3136 Dundas Street West
Toronto, ON
M6P 2A1
www.thpfc.ca

THPFC Administration Policy

Applies To: *All THPFC members, players, parents/guardians/caregivers, coaches, volunteers, Board and committee members, staff, contractors, and others participating in or acting on behalf of the Club. This policy applies to THPFC governance, operations, programs, activities, decisions, and the interpretation and enforcement of Club governing documents and applicable soccer regulations and legislation.*

Toronto High Park FC - Administration Policy

The THPFC will maintain a set of administrative policies and associated operating procedures that are fair, democratic, and accessible related to the following areas:

- Membership
- Leadership
- Committees
- Meetings
- Finance
- Strategic Planning

Any individual whether a player or caregiver, team official, volunteer, officer, administrator or staff member that affiliates with the Club shall be under the jurisdiction of the Club and any other superior governing bodies or organizations.

Annual Member Fees

Annual Member Fees including any surcharges or supplementary fees may only be levied on Members by a majority vote of Members present and entitled to vote at a general meeting of the Club.

Fees, other than Annual Member Fees, may only be levied by a majority vote of the Board of Directors as part of the annual budget process.

Updated Date: July 2026
Approved By: THPFC Board of Directors

Annual General Meeting

The Order of Business at an Annual General Meeting shall be;

.1 Welcome and Call to Order
.2 Review of previous meeting minutes and approval
.3 President's Report
.4 Treasurer's Report and presentation of Financial Statements
.5 Appointment of Auditors
.6 Question Period pertaining to written reports
.7 Adoption of By-Law Changes
.8 Election of Officers
.9 Other Business
.10 Adjournment

Strategic Planning & Special Committees

The strategic planning process shall be directed by the Board of Directors.

The Board may establish special committees as required for the efficient and effective conduct of the Club's business. These Board committees shall be appointed by the Board. The Board may appoint non-members of the Board to a committee.

Membership

Membership within the Club is governed by Article 4 of the Club's By-Laws and the THPFC Registration Policy.

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