
BOARD GOVERNANCE POLICIES

Surrey Orcas Water Polo Club

Vision

Surrey Water Polo to be recognized as a National Leader in Water Polo.

Mission

Surrey Water Polo:

“Using sport to help young people become empowered, positive influences in their community”

- Encourages **PARTICIPATION** through athlete centered and member driven programming from grassroots to competitive programming.
- Provides leadership resources and services to enable its members to achieve **EXCELLENCE** in water polo
- Builds **CAPACITY** of the sport including through the development of partnerships with its stakeholders
- **PROMOTION** of awareness of water polo by developing **PARTNERSHIPS** with key stakeholders
- Provides strong **ADMINISTRATION**, accountable and responsive to its members

Surrey Water Polo Club

BOARD OF DIRECTORS POLICIES

Board Role Policies

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Surrey Orcas Water Polo Club

BOARD OF DIRECTORS POLICIES

Abbreviations and Definitions

AFC	Aquatic Federation de Canada
CAC	Coaches Association of Canada
COC	Canadian Olympic Committee
CWG	Coaches Working Group (WPC)
FINA	Federation Internationale De Natation
MSC	Membership Services Committee (WPC)
NCCP	National Coaches Certification Program
NSO	National Sport Organization
NTC	National Teams Committee (WPC)
OWG	Officials Working Group (WPC)
PSO	Provincials Sport Organization
TSC	Technical Services Committee (WPC)
WPC	Water Polo Canada

Surrey Orcas Water Polo.
BOARD OF DIRECTORS POLICIES

Type: Board Role

Policy Number: 1.1

Name: Board Job Description

Date Approved: Pending

Authority: Board of Directors

Date Revised:

The job of the Board is to represent the members and stakeholders of Surrey Orcas Water Polo to ensure effective organizational performance.

To distinguish the Board's own unique job from the job of its staff, the Board will concentrate its efforts on the following:

1.1.1 Acting as the link between the organization and its members and stakeholders.

This linkage will allow the Board to:

- A. Obtain a clear picture of member expectations;
- B. Consult with members to proactively promote effective practices and relations; and,
- C. Communicate with stakeholders in a clear, timely and regular fashion.

1.1.2 Maintaining a focus on the intended long term impacts (outcomes) of the organization, not on the administrative or programmatic means of attaining those outcomes. This will be accomplished by establishing and maintaining governance policy in the following four areas:

A. Board Role Policy

Describes the standard of conduct and the job description of the Board. These comprise the group guidelines that the Board imposes on themselves.

B. Board-Staff Relationship Policy

Describes the manner in which the Board relates to the staff, including how power is delegated and its proper use monitored, the **General Manager role**, authority and accountability.

C. Executive Limitations Policy

Describes the legal and ethical boundaries within which the **General Manager** conducts the business of the organization.

D. Ends Policy

Describes the organizational outputs or products that the organization wants to achieve and for whom.

1.1.3 Assuring General Manager performance against Executive Limitations Policies.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Board Role

Policy Number: 1.2

Name: Leadership & Stewardship

Date Approved: Pending

Authority: Board of Directors

Date Revised:

- 1.2.1 The Board will govern with a strong sense of responsibility for providing effective leadership and ethical stewardship of the organization. The Board believes that it is a subset of the ownership of the Surrey Orcas Water Polo Club (SOWPC) and as such will act as the trustees of the organization. In order to assume this role the Board will:
- A. Cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing.
 - B. Ensure that their strategies and actions are consistent with the mission, values and long term impacts (Ends) of the organization.
 - C. Guide the activities of the organization through the establishment of a regular planning process which reviews the vision, mission and values of SOWPC and allows the Board to provide long term strategic direction that is proactive in nature.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Board Role

Policy Number: 1.3

Name: Empowerment & Accountability

Date Approved: Pending

Authority: Board of Directors

Date Revised:

1.3.1 The Board will govern with a strong sense of accountability to the members and stakeholders of the organization regarding their own performance, as well as that of the General Manager.

This will be achieved through:

- A. Monitoring and discussing Board performance at each meeting by comparing Board activity to Board Role and Board-Staff Relationship policies;
- B. Monitoring General Manager's performance at each meeting by comparing the activities to Executive Limitations policies and progress towards achievement of organizational Ends; and,
- C. Empowering General Manager's performance by an emphasis on outward vision and strategic leadership rather than internal preoccupation with administrative and program detail.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Board Role

Name: Service & Fairness

Authority: Board of Directors

Policy Number: 1.4

Date Approved: Pending

Date Revised:

1.4.1 The Board will govern with the values of service and fairness at the heart of their relationships with staff, members, stakeholders and the community at large.

