Policies and Procedures Manual

Updated July 2017

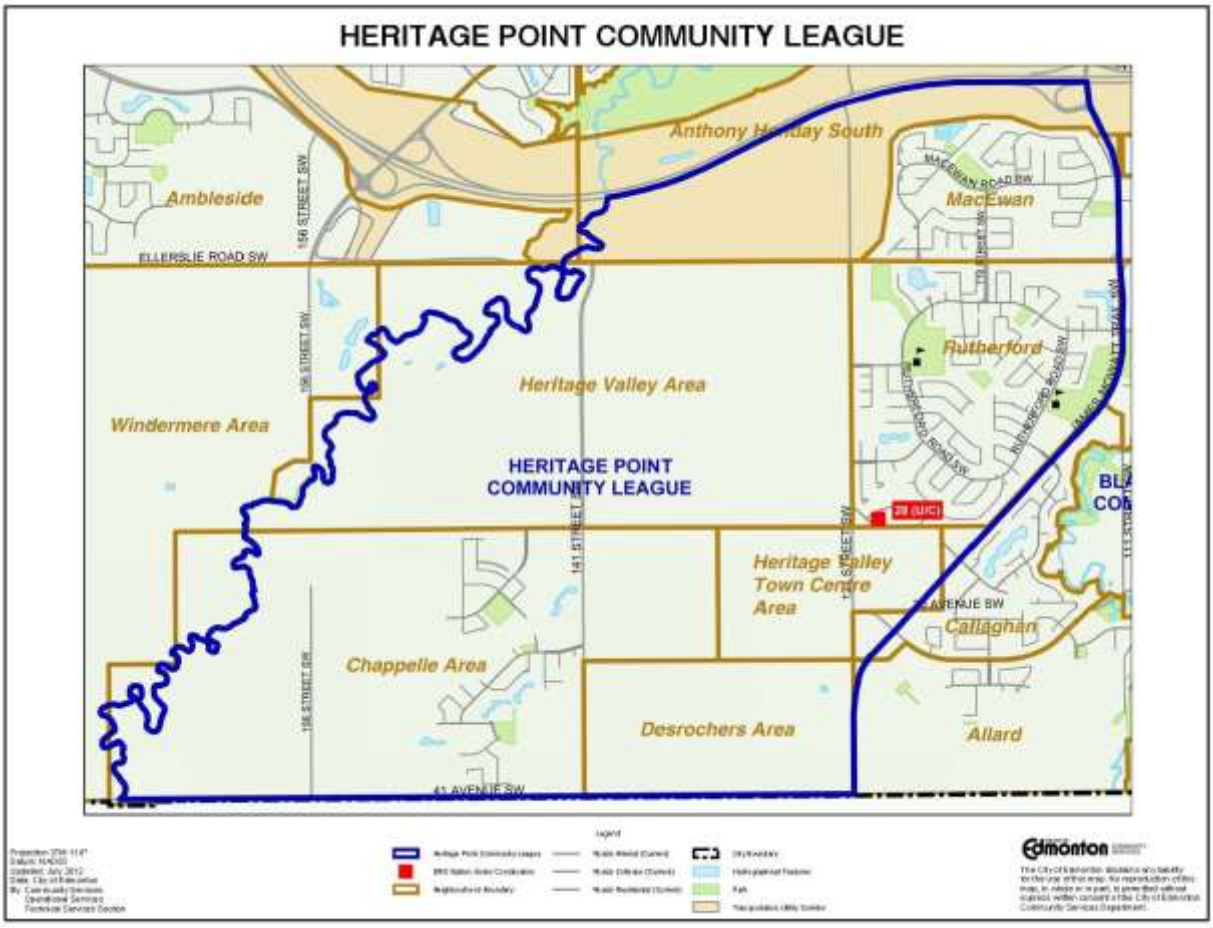
Contents

I. INTRODUCTION

A. Heritage Point Community League (HPCL)

HPCL Overview

Heritage Point Community League (HPCL) covers an area with a rapidly expanding population. Our boundaries are James Mowatt Trail on the East, Anthony Henday Drive on the North, and Whitemud Creek on the West. Communities currently included are MacEwan, Rutherford, Des Rochers, Chapelle Gardens, Creekwood Chapelle, Paisley, Hays Ridge, and Graydon Hill (see map below).



