an important model and sets a tone for the organization;
- Establish a team agreement at beginning of year about how the board will work together; i.e. focus on Mission statement, Organizational values, standards/expectations, code of conduct, roles and responsibilities, protocols, skills inventory, goal setting;
- Start and finish meetings on time;
- Set guidelines for agenda planning:
 - be clear on purpose of agenda items
 - all agenda items should have a proposal for action
 - keep agenda transparent - be direct and honest in all communications
 - make sure support materials and agenda are out in advance of meeting
- Establish guidelines for good meeting behaviour, such as:
 - follow procedures at meetings
 - set time limits on agenda items
 - focus discussions on the big picture -- mission, principles, values and objectives
 - use active facilitation: cut off repeat comments
 - stop discussion if no recommendation or proposal for action is made after time limit has expired
 - hold all directors accountable for being prepared for the meeting and for their behaviour in meetings
 - hold all directors accountable for their responsibilities and duties.
- Clarify committee roles;
- Discuss and agree upon effective communication method for out of meeting discussions / decision making, i.e. email *discussion* ok but email maybe not appropriate for decision making etc.;
- Discuss and agree upon external communication methods; who, when, how is the public addressed;

- Evaluate and acknowledge board and organization's successes and progress, including the work and accomplishments of individual directors or committees;
- Develop and manage a sense of respect between board members, *suggestions* include:
 - call directors before meetings
 - use of e-mails and communications between meetings
 - meet with "problem" board members individually outside of meetings

3.6 Chairpersons Role in times of Strife and Crisis

- Develop a climate of understanding;
- Clarify everyone's role;
- Build unity and a sense of teamwork with the board and between the board;
- Establish and / or reiterate board members' understanding of confidentiality;
- Reinforce the need to speak with one voice—even when there are disagreements;
- Prepare an appropriate response to community when and if necessary;
- Use a non-board member facilitator when necessary.

3.7 Eligibility

Every member in good standing shall have the right to be nominated and elected to the Board after ninety (90) days of holding membership in the NRSC. However, no member who is also an employee of the NRSC shall be entitled to be nominated, elected or appointed as a Director while so employed.

3.8 Election

At the holding of the Annual General Meeting, Directors shall be elected by the members in attendance.

Nominations for Director: Nominations for the position of a Director on the Board are to be submitted in writing by the nominators to the Board of Directors, prior to the date of the Annual General Meeting. Verbal nominations for Director may also be made from the floor at the Annual General Meeting at which the election is held, provided the consent of the nominee is obtained. See Nomination Form page 26.

3.9 Terms

A Directors Term is two years. No director shall serve on the Board of Directors for more than three consecutive terms for a total of six (6) consecutive years of service. The time served on the board shall be counted from the date that the member is *elected* to the board. Filling a vacant board position for the remainder of a term shall not be included in overall time served.

3.10 Executive

The directors shall elect from their number a Chairperson, Vice-Chairperson, and a Secretary/Treasurer. The terms for these offices will be until the conclusion of the next annual general meeting.

3.11 Termination

The office of a director may be terminated in any of the following ways:

1. Voluntarily by the director by delivering a written resignation to all the members of the Executive. The acceptance of any resignation shall not be necessary to make it effective.
2. Automatically upon termination of membership in the NRSC.
3. Missing three Board meetings between successive annual general meetings without 24 hour notice to the chairperson.
4. Involuntarily by special resolution of the membership, with or without cause.

4.0 BOARD MEETINGS

All meetings of the Board of Directors shall be held at a date and time announced to all directors at least one week before the meeting. Regular meetings of the directors shall be held monthly. Special meetings of the directors may be called by the Chair or, alternatively, the Vice-Chair.

4.1 Quorum

The quorum necessary at any meeting of the Board of Directors shall be six (6) of the current directors, present in person or by teleconference or other medium where live communication is possible.

