

**SASKATCHEWAN TARGET SHOOTING ASSOCIATION**

**(STSA)**

# **OPERATIONS MANUAL**

**INCLUDING:**

**BYLAWS  
POLICIES AND PROCEDURES**

# SASKATCHEWAN TARGET SHOOTING ASSOCIATION

## OPERATIONS MANUAL

(As of March 21, 2015)

The Bylaws, Policies and Procedures outlined within this Operations Manual are to be developed, maintained and published by the Saskatchewan Target Shooting Association herein referred to as STSA. The most current version of the Operations Manual is to be posted on the STSA website in a downloadable format.

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**ARTICLE 1. NAME**

As of March 2015, the name of the non-profit corporation is the Saskatchewan Target Shooting Association, herein referred to as STSA.

**ARTICLE 2. MISSION**

The mission of STSA is to encourage and train target shooters in the safe, responsible and legal use of handguns and rifles, and to coordinate both competitive and non-competitive bullseye target shooting events.

**ARTICLE 3. MEMBERSHIP**

Any person and/or club may become a member of the STSA upon annual application and payment of the membership fees as per the appropriate category listed below. Benefits of membership in STSA as well as the procedure for applying for membership in each category can be found in the Policy and Procedure Section of the Operations Manual. Applications are considered, approved and/or rejected by STSA Board of Directors.

**3.1 AFFILIATED CLUB**

Properly organized target shooting groups in Saskatchewan whose activities are local or regional in nature may annually apply for Affiliated Club Membership.

**3.1.1 INDIVIDUAL MEMBERS OF AFFILIATED CLUBS**

Adult or youth members of Affiliated Clubs may annually apply to be active or associate members of STSA through their Club.

**3.2 ADULT**

Adult members must be eighteen years of age or older at the time of their annual application for membership, who apply directly for membership in STSA in one of the two categories below:

**3.2.1 REGULAR**

This category is for adults intending to join STSA during the fiscal year.

**3.2.2 LIFE**

This category is for those who possess a long-term membership purchased from the former Saskatchewan Handgun Association or through STSA.

**3.3 YOUTH**

Youth members are those under eighteen years of age at the time of their annual application for membership and who apply directly for membership in STSA.

**3.4 SUPPORTING**

The STSA Board of Directors, in recognition of their contribution(s) to STSA, may appoint any individual as a Supporting Member. Criteria for appointment as a Supporting Member can be found under STSA Policies.

**ARTICLE 4. MEETINGS****4.1 ANNUAL**

STSA shall hold an annual meeting of members within 80 days following the fiscal year end, the date and location of which shall be set by the Board of Directors. Notice of the annual meeting shall be given to each member in a minimum of fifteen days prior to the date of the meeting. Only those adults who have taken out membership in the fiscal year prior to the annual meeting can vote at the annual meeting.

**4.2 SPECIAL**

The STSA Board of Directors, or a group of at least ten Adult Members, may call for a special meeting of STSA. The group of members must provide the request in writing including the ten members' signatures to the Board of Directors. Notice of such a meeting must be circulated in writing at least fifteen days prior to the meeting date. The Board of Directors sets the date and location of the special meeting.

**4.3 BOARD OF DIRECTORS**

Meetings of the STSA Board of Directors shall be at the call of the President and shall be held a minimum of three times per year. The President shall determine the date and location for such meetings. Members of the Board of Directors are to be notified of board meetings at least fifteen days prior to the date of the meeting.

**4.4 VOTING**

**4.4.1** Voting at all meetings of STSA is generally by show of hands except for the election of the Board of Directors where ballots are to be used. An Adult Member may request that any resolution be determined by secret ballot.

**4.4.2** Quorum at an Annual or Special Meeting requires a minimum of ten Adult Members be present throughout the meeting. Quorum at Board of Directors meetings requires a minimum of four Board members to be present for any resolution to be considered.

**4.4.3** The latest revised abridged edition of Roberts Rules of Order shall govern the conduct of all meetings.

#### **4.5 RECORD KEEPING**

The Board of Directors shall see that minutes, with rationale, are kept at all meetings of STSA. Minutes and any other documents deemed appropriate are to be stored in safe keeping with copies kept where appropriate in a secondary location. Financial records, including audited statements, shall be kept for a minimum of seven years.

### **ARTICLE 5. BOARD OF DIRECTORS**

#### **5.1 ADMINISTRATION**

Directors must be Adult Members of STSA and shall be elected at the Annual Meeting. The elected members of the Board shall manage the activities and affairs of STSA. Directors hold office until the conclusion of the meeting at which their successors are elected. Members of the Board of Directors where appropriate and/or necessary are encouraged to form committees to assist them in their duties.

#### **5.2 DIRECTORS**

The Board of Directors shall be made up of seven members as follows: President, Vice President Administration, Vice President Finance, Vice President Development, Vice President Competitions, Vice President High Performance, Vice President Public Relations and Fundraising. The Directors roles and responsibilities are outlined in the Policy and Procedures section of the STSA Operations Manual.

#### **5.3 TERMS OF OFFICE**

The seven members of the Board of Directors shall be elected for two-year terms. Four of the positions, President, VP Administration, VP Competitions and the VP Public Relations and Fund Raisings shall be elected in odd numbered years. The VP Finance, VP Development and VP High Performance shall be elected in even numbered years. Board members can hold any one position for a maximum of three consecutive terms.

#### **5.4 VACANCIES**

Where there is a vacancy on the Board of Directors, the remaining directors by majority vote may exercise all the powers of the directors themselves, or they may fill the vacancy by appointment until the next annual meeting.

### **ARTICLE 6. FINANCIAL DISCLOSURE**

**6.1** The STSA fiscal year end is December 31.

**6.2** The Board of Directors shall annually appoint auditors to review the financial records of STSA.

**6.3** The Board of Directors shall place before the membership at every annual meeting; financial statements for the previous fiscal year (circulated 15 days prior to the annual meeting); the report of the auditor and any further information respecting the financial affairs of the association.

**6.4** The Board of Directors shall approve the financial statements and shall evidence their approval by the signatures of at least two directors. No financial statement shall be released until the Board has approved it.

**6.5** STSA shall submit a copy of its financial statements and report of the auditor to the Non-Profit Corporation.

### **ARTICLE 7. AMMENDMENTS TO BYLAWS**

**7.1** The Board of Directors may, by resolution and with 2/3 majority of all members of the Board, make, amend or repeal any bylaws that regulate the activities and affairs of STSA.

**7.2** The Board of Directors shall submit a bylaw, or an amendment or repeal of a bylaw to the annual meeting and the membership may, by ordinary resolution and 2/3 majority of those present, confirm, reject or amend the bylaw, amendment or repeal.

**7.3** A bylaw, or an amendment or repeal of a bylaw is effective from the day of the resolution of the Board of Directors until confirmed, confirmed as amended, or rejected by the membership.

**7.4** If a bylaw, or an amendment or repeal of a bylaw is rejected by the membership or is not submitted to the next meeting of members, the bylaw, amendment or repeal thereof, ceases to be effective and no subsequent bylaw, amendment or repeal having substantially the same purpose or effect shall be effective until confirmed or confirmed as amended by the membership.

### **ARTICLE 8. LIQUIDATION AND DISSOLUTION**

The Adult Members of STSA shall be responsible for any decision, at an annual or special meeting, to liquidate or dissolve STSA. The remaining property of STSA shall, in the course of liquidation and dissolution, be transferred to Sask Sport and/or the Shooting Federation of Canada as determined by the STSA membership.

## SECTION B: POLICY AND PROCEDURES

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## 1. ADMINISTRATION

### 1.1 INTERNATIONAL, NATIONAL AND PROVINCIAL AFFILIATIONS

STSA shall maintain annual membership with Shooting Federation of Canada (SFC) and with Sask Sport. The STSA Board of Directors may apply for membership in other associations of its choice that it believes will help meet the needs of the STSA membership.

### 1.2 BOARD OF DIRECTORS

#### 1.2.1 MEMBERS

The Board of Directors consists of seven members as per the STSA Bylaws and shall be elected to positions at the Annual Meeting as per the Bylaws. If a Board member misses three meetings in a fiscal year, they may be asked by the Board to step down from the Board.

#### 1.2.2 ROLES AND RESPONSIBILITIES

##### \* President

- To call and preside over all STSA Board, Annual and Special Meetings.
- To prepare, in consultation with others, the agendas for such meetings and to circulate the agendas with the notice of such meetings.
- To act as STSA's official representative at all meetings and functions of interest to STSA.
- To be familiar with and interpret all bylaws, policies and procedures of STSA.
- To ensure all STSA matters are attended to by the Board in a manner keeping with the aims and objectives of the STSA Operations Manual,
- To attend to the execution of such documents on behalf of STSA as is required.

##### \* Vice President Administration

- To act as the interim President when the situation requires.
- To represent STSA along with the President at all meetings and functions where deemed appropriate to have two representatives.
- To record minutes of STSA Board, Annual and Special Meetings.
- To manage all membership applications by clubs and/or individuals and to maintain membership lists.
- To act as the chairperson of the STSA nominating committee.
- To maintain an ongoing review and update of the STSA Operations Manual.
- To attend to all STSA required correspondence.
- To oversee the purchase and upkeep of all necessary insurance policies.
- To order office supplies as needed.

##### \* Vice President Finance

- To maintain STSA financial records including an accounting system, reports, receivables, deposits, receipts and issuing of payments.
- To make arrangements as soon as possible for all signing authority changes.
- To ensure the annual budget is prepared.
- To be aware of all Sask Sport grant programs and guidelines.
- To prepare reports, where necessary and verified by the President, to all funding agencies.
- To manage all STSA inventory.

##### \* Vice President Development

- To oversee STSA programs directed at the recruitment and training of athletes including athlete clinics and the Learn To Shoot program.
- To oversee STSA programs directed at the recruitment, training and certification of coaches including the coaching clinics and the Sport For All Coach program.
- To oversee STSA programs directed at the recruitment, training and certification of officials at the club and provincial levels including official's clinics.

