CHAPTER 3: Administration

CBF Head Office

3.1. The CBF maintains an office in Winnipeg, Manitoba and is staffed by an Executive Assistant. Copies of all documentation are held at this location. The office is the focal point for distribution of all CBF correspondence and CBF publications. The contact details for the office are as follows:

a. Mailing Address:

145 Pacific Avenue
Winnipeg, Manitoba
R3B 2Z6

b. Phone/Fax Numbers:

i. Phone – (204) 925-5656
ii. Fax – (204) 925-5792

c. Web Site:

i. Web site – www.broomball.ca
ii. E-mail – cbfbroomball@shaw.ca

3.2. The CBF is required to set timelines for completion and submission of all documents. Deadlines are identified at the Annual Meeting and provided to Members. These dates are also posted on the CBF web site.

3.3. All correspondence directed to the CBF are to be forwarded to the Executive Assistant at the CBF Office.

Roles and Responsibilities

Section 1 – Roles of the CBF Board

President:

3.4. The President is responsible for the day-to-day general management and supervision of the affairs and operations of the CBF and has signing authority on all official documents.

3.5. The President shall:

a. Preside at all CBF meetings;
b. Call necessary meetings of the Board to discuss and deal with matters of the CBF. Thirty (30) calendar days notice of such meetings must be given to each Board member;
c. Act as the official representative of the CBF and is empowered to respond and take necessary action on urgent matters;
d. Monitor the activities of the Secretary, Executive Assistant and the Treasurer, including reviewing various financial statements and reports;
e. Sit on all standing committees as a member ex-officio;
f. Chair committees including Hall of Fame and Sponsorship;
g. Chair committees and oversee activities associated with the International Federation of Broomball Associations and other international involvement;

h. Sit as a Governor on the board of the International Federation of Broomball Associations,
i. Consolidate and present the *Operating Plan* to the Board at the Annual Meeting;
j. Ensure the long-term financial stability of the association;
k. Receive and approve the operating budget on an annual basis;
l. Finalize the submission for Sport Canada Funding;
m. Provide a written annual report to the CBF Annual Meeting outlining areas of responsibilities; and
n. Perform other duties as required by the Board.

Vice President

3.6 The Vice President is responsible for all marketing, communication and promotional matters relating to the CBF with the assistance of the Webmaster, Secretary, Treasurer, Executive Assistant, the High-Performance Director and the Sport Development Coordinator.

Responsibilities include, but are not limited to:

a. Ensuring updates and corrections are made to the CBF Website and Facebook page, *Policies and Procedures Manual* and other CBF documents;
b. Reviewing the CBF administrative procedures for relevance and preparing or presenting new issues to the Board;
c. Responsible for pursuing sponsorship & marketing opportunities
d. Assist in preparing and presenting a *Forecasted Operating Budget* for review at the CBF Annual Meeting;
e. Preparing and presenting a CBF Marketing/Communication-Promotion/Image & Sponsorship Plan;
f. Monitoring the activities of the Sport Development Coordinator
g. Assist in preparing the administrative component of the *Multi Year Plan*;
h. Reviewing the application for Sport Canada funding;
i. Providing a written annual report to the CBF Annual Meeting outlining areas of responsibilities;
j. Performing other duties as required by the Board.

Director at Large - Technical

3.7 The Director at Large - Technical is responsible for overseeing the technical aspects of the CBF's Coaching and Officiating programs, and player development. Responsibilities include, but are not limited to:

a. Monitoring the activities of the Referee-in-Chief;
b. Overseeing the technical aspects of the National Championships including, but not limited to:
    i. Development of event schedules.
    ii. Ruling on player/team eligibility issues.
    iii. Monitoring of player Registration.
    iv. Provision of technical guidance to Hosts;
    v. Provision of technical guidance to the Disciplinary Committee

established for each event.

c. Providing a written annual report to the CBF Annual Meeting outlining areas of responsibilities;

d. Chairing Committees established to deal with technical and developmental matters; and
e. Performing other duties as required by the Board.

3.8 In the absence or incapacitation of the President, the VP Technical is the next in line to temporarily perform the duties of the President.

Secretary

3.9 The Secretary shall attend all Board Meetings and record all minutes in the books kept for that purpose. Copies of all correspondence will be forwarded to the registered office of the CBF.