4.2 Actions

Motions arising at any meeting of the Board of Directors shall be decided upon by a majority of votes. The Board of Directors shall decide at its first monthly meeting after the AGM upon an appropriate and acceptable methodology for taking action at meetings and outside of meetings. *For example*, to vote at a monthly board meeting, directors may vote via video or verbally via conference call, OR actions may be permitted without a meeting if written consent via email is obtained.

4.3 Potential conflict of interest

The directors and officers of the NRSC are governed by the disclosure and conflict of interest rules set out in the Act and, in particular, any person who accepts a nomination for election to the Board of Directors will, as soon as feasible but in any event prior to the election, disclose to the membership any personal interest that they may have which might be in conflict with their duty as a director of the NRSC.

5.0 MEETINGS OF MEMBERS

5.1 Annual General Meeting

The NRSC shall hold an Annual General Meeting within sixty (60) days following the end of each fiscal year of the NRSC, at such time and at such place as may be fixed from time to time by the Chairperson of the NRSC. Written notice stating the agenda, any notice of motion for consideration, and the time and place fixed for the holding such Annual General Meeting shall be posted and advertised not less than thirty (30) days prior to the date for such meeting. The members at such Annual General Meeting shall elect the required number of Directors of the NRSC as set forth in these By-Laws.

5.2 Members Business

The members shall conduct such business as may come before the meeting. If the election of Directors is not held on the day designated for any Annual General Meeting or at any adjournment thereof, the Board shall cause the election to be held at a Special Meeting of the members as soon thereafter as practical.

5.3 Special Meeting

A Special Meeting of members of the NRSC may be called by the Chairperson as required. Written notice stating the place, day and hour of any Special Meeting shall be given to each member in the same manner as provided with respect to notice of the Annual General Meeting. The Agenda shall be in the form of written notices of motion of resolutions to be considered. A Special Meeting shall be called by the Chairperson upon receipt of a petition setting forth the reasons for calling such meeting signed by one-third of the members in good standing.

5.4 Quorum

Fifteen of the members entitled to vote and present at the meeting shall constitute a quorum at any SGM/AGM meeting of the NRSC.

6.0 RECORDS

The directors shall ensure that written records are maintained of:

- a. All appointments of officers.
- b. Names of the directors present at each meeting of the directors or committees of the Board of Directors.
- c. A current register of members is maintained, indicating the name, address, and association held.
- d. Minutes of every meeting and resolutions of the NRSC and the Board of Directors.

7.0 FINANCES

The directors shall ensure that financial records for the NRSC are prepared and maintained in accordance with generally accepted accounting practices.

Banking authority is given to the Chairperson, the Secretary/Treasurer, and two appointees at the discretion of the board. Signatures of two out of those four parties are required on every NRSC cheque dispersed.

8.0 COMPENSATION

No Member, Director or committee member may receive any wages, salary, or payment from the NRSC except reimbursement of reasonable expenses incurred in performing his or her duties on behalf of and at the request of the NRSC. Members, Directors or committee members are not prohibited from providing goods and services to the NRSC, or working together with the NRSC for potential profit, provided that such arrangements are competitive and transparent in the circumstances.

9.0 OPERATIONAL POLICIES AND PROCEDURES

- 9.1 Membership Application
- 9.2 Members Requests
- 9.3 Meetings
- 9.4 Scholarship Applications
- 9.5 Disbursement
- 9.6 Database Information

9.1 Membership Application

Policy

Membership in the NRSC shall be open to any person, group or business interested in furthering and promoting the NRSC's objectives. Eligibility for membership is set out in Bylaw 2.1

Membership affords the member the rights and responsibilities of the organization as per the NRSC Bylaws and policies

Procedure

1. Application for membership may be made at any time of year. The membership fee remains the same regardless of timing of application.
2. A membership application form must be completed and submitted annually. See Membership Application Form on page 23.
3. Payment of Annual fees must accompany Membership Application Form.
4. "Group" or "Business" memberships must designate an authorised representative and alternate representative of the organization in application.
5. The NRSC reserves the right to refuse membership in keeping with Bylaw # 2.1 and policy.