About HPCL

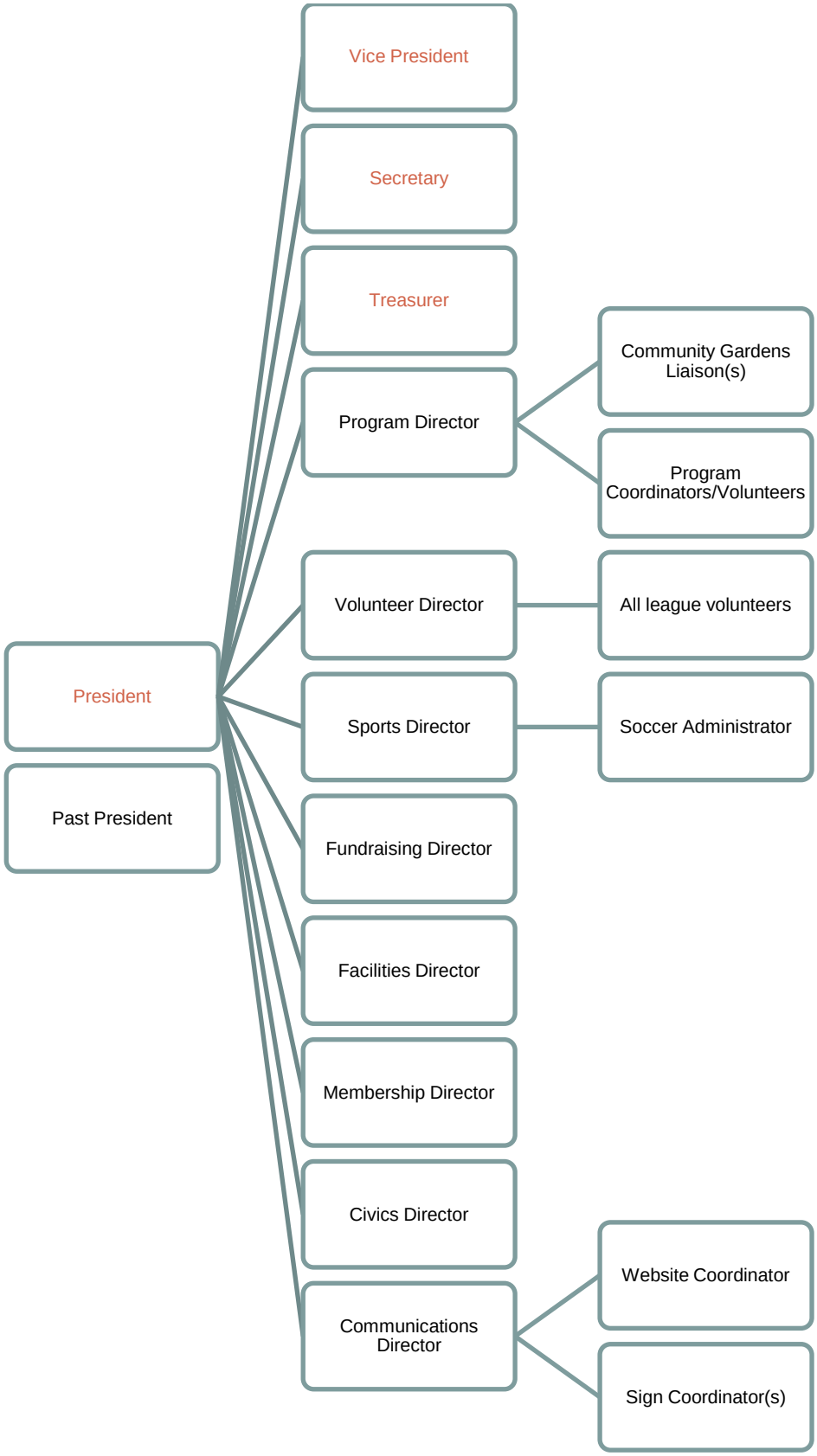
HPCL was established in 2006 and provides members with:

- Outdoor soccer for children U14 and under (U16 – U18 organized through other leagues);
- Community Social Events – ex. Community League Day, Halloween Party, Babysitter Meet-and-Greet, and Adult Fitness Classes.
- Community Swimming at Terwillegar Community Recreation Centre and William Lutsky YMCA
- Winter skating at Allard Skating Rink
- Support to local special interest groups seeking government funding e.g. parents associations/playground committees, community gardens groups

HPCL is also a member of the Southwest Area Council of Edmonton (SWAC). The purpose of SWAC is to unite community in South West Edmonton. Their mission is to:

- Bring communities together to build a common voice
- Provide a positive environment that enables communities to engage in the sharing and development of ideas, resources and activities.
- Strengthen communities by supporting their individual goals and area wide initiatives while respecting their uniqueness.

Board of Directors - Structure



II. VISION, MISSION AND PRIORITIES

A. Vision

Heritage Point Community League is a vibrant and friendly community that offers opportunities to enhance the quality of life for residents of all ages.

B. Mission

Heritage Point Community League will responsibly utilize public funds and volunteer contributions to educate, advocate for, and engage all residents to make this the best community in Edmonton.

C. Priorities

Community

Deliver programs/events or facilitate connections that bring the community together

Neighbourhood Quality

Promote awareness of relevant civics, environmental, and crime/safety issues as they relate to all residents and advocate on behalf of residents where required

Health and Recreation

Deliver programs/events or facilitate opportunities to contribute to improving health and wellness of all residents

Volunteerism

Provide opportunities and encourage and recognize volunteer contributions of all residents in programs/events that benefit the community

III. POLICIES &PROCEDURES

A. Board of Directors

1.0 Composition and Terms of Reference of the Board of Directors

See Articles 5 through 7 of the Bylaws. The Board should periodically review its own size and determine the number of members to ensure its effectiveness. The Board size should be small enough to be cohesive and effective and large enough to ensure the requisite diversity of experience and skills. The board will review resolutions to increase or decrease Board size on a case-by-case basis.

2.0 Behavioural Expectations of the Board and Its Members (Policies)

2.1 Policy: To be on the Board of Directors, individuals must be an HPCL member in good standing and selected in a manner prescribed by the Bylaws. Directors are expected to adhere to the HPCL code of conduct (found in Section III of this Manual) and are required to adhere to the law when acting on behalf of the HPCL.

2.2 Board members will abide by the following rules:

2.2.1 Act honestly, in good faith and in the best interests of the HPCL

2.2.2 Use the amount of skill and diligence that can reasonably be expected from people with the individual's knowledge and experience.

2.2.3 Not use confidential information for selfish purposes.

2.2.4 Not make deals with others on how votes will be made at a meeting. This includes exerting excessive or negative pressure or threatening other Board members to influence the decision-making process.

2.2.5 Avoid conflict of interest situations.

Procedure: Board members must sign and abide by the *HPCL Board Code of Conduct* (Attachment X).

On an annual basis, Board members will be required to undergo a Police Information Check (PIC) (including Vulnerable Sector Search) and provide a report to the Board within three months of his/her appointment.

Failure to provide either signed Code of Conduct or completed PIC within the specified timeframe is grounds for immediate dismissal from the Board.

2.2.6 Be informed about the financial state of the organization. All Board members share responsibility for carrying out HPCL's mandate and for ensuring the league's finances are properly managed. The responsibility does not fall solely on the Treasurer. Financial liability can occur under any of the following conditions:

- Not fulfilling individual responsibilities
- Conducting duties poorly or dishonestly
- Not declaring conflicts of interest

- Not using funds for purpose intended
- Negligence

In some instances, you can be held individually liable for HPCL debts in the event of non-performance.

