



**Saskatchewan Archery Association Inc.  
Policies and Procedures**

Approved by Board of Directors per file date

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This manual is a collection of the policies and procedures used by the Saskatchewan Archery Association Inc. (“SAA” or the “Association”) in its operations.

These policies and procedures were set out in the Constitution of the SAA, which was replaced with new Bylaws effective July 11, 2013, or have been passed by the Board of Directors or by the Voting Members.

Some of these policies have also been included as required by Sask Sport Inc. (“Sask Sport”) as part of the criteria for membership as a Provincial Sport Governing Body (“PSGB”) with Sask Sport.

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

The policies also must comply with the provisions of The Non-Profit Corporations Act, 1995 (the “Act”).

The Act can be viewed at: <http://www.publications.gov.sk.ca/details.cfm?p=737>

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/>

Policies and Procedures Updates: As the policies and procedures are changed or new ones are introduced, these will be added to this document and published on the SAA website.

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

## **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 Youth 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 Youth 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:**

All nominees must be members in good standing with the SAA and active in archery during the current year.

All nominations must be submitted with a short resume of achievement / accomplishments to the SAA Board or Nominations Committee member. Nomination forms available online at <http://www.saskarchery.com/Forms.html>

Nomination deadline: July 5th of current year. All awards are based on the previous year. Awards will be distributed at the SAA Annual General Meeting or at such other time as determined by the Directors.

## **ATHLETE ASSISTANCE – (SAA)**

### Purpose:

As per Sask Sport's Funding guidelines, this portion of funding is allocated to enable the SAA 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.

<http://www.sasksport.sk.ca/pdf/funding/AnnualFundingGuidelines.pdf>

### Funding:

- Funding is provided to a maximum of six (6) athletes per year in a minimum amount 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 and Paralympic).
- Athlete's assistance will adhere to gender equality when possible.
- Assistance will be provided to a minimum of one recurve athlete or Athlete with a Disability in each gender, provided all criteria is met and the athlete meets national team selection criteria.

### Athlete Eligibility and Criteria:

- Athletes must be minimum cadet to maximum junior age.
- Age Classes as per Archery Canada
- An athlete may participate in a Cadet Class in tournaments when the competition takes place up to and in the year of his 17th birthday.
- An athlete may participate in a Junior Class in tournaments when the competition takes place up to and in the year of his 20th birthday.
- Be developing beyond the provincial level.
- Be entering a minimum of the "Train to Compete" level of Long Term Archery Development.
- Be a member of good standing with the SAA and Archery Canada. Be an active participant of the Archery Canada Excellence Program.
- Be an active participant of the Sask Archery High Performance Archery Program. Compete and train in both the indoor and outdoor seasons
- Participate in the SAA Indoor and Outdoor Provincial Championships, Archery Canada Indoor and Outdoor Championships and meet the Sask Archery High Performance Archery 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 the SAA, which is responsible for approving all follow up reports and submissions to Sask Sport.

### **Eligible Expenditures:**

#### 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

#### Competition Costs

- all costs incurred which directly relate to attending SAA approved competitions

Examples – travel costs, entry fees, daily honorarium.

#### 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

### Deadlines:

- Athlete Selection will be made by the board no later than December 31st of each year, at which time forms will be sent to the athletes.
- **Spending plan deadline** is March 1st of each year.
- **Follow up deadline** is March 30th with funding being sent by April 30th.

## CANADA GAMES TEAM SELECTION PROCESS

Revised September, 2012

- Any year in which there will be a Canada Games Event, the following outlines the team selection process for archers.
- Candidates must be a member of the High Performance Program for a minimum of six (6) months prior to Team selection.
- Participation in both the indoor and outdoor seasons is required.
- Teams will be chosen by the High Performance Coordinator, SAA President and Team Manager (once appointed).
- Teams will be selected three (3) months prior to the Canada Winter Games.
- The Canada Games Team is open to all High Performance Team members aged 21 and under (refer to Canada Games technical package for detailed age criteria). Canada Games only recognizes one age category, 21 and under.
- Only FITA (indoor and outdoor) scores are eligible for consideration.

Criteria: The Canada Games Team will be chosen based on:

- Attendance (25%): all camps/ clinics are considered mandatory for those wishing to be eligible for Canada Games selection;
- Commitment (25%): based on attitude, maturity, participation in other events;
- Performance (25%): Scores achieved at mandatory camps/clinics and any competitions identified as mandatory;
- Training Performance (25%): Submission, completeness, and adherence to monthly training plans.
- 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 the SAA Indoor Provincials.
- Indoor FITA scores to be submitted must be shot on vertical triple face 40cm targets regardless of the archer's age or equipment.

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

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 to the discretion of the High Performance Coordinator, SAA President and Team Manager, after consultation with the archery's parents and family physician.

In the case where an archer who is on a Canada Games or Provincial Team, is injured during a pre-championship and/or Games event, tournament, practice, camp, etc. and it is questionable whether they could compete in the championship and/or Games, the decision to keep or release the archer will be left to the discretion of the High Performance Coordinator, SAA President and Team Manager, after consultation with the archer's parents and family physician.

In the case where an archer who 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 Coordinator, SAA President and Team Manager will select an alternate archer.

In the case of an archer who doesn't have a family physician, or when a second opinion is required by the parent, archer or coach, the Sport Medicine and Science Council of Saskatchewan will provide a list of medical professionals throughout the province who have interest in sport medicine to the parent, archer or coach for their use. These professionals can provide expert advice on an archer's injury.

## **CANADA WINTER GAMES**

### Sask. Archery Major Games Coach Criteria/ Contract

- One of the management team must be male and other 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 appointed by the Saskatchewan Archery Association will enter into a contract.



## **CHILD ABUSE PROTOCOL**

The Child and Family Services Act (Section 12, Subsection 1 and 4) states that every person who has reasonable suspicion to believe that a child may be in need of protection shall report the information to a child protection worker, Ministry of Social Services, First Nations Child and Family Services Agency or Police Officer.

Further information regarding the Saskatchewan Child Abuse Protocol or Child Protection Services can be found at the Saskatchewan Social Services Website.

<http://www.saskatchewan.ca/live/personal-and-family-support/child-protection-and-support/child-abuse-and-neglect>

## **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 a 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 being submitted must total at least the amount of money being received. Club must submit membership list and purpose for which the grant will be used. 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 SAA 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.

### CLUB RENEWAL AND MEMBERSHIP APPLICATION FORMS ONLINE AT:

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

## **DISPUTE RESOLUTION POLICY**

### Introduction

Section 119 of The Non-Profit Corporations Act provides:

119. The articles or bylaws may provide that the directors, members or any committee of directors or members of a corporation have power to discipline a member or to terminate the membership interest of a member and, where the articles or bylaws do, the circumstances in which that power may be exercised and the manner of its exercise is to be set out in the articles or bylaws of the corporation.

A person is entitled to a fair hearing before he or she may be disciplined by a corporation. This policy provides a guide to suitable bylaws for discipline procedure. Each organization should ensure that its bylaws provide for a fair hearing in the event that discipline is necessary.

The Dispute resolution policy will be referred to as the process that guides all areas where a resolution is needed.