9.2 Member Request

Policy

To provide the opportunity to have open and respectful dialog between the members and the Board of Directors.

Procedures

In order to make the Board of Directors available to the membership the following procedures shall be followed:

1. Requests to the Board should be made in writing or by completing the Member Request Form (see page 24) and addressed to the Board and sent to the Secretary/Treasurer who will forward it to the Chairperson.
2. Requests should include as many details as possible, including the purpose, the time requested, and the desired outcome.
3. In order to make a presentation to the Board or to have an issue discussed by the Board, two weeks notice prior to the Board meeting is required.
4. See Member Request Form page 24

9.3 Meetings

Policy

The Board of Directors shall regularly convene in order to conduct the business of the NRSC.

Procedures

1. Monthly meetings shall be held at a set day or date of the month as agreed upon.
2. Special General Meetings shall be held when necessary as set out in Bylaw # 5.3.
3. Annual General Meeting shall be held as set out in Bylaw # 5.1.
4. The following items are to be provided at the meeting by the Secretary/Treasurer and/or administrator:
 - i. **Meeting agenda:** After asking for submissions from the Board of Directors, the Chair shall draw and distribute the meeting agenda no later than one week before the monthly meeting and one month before the AGM. The reason and timing for an extra meeting to be called shall determine the agenda of the Special meeting.
 - ii. **Meeting minutes:** Record of decisions made at past meetings.
 - iii. **Financial report:** Current record of organizations finances.

5. Motions, Debate, and Decisions

In the interest of a healthy debate and decision making process the following Roberts rules of order shall be followed:

Motions:

- i. motions are put on the floor and seconded by a member.
- ii. the chair decides on suitability of motion and releases it to the floor (the motion now becomes “property” of every voting member at the meeting) and discussion and debate may commence.

Amendments to a motion: see Roberts Rules #23 for exact details

- i. may be put on the floor and seconded at any time.
- ii. a friendly amendment may “add, insert, or strike out” certain words in the spirit of the original motion in order to perfect the motion, and requires agreement from the mover and seconder who moved the original motion.
- iii. a *motion* may only be amended once, an *amendment* may only be amended once, i.e. you cannot amend an amended amendment.
- iv. if substantive in nature, debate occurs and a vote is called on whether or not the amendment is applied to the original motion.
- v. if editorial in nature, it can be immediately approved by consensus of all members.

Debate:

- i. a speakers list shall be kept when necessary, for both 1st time and repeat speakers on any particular issue.
- ii. the chair may place any member at the bottom of the speakers list to allow less vocal members to speak.

Voting:

- i. Final vote is held when chairperson deems appropriate (considering need for

- full and meaningful debate, and time required for other issues on agenda).
- ii. To vote at the AGM or SGM a member must be present.

9.4 Scholarships

Policy

The NRSC shall award one Scholarship per year with the purpose of supporting a student to participate in post-secondary education.

1. Current Board and staff members and their families are ineligible to apply.
2. Scholarships shall be awarded by the NRSC to:
 - a. A candidate who has shown worthwhile contributions to sport, as judged by the Scholarship Selection Committee, as an athlete, and/or referee, coach, or club or district administrator.
 - b. Students proceeding from Grade 12 to any university in the province or other secondary institution approved by the Scholarship Selection Committee.
 - c. The Scholarship Selection Committee will not enter into correspondence with any Scholarship applicant or his or her agent. The decision of the Committee is final.
 - d. A candidate must have demonstrated good citizenship, character and leadership.

Procedures

1. Candidates must complete the Scholarship Application Form on page 25 in full and provide all required information in order for their application to be considered.
2. Submit application to applicable High School under the current school policies and deadlines.
3. It is the responsibility of the candidate to ensure that the application is complete and that all required information and documentation is enclosed with the application.
4. Scholarships are conditional, in that the funds will be paid directly to the attending high school until such time as the recipient provides proof that he/she is attending a post-secondary institute approved by the Scholarship Selection Committee.