Financial responsibilities cover many areas of operation and include the following:
- Overall management of the resources
- Financial policy setting
- Understanding financial statements in order to make informed decisions

2.3 Policy: You cannot occupy a position on the Board of Directors and be an HPCL employee at the same time unless otherwise agreed and ratified through a vote of the HPCL Board.

Policy – If an employee is an approved member of the Board, the employee must recuse themselves from conversations and cannot vote on any issues that impact them or their position

3.0 ContactList

3.1 Information: A general contact list of all Board members is updated after the Annual General Meeting.

3.2 Policy: The Board contact list is circulated to all members of the Board, the City of Edmonton's Community Services, the Government of Alberta – Service Alberta, Alberta Gaming and Liquor Commission (AGLC), Insurance provider, the Edmonton Federation of Community Leagues (EFCL), and the league's banking institution. A list of Directors' names and the positions they occupy only will be provided to the general public on the HPCL website and in HPCL promotional material and grant applications as required. At no time shall any personal information such as telephone numbers or email or postal addresses be released to the public or any other entity without the express, written approval of the Director(s).

4.0 Meetings

4.1 AttendancePolicies

4.1.1 All Directors are expected to attend Board meetings and the Annual General Meeting. Attendance at sub-committee meetings is at the discretion of the committee. The President is an ex-officio member of all sub-committees.

4.1.2 Chairpersons of any sub-committees who are unable to attend a meeting can send a Committee member in their stead and that person will carry the vote for that position at that meeting.

4.1.3 Any member of Board of Directors who misses three meetings in a row without a valid reason as determined by the Board will no longer be considered a member of Board of Directors.

4.1.4 Outgoing Executive members are to attend the first Board meeting following the Annual General Meeting, at which time they turn in any Board-related supplies or materials

4.2 Number of Meetings - Policies

4.2.1 Board Meetings are held once per month from September to June, with the option to call a meeting in July and August as necessary.

4.2.2 Additional meetings which Executive are expected to attend are:

4.2.2.1 Annual General Meeting: must be held between October 1 and January 31;

4.2.2.2 Planning Meeting: at least once during the year, at the discretion of the President

4.2.3 Depending upon the position held, a Director may also be asked to attend meetings of umbrella or third-party organizations (e.g. EFCL, SWAC, steering committees)

4.3 Planning for Meetings Procedures & Policies

4.3.1 Agenda – The Secretary is responsible for sending out the meeting agenda

Procedure: Directors' reports are due 11:59 PM on the Saturday before a Board meeting. The information provided in the reports will be used to create the meeting agenda. Directors' reports will also be appended to the meeting minutes. Only those items flagged as requiring discussion or a vote will be discussed at the meeting. The President has final approval authority of the agenda. The agenda will be sent out no later than four (4) hours before the meeting.

4.3.2 Meeting Process – The Board will follow a pre-determined meeting schedule both for meeting dates as well as for how the meeting is run.

Procedure: The date for meetings is determined at the first Board meeting following the AGM. Meetings are usually held at Johnny Bright School (during the months of September to June) and at an alternate location during July and August (should there be a need for these meetings.)

In the interest of keeping the meeting on time any presentations should be restricted to the following:

- Critical information that everyone needs to be told in person
- Information requiring a decision at the meeting
- Information requiring action on the part of others

4.3.3 ***Quorum*** is the simple majority of the Directors representing filled voting positions as per the Bylaws. A quorum is required for all motions involving financial matters. Other motions may be passed without a quorum if necessary; but any decisions requiring a motion need to be ratified when a majority is present.

4.4 Voting Policies

4.4.1 Each Board member is entitled to one vote.

4.5 Annual General Meeting(AGM) Procedure:

4.5.1 This meeting is held between thirty (30) days and six (6) months of the League's year end – August 31.

4.5.2 AGM Reporting Requirement Policy – In June, the Secretary will remind Directors to prepare an annual report of activities for inclusion in the AGM meeting. The President and Secretary will be responsible for coordinating the reports and preparing an agenda for the AGM.

4.5.3 AGM Attendance Policy – all Directors are expected to attend the meeting, unless they advise the President in advance.

4.5.4 AGM Voting Policy – as described in the Bylaws

4.6 Procedural Rules that Apply to all Annual General, Executive and Special Meetings

4.6.1 Minutes

4.6.1.1 Distribution: Minutes are distributed to Board members and the City of Edmonton representative by email. Minutes are made available to the general public through the HPCL website.

4.6.1.2 Action Items will be marked in the minutes with a statement of the action requested and the responsible party. Motions will also be marked in the minutes with an indication of who made the motion, the seconder and the result of the vote.

4.6.1.3 The Secretary is responsible for taking minutes during Board meetings and for distribution of the minutes post-meeting. The Secretary is also archiving hard copies of all minutes with the official league records.

B. FINANCIAL ADMINISTRATION

1.0 Roles and Responsibilities:

In accordance with the HPCL bylaws, the Treasurer:

- is responsible for all financial records of the League;
- is responsible, on behalf of the name of the League, for all monies collected or otherwise received, issuing receipts, payments of all accounts when properly approved, and keep proper accounts, receipts, and vouchers of same, and the deposit of funds to the League's bank accounts;
- reports the financial standing at every Board and General Meeting;
- presents to the Annual meeting an audited/reviewed statement of the financial affairs for the preceding fiscal year;
- will review and prepare policy and procedures with respect to the financial matters of the league;
- recommends, in conjunction with the President, an Annual Budget to the Board of Directors; and
- acts as a signing authority

In accordance with the HPCL bylaws, the Board Executive Committee is comprised of the President, Vice President, Secretary and Treasurer.

2.0 Policies & Procedures

While the Treasurer is the primary lead on financial administration matters, all Board members are accountable for the way league funds are spent.

2.1 Audit

2.1.1 Annual Audit – the Board will act in accordance with Article 7 of HPCL's bylaws.

2.2 Banking

2.2.1 HPCL will maintain at least one general chequing account. Additional accounts may be opened at the discretion of the Board. Board approval is required for opening and closing of bank accounts.