##### \* Vice President Competitions

- To oversee all STSA sanctioned competitions including; setting competition dates, booking venues, distributing match notices, maintaining registrations, confirming officials, arranging scorekeepers, posting scores and keeping records of the same for STSA and reporting.
- To ensure STSA sanctioned competitions are submitted to the Shooting Federation of Canada (SFC) for competition numbers and to submit competition results to the SFC.
- To be responsible for storing all medals, ensure that proper medals are at each sanctioned match, arrange for provincial championship trophies for both indoor and outdoor provincial matches and keep a record of all provincial travelling trophies.
- To process orders for competition supplies, targets and equipment.
- To organize postal matches as needed.

\* Vice President High Performance (Athletes/Coaches/Officials)

- To chair the Provincial Team High Performance Committee including the policies and procedures addressed in Section 6 and 7 of the STSA Operations Manual.
- To oversee the Sask First Coaching program and all associated staff.
- To coordinate with the Affiliated Clubs to ensure there are programs in each of the districts (zones) for the Saskatchewan Winter Games.
- To put together a list of people to receive awards at the STSA Annual Meeting including Athlete (juniors, senior men and ladies), Volunteer, Coach and Official of the year.

\* Vice President Public Relations and Fundraising

- To oversee the production and distribution of the STSA Newsletter.
- To manage the STSA web site and any STSA messages delivered through social media.
- To promote STSA matches, results and functions to the media.
- To coordinate all STSA self help fundraising initiatives.
- To search for sponsorship opportunities.

### 1.2.3 REMUNERATION

All approved travel, accommodation and/or per diems for Board of Directors will be subsidized according to rates established by the Board of Directors. In order to be reimbursed, expense claims must be submitted on approved expense claim sheets to the VP Finance no later than fifteen days after the date for which expenses are being claimed.

## 1.3 FINANCES

### 1.3.1 BANKING

STSA banking shall be done at a financial institution determined by the Board of Directors. The Board of Directors shall appoint three of their members to act as the STSA signing authorities of which any two are required to conduct financial business.

### 1.3.2 BUDGETS

The STSA Board of Directors shall develop and approve an annual budget. The VP Finance shall oversee revenue generation reports and expenditure requests to ensure all programs stay within budget.

### 1.3.3 ACCOUNTING

- \* STSA revenues are derived from the following sources: membership fees, participant registrations, merchandise sales, fundraising initiatives, clinic fees, grants, rental of equipment and donations.
- \* Expenditures included in the annual budget may be authorized by one of the President VP Administration or VP Finance. The Board of Directors may approve any expenditure deemed necessary that is outside the approved annual budget. In extraordinary cases, the President and the VP Finance together may authorize expenditures not exceeding \$1000 that are outside the approved annual budget.
- \* The VP Finance shall be responsible to maintain a monthly financial statement compared to the annual budget and shall report same to the Board of Directors on a monthly basis as well as at all Board of Directors meetings.
- \* STSA shall undergo an annual audit within two months of their fiscal year end conducted by a registered accounting firm. The results of the audit are to be presented to the membership at the Annual Meeting.

### 1.3.4 EXPENSE CLAIMS

Those eligible to claim expenses are to submit their claim to the VP Finance using these approved amounts:

\* Board of Directors, Coaches and Officials:

- Accommodation - With receipts - cap of \$120/night
- Travel - \$ 0.35/km
- Per Diem - Breakfast \$8 - Lunch \$12 - Supper \$15

NB: Board members who attend meetings in conjunction with participating in a match may only claim \$0.20/km travel expense plus the meal closest to the time of day of the Board meeting.

\* Elite Athlete (Team) – for out of province or attendance at required clinics

- Accommodation - With receipts - cap of \$120/night
- Mileage - \$ 0.20/km
- Per Diem - Breakfast \$8 - Lunch \$12 - Supper \$15

\* Junior Development (to be claimed by Club):

- Travel distance under 150 km \$25 for one coach if attending  
\$25/junior to a maximum of three juniors
- Travel distance over 150 km \$25 for one coach if attending  
\$25/junior to a maximum of three juniors  
Travel \$0.20/km (additional funding if more than 4 athletes)  
Accommodation - Max of \$75/night with receipt



### **1.3.5 INSURANCE**

STSA shall maintain liability and accident insurance that covers all STSA members; affiliated clubs, volunteers and any other persons associated with STSA. The insurance is to include comprehensive liability insurance with third party coverage in the amount of at least two million dollars, participant's liability with second party coverage in the amount of at least one million dollars, and employees and directors bonding in the amount of at least \$100,000. Policies are to cover the costs of defense as well as any costs found against a member from a suit from a third party as per the current policy. The policy covers legal liability for bodily injury to, or damage to, property of others such as spectators, passer-by, property owners and others resulting from member activities. Legal liability for injury to participants is also covered. All shooting activities covered consist of sport events sanctioned or authorized by STSA or Member Clubs and all related training activities authorized by STSA. This also includes all social activities at a sanctioned event, awards banquet, or third party STSA sanctioned fundraising activity.

### **1.4 CRIMINAL RECORD CHECKS**

All members of the STSA Board of Directors and all STSA certified coaches are to have a valid criminal record check with the vulnerable sector screening within one month of election or appointment to their position. The Vulnerable Sector Screening must be clear. Criminal records will be evaluated on a case-by-case basis by a committee composed of the President, VP Administration and one other board member (if any of the listed directors are in a position of conflict of interest, they will be replaced by another director not in conflict).

## **2. TYPES AND BENEFITS OF MEMBERSHIP**

### **2.1 AFFILIATED CLUBS**

Saskatchewan clubs that offer bulls-eye target shooting to their members and that take out annual membership in STSA have the following benefits:

- \* To request the use of STSA equipment.
- \* To apply for STSA funding grants.
- \* To apply for coaches or officials clinics as per STSA policies.
- \* To be covered under STSA insurance policies.
- \* To receive a copy of the STSA newsletter.

#### **2.1.1 INDIVIDUAL MEMBERS OF AFFILIATED CLUBS**

Individuals who are members of target shooting clubs are encouraged to also be annual members of STSA in any of the following categories:

##### **2.1.1.1 Active Adult**

Such members must be eighteen years of age or older at the time of application. Once they become a member they are eligible for the following benefits:

- \* To vote at STSA annual and special meetings.
- \* To participate in all STSA functions.
- \* To hold elected office or to be appointed to STSA committees.
- \* To be certified, upon completion of the required training, as a coach or official.
- \* To request, through they're Club, the use of STSA equipment.
- \* To be covered under STSA insurance policies.
- \* To receive a copy of the STSA newsletter.

##### **2.1.1.2 Active Youth**

Such members are those under eighteen years of age at the time of their annual application for membership. Once they are approved for membership they are eligible for the following benefits:

- \* To participate in all designated STSA functions.
- \* To be eligible to be appointed to STSA committees.
- \* To request, through their Club and under a member Adult supervisor, use of STSA equipment. The equipment must be picked up and supervised by the Adult member.
- \* To be covered under STSA insurance policies.

##### **2.1.1.3 Associate**

Associate adult or youth members are those who are members of their Club, but who chose to not take out full membership in STSA. By taking out Associate Membership with STSA these individuals bring potential benefit to their Club by allowing STSA to include them in provincial membership totals thereby potentially increasing funding to their club.

### **2.2 ADULT**

Adult members must be eighteen years of age or older at the time of annually applying directly to STSA in one of the following two categories:

### 2.2.1 REGULAR

Regular Members must live in Saskatchewan and will be entitled to the following benefits:

- \* To vote at STSA annual and special meetings.
- \* To participate in all STSA functions.
- \* To hold elected office or to be appointed to STSA committees.
- \* To be certified, upon completion of the required training, as a coach, range officer or official.
- \* To request use of STSA equipment.
- \* To be covered under STSA insurance policies.
- \* To receive a copy of the STSA newsletter.

### 2.2.2 LIFE

Those approved for this type of membership pay a one-time fee to be a Life Member of STSA. A portion of the one-time fee will be transferred to annual operating funds as determined by STSA. Such members, to remain active, must annually register with STSA. Such members shall have the same benefits as the Adult Regular Member identified above.

### 2.3 YOUTH

Youth Members are those who live in Saskatchewan and are under eighteen years of age at the time of their direct annual application to STSA. Once they are approved for membership they are eligible for the following benefits:

- \* To participate in all designated STSA functions.
- \* To be eligible to be appointed to STSA committees.
- \* To request, under an Adult supervisor, use of STSA equipment. The equipment must be picked up and supervised by an Adult.
- \* To be covered under STSA insurance policies.

### 2.4 SUPPORTING

Such members are those appointed by the STSA Board of Directors. Criteria for appointment include; individuals who are not included in other membership categories listed above, but who have made a significant contribution to STSA either financially or through personal contributions of their time or knowledge. The contribution may have been through the previous year or over an extended period of time. Such members shall have the following benefits:

- \* To be welcome as non-voting observers at annual and special meetings of STSA.
- \* To participate in all designated STSA functions.
- \* To be covered under STSA insurance policies.
- \* To receive a copy of the STSA newsletter.

## 3. APPLICATION FOR MEMBERSHIP IN STSA

### 3.1 PROCESS

Any appropriate club or person may apply to become a member of STSA. The annual membership period is the same as the fiscal year (January – December). The VP Administration may grant approval upon receipt of applications for membership including payment of the prescribed fee. Decisions to not approve a membership application will be determined by the STSA Board of Directors.

### 3.2 FEES

**3.2.1** Annual membership fees are set by the Board and are due and payable on January 15.

**3.2.2** If annual membership fees are not paid then past members are deemed to not be in good standing and no longer are eligible for membership benefits. First time applications for membership will be accepted at any time throughout the year.

