

Saskatchewan Archery Association
Policies and Procedures

August 30, 2009

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POLICIES AND PROCEDURES OVERVIEW

This manual is a collection of the policies and procedures used by the Saskatchewan Archery Association in its operations.

These policies and procedures are set out in the Constitution of the Saskatchewan Archery Association (August 1 1993) or have been passed by the Board of Directors or by the General Membership at a general meeting.

Some policies have also been set out by Sask. Sport as part of the criteria for membership in Sask. Sport.

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

Manual Update: As the policies and procedures are changed or new ones are introduced, these will be published in the Saskatchewan Archer. We suggest that these be added to this manual. **Change or update this**

ANNUAL RECOGNITION AWARDS CRITERIA

- **Volunteer of the Year Award**
Must have made a significant contribution to the development of archery in Saskatchewan at the club or provincial level.
- **Coach of the Year Award**
Must be a minimum of Level 2 certified and/or Instructor-Intermediate certified. Coach demonstrates athlete development principles, fair play and sportsmanship. Shows dedication to coaching by promoting coaching certification.
- **Male Athlete of the Year Award**
Demonstrates 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**
Demonstrates excellence in archery performance by exemplifying the characteristics of fair play, good sportsmanship, superior performance in competitions and a commitment to training.
- **Male Junior Athlete of the Year Award**
Demonstrates excellence in archery performance by exemplifying the characteristics of fair play, good sportsmanship, superior performance in competitions and a commitment to training.
- **Female Junior Athlete of the Year Award**
Demonstrates 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**
Must have a minimum provincial judge status. Judges; athlete development principles, fair play and sportsmanship. Exemplifies dedication to judging by promoting judge certification.

Nominating procedures:

1. All nominees must be members in good standing with the SAA and active in archery during the current year.
2. Please submit all nominations with a short resume of achievement / accomplishments to the SAA executive.
3. Nomination deadline: April 1st of current year. All awards are based on the previous year.

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

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

Purpose:

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

Funding:

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

Athlete Eligibility and Criteria:

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

Athlete Program Completion Responsibility:

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

Eligible Expenditures:

1. Training Costs
 - all training costs incurred which directly relate to the sport for which the athlete was approved for assistance
 - Examples – registration fees, purchase of required equipment, travel and accommodation costs
2. Competition Costs
 - all costs incurred which directly relate to attending a Sask Archery approved competitions
 - Examples – travel costs, entry fees, meals and accommodations
3. Other Costs
 - Tuition fees – receipt which verifies athlete is registered as a full time post secondary student in a recognized university or technical institute for the school year
 - Lost wages – only wages that are lost due to athlete attending training sessions or competitions are eligible

CLUB START UP ASSISTANCE PROGRAM

Purpose:

To assist in establishing a new archery club. **Maximum assistance that may be applied for is \$300.00??**

Criteria:

- Club must be in a community that does not now or has not had an archery club for the past two years.
- Club must have a meeting at which time an executive must be elected.
- Club must have bylaw that it and all members will be members of the SAA.
- Club must collect and submit membership fees of all members to the SAA.
- Receipts must be submitted for all money received.
- Please submit membership list and purpose for which the grant will be issued.

Remove form and see appendix I for new form

Assistance required \$ _____

Name of Club

Mailing Address

President

Address Postal Code

Phone

Secretary

Address

Postal Code

Phone

SAA Directors Address Postal Code

Phone

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND THAT ALL CONDITIONS HAVE BEEN MET

President Signature

Secretary Signature

Submit to: Saskatchewan Archery Association **update this information**

Box 393 Delisle SK S0L0P0

Phone 1(306) 493-2906

Fax 1 (306) 493-8264

e-mail harppe@sk.sympatico.ca

EXPENSE CLAIM GUIDELINES – as distributed by Joan email April 2/08

I really think we should look at the wording of this as some leaves very open to interpretation by others.

Board of Directors

- **Meetings**
 - Travel cost at \$0.40 per km round trip
 - Accommodations for 1 night (prior to or following meeting) provided distance is greater than 300km one way or RV of \$85.00
 - Attendance of meeting \$100.00 /day per diem
 - Attendance to meetings on behalf of SAA will be \$0.40 per km (ie. SaskSport meetings)
- **National Meetings**
 - Representatives to National Meetings will received \$0.40 per km or cost of return economy airfare (ticket required), accommodations, car rental / tax, and airport parking. All receipts are required.
- **JOP Provincial Meeting – Approved August 30, 2009 Board of Directors Meeting**
 - To be held in October of each year.
 - All clubs will be eligible to claim \$50.00 for delegate(s) attending the annual information meeting, provided all club affiliation criteria has been met.

Coaches (Appointed by SK Archery)

- Travel cost at \$0.40 per km or cost of return economy airfare.
- Accommodation will be paid if distance greater than 300 km one way.
- Per diem \$100.00 per day

Officials Judges ???

- Travel cost at \$0.40 per km or cost of return economy airfare.
- Accommodation will be paid if distance greater than 300 km one way.
- Per diem \$100.00 per day

Athletes (subject to Board approval) see bylaw #6 and policies and procedures also**1. Out of Province**

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

2. National Competitions (paid according to qualification for funding)

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

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

- Travel cost at \$0.40 per km.
- Accommodation if distance greater than 300 km one way or multiple day event.
- Per diem \$100.00 per day
- Any cost incurred with shipping equipment.
- Cost of printed manuals / handouts.

Training Certification – Coaches and Officials

- Travel cost at \$0.40 km per return tip or the cost of return economy airfare.
- Accommodation.
- Registration fee.
- Car rental / taxi

Hosting

- Indoor Provincials - \$2,000.00
- Outdoor Provincials - \$1,000.00
- Hosting club for target and field will receive \$15.00 per senior and \$7.50 per youth **see provincial fees also**
- Hosting club for 3D will receive \$20.0 per senior and \$10.00 per youth **??? fee structure includes two youth fee categories**

FCA LIABILITY INSURANCE COVERAGE

Please be advised of the following conditions when purchasing club affiliations with the Saskatchewan Archery Association as per the Federation of Canadian Archers guidelines. Liability insurance coverage is received through affiliation with the FCA and SAA.

Definition of club system:

80% of club members must be FCA members in order for the club to receive liability insurance. As the Provincial Sport Governing Body (Sask Archery) this means that all Sask Archery clubs must have 80% of their club members as SAA members in order for their club liability insurance coverage to be valid.

Judge Certification:

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

FINANCIAL CONTROL POLICIES AND PROCEDURES

1. Chairperson of the applicable committee must approve all spending. i.e.: coaching chairperson must approve any expenditures for coaching.
2. The President must cosign on any expenditure.
3. All expense forms must be accompanied by a completely filled out activity report before any payment will be made.
4. A spending committee will be established for each fiscal year. The committee for the 2004-2005 year will be Joan Winder and Barbara Lakeman. **Change to the executive**

The committee's job will be to make sure all expenses are entered in the proper account and that the accounts are not over spent.

Financial Management:

Signing officers of the SAA shall be the President and the Secretary/Treasurer. Two officers must sign all banking documents. In the event that one of the above is not able to sign for the Association, the Vice-President will assume his duties.

