



Manitoba Speed Skating Association (MSSA)

An Orientation to Responsibilities and Lines of Communication

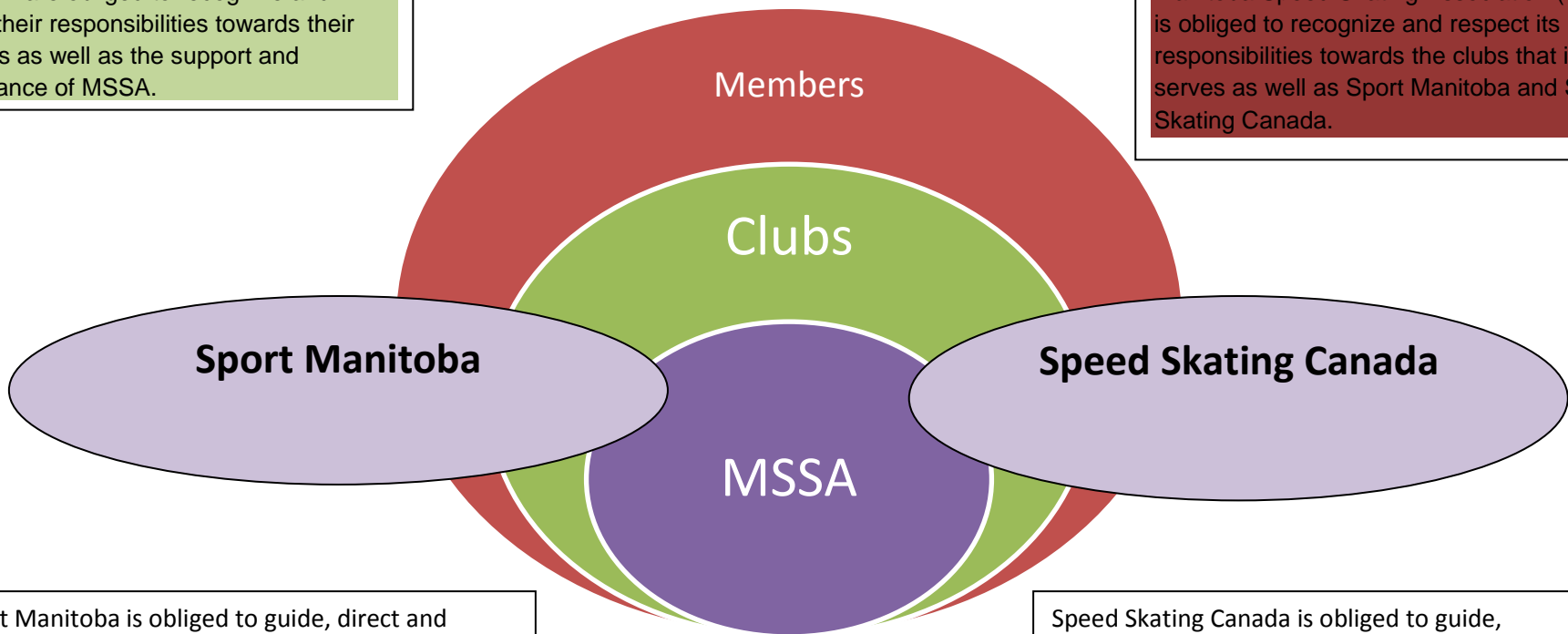
This orientation document is provided to demonstrate the basic responsibilities and options for communication that affect the association, clubs and membership of MSSA. The document is not all inclusive and serves as an orientation. For further detail or for more information Club Presidents or MSSA can be contacted.

Responsibility and Relationships

Members of Speed Skating Clubs are obliged to support the Clubs that they pay fees to, as well as to support and maintain the MSSA.

Speed Skating Clubs that are contributors to the MSSA are obliged to recognize and respect their responsibilities towards their members as well as the support and maintenance of MSSA.

As a recognized provincial sport association, Manitoba Speed Skating Association (MSSA) is obliged to recognize and respect its responsibilities towards the clubs that it serves as well as Sport Manitoba and Speed Skating Canada.