The SAA has adopted the Dispute Resolution Policies and Procedures set out by Sask Sport by resolution of the Board of Directors on March 20, 2016. This Policy in its entirety can be found online at <http://www.saskarchery.com/policies.html>

## EXPENSE CLAIM GUIDELINES

### NOTEWORTHY:

- Receipts must accompany all submissions for reimbursement. Receipts are required for all expenses except honorarium.
- Deliberate misuse may lead to being stricken from funding opportunities available from SAA.
- Any criteria not stated in these guidelines will be reviewed and will require approval by the Board of Directors.
- Where there are alternative accommodation during events ( i.e. camping fees, family/friends accommodations) the SAA will allow up to \$50.00 per day. (no receipts required)

### \*\*Officials, Judges, Directors, Officers, Coordinators and Assistant High Performance Coaches are paid:

- Accommodations reimbursement within reason as determined by the Board of Directors at the Board's discretion based on the length of stay.
- Directors and Officials on SAA business be reimbursed one night accommodations within reason as determined by the Board of Directors, regardless of distance and at the Board of Directors discretion (i.e. an official inspecting the setup of a range or a director attending an out of town meeting).
- Judges be paid a full day Honorarium when there is a full day officiating or ½ day officiating and 3 hours or more travel involved for the service.

### As outlined in the SAA's Financial Controls Policies & Procedures:

- All expense forms for events, clinics, competitions, workshops, etc. must be accompanied by a completed activity report form before any payment will be made.

[http://www.saskarchery.com/SAA\\_expense\\_forms.pdf](http://www.saskarchery.com/SAA_expense_forms.pdf)

[http://www.saskarchery.com/SAA\\_Activity\\_Report\\_2013\\_.pdf](http://www.saskarchery.com/SAA_Activity_Report_2013_.pdf)

### Board of Directors

- Expenses deemed eligible are attending SAA board meetings, members meetings and meetings on behalf of the SAA (i.e. Sask Sport meetings).
- Meetings - Receipts are required for all expenses except honorarium Mileage at \$0.54 per km return trip.
- Accommodations for one night (prior to or following meeting) provided distance is greater than 150 km one way or RV of \$85.00.
- Attendance at meetings \$100.00 /day honorarium.

National Meetings - Receipts are required for all expenses except honorarium.

- Representatives attending National Meetings will receive \$0.54 per km return trip or cost of return economy airfare (ticket required), accommodations, car rental / tax, and airport parking.
- All receipts are required. Any contribution to expenses by another organization will be deducted from the payment by SAA.

Coaches (appointed by SAA)

- Receipts are required for all expenses except honorarium.
- Travel cost at \$0.54 per km return trip if driven or mileage to airport return plus cost of return economy airfare, whichever is lesser in value.
- Airport parking.
- Accommodation will be paid if distance greater than 150 km one way. Honorarium \$100.00 per day.

Officials & Judges - Receipts are required for all expenses except honorarium.

- Travel cost at \$0.54 per km return trip if driven or mileage to airport return plus cost of return economy airfare, whichever is lesser in value.
- Airport parking.
- Accommodation will be paid if distance greater than 150 km one way. Honorarium \$100.00 per day.

Athletes (subject to Board approval)

- Receipts are required for all expenses except honorarium.

National Competitions (paid according to qualification for funding)

- Receipts are required for all expenses except honorarium.
- Travel cost at \$0.35 per km return trip if driven (one person per vehicle can claim) or mileage to the airport plus cost of return economy airfare, airport to accommodation, accommodation to venue (athlete only), whichever is lesser in value.
- Honorarium of \$75.00 for each day of competition plus 2 days.
- Car rental / taxi, airport parking, extra baggage costs.
- Registration fee.

### Out of Province and International Competitions

- Funding available only to Saskatchewan Provincial Archery Team Members (see SAA Target Team Funding Criteria and SAA 3D Team Funding Criteria in these Policies).
- Only International and National competitions that are sanctioned and/or registered shoots with Archery Canada, World Archery or USA Archery will be eligible for funding for Saskatchewan Provincial Archery Team Members.
- Travel cost at \$0.35 per km return trip if driven, or mileage to airport return plus the cost of return economy airfare, whichever is lesser in value.
- Airport parking.
- Baggage costs for equipment.
- Honorarium \$75.00 for each day of competition plus 2 days.
- Registration fee.

### Clinic Facilitators – NCCP Coaching Clinics, Introduction Clinics, Officials beginner clinics, coaching, judging - Receipts are required for all expenses except honorarium.

- Travel cost at \$0.54 per km return trip.
- Accommodation if distance greater than 150 km one way or multiple day event. Honorarium \$100.00 per day.
- Any cost incurred with shipping equipment. Cost of printed manuals / handouts.
- Training Certification – Coaches and Officials - Receipts are required for all expenses except honorarium.
- Travel cost at \$0.54 km per return trip if driven, or mileage to airport return plus the cost of return economy airfare, whichever is lesser in value.
- Accommodation if distance greater than 150 km one way or multiple day event.
- Car rental / taxi, airport parking, extra baggage costs.
- Registration fee.

## **Contract agreement with SAA & Archery Canada (2014)**

### The SAA agrees to:

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.

### Archery Canada agrees to:

Provide a travel subsidy of one (1) Air Canada Tango class or equivalent priced class of ticket with other airlines such as WestJet, 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 \$0.30 per kilometer 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.

## FINANCIAL CONTROL POLICIES AND PROCEDURES

- Members of the Board of Directors will make up the spending committee for each fiscal year. The spending committee will be made up of Directors in the positions of President, Vice President, Secretary and Treasurer and any others directors as deemed necessary by the Board of Directors. The spokesperson for the spending committee will be the treasurer.
- The board member overseeing each area will review and approve “ALL” spending claims as they relate to their area (i.e. coaches coordinator must approve any expenditures for coaching).
- Completed expense forms must be submitted for approval prior to any payments being made.
- All expense forms for events, clinics, competitions, workshops, etc. must be accompanied by a completed activity report form before any payment will be made.

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

[http://www.saskarchery.com/SAA\\_expense\\_forms.pdf](http://www.saskarchery.com/SAA_expense_forms.pdf)

[http://www.saskarchery.com/SAA\\_Activity\\_Report\\_2013\\_.pdf](http://www.saskarchery.com/SAA_Activity_Report_2013_.pdf)

- 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 and may include one other appointed director if deemed necessary, by the Board of Directors. Two (2) of the 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 approved by the directors prior to circulation and will be presented to the members at the Annual General Meeting.
- The financial reports will also be published in online.  
<http://www.saskarchery.com/policies.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:

- Sport Liability/ Legal Defense Expense for members.
- Employee Dishonesty Directors & Officers Liability (Wrongful Acts/Errors & Omissions) for 5 directors.

Detailed information regarding coverage can be found at: <http://extranet.aon.ca/sasksport/en/index.aspx>

## **HARASSMENT POLICY**

### Statement of Commitment

- The SAA is committed to providing a sport and work environment where all individuals are treated with dignity and respect. Everyone has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices.
- Every member of this organization has a responsibility to not engage in, condone, or ignore harassing behaviors. Any member who believes that another member is experiencing harassment is encouraged to notify the appropriate authorities as designated in this Policy.
- Harassment is a form of discrimination and it is against the law. Harassment is prohibited by the Canadian Charter of Rights and Freedoms, The Saskatchewan Human Rights Code and The Saskatchewan Occupational Health and Safety Act.
- The SAA is committed to providing a sport environment free of harassment on the basis of race, nationality, ethnicity, colour, religion, creed, age, gender, sexual orientation, marital status, disability, being in receipt of public assistance, or a pardoned conviction.

### Definition of Harassment

- Harassment is a form of discrimination, and refers to conduct based on a prohibited ground, that creates an insulting, intimidating or humiliating environment which the perpetrator knew or ought reasonably to have known would be unwelcome.

