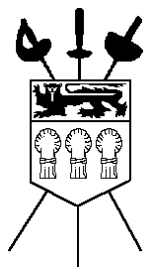


Saskatchewan Fencing Association

Rules & Regulations

(Revised October 2017)





**RULES AND REGULATIONS OF THE
SASKATCHEWAN FENCING ASSOCIATION
(amended October 2017)**

ARTICLE I	Fees and Expenses	2
ARTICLE II	Finances	2
ARTICLE III	Tournaments and Competitions.....	3
ARTICLE IV	Rankings	4
ARTICLE V	Honours, Awards, and Trophies	4
ARTICLE VI	Custody and Use of the Seal	4
ARTICLE VII	Amendments	5
ARTICLE VIII	Winding Up.....	5
SCHEDULE A	SFA Memberships Fees.....	6
SCHEDULE B	Competition Entry Fees.....	6
SCHEDULE C	Travel Expense and Subsistence Allowance Rates	6
APPENDIX A	Provincial Ranking System.....	8
APPENDIX B	Agreement for Maintenance and Return of Permanent Trophies	10
APPENDIX C	Procedures Manual	11
APPENDIX D	SFA/Athlete Agreement	18
APPENDIX E	SFA Expense Claim Form	21
APPENDIX F	Director Agreement.....	22
APPENDIX G	Designation of Substitute Signing Authority Form...	26

ARTICLE I – FEES AND EXPENSES

1. Members shall pay annual membership fees in the amount set by the Directors and stated in the Rules and Regulations of the Association.
2. Annual membership fees shall be due and payable at the time of registration, except that Club Fees shall be due and payable no later than September 30. Membership shall be for the period up to the next June 30.
3. Club Fees:
 - 1) Each Club shall pay annually to the SFA the Member Club fee, as described in Schedule A, as membership fees for the ensuing year and this shall include the CFF Club fee.
 - 2) In addition to the above, each Club shall pay annually to the SFA the Equipment Maintenance fee as described in Schedule A for the ensuing year.
4. The annual membership fees of each Individual Member shall be as described in Schedule A and shall include the CFF membership fee and the FIE fee.
5. Any individual or organization who contributes to the Association a minimum of the Sustaining Member fee, as described in Schedule A, shall be a Sustaining Member during the remainder of the fiscal year in which the contribution is made.
6. Failure by a Member Club to pay the specified fee by the prescribed date shall cause forfeiture of such delinquent Club's right to vote at any meeting, or on any question of the Association, and shall suspend that Club's Directors on the Board of Directors. The forfeiture shall remain in effect until the outstanding fees have been received by the SFA Vice-President Finance.
7. Failure by all other Members of the Association to pay the specified fees shall result in the delinquent member being barred from participation in all activities of the Association until such time as the aforesaid fees have been received by the SFA Vice-President Finance.
8. Travelling expenses and subsistence allowances for Officers of the Association and such other delegates as may be named by the Board of Directors to attend meetings on Association business, shall be as described in Schedule C.
9. Travelling expenses and subsistence allowances for athletes, coaches, officials, and managers attending competitions or clinics shall be as determined from time to time by the Technical Committee.
10. Any Member funded to travel must submit an expense claim form. At the discretion of the Technical Committee, an athlete who fails to submit an expense claim form within two weeks of completion of funded travel will not be considered for further funding.

ARTICLE II – FINANCES

1. All non-recoverable expenditures over Fifty Dollars (\$50.00) must be approved by the Board of Directors.
2. Disbursements of a non-recoverable nature must be made by cheque or bank draft over the signatures of two persons: Vice-President Finance (or his designate signatory), and one of the President, Vice-President Administration, or Vice-President Technical of the Association. Payments that are required to be made to organizations or institutes that cannot be made by cheque or bank draft can be

approved by a majority vote of the membership at the AGM or a majority vote of the executive. Should two persons be unavailable for timely processing of cheques or bank drafts, the Board may designate another director to sign cheques and bank drafts until the Vice-President Finance, President and/or Vice-President Administration is available.

3. Out-of-pocket expenses incurred by Officers or Directors of the Association, Committee Chairmen, and such other members on Association business as authorized by the Board of Directors shall be allowed as determined from time to time by the Board of Directors.
4. Any member claiming reimbursement must present appropriate bills, receipts, or other documents, ascertaining the amount and correctness of the request, and indicating the purpose for which the funds were used.
5. The Fiscal Year shall be July 1 to June 30.
6. Coaches who receive compensation from the SFA for mileage to instruct at clubs regularly, shall receive funds for mileage for a mutually agreed upon cancellation with the club due to inclement weather and/or poor driving conditions.
7. Upon completion of changes in signing authority, the Executive Director (or Office Manager in the absence of the Executive Director) and all affected members must be notified.
8. The Vice-President Finance must be involved with all actions affecting the Association funds and securities.
9. If a person with signing authority on the Association funds and securities is away for an extended period of time he or she must inform the Executive Director (or Office Manager in the absence of the Executive Director) and all others of signing authority. This communication must include the dates of absence.