Audit:

A yearly audit of the Association will be held as soon after the year-end as possible. **The resulting financial reports will be presented to the next directors meeting and the annual general meeting. They will also be published in the Saskatchewan Archer. – do we do this???**

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

The SAA now utilizes the firm of **Glenn Graham Dean..**

Insurance:

The **SAA not carries the full insurance package as offered by Sask. Sport. ?? wording**

This insurance consists of the following:

- Comprehensive Liability – Third Party - \$2,000,000
- Participants' Liability – Second Party - \$2,000,000
- Directors and Officers Liability including wrongful dismissal - \$1,000,000
- Employee Bonding - \$100,000

HARASSMENT POLICY – PER FCA POLICY
Federation of Canadian Archers, Inc
Harassment Policy & Guidelines

1. Preamble

1.1 The *Federation of Canadian Archers* (herein after referred to as *FCA*) is committed to the achievement of equal opportunity including the establishment of a sport environment in which all members have the opportunity to contribute to the sport to their maximum potential. As such the *FCA* has a zero tolerance policy, meaning no level of harassment is acceptable. The goals of the policy are to:

- resolve a situation fairly and in a timely manner
- prevent further harassment
- diminish the harm to a complainant and liability to the *FCA*, its Directors, staff and members.

Policy

The *Federation of Canadian Archers* will not tolerate any form of harassment and undertakes to protect all members regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, family status or record of offence, from harassment by other members of the association with whom they have contact.

1.2 This policy is directed towards the protection of members from harassment that may occur during *Federation of Canadian Archers* business and events, where there may be repercussions in the work environment adversely affecting members' archery relationships. The definition of *FCA* business and events are those activities that receive direct *FCA* financial support, in whole or in part.

1.3 The Federation of Canadian Archers (herein after referred to as FCA) operates in accordance with The London Declaration (attached) and is committed to its 12 provisions.

2. Definition of Harassment

2.1 Harassment takes many forms but can generally be defined as behaviours including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of individuals or which creates an uncomfortable environment. Harassment may include:

- written or verbal abuse or threats
- sexual oriented comments
- racial or ethnic slurs
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.
- displaying of sexual explicit, racist or other offensive or derogatory material
- sexual, racial, ethnic or religious graffiti
- practical jokes which cause awkwardness or embarrassment; endanger a person's safety, or negatively affect performance
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation
- leering (suggestive staring), or other obscene or offensive gestures

- condescension, paternalism, or patronising behaviour which undermines self-respect or adversely affects performances or working conditions
- physical conduct such as touching, kissing, patting, pinching, etc.
- vandalism
- physical assault

3. Reprisal

3.1 As part of their right to freedom from harassment, *Federation of Canadian Archers* members are protected from reprisal or the threat of reprisal. Reprisal may include situations in which a member is:

- denied or threatened with denial of promotional, advancement, training, or other related opportunities or benefits (e.g. team selection, etc.)
- disciplined or threatened with disciplinary action
- dismissed or threatened with dismissal

On the sole basis of:

- rejecting the sexual advances of a person in authority who could or who could be perceived to have influence over archery-related decisions affecting the member
- having made a complaint of harassment

3.2 Reprisal may also include situations involving co-member(s) who, because the member has made a complaint of harassment, continue or escalate the harassment; ostracize or isolate the member; and/or engage in any behaviour with the intent to intimidate, threaten, humiliate, hurt or adversely affect the performance or working conditions of the member.

4. Responsibility

4.1 Board/committee members, affiliated club executives, staff, coaches, managers and judges of the *FCA* are responsible for preventing and discouraging harassment by:

- undertaking and upholding the principles of this policy;
- not engaging in behaviour contrary to this policy and ensuring that all members are treated fairly and equitably;
- communicating the *FCA's* objective to create and maintain a harassment-free sport;
- not allowing or condoning behaviour contrary to this policy;
- taking all complaints of harassment seriously by investigating complaints in a thorough and sensitive manner and taking prompt action to resolve the situation in accordance with procedures outlined in the following sections.

4.2 Any person who has authority to prevent or discourage harassment will be held responsible for failing to exercise this authority.

4.3 All members of the *Federation of Canadian Archers* have a responsibility not to harass any other member. Members who experience harassment are encouraged to make it known to the harassed that the behaviour is offensive and/or to report the incident(s) according to the following complaint procedures. Members who witness harassment or who become aware that a member is being harassed are encouraged to report the incident according to the complaint reporting procedure that follows.

5. Complaint Reporting

5.1 *FCA* members who experience harassment are encouraged to make it known to the harasser that the behaviour is offensive and if it continues, report the incident to the *FCA's* Vice President of

Administration through the FCA national office. If this avenue is either unavailable or inappropriate, complaints may be made directly to:

- any member of the *Federation of Canadian Archers* Board of Directors or staff member
- any chair of any *Federation of Canadian Archers* committee
- any *Federation of Canadian Archers* coach, judge, or manager
- any executive member of a club affiliated with the *Federation of Canadian Archers*.

5.2 A person who has authority to prevent or discourage harassment is considered responsible for failing to exercise that authority.

5.3 In the event that the complaint is lodged against the FCA Executive Director, the Vice President of Administration will be responsible for all procedures outlined in the section entitled Complain Investigation and Resolution.

5.4 Members are encouraged to report incidents of harassment. Members who bring the incident(s) to the attention of the *FCA* will receive the full support of the *Association*. Complaints will be addressed in a sensitive, responsible and timely manner. If a member brings a complaint to one of the above and if, after 14 days, the member has not received an interim reply and believes that the complaint has not been satisfactorily resolved, the member should then bring the complaint directly to the Executive Director.

5.5 Members who experience harassment because of their sex, race, religion, ethnicity, place of origin, disability, age, sexual orientation or family status are specifically protected under the Human Rights Code and have the right to file their complaint with their Provincial Human Rights Commission. If a member wishes to lay criminal charges, she/he should consult a lawyer. The member has the right to sue under the civil code, anyone who had an opportunity to do something about the harassment.

6. Complaint Investigation and Resolution

6.1 The complaints reporting procedure sets out a number of avenues for reporting incidents of harassment. Once a complaint is reported immediate action must be taken as follows:

- 6.1.1 The complaint must be documented and immediately forwarded to the Executive Director, who must inform the Executive Committee of the complaint as quickly as possible.
- 6.1.2 The Executive Committee must immediately appoint a tribunal to investigate the incident(s). The tribunal must be impartial. The tribunal members are to have no association or connection whatsoever with the reported incident.
- 6.1.3 The complaint must be documented and immediately forwarded to the chair of the tribunal; if appropriate, the Tribunal Chair will be the Vice President of Administration.
- 6.1.4 The Executive Director must ensure that an investigation is initiated.
- 6.1.5 No later than ten (10) days after being appointed, the investigator shall recommend to the Executive Director if a hearing is justified in each particular case. A further hearing shall be necessary if the investigator has reasonable grounds for believing that the conduct complained of took place and was harassment.
- 6.1.6 Upon the Executive Director being informed by the investigator that a further hearing is justified, the Executive Director shall immediately advise the Tribunal Chair of the need to appoint a three-member (3) hearing panel. The hearing must be independent and must have no association or connection whatsoever with the incident or the individuals involved.
- 6.1.7 The hearing panel, within ten (10) days of its establishment, shall receive written submissions from the complainant, at his or her own expense, sent through the national office, setting out in detail the alleged harassment, the arguments establishing the

harassment and all evidence in support of the complaint. An individual or documentation assembled from other sources may submit the evidence in the form of sworn affidavits to the national office. Copies of all materials submitted to the hearing panel must be provided to the alleged harasser.

