



Saskatchewan Archery Association Inc. (SAA) Policies and Procedures

This manual is a collection of the policies and procedures used by the SASKATCHEWAN ARCHERY ASSOCIATION in its operations.

These policies and procedures are set out in the CONSTITUTION of the Saskatchewan Archery Association (August 1, 1993) or have been passed by the Board of Directors or by the general membership at an Annual General Meeting.

Some of these policies have also been set out by Sask. Sport as part of the criteria for membership as a Provincial Sports Governing Body (PSGB) with Sask. Sport.

Sask. Sport website: <http://www.sasksport.sk.ca/index.php>

The SAA is a member of Archery Canada and since Archery Canada is affiliated with the international body, the Internnationale De Tir A L' Arc (FITA), we use the shooting rules as set out by World Archery (FITA) and Archery Canada.

Archery Canada website: <http://www.archerycanada.ca/>

Manual Updates: As the policies and procedures are changed or new ones are introduced, these will be added to this document and published in the Saskatchewan Archery Association Inc. website. <http://www.saskarchery.com/>

Table of Contents

Page

- Annual Recognition Awards Criteria 3
- Athlete Assistance4
- Club Startup Assistance 5
- Expense Claim Guidelines 6
- Archery Canada Liability Insurance Coverage.....7
- Financial Control Policies and Procedures 8
- SAA Harassment Policies per Archery Canada..... 9
- High Performance Program 10
- High Performance Team Athlete Contract 15
- Canada Games Team Selection Criteria 16
- Indoor Provincial Host Package 20
- SAA Fita and Field Team Criteria 22
- Fred Usher Cup 24
- SAA Provincial Team Athlete agreement 25
- JOP Indoor Target Criteria 27
- JOP Provincial Funding Assistance Program 30
- Memberships 31
- Membership Assistance Program (MAP) Grant 32
- Provincial 3D Archery Program38
- Tournament Registration39
- 3D Funding Criteria for 3D Team39

ANNUAL RECOGNITION AWARDS CRITERIA

- **Volunteer of the Year Award**

To be eligible for this award the nominee must have made a significant contribution to the development of archery in Saskatchewan at the club or provincial level.

- **Coach of the Year Award**

To be eligible for this award the nominee must be a minimum Instructor-Beginner certified coach. Coach demonstrates athlete development principles, fair play and sportsmanship and shows dedication to coaching by promoting coaching certification.

- **Male Athlete of the Year Award**

To be eligible for this award the nominee must demonstrate excellence in archery performance by exemplifying the characteristics of fair play, good sportsmanship, superior performance in competitions and a commitment to training.

- **Female Athlete of the Year Award**

To be eligible for this award the nominee must demonstrate excellence in archery performance by exemplifying the characteristics of fair play, good sportsmanship, superior performance in competitions and a commitment to training.

- **Male Junior Athlete of the Year Award**

To be eligible for this award the nominee must demonstrate excellence in archery performance by exemplifying the characteristics of fair play, good sportsmanship, superior performance in competitions and a commitment to training.

- **Female Junior Athlete of the Year Award**

To be eligible for this award the nominee must demonstrate excellence in archery performance by exemplifying the characteristics of fair play, good sportsmanship, superior performance in competitions and a commitment to training.

- **Judge of the Year Award**

To be eligible for this award the nominee must have a minimum provincial judge status. Judges maintain athlete development principles, fair play and sportsmanship and exemplify dedication to judging by promoting judge certification.

Nominating procedures:

1. All nominees must be members in good standing with the SAA and active in archery during the current year.
2. Please submit all nominations with a short resume of achievement / accomplishments to the SAA executive. Nomination forms available online at <http://www.saskarchery.com/Forms.html>
3. Nomination deadline: **June 1st** of current year. **All awards are based on the previous year.**

Awards will be distributed at the SAA Annual General Meeting in July.

ATHLETE ASSISTANCE

Purpose:

As per SaskSport's Funding Guidelines this portion of funding is allocated to enable Sask Archery to provide direct funding support to athletes who are committed to compete beyond a provincial level and have the greatest potential to improve their performance standard and/or ranking at the national level.

Funding:

- Funding is provided to a maximum of six (6) athletes per year and a minimum of \$400.00 per athlete per year.
- Athletes will be given an overall average and ranked accordingly under the appropriate divisions. (Men Compound, Women Compound, Men Recurve, Women Recurve as well as Paralympic divisions)
- Athlete's assistance when possible will adhere to gender equality.
- Minimum of one recurve athlete or AWAD athlete per gender provided all criteria is met and meets national team selection criteria.

Athlete Eligibility and Criteria:

- Athletes must be minimum cadet to junior age.
- Athletes must be developing beyond the provincial level.
- Athletes entering a minimum of the Train to Compete level of LTAD.
- Must be a member of good standing with the SAA and Archery Canada.
- Active participant of the Archery Canada Excellence Program.
- Active participant of the Sask Archery Archers Program.
- Athletes must compete and train in both the indoor and outdoor seasons.
- Athletes must participate in the SAA Indoor & Outdoor Provincial Championships, Archery Canada Indoor and Outdoor Championships and meet the Sask Archery Archers Program criteria.

Athlete Program Completion Responsibility:

Once the granted funds are used, the athlete must complete the required follow up report and return it, along with receipts for costs incurred, to Sask Archery Association Inc. Sask Archery is responsible for approving all follow up reports and submissions to Sask Sport.

Eligible Expenditures:

1. Training Costs

- all training costs incurred which directly relate to the sport for which the athlete was approved for assistance
- Examples – registration fees, purchase of required equipment, travel and accommodation costs

2. Competition Costs

- all costs incurred which directly relate to attending a Sask Archery approved competitions
- Examples – travel costs, entry fees, meals and accommodations

3. Other Costs

- Tuition fees – receipt which verifies athlete is registered as a full time post secondary student in a recognized university or technical institute for the school year
- Lost wages – only wages that are lost due to athlete attending training sessions or competitions are eligible

Approved August 30, 2009 Board of Directors Meeting (See Bylaw #7)

Deadlines:

Athlete Selection will be made by the board NLT April 30th of each year, at which time forms will be sent to the athletes. Spending plan deadline is August 1st of each year. Follow up deadline is August 30th with funding being sent by the end of September.

CLUB START UP ASSISTANCE PROGRAM

Purpose:

To assist in establishing new archery clubs in Saskatchewan.

Criteria:

- Club must have a meeting at which time an executive must be elected.
- Club must have bylaw that it and all members will be members of the SAA.
- Club must collect and submit membership fees of all members to the SAA.
- Receipts must be submitted for all money received.
- Please submit membership list and purpose for which the grant will be issued.
- Maximum assistance that may be applied for is \$500.00.
- Clubs that do not meet the criteria will be assessed at a meeting of the Board of Directors
- Club application alone does not necessarily constitute receipt of funding and the SAA Board of Directors will determine funding amounts for each application.