ARTICLE III – TOURNAMENTS AND COMPETITIONS

1. Unless otherwise indicated on the tournament entry form, all competitors must hold Individual Regular memberships.
2. Unless designated 'closed', all tournaments are open to members of other Branches of the CFF and competitors of other countries properly registered with their National Association.
3. Unless specifically designated by resolution of the Board of Directors, tournaments are not open to professionals.
4. Team Championships are to be Three (3) member teams and no team may fence short-handed.
5. The Tournament Organizing Committee for Team Championships may permit the post entry of composite teams when it will not result in prolonging the event unduly or create other detrimental conditions, and where it will not result in a 'stacked' team.
6. All Tournaments will be run according to the latest FIE Rules available unless otherwise decided by the Organizing Committee, and with any exceptions to the FIE Rules stated clearly on the entry form.
7. Tournament organizers are to use a competition format identical or similar to that used in Canadian Circuit competitions unless there are mitigating circumstances.
8. All Tournaments must have entry forms which must be distributed in advance and have a deadline for entries at least two (2) days in advance of the event.

9. Tournament Fees:

- 1) Tournament entry fees will be as per Schedule B - Competition Entry Fees.
 - 2) Late entry fees will be \$10.00. A late entry is one received after the entry deadline.
 - 3) Late registration fee will be \$10.00. A late registration occurs when a fencer checks-in after the deadline stated on the entry form.
10. Entry fees will not be refunded unless notice of withdrawal is received at least one hour prior to the scheduled starting time, or posted revised time, of any event in a tournament.

ARTICLE IV – RANKINGS

1. There shall be a Provincial Points System and Provincial Under-13, Provincial Cadet and Provincial Junior Ranking Systems. (Appendix A)
2. The Statistician shall maintain up-to-date rankings of Under-13, Cadet and Junior competitors based on the Provincial Under-13, Provincial Cadet and Provincial Junior Ranking Systems, which shall be available, on request, to the Newsletter Editor, Directors, and the Technical Committee.
3. The Statistician shall maintain an up-to-date record of competitors' points based on the National Ranking System, which shall be available, on request, to the Newsletter Editor, Directors, and the Technical Committee.
4. It is the responsibility of the competitor to ensure that official results are sent to the Association Office in order for points to be credited.
5. A member may appeal the disallowance of a tournament, or the points awarded, to the Relations Committee.
6. The National Rankings and Provincial Cadet and Provincial Junior Rankings shall be used as guides in selecting members to receive travel assistance.

ARTICLE V – HONOURS, AWARDS, AND TROPHIES

1. All permanent trophies presented to, or purchased by, The Association for annual competition shall remain the property of the Association.
2. The winner of an annual trophy may be permitted to have it in his/her possession for one year, or until the date of the next competition for that trophy, provided that a form is signed in which the recipient guarantees the return of said trophy in time for the competition, or on request at any time, and assumes full financial responsibility for damages, loss, or unauthorized alterations while in their possession or being shipped by them. (Appendix B)

ARTICLE VI – CUSTODY AND USE OF SEAL

1. The seal of the Association shall be in the custody of the Vice-President Administration or such other person as may be determined by the directors and all papers or documents required to be sealed on behalf of the Association shall be sealed in the presence of the President and Vice-President Administration or of such other persons as may be designated by resolution of the directors.

ARTICLE VII – AMENDMENTS

1. Amendments may only be made to these Rules and Regulations of the Association at a meeting of the Association by a Two-Thirds (2/3) vote of the Delegates present at any such meeting.
2. Any proposed amendments must be presented to the SFA Office as notices of motion, in writing, in accordance with ARTICLE VIII Paragraph 14.
3. Notices of Motion proposing changes to SFA Rules and Regulations are waived on all subjects specifically recommended in reports submitted to a previous meeting provided these reports are included in the minutes of the meeting.
4. Proposed amendments must be specific. They must refer to the page, article, and paragraph concerned, quote the existing article, clearly indicate the changes to the article, and quote the section as it would appear if amended.
5. Any Schedules or Appendices may be revised at any meeting of the Board of Directors where a quorum exists without prior Notices of Motion.

ARTICLE VIII – WINDING UP

1. Subject to Section 47 of the Societies Act, in the event of dissolution of the society, its property and assets shall, after payment of all liabilities, be donated to one or more recognized charitable organizations in Canada as may be decided by the Association in general meeting.

SCHEDULE A – SFA MEMBERSHIP FEES

<u>CLUBS</u>
Member Club Fee - \$110.00
Equipment Maintenance Fee - \$25.00
<u>COMPETITIVE</u>
Individual Regular Member Fee - \$130.00
Individual Regular Member Fee - Half (½) Year Member - \$80.00
<u>RECREATIONAL</u>
Individual Regular Recreational Member Fee - \$100.00
Individual Regular Recreational Half (½) Year Member Fee - \$50.00
Individual Regular Recreational Semester Member Fee - \$30.00
Individual Regular Non-Eligible Semester Member Fee - \$10.00
Individual Day Camp Member Fee - \$10.00
<u>VOLUNTEER, COACH & REFEREE</u>
Individual Supporting Member Fee - \$30.00

SCHEDULE B – COMPETITION ENTRY FEES

INDIVIDUAL EVENTS:

\$35.00 per person administration fee plus \$40.00 fee per event with a provision for an ‘Early-Bird’ discount \$25.00 administration fee plus \$30.00 fee per event.