3.10 The Secretary is responsible for:
a. Providing all notices required to Members and Directors;
b. Circulating the minutes of meetings to the CBF Board and Members within sixty (60) calendar days after completion of the meetings;
c. Annually compiling a complete record of registration statistics for the CBF based on information received from all Associations. These statistics are to be submitted to the CBF Secretary by each Association by April 1st each year;
d. Ensuring the timely distribution of CBF documents and correspondence;
e. Performing other duties as required by the Board of Directors.

Treasurer

3.11 The Treasurer is responsible for all financial aspects relating to the payment of bills and tracking of CBF revenues and expenses and has signing authority on all official documents.

3.12 The Treasurer shall:
a. Keep full and accurate records of all deposits, receipts and disbursements of the CBF finances in proper accounting books;
b. Deposit all money to the credit of the CBF in financial institutes designated by the Board;
c. Disburse the funds of the CBF under the direction of the Board according to payment procedures;
d. Provide the CBF Board with a written account of all CBF financial transactions, and if requested, a financial statement;
e. Provide and present an audited financial report at the CBF Annual Meeting;
f. Assist the Executive Assistant with the preparation and presentation of a forecasted budget for the upcoming fiscal year. The budget will be presented at the CBF Annual Meeting;
g. Assist with the financial section of the CBF *Operating Plan*; and
h. Perform other duties as required by the Board.

Section 2 – Election of the CBF Board

3.13. The CBF Board is elected at the Annual Meeting according to the CBF's By-laws.

Section 3 – Member Delegates

3.14. Responsible to:

a. Make decisions and provide direction to the CBF;
b. Ensure Member compliance with the CBF directives;
c. Participate in CBF Member's meetings;
d. Make proposed recommendations to the CBF;
e. Vote on proposals and issues that arise at CBF Meetings; and
f. Submit documentation requested by the CBF.

Section 4 – Staffing - Executive Director

3.15. The Executive Director is responsible for the overall organization and administration of Broomball in Canada and has signing authority on all official documents.

3.16. The Executive Director shall oversee and coordinate with the:

a. Sport Development Coordinator – Develop Marketing objectives and work plan; Lace To The Top (LTTT) and Special Initiative fund recipient's follow-up; weekly meetings to discuss tasks completed and to be completed; coordinate with webmaster to update website; manage all social media.
b. Treasurer – Create and maintain a document to track all revenues and expenses comparative to the approved annual budget on a monthly basis and reconcile with the bank statement. Includes all records of deposits and invoices for cheques written.
c. High Performance Coordinator – coordinate with the High-Performance Coordinator and the running of the National Teams' program and review the National Hosting Checklist
d. Coaching Coordinator and/or **Director at Large -** Technical – Oversee the scheduling of Coaches Workshops (BF2, BTC, BTE) and training of Learning Facilitators (LF)'s. Ensure all registered coaches in Canada are up to date on their Professional Development (PD) points and printing and mailing all documentation required for the workshops are completed.
e. Referee in Chief (RIC) – scheduling of Officials LF Workshops, training of officials and sports safety guideline. Create a reference document to be distributed to newly trained officials
f. Executive Assistant (EA) – Coordinate with the EA regarding all administration, Sport Canada and financial/budget matters
g. Webmaster – Schedule tasks and deadlines according to the needs of the CBF and the Sport Development Coordinator

3.17. Specific duties include but are not limited to:

a. Liaise with Sport Canada, the Coaching Association of Canada (CAC) and Sport for Life Committees, Board Members and Provincial/Territorial representatives.
b. Oversee and manage staff and review responsibilities and job performances annually.
c. Completion of annual Sport Canada funding application and monitoring of the Multi-year and Operational Plan and association Policies and Procedures documents.
d. Prepare and manage the annual budget as approved by the Board and Members and identify sponsorship opportunities.
e. The Executive Director will receive e-mail, telephone and written correspondence and ensure necessary distribution of information in a timely fashion.
f. Travel and attendance at the Annual Meetings and Senior Nationals (April) and other relevant meetings during the year.
g. Oversee the transfer of important documents to a cloud system
h. Ensuring the printing, translation and distribution of CBF publications such as Rule Books, Coaching Manuals, Course Facilitator Manuals are completed and fees are submitted to the Treasurer.
i. Communicate with the Nationals Host Committees to ensure the CBF Hosting Policy is being followed
j. Assist with planning the Canada Cup and ensure host site is prepared for the event
k. Ensure that all communication with PTSO`s is done in both official languages of Canada
l. Compiling, documenting and forecasting annual administrative expenses associated with the National Office operations and providing the Treasurer with copies of receipts
m. Other duties as requested by the CBF Board

Section 5 – Staffing – Executive Assistant

3.18. The Executive Assistant is responsible for the provision of administrative support services to the CBF and the Executive Director and has signing authority on all official documents.

