



**Alberta Federation of Shooting Sports**

**DELEGATE'S HANDBOOK**

**Revised: March 2024**

## **What does the Alberta Federation of Shooting Sports do?**

Since 1974 the Alberta Federation of Shooting Sports has promoted, fostered, and perpetuated all shooting sports in the province. It provides administrative support/liaison between levels of government in obtaining funding for Alberta's organized and recognized shooting sports community. As well, AFSS liaisons with other organizations to provide a medium for dealing with legislative issues, and in promoting shooting in general which has embarked on offering general safety-related programs to individual clubs. The Alberta Federation of Shooting Sports is represented by a voting delegate on the Board of Directors of the Shooting Federation of Canada.

The Alberta Federation of Shooting Sports office is located at:

11759 Groat Road, Edmonton, AB T5M 3K6

Phone: 780-415-1775

E-mail: [afss@abshooters.org](mailto:afss@abshooters.org)

Website: [www.abshooters.org](http://www.abshooters.org)

Hours of Operation: Monday thru Friday 9:00 a.m. – 1:00 p.m.

## **Who is the Alberta Federation of Shooting Sports?**

The Alberta Federation of Shooting Sports is a non-profit organization, which provides athlete and leadership programs both directly and indirectly (through the member discipline associations) to individual shooters/clubs. Each member discipline association is a registered society responsible for representing the development and enhancement of their recognized sport. Each member discipline has its own membership, board of directors, and organizational structure, through which administrative, leadership and athlete programs are delivered.

### **AFSS Members are:**

Alberta Black Powder Association (ABPA)

Alberta Handgun Association (AHA)

Alberta International Skeetshooting Association (AISA)

Alberta International Style Trapshooting Association (AISTA)

Alberta Metallic Silhouette Association (AMSA)

Alberta Provincial Rifle Association (AFRA) – Full Bore

Alberta Smallbore Rifle Association (ASRA)

Alberta Sporting Clays Association (ASCA)

Alberta Skeet Shooting Association (ASSA)

International Practical Shooting Confederation-Alberta (IPSC)

## **How does our Membership work?**

**The Federation shall have one category of membership: Association Representative.**

**Representative Members (voting members)** – Provincial Associations shall be a member in good standing as an Alberta Federation of Shooting Sports Representative Member in Alberta if it:

- a) Consists of the Provincial Governing Body of its aspect of the shooting sports whose members reside throughout the province of Alberta and involves the use of firearms as per the Canadian Firearms Act.
- b) Meets the full requirements as a Representative Member as established by the Federation.
- c) Has been reviewed by the Federation's Board and the Society has recommended it for full status as a Representative Member.
- d) Is a Member in Good Standing with the Federation.

## **Objectives of the Alberta Federation of Shooting Sports**

- To promote, foster and perpetuate the Shooting Sports in Alberta.
- To coordinate and assist, where possible, shooting competitions and championships in Alberta.
- To organize and administer those parts of Provincial Games insofar as they apply to the Shooting Sports.
- To speak as a united voice insofar as shooting Sports are concerned.
- To act as a liaison body between the government and the established provincial shooting organizations regarding aiding the administration, financing, and co-ordination of the activities of the bodies.
- To act as a liaison body between the Alberta Shooting Sports Associations and the National Shooting Organizations.
- To advocate, encourage and coordinate the design and construction of shooting ranges and auxiliary facilities to desirable specifications.
- To stimulate public opinion in favor of proper accommodation, adequate facilities, and sufficient opportunities for the natural development of shooting as a major sport in Alberta.

## **How does the Board of Directors work?**

The Alberta Federation of Shooting Sports operates with a Self Governance Board. This Board is responsible for making important decisions and implementing policies with guidance from the Staff. The Staff and his/her Assistant, other delegates and the Executive Committee implement management of all day-to-day affairs and future planning set out in the Bylaws of the Society.

### **Board of Directors**

Yearly, affiliated associations appoint a delegate from within their membership to act as a representative on the Alberta Federation of Shooting Sports Board of Directors, which elects the Executive Committee.

### **Executive Committee**

#### **President**

Responsible for the general and active management of the business the Federation is involved with and acts as a spokesperson to the public alongside the Staff.

#### **Vice President**

Responsible for performing the duties of the President when absent, acts as a liaison with special programs ongoing within Alberta, coordinates fundraising, research, plans, and strategies to solicit donations.

#### **Treasurer**

Responsible for all financial affairs of the AFSS, preparation of long and short budgets and preparation and submission of all grant applications.

### **AFSS Paid Staff**

#### **Administrative Assistant**

## **What is your job as a Delegate?**

Responsibilities include:

- Be familiar with the work the Federation does.
- Attend meetings twice a year and exercise your right to express your viewpoint.
- Prepare a Year End Written Report on activities your Association was involved in during the year.
- Keep your Association informed of all activities the AFSS is involved in.
- Ensure that the AFSS Grant submissions are current and up to date (see section on Grant Reporting Expectations).
- Ensure all grant expectations are made available to the appropriate person(s) responsible for grant submission (Association President, Treasurer).