Harassment can take many forms. It may be verbal, physical, visual or psychological. It can include but is not limited to:

- written or verbal abuse or threats;
- the display of racist, sexist or other offensive material;
- unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, intellectual ability, race, religion, gender, or sexual orientation;
- leering or other suggestive, obscene gestures;
- condescending, paternalistic, or patronizing behaviors which undermine self-esteem, diminishes performance, or adversely affects working conditions;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwanted physical contact, including touching, petting, pinching, or kissing;
- unwelcome sexual flirtations, advances, requests, or invitations; or
- physical or sexual assault (sexual or physical assault are criminal offenses and the appropriate police authorities should be contacted)



## Application

- This Policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, and members of the SAA. The SAA encourages the reporting of all incidents of harassment, regardless of who may be the offender.
- This Policy prohibits harassment that occurs during the course of all SAA business, activities, and events, such as tournaments, clinics, competitions, practices and social events, etc.

## Complaint Procedure

- Saskatchewan Archery Association Inc. will follow the “Dispute Resolution Policy” as outlined in Appendix II for all harassment concerns.

## REFERENCES:

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>

## **INSURANCE & GUESTS (short term participants)**

Archery Canada and its member clubs, associations and members are automatically included in its "General Liability Insurance" program. As of June 1, 2014 the Insurers modified the criteria to insure "guests" (short term participants) under the program. This was done to overcome insurance concerns and to allow more people to experience the sport. In the past, there had never been a provision in Archery Canada (AC) or the Saskatchewan Archery Association (SAA) for a visitor or guest.

For further information regarding the "General Liability Insurance" program, please see the Archery Canada website: <http://www.archerycanada.ca/en/fca-info/insurance>

The Insurer requires the Clubs to maintain a register which contains the "Guests" full name and the date(s) that he/she participated in the club's archery activity. It is important that the register be kept in a secure place by all clubs in the case that a lawsuit is brought against it. A child injured today has the right to file a lawsuit against a Club when he/she becomes of legal age. Insurers will request a copy of the register proving that the child was participating on the specific date of the accident.

Based on this register and the list of Guest participants, the Insurer will charge to Archery Canada a fee per Guest per visit, which will then be passed to the Saskatchewan Archery Association, and finally onto each Member Club. This fee will be passed through at face-value: no additional charges will be levied by the Saskatchewan Archery Association or Archery Canada.

### Guidelines:

- Everyone shooting at your club must be registered with the Saskatchewan Archery Association as either a member or a Guest (short term participant) in order to qualify for insurance coverage under the Archery Canada "General Liability Insurance" Program. If they are not a member or registered as a guest then it becomes possible that your entire club membership will be at risk.
- Any person who shoots at your club and is not registered is not insured and as such, under the rules set out by the Insurer and Archery Canada, members of your club may also not be insured.

"Guest" is firstly intended for NON MEMBERS of the Saskatchewan Archery Association who are taking part in an instructional course or organised club activity which involves shooting archery.

Clubs may also wish to invite Non Members to participate in a tournament or club activity; in this case "the Guest" provision **is to** be used".

- It is suggested that a Guest should only be allowed to attend a maximum of 5 times in a year in order to be covered under the "Guest" provision. If a Guest wishes to visit more than 5 times in a year they should be directed to become a member of the club and the SAA/AC.
- A person who is a "Guest" does not get to partake in the benefits of having a Full Membership.

- It is the responsibility of the club to monitor the number of visits per Guest in a year.
- It is suggested that the Clubs charge a nominal fee to each Guest for each visit. This fee would be retained by the Club to offset administration of the Guest register. The club may set this fee amount to whatever they see as appropriate.
- Clubs may be granted one (1) extension in a year to the guest clause in such cases where it is wanting to run a “special event”. A special event is defined as an opportunity to introduce the sport of archery. The maximum number of guest days will not exceed 10 days in a year, for each individual guest or short-term member.

| <b>Special Event</b> | <b>Extension Request</b> | <b>Maximum Guest Days</b> |
|----------------------|--------------------------|---------------------------|
| 2 week summer camp   | 5 days                   | 10 days                   |
| Lessons extension    | 1 – 3 days               | 6-8 days                  |

- An application in writing must be sent to the SAA Board of Directors, for consideration and consent of an extension, at least one month prior to these special events taking place. Where a special events is held without the knowledge or consent of the SAA, it becomes possible that your entire club membership will be at risk of not having insurance coverage under the Archery Canada “General Liability Insurance” Program.
- It is understood that each club has its own unique problems and issues, particularly when attracting members, so each club should develop their own policy for “Guest” provisions in line with this policy.

Procedures:

1. Each member Club of the Saskatchewan Archery Association will keep a “Register of Guests” in the Guest (Short Term Participation) Register provided by the SAA. The register will include, but is not limited to, the Guest’s full name and the date(s) that the Guest participated in the club’s archery activity.
2. The Clubs will hold the register in a secure place. Should the Club no longer exist, then the register should be forwarded to the Saskatchewan Archery Association.
3. On October 31st of each year, all clubs must provide the Saskatchewan Archery Association with the total number of guests that attended during the year. Scan or copy the register pages that apply and mail or email to the SAA Program Coordinator.
4. Once the information has been collected from all clubs, the Saskatchewan Archery Association will provide the grand total to Archery Canada who will then transfer the information to BFL CANADA (the Insurer).
5. BFL CANADA will determine the rate based on participation. The premium rate charged per guest is currently .20 cents.

6. Archery Canada will then invoice the Saskatchewan Archery Association for the guest fee. Archery Canada will invoice based on the premium rate charged by BFL Canada and based on the number of guests reported by the SAA.
7. The SAA will then invoice the Member Clubs for their portion. No additional charges will be levied by the Saskatchewan Archery Association or Archery Canada.
8. The Clubs will then pay the invoice; the Saskatchewan Archery Association will in turn pay Archery Canada.
9. The Clubs can use the remaining funds from the fee collected for each visit as they see fit.

## **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 the SAA'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 the years Canada Winter Games are held 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).

### General Criteria:

- High Performance Program is open to all SAA 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 use 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<br>(40 cm target) | Indoor 3D**<br>(40 / 80 Target Round) | Outdoor Target<br>(720 /<br>1440) | Outdoor 3D**<br>(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 Coordinator.
- 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 Coordinator, SAA President, and a third person chosen by the SAA President and it will be at 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).
- Athletes must compete in two nationally registered FITA or 3D Competitions with a provincial level judge officiating.
- Athletes must compete in the SAA Indoor Championships (note: this is not the JOP Championships).
- Athletes must compete in the FCA Indoor Regionals.
- 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.

Athletes are strongly encouraged to compete in one of the following major tournaments in a two year period:

- Multi Site Indoor Championships of the Americas (MICA).
- FCA Indoor 3D Championships.

- Outdoor: (Members of the High Performance Team are strongly encouraged to compete as cadets during the outdoor season).
- 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.
- Athletes must participate in a minimum of one Field competition and the SAA Field Championships.
- Athletes must compete in the SAA Outdoor Target (FITA) Championships.

Athletes are strongly encouraged to compete in one of the following major tournaments in a two year period:

- Ontario Spring Classic;
- Canada Cup;
- Archery Canada Outdoor Championships (FITA 1440 & FCA Open);
- Archery Canada 3D Championships;
- Other Provincial Outdoor Championships (example: Manitoba, Alberta, etc.).

### Athlete Ranking

- Each athlete’s two best scores from the indoor FITA and/or 3D competitions will be combined and given an overall percentage.
- Each athlete’s 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  |

Total Indoor (2140/2400)      89.2%  
 Total Outdoor (6086/7920)    71.0%  
 Ranking Percentage                80.1%

## Archer 2

|                             |              |                               |               |
|-----------------------------|--------------|-------------------------------|---------------|
| Indoor Event<br>Indoor FITA | Score<br>439 | Outdoor Event<br>Outdoor FITA | Score<br>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          |

Total Indoor (1949/2400) 81.2%  
Total Outdoor (6568/7920) 76.3%  
Ranking Percentage 78.8%

### Athletes' Responsibilities:

- Athletes must send in scores and attend the appropriate competitions and clinics.
- Athletes must recognize they are seen as role models and act in a manner that is consistent with a role model at all times.
- 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 Coordinator's Responsibilities:

- High Performance Program should be reviewed after every Canada Games to ensure criteria is up to date.
- High Performance Coordinator is responsible for publishing ongoing results to all athletes and SAA Board of Directors on a semi-annual basis via email only.
- High Performance Coordinator will publish results and rankings of all High Performance Program Participants yearly.
- The High Performance Coordinator 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 Contract

- Each High Performance participant will sign a Contract, to be acknowledged by the High Performance Coordinator, in the form attached as Appendix I.