APPLICATION FORM ONLINE AT:

<http://www.saskarchery.com/Forms.html>

EXPENSE CLAIM GUIDELINES – revisions October, 2012

Board of Directors

Meetings

- Travel cost at \$0.55 per km round trip
- Accommodations for 1 night (prior to or following meeting) provided distance is greater than 150 km one way or RV of \$85.00
- Attendance of meeting \$100.00 /day per diem
- Attendance to meetings on behalf of SAA will be \$0.55 per km (eg: Sask Sport meetings)

National Meetings

- Representatives to National Meetings will receive \$0.55 per km or cost of return economy airfare (ticket required), accommodations, car rental / tax, and airport parking. All receipts are required.

Coaches (appointed by SAA)

- Travel cost at \$0.55 per km or cost of return economy airfare.
- Accommodation will be paid if distance greater than 150 km one way.
- Per diem \$100.00 per day

Officials & Judges

- Travel cost at \$0.55 per km or cost of return economy airfare, whichever is lesser value
- Accommodation will be paid if distance greater than 150 km one way.
- Per diem \$100.00 per day

Athletes (subject to Board approval) (see bylaw #6)

Out of Province

- Travel cost at \$0.25 per km round trip or the cost of return economy airfare.
- Accommodations and registration fee

National Competitions (paid according to qualification for funding)

- Travel cost at \$0.25 per km return trip (**one person per vehicle can claim**) or cost of return economy airfare, airport to accommodation, accommodation to venue (**athlete only**)
- Accommodations / meals at \$50.00 for each day of competition plus 2 days.
- Car rental / taxi, airport parking (receipts required).
- Registration fee.

Clinic Facilitators – NCCP Coaching Clinics, Introduction Clinics, Officials beginner clinics, coaching, judging

- Travel cost at \$0.55 per km.
- Accommodation if distance greater than 150 km one way or multiple day event.
- Per diem \$100.00 per day
- Any cost incurred with shipping equipment.
- Cost of printed manuals / handouts

Training Certification – Coaches and Officials

- Travel cost at \$0.55 km per return tip or the cost of return economy airfare.
- Accommodation.
- Registration fee.
- Car rental / taxi

Hosting

- Indoor Provincials Hosting Grant - \$2,000.00
- Outdoor Provincials Hosting Grant - \$1,000.00 / host club **OR**
- Outdoor 3D @ \$500.00/host club and World Archery (Fita) @ \$500.00/ host club

Provincial shoot fees and Hosting Reimbursements:

- Hosting club for Provincial target and field will charge the entrance fee of \$20.00 per senior and \$10.00 per youth (17 & under). The host club will then receive \$15.00 per senior and \$7.50 per youth for hosting
- Hosting club for Provincial 3D will charge the entrance fee of \$25.00 per senior and \$15.00 per youth (17 & under). The host club will then receive \$20.00 per senior and \$10.00 per youth for hosting.

NOTEWORTHY:

Deliberate misuse may lead to being stricken from funding opportunities available from Saskatchewan Archery Association Inc.

Any criteria not stated in these guidelines will be reviewed and will require approval by the Board of Directors.

ARCHERY CANADA LIABILITY INSURANCE COVERAGE

Please be advised of the following conditions when purchasing club affiliations with the Saskatchewan Archery Association Inc. as per the Archery Canada guidelines. Liability insurance coverage is received through affiliation with the Archery Canada (<http://www.archerycanada.ca/en/fca-info/insurance>) and Saskatchewan Archery Association Inc.

Definition of club system:

ALL of club members must be Archery Canada members in order for the club to receive liability insurance. (refer to Archery Canada Insurance Full details online at <http://www.archerycanada.ca/en/fca-info/insurance>) Saskatchewan Archery Association Inc. as the Provincial Sport Governing Body (PSGB) this means that all Saskatchewan Archery Association Inc. affiliated clubs must have all of their club membership holding an SAA membership for their club liability insurance coverage to be valid.

Judge Certification:

Archery Canada has implemented that all clubs must have 2 club judges or 2 safety officers or a combination of the two effective for the 2009 year.

FINANCIAL CONTROL POLICIES AND PROCEDURES

1. The executive will make up the spending committee for each fiscal year.
2. The spokesperson for the spending committee will be the treasurer.
3. The board member overseeing each area will review spending claims as they relate to their area. (i.e. coaches coordinator must approve any expenditures for coaching)
4. The President must cosign on “ALL” expenditure.
5. Completed expense forms must be submitted for approval prior to any payments being made.
6. All **expense forms** for events, clinics, competitions, workshops, etc. must be accompanied by a completed **activity report form** before any payment will be made.

Forms available online: <http://www.saskarchery.com/Forms.html>

The treasurer will make sure all expenses are entered in the proper accounts and that the accounts are not over spent.

Financial Management:

Signing officers of the SAA shall be the President, Vice-President and the Treasurer. Two (2) of the three (3) officers must sign all banking documents.

Audit:

A yearly audit of the Association will be held as soon after the year-end as possible. The resulting financial reports will be presented to the next directors meeting and the annual general meeting. They will also be published in online <http://www.saskarchery.com/boardinfo.html>

The auditor must be with a firm registered with the institute of chartered accountants or the certified general accountants.

Insurance:

The SAA carries an insurance package offered by Sask. Sport.

This insurance consists of the following:

- Commercial General Liability (including participants liability and non-owned automobile liability)
- Tenants “All Risks” Legal Liability
- Directors & Officers Liability (Wrongful Acts/Errors & Omissions

SAA HARRASSMENT POLICIES per ARCHERY CANADA

Archery Canada Anti-Abuse & Anti-Harassment Policy

<http://www.archerycanada.ca/en/policies/716-abuseharrassment-policy>

Archery Canada Code of Conduct

<http://www.archerycanada.ca/en/policies/539-code-of-conduct>

To view all Archery Canada policies

<http://www.archerycanada.ca/en/administration/policies>

DRAFT

HIGH PERFORMANCE PROGRAM

Purpose:

Saskatchewan has a history of being one of the top archery provinces in Canada. The goal of the High Performance Program is to ensure this tradition continues and to give archers who wish to compete on an inter-provincial, national or international level some of the skills necessary to achieve that goal. It is also a mechanism to identify candidates and to select a team to represent Saskatchewan at the Canada Winter Games. The program is not designed to replace Sask. Archery's JOP program, the SAA Target Team, or the SAA 3D Team. It is intended to enhance the participants' understanding of what is needed to compete at the "next level" whatever they deem that to be. Under the program, clinics will be held which provide both training/coaching and competition.

Benefits:

- Access to clinics covering competition skills (i.e. mental training, nutrition, etc.)
- An opportunity to provide feedback on gaps in archery training in Saskatchewan to help SAA start to address the gaps.
- Participants under the age of 21 in years of Canada Winter Games will be eligible for selection to the Canada Winter Games Team.
- Must be a participant in the High Performance program to be considered for nomination for provincial athlete support programs (i.e. Future Best).
- Participants traveling over 350 km are eligible for travel assistance based on SAA guidelines.