TEAM EVENTS:

\$20.00 per person administration fee plus \$20.00 fee per event with a provision for an ‘Early-Bird’ discount \$15.00 administration fee plus \$15.00 fee per event.

SCHEDULE C – TRAVEL EXPENSE AND SUBSISTENCE ALLOWANCE RATES

As resolved by the Board of Directors at the April 22/95 meeting, and amended at the May 7/2005 meeting and at the May 21/2008 meeting, that the levels of reimbursement be as follows:

Meals:	\$40.00 per day – Canada and USA
	\$100.00 per day – Europe
Mileage:	current SaskSport rate
Hotel:	actual cost

NOTES:

1. Reimbursement not to exceed actual expenses.
2. The SFA shall pay all reasonable food, accommodation, and ground transportation expenses incurred by the SFA delegate(s) to CFF meetings. (June /91)

APPENDIX A - PROVINCIAL POINTS SYSTEM AND PROVINCIAL RANKING SYSTEMS

PROVINCIAL POINTS SYSTEM

Place Points:

Place	Division IV >40	Division III 30-40	Division II 20-29	Division I <20 entries
1	150	100	75	60
2	126	84	64	51
3	105	70	54	43
4	87	58	45	36
5	78	52	37	30
6	70	47	32	26
7	64	43	28	22
8	59	39	24	18
9	52	35	20	10
10	46	31	16	10
11	42	28	10	10
12	37	25	10	10
13	30	20	10	
14	30	20	10	
15	30	20		
16	30	20		
17	20	10		
18	20	10		
19	20	10		
20	20	10		
21	10			
22	10			
23	10			
24	10			

Division I Tournaments will be pro-rated if the entry is below nineteen (19). The number of placings receiving place points will be reduced by the same percentage as the entry is less than nineteen (19).

The formula to determine the number of placings that receive place points is: $\# = \frac{n}{19} \times 12$ where n is the number of entries and $\#$ is the number receiving place points.

For example, in an event with 6 entries, only the top 4 receive place points.

Participation Points:

Divisions I & II	3 points
Divisions III & IV	5 points

Total Points = Place Points + Participation Points

PROVINCIAL UNDER-13 RANKING SYSTEM

Under-13 Points are awarded based on the Provincial Points System.

Under-13 fencers (under 13 years of age as of January 1 of the current season) will be ranked according to the sum of their best 2 points results in the Under13 events at the Militia Trophy Open, Northwestern Open, Asquith Open, and Wheatland Open PLUS their points at the Provincial Under-13 Championships.

PROVINCIAL CADET RANKING SYSTEM

Cadet fencers (under 17 years of age as of January 1 of the current season) will be ranked according to the National Cadet Domestic Rankings.

PROVINCIAL JUNIOR RANKING SYSTEM

Junior fencers (under 20 years of age as of January 1 of the current season) will be ranked according to the National Junior Domestic Rankings.

APPENDIX B - AGREEMENT FOR MAINTENANCE AND RETURN OF PERMANENT TROPHIES

I, _____
First Name Last Name

of _____
Address City Phone

having received the _____ Trophy in good condition/poor condition - defects noted below, agree to maintain it in its present condition and to return it in time for the next tournament at which it is to be competed for, or at any time on request by an Officer of the SFA, and further agree to assume full financial responsibility for any damage, loss, or unauthorized alterations to it while in my possession or while being transported or shipped by me.

DATE: _____

Signature

Signature for the Association

DEFECTS NOTED ON RECEIPT:

APPENDIX C

SASKATCHEWAN FENCING ASSOCIATION
PROCEDURES MANUAL

SFA Positions of Responsibility

President
Vice-President Technical
Vice-President Finance
Vice-President Administration
Provincial Coach
Relations Committee
Membership Committee
Technical Committee
Nominations Committee
Athlete Development Coordinator
Coaching Coordinator
Officials Coordinator
Tournament Coordinator
Equipment Coordinator
Newsletter Editor
Registrar
Statistician
CFF Liaison
Sask Sport Liaison
Website Manager

The following descriptions of the roles and responsibilities are based on the existing Rules and Regulations of the SFA, with some additions based on the practical situation as it currently exists and with other additions based on improving the current situation.