## **Each Delegate Agrees to:**

- Act honestly and in good faith, with the best interest of the Federation in mind.
- Commit to a definite minimum length of service, usually 12 months.
- Immediately indicate if there is a potential conflict of interest.
- Participate in all relevant training sessions and attend meetings when appropriate.
- Resign from the Board if unable to fulfil commitment as a delegate.
- Accept dismissal on grounds of poor attendance for Board Meetings and the Annual General Meeting.
- Not use for personal advantage, information gained during or after term of office.
- Support the growth and development of the AFSS.
- Never exercise authority as an AFSS Board member except when acting in a meeting with the full Board or as authorized by the Board.
- Know and support the organization's beliefs, vision, mission, target, and aims statements.
- Read pre-meeting material before each meeting.
- Be familiar with the policies of the Board.
- Be familiar with the minutes of the Board and assigned committees.
- Know the responsibilities and functions of the Board and its committees.
- Know who is authorized to sign cheques, and for what amounts.

- Monitor the community's response to the organization's programs and services.
- Participate in approving the annual budget, audit, annual financial report, and periodic financial statements.

**The Alberta Federation of Shooting Sports agrees to:**

- Provide orientation, both initial and on-going training, and supervisory support for all delegates.
- Provide a written manual, updating changes.
- Be receptive to suggestions offered by the Delegates to improve the services of the Alberta Federation of Shooting Sports.
- Treat every Delegate as an equal partner ensuring that each volunteer's contribution to the AFSS Board is recognized and appreciated.
- Reimburse mileage for any delegate travelling more than thirty (30) kilometres one-way (see Board Member Meeting Expense Policy).

**AFSS Grant Expectations**

For AFSS to be an effective partner, certain expectations will help ensure that both partners realize maximum potential. As an Association/partner you are responsible to provide:

- The current year Executive List, complete with names, addresses and phone numbers.
- The current year Club Membership List, complete with our members name and area where they reside,
- Completion of a yearly Sport Questionnaire,
- The most current year-end financial report/statement,
- Year-end report of matches, club activities and special events.
- Association information, program summary and signed declaration (see attached example).
- Confirmation of yearly Society Annual Return - please ensure your copy is stamped "Paid by the Alberta Corporate Registries Office" (Proof of Filing).
- Description of programs offered to the membership.
- Pay the yearly membership fees as set by the AGM which may change from time to time.

**Deadline for these documents to be received in the office no later than April 15th. Failure to do so will result in a 25% penalty charge against all grants the first year. If the documents are not received in the office within the next year, membership will be cancelled.**

### **Preparing your application for processing**

This section applies to the person(s) submitting grant applications. All applications are required to follow this outline before forwarding your claims to the AFSS office:

1. Submit a Post Program Analysis report for each claim, except Canada Winter Games Program (Form B)
2. Complete an Expense Report
3. Summarize expense Report on Form D
4. Have claim approved by your Association President

### **Additional reminders:**

- AFSS allows \$0.50 per km for vehicle mileage reimbursement to attend out of town meetings – receipts not required.
- For the Fall Board Meeting (Oct-Nov) in Edmonton each Association is required to send a Delegate, preferably a member who is near to Edmonton. *Hotel rooms for delegates are the responsibility of each Association.*
- For the Spring AGM (April-May) in Red Deer each Association must send one representative from the Association's Executive Members:
  - President
  - Vice President
  - TreasurerIf required, a hotel room stay is an allowable expense for reimbursement ONLY for the AGM.
- Present the information as indicated above.

Funds will be disbursed in the following areas:

### **Alberta Federation of Shooting Sports Grant Programs:**

- **Athlete Development Program**

**Sport Outreach** - sport opportunities that provide qualified instructors to introduce a shooting discipline to the community or assist in the upgrading of athletes.

**Talent Identification** - opportunities (camps, scouting, testing) whereby athletes can engage

in the progressive screening of athletes who display the greatest potential for excellence (i.e. picking team players from match trials).

**Training High Performance Athletes** - conducting training camps/competitions for ongoing development of high-performance athletes (i.e. Mental Training Clinic).

**Canadian Championships** - support for the expense that clubs incur while representing Alberta in sanctioned Canadian Championships (i.e. National Championships).

- **Leadership Development** - Available to all Associations upon written request by the Provincial Shooting Sports Association

**Coaching Clinics** - opportunities to provide coaches with specialized training/clinics, in addition to the NCCP and Master Coach program (i.e. NCCP - Technical Courses, National Coaches Seminars, SFC Course Conductors and Master Coaches).