## **FRED USHER CUP TEAM SELECTION**

### 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 wear Saskatchewan team attire during Fred Usher Cup.

## **JUNIOR OLYMPIC PROGRAM (JOP)**

The Junior Olympic Program (JOP) is designed to recognize young archers for their achievements and give encouragement for improvements. As awards are earned, each youth develops archery skills together with greater confidence and ability to perform in competition. Goals also include recognizing fair play, courtesy and good sportsmanship with the emphasis placed on safety and individual performance. Archers are encouraged to participate in the Provincial JOP Championships.

### How the Program Works:

- Individual clubs sponsor the Junior Olympic Program for their members. Coaches are experienced volunteers from individual clubs. All participants must be members of the Saskatchewan Archery Association. Archers must also be members or pay fees as required by their local archery club. Each youth receives a JOP sash and SAA badge when they first join the program. SAA supplies the badges earned for each classifications as they are earned.
- The program is open to youth aged 6 to 20 years (as of January 1 of current year). Youth must have their own bow and arrows, arm guard and finger protection. Sights and/or releases are optional. Individual clubs may choose to provide equipment at their discretion.
- Beginner youth start shooting at 10 meters, progressing to 15 meters, then 18 meters as their score and skill levels increase. Youth shoot an indoor round of 30 arrows on a 40cm face following Archery Canada Indoor Target Rules. Scoring for JOP, however, does not include scoring the "X" or inner ten scoring ring. At the coach(s) discretion, older archers that have experience may start at 15m or 18m. Once started no classifications may be skipped.
- At the present time we have chosen not to test general archery knowledge, however, safety rules must be a part of the program. Coaches will also instruct shooters in the visual and sound signals of shooting. Qualitative knowledge may be included at the coach's discretion and experience.

## Provincial JOP Championships

The SAA sponsors a provincial JOP championship competition in mid-April. Youth compete according to the next classification they are working for, regardless of age or equipment. For example if the archer has achieved the Master Yeoman badge they will compete against all other archers who have achieved this badge and are working towards the Master Bowman badge.

## Local Club Requirements

Club JOP coordinator who will:

- submit a list of all JOP participants in the program including their address, phone number, birth date, club, gender and SAA number.
- if youth is a new SAA member, submit membership application to SAA Membership.
- maintain records of scores shot on JOP nights.
- submit scores to the SAA JOP coordinator when a participant has achieved his/her next level, including participant's full name, score(s) and badge achieved.
- distribute badges as they are earned.

Indoor Range with 10m, 15m and 18m distances. Clubs supply butts, targets and scorecards.

Coaches to instruct and supervise youth archers.

Additional Information: can be found at: <http://www.saskarchery.com/JOP.html>

JOP Participant Information sheet  
JOP Safety Handout  
JOP Badge Sheet  
JOP Badge Requirements  
JOP Coaching Notes  
Printable Scorecards

## LIABILITY INSURANCE COVERAGE - ARCHERY CANADA

The following conditions apply when purchasing club affiliations with the SAA as per the Archery Canada guidelines. Liability insurance coverage is received through affiliation with the Archery Canada (see <http://www.archerycanada.ca/en/fca-info/insurance> ) and SAA.

### Definition of club system:

ALL club members must be Archery Canada members in order for the club to receive liability insurance through SAA as the PSGB. This means that all SAA affiliated clubs must have ALL of their club membership holding an SAA membership in order for their club to have liability insurance coverage that is valid.

### Judge Certification:

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

### SAA Sanctioned events list:

|   |
|---|
| SAA meetings of the Board of Directors                      |
| SAA Annual General Meeting                                  |
| Meetings of the membership                                  |
| Club Executive Meetings                                     |
| Club Intro to Archery clinics                               |
| Club regular shoot nights                                   |
| Indoor club competitions                                    |
| Outdoor Club competitions                                   |
| Indoor and Outdoor Provincial Competitions                  |
| Club Junior Olympic Program shoot nights                    |
| SAA JOP Competitions  |
| ALL AC mail match and events listed in their events section |
| Sask Summer/ Winter Games                                   |
| Any first nations games or competitions                     |
| HP clinics and HP designated activities                     |
| Coaching & Judges Clinics                                   |

## **MEMBERSHIP ASSISTANCE PROGRAM (MAP) GRANT**

Policies and Procedures (Revised – March, 2014)

### PURPOSE OF MAP:

The Membership Assistance Program (“MAP”) is intended to support members of the SAA 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.

### 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 31st, prior to the application deadline.
- All Affiliated Clubs must have Bylaws 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 the MAP application.
- Affiliated 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:

- Any construction, upgrading, maintenance or operating costs of facilities;
- Expenditures for which other grant dollars have been used. Two different grants cannot be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other granting agency;
- Cash prizes;
- Social events (barbecues, lunches, etc.);
- Alcoholic beverages;
- Research projects or feasibility studies;
- Out-of-Province travel;
- Other expenses deemed as ineligible as identified by SAA.

### CLUB NOTIFICATION:

- All known archery clubs in the province as well as all affiliated clubs will be sent a letter informing them of MAP by July 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;
- an estimate of a club's eligible Map amount, based on previous year's numbers (members, clubs, officials) as reported by the club.

### APPLICATION PROCESS:

- Clubs applying for a MAP grant must submit a MAP Application, minutes from their most recent AGM & Spending Plan by the deadline date.

### **DEADLINE FOR SUBMITTING MAP APPLICATION, AGM MINUTES & SPENDING PLANS IS December 31<sup>st</sup>.**

- 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 email and should be sent to: Saskatchewan Archery Association Inc.

Membership Assistance Program Contact Information Available Online:

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

### 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 the total amount of 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 January 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.

Eligible expenses for MAP Funds must be dated within the SAA fiscal year (May 1 – April 30) for which they are approved.

## 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 issued no later than April 15th, 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.

## FOLLOW-UP PROCESS:

### **DEADLINE FOR SUBMISSION OF FOLLOW-UP REPORTS IS February 28th**

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:

- A detailed project report on the appropriate Follow-Up Report form;
- All club activities for which MAP funds were used should be reported on the Follow-Up Report Form;
- 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.
- 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 email.

HOWEVER, hard copies must also be mailed to the SAA. MAP Follow-up Reports should be submitted to:

Saskatchewan Archery Association Inc. Membership Assistance Program Contact Information  
Available at: <http://www.saskarchery.com/contact.html>

### 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 January 31st 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 31st of the year in which they are applying for the MAP Grant.

Eligible MAP amounts are determined as follows:

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:

Coaching Amount:

- Total number of certified club coaches registered under the National Coaching Certification Program as of December 31st. (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)

Officiating Amount:

- Total number of certified officials in each club as registered with the FCA as of December 31st
- \$20.00 for each certified official

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:

REGISTERED MEMBERS

- One point for each member registered with the SAA.

