

**DORVAL
ATHLETIC
ASSOCIATION**

**POLICIES AND
PROCEDURES
MANUAL**

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DORVAL ATHLETIC ASSOCIATION

POLICIES AND PROCEDURES MANUAL

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It should be noted that the Municipal By-Law and the General By-Laws of the DAA provide the definitive rules of conduct. This manual is intended as a summary and information document for the assistance of members.

PART 1 - ADMINISTRATION

Mission Statement

The DAA is the single umbrella organization which covers all recognized sports groups within the City of Dorval. The goal is to promote an excellent relationship between groups, facilitate the exchange of ideas and views, and set and maintain high standards of sportsmanship. The DAA also supports sports groups and individual athletes through funding.

Fiscal Year / Annual General Meeting

The fiscal year of the DAA is January 1 to December 31.

The Annual General Meeting is held in June of each year. A nomination committee is formed each year prior to the AGM and is usually headed by the Past President of the DAA.

Composition of the Executive Committee

It is a seven (7) member committee, where each member has one vote in any decision making, except the President who only votes in the event of a tie. It is comprised of a President, Vice-President, Corporate Secretary, Treasurer, and 3 Directors.

A Leisure and Culture Department Representative also sits on the Executive committee and has a vote, & veto power concerning grants. The DAA hires a Recording Secretary and an Executive Assistant on a contractual basis. (See attached Annexes 1 and 2 for job descriptions)

The executive committee meets usually 8 times during the period of September to May, and again for the Annual General Meeting in June.

Quorum at any executive meeting consists of 4 of 7 members, and a Leisure and Culture Department representative.

Composition of the Board of Directors

The Board of Directors is composed of the Executive Committee, including the Leisure and Culture Department representative, representatives from each of the member groups and a representative of City Council. The Board meets 4 times per year (twice in the fall, twice in the winter/spring) and again for the AGM in June.

Quorum for any board meeting consists of 1 City rep, 4 of 7 executive directors, and 7 of 13 member groups.

NB: Executive members for member sports groups must be Dorval Residents

The representative who sits on the DAA Board must also be a Dorval resident
(Exception to these rules in the case of "shared sports" such as Hockey WI & Baseball WI)

Liaisons

Each Executive member will be a liaison with one or two of the member groups. (An executive member should not be a liaison with the group which he/she originally came from.) Liaison duties require that the DAA executive member:

- Contact the groups to introduce themselves and encourage their attendance and the production of a report at Board meetings.

- Attend the AGM of their group.
- Encourage the group to contribute to the DAA Newsletter
- Report back to the executive committee on the group's activities.
- Assist groups whenever required

City Partnership Agreement

All grants handed out to either individuals or sports groups are given on a 50/50 basis with the City. It is also understood that adult sports groups may receive grants, but that loans are encouraged.

The intent of allocating grants is that the money be used to meet expenses of Dorval residents only.

PART 2 - SPECIAL PROJECTS

Winter Carnival:

All Executive members are expected to participate in the Winter Carnival. Activities for which the DAA is responsible include:

- Payment of part of the cost of the Sleigh ride (normally \$300), if applicable.
- Organization and hosting of the Coronation of the King & Queen at the Carnival opening
- Ceremonies (see the Carnival handbook for full DAA participation responsibilities)

In Memoriam:

The In Memoriam plaque, which is displayed in the front foyer of the Sarto Desnoyers Community Centre, was founded by the Oldtimers Hockey association in the 1960's. Its purpose is to express the community's appreciation to those individuals that gave of themselves, in a volunteering capacity, above and beyond the call of duty. Any sports group, DAA executive member, or person at large who wishes to, may nominate a deceased member. They must complete a special form (see attached Annex 3) detailing a history of the person's participation in the specific sports group, and this information is evaluated by a committee consisting of the President, Vice-President and a City Council representative. At the AGM of that current year the nominee would be honored at a special ceremony that the family members would be invited to attend.

Sports Library:

Since the 1980's, the DAA has funded the Sports Library section of the Dorval Civic Library. All member groups may request that special books, periodicals, tapes, DVD's, CD's, etc., be purchased to assist participants in having access to research/educational materials regarding the sport in which they participate. Member groups may submit a request to the DAA for specific publications/media.

Pro-Shops - Dorval and Westwood arenas

The Pro-Shop facilities are leased out to a third party at an annual rental fee. A contract is signed between the DAA, the City, and the Lessee. Terms of the contract include hours of operation, types of services to be offered etc. This new leasing agreement was established in January of 1998 and revised in March 2010.

Arena Canteens - Dorval and Westwood arenas

The DAA operates these two canteens as its primary source of revenue and as a service to the citizens using these sports facilities. They are contracted out to a third party in the same fashion as the Pro Shop. A lease is signed by the DAA, the City and the lessee and stipulates all the operating conditions. The canteens normally operate on a 10-month basis, being closed from mid-June to Mid August, but "off-ice" schedule can be negotiated.

A new leasing agreement was revised in March 2010.

DAA Bulletin

This document may be sent out when circumstances warrant, to all Dorval residents with the Mayor's Communiqué, and is a collection of reports from all of the member sports groups. They describe their activities, highlights and notes of interest regarding their associations.