2.3 Budget

2.3.1 Responsibilities – The Treasurer will develop the annual budget to be approved by the HPCL membership at the Annual General Meeting. At the discretion of the President, a sub-Committee may be created to work with the Treasurer to develop this budget.

2.3.2 Limits - The Executive Board of the League shall be empowered to spend not more than ten thousand dollars ($10,000), or in cases of emergency, up to twenty thousand dollars ($20,000) of HPCL funds on any single item without the express approval of the membership at an annual general meeting, or a general or special meeting.

2.4 Expenditures Approval – Wherever possible, the preferred practice is to have the vendor invoice HPCL. In the event Board and other HPCL members are required to use personal funds to pay for HPCL expenses, s/he will be reimbursed by the League in full. HPCL reserves the right to deny any expense claims that are deemed unreasonable, ineligible, or unnecessary as determined by the Board.

2.4.1 Limits – Limits for HPCL events and other activities will be determined by the annual budget. Any variance of more than 25% of the budget must be approved by the Board.

2.4.2 Eligible expenses – It is recommended an individual seek pre-approval from the HPCL Executive before incurring any individual expense of more than $500. See Appendix A for guidelines on expenses that can be claimed by Board members.

2.4.3 Expense claims – any individual who incurs expenses on behalf of HPCL is expected to complete an Expense Claim Form, which then needs to be signed off by the Treasurer (or designate). Original receipts must accompany the Expense Claim Form in order for reimbursement to occur.

2.4.4 Cash Advance - For any and all events, a cash advance of $350 may be provided to the Director (or designate) in charge of the event. The Advance needs to be requested in writing to the Treasurer by the Director (or designate) with an outline of the intended use of the funds. The recipient of the Advance is then responsible for providing a completed Expense Claim Form, including original receipts listing the total expenditures incurred for the event.

2.5 Major Expenditures – Any proposed project of more than $5,000 requires a complete and detailed budget and funding plan, broken down to show timelines, all possible sources of funding, and all forecasted costs. Where possible, any purchase of over $5,000 should have at least three quotes provided by non-related vendors/suppliers. Non-related meaning no company associated with a Board Member may submit a quote for any such project.

2.6 Cash Management

2.6.1 Roles and Responsibilities - Where dues and/or fees are collected by HPCL for programs such as Membership or Sports, the Director in charge of the program is responsible for collecting the money (including follow up on payments declared NSF as informed by the Treasurer.)

2.6.2 Deposits - The Treasurer is responsible for depositing the collected monies into HPCL's bank account(s). Every effort should be made by those collecting payment(s) to turn the cash/cheques into the Treasurer within one week of collecting the funds, but not more than six months after the earliest date written on the cheque(s) collected (if any). The Treasurer will make every effort to deposit cash/cheques into HPCL's bank account within one week of receiving the monies, but not more than six months after the earliest date written on the cheque(s) (if any.)

2.6.3 Cash and cheques – Wherever possible, HPCL will require cheques as the form of payment for membership dues and registration fees. Expenses incurred by HPCL will be paid for with a cheque. HPCL

cheques require two signatures as outlined in the bylaws. A service fee will be charged on any cheques returned NSF.

2.6.4 Floats, Petty Cash, & Cash Advance -

2.6.4.1 Floats – HPCL maintains 2 floats: one for Membership and one for general activities. The Membership float is managed by the Membership Director. The float for general activities is set up by the Treasurer on an as-needed basis.

2.6.4.2 Petty Cash – HPCL does not currently have a petty cash fund.

2.6.4.3 Cash Advance – see 2.4.4 above

2.7 Capital Assets

2.7.1 Any HPCL property with a value of more than $1000 is considered a capital asset.

2.8 Contracts and Official Documents

2.8.1 Responsibilities – Signing authority is outlined in the HPCL bylaws.

2.8.2 Contracts – Contracts must be reviewed and authorized by the Board before an individual with signing authority can execute. Board approval will be documented in Board meeting minutes.

2.9 Fiscal Year End

2.9.1 Dates – per section 7.3 of the bylaws, the league's fiscal year end is December 31.

2.10 Investment

2.10.1 Board approval is required for all investment decisions. The Treasurer will assume responsibility for initiating Board approved investment decisions and for reporting on status of the HPCL's investment(s).

2.11 Revenue – in all cases below where the Director position is vacant, the President can designate an alternate to assume the responsibilities of the position.

2.11.1 Grants

2.11.1.1 Application process - the Fundraising Director is responsible for oversight of applying for grants on behalf of HPCL.

2.11.1.2 Reporting - The Fundraising Director, with support from the Treasurer and any other individual designated by the President, will be responsible for reporting on the grants received in accordance with the requirements set out by the granting agencies.

2.11.2 Casino

2.11.2.1 Application process - the Fundraising Director is responsible for oversight on the Casino application process.

2.11.2.2 Accountability - Any Board or other HPCL member(s) with signing authority on HPCL's Casino account will be required to take the Alberta Gaming and Liquor Commission (AGLC) GAIN program. This program outlines AGLC's requirements and restrictions on how Casino proceeds are spent.

2.11.2.3 Application process - The Casino lead, with support from the Treasurer and any other individual designated by the President, will be responsible for reporting on the expenditure of casino funds in accordance with the requirements set out by the AGLC.

2.11.3 Membership

2.11.3.1 Type(s) – HPCL offers Family, Adult, Single and Senior memberships

2.11.3.2 Sales - the Membership Director is primarily responsible for collecting revenue from the sale of memberships. Other Board members can sell memberships as well. Interested parties are also able to purchase memberships on-line from HPCL's website and pay with PayPal. Individuals may also purchase memberships directly from the EFCL's website. In the case of on-line purchases, the Membership Director is still required to mail out membership cards and skating tags to the members.

2.11.3.3 Accounting - The Treasurer is responsible for reconciling the on-line membership purchases with PayPal deposits into the HPCL bank account, as well as payments received from the EFCL. The Treasurer is also responsible for depositing monies collected from the sale of memberships.