**3.2.3** Current annual membership fees are as follows:

Affiliated Club		\$35
	Affiliated Club Individual	
	Adult	\$25
	Youth	\$25
	Associate	\$5
Adult	Regular	\$25
	Life	\$400
Youth		\$25
Supporting	Adult	\$25
	Youth	\$25

## 4. COMPETITIONS

### 4.1 TOURNAMENTS AND MATCHES

The official rules and regulations governing the conduct of all shooting competitions, that are from time to time prescribed by the Shooting Federation of Canada, the International Shooting Sports Federation and the National Rifle Association are hereby adopted, as far as practically possible. The VP Competitions shall appoint a Chief Range Officer, and other officials as may be required at any tournament, match or competition, held under the auspices of STSA. All members shall be classified in strict accordance with the classification as recorded by the Shooting Federation of Canada and verified by STSA records when possible. All members or visitors at any competition held under the auspices of STSA shall present his or her classification card for the current membership year in the Shooting Federation of Canada, and shall shoot in such classification or in the next higher classification as such member may choose. In the event a member fails to present such membership classification card or if such member is not a member of the Shooting Federation of Canada, then he/she shall be permitted to shoot as unclassified only when competing in an event for the first two times. Thereafter, the STSA VP Competitions will classify the competitor according to the classification system of the SFC.

### 4.2 CLASSIFICATION

All shooters who participate in STSA sanctioned competitions must have a classification. The SFC classifications will be used for all adults at all STSA sanctioned competitions. Any shooter not in possession of a SFC classification will be classified as follows:

- Unclassified - first time shooter of a particular event.
- Non 1<sup>st</sup> time shooters are placed in a classification by the VP Competitions following SFC guidelines.
- Junior shooters will be classified by age, gender and shooting level as follows:
  - With stand - 11 years and under (as of December 31 of the current year)
  - Sub-Junior - 12 - 15 years (as of December 31 of the current year)
  - Junior - 16 - 17 years (as of December 31 of the current year)
  - International Junior - 18 - 20 years (as of December 31 of the current year)

### 4.3 SHOOTING DISCIPLINES

#### 4.3.1 HANDGUN

- \* 10 meter Air (ISSF) shot with 4.5 mm (.177 calibre) air guns at a distance of 10 metres and the programme consists of 60 shots within 105 minutes for men, and 40 shots within 75 minutes for women.
- \* 50 meter Pistol (formerly Free Pistol) course of fire is 60 shots within a maximum time of two hours. Shot with a 22lr pistol with iron sights.
- \* 25 meter Centre Fire Pistol (ISSF) – typically a men’s event shot with centre fire pistols (see also 25 meter pistol). Course of fire consists of two parts of 30 shots each: a precision stage where 5 shots are to be fired during a 5 minute period and a rapid-fire stage where, for each shot, the shooter has 3 seconds to raise his arm from a 45 degree angle and fire.
- \* 25 meter Standard Pistol (ISSF) Shot with a 22lr pistol. A 60-shot match is divided into 5-shot strings with different timings: 4 strings of 5 shots within 150 seconds each, 4 strings of 5 shots within 20 seconds each, 4 strings of 5 shots within 10 seconds
- \* 25 meter Rapid Fire Pistol (ISSF) Shot with 22lr pistol. A 60-shot match is divided into three series. Series are timed for each of 8 seconds, 6 seconds, and 4 seconds for each.
- \* 25 meter pistol (formerly sport pistol) is shot with 22lr pistols and is typically a women’s event (equivalent to the 25 metre center-fire pistol for men)
- \* NRA 1800 pistol competition consists of firing slow, timed, and rapid fire Scores are aggregated using two calibers: .22 cal and center fire. A match consists of 20 shots, slow fire (two 10-shot strings, 10 minutes per string), 20 shots, timed fire (four 5-shot strings, 20 seconds per string), 20 shots, rapid fire (four 5-shot strings, 10 seconds per string)
- \* NRA 2700 pistol competition consists of firing slow, timed, and rapid fire using. Scores are aggregated using three calibers.22 cal, center fire and .45 cal. A match consists of 20 shots, slow fire (two 10-shot strings, 10 minutes per string), 20 shots, timed fire (four 5-shot strings, 20 seconds per string), 20 shots, rapid fire (four 5-shot strings, 10 seconds per string).

#### 4.3.2 RIFLE

- \* 10 meter Air Rifle (ISSF) shot from a standing position with a 4.5 mm (0.177 in) caliber air rifle with a maximum weight of 5.5 kg (12.13 lb.). The use of specialized clothing is allowed to improve the stability of the shooting position.
- \* 50 meter Hunting Rifle prone (.22 - no movable cheek pieces or adjustable stocks, any scope or sight, no shooting jackets or slings)
- \* 50 meter Sporter Rifle prone (.22 – can be with jackets, pants, and stock style)
- \* 50 meter Prone Rifle (ISSF) -match rifle or sporter.
- \* 50 meter Rifle (ISSF) 3 Positions – 20 shots prone, kneeling and standing (.22 sporter style if preferred).

#### 4.4 SPONSORED COMPETITIONS

When STSA sponsors a competition, STSA will arrange for the facility where the competition will be held, provide the officials and the volunteers to handle the registrations and score keeping and provide the appropriate medals or trophies. The Indoor Provincial Championship (ISSF), the Outdoor Provincial Championship (ISSF & NRA), the NRA Indoor Championship and the STSA AGM match are four of the events that STSA will sponsor in addition to other events that may be scheduled.

#### 4.5 SANCTIONED COMPETITIONS

An STSA Affiliated Club may wish to hold a competition where the club will handle all arrangements required to host a match including the facility, officials, registration and scorekeeping. The club will also provide the appropriate prizes. STSA will provide notice of the match to other provincial clubs through the newsletter. If a club wishes to hold such a match, the club must notify STSA of its intention to do so including the course of fire and the Officials and Match Chairperson.

### 5. FUNDING

**NB: Funding for athletes, teams, coaches and officials can be found under the appropriate policy and procedures section of this Operations Manual.**

#### 5.1 ANNUAL FUNDING

STSA, through Sask Sport, has the opportunity to secure funds for their operation based on certain criteria. STSA shall submit annual application, along with all requested support information, to Sask Trust by the grant application deadline. Upon receipt and utilization of funds made available to STSA, all appropriate follow-up reports and supporting documentation will be submitted to Sask Trust within the required 90 day period of the Association's fiscal year end.

#### 5.2 MEMBERSHIP ASSISTANCE PROGRAM (MAP)

MAP is financial assistance available to eligible STSA Affiliated Clubs for the promotion and development of the sport of shooting. Funding for MAP is provided through the Saskatchewan Lotteries Trust Fund and is derived from the proceeds of lottery ticket sales in Saskatchewan. To be eligible, clubs must be members in good standing with STSA for at least 24 months prior to application.

The following programs are eligible for reimbursement: shooter training, coaching clinics, official's clinics, facility rentals (other than club owned facilities), equipment purchases and membership promotion. The following types of expenditures 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 or other expenses deemed as ineligible as identified by STSA.

#### 5.3 MAP POLICIES

In the event there are more applications than funds available, preference will be given to those applicants who have not previously obtained assistance under this program. The eligibility of all programs will be at the sole discretion of STSA Board of Directors. Each club requiring assistance should be able to provide some self-help towards funding the project. Applications where there is duplicate funding or deficit funding will not be accepted. Any equipment to be obtained through a MAP grant must be stated on the MAP application form and must be approved by STSA prior to purchase. If a club chooses to purchase equipment that was not approved, STSA will not release the second half of the funding and may request the repayment of the first half of the funding. Any equipment purchased through STSA approved MAP grants will revert to STSA should the club fail to maintain their STSA membership. Clubs who are beneficiaries of MAP funding are to publicly recognize that the support is received from the Saskatchewan Lotteries Trust Fund. Clubs shall notify the STSA VP Administration and/or President two weeks prior to date of project to allow Board members to attend. When the project is completed, and the funds have been used, a "Follow-up-Report" must be completed and signed by the President of the club that received the funding assistance. Actual project costs must be stated, with receipts attached, in order to verify expenditures. Documentation (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 (i.e. receipts, cancelled cheques, invoices,

expense claims, etc.) are acceptable. Original documents are not necessary for submission to the STSA, but should be maintained by the club submitting the MAP grant follow-up report.

Completed Follow-up-Reports with receipts must be returned no later than NOVEMBER 15TH. Clubs applying to receive MAP equipment must have a minimum STSA Level I certified coach.

#### **5.4 MAP APPLICATION**

Applications for MAP grants are available from STSA VP Finance or from the STSA website. Applications must be made on a MAP Spending Plan Form and should be typewritten, signed by the Affiliated Club President and sent to STSA VP Finance. **The deadline for applications is April 1.** Late or improperly completed requests may be taken under consideration.

#### **5.5 MAP PAYMENT**

Applications will be reviewed by STSA Board of Directors, and when approval is given the club will be informed of the type of program approved and the amount of funding assistance that will be provided. Please note that monies allocated may be for a portion of the project cost. Grants will be paid out in the following manner:

- 50% of the approved grant will be given to the club upon approval of the application.
- The remaining 50% of the approved grant will be given to the club after the return of the properly completed "Follow-up-Report" and receipts. Completed Follow-up-Reports must be returned no later than NOVEMBER 15TH.
- If proper follow-up reports and receipts to verify expenses are not submitted to STSA VP Finance the club will not be eligible for future MAP funding and will be required to repay some or all of the original 50% of funds received.
- The maximum amount that any club may receive is \$4000.00 in any fiscal year.
- MAP funding in excess of the grants approved for eligible clubs in any year will be allocated to specific club projects as determined by the Board. Clubs receiving excess MAP funds will be required to follow-up, as described above.