A. President

- member of the Association
- chief executive officer of the Association
- shall preside at all meetings of the Association
- has the general and active management of the Association
- shall see that all orders and resolutions of the directors are carried into effect
- shall sign all Bylaws and other documents requiring the signatures of officers of the Association
- ex-officio member of all Association committees (without vote unless also an elected member), except the Nominations Committee
- shall coordinate all grant applications and grant follow-up reports
- shall submit written reports to the SFA Office at least Twenty-one (21) days in advance of the SAGM and AGM

- whenever possible shall represent the Association at meetings of the CFF

B. Vice-President Technical

- member of the Association
- shall perform the duties and exercise the powers of the President in his/her absence or inability to act
- chairman of the Technical Committee (shall submit to the SFA Office at least Twenty-one (21) days in advance of the AGM a report of the activities of the committee)

C. Vice-President Finance

- member of the Association
- has custody of the Association funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association
- shall confirm the deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the directors from time to time
- shall monitor the disbursement of the funds of the Association as may be ordered by the directors, taking proper vouchers for such disbursements
- shall render to the President and directors an account of all transactions as Vice-President Finance and of the financial position of the Association at all meetings of the Association, and on request
- shall be responsible for recommending an auditor for the Association
- shall ensure that full copies of bank statements are received by the SFA office within five (5) business days of receiving them from the bank

D. Vice-President Administration

- member of the Association
- shall attend all meetings of the directors and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose
- shall give or cause to be given notice of all meetings
- co-chair of the Membership Committee

E. Vice-President Marketing and Communications

- shall be responsible for all aspects of the promotion of fencing in Saskatchewan
- shall be responsible for documenting, maintaining, and adding to the stock of promotional material (pins, video tapes, films, brochures, crests, etc.) owned by the Association
- shall be responsible for coordinating all contact with the media
- shall be responsible for all advertising done by the Association
- shall submit a budget for the coming season
- shall be responsible for the production of the newsletter of the Association

F. Athlete Representative

G. Provincial Coach - HP

- shall write the training programs for all athletes on the Provincial Training Squad
- shall, in consultation with the other members of the Technical Committee, devise competition programs for all levels of competitive members

- shall, in consultation with the Coaching Coordinator, organize and conduct Coaching Clinics
- shall submit written reports to the SFA Office at least Twenty-one (21) days in advance of the SAGM and AGM.

H. Provincial Coach – Development

- assist the Provincial Coach HP as needed, in the development of training programs and competition schedules.
- support our provincial clubs by assisting the local coach(es) to:
 - i. Develop the skills of all fencers
 - ii. Develop referees to the Provincial (P) level
 - iii. Develop their coaching skills to Aide-Monitor level
- work with the Provincial Coach HP to support our Provincial and Development Teams.
- referee (when available and needed) at all Provincial fencing tournaments.
- submit regular reports to the SFA Office at least Twenty-one (21) days in advance of the SAGM and AGM regarding his/her activities and the promotion of fencing across the province.
- find Professional Development opportunities for Aide-Monitor coaches.
- develop the wheelchair-fencing program, initially in the Saskatoon area and then across the Province. Wheelchair fencing has the potential of increasing our membership and provincial exposure.
- promote and encourage veteran's fencing and the continued involvement of retired fencers on, at least, a recreational level.
- travel with Saskatchewan fencers to out of province tournaments, particularly developmental tournaments, as selected by the SFA Technical Committee.
- conduct regular, visits to provincial fencing clubs.
- promote fencing throughout the province through fencing clinics.

I. Newsletter Editor

- shall be responsible to the VP Marketing and Communications, who in turn is responsible to the SFA Board of Directors, to ensure that each edition of the Sask Sword adheres to the newsletter's (i.e. Sask Sword's) and Association vision statements
- shall not commit any act or publish any article deemed to violate the newsletter's (i.e. Sask Sword's) and/or SFA's vision statements
- shall ensure that all newsletter articles are accurate and non-libellous

J. Registrar

- shall be responsible for the registration of the Branch, all clubs, and individual members both as members of the Saskatchewan Fencing Association and of the Canadian Fencing Federation
- shall be responsible for the collection of SFA and CFF registration fees from the clubs on behalf of their members
- shall be responsible for submitting Branch and club membership forms and fees to the National Office
- Individual Membership Registration process: club registrars will submit completed SFA/CFF forms and fees to the SFA Registrar; SFA Registrar will invoice each club for its members' SFA/CFF fees as necessary; on a monthly basis the SFA Registrar shall submit new memberships to the National Office
- shall provide an estimate of membership revenue expected for the coming season

K. Statistician

- shall be responsible for obtaining official copies of the results of all competitions at which Saskatchewan fencers competed
- shall maintain an up-to-date record of competitive members' competition results in terms of National Points
- shall maintain an up-to-date record of the results of the Junior and Cadet Circuits
- shall provide current rankings (National, Junior and Cadet Circuits) at the request of the Newsletter Editor, President, or Technical Committee

L. CFF Liaison

- along with the President, or in case of the President's inability to attend, shall represent the Association at CFF meetings

M. Sask Sport Liaison

- shall represent the Association at all meeting of Sask Sport to which the Association is obliged to send a delegate (Annual Meeting, Fall Conference, Small Group Meeting)
- shall submit written reports to the SFA Office at least 21 days in advance of the SAGM and AGM

N. Website Manager

- shall be responsible for all aspects of the content, organization and production of the SFA website

O. Staff Positions**1. Equipment Technical**

- shall be under the supervision of the Equipment Coordinator
- shall be responsible for repairing tournament equipment (scoring boxes, reels, connecting wires, ground wires, tec.) at the request of the Equipment Coordinator

2. Office Manager

- shall be responsible for the management of the SFA Office
- shall be responsible for such administrative and clerical tasks as may be assigned from time to time by the Board of Directors and/or requested by Officers of the Association
- these tasks may include, but are not limited to, photocopying, typing, mailing, filing, making telephone calls, collecting expense forms, payment of accounts, etc.