2.11.4 Sports Registration Fees

2.11.4.1 Types – HPCL collects registration fees and revenue from the sale of sports apparel. HPCL also collects fees from parents/guardians of players who do not wish to volunteer for HPCL as required by the Sports program.

2.11.4.2 Collecting Fees – in conjunction with the Sports Program sub-committees, the Sports Director is responsible for collecting fees related to HPCL's sports programs where these programs are operated by HPCL. The Sports Director may appoint an HPCL member to be the Sports Treasurer to assist with recording the fees received.

2.11.4.3 Accounting – The Treasurer is responsible for depositing the fees.

2.11.5 Other

2.11.5.1 Types – HPCL may organize, or collaborate with others to organize, event(s) where a participation fee is charged, or revenue is collected from concession sales.

2.11.5.2 Collecting Fees – the individual in charge of the event or activity will designate someone to be responsible for collecting the fees/revenue from sales.

2.11.5.3 Accounting – the Treasurer is responsible for depositing the fees.

B. MEMBERSHIP

1.0 Roles and Responsibilities

As outlined in Article 6.3.8 of the Bylaws, the Membership Director is responsible for the overseeing of the membership sales for HPCL. The Membership Director usually recruits a group of volunteers to assist with membership drives and other membership sales throughout the year. At the discretion of the Membership Director, membership cards may be given to other HPCL Directors to sell during the year.

2.0 Policies

2.1 Eligibility:

2.1.1 Residents of HPCL - See Bylaws

2.1.2 Outside Residents – Memberships cannot be sold to people living outside the community, unless in accordance with EFCL Code Ethics Article 3 where a neighbourhood does not operate as a community league. In this situation, HPCL will issue an “Associate” Membership to the resident. In the event a resident of another league wishes to participate in HPCL programs/events/activities, that individual must present a current membership card to his/her home community league.

2.2 Sales: The Membership Director is responsible for overseeing the sale of memberships through in-person and on-line sales through the heritagepoint.ca site.

2.2.1 Forms of payment: the preferred form of payment for an HPCL membership is cheque, Paypal payment, or money order, payable to HPCL. Cash is accepted at this time, but will be phased out as the league exercises more risk management strategies to limit fraud and theft.

2.2.2 In the event a member wishes to receive a refund after they have purchased a membership, the refund will be prorated based on the number of months remaining in the membership year. For example if the member wishes to receive a refund in December, only 75% of the membership fee will be returned to the member. Refunds must be requested in writing.

2.2.3 In the event a cheque is returned for insufficient funds, the Membership Director will contact the individual to request a replacement. HPCL charges for any NSF fees it incurs.

2.3 Tracking Members: The Membership Director is responsible for tracking all memberships sold (by number) in a given membership year (September to August) and to report this number to the HPCL Treasurer to reconcile against the membership deposits made throughout the year. Any discrepancy of over 25% of the value of membership deposits made versus the value reported as sold by the Membership Director will be discussed with the Board.

2.4 Complimentary Memberships: At the sole discretion of the Board, complimentary memberships may be used as a promotional item or to recognize extraordinary volunteer contributions to the league by an individual. All memberships are tracked by the Membership Director in accordance with the policies outlined in this section.

2.5 Register of Members: the Membership Director is responsible for keeping a current copy of the membership list. This copy will be made available to other Directors for league-approved use.

2.6 Membership Cards: the Membership Director is responsible for all cards ordered from the EFCL and needs to keep a detailed record of which cards have been distributed and provide a reconciliation at the AGM.

2.7 Memberships purchased online through the EFCL – residents have the option to purchase league memberships online at efcl.org. Proceeds from online sales are sent to HPCL on a regular basis by EFCL in the form of a cheque to be deposited by the Treasurer. The EFCL also uses direct deposit.

C. COMMUNICATIONS

1.0 Roles and Responsibilities

The Communications Director, with input and support from the rest of the Board, is responsible for overseeing all areas of Communication for the league. HPCL utilizes both hard and electronic copy to distribute information to its members and other residents of the league. HPCL will make every effort to communicate in a consistent, clear, and timely manner to educate and inform its audience.

2.0 Policies

2.1 Facebook Group

- 2.1.1 Purpose**:** The HPCL Facebook page is intended for free communication between our members.
- 2.1.2 Content**:** Any message is welcome, provided it is not considered offensive in nature. The Communications Director and/or sub-committee will be responsible for determining what is offensive. They may designate a volunteer to monitor the page regularly and report any problems. This volunteer will be made an Administrator for the group, and will be responsible for deleting the offending post, then subsequently contacting the offender via a private message.
- 2.1.3 Communication Goal**:** Regular and consistent communication with the members via Facebook posts to both inform and educate readers, as well as to solicit feedback from members regarding issues or special interests.

2.2 E-mail Newsletter

- 2.2.1 Purpose: To contact our membership base on a regular basis and keep them informed.
- 2.2.2 Content**:** Our current template will include the following categories:
  - 2.2.2.1 Upcoming Events (for the coming quarter)
  - 2.2.2.2 Membership Information
  - 2.2.2.3 Volunteer Opportunities
  - 2.2.2.4 Civics Update (provided by Civics Director)
  - 2.2.2.5 Volunteer Spotlight (could be Board Member of the Month)
  - 2.2.2.6 Any other information may be added (eg. Third party advertisement or program) at the discretion of the Communications sub-committee.
- 2.2.3 Communication Goal: Newsletter will be sent in the first week of each month. Two days before sending to the membership database, the Communications Director will send it to the board for any final additions and/or corrections.

2.3 Community Newsletter

- 2.3.1 Purpose: The newsletter is targeted at all residents of the neighbourhoods in HPCL, regardless of whether or not they are members of the League. The newsletter is sent via bulk mail.
- 2.3.2 Content: The same template that is used for our e-mail newsletter will be used for the newsletter (see above).

2.3.3 Communication Goal: The The Communications Director determines the schedule for newsletter distribution and the deadlines for submission of content by Directors. The Communications Director and volunteer(s) will then coordinate the distribution of the newsletter (direct mail, email, Facebook).