#### **5.6 COMPETITION FUNDING**

Any affiliated club who wishes to host a competition for interprovincial shooters may apply to STSA for financial assistance. The club must submit a detailed budget with the request to STSA for approval. The decision of the STSA Board of Directors is final.

### **6. ATHLETES**

#### **6.1 ATHLETE ASSISTANCE**

STSA Athlete Assistance Program is designed to assist committed, dedicated, junior and senior shooters to continue their development as a shooter. The amount of assistance available to an athlete through the Athlete Assistance Program varies depending on the athlete's commitment to furthering their education and their involvement in shooting. Athlete Assistance Application forms are due to the STSA Sask First Coach no later than November 1st. Applicants will be notified by November 30th as to whether or not they will be receiving assistance.

##### **6.1.1 CRITERIA**

STSA has developed the following criteria in order to qualify for Athlete Assistance.

- \* Have been on the junior or senior team for the year previous to the application.
- \* Have been selected to the junior or senior team for the current year.
- \* Compete at the Indoor Provincial Championship, the Outdoor Provincial Championship or the National Championship, if chosen by the Sask First Coach to attend.
- \* Preference will be given to athletes who are attending a post-secondary institution on a full-time basis. If applicable, proof of enrolment in post-secondary education should be submitted with the application.
- \* Athletes must continue to compete and maintain their status on the team. Failure to do so will result in being asked to return the athlete assistance.
- \* Athletes must complete a follow-up report on eligible expenditures related to their training and competition. Failure to do so will result in being asked to return the athlete assistance.
- \* Should none of the applicants be in full-time attendance at a post-secondary institution, the Board will distribute assistance to other applicants in a fair and equitable manner.
- \* All successful applicants must sign the Athlete Assistance Contract. Funding will be distributed upon receipt of the signed Athlete Assistance Contract. Upon execution of the contract, the applicant must supply the STSA with receipts for the amount of assistance they have been granted and completion of the appropriate forms before receiving their funding.

##### **6.1.2 ELIGIBLE EXPENDITURES**

The following are eligible expenditures under the Athlete Assistance Program:

- \* Training Costs such as; equipment, registration fees, membership fees to fitness facilities.
- \* Competition Costs such as; travel, accommodation and per diems.

\* Tuition Fees to post-secondary institutions.

\* Lost wages due to attendance at training sessions or competitions

## 6.2 BURSARIES

Study bursaries are available to member PSGB candidates who are pursuing their Masters Degree or Ph.D. and whose interests lie in undertaking research, which pertains to the Saskatchewan sports scene. Applications can be obtained from Sask Sport and must be submitted back to Sask Sport by May 1st each year.

## 7. TEAMS

### 7.1 PROVINCIAL TEAMS

To be considered a high-performance athlete eligible for STSA teams, any shooter who meets the criteria for team selection on the junior or senior team will be considered a high performance athlete. A High-Performance Committee shall consist of the VP High Performance, the Sask First Coach, the Chief Provincial Range Officer, and one additional member of the Board of Directors. The committee will be named at the first regular meeting after the Annual General Meeting. The High-Performance Committee is responsible for:

\* Liaison with the organizing committee for the Saskatchewan Winter Games (SWG) and the Canada Winter Games (CWG) with respect to the athletes, coaches and officials attending, and the associated development activities.

\* Assisting the Provincial Coach with the management of the provincial team.

### 7.2 SASK FIRST PROGRAM

The Sask First program has been developed to provide assistance to PSGB's to create a high performance sport program that will significantly improve performance levels and standings of Saskatchewan athletes and teams at national or international competitions with the primary focus being the Canada Games. The Board of STSA will do the monitoring and evaluation of the STSA Sask First program. STSA Board of Directors shall choose the Sask First Coach by November 30 each year. The Sask First Coach will be required to meet with the STSA Board to review and evaluate goals and future direction semi-annually. All Sask First follow-up reports and related documentation will be submitted within the required 90 day period after the Association's fiscal year end.

### 7.3 PROVINCIAL TEAM APPLICATION

Athlete applications to become a member of STSA Provincial Team are due to the VP Administration and on or before September 15 of each year. The Team may consist of the 'A' Team and the Developmental Team. The 'A' Team will contain senior and junior members who are the best in their discipline within Saskatchewan. The Developmental Team will contain members who are showing a high level of commitment and training in their discipline and have been identified by the High-Performance Committee. In order to be considered for the STSA Team, an individual must have attended the Indoor Provincial Championship, the Outdoor Provincial Championship and one other sanctioned match. If an individual was selected to the team in previous year, the individual must have attended The Canadian National Championships if chosen to do so by the Sask First Coach and the STSA Board of Directors and shot the discipline they were selected to the STSA team in. The STSA Board may grant an exemption for an athlete who applied for another competition to be substituted for one of the required competitions, if the application is made prior to the competitions taking place. The individual applying for the team must be prepared to follow a training program as outlined by the Sask First coach. Once the member has been notified of being accepted to the team for the upcoming year, a signed Code of Conduct must be submitted within two weeks of the notification. Failure to do so will result in the athlete not being accepted to the team. The team applicants will be ranked according to their percentage of the current National Champion Score in the following events for men and women:

#### HANDGUN

- 10m Air Pistol
- 50m Free Pistol
- 25m Centre Fire Pistol
- 25m Standard Pistol
- 25m Olympic Rapid Fire
- 25m pistol/Ladies Sport Pistol
- NRA Rim Fire
- NRA 1800
- NRA 2700

#### RIFLE

- 10m (Air Rifle)
- 50m prone (Hunting Rifle)
- 50m prone (Sporter Rifle)
- 50m prone (ISSF Rifle)
- 50m (3P ISSF Rifle)

Any athlete who shoots a score of 95% of the current National Champion Score will be eligible for the A Team. Developmental Team members must shoot a score of 85% of the current National Champion Score. Team members are required to wear STSA team uniforms at competitions and ALL team functions, including, but not limited to, training camps, competitions, gun checks, medal/awards presentations, team suppers and

anytime you are at the range as a representative of the STSA, unless prior approval from STSA Board of Directors has been given.

#### **7.4 TEAM FUNDING**

Funding for members of the High-Performance Team will be based on STSA eligible expense rates, which are set by the Board. The 'A' Team members will have funding for all approved eligible expenses for competitions they are required to attend. The Developmental Team members will have up to 50% funding of all eligible expenses, depending upon available funds. Provincial Team members are not funded for competitions within the Saskatchewan. All approved travel, accommodation and per diems for selected athletes during in-province training sessions and in or out of-province competitions will be subsidized according to rates established by the Board of Directors. In order to be reimbursed, expense claims must be submitted on approved expense claim sheets to the VP Finance no later than fifteen days after the conclusion of the event for which expenses are being claimed.

### **8. COACHES**

STSA will be responsible for the administration of a certification program for coaches. The National Coaching Certification Program (N.C.C.P.) Guidelines will be followed. Guidelines from the SFC for the Technical and Practical component of the NCCP will also be followed. To be recognized as a coach, the applicant must have current STSA and SFC membership. Coaches should be aware of all STSA applicable policies found in the policy section of this Operations Manual including policies on 'Respect In Sport'.

#### **8.1 SASK FIRST COACH**

STSA Board of Directors will annually choose the Sask First Coach by November 30. The Sask First Coach is directly responsible to STSA Board of Directors. The Sask First Coach is responsible for the Junior and Senior Team. The Sask First Coach shall appoint a Sport for All Coach with the approval of the Board of Directors of STSA. The Sask First Coach is to make semi-annual reports to be given to the STSA Board of Directors with specifics regarding activities in training and development of each team member's progress, where money was spent, what training aids were purchased and other areas under their jurisdiction. These reports will be given orally as well as in written form.

The qualifications for the position of Sask First Coach are:

- \* Shooting Coaching Certification at NCCP Level III. An applicant who has Level II may be considered, but only a Level III Coach may take competitors to the Canada Games.
- \* An interest in the promotion of shooting with male and female junior and adult shooters.
- \* The ability to work cooperatively with local or satellite coaches.
- \* Good planning skills.
- \* The ability to set up a training program for and in cooperation with the athletes.

The duties of the coach are:

- \* The primary responsibility is to the team members and their welfare.
- \* To meet with the Team at least four times per year to review previous concepts, new skills, rules, mental preparation and physical preparation.
- \* To discuss long and short term goals, expectations and consequences, future training and competitions, training format, behaviour and administrative issues.
- \* To establish a general program for all team members to follow with regard to their training and development as shooters.
- \* To organize an individual training plan for each team member (a fine tuning of the general program to meet the specific needs of each individual)
- \* To ensure that each junior team member has the necessary equipment in order to practice.
- \* To provide for, and illustrate the use of training diaries and other such items for each member.
- \* To provide for the evaluation of individual and group programs and performance, both oral and written.
- \* To choose the most appropriate competitions for the team.
- \* To have personal information cards on each member listing pertinent items (STSA Participant Information Card)
- \* To review all applications for the Athlete Assistance Program and to present recommendations to the STSA Board of Directors for approval.
- \* To be responsible for Sask First equipment – handgun, rifles, target retrievers, etc.
- \* To set up a program, in conjunction with the Sport for All Coach, which will enable the identification of juniors across the province (all zones represented). This program should be designed to assist satellite coaches in the development of junior shooters at various levels of development so consistency is maintained throughout the province.

## 8.2 SPORT FOR ALL COACH

The purpose of the Sport for All Coach is to assist in the development of shooters at the grassroots level. The Sport for All Coach will be appointed by and work under the supervision of the Sask First Coach and the primary duty will be to conduct Familiarization Clinics for STSA affiliated clubs.