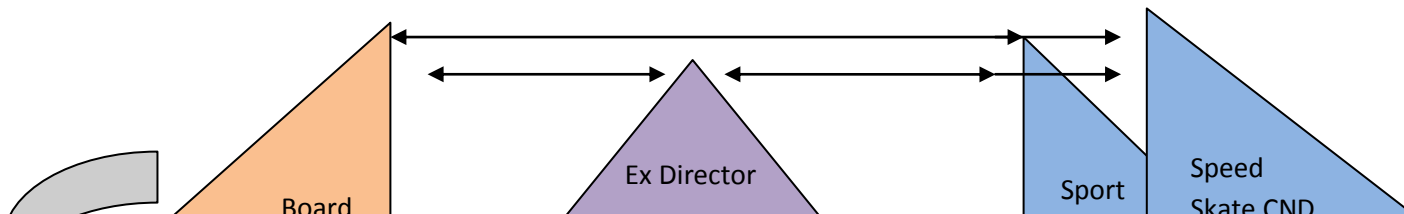


Sport Manitoba is obliged to guide, direct and support the business practices of the MSSA in the fulfillment of their commitment to the Speed Skating Clubs and their members.

Speed Skating Canada is obliged to guide, direct and support the MSSA Branch practices in the fulfillment of their commitment to the sport of speed skating.

Lines of Communication

2



Basic Structures and Obligations

Speed Skating Canada (SSC): **SSC organizes and coordinates the sport of speed skating in Canada for the betterment of the sport and its members.** Speed Skating Canada is an amateur association that is a member of the International Skating Union (ISU). SSC is divided into thirteen branches, each equivalent to provincial boundaries. Each branch elects its own executives and delegates to SSC's Annual General Meeting. Fees for participation in SSC are collected by the Branches and are paid by all member types.

Sport Manitoba: Representing a merger of the membership-based Manitoba Sports Federation and the Province of Manitoba Sport Directorate, Sport Manitoba was created to act as a single unified body for amateur sport. Sport Manitoba provides leadership, guidance to Provincial Sport Organizations (PSO). It oversees governance and fiscal responsibilities of PSO within its boundaries.

MSSA: The MSSA is dedicated to the development, growth and effective administration of the sport of speed skating in Manitoba through the provision of leadership, support and promotion of its members and clubs. The Executive Director has trustee responsibility and is required to act within his/her authority primarily for the organization's benefit. A director does not have any individual power or authority. MSSA represents not only the provincial sport organization (PSO) under sport Manitoba, but is also recognized as the Provincial Branch for SSC.