2.4 Website (heritagepointcl.ca)

2.4.1 Purpose: To provide a place online for displaying information about our community league, selling memberships, and generating revenue for the league (through advertising). Content: Ultimately, the entire board is responsible for the website content, and assuring all information is accurate and appropriate.

2.4.1.1 For the home page, the Communications Director (or designate) must approve any article or information before it can be sent to the webmaster (or current volunteer for the website) to post. This is to prevent overcrowding of our home page.

2.4.1.2 For each Director's designated page (eg. Civics Director is responsible for Civics page), prior approval is not required to add or change information. The Communications Director should be informed when changes are made, though

2.4.1.3 President's Message should be updated regularly, but at a minimum of once per year following the AGM.

2.5 Community League Signs

2.5.1 Purpose: To communicate the existence of the league to vehicle and foot traffic.

2.5.2 Location: The league owns (3) two-sided, changeable copy signs located each at Alexander Rutherford Park, MacEwan Park and James Mowatt Trail at Bowen Wynd (adjacent to Otter Park).

2.5.3 Content: The Communications Director along with either the Communications Committee and/or the Board will determine the messages posted on the signs and the Communications Director will work with the Sign Volunteers to have these messages displayed. On occasion, other not-for-profit groups may post messages on these signs, with approval of the Board.

2.5.4 Other:

2.5.4.1 Signs are considered league capital assets and are subject to the purchasing policies outlined in 2.7 of the Financial Policies in section B above.

2.5.4.2 The league is responsible for sign maintenance, including cleaning up the flower beds around the signs. Annually, volunteers will be recruited to complete this task.

D. VOLUNTEERS

1.0 Roles and Responsibilities

The Volunteer Director is responsible for overseeing the league's volunteers and assisting other directors with recruiting and training volunteers for league events/activities. Other members of the Board may be called upon to recruit, train and supervise volunteers as required.

2.0 Policies

2.1 Definition – a league "volunteer" is an individual who performs or offers a service to HPCL without being required to do so legally, and without being promised any remuneration for this service.

2.2 Risk Management – HPCL requires any volunteer who may provide a service or supervise the provision of said service in areas dealing with vulnerable individuals and finance to undergo a Police Records Check through the Edmonton Police Service. The League will reimburse volunteers for this expense. Volunteers are subject to HPCL's Volunteer Policy (attached Appendix X)

2.3 Time Commitment – volunteer contributions can range from long term (e.g. Board member) to short term (event-specific, usually one to two hours)

2.4 Recruitment – The Board will take every opportunity to recruit volunteers to the league. A master list of volunteers will be created and managed by the Volunteer Director.

- 2.4.1 Communication – volunteer opportunities will be communicated to the membership/general public on an as-needed basis for community programs and events. This communication will occur through the league's website and Facebook page, Newsletter, mass emails, community league signs, and any other inserts or social media tools available and appropriate for the opportunity.
- 2.4.2 Soccer Volunteer Recruitment – at this time, one adult member per household with a child registered for HPCL outdoor soccer is required to volunteer for HPCL as part of the registration process. Soccer volunteers comprise the bulk of "available" HPCL volunteers and will receive constant communication about available opportunities. The Soccer Volunteer Coordinator is responsible for tracking the list of volunteers and their contributions in any given year.

2.5 Training – Volunteers are usually required for specific league programs/events. In collaboration with the Director in charge of such programs/events, the Volunteer Director will ensure there are proper measures in place to train the volunteers for the activity.

2.6 Evaluation – the Volunteer Director, in collaboration with the related Board Director, will evaluate each event/activity for areas of improvement after each occurrence.

2.7 Volunteer opportunities may include, but are not limited to:

- 2.7.1 Coach/Assistant Coach
- 2.7.2 Team Manager
- 2.7.3 Equipment Manager
- 2.7.4 Year End Party Coordinator
- 2.7.5 Community Event volunteer (numerous events held throughout the year)
- 2.7.6 HPCL Board Member
- 2.7.7 HPCL Sub-Committee member
- 2.7.8 HPCL Board admin support volunteer
- 2.7.9 Sign Coordinator
- 2.7.10 Website Coordinator
- 2.7.11 Soccer Volunteer Coordinator

2.8 Volunteer Code of Conduct – HPCL follows, in principle, the Canadian Code for Volunteer Involvement as developed by Volunteer Canada. There is currently no policy in place to audit the league's volunteer practices. This policy is in development. The Code itself can be reviewed at http://volunteer.ca/content/canadian-code-volunteer-involvement

2.9 Volunteer Appreciation – HPCL could not operate without the generous contribution of time and energy by all of its volunteers. The league believes strongly in acknowledging this contribution and is in the process of creating a signature, annual volunteer appreciation event to celebrate the community's volunteers.

- 2.9.1 Board Member – HPCL Board members are volunteers. They are not compensated for their time pre-, in-, and post-board meetings.
- 2.9.2 Outdoor Soccer Volunteers – in recognition of their contribution to the league, outdoor soccer parents/guardians save $200.00 of their registration requirement.
- 2.9.3 Event Volunteers – for those who volunteer at specific league events where food/beverage is offered, they may be entitled to one free food/beverage serving (based on the serving unit being offered at the event).

E. CIVICS

1.0 Roles and Responsibilities

The Civics Director is responsible for carrying out responsibilities in this area. The Civics Director reviews all documents from the planning department of the City of Edmonton and brings forward any relevant issues to the Board for discussion and/or vote (if required). The Civics Director has a budget for bylaw appeals. The Civics Director will oversee sub-committees formed to address areas of Planning and Development and Transportation and Traffic Safety.

2.0 Policies

2.1 City Bylaws relating to HPCL

2.2 Bylaw Appeals: the league's annual budget includes a line item for a set number of appeals per year. The Civics Director takes the lead on any and all appeals.

2.3 Neighbourhood Issues – HPCL avoids any involvement in zoning/bylaw issues between neighbours, encouraging them to resolve things between each other.

2.4 The Board will vote on support for complaints, issues, or other initiatives brought forward by a group or group(s) of residents of HPCL related to the above areas.