P. Relations Committee

- composed of the President as Chairman, and two other members with not more than one (1) member from any one Club
- shall receive complaints and appeals in reference to Association problems
- shall draft guidelines, time limits, penalties, and general procedures for Relations activities
- shall act on its own initiative to ensure that the rights of individual members are protected at all times

Q. Membership Committee

- composed of the Vice-President Administration and Vice-President Marketing and Communications as co-chairs, and other members elected or appointed by the Directors or Delegates
- shall receive complaints and appeals in reference to membership problems
- shall draft policy recommendations regarding membership categories, criteria, and registration procedures
- shall draft recommendations regarding ways to increase and maintain membership including ways to introduce fencing to new communities
- shall ensure that individual members are kept informed of pertinent business discussed in Board of Directors meetings

R. Technical Committee

- has final responsibility for selection of competitors, coaches, and team managers when teams or individuals are sent to out-of-province tournaments or when selections must be made for special events
- shall review and communicate selection criteria
- shall draft and update team management guidelines
- shall make selections sufficiently in advance, where possible, and notify all candidates as soon as possible once selections have been made
- shall have the responsibility for any and all changes in team composition prior to departure
- chairman shall submit written reports of the Committee's activities to the SFA Office at least Twenty-one (21) days in advance of the SAGM and AGM

Each elected member shall also assume one of the following positions:

1. Athlete Development Coordinator

- shall be responsible for organization of all aspects of Provincial Training Squad camps
- shall be responsible for organization of all aspects of Junior Camps
- shall be responsible for organization of all aspects of out-of-province tournament travel (travel arrangements, hotel arrangements, etc.)
- shall, in consultation with the Provincial Coach, draft an annual training and competition program and budget for all categories of competitive fencers in the province

2. Coaching Coordinator

- shall be the liaison with coaches, Sask Sport, the Coaching Association of Canada, and the CFF with regard to coaching matters
- in consultation with the Provincial Coach, shall ascertain the need for Coaching Clinics
- shall be responsible for the organization of all aspects of coaching clinics
- shall be responsible for encouraging the development of fencing in other communities by encouraging these communities to host fencing coaching clinics
- shall, in consultation with the Provincial Coach, draft a budget for coaching-related expenditures for the coming season

3. Officials Coordinator

- shall maintain a roster of qualified officials residing in the province
- shall be responsible for the organization of all aspects of presiding clinics

- shall, in consultation with the Provincial Coach, draft a program of competition travel for qualified, interested officials and draft a budget for presiding clinics and competition travel for officials for the coming season
- shall arrange for examination of candidates for presiding qualifications

4. Tournament Coordinator

- shall be responsible for the organization of all aspects of in-province competitions (facilities, entry forms, equipment, medals, directoire, compilation and distribution of results, etc.)
- shall draft a budget of tournament revenue and expenditures for the coming season

5. Equipment Coordinator

- shall maintain a list of any and all personal fencing equipment (masks, weapons, jackets, etc.) owned by the Association
- shall maintain a list of scoring apparatus and other tournament-related Association equipment
- shall be responsible for ensuring that all tournament equipment is in usable condition and that equipment requiring repair is dealt with promptly
- shall draft a budget of equipment expenditures for the coming season

S. Nominations Committee

- composed of no less than two (2) and no more than three (3) members elected by the Delegates with not more than one (1) of the members of the Committee from any one Club. Directors shall not sit on the Nominations Committee
- shall maintain a list of all elected incumbents
- shall encourage members to participate in the Association as directors and to serve on committees
- shall canvass nominations
- shall verify that all nominees are individual members of the Association in good standing
- shall forward all valid nominees to the Vice-President Administration at least Twenty-one (21) days prior to the AGM

