

**2017-2019**  
**OPERATING AGREEMENT**  
**between the**  
**SASKATCHEWAN ARCHERY ASSOCIATION (SAA)**  
**and the**  
**FEDERATION OF CANADIAN ARCHERS Inc. (FCA)**

In this agreement, the Saskatchewan Archery Association (SAA) means the Province of Saskatchewan and herein is referred to as the Member.

The Federation of Canadian Archers Inc. (FCA) also known as Archery Canada / Tir à l'Arc Canada and herein is referred to as Archery Canada (AC).

## **1. INTENT**

This agreement sets out the terms and conditions to which the Provincial/Territorial Association Member, in this Agreement referred to as the Member, and AC agree concerning the planning and delivery of key programs and services that support the development of archery in Canada in partnership with the Provinces/Territories. This agreement is binding on both parties from January 1<sup>st</sup> 2017 to December 31<sup>st</sup>, 2019.

As per clause 6.0 of the Archery Canada bylaws\*, a Member is defined as follows:

*6. The Corporation has one class of Members, which is the organization recognized by the Corporation as the sole governing body for the sport of archery in each Province or Territory of Canada. Each Member will select its delegate to represent that Member at meetings of Members, provided that such delegate is a Registrant in that Member's jurisdiction. Membership in the Corporation is not transferable.*

As per clause 11.0 of the Archery Canada bylaws\*, Registrants are defined as follows:

*11.0 Registrants of the Corporation are those individuals who are engaged in activities that are provided, sponsored, supported, sanctioned or recognized by the Corporation and its Members. Registrants include athletes, coaches, officials, administrators, volunteers, and individuals recognized previously by the Corporation as Honorary and Life Members. In all cases, such individuals are registered with an archery club, a Member or with the Corporation directly. The term Registrant is also taken to mean archery clubs that are registered with the Corporation's Members. Registrants are not members of the Corporation, but may be charged registration fees in order to participate in the programs and activities of the Corporation.*

\*For the bylaws, visit: <http://www.archerycanada.ca/en/administration/articles-a-bylaws>

## **2. OFFICIAL LANGUAGES**

AC is a bilingual association. Wherever possible, all major documents, resources, policies, rules and regulations will be published simultaneously in both official languages. AC will also make reasonable effort to serve its Members and Registrants, as defined in the bylaws of AC, in the official Canadian language of their choice.

### 3. CONDITIONS

#### ARCHERY CANADA (AC) AGREES TO:

- a) Provide a National Office in Ottawa, which will be staffed on a regular basis to serve the Members and Registrants of AC with the programs outlined below. The priority of the office shall be to work with the Member President and/or the Director (i.e., the Representative) assigned by the Member to be the liaison with AC.
- b) Provide one (1) vote to the Member at the AC Annual General Meeting.
- c) Pay the travel, meals and accommodation costs of the following: i) the Representative representing the Member attending the Annual General Meeting; and ii) the 3D Archery Representative representing the Member, attending the AC 3D Archery Committee meeting. The cost coverage provided by AC is as follows: i) one (1) economy fare from one of Canada's major airlines (e.g., Air Canada, West Jet, Porter); ii) one (1) day meal allowance at \$45.00. In cases where any of the meals are not included for meetings or events organized and hosted by AC, the following rates will be used: \$10/breakfast \$12/lunch, \$23/dinner; and iii) one (1) night accommodation at \$110.00 maximum (double occupancy). For those that travel by car, AC provides a reimbursement rate of \$0.35 per kilometre to a maximum equal to the above described airline ticket cost. It is the lesser amount of the two (ground or air transport) that is reimbursed by AC.
- d) Provide the Member, the exclusive right to recruit/maintain Registrant clubs, individuals and families within the Member's jurisdiction.
- e) Enforce that archers registering for Canadian Championships who are not AC Registrants will be charged \$120.00 to participate in the Canadian Championships. This is applicable to ALL Canadian Championships (Indoor: 3D, Regionals, Mail Match, Multi-Sites Indoor Championships of the Americas (MICA); Outdoor: 3D, Field, Target, Mail Match). The registration fee will go to the Member jurisdiction in question. AC will make every effort to enforce the requirement that Registrants are Registrants of the Member province/territory in which they reside.
- f) Provide the Member the right to bid to host the Canadian Championships (target and field outdoor) and 3D (indoor and outdoor) as per the Canadian Championships host rotation schedule. Any club or clubs bidding for said rights must be Registrants of AC and must request a letter of support from the Member and submit the Member letter of support along with their bid to AC. **No exception to this condition will be allowed.**
- g) Provide the Member the right to register tournaments with AC and World Archery, which would then be registered for AC and/or World records, awards and for Canadian Team selection (according to team selection criteria) by paying the applicable registration fee to AC in advance of the event **as per the AC's current tournament registration guidelines published on the AC website.** In the future, the registration of tournaments with AC will be provided as part of the AC on-line membership database system (through i@nseo).
- h) Provide the Registrant clubs of the Member, the right to register sites for the Canadian Indoor Regional Championship, the Winter and Summer Mail Match tournament program, and the Canadian MICA Program.
- i) Provide \$5 million Personal Liability/Property Damage liability insurance coverage to each current Member and to each Member's Registrants. NOTE: This is contingent on the Member opting into the national liability insurance policy provided through AC. In some cases the Member provides its Registrants with protection through a liability insurance policy obtained from another insurance provider. In such cases, the Member and its Registrants are not covered under the AC national liability insurance policy. Furthermore, the Member and its Registrants are not charged by Archery Canada for coverage under the national liability insurance policy.
- j) Provide \$5 million Personal Liability/Property Damage liability insurance coverage to each Member's Guests (i.e., short term participants). NOTE: This is contingent on the Member opting into