- 6.1.8 Upon the conclusion of the ten (10) day submission period, the alleged harasser shall then have a further ten (10) days to submit to the hearing panel a reply, at his or her own expense, sent through the national office, which may include evidence of the same type as permitted to the complainant.
- 6.1.9 No later than five (5) days after receiving all written documentation the hearing panel shall hear arguments from both the complainant and the alleged harasser, at their own expense. The individuals may appear in person or may be represented by legal counsel. In appropriate circumstances, telephone conference calls are an appropriate mechanism for conducting the oral hearing.
- 6.1.10 Within five (5) days of hearing the oral evidence, the members of the hearing panel, after deliberation with each other, which may be by telephone, shall submit their written decision, with reasons, to the Executive Director. The Executive Director will then advise the complainant and the alleged harasser of the decision of the hearing panel. Copies of the decision and reason will be given to all parties.
- 6.1.11 In the event the hearing panel finds in favour of the complainant the matter shall be promptly referred to the FCA Executive Committee for determination of appropriate sanctions to be imposed on the harasser. The Executive Director shall advise the harasser, in writing, of the sanctions imposed by the Executive Committee.
- 6.1.12 In the event the hearing panel finds that there was no harassment, the matter will be at an end.
- 6.1.13 Either party, within thirty (30) days of being informed by the Executive Director of the result of the hearing panel, may appeal the decision of the hearing panel and/or the sanctions imposed by the Executive Committee to the FCA Board of Directors. The full Board of Directors will consider the appeal at its next normal meeting. The Board of Directors shall obtain copies of all of the arguments and evidence presented to the hearing panel and shall review this material prior to the next Board Meeting. The complainant and the alleged harasser, or their representatives, shall, at their own expense, have the right to make a further oral presentation at the Board of Directors meeting. The Board of Directors shall have the right to substitute a new or sanction and such decision or sanction imposed by the Board of Directors, on appeal, shall be final.
- 6.1.14 No member of the Association shall be involved in any fashion on the appeal of any decision in which he was involved, either as an investigator or as a hearing panel member.

6.2 All complaints of harassment must be investigated by the appointed tribunal to determine the nature and circumstances of the incident(s) and to determine appropriate resolution. During the investigation of a complaint the Tribunal shall:

- interview both the complainant and the alleged offender as soon as possible;
- interview any witnesses;
- document the situation accurately and completely;
- state an opinion as to the validity of the complaint;
- inform the FCA Executive Committee of the remedial action that was decided, if any
- conduct the investigation with the utmost confidentiality and sensitivity; and
- caution persons who are questioned not to discuss the case with members or employees.

6.3 Remedial action shall be taken without delay. Sanctions imposed on the offender must be applied with an understanding of the seriousness of the misconduct and follow the general principles of corrective discipline.

6.4 It is the responsibility of the Tribunal to ensure that a complainant who lays a complaint in good faith is neither penalised nor suffers any prejudice as a result of making the complaint. Correspondence pertaining to a complaint shall not be placed on the complainant's personal files.

6.5 Alternative Dispute Resolution Programme (ADR)

The ADR is available as a last-resort step should all internal FCA processes fail to resolve disputes or harassment cases. ADR provides independent mediation and arbitration services at a low cost to the defendant and the plaintiff. The ADR goal is to avoid litigation. Under the scope of ADR: "Any member of a national sports organization (possibly defined as a Canadian amateur athletic association registered as a charitable amateur athletic organization which may include NSF, MSO, NSC) who is directly affected by a decision of the Board, of any committee of the Board or of any other group or individual who has been delegated authority to make decisions on behalf of the NSO or its Board, has the right to appeal that decision."

6.5.1 Either party may make application to ADR only after all internal FCA processes have been exhausted.

7. Confidentiality

7.1 Information or material in any form, regarding the investigation or circumstances surrounding the investigation, or the results of the investigation, shall only be released or divulged to those persons directly involved with the complaint, these include the complainant, accused/offender, Tribunal Chairperson, FCA Executive Committee and FCA Executive Director. The identity of tribunal members, other than the chairperson, will not be made public.

8. Prevention / Education

8.1 The FCA recognises that an education program is an essential component to preventing incidents of harassment. The FCA is committed to:

- building awareness, and commit to creating a harassment-free organisation and ensure that awareness is properly reflected in policies and procedures.
- build the commitment into the organisation's culture,-values and mission statement
- include these policies and procedures in manuals, handbooks guides and agreements
- educate individual members identifying steps they're responsible for taking, if they are harassed and provide contacts they can call for help and advice, if they are unable or unwilling to confront the situation themselves.

HIGH PERFORMANCE PROGRAM – Revised October 28, 2008

General Criteria:

- This program is not designed to replace Sask Archery's JOP program, rather to further athlete's performance at higher levels. (ie. Provincial, National and International)
- High Performance Program is open to all Sask Archery Members in good standing provided they meet all the criteria listed below.
- All Canada Games Teams will be selected from the High Performance Program. Athletes are required to submit a \$15.00 fee per year as a self help initiative for the High Performance Program. Deadlines for registration will be sent to all age eligible athletes.
- Athletes must compete in both seasons (indoor and outdoor).
- Youth Target Ages – 12 to 21 years of age (Eligible for Canada Games Team)
- Athlete's may join at any time. This program is designed to be ongoing. Athlete's not meeting target criteria (cadet minimum distances outdoor) may submit scores on appropriate targets for their age and will be listed as development.
- New athletes and developing archers may join a minimum of six months prior to team selection if all members of the High Performance Committee are in favor.

Yearly Performance Criteria and Athlete Responsibility:

**** All scores must be submitted monthly to Ken Chipley.**

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

1. Athletes must compete in 1 SAA Registered FITA Competitions.
2. Athletes must compete in the SAA Indoor Championships (not JOP Championships).
3. Athletes must compete in the FCA Indoor Regionals.
4. In Canada Games Years competition scores from the Canada Games will be eligible for the SAA Indoor Provincials or FCA Regionals in the case of conflicting schedules.

Outdoor: (Minimum cadet distances for all ages)

1. Athletes must compete in 2 SAA Registered FITA 1440 Competitions or 1 FITA 1440 and 1 70/60m Round.
2. Athletes must compete in the SAA Outdoor FITA Championships.
3. Athletes are encouraged to compete in one of the following major tournaments in a two year period:
 - a) Ontario Spring Classic
 - b) Canada Cup
 - c) FCA Outdoor Championships (FITA 1440 & FCA Open)
 - d) Other Provincial Outdoor Championships (example: Manitoba, Alberta, etc.)

Equipment/Gender Equity Funding:

- All ranked archers are eligible for funding. Due to funding limitations all ranked athletes may not receive funding.
- Funding will be broken down into four different categories for the youth in SAA High Performance and each athlete from all categories will be funded equally depending on the amount of funding received from Sask Sport.
 - a) Male Compound
 - b) Female Compound
 - c) Male Recurve
 - d) Female Recurve

Athlete Ranking

- Scores from the indoor competitions will be combined and given an overall percentage.

- Scores from the outdoor competitions will be combined and given an overall percentage.
- Overall ranking will be given on the combination of indoor and outdoor percentages.

Example:

Archer 1

Indoor Event	Score	Outdoor Event	Score
Indoor Fita	515	Outdoor Fita	1128
Indoor Fita	505	Outdoor Fita	1035
SAA Indoor	565	Major Event	1020
FCA Regionals	555	SAA Outdoor	965
<i>Total Indoor (2140/2400)</i>	<i>89.2%</i>	FCA Outdoor	928
		FCA Outdoor	1010
		<i>Total Outdoor (6086/8640)</i>	<i>70.4%</i>
Ranking Percentage	79.8%		

Archer 2

Indoor Event	Score	Outdoor Event	Score
Indoor Fita	439	Outdoor Fita	1212
Indoor Fita	450	Outdoor Fita	1198
SAA Indoor	525	Major Event	1038
FCA Regionals	535	SAA Outdoor	1010
<i>Total Indoor (1949/2400)</i>	<i>81.2%</i>	FCA Outdoor	1050
		FCA Outdoor	1060
		<i>Total Outdoor (6568/8640)</i>	<i>76%</i>
Ranking Percentage	78.6%		

Athlete's Responsibilities:

1. This High Performance Program is designed to put responsibility on the archer to send in scores and attend the appropriate competitions and clinics to obtain these scores and to work within a High Performance Program.
2. This High Performance Program is designed to develop archer's to their highest level and reward them for their dedication and in doing so this will bring our High Performance Athletes out in front of other youth as role models.