3.19. The Executive Assistant is selected by the CBF Board and announced at the Annual Meeting.

3.20. As the main point of contact for the CBF, specific duties include, but are not limited to:

a. Receiving e-mail, telephone or written inquiries and responding, or referring them to the appropriate Director or Appointed Officer;
b. Coordinating and maintaining communication between:
    i) The CBF Board and Appointed Officers
    ii) Member Presidents and their Provincial/Territorial Offices
    iii) CBF Standing Committees
c. Attending meetings or CBF funded professional development seminars or training;

d. Ensuring the printing, translation and distribution of CBF publications such as Rule Books, Coaching Manuals, Course Facilitators Manuals are completed
e. Ensuring the collection of all fees on behalf of the CBF for publications, Registration & Nationals Hosting fees and fines and forward them to the Treasurer
f. Maintaining a filing and record system for all CBF documents;
g. Ensuring material required for meetings are prepared and circulated as required;
h. Advising the Board of proposed changes to administrative procedures or documentation;
i. Assist in the preparation of the annual budget
j. Perform other duties as required by the Board or delegated by the Executive Director

Section 6 – Staffing – High Performance Coordinator

3.21. Reporting to the Executive Director and the **Director at Large -** Technical, the High-Performance Coordinator is responsible for the organization and administration of the National Team High Performance Program

3.22. Coordination of all aspects of team selections, high performance testing, monitoring yearly and monthly training plans and National team events

3.23. Liaise with Sport Canada, the Coaching Association of Canada (CAC) and Sport for Life Committees and Provincial/Territorial representatives to ensure necessary distribution of information pertaining to the High-Performance Programs

3.24. Prepare and manage the annual High-Performance budget as approved by the Board and Members

3.25. Perform other duties as required by the Board or the Executive Director

Section 7 – Staffing – Sport and Community Development Coordinator

3.26. Reporting to the Executive Director, President and the Vice President, the Sport and Community Development Coordinator is responsible for sport development and the marketing and promotion of broomball on our social media sites.

3.27. Specific duties include but are not limited to:
a. Help update the Broomball Long Term Athlete Development Program;
b. Review and manage the Lace to the Top Week program;
c. Review and monitor the Broomball Canada website, including: 12 Steps program, Broomball for Fun and Lace to the Top and respond to comments and requests
d. Manage and implement all requests for Special Initiatives
e. Perform other duties as required by the Board or the Executive Director.

Section 8 – Appointed Officers

3.28 From time to time, the CBF may be required to appoint persons as *Appointed Officers of the CBF* in order to perform assigned duties on behalf of the CBF.

3.29 These individuals can be appointed directly at the request of the Board. The President may make appointments after consulting with the Board

Referee-in-Chief

3.30 The Referee-in-Chief is responsible to assist the **Director at Large –** Technical with activities relating to the CBF's officiating program.

3.31 The Referee-in-Chief is appointed by the CBF Board for a two (2) year term and announced at the Annual Meeting. Members will be canvassed for recommendations (all recommendations must be approved by the members).

3.32 Specific duties include, but are not limited to:

a. Maintaining a register of certified CBF officials;
b. Assisting in the development and review of the CBF Officials Program;
c. Providing training for game officials;
d. Reviewing Member nominations, selecting appropriate officials and establishing game schedules for officials at National Championships;
e. Monitoring the conduct and performance of officials at CBF sanctioned events;
f. Acting as an advisor to Discipline Committees established at National Championships; and
g. Attending CBF funded professional development seminars or training.

Coaching Coordinator:

3.33 The Coaching Coordinator shall attend all Board Meetings and is responsible for establishing and administering all CBF Coaching Programs including on line and in person clinics.

3.34 The Coaching Coordinator shall:

a. Communicate with all Provincial/Territorial delegates regarding the need for Coaching Clinics and ensure Learning Facilitators are in place to run the clinics;
b. Ensure the Provinces/Territories and Learning Facilitators are aware of all fees, course materials and facilities associated with the clinic prior to hosting the clinic;
c. Ensure all Registration fees are collected prior to the start of the clinic and forwarded to the CBF office;
d. Provide the CBF Executive Director with a written account of all expenses and ensure all receipts are provided for reimbursement following the clinic;
e. Ensure all coaches are entered into the Locker on the Coaching

Association of Canada website;
f. Ensure all Coaches attending the National Championships have completed their respective certification and training requirements including their Professional Development requirements.
g. Prepare a written report of all Clinics held during the season to be presented at the CBF Annual Meeting;
h. Attend monthly Coaching Association of Canada meetings
i. Perform other duties as required by the Board

Section 9 - Standing Committees

3.3**5** The CBF uses Standing Committees as a means to complete operational activities in specified areas that can't otherwise be handled by the Board. A standing committee shall consist of a Chairperson and a minimum of two other members.

