



Terms of Reference

Operations Committee

Purpose

The Operations Committee is responsible for overseeing the day-to-day activities of the club, ensuring effective delivery of soccer programming and services to members. The committee's role is to develop and implement operational policies, procedures, and best practices to support the mission of ESFC.

Committee Objectives

- Encourage and promote the game of soccer.
- Provide a developmental and competitive environment for players to participate and become lifelong participants in the game.
- Support and work with Southwest Edmonton Minor Soccer Association (SWEMSA) to reduce barriers allowing access to Club soccer.

Name and Type of Committee

The name of this committee is the Operations Committee of the Edmonton Sting Football Club (ESFC). This is a standing committee reporting to the Board of Directors. The Operations Committee is established by the Board of Directors of the Edmonton Sting Football Club. The committee operates at the discretion of the Board and may be dissolved at any time by a decision of the Board.

Committee Responsibilities

- Develop and implement the Technical Player Development Plan.
- Develop and implement the Coach Development Plan.
- Recruitment and retention of all coaches and their responsibilities.
- Development and implement the Operational Plan , including but not limited to facility use and scheduling, practice scheduling, and equipment/resource management.
- Support the Strategic Plan as determined by the Board of Directors.
- Ensure compliance with relevant policies, league regulations, and safety standards.

- Operate within the annually approved budget and expenditures.
- Provide recommendations to the Board of Directors for annual operational budgets
- Monitor and enhance member services, including registration and communication.
- Evaluate and improve administrative processes for efficiency.

Committee Authority

- Reports to the Board of Directors.
- Day to day operation of the club, including but not limited to scheduling, coach assignments, equipment/resource management.
- Management and final decision maker relating to player placements, team formation and age/tier participation.
- Supervision of all coaches, with freedom to hire or remove coaches.
- Develops all soccer programming and activities, subject to financial and resource limitations of the Club
- Works collaboratively with staff/volunteers to implement soccer programming..
- In the event the committee cannot reach consensus on a course of action and a vote is to be taken, each member will have one vote.
- The committee chair has exclusive veto rights over any committee decisions. Any vetoed decision must be brought to the board of directors for consideration.

Committee Composition

- Chair is one executive board member chosen by the board of directors.
- Three members of staff with program leadership responsibilities. A minimum of one of the staff members will be female and represent the female programming.
- Club Administrator.

Meetings

- The committee will formally schedule and meet at least four times a year, once per annual quarter.
- Meeting minutes will be recorded for each meeting and approved by the committee.
- Additional meetings may be held as the committee determines.

Reporting

- The committee will provide a written report to the Board of Directors on a monthly basis, due before the 15th of each month. The report will be a 'Operational Summary' of the previous month accomplishments and identify any foreseen challenges.
- The committee will provide an end of season 'Competition Report'. This report will capture ESFC teams final league standings and tournament participation.
- This committee will provide an annual report at the Club Annual General Meeting.

- The Board of Directors may request a special report for specific matters arising.
- The committee will maintain the following up to date databases:
 - Team formations and age/tier placement
 - Coach assignments and qualifications

Resources and Budget

- The committee can determine all programming and operating expenditures within the annually approved budget.
- The committee will identify and report to the Board of Directors any budget line item where they foresee insufficient funding in the current fiscal year.
- The committee will actively participate in annual budget development by identifying and forecasting their programming and operational needs.
- The committee may allocate volunteer resources for projects and initiatives.

Enabling and Constraining Factors

- The committee must operate within the bylaws and policies of ESFC.
- It must comply with all relevant EMSA, ASA and CSA requirements.
- Decisions must align with the club's strategic plan and financial capacity as outlined in the approved budget.

Approved by the Board of Directors

Edmonton Sting Football Club

Date: 2025-02-23

Chair, Operations Committee:

Susan Chebuck

Vice President, Edmonton Sting Football Club