General Criteria:

- High Performance Program is open to all Sask. Archery Members aged 21 and under in good standing provided they meet all the criteria listed below.
- All Canada Games Team members will be selected from the High Performance Program.
- Athletes are required to submit a \$50.00 fee per year as a self-help initiative for the High Performance Program to assist in offsetting the cost of obtaining experts to enhance the value of clinics.
- Athletes must compete in both seasons (indoor and outdoor).
- Although no minimum age is in effect, program members must compete at a minimum of cadet or age appropriate distances (whichever is greater) and vertical triple face 40cm targets during the indoor season.
- Archers are encouraged to be members of the Provincial Target Team, Provincial 3D Team, or both.
- Athletes may join at any time. This program is designed to be ongoing.
- Minimum score requirements from **ONE** of the following categories (**cadet distances or age appropriate, whichever is greater**) has been achieved or is realistically able to be achieved in the next 12 months at a **nationally registered event**:

Category	Indoor FITA I (40 cm target)	Indoor 3D** (40 / 80 Target Round)	Outdoor Target (720 / 1440)	Outdoor 3D** (40 / 80 Target Round)
Male Compound	520 inner ten	380 / 765	625 / 1250	380 / 765
Female Compound	500 inner ten	365 / 730	600 / 1200	365 / 730
Male Recurve	480	320 / 640	575 / 1150	320 / 640
Female Recurve	460	300 / 600	540 / 1080	300 / 600

** must be officiated by a provincial level judge (or higher)

Yearly Performance Criteria and Athlete Responsibility:

- All scores and training plans must be submitted monthly to the High Performance Director.
- If an archer does not complete the requirements for a given season (i.e. indoor or outdoor) they will be ineligible to participate in the High Performance Program for a period of 6 months.
- A written request for an exception outlining the reasons for not completing the requirements and what steps the athlete is being taken to substitute the missing training may be presented within 30 days of the Indoor or Outdoor Provincial Championships. The request will be reviewed by the High Performance Director, SAA President, and a third person chosen by the SAA President and it will be their sole discretion if the exception will be granted.

Indoor: (Inner ten scores on 40cm vertical three-spot target for all ages in compound and outer ten scores on 40cm vertical three-spot target for all ages in recurve)

1. Athletes must compete in two nationally registered FITA or 3D Competitions with a provincial level judge officiating.
2. Athletes must compete in the SAA Indoor Championships (note: this is not the JOP Championships).
3. Athletes must compete in the FCA Indoor Regionals.
4. In Canada Games Years competition scores from the Canada Games will be eligible for the SAA Indoor Provincials or FCA Regionals in the case of conflicting schedules.
5. Athletes are strongly encouraged to compete in one of the following major tournaments in a two year period:
 - a) Multi Site Indoor Championships of the Americas (MICA)
 - c) FCA Indoor 3D Championships

Outdoor: (Members of the High Performance Team are strongly encouraged to compete as cadets during the outdoor season)

1. Athletes must compete in two nationally registered FITA 1440 Competitions **or** one FITA 1440 and one 70/60m Round, **or** 2 outdoor 3D events with a provincial level judge officiating.
2. Athletes must participate in a minimum of one Field competition and the SAA Field Championships.
3. Athletes must compete in the SAA Outdoor FITA Championships.
4. Athletes are strongly encouraged to compete in one of the following major tournaments in a two year period:
 - a) Ontario Spring Classic
 - b) Canada Cup
 - c) FCA Outdoor Championships (FITA 1440 & FCA Open)
 - d) FCA 3D Championships
 - e) Other Provincial Outdoor Championships (example: Manitoba, Alberta, etc.)

Athlete Ranking

- The athletes two best scores from the indoor FITA and/or 3D competitions will be combined and given an overall percentage.
- The athletes two best scores from the outdoor FITA and/or 3D competitions will be combined and given an overall percentage.
- Overall ranking will be given on the combination of indoor and outdoor percentages.
- A ranking list each of Target, 3D, and Field for archers participating in the High Performance Program will be created and posted on the SAA website semi-annually (one for indoor, one for outdoor).

Example:

Archer 1

Indoor Event	Score	Outdoor Event	Score
Indoor FITA	515	Outdoor FITA 1440	1128
Indoor FITA	505	Outdoor FITA 1440	1035
SAA Indoor Champs.	565	Major Event 1440	1020
FCA Regionals	555	SAA Outdoor Champs.	965
		FCA Outdoor Champs.720	464
		FCA Outdoor Champs. 1440	1010
<i>Total Indoor (2140/2400)</i>	<i>89.2%</i>	<i>Total Outdoor(6086/7920)</i>	<i>71.0%</i>
		<i>70.4%</i>	
Ranking Percentage	80.1%		

Archer 2

Indoor Event	Score	Outdoor Event	Score
Indoor FITA	439	Outdoor FITA	1212
Indoor FITA	450	Outdoor FITA	1198
SAA Indoor Champs.	525	Major Event	1038
FCA Regionals	535	SAA Outdoor Champs.	1010
		FCA Outdoor Champs.720	525
		FCA Outdoor Champs.1440	1060
<i>Total Indoor (1949/2400)</i>	<i>81.2%</i>	<i>Total Outdoor(6568/7920)</i>	<i>76.3%</i>
Ranking Percentage	78.8%		

Athlete's Responsibilities:

1. Athletes must send in scores and attend the appropriate competitions and clinics
2. Athletes must recognize they are seen as role models and act in a manner that is consistent with a role model at all times.
3. Archers are expected to share what they learn with other members of their clubs to help develop the next generation of High Performance Athletes.

High Performance Director Responsibilities:

1. High Performance Program should be reviewed after every Canada Games to ensure criteria is up to date.
2. High Performance Director is responsible for publishing ongoing results to all athletes and SAA Executive members on a semi-annual basis via email only.
3. High Performance Director will publish results and rankings of all High Performance Program Participants yearly.
4. The High Performance Director will provide members of the High Performance Program with access to presentations, programs and coaching to assist in their development to their respective next levels of competitions.

High Performance Team Athlete Contract

I, the archer will make every effort to:

1. Set reasonable short, intermediate and long-term goals with the High Performance Director.
2. Stick to the plan agreed upon by the High Performance Director and the archer.
3. Treat all Program Participants with respect and in a manner that is offensive in any way.
4. Show up for practices on time, prepared to train in a committed fashion.
5. Notify the High Performance Director immediately if it is impossible to make practice and why.
6. Communicate feelings and concerns regularly to the High Performance Director.
7. Meet with High Performance Director and support network on a regular basis to discuss progress/challenges.
8. View sport as only one aspect of life, not the only reason to live or feel self-worth.
9. Shoot all tournaments listed in the plan unless absolutely impossible.
10. Advise the High Performance Director immediately of injury or illness.
11. Allocate sufficient funds for equipment, travel, training and competition annually.
12. Stay current on developments in the sport and the chosen discipline(s).
13. Act as a good ambassador for the sport, home club, province and country.
14. Keep the emotional outbursts under control at all times, and discuss problems with the High Performance Director.
15. Enjoy the process of training and competing each day.
16. Define "success" in terms of commitment and attained goals, not by scores and rankings.

I, _____ agree to keep my part of the working agreement with HP Program Administrators. If changes occur in my life which makes it impossible for me to live up to this commitment, I will notify the administrators immediately.