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

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

TOTAL CLUB MAP ALLOCATION = BASE + COACHES + OFFICIALS AMOUNT + BALANCE OF FUNDS ALLOCATION (calculated)



### Summary of Timelines for MAP Grants

- Clubs will be sent MAP Grant packages with estimated grant amounts (based on previous year's numbers) by July 31st of each year.
- Applications, AGM minutes & Spending Plans must be returned by December 31st each year.
- Approvals from SAA will be communicated, with eligible grant amounts by January 31st each year.
- Follow-Up Reports with receipts must be returned by February 28th each year.
- Cheques will be issued and sent out by April 15th each year.

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

MAP Grant Application and Follow up reports available online:  
<http://www.saskarchery.com/Forms.html>

## **MEETINGS**

Article 4 – SAA Bylaws speaks to the order of business at an AGM, quorum and extraordinary meetings

### Annual General Meeting:

- Pursuant to Section 142 of the Act, the SAA must hold its annual meeting within four months of its fiscal year end, which is April 30th.
- The election of directors will take place during the annual general meeting.

Business will be carried on as set out in the SAA Bylaws

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

### 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 provincial championships schedule for the upcoming year.
- Mileage, honorarium and accommodation will be paid to Directors attending the meetings as outlined in the SAA Expense Claim Guidelines –SAA Policies & Procedures
- Directors are required to attend 3 of the 5 scheduled yearly meetings. A minimum of two scheduled board meetings and the Annual General Meeting.

## **SAA BOARD MEETINGS - YEARLY SCHEDULE**

Annual General Meeting - **July** – Location as determined by the board following Provincial competition

Board Meeting - third Saturday in **August** - Regina

Board Meeting - first Saturday in **November** - Saskatoon

Board Meeting - first Saturday in **February** - Regina

Board Meeting - first Saturday in **April** - Saskatoon

Board Meeting - third Saturday in **June** - Location TBD

## **Meetings/ Motions by Circular Resolution Policy & Procedures**

### ***To support Current BYLAW 5.3 - Directors' Resolutions in Lieu of Meeting.***

Director's circular resolutions are a mechanism that allows directors of the SAA to pass a resolution without a meeting of directors.

As per Bylaw 5.3, The directors of the SAA may pass a resolution without a directors' meeting being held if all the directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution. The resolution is passed on the date allocated for decision.

### **Scope and Use of Circular Resolutions**

It is **good governance** for directors to have a protocol or understanding in place specifying the types of decisions that can be put to the board for a decision by circular resolution.

For the purpose of the SAA, circular resolutions will be used for non-contentious and routine resolutions that need to be passed between board meetings.

They will not be used for resolutions that require extensive presentations, lengthy discussion among directors or financial matters requiring detailed presentation to and discussion of the Board of Directors.

It is **good governance** therefore for circular resolutions to be used sparingly. They should be limited to use for procedural matters or recurring, non-controversial matters such as administrative matters where a decision is required on a monthly basis, or for matters that have had prior board discussions in meetings, do not require further discussion by directors and which cannot be deferred to the next meeting

Board meetings allow directors to carry out their duties by receiving and considering presentations, putting questions to Directors and discussing matters among themselves. There is less scope for doing this in respect of a circular resolution, therefore at no time shall circular resolutions be used when there are monetary or budgetary implications involved in the resolution. These items must be formally presented at a regular meeting of the board of directors.

Circular resolutions should not be used for dealing with urgent and controversial matters that arise of which the directors are previously unaware.

### **Who can present a resolution and what steps are taken?**

- A circular resolution may be presented by any "2" members of the SAA Board of Directors (as per a motion/second) and must first be presented to the President of the SAA to approve of the use of a resolution in each instance.
- The SAA President in collaboration with the Executive Director will draft the resolution and it will then be presented by email to the Board of Directors with a deadline for decision.
- The deadline will be indicated by the date it is delivered to the Directors allowing 6 days for discussion with the decision deadline being set on the 7<sup>th</sup> day.
- Discussion will take place in form of response to emails by "replying to all" members of the circular resolution, up to one day prior to decision deadline.
- Each director has one opportunity to respectfully present their case both for and against the resolution as it presented.
- The President shall be responsible to make decision, at any time, as to what action to take should a director express dissent or it appear the matter needs further Board attention, for example, whether this matter shall be put on hold and brought forward to the agenda for the meeting of the Board.
- 100% participation in response to resolutions is required from the SAA Board of Directors.

- To mitigate any concerns that the voting process is being abused by deliberately choosing to exclude potential dissent,
  - the consent of all directors must be sought by ensuring that the communication requesting the circular resolution to be passed is sent to all directors.
  - “ALL” Board members **will be required** to make their decision and forward their response to the Executive Director, no later than midnight on the stated deadline date.
- Votes will be accepted by email in the form of an emailed copy of the signed resolution for a “yes” vote or an email response indicating a “no” vote.
- Those directors who choose not to scan can submit an email response indicating a “yes” vote and they will then be required to sign the resolution at the next meeting of the Board of Directors.
- The Executive Director will advise the Board of Directors by email that the resolution has been carried (or not) and how many directors voted for or against the resolution or abstained from voting, within 2 days of the deadline.
- All circular resolutions passed between board meetings will be noted in the minutes of the next board meeting.
- Resolutions in the form of combination of signed originals and or scanned/emailed copies and or one copy only of the original resolution with all original signatures along with any board papers pertaining to the resolution will be included in the minute book.

Directors are individually responsible for all decisions taken by them and must always act in accordance with their directors’ duties. Directors must be active and diligent in performing their roles. They are required to act in good faith and for a proper purpose, and to exercise skill and care.

### **Conflicts of interest**

The existence of conflicts of interest must be taken into consideration in all decision-making by boards whether the decision is by a meeting of the full board/committee or a subset where decisions can be made by approval of a circular resolution.

How an actual or perceived conflict of interest is to be dealt with for a particular decision generally needs to be addressed within the circular resolution and the accompanying board paper if the existence of the conflict is known in advance.

However, it may not be apparent that a director has a conflict of interest until after the resolution is circulated.

In this instance, the director needs to advise the SAA Executive Director of the conflict of interest and their vote cannot be included in calculating the required majority.

## MEMBERSHIPS

- SAA is a member of the Saskatchewan Hall of Fame and the annual fee is paid when notice is received.
- Failure to renew individual or club memberships prior to the deadlines will result in no insurance coverage for individuals or clubs in the case of an accident. Insurance coverage will commence once the SAA Coordinator has re-registered the individual or club with Archery Canada.
- All members of a club which is a SAA member (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.
- All fees include Archery Canada membership fees. All members of the SAA are also members of Archery Canada with the dues submitted to Archery Canada as a provincial package.

### Note:

Club memberships are only available to a club if 100% of that club’s members are also members of the SAA. The SAA Membership Coordinator will review each club application and may require such supporting documentation as the Membership Coordinator deems necessary to confirm that 100% of the club’s members are also SAA members.

The SAA has joined with 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.

Affiliated Clubs are required to meet the following criteria:

- Complete the Club Affiliation Form and Submit required fee.
- Submit club Bylaws or Notice to Adopt the SAA Bylaws.
- Submit current AGM minutes.

Membership Fee Schedules: See APPENDIX II

Membership/ Club Affiliation application forms available online:  
<http://www.saskarchery.com/Forms.html>

**Saskatchewan Archery Association Bylaws state:**

**ARTICLE 3 - MEMBERSHIP AND MEMBERSHIP FEES**

**3.1 Honorary Membership.**

(a) Individuals in good standing may be recommended by any member in writing, to the Nominating Committee for Honorary Membership. Election of the Honorary Member will be awarded by a majority vote of the members entitled to vote at an annual general meeting of the members. Upon payment of the one-time fee, as set out in the Saskatchewan Archery Association Policies and Procedures (the "Policies"), Honorary Members will be exempt from regular fees and dues and will have all the rights of an Adult Member;

(b) An Honorary Member has one vote.