This will be accomplished by:

- A. Demanding excellence and fairness in internal and external service through the values of Surrey Orcas Water Polo Club.
- B. Achieving healthy stakeholder and community relationships through ethical conduct, confidentiality, trust and the assurance of health and safety.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Board Role

Policy Number: 1.5

Name: Nominations Committee

Date Approved: Pending

Terms of Reference

Authority: Board of Directors

Date Revised:

Chaired by: The Vice President

Composition: Three members appointed by the Board, including the Vice Chair and the General Manager (ex-officio)

Quorum: A majority of committee members

Purpose:

- To ensure that the Board nominations process is understood and publicized among SOWPC member
- To ensure there are sufficient nominees to fill all Board vacancies
- To ensure the Board of Directors continuity.

Duties and Responsibilities:

- A. To proactively seek qualified candidates to run for the Surrey Orcas Water Polo Board of Directors, with a view to achieving a Board that is balanced in terms of regions, sector, gender, experience, and skills.
- B. To oversee the nominations process to ensure compliance with the organization's bylaws and policies.
- C. To report to the Board on nominations received.
- D. To recommend changes to the nominations procedure, as needed, to the Board.
- E. To proactively seek qualified candidates for Board committees when necessary.

Frequency of Meetings: The Committee will normally conduct its business by email and phone and meetings will be organized when necessary.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Board-Staff Relationship

Policy Number: 2.1

Name: General Manager

Date Approved: Pending

Job Description & Role

Authority: Board of Directors

Date Revised:

2.1.1 The General Manager is accountable to the Board as a whole, not to individual Board members or Committees of the Board that may be struck from time to time.

2.1.2 The Board will instruct the General Manager through written governance policies, delegating to him or her responsibility for the operational affairs of the organization within the boundaries identified within those policies.

2.1.3 Accordingly, the job description of the General Manager and the subsequent performance expectations lie in two areas only:

A. Organizational accomplishment of the outcomes identified in the Boards Ends Policies.

B. Responsibility for the operational activity of the organization within the boundaries identified in the Board's Executive Limitations Policies.

2.1.4 As long as the General Manager uses any reasonable interpretation of the Board's Ends and Executive Limitations policies, the General Manager is authorized and required to establish all further policies, make all decisions, take all actions and develop all activities.

2.1.5 The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and General Manager domains. By doing so, the Board changes the latitude of choice given to the General Manager. However, as long as any particular policy is in place, the Board and its Members will respect and support the General Manager's choices. This does not prevent the Board from obtaining information from the General Manager about the delegated areas, except for individual member-identified data.

2.1.6 Only decisions of the Board acting as a body are binding on the General Manager.

A. Decisions or instructions of individual Board Members, officers, or committees are not binding on the General Manager except in rare instances when the Board has specifically authorized such exercise of authority.

B. In the case of Board members or committees requesting information or assistance without Board authorization, the General Manager can refuse such requests that require – in the General Manager's judgement – a material amount of staff time or funds or is disruptive.

2.1.7 Only the Board acting as a body, can employ, terminate or change the conditions of employment of the General Manager.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Board-Staff Relations

Policy Number: 2.2

Name: Monitoring Staff
Performance

Date Approved: Pending

Authority: Board of Directors

Date Revised:

2.2.1 Monitoring General Manager's performance is synonymous with monitoring organizational performance against Board policies on Ends and Executive Limitations. Any evaluation of the General Manager's performance, formal or informal, will be taken from evaluation in these two areas only.

2.2.2 Monitoring Head Coach's performance is synonymous with monitoring organizational performance against Board policies on Ends and Executive Limitations. Any evaluation of the Coach's performance, formal or informal, will be taken from evaluation in these two areas only.

2.2.3 The Board will conduct a formal evaluation of the General Manager & Head Coach in September/October. Informal evaluation will occur on an ongoing basis throughout the year.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Board-Staff Relationships

Name: Financial Responsibilities

Authority: Board of Directors

Policy Number: 2.3

Date Approved: Pending

Date Revised:

2.3.1 The Board is responsible for the development of overall budget policy in accordance with the outcomes identified in its Ends Policies, as well as the priorities identified in the strategic and annual planning cycles.