Timeline for the Annual Operation of the Association

- | | |
|-------------|---|
| March 1 | <ul style="list-style-type: none"> • deadline for submission of spending plans/budgets from Athlete Development Coordinator, Coaching Coordinator, Officials Coordinator, Tournaments Coordinator, Equipment Coordinator, Newsletter Editor, Promotions Coordinator and Registrar to SFA Office. These documents are then circulated to the Vice-President Finance, President, and Technical Committee. |
| early March | <ul style="list-style-type: none"> • SFA Board meeting to prepare the Association's budget for the coming season • preparation of draft Sport Profile submission to Sask Sport (to be prepared by the President, working from the proposed SFA budget) |
| early May | <ul style="list-style-type: none"> • SFA Spring General Meeting <ul style="list-style-type: none"> • annual reports from officers and committees (where applicable these reports should specifically address projects funded through grants in order to facilitate writing of grant follow-up reports) • setting of fees • setting of tentative competition schedule • allocation of MAP Grant funds to clubs • presentation, discussion, and approval of Sport Profile • selection of wild cards and teams for Nationals |
| May 15 | <ul style="list-style-type: none"> • deadline for Sport Profile submission to Sask Sport |
| mid-June | <ul style="list-style-type: none"> • Canadian Fencing Federation Annual General Meeting • Sask Sport Annual General Meeting |
| June 30 | <ul style="list-style-type: none"> • deadline for submission of previous year's MAP Grant follow-up reports from the clubs to the SFA |
| mid-July | <ul style="list-style-type: none"> • Technical Committee meeting • interviews of Provincial Training Squad applicants • selection of Provincial Training Squad and athletes recommended for Athlete Assistance |
| Aug 31 | <ul style="list-style-type: none"> • deadline for submission of annual return and most recent audited financial statement to provincial Department of Consumer and Commercial Affairs |
| September | <ul style="list-style-type: none"> • SFA Annual General Meeting <ul style="list-style-type: none"> • presentation, discussion and acceptance of budget • elections |
| Sept 30 | <ul style="list-style-type: none"> • deadline for submission of MAP and Sport Profile follow-up reports to Sask Sport (to be written by President) • deadline for submission of audited financial statements to Sask Sport (Vice-President Finance) • deadline for clubs to submit current year's MAP Grant applications to SFA |
| late Oct | <ul style="list-style-type: none"> • Sask Sport Fall Conference |
| early Dec | <ul style="list-style-type: none"> • Technical Committee meeting • review of season to date • allocation of travel incentives <ul style="list-style-type: none"> • Association meeting (SAGM) • review of season to date • final planning for remainder of season <ul style="list-style-type: none"> • acceptance of auditor's report |
| Jan to Apr | <ul style="list-style-type: none"> • Technical Committee/Board of Directors meetings as/if necessary |

APPENDIX D



Saskatchewan Fencing Association

Creating Opportunities within the Sport of Fencing

510 Cynthia St., Saskatoon SK S7L 7K7

voice (306) 975-0823; fax (306) 242-8007

web: www.saskfencing.com email: saskfencing@shaw.ca

SFA/ATHLETE AGREEMENT

(May 13, 2000)

(adapted from the CFA/Athlete Agreement of October 15, 1985)

AGREEMENT made this _____ day of _____, _____

BETWEEN

THE SASKATCHEWAN FENCING ASSOCIATION, having its office at 510 Cynthia Street, Saskatoon, Saskatchewan, S7L 7K7 (hereinafter referred to as the SFA)

AND

_____, residing at _____

(hereinafter referred to as the Athlete).

WHEREAS the athlete has been duly nominated by the SFA in accordance with its Rules and Regulations, to be a member of the Provincial Squad and to partake fully in the program designated for her/him by the Association;

WHEREAS the Athlete wishes to be an active competitor in SFA/CFF (Canadian Fencing Federation) sanctioned events with his or her rights and obligations clearly defined;

WHEREAS the Athlete, being under the age of eighteen, the parent/guardian hereby joins in this document and in so doing agrees with the athlete joining the Provincial Squad Program and partaking fully in its activities;

WHEREAS the SFA is recognized by the CFF and Sask Sport as the sole provincial sport governing body for fencing in Saskatchewan;

WHEREAS the SFA recognizes the need to clarify the relationship between the SFA and the Athlete by establishing their respective rights and obligations;

AND WHEREAS the CFF requires that the SFA certify the eligibility of the Athlete to compete as a member in good standing;

NOW THEREFORE the parties agree the following:

1. SFA OBLIGATIONS

The SFA shall:

- a) organize, select and operate squads and teams of Athletes, coaches and other necessary support staff to represent Saskatchewan in the sport of fencing throughout Canada and the world;
- b) publish reasonable selection criteria for all provincial squads and teams at least three (3) months prior to the selection for any particular squad or team, and at least six (6) months in advance in the case of major games teams;
- c) conduct selection of members to all provincial squads and teams in a manner that is in conformity with the generally accepted principles of natural justice and procedural fairness;
- d) nominate all eligible Athletes for the Athlete Assistance Plan (AAP) and thereafter ensure these Athletes will receive all the benefits to which they are entitled under the AAP;
- e) publish reasonable criteria for the selection of Athletes to the AAP three (3) months prior to the application deadline;
- f) organize programs and provide funding for the development and provision of coaching expertise, officials and event training centres in Saskatchewan in the sport of fencing in accordance with the budget of the SFA;
- g) regularly provide Provincial Squad Program information (training and competition) to the Athlete in the form of mailed correspondence;
- h) provide a formal review of the Athlete's annual training program;
- i) provide funding for the Athlete for training camps and competitions in accordance with the budget of the SFA;
- j) provide a hearing and appeal procedure that is in conformity with the generally accepted principles of natural justice and due process with respect to any dispute the Athlete may have with the SFA.