**3.2 Adult Membership.**

(a) An individual member who will be 18 years old any time prior to December 31st of the current year, provided they are in good standing and appropriate fees, and dues have been paid (an "Adult Member");

(b) An Adult Member has one vote.

**3.3 Youth Membership.**

(a) Individual member who will be under 18 years old during the current membership year, provided they are in good standing and appropriate fees and dues have been paid (a "Youth Member");

(b) A Youth Member does not have voting rights.

**3.4 Club Affiliation Membership.**

Club Affiliation Membership shall be granted to any group of archers who have formed an archery club with appropriate directors, officers and bylaws that conform in principle with the Bylaws of the Association (an "Affiliated Club") provided that:

(a) The Affiliated Club is in good standing and appropriate fees and dues have been paid;

(b) All of the members of the Affiliated Club have also become Adult or Youth Members, as the case may be, of the SAA;

(c) The Affiliated Club does not have voting rights.

**3.5 Membership Fees and Dues.**

(a) Membership fees shall be set by the Board of Directors (the "Board" or "Directors") from time to time, and shall be set out in the Policies;

(b) All fees and dues, as well as penalties for non-payment of fees, shall be set by the Directors from time to time and shall be set out in the Policies;

- (c) Annual membership fees will become payable on first day of January in each year
- (d) Only applications for membership in the SAA by new Adult Members, Youth Members and Clubs which are received after September 30th will be treated as taking effect for the next year
- (e) Any membership fees which are not received by January 31st in each year, will be subject to a late fee, at the option of the Directors, and at the rate set out in the Policies.

### 3.6 Obligation of Membership.

All members shall be subject to any stated guidelines or “Best Practices” policies adopted by the Association.

### 3.7 Member Can Be Expelled.

The Directors may, with just reason and explanation, expel a member, but such member may appeal to the SAA at the AGM within one calendar year and by a majority vote of the voting membership be re-installed.

### 3.8 Age Groups.

Age groups of the members shall be that set by the Federation of Canadian Archers Inc. (“Archery Canada”) with the Board having the right to set additional age groups for developmental programs.

## **RESPECT in SPORT**

SASK SPORT INC. in cooperation with the Saskatchewan Archery Association is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.

SASK SPORT INC. requires that all Saskatchewan Archery Association coaches participating in Archery have completed the online Respect in Sport (RiS) certification (or equivalency), as required by Sask Sport Inc.

### Scope and Application:

- The policy applies to all coaches registered or named under the membership jurisdiction of Saskatchewan Archery Association
- Coaches not holding valid certification will have until OCTOBER 31, 2014 to complete the RiS certification training or training equivalency such as NCCP Empower+, Hockey's "Speak Out" program or Respect in School program.
- Any coach not having RiS certification (or equivalency) by the deadline established will be removed as a coach until such time that the course is completed.

### The Respect in Sport Program

The Respect in Sport program will be used to train coaches, sport personnel and sport leaders to recognize, understand and respond to issues of bullying, harassment, abuse and neglect. This may be the single most important training sport leaders can receive to create a safer, healthier, and more positive environment for our athletes! The program can be accessed by coaches, officials, team leaders, board members and staff.

### Easy Step by Step Instructions:

Visit the website <https://sasksrc.respectgroupinc.com>

- For Username and Password, please use your first and last name as entries for the username and no spaces should be included.
- When you have completed the registration
- Select the appropriate language or Read Program Instructions
- Click to start the Activity Leader Program (Program Content).

### Re-Access:

Return to website <https://sasksrc.respectgroupinc.com>

- Enter your username and password (username and password are case sensitive)
- Select
- Click to select your next module.

### Complete Program:

- Once you have finished the program, you will receive an email stating congratulations on completing the program along with a certification number.
- Print off your certificate, which is transferable to many sports.
- Register a New User
- Submit



## **SAA CHAMPIONSHIP EVENTS**

### Tournaments

The SAA will sponsor the following Provincial competitions:

- Indoor Provincial JOP Championship
- Indoor Provincial Target (FITA) Championship
- Indoor Provincial 3D Championship
- Outdoor Provincial Target (FITA) Championship
- Outdoor Field Championship
- Outdoor 3D Championship (collectively the “Provincials”).

### Hosting Grants & Tournament Registration Fees

- Hosting Grants and Tournament Registration Fees are outlined in APPENDIX III – SAA Fee Schedule in the SAA Policies and Procedures.
- Additional information regarding hosting a provincial championship is in the hosting manual and can be found at <http://www.saskarchery.com/ShootDates.html>
- All clubs hosting a provincial championship will be required to reference the hosting manual when planning their event.

## **SAA TARGET TEAM FUNDING CRITERIA**

### ELIGIBILITY:

Any SAA Member in good standing may apply to membership of the Target Team. The following shooting criteria must be met during the applicable target season:

- 1 Provincial Indoor Target Competition
- 1 Provincial Outdoor Target Competition
- 1 Provincial Field Competition
- 1 Outdoor National Field
- 1 Outdoor National Target Competition
- 1 Regionals Competition

Note: Competition at Nationals counts as one of the registered shoots required  
: Scores may be achieved at any registered event as well as Provincials and Nationals.

- Athletes must meet or exceed predetermined scores to receive funding as described below in SAA Target Team Scoring Requirements for Funding.
- Target and Field Athlete funding will be calculated using shoot scores for the events required for eligibility.
- Funding levels will be 100%, 75% or 50% outlined below. These levels represent the percentage of expense coverage available to Athletes based on their scores and are relative to the total amount of SAA Target Team funding available
- Target Coordinator has authority to make recommendations to the Board of Directors for decision where scores are not at the required levels.

### TEAM MEMBER REQUIREMENTS INCLUDE:

- SIGNUP DEADLINE and fees payment: SAA Indoor Target Provincials.
- Complete APPENDIX IV – SAA Provincial Team Athlete Agreement.
- The SAA Board of Directors will set team fees as described in Appendix III - Fee Schedule.
- Team fees will include a team shirt and team hat.
- If a member chooses to join both the SAA 3D Team and the SAA Target Team there may be a reduced fee as referenced in Appendix III - Fee Schedule.
- The SAA Target Team will elect a team leader prior to the Target Nationals.
- The Team Leader will be required to perform the duties described in the Archery Canada Hand book. As well the Team Leader will be responsible for dress code, team picture and a prearranged team meal.
- Any team member who cannot fulfill their shooting criteria must provide information in writing to the Target Coordinator via mail, email or fax as listed on the SAA website. (<http://www.saskarchery.com/contact.html>)

### DRESS CODE:

- Dress code at National and International events is governed by Archery Canada rules and World Archery rules accordingly. The following specific rules regarding Team dress codes will apply. Please see Archery Canada Rule Book 3 Target Archery – AC20.
- Team shirts will be mandatory dress code at Provincial and National events.
- Pants are part of the team uniform and must be the same for all team members as determined by the Target Coordinator.
- Black or Tan pants – no blue jeans.
- Black or Tan shorts or skirts (AC3-20.1.1).
- Pants/shorts color/pattern may be changed following team discussion including Target Coordinator prior to event.
- Sponsor shirts may be worn at practice only events. Requests to wear sponsor shirts must be given to Target Coordinator in writing prior to competition event.
- All medal winners are required to wear either their Sask Team or sponsorship jerseys on the podium for all medal ceremonies.

Team Saskatchewan must also be in proper team shirts to participate in the Fred Usher Cup.

### FUNDING ASSISTANCE FORMS:

- Athletes that qualify for funding are eligible for re-imbusement according to the SAA Expense Claim Guideline policies for Athletes.
- Athletes MUST complete the SAA Target/Field Team Athlete Funding Application Form outlining their individual results and event reporting.
- Athletes MUST complete the Expense form titled “National/International Expense Claim and Activity Report”
- Receipts must accompany all submissions for reimbursement.
- Submissions for funding/claims due 14 days following event.