## 8.3 COACHING CERTIFICATION

NCCP Theory	Technical	Practical	
Level 1 - Intro to Competition (A)	14 Hours	8 Hours	1 - 3 month segments of coaching
Level 2 - Intro to Competition (B)	21 Hours	16 Hours	One Six month segments
Level 3 - Competition Development	37 Hours	20 Hours	12 months with an athlete

It is recommended that a coach take the courses in the order of Theory and then Technical. Practical certification for Level 1 cannot be granted until the Technical portion has been completed and the required items for Practical certification have been completed. Practical certification for Level 2 cannot be granted until Level 1 certification is complete and Level 2 Theory and Technical have been complete. A coach may take all available Theory courses prior to Technical courses, but must take each level in order (Intro to Competition Part A then Part B then Competition Development).

**NB:** APPLICATION FOR TECHNICAL CERTIFICATION MUST BE MADE TO STSA.

## 8.4 COACHING CLINICS

### 8.4.1 FAMILIARIZATION

The purpose of the familiarization clinic is to provide affiliated clubs with the expertise of experienced shooters who can provide the club members with the basic techniques and skills required for safe and enjoyable shooting within the disciplines of ISSF and NRA shooting.

### 8.4.2 COACHING

The STSA will make the arrangements to provide a Course Conductor for the Levels I, II Technical component for NCCP certification.

## 8.5 FUNDING

All approved travel, accommodation and per diems for STSA Coaches will be subsidized according to rates established by the Board of Directors.

## 9. OFFICIALS

STSA promotes and co-ordinates officials development for ISSF and NRA competitions. The STSA Board of Directors will appoint a Chief Provincial Range Officer (CPRO).

### 9.1 CHIEF PROVINCIAL RANGE OFFICER (CPRO) REQUIREMENTS

- \* To hold National Level Official Certification and be a member of the SFC.
- \* To report directly to the Board of Directors of the STSA.
- \* To conduct and co-ordinate officials clinics in the Province of Saskatchewan.
- \* To appoint assistants.
- \* To co-ordinate the officials for all STSA sponsored competitions.
- \* To verify certification of all officials in the Province and issues an officials certification card to all successful candidates up to and including Provincial certification.

### 9.2 PROVINCIAL LEVEL

Provincial level officials can put on club level officials clinics and can run STSA sponsored competitions and clinics in the province.

### 9.3 CLUB LEVEL

Club level officials can assist in the running of all competitions.

### 9.4 RANGE OFFICER CERTIFICATION REQUIREMENTS

#### 9.4.1 PROVINCIAL LEVEL CANDIDATES

Must work at two consecutive Provincial Championships as officials. They must complete two Provincial level clinics and must successfully complete a written exam.

#### 9.4.2 CLUB LEVEL CANDIDATES

Must attend a club level official's clinic.

### 9.5 OFFICIALS EXPENSE POLICY

STSA funds officials to work at sanctioned competitions and conduct officials certifying clinics as follows:

- \* All approved travel, accommodation and per diems for STSA Officials will be subsidized according to rates established by the Board of Directors and will only be covered at cost. Receipts are necessary.
- \* Handouts will be covered at cost and receipts are necessary.



## **10. AWARDS**

### **10.1 SASK SPORT ATHLETE/TEAM AWARDS**

The Sask Sport Athlete of the Month and Athlete of the Year program was created to honour Saskatchewan athletes and teams for outstanding achievements in sport. Athletes must be amateur in status as defined by STSA and must participate in a sport, which is a recognized member of Sask Sport. The awards are open to athletes who make their primary residence in Saskatchewan. Athletes who live temporarily in other locations for educational or training purposes are also eligible; as are athletes who originally came from other provinces providing their primary residence is declared as being in Saskatchewan. Awards are open to any athlete from any level who performs solo or on a team. The awards are given for a month or one year. Performances, which take place any time other than the month of nomination, will not be considered. Nominations for Athlete of the Month will be submitted by STSA to Sask Sport up to the first working day of the following month by completing the Athlete of the Month form. Sask Sport through STSA will accept nominations for Athlete of the Year by completing the Athlete of the Year form.

### **10.2 SASK SPORT VOLUNTEER RECOGNITION AWARDS**

The Sask Sport Volunteer Recognition Awards Program was created to honour volunteers who have put in long hours of work with little recognition for their efforts. This award is not open to anyone who is primarily paid to do their work or to current Sask Sport Board members. A member organization of Sask Sport may nominate one individual in one of the following categories: coach, official or administration. Only one nomination per organization will be accepted. The person nominated must have been active in the past 12 months to be eligible for consideration. Application deadline is June 12th of each year.

### **10.3 STSA AWARDS**

STSA Board of Directors will appoint an awards committee each year to determine if any awards will be presented at the Annual Meeting. Examples of awards are: Male Athlete of the Year, Female Athlete of the Year, Junior Athlete of the Year, Most improved Athlete of the year, Life Time Achievement Award, etc.

## **11. PUBLIC RELATIONS AND MARKETING**

### **11.1 NEWSLETTER**

All members of STSA will receive an electronic newsletter on a regular basis. Members may request to receive a mailed copy of the newsletter rather than an electronic version. If two or more individual members have the same address, only one issue of the newsletter will be sent to the address unless otherwise requested.

### **11.2 WEB SITE**

STSA shall maintain a web site providing information on the organization; it's bylaws, policies and procedures as well as a listing of events with all appropriate contact information. The site will also be a source of information regarding required forms for membership, grants, etc.

### **11.3 FUNDRAISING**

A certain proportion of the annual budget must be raised by STSA as per Sask Sport requirements. Members may be requested to assist with various fund raising projects that may be sanctioned by the STSA Board of Directors.

### **11.4 SPONSORSHIP OPPORTUNITIES**

STSA will be open to and will search out opportunities for individuals and/or businesses to sponsor STSA and any of their events or programs.

### **11.5 SOCIAL MEDIA**

The VP Public Relations and Fundraising will oversee the content and style of social media communications including tweets, Instagram, Facebook and other platforms. These media communications will promote the mission of STSA and communicate information to members and potential members including events and success of team members.

## **12. CUSTODY AND USE OF SEAL**

The seal of the Association shall be in the custody of the VP Administration and all papers or documents required to be sealed on behalf of the Association shall be sealed in the presence of the President and the VP Administration. Such seal shall not be affixed to any document except pursuant to a resolution of the Board of Directors.

## **13. EXPULSION AND SUSPENSION POLICY**

**13.1** Any Board member may be removed from office by a two-thirds vote at an annual or special meeting. The complaint against a member of the Board of Directors shall be in writing and shall be signed by two members of the Association in good standing and presented at a Board of Directors meeting. The Director to be removed shall be notified in writing at least fifteen days prior to the date fixed for the meeting at which any vote to remove him/her from office is intended; and such intention shall be specified in the notice calling such meeting.

- 13.2** Any member may be expelled from STSA by a two-thirds vote at an annual or special meeting. The complaint against such member shall be in writing and signed by two members of STSA in good standing and shall be presented at a Board of Directors meeting of STSA. The member shall be notified in writing at least fifteen days prior to the date of the meeting at which such vote is intended and such intention shall be specified in the notice calling such meeting.
- 13.3** Any Club may be expelled from STSA by a two-thirds vote at an annual or special meeting. The complaint against such Club shall be in writing and signed by two members of STSA in good standing and shall be presented at a Board of Directors meeting of STSA. The club executive shall be notified in writing at least fifteen days prior to the date of the meeting at which such vote is intended and such intention shall be specified in the notice calling such meeting.
- 13.4** Any Director, Member or Club may be suspended by a two-thirds vote at an annual or special meeting. Such complaint against him/her shall be in writing and signed by one member in good standing and Member/Club so suspended shall be notified in writing of this suspension and shall have a full hearing at the next Board of Directors meeting. While such suspension is in effect, such Member/Club shall be deprived of his rights and privileges and duties as a Director or Member.
- 13.5** A member expelled from STSA shall be barred from future membership in STSA and shall be barred from all activities of STSA. After a period of 3 years, a Club may apply for membership, provided the Annual Club Application form is accompanied with a letter outlining the changes the Club has made with respect to the complaint that resulted in their expulsion.

#### **14. RESPECT IN SPORT POLICY**

##### **14.1 PURPOSE**

STSA 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. STSA requires that all target shooting coaches have completed the online Respect in Sport (RiS) certification (or equivalency), as required by Sask Sport Inc.

##### **14.2 SCOPE AND APPLICATION**

The policy applies to all coaches registered or named on an official sport roster under the membership jurisdiction of STSA. Current coaches not holding valid Respect in Sport (RiS) certification will have until June 1, 2014 to complete the RiS online certificate training or a training equivalent such as NCCP Empower+, Hockey's "Speak Out" program or Respect in School program. Current coaches who have obtained RiS certification through another sport or who have obtained training and certification through an equivalent program such as NCCP Empower+, Hockey's "Speak Out" program or Respect in School program, have until June 1, 2014 to provide proof of certification to the STSA. All new Level 1 coaches must complete the RiS online certificate training or a training equivalent such as NCCP Empower+, Hockey's "Speak Out" program or Respect in School program prior to being certified as a Provincial Level 1 Coach. Any certified coaches in another province who wish to start coaching in Saskatchewan will have a period of 3 months to complete the RiS online certificate training or a training equivalent such as NCCP Empower+, Hockey's "Speak Out" program or Respect in School program from the date that they start coaching in Saskatchewan. STSA is responsible for setting out the communication strategy specific to the certification requirements and deadline.

##### **14.3 ENFORCEMENT**

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. Non-compliance with this policy may result in further discipline as determined by the Board of Directors or in accordance with STSA policy.

##### **14.4 RiS ADMINISTRATION**

The STSA VP Administration will have administrative access to the RiS database to oversee functions such as report generation and monitoring.

#### **15. CONFLICT OF INTEREST POLICY**

##### **15.1 DEFINITIONS**

The following terms have these meanings in this Policy:

- \* "STSA" – Saskatchewan Target Shooting Association
- \* "Conflict of Interest" – A situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest competing with STSA's interests, resulting in a real or seeming incompatibility between one's private interests and one's fiduciary duties to STSA.
- \* "Pecuniary Interest" - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
- \* "Non-Pecuniary Interest" – An interest that an individual may have in a matter which may involve family

relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.