2. ATHLETE'S OBLIGATIONS

The Athlete shall:

- a) follow the training and competitive program mutually agreed upon by the Provincial Coach, the Technical Committee of the SFA, and the Athlete. The Athlete shall avoid living in an environment that is not conducive to high performance achievements or taking any deliberate action that involves significant risks for the Athlete's ability to perform or limits the Athlete's performance;
- b) provide full payment of lesson fees to the Provincial Coach or arrange contract with the SFA Technical Committee for payment of lesson fees before being allowed to begin taking lessons;
- c) provide the Provincial Coach with an annual training chart and monthly updates of changes to the chart or any other appropriate information that the SFA may request;
- d) subject to paragraph 2.e), participate in all mandatory training camps and competitions as set out by the SFA Technical Committee. In particular, participation in all provincial competitions, regardless of entry, is mandatory;
- e) notify, in person, in writing, or by telephone, at least 14 days in advance, the Chairman of the SFA Technical Committee of any legitimate reason that will prevent the Athlete from participating in an upcoming event at which attendance is mandatory. In the case of injury, notification must be made as soon as is reasonably possible;

- f) avoid any action or conduct that would reasonably be expected to significantly disrupt or interfere with a competition or the preparation of any Athlete for a competition;
- g) during or at Provincial Squad training camps and competitions, avoid alcoholic consumption to a level which would reasonably be expected to cause impairment in the Athlete's ability to speak, walk or drive, or cause the Athlete to behave in a disruptive manner;
- h) avoid the use of banned drugs in contravention to the rules of the FIE, Sport Canada policy, and Sask Sport policy, and submit at competitions to random doping control testing upon request by the CFF, the Sport Medicine Council of Canada, or other authority designated to do so by the CFF or the SFA, and submit to both regularly scheduled and/or short notice random doping control test procedures as authorized by the SFA or Sask Sport;
- i) avoid possession of anabolic drugs, and shall neither supply such drugs directly or indirectly to others, nor encourage their use;
- j) utilize the hearing and appeal procedure referred to in paragraph 1.j) for remedy of complaints and issues;
- k) abide by the squad rules, failure to do so may lead to one of the following sanctions:
 - 1) Suspension, and/or
 - 2) Withdrawal of Athlete Assistance Program, and/or
 - 3) Withdrawal of out-of-province competition privileges, and/or
 - 4) Immediate dismissal from the Provincial Squad;
- l) make an attempt to cooperate with SFA Media personnel and the press and news media. Under no circumstances should a squad member make public statements that would impair the image of the Association, Provincial Squad or coaches or officials before utilizing the hearing and appeal procedure referred to in paragraph 1.j) for remedy of complaints and issues. It is the duty of the Provincial Squad Member to promote the image of the sport in public appearances.

3. DEFAULT OF AGREEMENT

Where one of the parties to this agreement is of the opinion that the other party has failed to comply with its obligations under this agreement, it shall forthwith:

- a) notify that party in writing of the alleged default,
- b) indicate in the notice to that party the steps to be taken to remedy the situation, and
- c) indicate in the notice a reasonable period of time within which such steps shall be taken.

4. GRIEVANCE PROCEDURE

Where the party which has given the notice referred to in paragraph 3.a) is of the opinion that the other party has not remedied the situation, it shall file a complaint through the hearing and appeal procedure referred to in paragraph 1.j).

5. DURATION OF AGREEMENT

This AGREEMENT comes into force on the 1st day of September, ____ and terminates on the 15th day of June, ____.

WITNESS

DATE

for the SFA

WITNESS

DATE

ATHLETE
(or Parent or Guardian)



Saskatchewan Fencing Association
Creating Opportunities within the Sport of Fencing
 510 Cynthia St., Saskatoon S7L 7K7
 Voice (306) 976-0823; fax (306) 242-8007
 Web: www.saskfencing.com; email: saskfencing@shaw.ca

CLAIMANT: _____

REASON FOR EXPENDITURE: _____

1. MILEAGE: _____ KM @ ____/KM = \$ _____

2. PER DIEM: (meals: daily maximum of \$40 (Europe: \$100))
 (hotel: actual costs)

DATE	MEALS	HOTEL
TOTAL:		

\$ _____

3. AUTOMOBILE RENTAL: (attach receipts) \$ _____

4. AIRFARE: (attach ticket stub) \$ _____

5. OTHER: gas, parking, registration, etc. (attach receipts) \$ _____

TOTAL: \$=====

SIGNATURE: _____

APPENDIX F

Saskatchewan Fencing Association Board of Directors Contract

This agreement made and entered into this day _____ by and between the Saskatchewan Fencing Association, 510 Cynthia Street, Saskatoon, Saskatchewan (hereinafter referred to as the “SFA”)

and _____ residing at

_____ hereinafter referred to as the “Director”. The Director refers to any individual elected or appointed to the SFA Board of Directors or official sitting on an SFA committee.

ARTICLE I: BACKGROUND

Whereas the Director desires to assist in the development and implementation of SFA policy as well as assist in the delivery of programs and services to the fencing community in Saskatchewan. The Director may be required to handle confidential and proprietary information relating to the Association present or anticipated operations, creations, developments, relationships or research (“confidential information” to fulfill Director-related responsibilities, obligations, or duties during the duration of his/her tenure on the Association board.