3.3**6** When a committee is to be established, the Board shall name a Chairperson and committee members.

3.3**7** Specific documents outlining the aims, objectives and responsibilities of each of the standing committee members must be drawn up by each committee to fit within the general mandate set down in the Bylaws or Policies and Procedures Manual. These should be reviewed annually, updated as necessary and presented in writing to the Board sixty (60) calendar days prior to the Annual Meeting.

3.3**8** The Chairperson is responsible for ensuring that a committee member is prepared to assume the Chairperson's duties in their absence.

3.3**9** A Chairperson may request the resignation of any committee member but such request shall not have force or effect until ratified by the Board.

3.**40** If required, each Standing Committee must submit a proposed budget for the up-coming fiscal year to the Board sixty (60) calendar days prior to the Annual Meeting.

3.**41** The following committees are required on an on-going basis:

a. Coaching Committee:
    i. Chaired by **a Director at Large**, **in coordination with the Coaching Coordinator**;
    ii. Made up of Member representatives as required;
    iii. Responsible for establishing and administering Coaching Programs including clinics and other programs deemed necessary.
    iv. Other responsibilities include:
        1. Developing and submitting a proposed budget to the Board sixty (60) calendar days in advance of the Annual Meeting.
        2. Developing an acceptable recognized Coaching Program with inter-Member input and approval in order to

standardize the sport of Broomball across Canada.

b. Hall of Fame Committee:
   i. Chaired by the CBF President, consisting of four members chosen from the Board and one current Hall of Fame inductee and appointed by the Board as required;
   ii. Responsible for reviewing the nominations and submitting accepted nominations to the Board for approval.

c. Nomination Committee:
   i. The Committee will be composed of three (3) individuals appointed by the Board. The Board will appoint an individual to act as the Chair;
   ii. Primary responsibility is the oversight and implementation of annual Board of Director nominations and elections.

d. Governance and Ethics Committee:
   i. The Committee shall be comprised of a Chairperson and no less than two additional members **;**
   ii. Responsible for facilitating Broomball Canada's ongoing compliance with all statutory and regulatory instruments governing its affairs and ensuring alignment of Broomball Canada's policy and governance frameworks with Not-for-Profit sector best practices.

e. Finance and Audit Committee:
   i. The Committee will be composed of the Treasurer (who will Chair the Committee) and three additional people who are appointed by the Board at a meeting of the Board.;
   ii. Responsible for oversight related to corporate auditing and report, financial policies and strategies, and financial risk management.

3.4**2** The Standing Committees of Coaching, Broomball Development and Officials are directly responsible to the **Vice President** to present all Committee reports and recommendations at the Annual Meeting.

Section 10 – Administration

Legality of Correspondence

3.4**3** The CBF uses several types of correspondence to conduct business. These include correspondence in the form of:
   a. Typed correspondence on CBF letterhead;
   b. E-mail originating from the Board or Appointed Officers; and
   c. Official publications such as the *By-Laws*, *Policies and Procedures Manual*, *CBF Rule Book and Coaching Manuals.*

3.4**4** The President is responsible to sign all official documentation, however, due to the geographic diversity of the CBF Board, the Referee-in-Chief, and Executive **Assistant/Director** are authorized to sign documents relevant to their areas of responsibility.

3.4**5** The President is the only Director authorized to sign the following documents or correspondence:

a. Personal Service Contracts;
b. Indemnification letters;
c. Sponsorship endorsements;
d. Hosting contracts authorizing selected Host to organize a National Championship;
e. Letter authorizing support or commitment to outside agencies such as the IFBA;
f. Correspondence between Broomball Federations from other countries;
g. Minutes of Meetings where chaired (in conjunction with the Secretary);
h. Correspondence directed to Canadian Government departments and officials; and
i. Disciplinary action directed at any CBF Member, Registrant, or Participant

CBF Forms

3.4**6** The CBF has developed "official" forms to record and clarify CBF requirements. The objective of a standardized form is to ensure the maximum amount of relevant information is identified at the onset of communication.

3.4**7** Copies of the forms may be obtained from the CBF office or web site.