Signed _____

Dated: _____

We, HP Program Administrators will make every effort to:

1. Only with archer input, implement reasonable short, intermediate and long-term goals.
2. Stick to the plan agreed upon by the High Performance Director and the archer.
3. Show up for practices on time, prepared to lead in a committed fashion.
4. Notify the archer immediately if it is impossible to make practice, and why.
5. Encourage the archer to communicate feelings and concerns regularly.
6. Meet with archer and support network on a regular basis to discuss progress/challenges.
2. View the high performance team as only one aspect of life, not the only reason to live or feel self-worth.
3. Attend all tournaments committed to attend in the plan unless absolutely impossible.
4. Keep the athlete's personal thoughts and concerns in trust at all times.
5. Allocate sufficient funds for equipment, travel, training and competition annually.
6. Stay current on developments in the sport and the chosen discipline(s).
7. Act as a good ambassador for the sport, home club, province and country.
8. Keep emotional outbursts under control at all times, and discuss problems with the archer.
9. Enjoy the process of training and competing each day.
10. Lead by example.
11. Be open-minded to change.

We, HP Program Administrators agree to keep our part of the working agreement with the archer _____. If changes occur in our lives, which make it impossible for us to live up to in this commitment, we will tell the archer immediately.

Signed: _____

Signed: _____

Dated: _____

CANADA GAMES TEAM SELECTION PROCESS-Revised September, 2012

1. Candidates must be a member of the High Performance Program for a minimum of 6 months prior to Team selection.
2. Participation in both the indoor and outdoor seasons is required.
3. Teams will be chosen by the High Performance Director, SAA President and Team Manager
4. Teams will be selected **3 months** prior to the Canada Winter Games
5. The Canada Games Team is open to all High Performance Team members aged 21 and under (see Canada Games technical package for detailed age criteria). Canada Games only recognizes one age category, 21 and under.
6. **Only FITA (indoor and outdoor) scores are eligible for consideration.**
7. **Criteria:** The Canada Games Team will be chosen based on:
 - a. **Attendance (25%):** all camps *I* clinics are considered mandatory for those wishing to be eligible for Canada Games selection.
 - b. **Commitment (25%):** based on attitude, maturity, participation in other events
 - c. **Performance (25%):** Scores achieved at mandatory camps *I* clinics and outlined competitions.
 - d. **Training Performance (25%):** Submission, completeness, and adherence to monthly training plans.
7. **It is the Archer's responsibility for submitting scores.**
 - Inner ten scores for will be used for compound shooters.
 - The High Performance Director will not look for the scores in any publications.
 - Any archer not able to attend an event or clinic must submit a written notice (i.e. email) including reason for absence to the High Performance Director prior to the event.
 - Archers attending post-secondary education in or out of province must make special arrangements with High Performance Director for attendance at other events for qualification purposes. Example: Another Province's Indoor Provincials instead of our SAA Indoor Provincials.
 - Indoor FITA scores to be submitted must be shot on vertical triple face 40cm targets regardless of age or equipment.

**CANADA WINTER GAMES
TEAM SELECTION MEDICAL REPLACEMENT POLICY**

1. In the case of an injury to an archer while trying out for the final selection to a Canada Games or High Performance Team, the decision to keep or release the archer will be left up to the discretion of the High Performance Director, SAA President and Team Manager, after consultation with the parents and family physician.
2. In the case where an archer is on a Canada Games or Provincial Team, is injured during a pre- championship and/or Games event, tournament, practice, camp, etc. and is questionable whether they could compete in the championship and/or Games, the decision to keep or release the player will be left up to the discretion of the High Performance Director, SAA President and Team Manager, after consultation with the parents and family physician.
3. In the case where a player is on the Canada Games or Provincial Team, is injured during a pre- championship or Games event, tournament, practice, camp, etc. and is unable to compete in the Games and or championship, the High Performance Director, SAA President and Team Manager will select an alternate archer.
4. In the case of an athlete who doesn't have a family physician, or when a second opinion is required by the parent, athlete or coach, the Sport Medicine and Science Council of Saskatchewan would provide a list of medical professionals throughout the province who have interest in sport medicine to the parent, athlete or coach for their use. These professionals can provide expert advice on an athlete's injury.

CANADA WINTER GAMES
Sask. Archery Major Games Coach Criteria/Contract

One of the management team must be male and one female. The Coach must be a full NCCP Level III and/or Comp Development Coach. The team must be able to work together.

The Major Games Coach shall:

- Work with the SAA Executive to review rules for the selection and development of athletes for the team.
- Contact the athletes to monitor training and competitions.
- Ensure that athlete paper work is completed regarding uniform size, and medical information.
- Arrange and conduct training camps.
- Arrange for transportation and accommodation for athletes and management team to the games.
- Work with athletes during the actual competition.
- Manage the budget for team training.

Budgets

- The budget will come to the Association through SaskSport. Sask. Archery will pay all reasonable administrative expenses. Expense claim forms are included in the High Performance Manual.

Meetings

- Attend Sask. Archery Board meetings as requested.

Reporting

- To the Major Games Chair as required.
- To the High Performance Director
- To the President as required
- To SaskSport Major Games Representative
- To the Editor with results
- Report to the Board regarding conduct and results.

Program Tasks

- Leadership
 - Communicate with the High Performance Director
 - Communicate with the Major Games Chair
 - Oversee the games operation
- Planning
 - Develop a training program for the athletes.
 - Budget for the program

- Development
 - Monitor the training of the athletes
 - Implementation
 - Train the team for the Games
 - Work with the team at the Games
- Evaluation
 - Annually assess programs and results for the prior year

Supervision Responsibilities

- Monitor the training programs of the athletes

Performance Review System

- Identity milestones for the current year
- Outline annual task list and/or work plans for the High Performance Program

Coach

Dated

SAA President

Dated

INDOOR PROVINCIAL HOST PACKAGE

– updated Jan. 13/08

PROVINCIAL OUTLINE

- Saturday JOP Championships
- Sunday SAA Indoor Championships
- All Championships will follow FCA rules.
- Pre-registration is mandatory and should be completed approx. 1 week prior to event starting.
- Host club is responsible for registration, scorecards, targets, butt assignment for SAA Indoor Championships and registration fees for both events as set out by SAA

Provincial shoot fees:

Hosting club for Provincial target and field will charge the entrance fee of \$20.00 per senior and \$10.00 per youth (17 & under).

Hosting club for Provincial 3D will charge the entrance fee of \$25.00 per senior and \$15.00 per Youth (17 & under), and \$10.00 per Cub (13 & under)

- JOP Championships – Provincial JOP Coordinator is responsible for butt assignments and JOP registration.
- Working in direct contact with the Target Director.
- Host club is responsible for providing Directors of Shooting and working with Officials Coordinator to have judges for both events.

VENUE LAYOUT

- Recommend minimum 15 target butts (Accommodates 4 40cm targets per butt)
- 80cm required per competitor / 160cm 2 competitors per butt
- Range dimensions to accommodate 15 butts
2400cm wide by 18m

Refer to Archery Canada Rules book for detailed information.