Whereas the SFA is recognized by the Canadian Fencing Federation (CFF) and Sask Sport as the sole Provincial Sport Organization with jurisdiction over the sport of fencing in Saskatchewan;

IN CONSIDERATION OF and as a condition of the Association disclosing the Confidential Information to the Director, the receipt and sufficiency of which consideration is hereby acknowledged, both parties agree that the terms and conditions of this Agreement shall be as follows:

ARTICLE II: GOVERNING LAW

This agreement has been entered into in the Province of Saskatchewan and all questions with respect to the construction of this Agreement and the rights and liabilities of the parties shall be governed by the laws of the Province of Saskatchewan

ARTICLE III: TERM OF AGREEMENT

The term of this agreement shall be from the start of the Annual General Meeting on _____, or the day of appointment _____ to _____ or the date of the SFA Annual General Meeting in _____, whichever comes first.

ARTICLE IV: SFA OBLIGATIONS

The SFA shall:

- 4.1 publish and circulate the SFA Policy Manual to the elected Director;
- 4.2 provide an orientation to each newly-elected Director;
- 4.3 regularly provide SFA policy and program information to the Director;
- 4.4 provide a Discipline Procedure (see SFA Policy and Procedure Manual Date) which is consistent with the general accepted principles of natural justice and due process with respect to any dispute between the Director and the SFA;

ARTICLE V: DIRECTOR OBLIGATIONS

The Director must:

- 5.1 hold a current SFA membership;
- 5.2 notify the SFA office of a change in contact information (including, but not limited to, mailing address, telephone number, email address, etc.);
- 5.3 regularly attend all scheduled Board of Director meetings (if a Director misses two meetings they can be removed from their position) and the Annual General Meeting; and,
- 5.4 read and familiarize himself/herself with the SFA bylaws and policy manual. If necessary, contact the SFA staff to ensure that all information contained within they bylaws and manual is clearly understood.

ARTICLE VI: CODE OF CONDUCT

6.1 The Director shall:

- agree to abide by the rules, regulations and bylaws of the SFA;
- treat everyone fairly within the context of the sport, regardless of gender, place of origin, race, colour, sexual orientation, religion, athletic potential, political belief, economic status, marital status, age or any other condition;
- adhere to the SFA's Harassment policy, report any possible violations to the Board of Directors;
- arrange his/her private affairs in such a manner that will prevent conflict of interest situations from arising or appearing to arise. The Director should not place himself/herself in a position where he/she is under obligation to any person who might benefit from consideration or favour on his/her part, or seek in any way to gain special treatment from him/her. The Director should not have pecuniary or other interests that could conflict or appear to conflict in any manner with the discharge of his/her duties;
- consistently display high personal standards and project a favourable image of the SFA and of the sport of fencing;
- listen carefully to other Board members;
- carefully consider and respect the opinions of other Board members;
- respect and support all majority decisions of the Board;
- recognize the authority vested in the Board;

- participate actively in Board meetings and actions and not discuss elsewhere what he/she is unwilling to discuss in Board meeting;
- bring to the attention of the Board any issues he/she believes will have a significant effect on the SFA or those served by the SFA;
- attempt to communicate the needs of those we served by the SFA to the Board of Directors;
- refer complaints directly to the proper person(s) or Relations Committee within the SFA;
- represent all those whom the SFA serves rather than geographic or special interest groups;
- consider himself/herself a “trustee” of the SFA and do his/her best to ensure it is well-maintained, financially secure, and always operating in accord with stated objectives;
- agrees not to disclose, report or use for any purpose, any of the confidential Information disclosed to the Director by the SFA as a result of the Director’s tenure on the board or other activities for the SFA by which the Director has obtained or accessed the information;
- endeavour to learn and evolve the duties and responsibilities of his/her position in such a way as to help the SFA grow and evolve as an organization;
- acknowledge conflicts of interest between his/her personal life and his/her position on the board and abstain from voting or attempting to influence issues in which he/she is conflicted;
- adopt policies and processes to enable effective communication with the members of the SFA; and ensure the integrity of the SFA’s internal control.

6.2 The Director shall not:

- criticize fellow Board members or their opinions, outside the Board room;
- use the SFA or his/her position for his/her personal advantage or that of his/her friends, relatives or associates;
- discuss confidential proceedings of the Board outside the Board room;
- discuss confidential information obtained due to serving on the Board including but not limited to: all data and information relating to the SFA’s business enterprises, including employee reviews, competition/grant applications, voting records, accounting or other records to which the Board Member has access to until they have been ratified by the Board and place on the public record. Confidential Information also extends to include any information that has been disclosed to the SFA by a third party and governed by a non-disclosure agreement;
- be fully informed of all matters pertaining to a board-related vote before casting his/her vote;
- interfere with the duties of staff; and,
- speak for or on behalf of the SFA unless specifically authorized to do so.

ARTICLE VII: DISCIPLINE AND GRIEVANCE PROCEDURES

7.1 If the Director is in violation of the terms of this Agreement, the Director is subject to disciplinary action provided by vote of the Board of Directors. Discipline can consist of but is not limited to expulsion from the Board.

7.2 A Director who has been given a Disciplinary sanction or who has a grievance or dispute regarding the Agreement or any part hereof has the right, through a request made in writing, to a review of his/her sanction, grievance or dispute submitted to the Relations Committee.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established within this Director contract.

DATE: _____

NAME: _____

SIGNATURE: _____

WITNESS: _____

SIGNATURE: _____