The amount eligible for reimbursement is subject to the level of funding for which the Athlete has qualified according to the “SAA Target Team Scoring Requirements for Funding”.

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

Any questions or concerns may be directed to the SAA Target Coordinator listed on the SAA Website (<http://www.saskarchery.com/contact.html>)

**SAA TARGET TEAM FUNDING SCORING REQUIREMENTS \*\***

|                              |        | 720 Ranking event |     |     |
|------------------------------|--------|-------------------|-----|-----|
|                              |        | 100%              | 75% | 50% |
| Male Compound                | Master | 635               | 616 | 603 |
|                              | Senior | 640               | 621 | 608 |
|                              | Junior | 650               | 630 | 617 |
|                              | Cadet  | 640               | 620 | 608 |
| Male Recurve                 | Master | 527               | 506 | 500 |
|                              | Senior | 580               | 563 | 551 |
|                              | Junior | 581               | 564 | 551 |
|                              | Cadet  | 596               | 583 | 569 |
| Female Compound              | Master | 605               | 590 | 576 |
|                              | Senior | 626               | 607 | 594 |
|                              | Junior | 618               | 600 | 587 |
|                              | Cadet  | 602               | 584 | 571 |
| Female Recurve               | Master | 575               | 562 | 547 |
|                              | Senior | 580               | 562 | 551 |
|                              | Junior | 546               | 530 | 518 |
|                              | Cadet  | 567               | 550 | 538 |
| Male Compound Para-athlete   | Master |                   |     |     |
|                              | Senior | 637               | 618 | 605 |
|                              | Junior |                   |     |     |
|                              | Cadet  |                   |     |     |
| Male Recurve Para-athlete    | Master |                   |     |     |
|                              | Senior |                   |     |     |
|                              | Junior |                   |     |     |
|                              | Cadet  |                   |     |     |
| Female Compound Para-Athlete | Master |                   |     |     |
|                              | Senior |                   |     |     |
|                              | Junior |                   |     |     |
|                              | Cadet  |                   |     |     |
| Female Recurve Para-athlete  | Master |                   |     |     |
|                              | Senior |                   |     |     |
|                              | Junior |                   |     |     |
|                              | Cadet  |                   |     |     |

\*blank score levels indicates need for development

\*\* Any SAA member in good standing can join the team by paying the team fees but it is only those athletes who are shooting at a level of Cadet and above that are eligible to qualify for funding.

## **SAA 3D TEAM FUNDING CRITERIA**

### ELIGIBILITY:

Any SAA Member in good standing may apply to membership of the 3D Team. The following shooting criteria must be met during the applicable 3D season:

- 1 Provincial Indoor 3D Competition
- 1 Provincial Outdoor 3D Competition
- 1 Registered Field Competition
- 1 Outdoor 3D Nationals Competition
- 3D Fun Shoot

Note: Competition at Nationals counts as one of the registered shoots required.

: Scores may be achieved at any registered event as well as Provincials and Nationals.

- Athletes must meet or exceed predetermined scores to receive funding as described below in SAA 3D Team Scoring Requirements for Funding.
- 3D Athlete funding will be calculated using shoot scores for the events required for eligibility.
- Funding levels will be 100%, 75% or 50% outlined below. These levels represent the percentage of expense coverage available to athletes based on their scores and are relative to the total amount of SAA 3D Team funding available.
- 3D Coordinator has authority to make recommendations to the Board of Directors for decision where scores are not at the required levels.

### TEAM MEMBER REQUIREMENTS INCLUDE:

- SIGNUP DEADLINE and fees payment: SAA Indoor 3D Provincials.
- Complete APPENDIX IV – SAA Provincial Team Athlete Agreement.
- The SAA Board of Directors will set team fees as described in Appendix III - Fee Schedule. Team fees will include a team shirt and team hat.
- If a member chooses to join both the SAA 3D Team and the SAA Target Team there may be a reduced fee as referenced in Appendix III - Fee Schedule.
- The SAA 3D Team will elect a team leader prior to the 3D Nationals.
- The Team Leader will be required to perform the duties described in the Archery Canada Hand book. As well the Team Leader will be responsible for dress code, team picture and a prearranged team meal.
- Any team member who cannot fulfill their shooting criteria must provide information in writing to the 3D Coordinator via mail, email or fax as listed on the SAA website. (<http://www.saskarchery.com/contact.html>)

### DRESS CODE:

- Dress code at National and International events is governed by Archery Canada rules and World Archery rules accordingly. The following specific rules regarding Team dress codes will apply. Please see Archery Canada Rule Book 4 Field and 3D Archery - AC33
- Trousers of their choice, including denim, for Qualification, Elimination and Semi- finals rounds.
- Full Team uniform, which shall not include denim, for Team rounds and Medal Matches.
- Clothing shall not be camouflage. No oversize or baggy type trousers are allowed.
- Pants/shorts color/pattern may be changed following team discussion including 3D Coordinator prior to event.
- Team shirts will be mandatory dress code at Provincial and National events.
- Pants are part of the team uniform and must be the same for all team members as determined by the 3D Coordinator
- Sponsor shirts may be worn at practice only events. Requests to wear sponsor shirts must be given to 3D Coordinator in writing prior to competition event.
- All medal winners are required to wear either their Sask Team or sponsorship jerseys on the podium for all medal ceremonies.

### FUNDING ASSISTANCE FORMS:

- Athletes that qualify for funding are eligible for re-imbusement according to the SAA Expense Claim Guideline policies for Athletes.
- Athletes MUST complete the SAA 3D Team Athlete Funding Application Form outlining their individual results and event reporting.
- Athletes MUST complete the Expense form titled "National/International Expense Claim and Activity Report"
- Receipts must accompany all submissions for reimbursement.
- Submissions for funding/claims due 14 days following event.

The amount eligible for reimbursement is subject to the level of funding for which the Athlete has qualified according to the SAA 3D Team Scoring Requirements for Funding

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

Any questions or concerns may be directed to the SAA 3D Coordinator listed on the SAA Website (<http://www.saskarchery.com/contact.html>)