<http://www.archerycanada.ca/en/judging-and-rules/rule-book>

TARGETS – SAA Indoor Championships

- Archery Canada rules state 3 types of 40cm targets, vertical 3 spot, single, triangular 3 spot
- Due to the butt assignment issues when venues do not have the minimum required butts, the SAA should be allowed to withdraw the use of vertical targets.
- 60cm targets are required for Pre Cub and some Cub divisions. 2 Competitors per target is acceptable in order to accommodate 4 shooters per butt.

- Target faces must be Official Archery Canada targets ordered from Archery Canada

ROUND – SAA Indoor Championships

- SAA Indoor Championships consists of 2 rounds of 300 per competitor.
- A minimum of 3 hours should be assigned for each shooting time.
- Scorecards should be downloaded from Archery Canada website and used to provide a common scorecard format on a yearly basis. (See <http://www.archerycanada.ca/en/forms>)
- Double scoring is required. (2 scorecards per archer)
- When possible divisions should be grouped and shot together. Example: Senior/Master compound together, Senior/Master/Junior recurve together, Pre-Cub compound together and so forth.
- **Refer to Chapter 7.3** for listing of shooting divisions and description of equipment allowed per division. It is the archer's responsibility to know what division they should be in. Divisions should be referred to by correct name.
- A brief listing of divisions is as follows:
 Master & Senior – Recurve, Barebow, Compound, Compound Limited, Bowhunter Unlimited, Bowhunter Limited, Bowhunter Unsighted, Disabled
 Junior and Under – Recurve, Barebow, Compound, Disabled

TARGETS – JOP Championships

- If possible all 3 target faces should be provided unless number of butts does not allow for use of verticals.
- All JOP Championships consist of shooting 40cm targets at 3 distances (10m, 15m & 18m)

ROUND – JOP Championships

- JOP Championships consists of 1 round of 300 for ranking purposes.
- Top 4 from each category moves onto the final which is 1 round of 300.
- JOP categories may be combined depending on amounts registered.
- Final round should have a tally board or scorekeeping process to post running scores.
- Competitors shoot in their JOP category, regardless of equipment type.
- All competitors must be registered in the Sask JOP program with the Provincial JOP Coordinator to be eligible to compete.
- Scorecards should be on standard letter size paper and accommodate all four shooters on the butt. Example provided in package.

Saskatchewan Archery Association Fita and Field Team Criteria

Fita and Field SAA Team funding will be calculated by the following scores based on 100%, 75%, and 50% funding.

Payouts will depend on funding dollars available and number of archers competing on the Provincial Team.

To be eligible for the target team, members must compete in the following events:

(Competition at nationals count as one of the registered shoots required.)

- Min of 2 registered 1440 shoots
- Min of 2 registered 720 shoots
- Min of 1 registered Field shoot
- SAA Indoor Provincials
- Archery Canada Regionals
- SAA Outdoor Provincials Fita
- SAA Outdoor Provincials Field

Athletes must meet or exceed predetermined scores to receive funding.

1440				720		
100%	75%	50%		100%	75%	50%
Master Men Compound						
1310	1270	1244		635	616	603
Master Men Recurve						
982	952	937		527	506	500
Senior Men Recurve						
1184	1149	1124		580	563	551
Senior Men Compound						
1320	1280	1254		640	621	608
Senior Men Para						
1285	1246	1220		637	618	605
Junior Men Recurve						
1150	1115	1092		581	564	551
Junior Men Compound						
1302	1263	1236		650	630	617
Cadet Men Recurve						
1161	1138	1109		596	583	569
Cadet Men Compound						
1320	1296	1267		640	620	608

Senior Women Recurve						
1174	1139	1115		580	562	551
Master Women						
1285	1252	1224		605	590	576
Master Women Recurve						
1027	1008	979		575	562	547
Senior Women Compound						
1300	1262	1235		626	607	594
Junior Women Recurve						
1120	1086	1064		546	530	518
Junior Women Compound						
1278	1239	1214		618	600	587
Cadet Women Recurve						
1145	1091	1067		567	550	538
Cadet Women Compound						
1303	1264	1237		602	584	571

- Scores may be achieved at any registered event as well as Provincials and Nationals.
- Scores cards must be signed by archers and judges and sent to Target director either by mail or email.
- Team Fees will be \$120.00. (\$80.00 of said fees will go to provide each team member with a Saskatchewan shooter shirt and hat).
- If a member has already joined the SAA 3D team they will be required to pay an additional \$40.00 to join the target team, unless a second shirt and hat is required, then the fee would be \$120.00.
- Shooter shirts will be mandatory dress code at Provincial and National events. All shooters may wear sponsor colors at field event.
- All medal winners are required to be in proper dress code for all medal ceremonies.
- Team Sask. must also be in proper shooter shirts to participate in the Fred Usher Cup.
- The SAA Target Team will assign a team leader prior to the target nationals.
- Team leaders will be required to perform the duties described in the FCA Hand book as well the team leader will be responsible for dress code, team picture and a prearranged team meal.
- Any member who can't for any reason attend any shoot on the list of criteria shoots, must in writing explain why they could not attend. Mail or email to target director listed on the SAA website <http://www.saskarchery.com/contact.html>

- Sign up for the SAA target team will be at the SAA Indoor Target Provincials. There will be no exceptions other than the archers who have sent letters ahead of time to explain why they can't attend. These archers will be required to join the team before the SAA provincials are over.

Funding Assistance forms available online
<http://www.saskarchery.com/Forms.html>

Fred Usher Cup

Team Saskatchewan

Fred Usher Cup team will be selected from scores compiled from Outdoor Provincials as well as Outdoor Nationals.

The Team members will be determined by Handicap criteria.AC3.18.77.1

Archers will be asked to sign form of Intent, agreeing to wear team attire during Fred Usher Cup.

ALL ATHLETES MUST SIGN AND PAY THE AMOUNT OF FEE'S SET BY THE S.A.A. AND UNDERSTAND THAT THIS IS AN AGGREMENT BETWEEN THE SASKATCHEWAN ARCHERY ASSOCIATION AND THE ATHLETE AND MUST FOLLOW THE GUIDELINES SET FORTH BY THE P.S.G.B. THE SASKATCHEWAN ARCHERY ASSOCIATION.

Name Print

Name Signature

Mailing Address

Email Address

Forward to:

SAA Target Director

Listed on the SAA website <http://www.saskarchery.com/contact.html>

SASKATCHEWAN ARCHERY ASSOCIATION Provincial Team Athlete Agreement

I WILL TREAT OTHERS WITH RESPECT, POLITENESS AND COURTESY. THIS INCLUDES MY FELLOW ATHLETES AND THEIR BELONGINGS, COACHES, OFFICIALS, PARENTS, AND THE PUBLIC.

I WILL RESPECT THE SPORT OF ARCHERY WITH CLASS AND DIGNITY.

I WILL STRIVE TO SHOW SPORTSMANSHIP IN ALL SITUATIONS.

CONSEQUENCES OF BREAKING THIS AGREEMENT:

First Offence: A written warning will be sent to the athlete describing the situation.

Second Offence: A Two week suspension from the team and all activities including competitions.