High Performance Committee Responsibilities:

1. High Performance Program should be reviewed after every Canada Games to ensure criteria is up to date.
2. High Performance Committee is responsible for publishing ongoing results to all athletes and committee members on a yearly basis via email only.
3. High Performance Committee will publish results and rankings of all High Performance Program Participants yearly.
4. This High Performance Program is the SAA's commitment to our future athletes.

Team Selection:

Team selection will be based on scores, attitude, attendance and representation. All these components are important factors in selecting the best athletes for any team.

Team selection is to be completed by all the High Performance Committee.

Indoor Season – October 1 of current year to April 30 of following year.

Outdoor Season – March 1 of current year to November 30 of current year.

Sask Archery High Performance Committee

Ken Chipley, Chairman

Robert Lakeman, SAA President

Nolan Johnson

APPENDIX I CANADA WINTER GAMES

Mandatory Team Criteria

Training Clinics

November 15, 2008

January 24, 2009

February 21, 2009

Training Clinics Funding

Participants are eligible for travel assistance based on the following criteria:

- \$0.20 / km and \$50.00 for one night accommodations for athletes travelling over 350km one way from the clinic location.

Assistance will not be paid for competitions.

Mandatory Competitions

FCA Regionals – 1st weekend in March (Fita 1)

Indoor Provincials – 1st weekend in April (Fita 1)

Registered Fita I – various locations throughout the province (Fita 1)

Outdoor Provincials – mid July (Fita 1440)

Registered Fita 1440 and / or 70/60m Round – various locations throughout the province (Fita 1440 or Canadian 900)

Athletes are required to:

- Submit scores from mandatory competitions
- Attend all required criteria
- Submit archer's training calendar
- Off season training
- Compete in both indoor and outdoor Fita Seasons

Archers attending school out of province and not able to attend some camps must make other arrangements with Ken Chipley.

Archers unable to attend camps must state in writing and contact Ken Chipley prior to the camp their reason for their absence.

Indoor Season – October 1 of current year to April 30 of following year.

Outdoor Season – March 1 of current year to November 30 of current year.

APPENDIX II
CANADA WINTER GAMES

TEAM SELECTION
MEDICAL REPLACEMENT POLICY

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

APPENDIX III

CANADA WINTER GAMES

Team Selection Process

1. Teams will be chosen by the High Performance Committee, the coach and manager of the Canada Games Team.
2. Team will be named in May of the year prior to the games.
3. Canada Games Teams are open to all youth 21 (see technical package for detailed age criteria). The team will consist of 4 members. There will be one member of each gender in the compound and recurve equipment divisions. There is only one age category, 21 and under.
4. The team event will consist of a male team (1 compound, 1 recurve) and a female team (1 compound, 1 recurve).
5. Criteria Team will be chosen on:
 - a. **Attendance** at all camps / clinics, etc. as laid out by the committee.
 - b. **Commitment** (attendance, attitude, maturity, participation in other events)
 - c. **Performance** – Scores achieved at mandatory camps / clinics and outlined competitions.
 - d. **Training Performance** – Submission of monthly training plans.
 - e. **Archer's responsibility** for submitting scores.
 - (Inner ten scores for compound shooters) The High Performance Committee will not look for the scores in any publications.
 - Any archer not able to attend an event or clinic must submit a written notice as well as contact Ken Chipley prior to the event.
 - Archers attending post-secondary education in or out of province must make special arrangements with Ken Chipley, High Performance Chairman for attendance at other events for qualification purposes. Example: Another Province's Indoor Provincials instead of our SAA Indoor Provincials.
 - Scores to be submitted must be shot on 40cm targets regardless of age or equipment. (Vertical triple face targets are mandatory at all High Performance schedule camps.)
 - Participation in both the indoor and outdoor seasons.

TEAM ATHLETE CONTRACT

CANADA WINTER GAMES HP PARTICIPANT

Athlete/HP Program Administrators Agreement

I, the archer will make every effort to:

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

Signed _____

Dated: _____

We, HP Program Administrators will make every effort to:

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

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

Signed: _____

Signed: _____

Dated: _____

APPENDIX IV CANADA WINTER GAMES

Sask Archery Major Games Coach Criteria / Contract

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

The Major Games Coach shall:

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

Budgets

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

Meetings

- Sask Archery Board meetings as requested.

Reporting

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

Program Tasks

- Leadership
 - Communicate with the High Performance Committee
 - Communicate with the Major Games Chair
 - Oversee the games operation
- Planning
 - Develop a training program for the athletes.
 - Budget for the program
- Development
 - Monitor the training of the athletes
- Implementation
 - Train the team for the Games
 - Work with the team at the Games
- Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

- Monitor the training programs of the athletes

Performance Review System

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

Coach's Signature

Date

High Performance Committee Chairman

Date

High Performance Committee Member

Date

Sask Archery President

Date

APPENDIX V CANADA WINTER GAMES

Sask Archery Major Games Manager Criteria / Contract

One of the management team must be male and one female. The Manager must be a full NCCP Level II and/or Inst-Intermediate / Comp-Intro Coach. The candidate should be working on updating coaching certification to the next level and mentoring under the games coach. One of the team should have some judging certification. The team must be able to work together.

The Major Games Manager shall:

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

Budgets

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

Meetings

- Sask Archery Board meetings as requested.

Reporting

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

Program Tasks

- Leadership
 - Communicate with the High Performance Committee
 - Communicate with the Major Games Chair
 - Oversee the games operation
- Planning
 - Develop a training program for the athletes.
 - Budget for the program
- Development
 - Monitor the training of the athletes
- Implementation
 - Train the team for the Games
 - Work with the team at the Games
- Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

- Monitor the training programs of the athletes

Performance Review System

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

Manager's Signature

Date

High Performance Committee Chairman

Date

High Performance Committee Member

Date

Sask Archery President

Date

TEAM ATHLETE CONTRACT

CANADA WINTER GAMES TEAM

Athlete/Coach & Manager Agreement

I, the archer will make every effort to:

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

Signed _____

Dated: _____

We, (Coach) and (Manager) will make every effort to:

17. Only with archer input, implement reasonable short, intermediate and long-term goals.
18. Stick to the plan agreed upon by the High Performance Committee and the archer.
19. Show up for practices on time, prepared to lead in a committed fashion.
20. Notify the archer immediately if it is impossible to make practice, and why.
21. Encourage the archer to communicate feelings and concerns regularly.
22. Meet with archer and support network on a regular basis to discuss progress/challenges.
23. View committee as only one aspect of life, not the only reason to live or feel self-worth.
24. Attend all tournaments committed to attend in the plan unless absolutely impossible.
25. Keep the athlete's personal thoughts and concerns in trust at all times.
26. Allocate sufficient funds for equipment, travel, training and competition annually.
27. Stay current on developments in the sport and the chosen discipline(s).
28. Act as a good ambassador for the sport, home club, province and country.
29. Keep emotional outbursts under control at all times, and discuss problems with the archer.
30. Enjoy the process of training and competing each day.
31. Lead by example.
32. Be open-minded to change.

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

Signed: _____

Signed: _____

Dated: _____

INDOOR PROVINCIAL HOST PACKAGE – updated Jan. 13/08**PROVINCIAL OUTLINE**

- Saturday JOP Championships
- Sunday SAA Indoor Championships
- All Championships will follow FCA rules.
- Pre-registration is mandatory and should be completed approx. 1 week prior to event starting.
- Host club is responsible for registration, scorecards, targets, butt assignment for SAA Indoor Championships and registration fees for both events as set out by SAA. (~~Senior \$20.00, Juniors & under \$10.00~~) SAA receives \$5.00 from every Senior registration and \$2.50 for every Junior. **See Provincial Tournament Registration Fees**
- JOP Championships – Provincial JOP Coordinator is responsible for butt assignments and JOP registration.
- Working in direct contact with the Target Director.
- Host club is responsible for providing Directors of Shooting and working with Officials Coordinator to have judges for both events.