F. PROGRAMS

1.0 Roles and Responsibilities

The Program Director is responsible for overseeing all league programs and events. HPCL's goal is to offer programs that are in demand by its members and neighbourhood residents. The Board is committed to offering one to three community wide events that promote HPCL to its residents. Ideally, if the Program Director or other Board members are involved with launching a special interest program (e.g. community gardens, babysitting courses, parent/tot playgroup), volunteers from the league will step up to run the program long term.

2.0 Policies

2.1 Events – the Program Director and related sub-committees will organize, coordinate, and complete a post-event financial report and review. The Program Director will supply a copy of the League's Insurance Policy for events as required. The Program Director will also secure all necessary permits required to run the event (eg. City of Edmonton, Drive-on, Alberta One-Call)

2.2 Budget – the Program Director works with the Treasurer to develop an annual budget for events.

- 2.2.1 Cash Advance – If required, the Program Director will provide a request in writing to the HPCL Treasurer for a cash advance of no more than $350.00. The reconciliation of how the advance was spent will be provided on the Program Director's expense claim for the event. Original receipts are required.
- 2.2.2 The Program Director will advise the Board if the forecasted expenditures exceed 25% of the budget. Board approval is required for such variances.
- 2.2.3 Financial Reporting – the Program Director will submit an expense claim to detail any program-related costs incurred directly. Where possible, all other expenses should be direct billed by vendors.

2.3 Programs – the Program Director has at his/her discretion the option to develop and deliver programs for HPCL. Ideally, the creation of Programs will be led by interested residents/members of the community. An example of this type of organic growth is the Community Gardens Program in Chappelle Gardens. A sub-committee of residents work together to run the program. A league liaison is designated to report to the HPCL Board.

- 2.3.1 Budget - The Program Director and/or Sub-committee Chair(s) work with the HPCL Treasurer to develop an annual budget for Programs. In the event a Program is created during a budget year, but after the budget has been created, a written budget request must be provided to the Board for approval.
- 2.3.2 Grants – HPCL will act as a signatory on grants for sub-committees, parent councils, playground committees, and other special interest groups on a case-by-case basis as determined by the Board. Each group must present their request to the Board in writing or in-person at a Board meeting.

2.4 Volunteers – HPCL programs and events could not take place without support of volunteers. The Program Director will work with the Volunteer Director to recruit volunteers on a case-by-case basis. The Program Director will supply necessary event and scheduling information to the Volunteer Director. The Volunteer Director will ensure volunteers know their job requirements for each event/program and will follow-up after the event to discuss any issues or areas for improvement.

2.5 Board Participation at Events – Directors are encouraged to participate at all HPCL events where available.

2.6 The Program Director will provide relevant event/program information to the Communications Director in order to advertise/promote the event/program through regular channels (e.g. newsletter, Facebook, web site).

G. SPORTS

1.0 Roles and Responsibilities

The Sports Director oversees all league-sponsored and/or organized sports. This oversight includes liaison responsibilities with parents/guardians, other leagues, the City of Edmonton, and related sporting associations. Currently, the only sport organized by HPCL is outdoor soccer. HPCL sponsors teams in indoor soccer through financial contribution and jerseys/loaning of equipment for players.

2.0 Policies

2.1 The Sports Director will prepare a budget for the Treasurer related to league sports programs.

2.2 The Sports Director and related sub-committee(s) will organize, coordinate, and complete a post-season review of the sports program(s).

2.3 Where possible, the Sports Director is encouraged to appoint a Treasurer for each sport program. This Sport-specific Treasurer will be responsible for deposit of the registration fees and follow-up with any returned cheques or payments issues. In the event a refund of fees is required, the Sports Director will submit a written request to the HPCL Treasurer. In the absence of a Sport-specific Treasurer, the League Treasurer will be responsible for deposit of registration fees and follow-up with any returned cheques or other payment issues.

2.4 Volunteer Deposit –

- 2.4.1 In the event a volunteer deposit is requested with the registration fees, where possible, the Sports Director is encouraged to appoint a Sports Volunteer Coordinator to track volunteers to ensure the requirement is met and the deposit is not cashed.
- 2.4.2 It is the parent/guardian's responsibility to ensure they report the completion of the volunteer time. This reporting is done on the honour system until the Board determines further audit or verification is required.
- 2.4.3 The Sports Director will work with the Volunteer Director to ensure parents/guardians are given ample opportunity to meet their volunteer requirement by October 31 of the registration year. Volunteer opportunities may include, but are not limited to:
  - 2.4.3.1 Coach/Assistant Coach
  - 2.4.3.2 Team Manager
  - 2.4.3.3 Equipment Manager
  - 2.4.3.4 Year End Party Coordinator
  - 2.4.3.5 Community Event volunteer (numerous events held throughout the year)
  - 2.4.3.6 HPCL Board Member
  - 2.4.3.7 HPCL Sub-Committee member
  - 2.4.3.8 HPCL Board admin support

2.5 Membership –

2.5.1 An HPCL membership may be required for registration for certain sports. If a membership is required, the parent/guardian is responsible for purchasing a membership and has the options of:

2.5.1.1 contacting the Membership Director;

2.5.1.2 purchasing a membership on-line at efcl.org and paying through Paypal. A service fee will apply.

2.5.1.3 purchasing a membership through heritagepoint.ca and paying through Paypal. A service fee will apply

2.6 Sports Programs:

2.6.1 Outdoor Soccer Program –

2.6.1.1 Registration process – the Sports Director and Sub-Committee, along with volunteers will organize outdoor soccer registration, which usually takes place over two days (One weekend day, one weeknight) in the month of February.

2.6.1.2 Payment - HPCL requires payment in the form of cheque or money order only. Cheques are made payable to “Heritage Point Community League” or “HPCL”.

2.6.1.3 Membership – parents/guardians must be an HPCL member-in-good standing, meaning s/he holds a current membership in the league.

