

Oakville MCM Soccer Club

Operating Guidelines



Executive Committee
4 October, 2016



Oakville MCM Club Operating Guidelines

The Club's Operating Guidelines have been designed to ensure the effective functioning of the Club, through the development and agreement of processes and controls for the operating requirements of the Club. The document is to provide guidance to the Club's Executive Committee and Members on the procedural requirements for the Club's operations.

Section 1. Sponsorship

- All sponsorship requests must first come into the Club through Executive Committee for assessment and consideration
- The review criteria will be used to determine the benefits and risks of accepting funding for the Club through sponsorships. The Club reserves the right to accept or decline any sponsorship proposal whose values are contrary to those of the Club.
 - Under no circumstances will MCM accept funding for sponsorship from individuals and/or companies that the committee has been deemed inappropriate; and
 - Competes with a current sponsor of the MCM Club, unless approved by the Executive Committee after further review
- Sponsorship must be controlled by having all fundraising/donations (regardless of payment method) as a gift to the Club and presented to Executive Committee
- Sponsors may provide direction as to where they would like the funds applied and how their sponsorship should be demonstrated – but all aspects of the sponsorship request must be pre-approved by the Executive Committee
- A Memorandum of Understanding should be signed by both the approved sponsor and the Club as signatories
- There are 3 categories of sponsors: Gold, Silver and Bronze. Each level has set gift amounts and reflect different levels of exposure and access to the Club. Refer to the MCM Sponsorship Package document.
- Recognition of donors/sponsors is encouraged. Refer to the two MCM Thank You Letter templates located in the Appendix of this document. One letter of appreciation is for tour sponsorship, and one letter of appreciation is for seasonal sponsorship.

Section 2. Team Management

- All players fees must be paid in full by June 30th to remain as a member in good standing with the Club and eligible to play
 - It is coach's obligation to select the players for his team from eligible Club members in good standing
 - Coach's must ensure that their team adheres to and is aware of the Constitution of the Club and the Code of Ethics of the Club and seek to apply them in all aspects of the season
 - Transfer of players between teams' must be agreed in advance by both coaches
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- All coaches are responsible for managing their kits
- It is the coach's responsibility to maintain inventory trackers for equipment and kits every year and submitted at the end of the season to the last Executive Committee meeting
- Players will be required to pay \$40 fee for lost kits or for kits that are not returned to remain in good standing with the Club

Section 3. Tour Operations and Funding

- Club tours are for the benefit of Club members and significant others
 - Tour proposals will be requested at the AGM
 - Tour Committee will be appointed for every Tour. Members of the Tour Committee must be selected by the Executive Committee, and should include members of the Executive Committee
 - Tour Committee must report back to the Executive Committee on progress, risks and challenges of the Tour
 - All disputes will be settled first by the Tour Committee, and then by the Executive Committee if a solution can't be concluded
 - FUND RAISING AT SOCIAL EVENTS must be pre-approved by the Executive Committee
 - Tours are every two years, and location must be voted on by Club members interested in participating – selection of location will be based on majority vote
 - In the event of a tie between the two front runners, a second vote will occur with the two front running locations
 - Individual members are solely responsible for raising the sufficient funds for the Tour based on the budget provided by the Tour Committee
 - Any amount raised in excess of the required funds for the Tour by the Club or Club Member will be distributed to the General pool of funds for the Tour to be applied as per direction from the Tour Committee. Any excess from there will be kept for the next Tour
 - Only players in good standing are allowed to participate in Tours
 - There are two types of Tour fundraising:
 - Tour Sponsorship: 75% of funds raised through a sponsorship will be applied to the individual's Tour fund, up to the maximum of the cost/value of the Tour as established by the Tour Committee, and the excess balance, if any, would be deposited to the Tour pool fund to be used/distributed at the discretion of the Tour Committee
 - Tour Fundraising: 100% of funds raised through a sponsorship will be applied to the individual's Tour fund, up to the maximum of the cost/value of the Tour as established by the Tour Committee, and the excess balance, if any, would be deposited to the Tour pool fund to be used/distributed at the discretion of the Tour Committee
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- Tour Committee is responsible for reviewing any and all Tour fundraising initiatives to ensure they adhere to the Constitution and Code of Ethics
- Non-club members may considered for the Tour, but must be approved by the Executive Committee beforehand
- All participating members of the Tour must adhere to the Constitution and Code of Ethics while representing the Club
- Any and all Tour fundraising must be for the sole purposes of the Tour fund.

Section 4. Social Events

- The Club provides a minimum of 3 social family events per year, such as the Club Brunch (May), Club Picnic (July) and the Club Christmas (December)
 - Club Socials are arranged by an elected Social Director
 - Social Director will be assigned a budget based on the allocation of the Executive Committee
 - Events may or may not have a cost per player, to be determined by the Committee and Social Director
 - Additional social events may be programmed as per the budget and plan of the Executive Committee for every season
 - All participating members (and guests) of Club social events must adhere to the Constitution and Code of Ethics while representing the Club
 - The following is a guideline of the 3 key events currently managed by the Club Committee on behalf of Club members:
 - Brunch:
 - Club Members will pay the fee (if any) established by the Executive Committee and will include spouse and children
 - Non-Club Members attending the Event will pay an amount agreed to by the Executive Committee (if applicable)
 - Summer Picnic:
 - Event shall remain free for all Club Members
 - Club Members are expected to bring their own beverages
 - Non-Club Members attending the Event will pay an amount agreed to by the Executive Committee (if applicable)
 - Christmas Party:
 - Club Members will pay the fee (if any) established by the Executive Committee and will include spouse and children
 - Non-Club Members attending the Event will pay an amount agreed to by the Executive Committee (if applicable)
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Section 5. Marketing and Media