\* “Perceived Conflict of Interest” – A perception by an informed person that a conflict of interest exists or may exist.

\* “Person” – Any STSA Member, family member, friend, customer, client, sponsor, colleague, legal person or organization.

\* “STSA Members”- All categories of membership defined in the STSA Bylaws, as well as, individuals employed by the STSA, STSA directors, officers, committee members, referees, officials and other individuals who are decision-makers within STSA.

## **15.2 PURPOSE AND APPLICATION**

The purpose of this Policy is to describe how STSA Members will conduct themselves in matters relating to real or perceived conflicts of interests, and to clarify how STSA will make decisions in situations where conflicts of interest may exist. This Policy applies to all STSA Members as defined in the Definitions section.

## **15.3 OBLIGATIONS**

STSA Members will fulfill the requirements of this policy. STSA Members will not:

- \* Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with STSA.
- \* Knowingly place them in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment.
- \* In the performance of their official duties, accord preferential treatment to any person in whom STSA Members have an interest, financial or otherwise.
- \* Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with STSA, where such information is confidential or is not generally available to the public.
- \* Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of STSA, or in which they have an advantage or appear to have an advantage on the basis of their association with STSA.
- \* Use STSA property, equipment, supplies or services for activities not associated with the performance of official duties with STSA without the permission of STSA.
- \* Place themselves in positions where they could, by virtue of being an STSA Member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- \* Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a STSA Member.

## **15.4 DISCLOSURE OF CONFLICT OF INTEREST**

At any time that an STSA Member becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.

## **15.5 REPORTING A CONFLICT OF INTEREST**

Any STSA Member who is of the view that a STSA Member may be in a position of conflict of interest may report this matter to the Board of Directors. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Board of Directors.

## **15.6 RESOLVING COMPLAINTS OF A REAL OR PERCEIVED CONFLICT OF INTEREST**

Upon receipt of a complaint, the Board of Directors will determine whether or not a conflict of interest exists provided the alleged STSA Member has been given notice of and the opportunity to submit evidence and to be heard at such meeting. After hearing the matter, the Board of Directors will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be taken. Where the STSA Member accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Board of Directors will determine the appropriate actions. If the STSA Member accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:

- \* Removal or temporary suspension of certain responsibilities or decision making authority.
- \* Removal or temporary suspension from a designated position.
- \* Removal or temporary suspension from certain STSA teams, events and/or activities
- \* Expulsion from the STSA.

Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of membership in STSA until such time as compliance occurs. The Board of Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.

### **15.7 RESOLVING CONFLICTS IN DECISION MAKING**

Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by an STSA Member may be considered and decided upon by STSA Board of Directors provided that:

- \* The nature and extent of STSA Member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes.
- \* The STSA Member does not participate in discussion on the matter giving rise to the conflict of interest.
- \* The STSA Member abstains from voting on the proposed decision or transaction.
- \* The STSA Member is not included in the determination of quorum for the proposed decision or transaction; and
- \* The decision or transaction is in the best interests of the STSA.

### **15.8 STSA DECISION MAKERS**

STSA Members wishing to obtain a position as a decision-maker (Director, Officer, Committee Member, and Official) within the STSA must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Board of Directors for a position as a decision-maker within the STSA. In the event that a STSA Member neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

### **15.9 DECISION FINAL AND BINDING**

Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the STSA's Dispute Resolution Policy.

## **16. DISPUTE RESOLUTION POLICY**

### **16.1 PRACTICAL RESOLUTION**

When practical to do so, the parties will be encouraged to resolve the dispute directly without using the Dispute Resolution Policy.

### **16.2 DEFINITIONS**

The definitions for the following document include:

- \* When the document refers to the "Executive Director", it also includes the President.
- \* Complaint – a complaint must be stated in writing to start the initial process.
- \* In writing - includes hand written/printed, faxed, by mail, and email.
- \* Days – will mean total days, irrespective of weekends or holidays.
- \* Member – refers to all categories of membership of the STSA.
- \* Appellant – refers to the member appealing a decision.
- \* Respondent – refers to the body whose decision is being appealed.

### **16.3 POLICY STATEMENT**

It is the policy of the STSA that procedures are available by which disputes or complaints which an individual may have with any decision, administrative or otherwise, of the STSA can be addressed openly, promptly, fairly and affordably without recourse to formal legal and court proceedings. In the event an individual has a protest against a decision made by the STSA, or any of its officers, administrators, officials, etc., the "the Appellant" STSA. All have the right to appeal this decision based on the guidelines that follow. Certain decisions of the STSA will not be subject to protest or appeal under this policy such as:

- \* Decisions made based on the ISSF Competition Rules.
- \* Decisions made on member club suspensions.
- \* Matters that are decided by and within the jurisdiction of the general membership of the STSA such as enactment of and amendment of the Constitution, By-Laws and enactment of and amendment to or repeal of competition rules.
- \* Those decisions which are required of or imposed upon it by outside authorities or agencies (e.g. Sask Sport Inc., Shooting Federation of Canada, Sport Canada, Coaching Association of Canada, Saskatchewan Coaching Association, Canadian Centre for Ethics in Sport, World Anti-Doping Agency, Canadian Olympic Committee, Sport Dispute Resolution Centre, etc.).
- \* Disciplinary matters arising during events organized by entities other than the STSA, which are dealt with under the policies of these other entities, provided that they have an appeal policy in place.
- \* Volunteer appointments and the withdrawal of those appointments by the Board of Directors and its appointed committees.
- \* Matters of budgeting and budget implementation.
- \* Matters of operational structure, employment or/and staffing.

### **16.4 DISPUTE RESOLUTION BODIES**

Two bodies will be appointed to resolve disputes. They are an Investigation and Hearing Committee.

#### **16.4.1 APPEALS**

Any decision of the Board of Directors, or of any Committee of the Board of Directors, or of any body or individual who has been delegated authority to make decisions on behalf of the Board of Directors may be appealed to the STSA Appeals Panel which shall hear such appeal within fourteen (14) days of notification of the appeal, unless requested in writing by the Appellant to delay such hearing or unless the Chair of the Appeals Panel determines that a hearing should not be held and denies the appeal.

#### **16.4.2 INVESTIGATION COMMITTEE**

The investigation committee is established consisting of a chairperson and such other persons as the chairperson may appoint. The board shall appoint the chairperson of the investigation committee. The chairperson may appoint members to the committee from time to time for the purpose of that appointee serving as investigator of a specific complaint. Members of the hearing committee and members of the board are not eligible to be a member of the investigation committee. The investigation committee finds the facts relevant to the dispute but cannot hear the evidence.

#### **16.4.3 HEARING COMMITTEE**

The President, upon receipt of a report from the investigation committee, recommending a hearing be conducted, may appoint a hearing committee consisting of 1 or 3 persons. Members of the investigation committee and members of the board are not eligible to be appointed as a member of the hearing committee. If the President considers it appropriate to do so, the President may appoint to the hearing committee a person nominated by each party to the dispute.

#### **16.4.4 APPEAL TO THE BOARD**

The Board, upon receipt of a report from the investigation committee, recommending a hearing be conducted, may appoint a hearing committee consisting of 1 or 3 persons. Members of the investigation committee and members of the board are not eligible to be appointed as a member of the hearing committee. If the Board considers it appropriate to do so, the Board may appoint to the hearing committee a person nominated by each party to the dispute.

### **16.5 MISCONDUCT**

Any matter, conduct or thing, whether or not disgraceful or dishonorable, is misconduct if:

- \* It is contrary to the best interests of STSA of any participant in any STSA related activity.
- \* It is contrary to the bylaws of STSA.
- \* It is contrary to any Code of Conduct established by STSA Association.
- \* It is a failure to comply with an order pursuant to this dispute resolution policy by the President, the investigation committee, or the Board Appeal.

### **16.6 REFERRAL AND REVIEW OF COMPLAINTS AND INCIDENTS**

Complaints must be made to the President, in writing within the time guidelines set by policy of the board. The President may extend the time for submission of a complaint notwithstanding the expiration of the time set by board guidelines. The President shall refer any other request for resolution of a dispute arising from or relating to the activities of the organization to the chairperson of the investigation committee. If the chairperson of the investigation committee is satisfied that the complaint is not valid or does not raise an issue of misconduct or is trivial, frivolous or vexatious in nature, the chairperson may advise the complainant and thereafter may take no further action in relation to that complaint. Where the chairperson has not dismissed a complaint, the chairperson shall appoint one or more members of the investigation committee as investigator of the complaint or incident. The chairperson may appoint himself or herself as the investigator or as one of the investigators.

### **16.7 INVESTIGATION COMMITTEE**

The investigator shall:

- \* Review the complaint or the request.
- \* Make such inquiries as necessary to determine the circumstances of the complaint or incident, which may include:
  - Sending a copy of summary of the complaint to those named in the complaint.
  - Those making the complaint or to any witnesses with a request that they respond in writing to the allegations by a date set by the investigator.
  - If the witness has been mentioned by name they may be included. If they have not been named there are privacy issues to consider.
- \* Communicating with or interviewing persons involved in the incident or whose conduct is the subject of the complaint; and
- \* Communicating with or interviewing other persons who may have relevant information.
- \* Extend the investigation to include misconduct in any other incident that comes to the attention of the investigator in the course of the investigation (undisclosed information).

On completion of the investigation, the investigator shall make a written report to the President recommending:

- \* That the President appoint a hearing committee to hear and resolve the dispute or to hear the charges, as

the case may be; or.

\* That no further action be taken with respect to the matter investigated because; the matter has been resolved between the parties and/or no further action is warranted after investigation of the case.

The charge set out in a written report may relate to any matter disclosed during the investigation. The investigators have accepted a report signed by a majority of the investigation committee that verifies all information gathered.