2.6.1.4 Volunteer Deposit – a $200.00 volunteer deposit is required as part of the registration process. Parent/Guardians must sign up for a volunteer role at registration. Once the commitment is met, the parent/guardian will contact the Soccer Volunteer Coordinator (or Sports Director in the absence of a Soccer Volunteer Coordinator) to confirm and the deposit cheque will be destroyed. If they do not meet their commitment by October 31 of the registration year, they will forfeit their $200.00 deposit. Volunteer cheques are cashed as soon after October 31 as possible, but no later than six months after. Any vendor payments must be approved by the Sports Director and forwarded to the HPCL Treasurer in writing. Where possible, vendors are asked to direct bill the league. Payments to vendors will be provided by cheque per the league’s Financial Administration Policy in Section B above.

2.6.2 Indoor Soccer Program -

2.6.2.1 SWEMSA organizes and oversees the Indoor Soccer Program

2.6.2.2 HPCL contributes through donation of jerseys and loaning of equipment

2.6.2.3 Registration for indoor soccer requires proof of a current HPCL membership.

H. FUNDRAISING

1.0 Roles and Responsibilities

The Fundraising Director oversees all league fundraising efforts. This includes being responsible for all grants, casino events, and corporate sponsorships (including those for the website). The Fundraising Director will work with the City of Edmonton representative and other granting agency personnel to identify the relevant grants and suitable timing of application.

2.0 Policies

2.1 Grants – there are numerous Municipal, Provincial and Federal Grants available for non-profit organizations and registered societies. The Fundraising Director will work with the appropriate agencies to submit applications as required. The Fundraising Director is encouraged to work with sub-committees wherever possible.

- 2.1.1 Approval process - Board approval is required for any and all grant applications submitted in the league's name.
- 2.1.2 Special Interest Groups – HPCL works with numerous special interest groups and acts as a signatory on grants for these groups if the stated mission and objectives of the group aligns with those of the league and if there are resources to help out. In the event a special interest group wishes to apply for a grant, it is up to their members to complete the grant applications and provide a copy for review and sign-off by the Fundraising Director. Examples of special interest groups includes: playground development committees, parent councils, and community gardens committees.

2.2 Casino – A casino is a significant undertaking and requires a large sub-committee of volunteers. The Fundraising Director along with the Volunteer Director will coordinate the recruitment of this team of volunteers. Where necessary and in accordance with AGLC policies, paid staff may be retained to provide the necessary casino consultation or other services.

2.3 Corporate Sponsorships – Where appropriate, HPCL will seek out corporate sponsors and partners to assist with the delivery of events, programs or other initiatives as approved by the Board.

I. FACILITIES

1.0 Roles and Responsibilities

The Facilities Director is responsible for supervision of hall rentals, ensuring HPCL access takes priority over other renters. This individual is responsible for overseeing the development (in conjunction with partners such as the City of Edmonton or other funders, planners/designers/builders, and sub-committees) of the League's physical spaces (indoor and outdoor) including, but not limited to a community building, parking lot, and skating rink and the maintenance of these spaces. In the absence of a physical space, the Facilities Director will fulfill the duties as outlined in section 2.3 below.

2.0 Policies

2.1 Budget –The Facilities Director will prepare an annual budget and submit to the Treasurer and ultimately the Board for final review.

2.2 Facilities Management –

- 2.2.1 Rental Policies – The Facilities Director is responsible for the Policies and Procedures with respect to use of the League's facilities. As HPCL does not currently have any physical space for rent, these policies have not yet been developed.
- 2.2.2 League Access to City Parkland – The Facilities Director will be the main liaison with the City of Edmonton representative on the Board regarding permits for the League's use of City Parkland for any of its events or programs.
- 2.2.3 Outdoor Ice – The Facilities Director will be the main liaison with Blackmud Creek Community League regarding HPCL use of Allard Rink, specifically as it relates to determine at the start of each outdoor season the dates and times available for HPCL members.
- 2.2.4 Other Facilities – The Facilities Director will be responsible for acquiring whether through purchase or rental agreement access to necessary Facilities for League events and programs. Examples include: swimming rental agreements with the City of Edmonton and the YMCA and rental of portable toilets located at the playgrounds in HPCL during the summer months.

2.3 In the absence of a Hall, the Facilities Director will:

- 2.3.1 Be responsible for the booking of rental space for meeting or events;
- 2.3.2 Responsibilities listed in 2.2.2 to 2.2.4 above;
- 2.3.3 Assist in planning for new facilities, as directed by the Board.

J. SUB-COMMITEES

1.0 Roles and Responsibilities

HPCL programs and activities require the support and contribution from the members of the community. Where possible, HPCL will utilize sub-committees to assist with new and existing initiatives.

2.0 Policies

2.1 Appointment – Members of sub-committees must be approved by the Board.

2.1.1 Anyone interested in joining an HPCL sub-committee must a member in good standing and must state their intention in writing to the Director in charge of the initiative.

2.1.2 The Committee member must sign the HPCL 'Code of Conduct – Committee Member' upon joining the committee.

2.2 Terms of Reference –

2.2.1 Each sub-committee should appoint a Chair (can be a non-HPCL Board member)

2.2.2 The Chair of the sub-committee, along with sub-committee members, will be responsible for developing a Terms of Reference for the Committee. The Terms of Reference will include:

- Name
- General Purpose
- Goals & Objectives
- Reporting Responsibilities
- Committee Operating Guidelines
- Proposed Action-item/Timelines
- Administrative Items – includes budget

2.3 Reporting - The Chair of each Sub-committee will be responsible for providing regular reports to the Director in charge of the initiative for which the sub-committee was created. The HPCL President is an ex-officio member of all HPCL sub-committees.

2.4 Code of Conduct – sub-committee members are subject to the HPCL Code of Conduct for Committee Members (Appendix X). Any breach of the terms of the Code of Conduct is considered grounds for dismissal from the sub-committee.

2.5 The Board reserves the right to expel any sub-committee member without notice if it is determined by a majority vote of the Board members that the sub-committee member is acting in such a way that contravenes the best interests of the League. The decision of the Board is final. There is no appeal process.