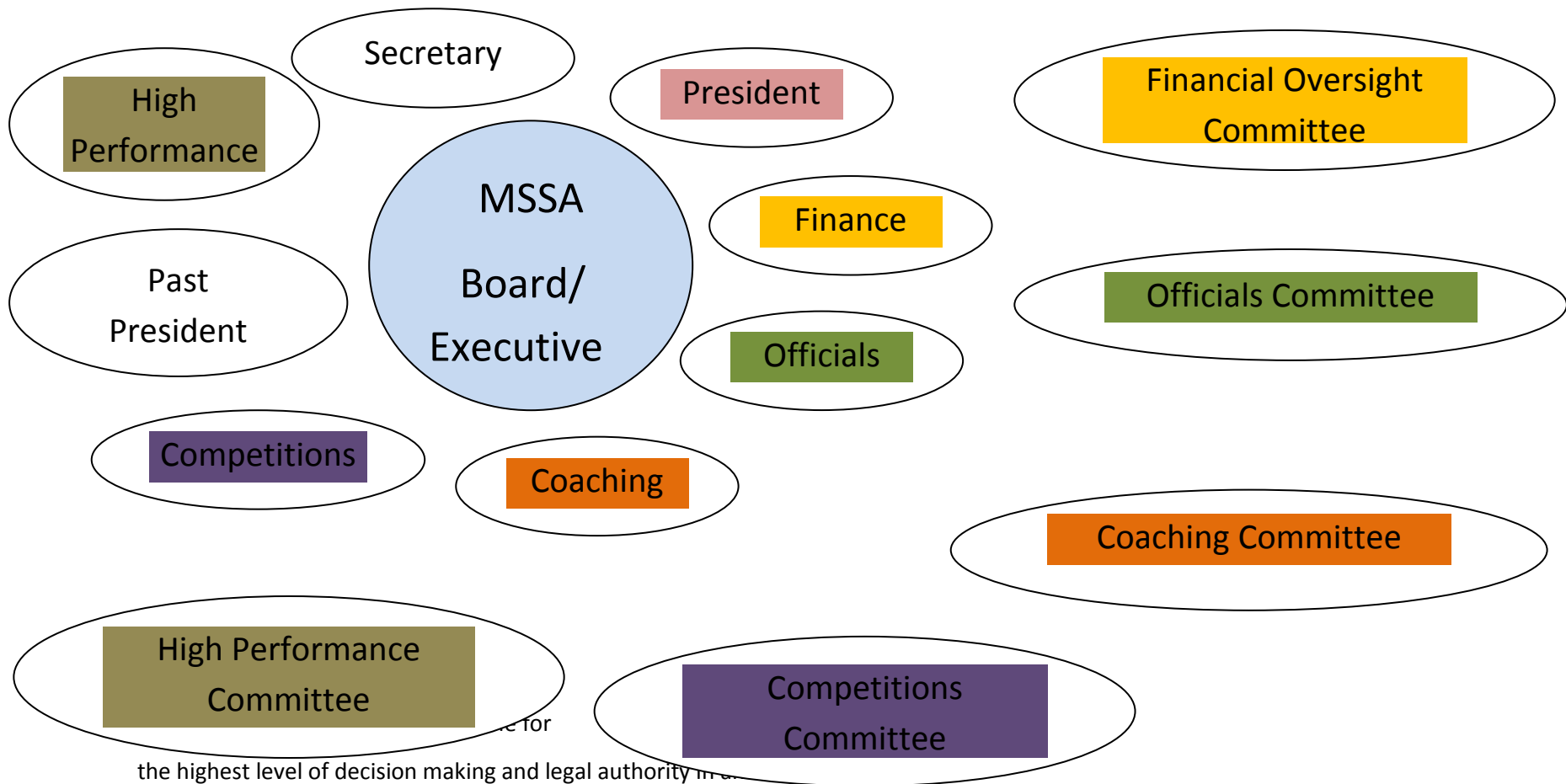
MSSA Board/Executive: The board is comprised of several positions that are voted in by the club representatives at regularly scheduled Annual General Meeting (AGM). The President is responsible to provide leadership to the Board to whom the Executive Director is accountable. The Board is also understood to be recognized as the SSC Branch Executive and act in support of SSC mission alignment. A Board's decision-making ability lies in its group structure and required functions. It is expected that the Board will act as in a consolidated manner following use of quorum for decision making. MSSA contract and manages the Provincial Coach.

Clubs: Clubs are independent groups of members that are responsible for Athlete development, MSSA and SSC fee collection and payment, Club Membership fee collection, Financial responsibility, club communication, club level safety and equipment provision, upholding of policy and procedures, participation in MSSA required fundraising, provision coordination/officials/volunteers for assigned ability and sanctioned meets., training and development of the coaches/officials/volunteers,

Members: club members are also members of MSSA. Their fees are applied to MSSA, SSC and Club revenues. Clubs require members to participate as athletes, volunteers, officials and coordinators. All members in good standing are invited to participate as either Club or MSSA board members. Club members are also insured skaters when attending club or MSSA sanctioned scheduled events/meets.