Third Offence: The Athlete will be suspended indefinitely from the team.

The consequences of breaking the law will be an immediate suspension from the team. This includes offenses from alcohol abuse, using illegal drugs, causing harm or loss to personal property and being charged with a criminal offense.

TO THE PARENT (applicable if athlete is under 18 years of age)

As a parent of a Sask. Provincial Team Athlete, I agree to assist my child in abiding the Sask. Provincial Team Agreement. The tolerances for breaking this agreement will be ZERO. I understand that if my child breaks this agreement the procedure below will be followed by the Coach/Management/High Performance Committee/Board of Directors. Should my child choose to break the agreement three times, they will be considered suspended indefinitely from and Provincial Team and the events which occurred must be discussed at a Board of Directors Meeting, if my child wishes to be considered for re-instatement to the team. Should my child use illegal drugs, use performance-enhancing drugs or engage in causing harm to individuals or personal property, I understand that this constitutes grounds for immediate suspension from the team and all team activities. If this occurs at a competition or camp, the athlete will be sent home immediately at the family's expense. I accept that no funds will be given for disciplinary dismissal from the team.

I understand that the purpose of having an agreement is to ensure an environment in which and every athlete is encouraged to be the best they can be as a person, and as an athlete.

TO THE ATHLETE AND THE PARENT

I fully understand the agreement of the Sask. Archery Provincial Team and agree to live by it while training and any other activities associated with the team. I accept the consequences of breaking this agreement, recognizing that I am responsible for my actions. By signing below I am choosing to abide by the agreement.

ATHLETE _____ SIGNATURE _____ DATE _____

As a parent of a Provincial Member under 18 years of age, I understand the agreement and the reasons for having one. I accept that the consequences of my child breaking this agreement are fair and will be followed. I agree to support the SAA coaches/Team Leaders and Directors in implementing the agreement.

PARENT _____ SIGNATURE _____ DATE _____

DRAFT

JOP INDOOR TARGET CRITERIA

JOP Indoor Target Criteria

Performance scores are based on 10 ends of 3 arrows (30 arrows) on a 40cm target.

Badge Distance, Badge Name and Scores

10 metres		15 metres		18 metres	
Yeoman	60	Archer	140	Expert Bowman	180
Junior Bowman	80	Master Yeoman	160	Expert Archer	200
Junior Archer	100	Master Bowman	180	Champion Bowman	220
Bowman	160	Master Archer	200	Champion Archer	230
				Olympian 240	240
				Olympian 250	250
				Olympian 255	255
				Olympian 260	260
				Olympian 265	265
				Olympian 270	270
				Olympian 275	275
				Olympian 280	280
				Olympian 285	285
				Olympian 290	290
				Olympian 292	292
				Olympian 295	295
				Olympian 297	297
				Olympian 300	300

How the Program Works

- Our program is called the Junior Olympic Program (JOP), with a tab and badge system.
- The JOP is designed to recognize young archers for their achievements and give encouragement for improvements. It will give them goals and rewards for achievement. There is no cost to SAA members.
- This program is open to anyone 21 years of age and younger as of December 31 of the current year.
- At the club coordinator's discretion and the SAA JOP Coordinator's discretion an older participant that has experience may start at a higher classification. Once they have found where the participant is comfortable to start, then no other classifications can be skipped.
- A participant will only receive badges for which scores have been shot.
- Age is not a factor with the JOP format and participants are able to shoot according to their ability at any of the distances.
- All indoor rounds will be 30 arrows on a 40cm face target.
- Participants must shoot two scores at each level
- When a participant achieves his/her first classification he/she will receive a SAA JOP badge and a classification tab at the level of his/her first scores entered.

- Replacement badges for lost or missing badges will be charged to the club at \$ _____ per badge.
- **Archers changing class from compound to recurve** (decided that the shooter may start at the 15m line)

Coordinator's Duties

- First and foremost, the emphasis must be on safety. It is necessary that responsible adult supervision be on hand during all shooting. It is important that these persons be well versed in safety routines of archery.
- All shooting is to be carried out following the FCA Indoor Target Rules, except the inner ten scoring rule does not apply for Junior Olympic Program tournaments.
- Instruct all participants in the visual and sound signals of shooting.
- Record and send in scores to the SAA JOP Coordinator for their achievement awards.
- At the beginning of each season submit a list of all junior shooters that have registered with the SAA in your program on the Participant Information Sheet. This sheet will include their name, address, town/city, postal code, phone number, SAA number, birthdate, gender, equipment division and last badge received. Only register the participants that have registered with the SAA for the season. Do not send in a list of the participants that were on the list from previous years that are not returning!
- All participants must be registered with the SAA before any badges will be sent out to the clubs.
- The SAA JOP Coordinator will check with the SAA Membership Director for SAA numbers of all junior shooters to make sure they are registered with the SAA.
- When participants have achieved his/her next badge level and he/she is a SAA member for that year, send in the two scores shot along with the badge that you are requesting on the Badge Request Sheet.
- Will keep a log of all participants scores shot throughout the year and bring it along with them to the JOP Championships.

JOP Championships

- All registered JOP archers are eligible to participate in the JOP Championships provided that they have moved up two badge levels in the season.
- If participants are having difficulty with moving up two badge levels, the club coordinator will discuss this matter with the SAA JOP Coordinator.
- If a shooter is upgrading his/her equipment before JOP Championships, 2 scores must be submitted using this new equipment prior to shooting the JOP Championships and the club coordinator **must contact** the SAA JOP Coordinator about the new equipment and scores shot.
- Participants will compete in the classification they are currently working towards. Example: Participant has Olympian 255 he/she will be classed as Olympian 260, or Participant has Bowman, he/she will be classed as Archer.

- Participant will compete in the classification for the duration of the Championships regardless of qualifying score shot and will not be reclassified until after the Championships.
- Pre-registration is mandatory as all Saskatchewan Provincial Archery tournaments.
- Results will be published on the SAA website.

JOP Coordinator contact information available online:

<http://www.saskarchery.com/contact.html>

DRAFT

JOP PROVINCIAL FUNDING ASSISTANCE PROGRAM **- TO BE APPROVED**

Program assistance is designed to assist clubs in offsetting the costs of attending Indoor Provincial JOP Championships.

Eligible expenses:

- Travel
- Accommodations and meals
- Uniforms
- Equipment repairs / maintenance for club equipment

Club eligibility criteria:

- Ongoing active JOP registered with provincial coordinator
- All program members must be SAA members
- Club must hold a current SAA membership
- Club coordinators must abide by JOP program rules, policies and procedures

Funding criteria:

- Maximum \$200.00 per club per year
- Clubs must submitted applicable forms after Provincial Championships to _____???

JOP Information and Forms available online:

<http://www.saskarchery.com/JOP.html>

MEETINGS – see constitution Article X

Annual General Meeting:

- The Saskatchewan Archery Association shall hold an annual meeting during each annual SAA outdoor championship tournament or at such time and place as may be most convenient to the greatest number of officers and members.
- The election of officers and directors will take place during the annual general meeting.
- Business will be carried on as set out in the Constitution.