VENUE LAYOUT

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

Refer to FCA Rulesbook Chapter 8 for detailed information.

TARGETS – SAA Indoor Championships

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

ROUND – SAA Indoor Championships

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

TARGETS – JOP Championships

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

ROUND – JOP Championships

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

JOP INDOOR TARGET CRITERIA

JOP Indoor Target Criteria

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

Badge Distance, Badge Name and Scores

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

How the Program Works

- Our program is called the Junior Olympic Program (JOP), with a tab and badge system.
- The JOP is designed to recognize young archers for their achievements and give encouragement for improvements. It will give them goals and rewards for achievement. There is no cost to SAA members.
- This program is open to anyone 21 years of age and younger as of December 31 of the current year.
- At the club coordinator's discretion and the SAA JOP Coordinator's discretion an older participant that has experience may start at a higher classification. Once they have found where the participant is comfortable to start, then no other classifications can be skipped.
- A participant will only receive badges for which scores have been shot.
- Age is not a factor with the JOP format and participants are able to shoot according to their ability at any of the distances.
- All indoor rounds will be 30 arrows on a 40cm face target.
- Participants must shoot two scores at each level unless it is shot in competition at a registered tournament.
- When a participant achieves his/her first classification he/she will receive a SAA JOP badge and a classification tab at the level of his/her first scores entered.
- Replacement badges for lost or missing badges will be charged to the club at \$1.50 per badge.

- **Archers changing class from compound to recurve** (decided that the shooter may start at the 15m line)

Coordinator's Duties

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

JOP Championships

- All registered JOP archers are eligible to participate in the JOP Championships provided that they have moved up two badge levels in the season.
- If participants are having difficulty with moving up two badge levels, the club coordinator will discuss this matter with the SAA JOP Coordinator.
- If a shooter is upgrading his/her equipment before JOP Championships, 2 scores must be submitted using this new equipment prior to shooting the JOP Championships and the club coordinator must contact the SAA JOP Coordinator about the new equipment and scores shot.
- Participants will compete in the classification they are currently working towards. Example: Participant has Olympian 255 he/she will be classed as Olympian 260, or Participant has Bowman, he/she will be classed as Archer.
- Participant will compete in the classification for the duration of the Championships regardless of qualifying score shot and will not be reclassified until after the Championships.
- Pre-registration is mandatory as all Saskatchewan Provincial Archery tournaments. Pre-registration information will be published in the SAA magazine and SAA website.

JOP PROVINCIAL FUNDING ASSISTANCE PROGRAM – TO BE APPROVED

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

Eligible expenses:

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

Club eligibility criteria:

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

Funding criteria:

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

MEETINGS – see constitution Article X

Annual General Meeting:

The Saskatchewan Archery Association shall hold an annual meeting during each annual SAA outdoor championship tournament or at such time and place as may be most convenient to the greatest number of officers and members.

The election of officers and directors will take place during the annual general meeting.

Business will be carried on as set out in the Constitution.

Board of Directors Meeting:

The Board of Directors shall meet in person a minimum of four times during each fiscal year to direct the operation of the Association.

The next Board of Directors meeting is set at each Board of Directors meeting.

The Fall Board of Directors meeting will set the tournament schedule for the upcoming year.

One Board of Directors meeting is held during the SAA indoor championships.

Mileage and accommodation will be supplied to Directors attending the meetings. [See Expense Claim Guidelines](#)

MEMBERSHIPS – See bylaw #4

Memberships are due December 15. (BOD October 17, 2004)

All members of the affiliated club applying for a MAP Grant or Club Start-Up Assistance must be members of the SAA. The affiliated club must collect and submit the SAA fee to the SAA.

Type of Membership & Fee:

Senior \$25.00 (19 & over as of Dec. 31 of current year)
Youth \$13.00 (18 & under as of Dec. 31 of current year)
Club Affiliation - \$50.00

Honorary Life No Fee

Class:

Master - 50 & over of December 31 of current year
Senior – 19 & Over as of December 31 of current year
Junior – 17 and 18
Cadet – 15 and 16
Cub – 13 and 14
Pre-Cub – 10 to 12
Pee Wee - 9 and under

All members of the Saskatchewan Archery Association are also members of the Federation of Canadian Archers with the dues submitted to the FCA as a provincial package.

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

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

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

Affiliated Clubs are required to meet the following criteria:

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

MEMBERSHIP ASSISTANCE PROGRAM (MAP) (NEW from Gib 2009)**Club Notification:**

All known archery clubs in the province as well as all member clubs will be sent a letter with a Spending Plan and a Follow-Up Report. Clubs will also be sent a sample of these plans as supplied by Sask Sport, a copy of the criteria for the allotment of the funds and a copy of the policies and procedures for the MAP GRANT FUNDS.

Policies and Procedures:

The MAP GRANT is to help increase and improve archers by providing greater access to facilities, competition and training. Money may be used for rent, to provide equipment, targets and butt materials that must be replaced.

All members of affiliated clubs applying for a MAP GRANT must be members of the SAA. All affiliated clubs should collect and submit all SAA club affiliation and membership fees to the SAA by December 1.

MAP GRANT SPENDING PLANS must be submitted to the SAA for approval before the date of the project. Once the project has been approved and completed a Follow-Up Report must be sent to the SAA with details of the project and receipts for the money spent. When the club has submitted the Follow-Up Report and the memberships have been paid the SAA they will receive the amount of the grant. If all the grant money is not used by the deadline of JUNE 30th the grant to clubs will be increased. Grants must be approved before any funds may be spent. Once completed Spending Plan and Follow-Up Report is required for each project. Each club requiring assistance must be able to provide some self-help toward the funding of the project.

Ineligible Expenditures – for Membership Assistance Program

The Membership Assistance Program was developed in order to increase the quality and level of participation in the sport. Therefore, expenditures within the following categories will not be accepted.

1. Any construction, upgrading, maintenance or operation costs of facilities.
2. Subsidization full-time employees. (part-time or seasonal wages utilized in program development are eligible.
3. Cash prizes
4. Social Events (barbecues, lunches, etc.)
5. Alcoholic beverages
6. Research projects or feasibility studies.
7. Any other expense as deemed ineligible by Sask Trust for Sport, Culture and Recreation.

TIME LINE FOR MAP GRANTS:

1. Clubs will be sent MAP Grant packages by December 31st of each year.
2. Spending Plans must be returned by February 28th each year.
3. Approvals from SAA will be returned, with estimated grant amounts by March 31st.
4. Follow-Up Reports with receipts must be returned by June 30th.
5. Cheques will be issued and sent out by August 31st.

This timetable must be met in order to have all the funds sent out by year-end, September 30th.

All Follow-Up Reports Must Include:

1. A detailed project report on the appropriate Follow-Up Report Form. Only one project per follow up report form.
2. Actual project costs with receipts verifying expenditures (audited financial statements will not be accepted). The receipts must include the person or club receiving the goods, the date, the company supplying the goods, and must show that it has been paid. If the supplier does not send you receipts, you may include a cancelled cheque with the invoice to show that the invoice has been paid. A cancelled cheque without an invoice will not be accepted. A cash register slip without a complete invoice also will not be accepted.
3. The follow up report must be signed by the president or chairperson of the member organization who received funding assistance.

