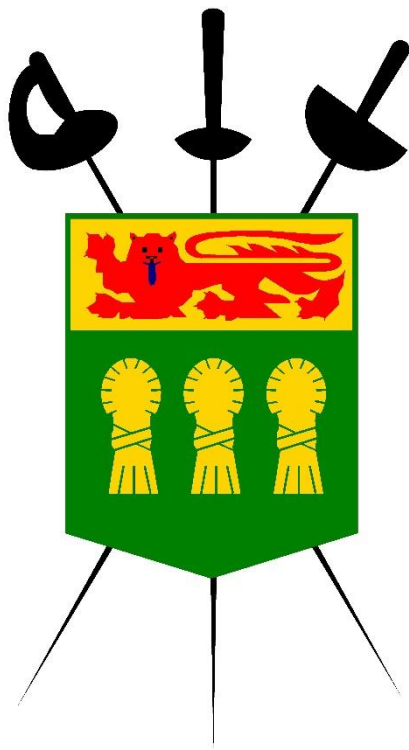


Saskatchewan Fencing Association

Communication Plan

(June 2018)





COMMUNICATION PLAN (June 2018)

<i>Office Administration</i>	3
<i>Board of Directors</i>	4
<i>Provincial Coach</i>	4
<i>Development Coach</i>	5
<i>Technical Committee</i>	6
<i>HP Committee</i>	7

Office Administration

OBJECTIVE (ACTION DESIRED)

- ❖ Supports SFA in administration duties

RESPONSIBILITIES

- ❖ Processes expense claims from the Provincial and Development Coaches.
- ❖ Processes tournament expenses including official Honourariums.
- ❖ Writes all grant applications & completes all follow-up reports.
- ❖ Communicates with the Canadian Fencing Federation except for HP matters.
- ❖ Assists with fundraising efforts of the S.F.A.
- ❖ Processes Memberships
- ❖ Requests all payments required from club members.
- ❖ Organizes all Board of Director Meetings.

DUTIES

- ❖ Codes expense claims and sends expense claims to Sask Sport bookkeeper.
- ❖ Makes sure that all cheques are sent to SFA finance officer.
- ❖ Completes all grant applications done according to the Board of Directors, Provincial or Development Coaches requests.
- ❖ Communicates all financial matters to VP of Finance.
- ❖ Ensures all payments are notified and received including the Provincial team members payments.

FREQUENCY

- ❖ Expense claims are processed twice monthly.
- ❖ All other reports are done as per deadlines.
- ❖ These are communicated to the Board of Directors and all involved personal.
- ❖ Main method of communication is e-mail.

Board of Directors

OBJECTIVE (ACTION DESIRED)

- ❖ Plans & monitors yearly and long-term plans which includes budget, duties of the employees, strategic direction and overall functioning of the SFA and the member clubs.

RESPONSIBILITIES

- ❖ Receives concerns from Athletes or coaches concerning SFA business through the SFA Office Administration.
- ❖ See the SFA Roles & Responsibilities document for further responsibilities.

DUTIES

- ❖ Meets regularly to discuss SFA board business.
- ❖ Approves budget and HP Development plans plus any strategic directions.

FREQUENCY

- ❖ Board of Directors meetings happen every 4 to 6 weeks.
- ❖ Two Provincial meetings a fiscal year – Spring Meeting and Annual General Meeting.

Provincial Coach

OBJECTIVE (ACTION DESIRED)

- ❖ Plans all SFA Athlete Programs.

RESPONSIBILITIES

- ❖ Plans and implements all HP programming.
- ❖ Plans calendar year of training with input from the Technical Committee and Board of Directors.
- ❖ Plans HP budget and coach travel budget.
- ❖ Plans training camps for athletes.

- ❖ Works within the budget set by the HP committee and SFA Board of Directors.
- ❖ Alerts SFA office of any grant opportunities which should be completed (cc the Board of Directors).
- ❖ See Provincial Coach Job description in SFA Rules & Regulations for more responsibilities.

DUTIES

- ❖ Sends HP plan (once approved by the Board of Directors) and calendar to all club coaches and office administration.
- ❖ Communicates with all club coaches concerning athletes, tournaments, and personal development opportunities.
- ❖ This communication is through e-mail, website, Facebook page, Messenger etc.....
- ❖ Provincial Coach travels to all clubs throughout the season to talk with club coaches.
- ❖ Sends all athlete and coaching expenses to SFA administration.
- ❖ Communicates with athletes via the individual athlete's club coach.
- ❖ Communication to club coaches should outline clearly what financial compensation is available and how athletes qualify and apply for some.

FREQUENCY

- ❖ Training plan and Calendar are sent out to club coaches in August.
- ❖ Personal Development opportunities are communicated as they arise.
- ❖ Training camps are 4 to 6 times a season.
- ❖ Expense claims are sent to SFA Administration twice a month for club visits.

Development Coach

OBJECTIVE (ACTION DESIRED)

- ❖ Implements SFA programs for wheelchair, Veterans, coach development and youth fencing.

RESPONSIBILITIES

- ❖ Implements wheelchair programming.
- ❖ Travels to all clubs to work with coaches throughout season.
- ❖ Works within budget set by Technical Committee and SFA Board of Directors.

DUTIES

- ❖ Communicates with club coaches in person, e-mail, text message etc.....

FREQUENCY

- ❖ Tournament schedule is presented at the Spring SFA meeting.
- ❖ Wheelchair program is planned no later than August.

Technical Committee***OBJECTIVE (ACTION DESIRED)***

- ❖ Decides on all technical matters of tournaments, supports official development, supports coaching development, keeps SFA trophies updated.

RESPONSIBILITIES

- ❖ Works with the Provincial & Development Coaches in implementing new rules, new tournament formats, and coaching personal development opportunities.

DUTIES

- ❖ Communicates to the SFA Board of Directors through the Chair of the committee.
- ❖ Meets through e-mails or in person.
- ❖ Committee reports are sent to the SFA Administration to be sent out for the SFA meetings – Spring and Annual General Meeting.

FREQUENCY

- ❖ Meets on a semi-regular basis.
- ❖ Reports are delivered at the SFA Spring Meeting.

HP Committee***OBJECTIVE (ACTION DESIRED)***

- ❖ High Performance (HP) committee plans all matters pertaining to HP.

RESPONSIBILITIES

- ❖ Plans the SFA High Performance program with the Provincial Coach.

DUTIES

- ❖ Reviews HP plan yearly and the 4-year plan 3 to 5 times a fiscal year.
- ❖ Plans HP budget with SFA Board of Directors.
- ❖ HP plan is sent to SFA Board of Directors in August.

FREQUENCY

- ❖ Meets in person at Provincial training camps and by e-mail when necessary.