Youth Trust Fund

This fund was set up by Dorval Minor Baseball Association with a \$1000 donation from the Archambault family in memory of Rejean Archambault, a dedicated committee volunteer who passed away. The DAA accepted to administer the funds when Dorval Minor Baseball merged with Pointe Claire to form BWI. Since that time, donations have been received from many sports groups and individuals. The funds are designated to allow youth who would otherwise be unable to participate to have access to Leisure and Culture programs. It operates through the confidential auspices of Dorval Community Aid, and the DAA issues cheques at their request to the group concerned.

PART 3 - FINANCIAL

Sources of Revenue:

- Canteen and Pro-shop rental fees
- Ad panel sales at Arenas and Ballantyne Park
- Donations from member groups.
- Donations from groups/individuals to the Youth Trust Fund

Corporate Sponsorship Policy – adopted Feb 15, 2006

1. All requests for sponsorship must be approved by the Executive of the D.A.A.
2. Sponsors should be encouraged to share their assistance with a complete age level, group of teams or the entire association.
3. A group or individual may receive sponsorship in the form of a gift or subsidy for a uniform accessory, that is, an article that is not a part of the regular uniform. Examples: Baseball caps, pins, medallions, jackets, warm-up shirts, shorts, T-shirts, gym bags, etc...

4. Should the sponsor's name appear on a team uniform, the name & logo may not be larger or more conspicuous than the Dorval team name.
 - A sponsor's name must be no more than 1/2 of the size of the Dorval name.
 - Each logo will be judged individually.
5. The sponsor must be appropriate to the spirit and life style promoted/supported by the sports community in Dorval.
6. Other forms of sponsorship will be considered by the Executive on an individual basis - example, special events.
7. Sponsors on member-group's websites should conform to these guidelines, and are also subject to approval by the webmaster for the City.
8. While always respecting the law of the land, every effort will be made to ensure that any display reflects the bilingual nature of our community.

The by-laws of the DAA and its agreement with the City will be used to determine the final decision should there be a divergence with this policy.

Criteria for Athletic Funding: (grants to individual athletes) – adopted March 2007

Each request is evaluated on its own merit.

Individual Athletes or members of a Team

- Each request will be evaluated on its own merit.
- The athlete must be a Dorval Resident
- The request letter must be written and signed by the individual receiving the grant.(In the case of a minor, by their parent or legal guardian)
- Request for funding must include the following information
 - a complete breakdown of expenses
 - any other sources of income
 - description of athletic event
 - a confirmation of attendance (registration) from their governing association

The DAA could give a token grant to a:

- Volunteer Coach, Team Official or Event Official, under extraordinary circumstances
- A non-resident who represents a Dorval Sports Team or Group

Recommended Grant amounts could reach:

- Provincial levels = \$500.00
- National levels = \$1000.00
- International levels = \$1500.00

Bank Signing Officers:

Any two out of four executive members with signing privileges are required for signing cheques. These members include: President, Vice-President, Secretary, Treasurer.

Any contract should also be signed by two of the designated signing officers

Year End Financial Statement:

A copy of the Financial Statement of the Corporation as reviewed by an independent accountant appointed at the AGM is forwarded to the Executive Committee and the Director of the Leisure and Culture department within 120 days of close of the fiscal year.

PART 4 - MEMBER GROUPS

Membership / Affiliation

All member groups must clearly show their affiliation by printing the bilingual statement: "Membre - Association Athlétique de Dorval / Member - Dorval Athletic Association" on their letterheads and any literature intended for the public. Groups should also recognize and promote the DAA and its programs in their newsletters.

Member groups are expected to:

- Provide a Dorval-resident representative to attend all Board meetings of the DAA
- Participate actively at said Board meetings, providing a verbal report of activities
- Present to the DAA a written report outlining activities, along with a copy of their budget.

Should groups not comply with these responsibilities, the matter of sanctions may be discussed with the City Leisure and Culture Department representatives.

Grant Requests:

Any member group may request financial assistance from the DAA, however they must provide the following documentation:

- The previous year's forecasted budget
- The previous year's financial statement at year end ("actual figures")
- The current year's forecasted budget
- The amount of subsidy being requested and disbursement details.

NB: All budgets and statements must outline fee structures, incomes and expenditures

The DAA's intent in allocating grants is that the money be used to assist in meeting the expenses of Dorval residents only. While adult groups are eligible for grants under the by-laws, they are encouraged to function by way of loans to be repaid over a reasonable but defined period.

Letters of confirmation from the DAA to member groups receiving subsidy will note the following:

- grants are to be spent only on what has been mutually approved during the budget process.
- Any unused grants are to be returned to the DAA

Fundraising:

Any and all fundraising endeavors by member groups or any part thereof must have prior approval from the DAA. Rules regarding corporate sponsorship are set out in Part 3, item 2 herein. Donations/loans from one member group to another should be coordinated through the DAA.

General:

All member groups are encouraged to use the DAA as a source of information and for assistance in volunteer development. The DAA Sports Library is an extension of these services and any requests for the inclusion of new materials should be made to the DAA.

Volunteer Screening:

The DAA fully supports the volunteer screening policy originally passed by it's Board of Directors in 1998, and presently administered by the Dorval Volunteer Screening Committee in collaboration with the Director of Leisure and Culture. This policy has the full support of Dorval elected representatives.