the national liability insurance policy provided through AC. In some cases the Member provides its Guests with protection through a liability insurance policy obtained from another insurance provider. In such cases, the Guests are not covered under the AC national liability insurance policy.

Therefore, in such cases Archery Canada does not charge the Member's clubs for coverage of Guests under the national liability insurance policy. Once the total number of Guests from each provincial/territorial Member has been forwarded to AC, the grand total number of Guests will be forwarded to the insurance provider (by AC). AC will then invoice each Member based on the total number of Guests for the calendar year at a rate of \$0.20 per Guest per visit).

- k) Provide Directors and Officers (D & O) liability insurance if requested by the Member for a nominal premium rate as charged by the insurance provider. D & O liability coverage is an optional policy available to Provincial/Territorial Members. If a Provincial / Territorial association opts into the D&O coverage, this coverage is then extended to the provincial/territorial association's member clubs.  
**NOTE:** Unlike the Commercial General Liability (CGL) insurance coverage provided by Archery Canada to the provincial/territorial associations, the optional D&O liability insurance coverage is not paid for by the provincial/territorial associations through their provincial/territorial registrant dues paid to Archery Canada. Rather D&O liability insurance is paid separately and therefore Archery Canada invoices each participating provincial/territorial association. The D&O policy coverage is in place for the calendar year.
- l) Provide an on-line membership database to track AC Registrants and Clubs. The database is designed to allow the tracking and reconciliation of membership information with Archery Canada.
- m) Provide the Member access to AC's membership database within the Member's jurisdiction, through the Member's designated Membership Chairperson.
- n) Provide as part of the AC on-line membership database system (through i@nseo), an on-line scoring application to allow for Canadian archery tournament results to be posted on the AC website.
- o) Provide as part of the AC on-line membership database system (through i@nseo), an on-line ranking system that will utilize scores from registered Canadian tournaments to produce ranking lists in accordance with the ranking system approved by the AC High Performance Committee.
- p) Provide the Member access to the National Coaching Certification Program (NCCP). AC will maintain a program to allow archery coaches to become certified at all levels. AC will keep the program updated with current manuals, reference materials and exams (in electronic format).
- q) Provide the Member a minimum of one (1) page on the AC website solely for the purpose of promotion and furthering the advancement of the Member. The Member is responsible for providing AC with information ready for uploading. Reciprocal links to Members and their affiliated Registrant clubs will also be listed.
- r) Provide the Member access to the National Judging Certification Program which will allow Canadian archery judges the opportunity for national certification and leading to the opportunity for international certification.
- s) Provide the Member with an annual listing of qualified range safety officers from their club Registrant jurisdiction. Provide the Member with any updates to this listing throughout the calendar year as range safety officer candidates complete and submit the on-line range safety officer exam to AC and the candidate is confirmed by AC as having successfully completed the exam. In the future, the listing will be provided as part of the AC on-line membership database system (through i@nseo).
- t) Maintain a database of Canadian national archery records. Registrants of AC will be eligible for these records provided they are shot at AC or World Archery registered events. AC will notify the Registrant, and the applicable Member association, of the achievement upon verification by AC of the record submission and will post the records on the AC website. In the future, the records will be stored as part of the AC on-line membership database system (through i@nseo).
- u) Communicate and conduct financial business only with the Member representatives whose names are approved and provided by the Member on an annual basis.