2.3.2 The General Manager is responsible for managing the budget consistent with the Ends Policies, the priorities identified in the strategic and annual planning cycles and the requirements set ViaSport or the Gaming Grant of BC, for all Provincial Sport Governing Bodies and/or other funding sources. He or she shall have the responsibility for administering these funds according to the Executive Limitations outlined in policy 3.1. This budget will be set once approved by the board of directors

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Executive Limitations
Name: Finance & Budgeting
Authority: Board of Directors

Policy Number: 3.1
Date Approved: Pending
Date Revised:

3.1.1 With respect to the actual, ongoing condition of the organization's financial health, the General Manager may not cause or allow the development of fiscal jeopardy or material deviation of actual expenditure from board priorities established in the Ends policies.

Accordingly, he or she may not:

- A. Expend more funds than have been received in the fiscal year to date;
- B. Borrow from a financial institution, unless the debt guidelines in 3.1.4 below is met;
- C. Use any Long Term Reserve which shall be established by the Board from time to time; and,
- D. Fail to settle payroll debts in a timely manner.

3.1.2 Allow tax payments or other government ordered payments or filing to be overdue or inaccurately filed.

3.1.3 Budgeting for any fiscal year may not deviate per category by more than 10% or board approval; from the priorities that have been identified from the Board's Ends Policies, strategic and annual planning process.

Accordingly, he or she may not:

- A. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received for that period;
- B. Allow cash to drop below a safety reserve as determined by the Board from time to time; and,
- C. Endangers the fiscal stability of future years or ignores the building of sufficient organizational capability to achieve ends in future years.

3.1.4 Surrey Orcas Water Polo Club shall make available to the General Manager a credit card with a limit set at \$25,000, which limit shall not be exceeded by the General Manager.

The General Manager shall only use the Surrey Orcas Water Polo credit card for Surrey Orcas Water Polo related expenses.

**Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES**

Type: Executive Limitations

Policy Number: 3.2

Name: Organizational Values
& Ethics

Date Approved: Pending

Authority: Board of Directors

Date Revised:

3.2.1 The General Manager shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted business practice, professional ethics and/ or organizational values.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Executive Limitations

Policy Number: 3.3

Name: Treatment of Members

Date Approved:

Authority: Board of Directors

Date Revised:

3.3.1 The General Manager shall not cause or allow conditions, procedures or decisions which are unsafe, disrespectful, unfair, discriminatory, undignified, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy when interacting with members or those registering to be members.

Accordingly, he or she may not:

1. Fail to establish a clear understanding of what may be expected and what may not be expected from the service offered.
2. Fail to inform the member of this policy or to provide a grievance process to those who believe they have experienced a violation of their rights under this policy.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Executive Limitations

Policy Number: 3.4

Name: Communication &
Counsel to the Board

Date Approved: Pending

Authority: Board of Directors

Date Revised:

3.4.1 The General Manager shall not permit the Board to be uninformed on any relevant information and counsel that is required for the effective governance of the organization.

Accordingly, he or she may not:

- A. Neglect to submit monitoring data required by the Board that provides information regarding the degree to which the Ends Policies and Executive Limitations Policies are being fulfilled (see Monitoring Executive Performance Policy 2.2);
- B. Fail to inform the Board of relevant trends, anticipated adverse media coverage, or changes that may impact the assumptions upon which previous Board policy has been established;
- C. Fail to inform the Board, if in the General Manager's opinion, the Board is not in compliance with its own policies on Board Role and/or Board-Staff Relationships;
- D. Fail to deal with the Board as a whole except when fulfilling individual requests for information or when responding to officers or committees of the Board; and,
- E. Fail to report in a timely manner an actual or anticipated non-compliance with any Ends or Executive Limitations policy.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Executive Limitations

Policy Number: 3.5

Name: Stakeholder Relationships

Date Approved: Pending

Authority: Board of Directors

Date Revised:

3.5.1 With respect to the relationship of the General Manager with Surrey Orcas Water Polo stakeholders, he or she may not:

- A. Misrepresent Surrey Orcas Water Polo Club's Operational and/or Governance Policies;
- B. Act in any manner that violates the values of the organization;
- C. Commit Surrey Orcas Water Polo Club to any activities or agreements that would be in conflict with the Policies and/or values of the organization;
- D. Function outside of the parameters as set out by Water Polo West. and/or Water Polo Canada ; and,
- E. Jeopardize the relationship of Surrey Orcas Water Polo Club within Water Polo West, Via Sport & Water Polo Canada.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Ends

Policy Number: 4.1

Name: Athlete

Date Approved: Pending

Authority: Board of Directors

Date Revised:

4.1.1 Enhanced Skills and Knowledge

Athletes have the necessary skills and knowledge to play water polo at any level.