Update this page

Criteria for the Allotment of Funds to Clubs:

Minimum \$200.00 per club (Base amount)

Coaching:

Total number of certified coaches registered under the National Coaching Certification Program as of January 1, as approved by Sask. Sport.

- \$30.00 for each actively participating Level I Coach / **Instructor-Beginner**
- \$50.00 for each actively participating Level II Coach / **Instructor-Intermediate**
- \$60.00 for each actively participating Level III Coach
- **Competition-Introduction**
- **Competition-Development (replaces old Level III)**

Officiating:

Total number of certified officials in each club as registered with the FCA as of January 1
\$20.00 for each actively participating certified Official. **Including safety officers**

Allocation of the Balance of Funds:

Membership: one point for each member with the SAA as of October 1st.

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

- FCA Indoor Championship
- FCA Outdoor Championship
- SAA Indoor Championship
- SAA Outdoor Championship
- SAA 3D Championship
- Registered FITA

One point for each member who qualifies for the Canadian Championship

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

Club Allocation:

Will equal available funds divided by the total number of points X club points

$$= \frac{\text{available funds}}{\text{total points}} \times \text{club points} = \frac{9000}{1000} \times 100 = \$900$$

PROVINCIAL FITA TARGET ARCHERY PROGRAM – see bylaw #6

As a member of the FITA Target Archery Program the SAA expects a commitment from the Archer to practice over and above the time set practices of their club. As a member you must be dedicated to improving your archery skills which also includes proper maintenance and repair of your equipment. The SAA expects members to take instruction and direction from their **COACH** and to **RESPECT THEIR COACH** at club level as well as any other officials. Be positive towards yourself, your teammates and your coach; conduct yourself as an Ambassador of Saskatchewan, the SAA, and the sport of Archery.

In the event that a program participant attending a funded shoot does not act in accordance with the programs expectations, rules or regulations or brings disgrace to the program or the SAA, the said member will be transported back to Saskatchewan at his or her own personal expense.

There is money set a side to help fund the SAA Provincial FITA Target Archery Program on their quest to the Canadian National FITA Championships. Below is a table which explains the funding portion of this money. If the Archer meets the SAA Provincial FITA Target Archery Program criteria and qualifies for 100% funding it does not necessarily mean that their whole trip will be paid for. Funding depends on how many archers are going and what % they have qualified for and what funds are available. (Funding criteria will be reviewed annually by the board)

**TABLE “A”
QUALIFYING SCORES**

	SAA Target Program Criteria 1440			SAA Target Program Criteria 70/60		
	100%	75%	50%	100%	75%	50%
Women Recurve	1180	1145	1076	590	572	538
Women Compound	1275	1237	1163	600	582	547
Women Junior Recurve	1140	1106	1039	560	543	511
Women Junior Compound	1250	1213	1140	585	567	533
Women Cadet Recurve	1146	1112	1045	565	548	515
Women Cadet Compound	1250	1213	1140	590	572	538
Men Recurve	1200	1164	1094	600	582	547
Men Compound	1300	1261	1185	620	601	565
Men Junior Recurve	1150	1116	1049	570	553	520
Men Junior Compound	1275	1237	1163	600	582	547
Men Cadet Recurve	1175	1140	1071	580	563	529
Men Cadet Compound	1275	1237	1163	610	592	556
	SAA Target Team Criteria 1440			SAA Target Team Criteria 70/60		
	100%	75%	50%	100%	75%	50%
Women Recurve	1180	1145	1076	590	572	538
Women Compound	1275	1237	1163	600	582	547
Women Junior Recurve	1140	1106	1039	560	543	511
Women Junior Compound	1250	1213	1140	585	567	533
Women Cadet Recurve	1146	1112	1045	565	548	515
Women Cadet Compound	1250	1213	1140	590	572	538

Women Paralympic Compound	1183	1148	1079			
Men Recurve	1200	1164	1094	600	582	547
Men Compound	1300	1261	1185	620	601	565
Men Junior Recurve	1150	1116	1049	570	553	520
Men Junior Compound	1275	1237	1163	600	582	547
Men Cadet Recurve	1175	1140	1071	580	563	529
Men Cadet Compound	1275	1237	1163	610	592	556
Men Paralympic Compound	1257	1219	1146			

**2009 PROVINCIAL FITA TARGET ARCHERS PROGRAM – MAKE GENERIC; TAKE OUT
TARGET DIRECTOR’S NAME SO DON’T HAVE CHANGE EVERY TIME DIRECTOR
CHANGES**

Notice: Registration and Fees (\$35.00) must be paid by the Indoor Provincials to the Target Director (Ron Smith). **Free hat with paid team registration fees.**

**Required Attendance and Competitions: Change to Read Athlete’s Responsibilities:
Should consider to put FCA Indoor back in as it part of all other programs and was originally in
here.**

- SAA Indoor Provincials Championships
- SAA Outdoor Provincials Fita 1440
- Minimum of 2(two) Registered FITA 1440’s
OR
- 1(one) Registered FITA 1440 & 1(one) Registered 70m/60m shoot
- **ADD FCA INDOOR REGIONAL CHAMPIONSHIPS**

Registered members will be responsible to make sure that the Target Director (~~Ron Smith~~) has a copy of one of their signed score cards from each competitions that they have attended.

**Target Director
Ron Smith
RR5 Box 155 Site 16
Prince Albert, SK
S6V 5R3**

ssmith@sasktel.net

Home: 306-763-3100

Cell: 306-961-5906

Fax: 306-922-4439

ACKNOWLEDGEMENT TO CRITERIA

I _____ have read the requirements stated in the two handouts to qualify for Provincial FITA Target Archers Program, on this day _____. Any concerns will be brought up to the Fita Director.

FOR ARCHERS WHOM ARE UNDER 18 PARENTS MUST SIGN

We _____ and _____ have read the requirements stated in the two handouts to qualify for Provincial FITA Target Archers Program, on this day _____ . Any concerns will be brought up to the ~~Fita~~ **Target** Director.

****NOTICE**

Archers under the age of 18 must be accompanied by an adult if attending the Canadian Nationals.

PROVINCIAL 3D ARCHERY PROGRAM – see bylaw #6**PREVIOUSLY READ 2009 SASKATCHEWAN 3D TEAM**

Note: Possibly make generic, so don't have change every time the director changes

Team Participants must attend and compete in:

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

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

Notice: Registration and Fees (\$35.00) must be paid by the Indoor Provincials to the 3D Director (~~Ross MacAngus~~). **Free hat with paid team registration fees.**

Score cards from all shoots must be picked up by ~~Team members~~ **participants** and sent to 3D Director.

3D DIRECTOR

Ross MacAngus
 991—111th Street
 North Battleford, Sask.
 S9A 2K2
 306—446—0480
ram8@sasktel.net

CATEGORY		100%	75%	50%
Cadet Compound 16 yrs. & younger as of Dec. 31 current year	CADC (m/f)	79%	77%	75%
Junior Compound 18 yrs & younger as of Dec. 31 current year	JRC (m)	86%	84%	82%
Junior Compound 18 yrs & younger as of Dec. 31 current year	JRC (f)	65%	63%	61%
Hunter Fingers Male	HF (m)	85%	83%	82%
Hunter Fingers Female	HF (f)			
Hunter Male	HUN (m)	91%	89%	87%
Hunter Female	HUN (f)	72%	70%	68%
Compound Unaided Male	CU (m)			
Compound Unaided Female	CU (f)			
Traditional Long Bow Male	TRD (m)	67%	65%	63%
Traditional Long Bow Female	TRD (f)	57%	55%	53%
Recurve Unaided Male	RU (m)	67%	65%	63%
Recurve Unaided Female	RU (f)			
Bowhunter Release Male	BHR (m)	91%	89%	87%
bowhunter Release Female	BHR (f)	82%	80%	79%
Bowhunter Open Male	BHO (m)	93%	91%	89%
bowhunter Open Female	BHO (f)	89%	87%	85%
Master Traditional 50 Male	M50TR (m)	62%	60%	58%
Master Traditional 50 Female	M50TR (f)	47%	45%	43%
Master 50 Male	M50 (m)	85%	83%	81%

Master 50 Female	M50 (f)	79%	77%	75%
Master 60 Male	M60 (m)	85%	83%	81%
Master 60 Female	M60 (f)	79%	77%	75%

SASK ARCHERY UNIFORMS

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

Size charts are available for viewing on the Sask Archery website at www.saskarchery.com.