Board of Directors Meeting:

- The Board of Directors shall meet in person a minimum of four times during each fiscal year to direct the operation of the Association.
- The next Board of Directors meeting is set at each Board of Directors meeting.
- The Fall Board of Directors meeting will set the tournament schedule for the upcoming year.
- **One Board of Directors meeting is held during the SAA indoor championships.**
- Mileage and accommodation will be supplied to Directors attending the meetings. See Expense Claim Guidelines

MEMBERSHIPS – See bylaw #4

Membership dues for the upcoming year are due to the SAA on or before December 15th of each year.

All members of the affiliated club applying for a MAP Grant or Club Start-Up Assistance must be members of the SAA.

The affiliated club must collect and submit the SAA fee to the SAA.

Type of Membership & Fee:

Senior membership: \$35.00 (21 & over as of Dec. 31 of current year)

Youth membership: \$20.00 (20 & under as of Dec. 31 of current year)

Club Affiliation membership: \$100.00 (includes Archery Canada membership)

Honorary Life membership: No Fee

Classes:

Master - 50 & over (as of December 31 of current year)

Senior – 21 & over (as of December 31 of current year)

Junior – 18 to 20 (as of December 31 of current year)

Cadet – 15 to 17 (as of December 31 of current year)

Cub – 13 and 14 (as of December 31 of current year)

Pre-Cub – 10 to 12 (as of December 31 of current year)

Pee Wee - 9 and under (as of December 31 of current year)

All members of the Saskatchewan Archery Association are also members of Archery Canada with the dues submitted to Archery Canada as a provincial package.

The SAA has joined with the Archery Canada in developing a computerized membership package which includes a joint membership number and card. These cards are printed and distributed by the SAA.

SAA is a member of the Saskatchewan Hall of Fame and the annual fee is paid when notice is received.

SAA is a member of Sask. Sport and the annual fee is paid when notice is received.

Affiliated Clubs are required to meet the following criteria:

1. Complete the Club Affiliation Form
2. Submit required fee
3. Submit club Constitution or Notice to Adopt Sask Archery Constitution
4. Submit current AGM minutes

Membership/ Club Affiliation application forms available online:

<http://www.saskarchery.com/Forms.html>

MEMBERSHIP ASSISTANCE PROGRAM (MAP) GRANT

Policies and Procedures

(Revised DRAFT – February, 2012)

1) PURPOSE OF MAP:

The Membership Assistance Program (MAP) is intended to support members of the Saskatchewan Archery Association with development and improvement of archery programs at clubs and communities in Saskatchewan. Additionally, MAP will support archers by providing greater access to facilities, competition and training. Funding for MAP is provided through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and is derived from proceeds of lottery ticket sales in Saskatchewan.

2) ELIGIBILITY:

All members of affiliated clubs applying for a MAP GRANT must be members of the SAA. To be eligible to apply for MAP, affiliated clubs must collect and submit all SAA club affiliation and membership fees to the SAA by December 1st, prior to the application deadline.

All clubs must have a Constitution in place and forwarded a copy of their previous year's Annual General Meeting minutes to be eligible for MAP. AGM minutes should be submitted with club registrations by the December 1st deadline.

Clubs requesting MAP assistance must be able to provide some self-help toward the funding of the project.

MAP funds may be used for facility rental, equipment purchase, targets and butt materials that must be replaced. Other eligible projects may include costs for hosting 'Introduction to Archery' clinics, Coaches Clinics and inter-club competitions.

The following types of expenditures or projects are **ineligible** for support:

1. Any construction, upgrading, maintenance or operating costs of facilities.
2. Expenditures for which other **grant** dollars have been used. Two different grants can not be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other granting agency.
3. Cash prizes.
4. Social events (barbecues, lunches, etc.).
5. Alcoholic beverages.
6. Research projects or feasibility studies.
7. Out-of-Province travel.
8. Other expenses deemed as ineligible as identified by the Saskatchewan Archery Association

3) CLUB NOTIFICATION:

All known archery clubs in the province as well as all member clubs will be sent a letter informing them of MAP by December 31st. Included in this correspondence will be a MAP Application & Spending Plan; a MAP Follow-Up Report; a copy of the SAA MAP Policies, including criteria for determining the allocation of the funds to eligible clubs; and an estimate of a club's eligible Map amount, based on previous year's numbers (members, clubs, officials) as reported by the club.

4) APPLICATION PROCESS

Clubs applying for a MAP grant must submit a MAP Application & Spend Plan by the deadline date.

DEADLINE FOR SUBMITTING MAP APPLICATION & SPENDING PLANS IS FEBRUARY 28th

Clubs that submit a MAP Application & Spending Plan after the deadline date will not be considered for MAP funding in that year.

MAP Applications may be submitted by mail, fax or e-mail and should be sent to:

Saskatchewan Archery Association
Membership Assistance Program

CONTACT INFORMATION AVAILABLE ONLINE:

<http://www.saskarchery.com/contact.html>

5) APPROVAL PROCESS:

Final eligible MAP amounts for clubs will be determined by the SAA Board of Directors.

In all cases, eligible amounts will be based on amount total MAP funds received by the SAA through the Lotteries Trust Fund; the total number of applications received; AND the previous year's reported numbers and club activities as outlined in the criteria for determining MAP eligible amounts . (See Section 8, below)

Final eligible amounts will be determined by the SAA and communicated to applying clubs, after the application deadline date no later than March 31st.

All funds must be used for the purpose as outline in the approved Spending Plan. Under extenuating circumstances, consideration may be given to approving changes to Spending Plans, if requested in writing with a new Spending Plan included.

MAP Funds must be spent within the SAA fiscal year (October 1 – September 30) for which they are approved.

6) PAYMENT PROCESS:

For approved grants, 100% of MAP funds will be paid to the club only after a completed Follow-up Report and appropriate receipts or documentation to verify expenses have been received and approved by the SAA.

MAP Payments will be issues no later than August 31st, if proper follow-up is received.

If MAP projects are not completed or MAP funds are under-spent, additional MAP funds may be reallocated to clubs that exceeded their approved MAP amount, IF they can provide appropriate receipts to verify additional costs for approved projects.

The SAA Board of Directors will make final determination on any reallocations to clubs.

7) FOLLOW-UP PROCESS:

DEADLINE FOR SUBMISSION OF FOLLOW-UP REPORTS IS JULY 31st

Clubs that do not provide Follow-up Reports and receipts by the deadline date will be ineligible to receive MAP funding for that year.

All Follow-Up Reports must include:

1. A detailed project report on the appropriate Follow-Up Report form.
2. All club activities for which MAP funds were used should be reported on the Follow-Up Report Form.
3. Actual project costs with the receipts verifying expenditures must be included.

Receipts to verify expenditures can take various forms but should at a minimum:

- Indicate name of recipient (person or business) of the funds
- Describe goods or services provided for payment
- Disclose the amount of the payment
- Include the date that the goods/services was purchased (must be within the MAP grant year)
- Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back)

NOTE: Legible copies of documents for financial accountability (ie. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the SAA but should be maintained by the club submitting the MAP grant follow-up report.

