



# PTSO Level 1 Support Document for Fully Volunteer-Driven Organizations

---

Provided by Soccer NS Consultants



# Purpose of this Document:

Support the guiding principles of the Canada Soccer Club Licensing Program



Support good governance and operations at club level



Assist purely volunteer operated clubs in separating strategy from operations



Introduce a scalable organizational chart - including director roles & responsibilities



Introduce key differences between standing and operational committees - including committee chair roles and responsibilities



# Support the guiding principles of the Canada Soccer Club Licensing Program

Prioritize Fun

Emphasize Physical,  
Mental, and Emotional  
Safety

Provide  
Developmentally-  
Appropriate, High  
Quality Programs

Maximize Attraction,  
Holistic Personal  
Development,  
Progression, and Long-  
Term Engagement

Focus on Participant-  
Centred Decision  
Making

Foster Accessible,  
Inclusive, and Welcome  
Environments

Act as a Good Corporate  
and Community Citizen



## Support good governance and operations at club level

- Volunteers are the bedrock on which the community sporting organization and the community sporting experience is built.
- It's imperative that we respect and continue to support the volunteer effort necessary to improve a child's community sport experience.
- Due to the complicated, and sometimes, complex nature of leading community sport organizations it's important that we respect the principles which underpin good governance and operations – all with the understanding that a perfect end-result is unattainable.



## Assist purely volunteer operated clubs in separating strategy from operations

- Volunteer organizations continually go through change.
- Whether the responsibility at hand is the recruitment of new board members, coaches, the annual necessity to orientate new membership, or structural shifts in order to improve the entirety of the community sport experience – change is ever-present .
- And if change is ever present – strategy is critical in order to successfully navigate change.
- Conventionally, purely volunteer organizations tend to get stuck in day-to-day project management and forgo strategy all together – a recipe for ineffective operations and volunteer burn out.



## Introduce a scalable organizational chart - including director roles and responsibilities

- A scalable organizational chart is important as it provides the organization opportunities to:
  - Consolidate responsibilities across roles in the years that the club is unable to find volunteers for all positions
  - Recruit volunteers to outlined framework of roles, responsibilities, & time constraints
  - Allow for change in the event the organization wishes to move towards a staff-driven operational model



## Outline key differences between standing and operational committees - including committee chair roles and responsibilities

- As mentioned, the starting point for good governance and effective operations occurs when directors, committees, & committee chairs understand their roles and responsibilities.
- Conventionally, most volunteer run boards are burdened by operations and are resultantly unable to strategically plan.
- Our ultimate goal in creating the information packages is to assist clubs during their reflection process by introducing a framework which they can use to assess their strategic and operational processes.



# Final Thoughts:

- In the event of confusion and disorder, it's important to revisit the guiding principles.
- The unique contexts of individual Clubs and their application for specific Canada Soccer Club Licenses in large part guide the methodology and plan by which specific licenses can be obtained.
- It is critical Clubs, as best as they can, separate Operations from Strategy – even when at times Board/Committee Members have to operate within both domains.
- Contact your SNS Consultant for professional support pertaining to effective club governance and operations.