Jacket	\$60.00
T-Shirt	\$15.00
Golf Shirt – Heavyweight	\$45.00
Pants w/zip off legs	\$40.00
Hats	\$15.00

To purchase SAA uniforms contact:

Ross MacAngus
991 – 111th Street
North Battleford, Sask.
S9A 2K2
306 – 446 – 0480
ram8@sasktel.net

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

3D (Indoor and Outdoor)

Adults	\$25.00
Youth 17 & under	\$15.00
Cub 13 & under	\$10.00

TARGET (Indoor and Outdoor)

Adults	\$20.00
Youth	\$10.00

Host club is responsible for paying \$5.00 per registration for adults and \$2.50 for youths to the SAA for all provincial events.

TOURNAMENT REGISTRATION REQUIREMENTS PER FCA

FCA Event Registration Instructions and Procedures

The Federation of Canadian Archers thanks your club and volunteers for the organization and running of registered FCA events. Without your support and effort, target archery would not exist.

Organised archery in Canada needs the support and cooperation of local Clubs who host FCA registered events. Each time a registered event takes place, whether registered nationally or internationally, a group of dedicated volunteers goes to work at the local, provincial and federal levels. The cooperation of everyone involved is essential to ensuring that events run smoothly and athletes are appropriately recognised for their achievements. Tasks such as advertising events, setting up and operating fields of play, judging, scoring, presenting awards including FITA Stars, publishing results, reporting and maintaining national and international records, and monitoring athlete results all require the efforts of many people.

In order to assist these volunteers and to coordinate everyone's efforts, FCA has prepared the following information and has provided various forms. Everything you will need to host any FCA registered event is explained below and the forms you will need are available online at <http://www.fca.ca/forms/formspage.html>.

The standards for setting up and running archery events are largely described in the FCA and IFAA rulebooks and FITA Organisers Manuals. The administrative requirements for Canada are dealt with in this document.

The procedures to register an event and to have the results recognised are summarized in the following table. Detailed information on each step and the documents follows the table.

Step		Procedure	Note
PRIOR TO THE EVENT			
1	Register the Event	Complete and submit the FCA Tournament Registration Template and submit pre-payment. You must have a certified provincial level or higher FCA judge in order to run this event. There must be at least 3 competitors in order for the event's results to be recognised.	Quebec clubs contact FTAQ to register events and make payments. Contact your PSO judge chairperson to ensure that a judge has been assigned to your event.
2	Advertise the event	Using local and Provincial communications and schedules (e-mails, published schedules), post the event at least one month prior. FCA registered events will be posted on the FCA website as soon as they are registered.	Registered events must be advertised for at least one month prior to the event.
AFTER THE EVENT			
3	Submit Control Sheets	DOS completes Control Sheet and the Event Chairman of Judges submits it to the FCA Judge Chairperson.	For Indoor or Outdoor Target events only.
4	Submit Outdoor Tournament Report	DOS completes Report and the Event Chairman of Judges submits to the FCA Judge Chairperson and FCA Office.	Outdoor Tournaments only.
5	Submit Results	Organiser compiles results and submits them to the FCA office and FCA Webmaster	Use the Excel reporting template.
6	Score Cards	One copy given to the archers and one copy is sent to the FCA office by the Organisers.	Ensure cards are signed and completed.
7	Submit Scores for	The archery claims Canadian Records through the Records	

	Records/Ranking	Chairperson and International Records through the FCA National Office.	
8	Claim Awards	The archer submits a FITA Star Application form. Other awards and pins are special ordered by the archer through the FCA National Office.	

1. REGISTERING AN EVENT WITH THE FCA AND/OR FITA

Tournaments consisting of one or more of the following events, as described in detail in the relevant article on the shooting rules, can obtain official recognition by the FCA. (See 5.4.1 re recognition of other events)

In the discipline of Outdoor Target Archery, for all FCA divisions as specified in Chapter 4.5:

- The FITA Outdoor Target Round;
- The FITA Outdoor Target Round for Teams;
- The FITA 70 meters Round;
- The FITA 60 meters Round for Cadets;
- The FITA 70 meters Round for Teams;
- The FITA 60 meters Round for Cadet Teams;
- The Olympic Round;
- The Olympic Round for Cadets;
- The Olympic Team Round;
- The Olympic Team Round for Cadets;
- The Canadian 1200 Round;
- The Canadian 900 Round;
- The Canadian Double Elimination Round.

In the discipline of Indoor Target Archery, for all FCA divisions as specified in Chapter 4.5:

- The 25 meter FITA Indoor;
- The 18 meter FITA Indoor Round;
- The Combined FITA Indoor Round;
- The Indoor Match Round;
- The Indoor Match Team Round;
- The Canadian 300 Round.

In the discipline of Field Archery, for all FCA divisions as specified in Chapter 4.5:

- FITA Field Round (24 target – not short course);
- IFAA Field Round.

In the discipline of 3D Archery (Chapter, 11), for the FCA Classes specified in Chapter 11

- 3D rounds consisting of two courses with an equal number targets between 20 and 25 each. (A single course may be used if target distances are altered between rounds.)

Registering an event with the FCA ensures that any Canadian records shot at the event can be recognised, and scores may be used for Excellence ranking, team selection, etc. Registering events with FITA enables archers to claim FITA Stars (for FITA Outdoor round) and World Records shot at the event. Note that When registering an event with the FCA, note the following FCA rules:

- Rule 4.10.1; “To be recognised by the FCA, an event must be registered with the FCA at least 30 days in advance of the tournament start date. An event is not considered registered until the registration fee for the event is received by the FCA. To be eligible for registration, organisers

must be able to accommodate at least ten archers and the event must be judged by a provincial (or higher) level judge.”

- Rule 4.10.4; “The results of events registered with the FCA will be recognized only if at least three athletes compete.”

See the full text of Rule 4.10 for more details.

FITA gives official recognition to tournaments for one or more of the following purposes:

- Competition for World titles (World Championships);
- Competition for Olympic titles (Olympic Archery Tournament);
- Competition for World Ranking;
- Registration for World Records,
- Competition for FITA Performance Awards (FITA Star, FITA Arrow, FITA Target and FITA Arrowhead Awards);
- Inclusion of the official calendar of major international archery events;
- Olympic qualification process

When registering an event with FITA, the FCA National office will receive the information and register it with FITA. The information must be received at least 60 days before the event. Changes in the information requested can only be accepted by FITA if announced at least thirty (30) days before the first day of shooting.

FCA Registration requests must include:

- Name of the event (if any)
- Date of the event
- Location of the event
- Round(s) to be registered
- Head Judge’s name (if known)
- Organiser contact name

It is recommended that you use “FCA Tournament Registration Template” located on the Forms page of the FCA website. (<http://www.fca.ca/forms/.formspage.html>)

2. ADVERTISING AN FCA EVENT

Registered rounds are automatically added to the FCA event calendar.

When advertising an event, the registration status of event must be made clear to the participants. The registered status of particular rounds may be indicated in brackets after the name of the round. A round that is registered with FITA should have "(FITA)" or "(reg. FITA)" after the name. A round which is registered with the FCA should have "(FCA)" or "(reg. FCA)" after it.