9.5 Disbursements

Donations, Endowments, Grants, and Services to the Community

Policy

Disbursements made by the NRSC are offered as a Community Service and are given in order to further the interests of the community and/or a community member.

Application for disbursement may be submitted by all regional community members; however, priority will be given to community sport participants and non-profit sport groups.

Recipients being funded by other sources may also apply for a disbursement from the NRSC.

Previous recipients may re-apply and receive subsequent funding.

Recipients are awarded at the discretion of the Board of Directors.

Procedures

Application for disbursement must be made in writing by submitting the Disbursement Application Form on page 28.

9.6 Database (included October 16th 2007)

Policy

To provide and maintain a level of appropriateness in regard to information collected on behalf of the sport groups and individuals that we represent.

Procedures

The information collected from individuals and sport groups for NRSC operations and benefit shall be divided into the following categories; a) non-proprietary, b) proprietary, and, c) confidential

- a) **Non-proprietary** is regular database information including names, addresses and sport and group information. This shall be current information and shall be made public and published wherever the council sees fit to support the NRSC mission. NRSC shall state this intention to the sports groups at the time of gathering the information, whereby, the groups and individuals may refuse all or some of the information for public use.
- b) **Proprietary** information refers to NRSC membership. This information is for NRSC business only and shall not be public information. This includes all information gathered on the membership application forms.
- c) **Confidential** information refers to personal facts that are of a sensitive nature. This shall include (although not limited to) applications for bursaries, scholarships, financial aid of any kind, and Kidsport applications. Only necessary NRSC personnel (board members, sub-committees, and/or staff) making essential decisions shall be privy to the information. The confidential database shall be kept off site and maintained. Exceptions apply only in the case of impropriety that requires further investigation.

10.0 FORMS

Click on Form name to download.

[10.1 Membership Application Form](#)

[10.2 Member Request Form](#)

[10.3 Scholarship Application Form](#)

[10.4 Disbursement Application Form](#)

[10.5 Nomination Form](#)

DIRECTORY of BOARD of DIRECTORS 2008-09

Position	Name	Phone	Email address
Chairperson	Laura Torrans	352 9177 h	l_torrans@yahoo.ca
Past Chair	Roy Heuckendorff	505-3888 cell	royh@telus.net
Secretary-Treasurer	Derek Stefiuk	352 0176 h	dstefiuk@nelsonaccountant.com
Directors at large	Bill McDonnell	825 4264 h	wamcdonnell@hotmail.com
	Bob Canterbury	352 9808 h	devito@telus.net
	Jane Macleod	352-6510 h	Jbcmacleod@aol.com
	Mari Plamondon	354 8265 cell	plummer@telus.net
	Steve Long	505 5183 h	stevelong@telus.net
	Leya Plamondon	352 2867 h	
STAFF	Al May	354 9387	Civic Arena Manager
	Kim Palfenier	352 3989	Office Administrator

YEARLY SCHEDULE

Month	Event / Item	Date scheduled
March	Monthly Meeting AGM - Elections	
April	Monthly Meeting Elect board positions Agree upon decision making methodology (see Bylaw 4.2) New Board Orientation <ul style="list-style-type: none"> ➤ Review mission ➤ Set yearly goals Set budget	
May	Monthly Meeting	
June	Monthly Meeting	
July	Monthly Meeting	
August	Monthly Meeting	
August-September	Organization Development Meetings - Sub-committee	
September	Monthly Meeting Budget review	
October	Monthly Meeting	
November	Monthly Meeting	
December	Monthly Meeting	
January 2007	Monthly Meeting Plan for AGM Strike nominee committee	
February	Fiscal year-end Prepare for AGM Make public notice of AGM Chair prepares yearly report	