- Marketing will be handled by the Media Officer and the Executive Committee

Section 6. Discipline

- Discipline will be administered in accordance with Article 11 of the Club Constitution
- Any player receiving a red card, will pay the fine out of their own funds, unless decided by the Executive Committee to pay the fine
- Discipline and Fair Play must be the Club's #1 commitment

Section 7. Finance and Accounting

- Finance and Accounting will be administered by Article 8 of Club Constitution
- Treasurer will supply to the Executive Committee a statement of the Club's Finances for each Executive Committee Meeting
- Treasurer will supply 3 blank cheques to the pre-approved signatory in the event the Treasurer is unavailable to process payment
- Treasurer should prepare year end statements as at 31 October, to be reviewed and approved by the Executive Committee prior to the AGM / Legion Night
- All funds collected by the coaches should be submitted to the Treasurer for deposit and recording
- All expenses submitted reimbursement by Executive Committee members should include the appropriate supporting documentation (i.e.: invoices, receipts, etc)

Section 8. Fields and Referee Management

- Field Convenor is responsible for securing all fields and permits for the Club's season
 - All inquiries and communications between the Club and the Town of Oakville with respect to fields should be done only by the Field Convenor unless otherwise instructed by the Field Convenor
 - Each Club team is allowed 1 friendly game on artificial turf per season, and the Club will cover ½ of the field cost (assumption is that opposition will pay the balance)
 - In the event of friendlies on "artificial turf" fields, the MCM Team playing/hosting the game is responsible for the incremental cost of the field in comparison to a "grass field"
 - Referees are appointed by the League, and the Club will incur the costs of linesmen only for home games at the discretion and request of the Coach
 - In regards to friendlies, the MCM team playing/hosting the game is responsible for the costs of the referees assigned
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Section 9. Fundraising

- All fundraising activity specific to Club events, tours or individual initiatives, must be aligned with Club core values, pre-approved and distributed by the Executive Committee accordingly

Section 10. Use of Logo and Emblems

- All rights reserved by MCM S.C.
- Reproduction of MCM S.C. logo's and/or emblems, in whole or in part, is strictly prohibited without the Club Executive Committee's written permission

Section 11. Muntwyler Tournament

- The Club will run an Invitational Tournament annually, prior to the start of the season.
- A member of the Executive Committee, normally the Field Convenor, will be responsible for organizing the Tournament
- The Executive Committee will pre-approve all teams that are invited to participate in this event
- All funds raised, in excess of tournament costs, will be donated to a charity predetermined, in advance, by the Executive Committee
- The Club's Constitution and Code of Ethics will apply to all aspects of the Tournament

Section 12. Equipment

- Any and all equipment donated and/or purchased, and identified with the Club logo, will become and remain the property of the Club, and shall remain with the Club at all times
 - In the event the Executive Committee decides to donate kits with the MCM logo, the logos should be removed prior to delivery
 - The Executive Committee should seek to donate all used equipment appropriately
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APPENDIX:

Tour Thank You Letter

DATE

COMPANY NAME

ADDRESS 1

ADDRESS 2

CITY, PROVINCE

POSTAL CODE

Dear SIR/MADAME COMPANY CONTACT NAME,

On behalf of the players of the Oakville MCM Soccer Club (the Club), we wish to take this opportunity to thank you and COMPANY NAME for your financial support with respect to our upcoming soccer trip to DESTINATION in MONTH.

As a result of the great chemistry and camaraderie of our Club and team members, the Club has been able to tour Europe and the US over the past decade to play local soccer clubs in exhibition matches. During each tour, our members and players have conducted themselves impeccably, earning high praise from our hosts for both the standard of play on the field and the conduct shown off the field.

Through these tours, the Club has enhanced the reputation of Canadian soccer in Europe and the US. The Club feels it is important to represent Canadian soccer and will continue to travel and spread the word with this objective.

Your financial contribution will be used to offset the costs of the team's travel, tour equipment, accommodations, and track suits. Without the generous support of **NAME OR COMPANY NAME**, it would not have been possible for us to organize the trip this year.

We trust **NAME OR COMPANY NAME**, continues to enjoy success in business as the Club has on the field. You can be sure that we will proudly represent **NAME OR COMPANY NAME** throughout the course of the tour.

Sincerely,

Executive Committee

Oakville MCM Soccer Club



APPENDIX:

Season Thank You Letter

DATE

COMPANY NAME
ADDRESS 1
ADDRESS 2
CITY, PROVINCE
POSTAL CODE

Dear **SIR/MADAME COMPANY CONTACT NAME**,

On behalf of the players of the Oakville MCM Soccer Club (the Club), we wish to take this opportunity to thank you and **COMPANY NAME** for your financial support with respect to sponsoring the **TEAM** soccer team for the **YYYY** soccer season.

As a result of the great chemistry and camaraderie of our Club and team members, the Club has been very successful throughout the years, and continues to display on field excellence and conduct. During the past season, **TEAM** soccer team... **Description of results or standing in the league and any additional achievements.**

Your financial contribution will be used to offset the costs of the team's equipment, operating costs, and registration fees. Without the generous support of **NAME OR COMPANY NAME**, it would been difficult to continue to provide the outstanding support the Club endeavours to achieve for its members.

We trust **NAME OR COMPANY NAME**, continues to enjoy success in business as the Club has on the field. You can be sure that we will proudly represent **NAME OR COMPANY NAME** throughout the course of the season.

Sincerely,

Executive Committee
Oakville MCM Soccer Club