A round which the FCA registers with FITA is automatically a registered FCA round. Registration costs are as follows:

TYPE OF TOURNAMENT	FEE	GST	COST/ROUND	DEADLINE
Internationally-registered (FITA)				
FITA 18M (FITA)	\$45.00	\$2.25	\$47.25	60 days before
FITA 25M (FITA)	\$45.00	\$2.25	\$47.25	60 days before
FITA Outdoor Target (FITA)	\$45.00	\$2.25	\$47.25	60 days before
70M/60M round (FITA)	\$45.00	\$2.25	\$47.25	60 days before

FITA Field (FITA)	\$45.00	\$2.25	\$47.25	60 days before
Internationally-registered (IFAA)				
IFAA Field (IFAA)				Contact the FCA office
Nationally-registered (FCA)				
FITA 18M (FCA)	\$28.00	\$1.40	\$29.40	30 days before
FITA 25M (FCA)	\$28.00	\$1.40	\$29.40	30 days before
CDN 900 (FCA)	\$28.00	\$1.40	\$29.40	30 days before
CDN 1200 (FCA)	\$28.00	\$1.40	\$29.40	30 days before
FITA Outdoor Target (FCA)	\$28.00	\$1.40	\$29.40	30 days before
FITA FIELD (FCA)	\$28.00	\$1.40	\$29.40	30 days before
IFAA FIELD (FCA)	\$28.00	\$1.40	\$29.40	30 days before
One or two 70M/60M Cadet rounds on one day (FCA)	\$28.00	\$1.40	\$29.40	30 days before
CDN 3D (FCA)	\$28.00	\$1.40	\$29.40	30 days before

3. CONTROL REPORT SHEETS

A Control Report Sheets must be completed by the Director of Shooting for all FCA Registered Indoor and Outdoor Target rounds. These are available for download from the Forms link on the FCA web site (<http://www.fca.ca/forms/formspage.html>). At the conclusion of the round, the Control Sheet is given to the PSO Chairman of Judges and he/she will submit them to the for the FCA Judge Chairman.

4. TOURNAMENT REPORT (OUTDOOR TARGET)

The Director of Shooting completes a Tournament Report form and gives it to the Event Chairman of Judges to be submitted with the Control Report Sheet to the PSO Judge Chairperson with a copy to the FCA National Office. This form is available from the Forms page on the FCA web site at <http://www.fca.ca/forms/formspage.html>.

5. SUBMITTING RESULTS

Scores and standing results are the responsibility of the Organisers of a registered event. It is essential that they be checked for accuracy before results are announced.

The Organiser of an FCA-registered event must send the event results to the FCA office no later than 10 days after the event.

Results should be submitted using the Excel spreadsheet available from the “FCA Score Reporting Template” link on the “Forms” page of the FCA website (<http://www.fca.ca/forms/formspage.html>). This spreadsheet allows you to use a master list of archers, their FCA numbers and categories to avoid having to re-enter this information manually for each event. The spreadsheet allows for easy e-mailing of the results to the FCA office and the FCA webmaster. The use of this spreadsheet is strongly encouraged and will make reporting much easier for you and the FCA office.

Results and Ranking in FCA’s Excellence Program

Effective January 1, 2008, only scores appearing on the FCA website using the FCA Score Reporting Template will be used for athlete ranking. Clubs that fail to provide results in this manner will have a strong negative impact on Canada’s top athletes. Your co-operation is essential. Thank you.

6. HANDLING SCORE CARDS

Standard score cards are available for all FCA rounds on the Forms page of the FCA web site. In order to keep current with details of changes it is recommended that you use the standard scorecards provided. They include a place for all the scoring information needed for each round.

If your club should choose to create its own version of these cards, please ensure that all the information shown on each card has been included. Most of the cards do not provide a place of a count of Xs, tens, nines and fives for tie breaking since generally these counts are not required unless there are awards and it is necessary to break ties. In these cases the organisers can simply do the count.

Scorecards should be properly signed and completed. When double scoring is used, the organisers receiving the cards check to confirm that the scores for each arrow are the same on both cards and all required information is completed and consistent with the registration information before one of the score cards is returned to the archer. The second scorecard is retained by the Organisers and must be included with the Results Sheet sent to the FCA.

Scores attained in FCA-registered competitions may be claimed by the archer for:

- establishing new or tied records;
- establishing ranking
- establishing qualifying scores for National Team squads
- establishing scores to qualify to attend National Team trials

Scores attained in FITA-registered competition may be claimed by the archer for:

- receiving proficiency awards (FITA Target award and FITA Stars)
- establishing new World records
- establishing ranking

7. CLAIMING RECORDS, AWARD PINS, OR USING SCORES FOR RANKING

It is the archer's responsibility to send photocopied, signed and witnessed score cards to the FCA volunteers responsible for recording Canadian records. A request for a record must clearly specify:

- which record is being claimed including the age, gender, equipment, and distance (or total).
- name and address of the archer
- FCA number of the archer
- date and location of the round

All the scorecard information must be filled out clearly and legibly on the score card. Incomplete score cards will not be accepted. Athletes wishing to claim national or international records are advised to include the name of the Judge on the score card.

Athletes may send their record requests and score cards, directly to the volunteer responsible (see <http://www.fca.ca/records/recordpage.html>) or to the FCA national office. All requests for Canadian records must be received NO LATER THAN 30 DAYS after the event. Requests for World Records must be claimed WITHIN 10 DAYS OF THE TOURNAMENT and must be processed through the FCA National Office. A full set of results must be sent to the FCA National Office as part of the application.

8. FITA STARS AND FITA TARGET AWARDS

An athlete wishing to claim a FITA Star or FITA Target award pin for a score, must complete the FITA Star Award Pin Application Form. This form is available for download from the "FITA Stars" link on the FCA web site (<http://www.fca.ca/fitastars/fitastarpage.html>). The form along with the score card must be sent to the FITA Star Coordinator as indicated on the form.

Only one FITA Star may be claimed per score card.

ATHLETE ASSISTANCE
Saskatchewan Archery Association

Please Print

Athlete Name					
Mailing Address					
City / Town		Postal Code		Phone	
email				Fax	

Spending Plan

Deadline:	Amount
Funding Assistance Amount Requested	
Training Costs - Description	
Competition Costs – Description	
Other Costs – Description	
Total	
SK Archery Use - Grant Amount Approved	

Athlete's Signature

Date

President SK Archery Signature

Approval Date

Follow Up (To be completed after approval of spending plan. Attach receipts to verify expenses.)

Deadline:	Amount
Training Costs - Description	
Competition Costs – Description	
Other Costs – Description	
Total	

I hereby certify that I have expended the amounts indicated and just in all respects.

Athlete's Signature

Date

President SK Archery Signature

Date

CLUB START UP ASSISTANCE
Saskatchewan Archery Association

Please Print

Club Name					
Mailing Address					
City / Town		Postal Code		Phone	
email				Fax	
Club President					
President Address					
City / Town		Postal Code		Phone	
Club Secretary					
Secretary Address					
City / Town		Postal Code		Phone	
Club SAA Director					
SAA Director Address					
City / Town		Postal Code		Phone	

Expenses – Please attach all receipts.

	Amount
Funding Assistance Amount Requested	
Expense Description	
Total	

I hereby certify that the above information is correct and all conditions have been met.

President's Signature

Date

Sask Archery Use Only

Sask Archery Follow Up

Club Constitution and Bylaws submitted.	
Annual General Meeting Minutes submitted.	
Receipts verifying expenditures.	
Membership list and fees submitted to SAA.	
SK Archery Use - Assistance Amount Approved	

President SK Archery Signature

Date