CBF Officer Expenses

3.4**8** The CBF Treasurer is responsible for payments of all CBF expenses. All invoices should be forwarded directly to the Treasurer or the CBF Office (for redirection).

3.4**9** CBF Officers are entitled to financial reimbursement of reasonable expenses incurred in the performance of their duties.

Specific Expenses

3.**50** The following procedures are to be used as direction for the payment of expenses:

a. Meals – no invoices required; set rate @ $75.00 per day (includes days of travel), based on travel time at a rate of $15, $20 & $40/meal).

b. Accommodation – reasonable costs within Federal Government accepted hotels, double occupancy unless otherwise directed or gender dictates, and the President's room should include en-suite for meetings or hosting requirements;

c. Travel – the most economical means of travel **(coordinated through the Executive Director or President)** must be utilized. Air travel is the most time- efficient means and should be the primary mode. Advance planning is paramount to take advantage of lower rates. Overnight discount requirements should be considered if reasonable savings are identified and the affected individual is in agreement. Special circumstances may result in requests for train travel and such request must be handled

case-by-case by the CBF President;

d. Taxis, buses and toll fees – expenses incurred as a result of tolls, local bus shuttle services and taxis will be paid to the full amount upon presentation of a receipt. The use of taxis should be limited and used if no other reasonable economical means is available. Executive are not expected to use local transportation systems (bus or street cars) when travelling to and from Airports to hotels or meeting places. Shuttle services should be the primary mode of transportation, followed by taxis;

e. Personal vehicles – pre-authorization of this means of travel is required and requests of this nature must be directed to the CBF President. The following expense reimbursements apply:

i. Personal choice – persons selecting this alternative to other authorized travel should be reimbursed actual amount spent on fuel upon presentation of receipts up to the dollar value associated with the cost of air travel to the same destination;

ii. CBF choice – persons requested by the CBF to utilize their own vehicle on CBF business should be paid $0.50 per km.

f. Rental vehicles – when authorized, rental vehicle re-imbursement will occur only for expenses related to the actual operation of the vehicle and payment will be limited to vehicle rental rate, insurance coverage and actual monies spent on fuel. Invoices are required for payment.

Other Expenses

3.49 Other expenses (stationary, printer ink, etc) incurred during the performance of duties will be paid out by the Treasurer upon presentation of receipts and a covering note detailing the circumstances of the expense.

3.50 Long distance telephone calls shall be submitted for reimbursement if necessary. After-hours discount times should be utilized whenever possible, however the geographic spread of the CBF does not always allow for this so CBF Officers are not restricted to these times. E-mail, texting and ZOOM are practical and in-expensive means to handle non-urgent matters and should be utilized whenever possible.

3.51 Only the treasurer is authorized to make purchases of major assets so requirements should be identified and directed to that officer.

Other Appointed CBF Officers

3.52 CBF Appointed Officers may also be entitled to financial reimbursement of reasonable expenses incurred during the performance of their duties; however, these entitlements will be identified in the specific *Statement of Duties* developed for their tenure of service.

3.53 The Board may approve the payment of transportation, per diem and accommodation expenses to other parties; however, their approval must also identify the method of repayment.

3.54 The direction identified for Officer expense repayment should be used as

guideline for these scenarios.

Sponsorship

3.55 The CBF should actively solicit corporate sponsorship to subsidize and develop CBF programs. This should only be done in accordance with the following guidelines:

a. The CBF President is responsible to negotiate, present details to the Board, and sign all contracts;
b. Associations who have written contractual obligations with any company or corporation must inform the CBF office of these arrangements and provide a copy of the written agreement to the CBF;
c. National sponsor's logos must be included on National Event posters and programs;
d. Any Member or Host organizing committee intentionally or deliberately approaching and jeopardizing any existing or potential contracts with CBF sponsors are subject to disciplinary action.

Marketing and Promotional Vehicles

3.56 Any administrative, promotional or technical material initiated and produced by the CBF or any Member cannot be "garnered" and sold for profit or reproduced unless both parties have signed a written agreement.

3.57 All CBF promotional and/or technical material that is sold at sanctioned events must be done on a profit-sharing basis determined and agreed upon prior to the event.

3.58 CBF developed materials, documents, or publications may not be reproduced nor shall they be offered for sale by anyone without the express written permission of the CBF. Any Member breeching this regulation will be subject to sanctions.

3.59 Foreign persons/groups/or National bodies may not copy or reproduce any CBF materials. Arrangements can be made for the purchase of such materials through the CBF office. Failure to comply with these requests will result in suspension and/or severing of all ties with the person/groups concerned.