**SAA 3D TEAM SCORING REQUIREMENTS FOR FUNDING \*\***

| New Category        | Old Category             |             |            | 100% |     | 75% |     | 50% |     |
|---------------------|--------------------------|-------------|------------|------|-----|-----|-----|-----|-----|
| Compound Unlimited  | Cadet Compound           | Male/Female | CADC (m/f) | 79%  | 348 | 75% | 330 | 71% | 312 |
| Compound Unlimited  | Junior Compound (m)      | Male        | JRC (m)    | 86%  | 378 | 82% | 361 | 82% | 361 |
| Compound Unlimited  | Junior Compound (f)      | Female      | JRC (f)    | 65%  | 286 | 61% | 268 | 57% | 251 |
| Compound Unlimited  | Bowhunter Open (m)       | Male        | BHO(m)     | 89%  | 392 | 85% | 374 | 81% | 356 |
| Compound Unlimited  | Bowhunter Open (f)       | Female      | BHO(f)     | 81%  | 356 | 77% | 339 | 73% | 321 |
| Compound Fixed Pins | Bowhunter Release (m)    | Male        | BHR(m)     | 85%  | 374 | 81% | 356 | 77% | 339 |
| Compound Fixed Pins | Bowhunter Release (f)    | Female      | BHR(f)     | 81%  | 356 | 78% | 343 | 74% | 326 |
| (Hunter)            | (Hunter)                 | Male/Female | H(m/f)     |      |     |     |     |     |     |
| (Hunter Fingers)    | (Hunter) Fingers         | Male/Female | HF(m)      | 85%  | 374 | 81% | 356 | 77% | 339 |
| Instinctive         | Instinctive (m)          | Male        | INST(m)    | 67%  | 295 | 63% | 277 | 59% | 260 |
| Instinctive         | Instinctive (f)          | Female      | INST(f)    | 43%  | 189 | 39% | 172 | 35% | 154 |
| Longbow             | Traditional Long Bow     | Male        | TRD(m)     | 63%  | 277 | 59% | 259 | 55% | 242 |
| Longbow             | Traditional Long Bow (f) | Female      | TRD(f)     | 57%  | 251 | 53% | 233 | 49% | 216 |
| Barebow             | Barebow (m)              | Male        | BB(m)      | 69%  | 303 | 65% | 286 | 61% | 268 |
| Barebow             | Barebow (f)              | Female      | BB(f)      |      |     |     |     |     |     |
| (Recurve)           | Recurve Unaided (m)      | Male        | RU(m)      | 67%  | 295 | 63% | 277 | 59% | 260 |
| (Recurve)           | Recurve Unaided (f)      | Female      | RU(f)      |      | 0   |     | 0   |     | 0   |
| Barebow M50         | Traditional Master 50    | Male        | M50TR(m)   | 55%  | 242 | 51% | 224 | 47% | 207 |
| Barebow M50         | Traditional Master 50    | Female      | M50TR(f)   | 47%  | 207 | 43% | 189 | 33% | 145 |
| Master 50           | Master 50 (m)            | Male        | M50(m)     | 85%  | 374 | 81% | 356 | 77% | 339 |
| Master 50           | Master 50 (f)            | Female      | M50(f)     | 79%  | 348 | 75% | 330 | 71% | 312 |
| Master 60           | Master 60 (m)            | Male        | M60(m)     | 85%  | 374 | 81% | 356 | 77% | 339 |
| Master 60           | Master 60 (f)            | Female      | M60(f)     | 79%  | 348 | 75% | 330 | 71% | 312 |

\*\* Any SAA member in good standing can join the team by paying the team fees but it is only those athletes who are shooting at a level of Cadet and above that are eligible to qualify for funding.

# APPENDIX

APPENDIX I - High Performance Team Athlete Contract

APPENDIX II – SAA Fees Schedule

APPENDIX III – SAA Provincial Team Athlete Agreement



## APPENDIX I

### HIGH PERFORMANCE TEAM ATHLETE CONTRACT

I, \_\_\_\_\_ the archer will make every effort to:  
Print name

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

We, HP Program Administrators will make every effort to:

- Only with archer input, implement reasonable short, intermediate and long-term goals.
- Stick to the plan agreed upon by the High Performance Coordinator and the archer.
- Show up for practices on time, prepared to lead in a committed fashion.
- Notify the archer immediately if it is impossible to make practice, and why.
- Encourage the archer to communicate feelings and concerns regularly.
- Meet with archer and support network on a regular basis to discuss progress/challenges.
- View the high performance team as only one aspect of life, not the only reason to live or feel self-worth.

- Attend all tournaments committed to attend in the plan unless absolutely impossible.
- Keep the athlete's personal thoughts and concerns in trust at all times.
- Allocate sufficient funds for equipment, travel, training and competition annually.
- Stay current on developments in the sport and the chosen discipline(s).
- Act as a good ambassador for the sport, home club, province and country.
- Keep emotional outbursts under control at all times, and discuss problems with the archer.
- Enjoy the process of training and competing each day.
- Lead by example.
- Be open-minded to change.

We, \_\_\_\_\_, \_\_\_\_\_  
Print name Print name

The 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 X \_\_\_\_\_ Dated: \_\_\_\_\_

Signed X \_\_\_\_\_ Dated: \_\_\_\_\_

## APPENDIX II

### **SAA FEE SCHEDULES**

#### SAA MEMBERSHIP FEES: (Effective November 1, 2016 - Board approved)

Adult membership: \$50.00 (18 & over in the upcoming membership year);

Youth membership: \$30.00 (17 & under as of December 31st of the current calendar year);

Club Affiliation membership: \$125.00 each calendar year

Honorary Life membership: No Fee

#### SAA TEAM FEES:

To become a member of either the Saskatchewan Target (FITA) or 3D teams that represent the province at the National Championships there will be an additional fee for all members at the rate of \$140.00. This will include your team fee, a provincial team shirt and SAA team hat.

Those archers joining both the Saskatchewan Target (FITA) and 3D teams, that represent the province at the National Championships there will be an additional fee for all members at the rate of \$200.00. This will include your team fee, a provincial team shirt and SAA team hat.

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

#### PROVINCIAL CHAMPIONSHIPS FEE OUTLINE

The SAA will sponsor the following Provincial competitions.

- Indoor Provincial JOP Championship
- Indoor Provincial Target (FITA) Championship
- Indoor Provincial 3D Championship
- Outdoor Provincial Target (FITA) Championship
- Outdoor Provincial Field Championship
- Outdoor Provincial 3D Championship

The host clubs will charge registration fees at the prices outlined here, as set forth and approved by the SAA Board of Directors. The host club will collect all championship registration fees and submit them along with the reconciliation report to the SAA no later than 10 days following the event. The SAA will retain 25% of fees and the remaining balance will be paid to the host club.

**Indoor Provincial JOP Championships (Saturday) (Effective 2017)**

JOP Participants \$30.00 (21 & under as of December 31<sup>st</sup> of the current calendar year);

**Indoor Provincial Target Championships (Sunday) (Effective 2018)**

Adults \$50.00 (18 & over as of December 31<sup>st</sup> of the current calendar year);

Youth \$40.00 (17 & under as of December 31<sup>st</sup> of the current calendar year);

**Indoor Provincial 3D Championship (Effective 2017)**

Adults \$50.00 (18 & over as of December 31<sup>st</sup> of the current calendar year);

Youth \$40.00 (17 & under as of December 31<sup>st</sup> of the current calendar year);

**Outdoor Provincial Target Championship (Effective 2017)**

Adults \$50.00 (18 & over as of December 31<sup>st</sup> of the current calendar year);

Youth \$40.00 (17 & under as of December 31<sup>st</sup> of the current calendar year);

**Outdoor Provincial Field Championship (Effective 2017)**

Adults \$50.00 (18 & over as of December 31<sup>st</sup> of the current calendar year);

Youth \$40.00 (17 & under as of December 31<sup>st</sup> of the current calendar year);

**Outdoor Provincial 3D Championship (2 Days) (Effective 2017)**

Adults \$65.00 (18 & over as of December 31<sup>st</sup> of the current calendar year);

Youth \$50.00 (17 & under as of December 31<sup>st</sup> of the current calendar year);

HOSTING GRANTS (October 19, 2013)

The following Hosting Grants will be paid to the Hosting Club for the following events:

- Indoor Provincial Target (FITA) Championship: \$1,000.00 Hosting Grant
- Indoor JOP Championship: \$1,000.00 Hosting Grant
- Indoor Target (FITA) Championship, combined with JOP Competition (one host club) : \$2,000.00 Hosting Grant
- Indoor Provincial 3D Championship: \$1,000.00 Hosting Grant
- Outdoor Provincial Target (FITA) Championship: \$1,000.00 Hosting Grant.
- Outdoor Provincial Field Championship: \$500.00 Hosting Grant.
- Outdoor Provincial 3D Championship: \$1,000.00 Hosting Grant

## APPENDIX III

### **SAA 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.

I fully understand that in order to qualify for funding I will be required to shoot all qualifying competitions at the level of Cadet and above.

I will be competing at Cadet and above level    YES    NO    (circle one)

\_\_\_\_\_  
ATHLETE SIGNATURE

\_\_\_\_\_  
DATE

Print name: \_\_\_\_\_

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