



Policy 1 – Governance, Policy Administration & Membership Status Policy

Club Name: Manitoba Rush FC

Policy Version Number: Version 1.0

Effective Date: April 2026

Approved By: Board of Directors

Next Review Date: April 2027

1. Purpose

This policy establishes the governance framework for Manitoba Rush FC, defines how policies are approved and maintained, and sets out the Club's approach to organizational structure, operating status, and external participation.

2. Scope

This policy applies to the Board of Directors, officers, committees, staff, coaches, volunteers, contractors, and any person acting on behalf of the Club. It applies to governance, policy development, records, delegated authority, operating status, participation structures, and external organizational interactions.

3. Policy Statement

Manitoba Rush FC will operate through a duly constituted Board of Directors, maintain a current and accessible policy suite, and deliver programming in a manner that is safe, properly governed, and appropriately insured.

The Club may operate within a sanctioned governing-body framework, as an independent organization, or through a hybrid model, as determined by the Board of Directors and applicable circumstances.

The Club will not engage in activities that create unreasonable safety, insurance, legal, or reputational risk.



4. Key Definitions

Operating model: the Club's current participation structure, including sanctioned participation, independent operation, or a combination of both.

External organization: any non-Club league, academy, provider, school, municipality, sponsor, community organization, facility operator, or partner.

Policy register: the controlled list of current Board-approved policies, versions, and review dates.

Conflict of interest: any situation in which personal, family, business, professional, or financial interests may impair or appear to impair impartial decision-making.

5. Roles and Responsibilities

5.1 Board of Directors

The Board will:

- approve and amend Club policies
- determine the Club's operating model
- ensure compliance with legal obligations
- oversee risk management, insurance, and governance systems
- approve annual budgets and receive regular risk and compliance reports
- appoint or confirm key roles, including the Technical Director, Treasurer, Registrar, Safe Sport Officer, Complaints Intake designate, and Privacy Officer or designates
- maintain a conflict-of-interest framework
- ensure member accountability through AGM reporting and corporate records

5.2 President

The President will:

- provide executive leadership between Board meetings
- oversee implementation of Board decisions
- approve or decline major Club-level sponsorships, external partnerships, and high-risk operational exceptions within delegated authority
- ensure urgent governance matters are escalated appropriately



5.3 Secretary

The Secretary will:

- maintain Board minutes, the policy register, and approval records
- support policy review scheduling and version control
- maintain corporate records for the required retention period

5.4 Technical Director

The Technical Director will:

- oversee technical operations, coaching appointments, field allocation, and player placement within delegated authority
- ensure technical operations align with approved Club standards
- recommend policy updates related to development, coaching, and programming

5.5 Safe Sport Officer, Registrar, Treasurer, Complaints Intake Designate, and Privacy Officer

These roles will fulfill the subject-matter responsibilities assigned under this suite and report material risks to the Board.

6. Governance Standards

6.1 Board Composition and Conduct

The Board must operate in accordance with the Club's by-laws and applicable law. Directors must:

- act honestly, in good faith, and in the best interests of the Club
- maintain confidentiality where required
- avoid conflicts of interest and declare them promptly
- recuse themselves from discussion and voting where a conflict exists
- complete onboarding and training required by the Club



6.2 Delegated Authority

The Board may delegate operational authority to staff, officers, and committees, but remains ultimately responsible for governance, compliance, policy oversight, financial stewardship, and risk management.

6.3 Policy Register and Version Control

The Secretary will maintain a policy register showing, at minimum:

- policy title
- policy owner
- version number
- approval authority
- approval date
- effective date
- scheduled review date
- whether the policy is active, superseded, or archived

6.4 Policy Review Cycle

Each policy must be reviewed at least annually. A review may occur sooner where:

- law changes
- insurance requirements change
- a governing body changes a requirement that still affects the Club
- a material incident reveals a gap
- operations materially change
- the Board directs an earlier review



7. Membership Status and Participation

7.1 Flexible Operating Model

Manitoba Rush FC may operate:

- within a sanctioned governing-body framework
- independently
- or through a hybrid model

The Club's current operating model will be determined by the Board and communicated clearly to participants.

7.2 Core Commitments Regardless of Status

Regardless of operating status, the Club will:

- maintain appropriate insurance coverage, including participant insurance
- uphold Safe Sport and participant protection standards
- maintain access to independent reporting mechanisms, including ITP Sport or any successor process used by the Club
- ensure appropriate governance, discipline, complaints, privacy, and recordkeeping processes are in place
- communicate operating status clearly to members, participants, staff, coaches, volunteers, and families

7.3 External Participation and Activities

The Club may participate in leagues, events, showcases, training environments, or partnerships that align with its current operating model, provided:

- the activity is lawful and safe
- insurance implications have been reviewed
- participant protection standards are maintained
- screening requirements are met where appropriate
- the arrangement is documented and retained in Club records



7.4 Restrictions

The Club will not:

- misrepresent its status to participants or the public
- operate without appropriate insurance
- bypass safeguarding or reporting obligations
- engage in activities that create unacceptable safety, legal, financial, or reputational risk

8. Conflict of Interest and Related-Party Transactions

All directors, officers, staff, coaches, team officials, volunteers, committee members, and persons acting on behalf of the Club must avoid actual, potential, and perceived conflicts of interest.

Individuals must disclose conflicts promptly to the President, Secretary, or Board designate, or to the Safe Sport Officer where the conflict relates to safeguarding or complaints. Disclosures must be recorded in the applicable meeting minutes, incident file, or decision record.

No conflicted person may:

- approve their own expense
- determine their own compensation
- award themselves or a related party a benefit
- influence player placement or discipline involving their own child where impartiality is compromised
- participate in a sponsorship, vendor, contract, fundraising, roster, discipline, or appeals decision in which they or a related party have a material interest

Related-party transactions must be demonstrably fair, in the best interests of the Club, and approved through the Board process.

9. Delegated Financial, Contracting and Signing Authority

The Club will maintain a clear authority matrix for financial commitments, contracts, sponsorship agreements, grant submissions, rentals, banking changes, insurance commitments, and policy approvals.

No person may bind the Club, sign an agreement, approve a reimbursement, or commit Club funds outside the authority delegated to their role. Where uncertainty exists, the matter must be escalated to the Treasurer, President, or Board before any commitment is made.



10. Policy Administration Procedures

10.1 Policy Creation or Amendment

A new policy or amendment must:

1. identify the policy owner
2. identify related policies and conflicts to be resolved
3. be reviewed by the relevant operational lead and, where applicable, legal, insurance, or compliance advisors
4. be presented to the Board for approval
5. be added to the policy register after approval

10.2 Distribution and Accessibility

The Club will make current policies available through one or more of the following:

- registration materials
- staff and coach onboarding packages
- preseason meetings
- a Board or admin repository
- the public website for member-facing policies

10.3 Training and Annual Acknowledgement

The Club may require directors, staff, coaches, team officials, volunteers, players, and parents to acknowledge selected policies annually as a condition of participation.

11. Records, Retention and Audit Readiness

The Club will maintain governance, incident, screening, financial, insurance, and policy records in a secure and organized manner. Unless a longer period is required by law, insurer, active dispute, or applicable standard, Club records under this suite should be retained for at least seven years.

12. Non-Compliance

Non-compliance with this policy may result in corrective instruction, removal of delegated authority, Board review, discipline under the applicable policy, or referral to an external authority where required.



13. Related Policies

Policies 2, 4, 8, 12, 13, 16, and 17.

14. Review and Policy Owner

Policy owner: Board of Directors through the Secretary and President

Review authority: Board of Directors