- v) Provide a travel subsidy of one (1) economy fare from one of Canada's major airlines (e.g., Air Canada, West Jet, Porter) to the Member for one (1) athlete per year to compete at AC's Outdoor Canadian Target Championship; or AC's Outdoor Canadian 3D Archery Championship; or equally divided between both Championships noted above. For those who travel by car, AC provides a reimbursement rate of \$0.35 per kilometre to a maximum equal to the above described airline ticket cost. It is the lesser amount of the two (ground or air transport) that is reimbursed by AC. The Member archery association is responsible for submitting the expense claim for the travel subsidy to AC no later than the September 30<sup>th</sup> immediately following the Canadian Outdoor Championship. AC makes reimbursement to the Member archery association, not to the individual archer.
- w) Provide a website designed to be the information centre for archery in Canada and be as bilingual as AC resources will allow. As a guiding principle, AC will do its best to publish English and French documents on the website simultaneously.
- x) Provide leadership through its policies, strategic plan, high performance plan, operational plan and Long Term Athlete Development model and its programs and services.
- y) Provide opportunities for qualified archers to represent Canada on National Teams provided those archers have met the necessary selection criteria and are Registrants in good standing with AC and the applicable Member association. While AC will make every attempt to provide funding within the constraints of available financial support, there may not be any funds forthcoming. In such a case, AC will make every attempt to provide as much support as possible.
- z) Liaise with World Archery and other international archery associations for the best interests of Canadian archers. AC will speak for the Canadian archery community on archery matters with Canadian, Continental and World sport authorities such as the Canadian Olympic Committee (COC), Canadian Paralympic Committee (CPC), Commonwealth Games Canada, Sport Canada, Own the Podium, Canada Games Council, Coaching Association of Canada (CAC), Coaches of Canada, Sport Matters Group, World Archery, World Archery Americas, Pan American Sports Organization (PASO), International Field Archery Association (IFAA), etc.
- aa) Provide Club Registrants one free registration fee per year to host a Canadian 900 or Canadian 1200 Round in accordance with AC rules.
- bb) AC has adopted policies that address situations that may arise from the business and events that it controls, directs or funds. As a point of clarification, these policies do not deal with business and events that are controlled, directed, funded, or governed by Members. Furthermore, an AC policy(ies) may be used as a template and therefore adapted in instances where a Member does not have a policy(ies) in a particular area. AC does not have authority over occurrences that give rise to disputes, conflicts or complaints that are initially governed by the policy(ies) of the recognized Member or are found to be internal to the Member.

**It is also agreed and understood that the Members and AC recognize it is their collective responsibility to provide programs and services to all AC Registrants regardless of age, sex, race, ethnic background, sexual orientation, sexual identity, religion, degree of capability, discipline ranking, or any impediment. This applies provided that the Registrant is and remains a member in good standing with AC and its Member association.**