### **16.8 INTERIM SUSPENSION OF MEMBER**

In cases of alleged serious misconduct or if there is a risk of physical or emotional harm to other persons, the investigator may submit written reasons to the President recommending that, pending the outcome of an investigation, of the person (or persons) under investigation:

- \* be suspended from participation; or,
- \* be allowed to continue participation subject to conditions or restrictions.

Upon receiving the written recommendations of the investigator, the President may:

- \* If satisfied that continued participation is inappropriate in the circumstances, order suspension of involvement in organization activities or impose other less restrictive conditions pending the recommendations of the hearing committee.

An order of suspension or the imposition of conditions on a member, pending the recommendations of the hearing committee, shall:

- \* terminate 30 days after the date of the suspension or imposition of conditions, unless renewed or revised by the President upon a further written recommendation by the investigator; or
- \* be superseded by the recommendations of the hearing committee.

### **16.9 ACTING UPON THE INVESTIGATOR'S REPORT**

The President shall report a decision not to appoint a hearing committee to the next meeting of the board. If the investigation committee recommends no further action on a complaint, the President shall provide a copy of the investigation committee's reasons for that recommendation to the person or person(s):

- \* whose conduct is the subject of the complaint; and
- \* who initiated the complaint, and
- \* notice to inform the board.

If the investigation committee is of the opinion that a hearing committee should be appointed, the President may appoint a hearing committee.

### **16.10 HEARINGS**

The hearing committee must conduct a fair hearing of the charge or dispute reported in the investigation committee's report. At the request of the hearing committee, the President shall communicate the time and place of the hearing and any other pertinent information to the parties.

### **16.11 HEARING PROCEDURE**

In disputes of a nature that the hearing committee considers to be minor, the hearing may be conducted in writing. The parties shall be:

- \* informed that a hearing committee has been established.
- \* informed of the charge or dispute to be heard.
- \* provided with a copy of the dispute resolution policy.
- \* invited, within a time specified by the committee, to make written submissions of any information or arguments relevant to the deliberations of the committee.
- \* informed of the findings of the hearing committee.

The parties to the hearing may be asked to provide additional written materials or may be asked to attend in person before the hearing committee.

If the hearing committee does not consider the dispute to be minor, the parties shall have a right to be heard in person:

- \* At least 14 days (10 business days) before the date of the hearing the parties shall be:
  - informed that a hearing committee has been established.
  - informed of the charge or dispute to be heard.
  - provided with a copy of the dispute resolution policy.

The hearing committee may hear the charge or dispute and may rule on the issue(s) in dispute. Parties may be represented by legal counsel at their own expense. There is to be full right:

- \* to examine, cross-examine and re-examine all witnesses; and
- \* to present evidence in defense and reply.

Where a party fails to attend the hearing, the hearing committee may proceed in his or her absence. If, during the course of a hearing, the evidence shows that the accused may be guilty of misconduct different from or in addition to any misconduct specified in the charge, the hearing committee shall adjourn the hearing for any period that the committee considers sufficient to give the accused an opportunity to prepare a defense to the

amended charge, unless the accused consents to continue the hearing. The hearing committee may accept any evidence that it considers relevant and sufficiently probative and is not bound by rules of law concerning evidence. The hearing committee may accept a record of a criminal conviction or the written reasons for a decision imposing discipline by any other organization as evidence of the conduct giving rise to the conviction or discipline. On its own initiative or at the request of any party, the hearing committee may restrict the public from the hearing. The hearing committee shall exclude the public if the committee is of the opinion that an open hearing will unduly violate the privacy of any person. The deliberations of the hearing committee shall be conducted in private, and no person who is not a member of the committee shall be present. All reasonable measures will be taken in the selection of the committee and the committee's conduct throughout the hearing to negate bias and the perception of bias towards the accused. The hearing committee shall give written reasons for its decisions and for any discipline imposed. Copies shall be provided to the parties and to the board.

#### **16.12 DISCIPLINARY POWERS**

Where the hearing committee finds a person guilty of misconduct, it may make one or more of the following orders, in writing:

- \* An order that the person(s) be expelled from the organization;
- \* An order that the person(s) be suspended from the organization for a specified period;
- \* An order that the person(s) be suspended pending the satisfaction and completion of any conditions specified in the order;
- \* An order that the respondent may continue to participate only under conditions specified in the order;
- \* An order reprimanding the respondent;
- \* Any other order that the hearing committee considers just.

In making an order the hearing committee shall take into consideration:

- \* The age, experience and maturity of the person(s);
- \* The nature of the misconduct;
- \* Any information, which in the opinion of the committee is reliable and relevant to the determination of an appropriate order, including:
  - previous misconduct of the respondent, regardless of whether or not that misconduct was the subject of discipline.
  - the character of the respondent.

#### **16.13 DEFERENCE TO OTHER AUTHORITIES**

Where the President, chairperson of the investigation committee or the chairperson of the hearing committee believes that the person(s) whose conduct is being investigated may be guilty of a criminal offence, that person may refer the matter to an appropriate authority. If a situation arises, at an event conducted by the STSA reasonable actions may be taken by the Respondent, to the best of her/his ability, at that time. This may include asking for assistance from a proper higher authority to remedy the situation.

#### **16.14 TIME LIMIT FOR AN APPEAL**

An individual who wish to appeal a decision will have fourteen (14) days from the date the decision was made, to submit a Notice of Appeal, addressed to STSA. The investigation, hearing and decision of the hearing committee shall be completed as soon as practical in the circumstances of the complaint. The board may set time guidelines for any matters that the board considers appropriate, including the time for complaints to be made to the President, and the time for completion of steps in the hearing process. In deciding an appeal from a decision of the hearing committee, the board may consider the failure to comply with time guidelines.

#### **16.15 APPEALS TO THE BOARD**

A person(s) may appeal the decision or any order of the investigation committee or the hearing committee to the organization board by serving a written notice of appeal within 10 days of receipt of the decision or order where:

- \* The hearing committee has found the member guilty of misconduct.
- \* The person is subject to a discipline order.
- \* The person(s) who initiated the complaint was advised that no further action would be taken.

The written notice shall state the grounds of appeal. Not every decision may be appealed. A decision cannot be appealed, nor can an appeal be heard on substantive grounds related to the merits of that decision. Decisions may only be appealed, and appeals may only be heard, on procedural grounds. Procedural grounds are strictly limited to:

- \* Making a decision for which the decision maker did not have the authority or jurisdiction as set out in the STSA governing documents.
- \* Failure to follow procedures as laid out in the bylaws or approved policies of STSA.
- \* Making a decision that was influenced by bias.
- \* Deeming new evidence sufficient to warrant an appeal. The new information will be reviewed during the screening of the appeal, and determination of the merit of this material will be at the sole discretion of the President.

The President shall not participate in the hearing of an appeal. No board member shall participate in the hearing of an appeal if:

- \* The board member has a conflict of interest or is biased; and/or
- \* If there is any reasonable basis on which it may appear that the board member may have a conflict of interest or may be biased.

The participation by a board member in any step of the investigation process prior to the hearing of the appeal shall be deemed to create the appearance of a bias. If all board members are unable to participate in the hearing, the board shall appoint a committee of not more than three persons to hear the appeal. On hearing an appeal the board or the appointed committee may:

- \* Dismiss the appeal; or
- \* Quash the finding of guilt; or
- \* Direct further inquiries by the investigation committee or appoint a new investigation committee to reinvestigate the matter; or
- \* Direct a new hearing or further inquiries by the hearing committee or appoint a new hearing committee to rehear the matter; or
- \* Vary the order of the hearing committee.

#### **16.16 EFFECT OF EXPULSION OR SUSPENSION**

When a person(s) is expelled or suspended from the organization pursuant to the policy, that person(s) is not eligible to serve any function within the organization or attend any organization activities.

#### **16.17 REINSTATEMENT**

A person who has been expelled may apply to the board for reinstatement. Subject to the bylaws, on receipt of an application of reinstatement the board shall review the application and, if in the opinion of the board the application disclosed information, which may justify reinstatement, the board may investigate the application by taking any steps it considers necessary. On completion of its review, the board may:

- \* Where it is satisfied that the person's subsequent conduct and any other facts warrant reinstatement, direct that the person be reinstated under any terms and conditions that the board considers appropriate; or
- \* Refuse to reinstate the person.

#### **16.18 CONFLICT OF INTEREST OR BIAS**

In the event that any member of either the investigation committee or the hearing committee, other than one nominated by the parties, has a conflict of interest or is biased, that person shall declare the conflict or bias and the President shall appoint a replacement. In the event of a conflict of interest on the part of a board member, that member shall not participate in the decision of the board.

#### **16.19 RECORDS AND USE OF DECISIONS**

The organization shall maintain a record of all decisions of hearing committees and of all decisions of the board on appeal. The hearing committee and board may consider the decisions of previous hearing committees and boards, but are not bound by the precedent. Decisions of a hearing committee and decisions of the board on appeal are matters of public interest and shall be publicly available. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed. If the committee or board decides that making the decision publicly available will unduly violate the privacy of any person, the committee or board may direct that the decision or part of the decision should be kept confidential. Decisions resulting in termination of membership or in a suspension of membership rights for one year or longer shall be reported to the Dispute Management Office of Sask Sport Inc. who may provide information from the decisions to its membership, including the names of persons who have been the subject of the discipline.

### **17. HARASSMENT POLICY**

STSA 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. The Canadian Charter of Rights and Freedoms, The Saskatchewan Human Rights Code and The Saskatchewan Occupational Health and Safety Act prohibit harassment. STSA 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. 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 behavior, which undermines 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)

This Policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, and members of STSA. STSA 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 STSA business, activities, and events, such as tournaments, clinics, competitions, practices and social events, etc.