4. The president or chairperson of the club that received the funding assistance must sign the Follow-Up Report.

MAP Follow-up Reports (including copies of receipts) may be submitted to the SAA by fax or e-mail. HOWEVER, hard copies must also be mailed to the SAA.

MAP Follow-up Reports should be submitted to:
Saskatchewan Archery Association
Membership Assistance Program

CONTACT INFORMATION AVAILABLE ONLINE:
<http://www.saskarchery.com/contact.html>

8) CRITERIA FOR DETERMINING ELIGIBLE AMOUNTS FOR CLUBS

Determination of MAP eligible amounts will be based on previous year's membership numbers as reported by clubs on or before December 1st AND by the previous year's activities of members (eg. participation in events, attendance at Board meetings, attendance at AGM.)

IF a club is newly affiliated with the SAA OR if a club did not affiliate in the year prior to applying for a MAP grant, eligible amounts will be calculated using BASE amount and points for Registered Members as registered with the SAA by December 1st of the year in which they are applying for the MAP Grant.

Eligible MAP amounts are determined as follows:

A) BASE AMOUNT

Clubs applying and approved for MAP funding will receive a minimum base amount of \$200

Additionally, certified coaches and officials that belong to a club will determine further MAP allocations as follows:

B) COACHING AMOUNT

Total number of certified club coaches registered under the National Coaching Certification Program as of December 1st. (Coincides with when club affiliations and membership fees are due.)

\$30.00 for each Certified Level I Coach (Community)

\$50.00 for each Certified Level II Coach (Instructor)

\$60.00 for each Certified Level III Coach (Competition)

C) OFFICIATING AMOUNT

Total number of certified officials in each club as registered with the FCA as of December 1st

\$20.00 for each certified official

D) BALANCE OF FUNDS

After the calculation of Base/Coaches/Officials Amounts for applying clubs is completed, the balance of MAP funds still available will be allocated to applicants using the following distribution criteria:

1. REGISTERED MEMBERS

One point for each member registered with the SAA.

2. PARTICIPATION

One point for each member who participates in the following events:

- | | |
|---------------------------------|---------------------------------|
| FCA Indoor Target Championship | SAA Indoor Target Championship |
| FCA Outdoor Target Championship | SAA Outdoor Target Championship |
| FCA Outdoor Field Championship | SAA Outdoor Field Championship |
| FCA 3D Championship | SAA 3D Outdoor |
| Championship | |
| JOP Championship | SAA 3D Indoor Championship |

3. One point for each member who attends the AGM or Board of Directors meetings.

4. BALANCE OF FUNDS ALLOCATION will be calculated as follows:

TOTAL AVAILABLE FUNDS multiplied by CLUB POINTS divided by SUM TOTAL POINTS of ALL CLUBS in Province that apply for MAP Grant .

Example:
$$\frac{\text{Total available funds x club points}}{\text{Sum Total points}} = \frac{\$5,000 \times 50}{1,000} = \$250.00$$

TOTAL CLUB MAP ALLOCATION =

BASE + COACHES + OFFICIALS AMOUNT + BALANCE OF FUNDS ALLOCATION (calculated)

9) SUMMARY OF TIME LINES FOR MAP GRANTS:

1. Clubs will be sent MAP Grant packages with estimated grant amounts (based on previous year's numbers) by December 31st of each year.
2. Applications & Spending Plans must be returned by February 28th each year.
3. Approvals from SAA will be communicated, with eligible grant amounts by March 31st.
4. Follow-Up Reports with receipts must be returned by July 31st.
5. Cheques will be issued and sent out by August 31st.

This timetable must be met in order for SAA to meet all final MAP requirements by fiscal year-end, September 30th.

MAP Grant Application and Follow up reports available online:

<http://www.saskarchery.com/Forms.html>

PROVINCIAL 3D ARCHERY PROGRAM (see bylaw #6)

Team members must attend and compete in:

- Saskatchewan Provincial Indoor 3D Championship
- Saskatchewan Provincial Outdoor 3D Championship
- Plus a minimum of two (2) qualifiers

Saskatchewan and Canadian 3D Championships may be used as qualifiers to better your percentage but archer must shoot in two provincial qualifiers.

Notice: To be on the 3D Team, registration forms and registration fees of **\$40.00 must be paid** by the date of the Indoor Provincials to the 3D Director.

FEES:

Additional Team fees of \$100.00 will be required prior to ordering team shirts. Each team member will receive a **Free hat with paid in full registration fees.**

Score cards from all shoots must be picked up by each team member and sent to 3D Director.

Contact information online:

<http://www.saskarchery.com/contact.html>

SASK ARCHERY UNIFORMS

All SAA members are eligible to purchase Sask Archery uniforms. All clothing order must be prepaid prior to ordering.

Size charts are available for viewing on the Sask Archery website at

<http://www.saskarchery.com/Merchandise.html>

PROVINCIAL TOURNAMENT REGISTRATION FEES – updated Jan. 13/08 – see bylaw #5

3D (Indoor and Outdoor)

Adults	\$25.00	one day or \$40.00 2 days
Youth 17 & under	\$15.00	one day or \$30.00 2 days
Cub 13 & under	\$10.00	per day

TARGET (Indoor and Outdoor)

Adults	\$20.00
Youth	\$10.00

Host club is responsible for paying \$5.00 per registration for adults and \$2.50 for youths to the SAA for all provincial events. Outdoor 3-D championships \$10.00 per Adult and youth members paid to the SAA.

TOURNAMENT REGISTRATION

Saskatchewan Archery Association recognizes Archery Canada Event Registration Instructions and Procedures as a model for hosting provincial events.

<http://www.archerycanada.ca/en/3d-archery/67-event-hosting-information>

3-D Funding Criteria for the 3-D Team

All shoots advertised on the Sask archery web site that are held outdoors will count towards the new point system for funding criteria for the 2013 3-D Team.

Any one of these shoots that a paid member of the 3-D team that chose the option of joining for funding will have a point system in place.

The point system will be as follows:

- 1) 10 points will be awarded to all archers in the cadet, junior, senior compound and BB and Traditional classes that finish in first place at the tournament of received score cards.
- 2) 9 points for second and down to one for 10th and every place after.
- 3) Each member will then have to have their placement written on the score cards and signed by 2 other attending archers and the host club.
- 4) The cards would then be sent into the 3-D Director and the points would then be tallied and added up after each shoot and the numbers for each attending team member would then be placed on the web site.
- 5) A total of 35 points would then be needed to receive 100% funding and 30 points for 75% funding and 25 points for 50% funding.
- 6) This is a point system set up for the 3-D team funding program for the SAA 3-D team only. All archers that would be or will be keeping their score or scores for other teams or programs would then have to use the scoring system set in place for those programs.
- 7) Score cards that do not comply with the set guide lines will not be accepted.
- 8) Any member caught tampering or forging score cards will be removed from the team.
WITH NO EXCEPTIONS!
- 9) Any concerns with shoot set ups or other shooter will be brought up to the SAA executive.

3D Director Contact Information online:

<http://www.saskarchery.com/contact.html>

Funding Assistance Forms available online

<http://www.saskarchery.com/Forms.html>