### 3. CONDITIONS

#### THE MEMBER AGREES TO:

- a) Ensure that **ALL Registrants** (defined as individuals and clubs) that are Registrants of the Provincial/Territorial archery association are identified and reported to AC and become AC Registrants.
- b) Ensure that **ALL Registrants** (defined as individuals and clubs) that are Registrants of the Provincial/Territorial archery association, are informed that by virtue of becoming a Registrant of the Provincial/Territorial archery association, they are Registrants of AC and cannot decline association with AC.
- c) Ensure that only individuals and clubs that reside in the province of Saskatchewan are allowed to become a Registrant of the Provincial/Territorial archery association of the Saskatchewan Archery Association.
- d) Register as a Member with AC at a fee of \$135.00 per year for the period January 1<sup>st</sup>, 2017 until December 31<sup>st</sup>, 2019 (\$405.00 total over 3 years).
- e) Collect from Registrants and remit to Archery Canada, the agreed rate of \$25.00 per Individual Registrant; \$68.00 per Family Registrant; and \$75.00 per Club Registrant. There shall be no discounts. The Member will submit categorized Registrant information and is responsible for collection of payment in relation to each submission.

#### NOTE:

1. Archery Canada offers Family Memberships. A family is defined as a group of three (3) or more\* Registrants, residing at the same address, with a maximum of two (2) adults (18 years and over) and any number of children under the age of 18 years old.  
\*of a minimum of 3 registrants
  2. If the Member has opted out of liability insurance coverage under the Archery Canada general liability insurance policy, the amount allocated to the provision of the general liability insurance policy coverage is \$4.00. If the premium rate is increased by the insurance provider in the 2<sup>nd</sup> and 3<sup>rd</sup> years of this operating agreement, the rate will be adjusted commensurate with the increase by the insurance provider. Therefore, the Individual Registrant and Family Registrant rates owed by the Member (SAA) are \$21.00 and \$56.00 respectively (\$25.00 - \$4.00 = \$21.00; \$68.00 - \$12.00 = \$56.00).
  3. Of each Registrant fee, an allocation will be made as follows:
    - i) \$1.00 to the Canadian Archery Foundation;
    - ii) \$3.00 in total to compound and 3D archery high performance programs (i.e., non-Olympic and non-Paralympic high performance programs).
- f) All its clubs maintain a register of all Guests (i.e., short term participants) that participate in club archery activities (provided the Member has opted into the national liability insurance policy provided through AC). The register must hold the Guest's full name and the date(s) that he/she participated in the club's archery activity.
- NOTE:** By mid-November of each year, all clubs must provide its Member provincial/territorial archery association with the total number of Guests that were present during the calendar year. Once the information has been collected from all clubs, the Provincial/Territorial Member will provide the grand total number of Guests to Archery Canada (which will then transfer the information to the insurance provider and invoice each Member based on the total number of Guests for the calendar year at a rate of \$0.20 per Guest).
- g) Print own Registrant cards showing AC registration/membership of the Registrant (e.g., incorporate the Archery Canada / Tir à l'Arc Canada name and/or logo into the Member's Registrant card). If AC prints Registrant cards there will be a \$1.00 charge for printing the card.