A person who experiences harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive, and contrary to this Policy. If confronting the harasser is not possible or the behavior continues a person may wish to inform a member of the STSA Harassment Committee who can speak informally to the alleged harasser as a means of resolving the problem, and who can provide you with additional information: If informal options are inappropriate or unsuccessful, an individual can file a formal written complaint with any of the following people as designated by the STSA and who can provide you with additional information:

- \* Member of the STSA Board of Directors
- \* Sask First Coach
- \* Chief Provincial Range Officer

STSA recognizes the interests of both complainant and respondent in keeping the matter confidential, except as necessary to investigate and resolve the situation. STSA shall not disclose to outside parties the name of the complainant and respondent, or the circumstances giving rise to a complaint, unless such disclosure is required for a disciplinary or other remedial process. An investigation shall be undertaken within fourteen (14) days. The alleged harasser will be notified immediately upon receipt of the complaint. Both the complainant and respondent will be interviewed, along with any other individuals who may have information relevant to the situation. If the investigation reveals evidence to support a complaint of harassment, the harasser will face appropriate discipline. The following options, singly or in combination, may be considered depending on the nature of the harassment:

- \* verbal apology
- \* written apology
- \* letter of reprimand from STSA
- \* referral to counseling
- \* removal of certain privileges of membership or employment
- \* demotion or a pay cut
- \* temporary suspension with or without pay
- \* termination of employment or contract
- \* expulsion from membership

Compensation to the complainant will also be considered, including reimbursement for lost wages or registration fees, transfer to a new coach or supervisor, etc. Because false accusations can have serious repercussions on innocent individuals, the willful misuse of this policy may also be grounds for disciplinary action ranging from a reprimand to dismissal.

Where the investigation results in a finding of harassment, any documentation will be placed in the personnel or membership file of the respondent. Unless the findings are reversed upon appeal, this documentation shall be retained for a period of five (5) years. Where the investigation does not result in a finding of harassment, a copy of the documentation will be retained in STSA files, which are kept strictly confidential with access restricted to the following STSA officials:

- \* President
- \* VP Administration
- \* VP Finance and Inventory

Retaliation against any individual for reporting harassment, providing information or associating with someone who has filed a complaint or participated in an investigation will not be tolerated and will be treated as harassment. Both complainants and respondents can appeal a decision on the grounds that procedures were not followed; investigators were biased in their review of the situation; or the investigation was inadequate. The intent to appeal must be made in writing, within fourteen (14) days of the decision, and include the grounds on which the appeal is

being made. The STSA President will receive the appeal, assess its merits and make a decision whether to proceed within fourteen (14) days of its receipt.

Notwithstanding this policy, every person continues to have the right to file a complaint with the Human Rights Commission, or, if appropriate, to pursue criminal charges with the police. Employees can also seek assistance from the Occupational Health and Safety Division of Saskatchewan Labour.

Review and Approval

## **18. CODE OF CONDUCT AND ETHICS POLICY**

### **18.1 DEFINITIONS**

The following terms have these meanings in this Policy:

1. "STSA" – Saskatchewan Target Shooting Association.
2. "Individuals" – All categories of membership within STSA including, but not limited to; athletes, coaches, officials, volunteers, directors, committee members, officers, managers and administrators.

### **18.2 PURPOSE**

The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within STSA programs, activities and events, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the values of the STSA, at all times. STSA is committed to providing an environment in which all individuals are treated with respect. Further, STSA supports equal opportunity and prohibits discriminatory practices. Members of STSA are expected to conduct themselves at all times in a manner consistent with the values of STSA that include fairness, integrity, open communication and mutual respect. Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to STSA's policies related to discipline and complaints.

### **18.3 APPLICATION OF THIS POLICY**

This policy applies to Individuals relating to conduct that may arise during the course of STSA's and its member clubs' business, activities and events, including but not limited to, office environment, competitions, practices, tournaments, training camps, travel, and any meetings. This policy applies to conduct that may occur outside of the STSA's and its member clubs' business and events when such conduct adversely affects relationships within STSA and its member clubs' work and sport environment and is detrimental to the image and reputation of the STSA.

### **18.4 RESPONSIBILITIES**

All Individuals have a responsibility to maintain and enhance the dignity and self-esteem of STSA Members and other individuals by:

- \* Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status.
- \* Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.
- \* Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct.
- \* Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory.
- \* Consistently treating individuals fairly and reasonably.
- \* Ensuring that the rules for competition, and the spirit of such rules, are adhered to.
- \* Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
- \* Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature.
- \* Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- \* In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with STSA events.
- \* Respect the property of others and not willfully cause damage.
- \* Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- \* Comply at all times with the Bylaws, policies, rules and regulations of STSA, as adopted and amended from time to time.
- \* Adhere to all Federal, Provincial, Municipal or host country laws.

## 18.5 COACHES

In addition to the responsibilities listed above, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:

- \* Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.
- \* Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
- \* Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems.
- \* Under no circumstances provide, promote or condone the use of drugs or performance-enhancing substances.
- \* Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
- \* At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.

Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff and STSA. Give athletes the opportunity to discuss and contribute to proposed training and performance standards as appropriate. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete as appropriate. Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach. Act in the best interest of the athlete's development as a whole person. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.

## 18.6 ATHLETES

In addition to the responsibilities listed above, Athletes will have additional responsibilities to:

- \* Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
- \* Participate and appear on time in all competitions, practices, training sessions, events, activities or projects.
- \* Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
- \* Adhere to STSA's rules and requirements regarding clothing and equipment.

## 18.7 OFFICIALS

In addition to the responsibilities listed above, Officials will have additional responsibilities to:

- \* Be fair and objective.
- \* Avoid situations, which a conflict of interest may arise.
- \* Make independent judgments.

## 19. WEBSITE PRIVACY POLICY

This privacy notice discloses the privacy practices for [www.saskhandgun.ca](http://www.saskhandgun.ca). This privacy notice applies solely to information collected by this web site. It will notify you of the following:

- \* What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
- \* What choices are available to you regarding the use of your data.
- \* The security procedures in place to protect the misuse of your information.
- \* How you can correct any inaccuracies in the information.

### 19.1 INFORMATION COLLECTION, USE AND SHARING

STSA is the sole owner of the information collected on this site. STSA only have access to/collect information that is voluntarily given via email or other direct contact. STSA will not sell or rent this information to anyone. STSA will use the information to respond, regarding the reason STSA was contacted. STSA will not share information with any third party outside of the organization, other than as necessary to fulfill a request, e.g. to

ship an order. Unless asked not to, STSA may contact via email in the future to tell about specials, new products or services, or changes to this privacy policy.

### **19.2 ACCESS TO AND CONTROL OVER INFORMATION**

Individuals may opt out of any future contacts from STSA at any time. Individuals can do the following at any time by contacting STSA via the email address or phone number given on the STSA website:

- \* See what data STSA has about the individual, if any.
- \* Change/correct any data STSA has.
- \* Have STSA delete any personal data.
- \* Express any concern about STSA use of data.

### **19.3 SECURITY**

STSA takes precautions to protect information. When sensitive information is submitted via the website, the information is protected both online and offline. Wherever STSA collects sensitive information (such as credit card data), that information is encrypted and transmitted to STSA in a secure manner. Individuals can verify this by looking for a closed lock icon at the bottom of the web browser, or looking for "https" at the beginning of the address of the web page. While STSA uses encryption to protect sensitive information transmitted online, STSA also protect information offline. Only those who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which STSA stores personally identifiable information are kept in a secure environment.

## **20. EQUIPMENT/PROPERTY RECOVERY POLICY**

### **20.1 PURPOSE**

To define the processes of STSA for the return of equipment, documents and/or property that are on loan to an athlete, coach, trainer, official, volunteer board member, affiliated club or other member(s) of the Association. This includes equipment purchased by grants available through STSA. This policy shall be reviewed annually by the Board of Directors, and if modified, approved at the STSA Annual General Meeting by the members present. Examples:

- \* Equipment purchased through the MAP Grant Policy that is in the possession of an affiliated club.
- \* Equipment or material loaned out to an STSA team athlete, coach or affiliated club.
- \* Documents, papers or equipment used by an STSA Board Member in the performance of their duties.
- \* Any other property that is owned by STSA that is on loan to a member or affiliated club.

The following matters do not fall within the jurisdiction of this policy:

- \* Grievances relating to decisions on equipment and/or property placement.
- \* Challenges to or grievances regarding STSA's policies and procedures or their applications.
- \* Any matter that involves or could involve penalties under the Criminal Code of Canada, or any matter that is pending before the courts.
- \* Any matter that does not involve equipment or property owned by STSA.

### **20.2 PROCEDURE**

- \* Any matter requiring the return of STSA property shall be brought forward to a Board of Directors meeting. If time constraints require a more immediate action, a vote of the Board of Directors via email or telephone conference call is acceptable.
- \* If the Board of Directors determines that the property loaned out shall be returned, the STSA VP Administration shall send a registered letter to the party outlining the reason for the return and shall itemize the property in question.
- \* If a solution to the problem (i.e.: membership status) can resolve the issue, this shall also be outlined in the letter.
- \* The party shall be given thirty (30) days to resolve the issue or return the property belonging to STSA.
- \* If the property is not returned within thirty (30) days, the Board of Directors shall use whatever means necessary to retrieve said property.
- \* If the property returned is damaged, and it is determined that the damages were of a malicious nature, the Board of Directors will use whatever means necessary to recover the costs of repairs or replacement from the party in question.

**21. FORMS**

All forms are available upon request to STSA VP Administration or by visiting [www.saskhandgun.ca](http://www.saskhandgun.ca)

- \* Expense Rates
- \* Expense Claim
- \* MAP Spending Plan
- \* MAP Follow-up
- \* Membership Form/ Club Affiliation
- \* Sask Sport Athlete of the Month Nomination Form
- \* Sask Sport Female Athlete of the Year Nomination Form
- \* Athlete Assistance Application
- \* Athlete Assistance Contract
- \* Request for sanction match form
- \* Copy of official's card
- \* Athlete code of conduct
- \* Coaching Practical