MSSA Executive Membership

Every year at the AGM club representatives are invited to direct the composition of the MSSA Board/Executive of Directors. On a rotational basis, the positions go through the nominee and voting process. Club voting power is based on membership. The process is guided by policy and procedure. Each of the positions has an established job description. The positions are obligated to be responsive to their duties and responsibilities. The interest of MSSA is at the forefront. Universal decision making is expected. Committees are formed for consultation.



organization. By law, it is ultimately accountable for and has authority over the organization's resources and activities. The board articulates and communicates the organization's vision to the membership and community. Through policy, the board defines the parameters within which the organization will carry out its work."

Source: Roles and Responsibilities of Not-for-Profit Board – resource Centre for Voluntary Organizations Found on the Sport Manitoba website.

President

The President of the MSSA is responsible for the overseeing of the members of the Board/Executive. This position is the direct manager of the Executive Director and is responsible for the High Performance Committee. The High Performance committee is responsible for the management of the Provincial Program and the Provincial Coach, who is an employee of MSSA. The President has signing authority on finances and policy and procedure.

Past President

The Past President is responsible to transition the President through the initial year of service. This position is responsible for the ensuring of MSSA Board/Executive fulfillment of duties and responsibilities as well as the recruitment of nominations of such positions for the AGM.

Secretary

The Secretary is responsible for the transcribing of MSSA meeting minutes and is accountable to the E.D. for submission of such minutes. The secretary supports the E.D. in document management and electronic filing as requested.

Finances

General MSSA fiscal management is performed by the Executive Director. That position ensures that monies are accounted, for both receivables and payables, at a MSSA level. The Executive Director work closely with the Vice President of Finance and the President to ensure that policy and procedures for fiscal management occurs. The Board/Executive are obliged to monitor fiscal outcomes on a monthly basis. Annual Audits, supervised by Sport Manitoba are performed. Fiscal reports are provided to the branch clubs at the Annual General Meeting. MSSA ensures that SSC fees and financial obligations are met.

Competitions

VP of Competitions ensures that provincial and national competitions and events meet and support the SSC standards of provision. The Competitions Committee can include meet coordinators, as well as club members to help oversee the effective and efficient running of speed skating competitions.

Coaching

The VP of Coaching is responsible for the oversight of all coaching programs and services provided to MSSA membership. Each club has a coaching committee that oversees club level coaching. Club coaching programs do not include the High Performance Programs which require involvement of the Provincial Coach. However, the Provincial Coach does support and may help develop the approaches used by Club Coaches. The MSSA coaching committee, lead by the VP of Coaching, provides for the development and ongoing support of club level coaches. The VP of Coaching and the committee work closely with the Provincial Coach and the club level coaches for such things as developmental clinics and skater programs.

High Performance Programs

High Performance programs is a Board position that focuses on high performance skaters that are at or have advanced past the provincial level and may possibly be skating out of province, but have not yet met levels of performance for the National Team. The VP of High Performance Programs and their committee are responsible for the monitoring of performance programs and outcomes to ensure that skaters are supported where possible by the MSSA and its membership. It includes but is not limited to such things as managing funding, skater performance and success, as well as ongoing athlete contribution at both MSSA and Club levels.

Officials

The goals of the VP of Officials and the Officials Development Committee are to ensure the availability of qualified officials through proper education and accreditation; to appoint and designate qualified officials at local levels and to assist in supporting SSC in National and International level events; and to ensure the technical regulations are consistent with I.S.U. requirements and appropriate to national development of the sport. The VP of Officials coordinates the provision of development clinics through the year for all levels of officials.

Officials and volunteers that are recruited and developed by MSSA at clinics and at local level skating meets may have their qualifications submitted to SSC by the VP of Officials for recognition at a National level. Officials and volunteers for all provincial branch events are recruited at a club level, but are coordinated and accounted for at the MSSA level. SSC sanctioned meets require that MSSA oversee and ensure that all required positions are filled with qualified and reliable officials. MSSA is responsible to SSC to manage this process. Use of officials at non-sanctioned meets, such as club level mini-meets, does not count toward the SSC development of the official. However clubs may use these venues for orientation and recruitment of new officials and volunteers.