- h) Provide AC with payment of Registrant fees within four (4) weeks after receipt of the Registrant account statements from AC. The statements are circulated to the Members by AC on a monthly or bi-monthly basis.
- NOTE:** Registration in AC is for the calendar year January 1<sup>st</sup> to December 31<sup>st</sup>. Only new Registrants received after September 30<sup>th</sup> are treated as taking effect for the next calendar year.
- i) Appoint a Director to liaise with AC, according to mutually acceptable procedures, that is fully aware of matters and able to speak for the Member and will submit said name to the AC National Office. This Director must be an active archery volunteer able to communicate electronically (i.e., via email) with the AC National Office on a regular basis. The Member will notify the AC National Office as soon as possible if this Director is changed. This Director shall also serve as the Member's delegate for voting purposes at meetings of AC Members.
- j) Coordinate and register all National Coaching Certification Program (NCCP) coach certification clinics with the Coaching Association of Canada (CAC). To report said clinics to the AC National Office and ensure prompt payment for registration of said clinics upon receipt of AC invoice. (AC invoices for coach certification clinics will be sent to the Member no later than 14 business days from receipt of registration and will be deemed payable no later than 30 days from receipt by the Member regardless of actual date of clinic).
- k) Pay all invoices payable to AC within 30 days.
- l) Submit to the AC National Office, requests to register tournaments with AC and World Archery, as per AC's current tournament registration guidelines published on the AC website.
- m) Provide the volunteer Coordinator of the Canadian Indoor Regional Championship, with the host club sites for publication on the AC website as per the Championship guidelines published on the AC website. **Note:** Payment of fees for this event must accompany the scoring sheets at time of submission to the AC National Office. If payment is not received within two weeks from the date of the event, results will not be recognized, medals will not be issued, nor will those archers be recognized or published as winners on the results sheets or on the AC website. For details on the Canadian Indoor Regional Championship, visit the AC website at:  
**<http://www.archerycanada.ca/en/tournaments/tournament-information>**
- n) Provide the volunteer Coordinator of the Winter and Summer Mail Match Programs with registrations and payment as per the Program guidelines published on the AC website. For details on the Mail Match Indoor and Outdoor Programs, visit the AC website at:  
**<http://www.archerycanada.ca/en/tournaments/tournament-information>**
- o) Provide the volunteer Coordinator of the Canadian MICA Program with registrations as per the Program guidelines published on the AC website. For details on the Canadian MICA Program, visit the AC website at: **<http://www.archerycanada.ca/en/tournaments/tournament-information>**
- p) Submit results of registered tournaments (registered with AC and/or World Archery) to the AC National Office and AC Webmaster within two (2) weeks of the event or within the prescribed deadline for certain events. **NOTE:** Results not received in time could jeopardize Canadian and/or World record claims or jeopardize the eligibility for selection of archers for National Teams.
- q) AC encourages the Members to adopt policies that reflect the values of AC.
- r) Submit a formal report when requested by the AC National Office for inclusion in the Annual Report of the Annual General Meeting.
- s) Provide AC with current objective criteria for selection of one (1) athlete to receive a travel subsidy from AC to attend AC's Outdoor Canadian Target Championship; or AC's Outdoor Canadian 3D Archery Championship; or equally divided between both Championships as noted above (*as per clause '2. v)' noted above under "Archery Canada agrees to"*).
- t) Adopt and adhere to the Canadian Anti-Doping Program managed by the Canadian Centre for Ethics in Sport (CCES) and provide a link to the CCES on the Member's website. **NOTE:** Canadians want sport to be ethical and fair for all athletes. The Canadian Centre for Ethics in Sport (CCES) is the custodian of Canada's anti-doping initiative – working to create an environment that matches the expectations of Canadians. To contribute to values-based sport for Canadians, and to

help level the global playing field, the CCES manages the Canadian Anti-Doping Program (CADP), which is the set of rules that govern doping control in Canada.

For details on the Canadian Anti-Doping Program, visit:

**English:** <http://www.cces.ca/en/antidoping/cadp>

**French:** <http://www.cces.ca/fr/antidoping/cadp>

- u) Verify with AC that each club Registrant has in place at least two (2) club-level judges or two (2) range safety officers or higher certification (i.e., Provincial Judge Candidates through to International Judges) OR one (1) of each of a club-level judge (or higher certification) and range safety officer, that have successfully completed the necessary requirements of a club-level judge or range safety officer. Verification is through the submission of club Registrant data provided to the AC National Office. See clause '2. l)' above under "Archery Canada agrees to ..."
- v) Ensure that each club Registrant strives to have one (1) NCCP (National Coaching Certification Program) certified introductory level coach or one (1) international bow hunter education program instructor.
- w) Ensure that the Member has an elected or, if necessary, appointed Provincial/Territorial Athlete Representative to work in conjunction with AC's Athlete Director and the Para-Archery Athlete Representative as required.
- x) Ensure that each Registrant has agreed to receive email from AC unless otherwise indicated by the Registrant.


**Both AC and the Member shall make every effort to adhere to all the clauses of this agreement. It shall be the responsibility of either party to notify the other and re-open negotiations when that party realizes that it will not be able to fulfill its obligations. Addendum to this agreement may be made from time-to-time provided that there is written agreement between both the Member and AC.**

Scott Ogilvie  
AC Executive Director  
on behalf of AC President  
(print name)

  
Signature

Date: May 3, 2016

Gil Segovia  
SAA President (print name)

  
Signature

Date: September 30, 2016