This includes:

- A. The “skills” necessary to play the game at the appropriate level;
- B. The “knowledge” necessary to play the game at the appropriate level; and,
- C. At “any levels” from introduction to international, including; participation, excellence and for all age groups.

4.1.2 Better Citizens and Sportsperson

Athletes have well developed interpersonal skills, self-discipline and sportspersonship.

This includes:

- A. The “interpersonal skills” necessary to work with other players, coaches and officials;
- B. The “self-discipline” and associated values necessary to play at their appropriate level; and,
- C. The level of “sportspersonship” necessary to play the game with respect.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Ends

Policy Number: 4.2

Name: Coaches

Date Approved: Pending

Authority: Board of Directors

Date Revised:

4.2.1 Enhanced Skills and Knowledge

Coaches have the necessary skills and knowledge required to competently deliver athlete centered programs at all levels. This includes:

- A. The “skills”, including interpersonal skills and abilities that are reflected by open mindedness, understanding, leadership, communication, a good work ethic, respect, accountability and the ability to work with people;
- B. The “knowledge” associated with the certification required to coach at the appropriate level from introduction to international;
- C. “Athlete centered” programs where the needs of athletes come first and are characterized by the use of assessment tools to determine training requirements, the development of programs consistent with athlete needs and developmental level, and the provision of feedback delivery; and,
- D. At “all levels” from introduction to international, including; participation, excellence and for all age groups.

4.2.2 Effective Role Models and Motivators

Coaches are good role models, sportspeople, and effective motivators, while being cognizant of their responsibilities to their athletes. This includes:

- A. “Role Models” that athletes look up to, parents trust, and who demonstrate leadership and consideration;
- B. “Sportsperson” who radiate a positive attitude and who encourage fair play, team play, fun and realistic goals;
- C. “Effective motivators” who are visionary, set attainable goals and encourage their athletes and teams to strive for their best; and,

D. Coaches who are “cognizant of their responsibilities” and reflect a keen awareness of both their role and their responsibility to develop, oversee and deliver a program which ensures the development of each athlete and teams.

Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES

Type: Ends

Policy Number: 4.3

Name: Parents/Guardians/Volunteers

Date Approved: Pending

Authority: Board of Directors

Date Revised:

4.5.1 Enhanced Skills and Knowledge

Parents / Guardians / Volunteers have knowledge required to competently support the athlete, coach and official at all levels. This includes:

A. The “skills”, including interpersonal skills and abilities that are reflected by open mindedness, understanding, leadership, communication, respect, and accountability;

B. The “knowledge” associated with the “athlete centered” programs where the needs of athletes come firsthand,

C. The “knowledge” associated with the programs offered at “all levels” from introductory to international, including; participation, excellence and for all age groups.

4.5.2 Effective Role Models and Motivators

Parents / Guardians / Volunteers are good role models, sportspersons, and effective motivators, while being cognizant of their responsibilities to the athletes, coaches and officials. This includes:

A. “Role Models” that the athletes look up to, other parents/guardians trust, and who demonstrate leadership and consideration;

B. “Sportspersons” who radiate a positive attitude and who encourage fair play, team play, fun and realistic goals;

C. “Effective motivators” who support and encourage the athletes to strive for their best; and,

D. Parents/ Guardians / Volunteers who are “cognizant of their responsibilities” and reflect a keen awareness of both their role and their responsibility to support a program which ensures the development of each athlete, coach and official.

**Surrey Orcas Water Polo Club
BOARD OF DIRECTORS POLICIES**

Type: Ends

Name: Stakeholders

Authority: Board of Directors

Policy Number: 4.4

Date Approved: Pending

Date Revised:

4.6.1 Good Relationships

Surrey Orcas Water Polo Club has good relationships with and provides appropriate input to Water Polo West, Water Polo Canada, and other partners, agencies and stakeholders involved with Water Polo

4.6.2 Policy Compliance

Surrey Orcas Water Polo Club complies with applicable policies of Water Polo West, Water Polo Canada, and other relevant agencies