**Officials Clinics** – funding opportunities for Range Officials, scoring judges and other officials to upgrade their skills.

- **Hosting Grant**

Available to all Associations upon application process. Grants awarded per year (subject to change based on budgetary needs).

- **High Performance Program**

This program is designed to provide financial assistance to Game Plan Disciplines (AHA, AISTA, AFRA, ASRA, AISA) High Performance athletes in Alberta, in order that they may achieve national team ranking and team Game Plan sports, as well as those sports that participate in world championships or a recognized international equivalent. (Sports recognized in this latter category must have a sanctioned world or equivalent international championship that is held at least bi-annually.)

- **Canada Winter Games Program**

Financial assistance will be given to Alberta Handgun and Alberta Smallbore Rifle Association's who manage the Junior Airgun Program participating in the Canada Winter Games. Athletes selected for the Pistol and Rifle Teams can participate in events such as training camps and competitions leading to their preparation for the Canada Games.

**Alberta Handgun Association and Alberta Smallbore Rifle Association are the only Provincial Shooting Sports Associations who qualify for this grant.**



## **Other Grant Sources**

Other Grant Opportunities are available for Associations needing support for hosting, equipment, summer staff, training camps, etc. Clubs applying for these grants are responsible for preparing the application and submitting it to the appropriate funder. The Alberta Federation of Shooting Sports cannot submit applications on your behalf; but can only act as an adviser and assumes no responsibility for lost or misdirected applications. If you are unsure about applying for these grants, contact the office for assistance.

***Sport, Physical Activity and Recreation (SPAR)  
Alberta Culture, Multiculturalism and Status of Women  
Suite 500, 10055 – 106 Street  
Edmonton, AB T5J 1G3  
780.644.3616 (B)***

SPAR manages and assists in the implementation of multi-sport programs that maximize the participation and performance of Albertans.

Email: Sport Consultant: Marvin Dobish [marvin.dobish@gov.ab.ca](mailto:marvin.dobish@gov.ab.ca)

Please also visit the Coaching Association of Canada's web site at [www.coach.ca](http://www.coach.ca)

## **NCCP Overview**

The National Coaching Certification Program (NCCP) is a coach training and certification program for all coaches in more than 60 sports. The NCCP has moved towards a competency-based approach where coaches are:

- Trained in NCCP outcomes relevant to the participants that they are coaching.
- Evaluated by demonstrating coaching outcomes to a specified standard.

### **Competencies & outcomes**

**Five core competencies are woven into the training and evaluation components of the NCCP. They are:**

1. Valuing
2. Interacting
3. Leading

4. Problem-solving
5. Critical thinking

**These core competencies are integral to the seven generic coaching outcomes which are:**

1. Make ethical decisions.
2. Provide support to athletes in training.
3. Plan a practice.
4. Support the competitive experience.
5. Analyze performance.
6. Design a sport program.
7. Manage a program.

The new structure of the NCCP is based on the participant's needs, which are identified within streams and contexts:

Community Sport Stream

Initiation Context  
Ongoing Context

Competition Stream

Introduction  
Development  
High Performance

Instruction Stream

Beginners Context  
Intermediate Context  
Advanced Performers

Please see the documents illustrating the new NCCP model, and Multisport Modules for Competition – Introduction Part A & B.

Competition - Development Modules include:

- Developing Athletic Abilities
- Prevention & Recovery
- Leading Drug Free Sport
- Managing Conflict
- Coaching and Leading Effectively
- Psychology of Performance

# NCCP Training & Certification Overview

The new NCCP model defines a coach as:

- ***In training*** when some required training has been completed.
- ***Trained*** when all required training is complete.
- ***Certified*** when all training and evaluation requirements have been met.

The new NCCP model distinguishes between training and certification. Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context as defined by the sport. However, to become certified in a coaching context, coaches must be evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training, and support to participants in competition.

Certified coaches enjoy the credibility of the sporting community and of the athletes they coach because they have been observed and evaluated “doing” what is required of them as a competent coach in their sport. They are recognized as meeting or exceeding the high standards embraced by more than 60 national sport organizations in Canada. Fostering confidence at all levels of sport, certification is a benefit shared by parents, athletes, sport organizations, and our communities.

## **What do I need to be able to do?**

Within each context, coaching outcomes are defined by the Shooting Federation of Canada (SFC) and the National Coaching Certification Council (NCCC) that clearly outline what a coach must be able to do to meet the needs of participants in that context.

Contact the Shooting Federation of Canada to find out what context is relevant to you and what you need to do to get trained and achieve accreditation.

Each sport and province/territory determines their own fee structure for the NCCP learning experiences. Contact your Provincial Sport Association for details on the sport specific learning experiences.

## **Course Information**

For more information on the program, please visit the Coaching Association of Canada's web site for the NEW NCCP [www.coach.ca](http://www.coach.ca)

Lost your coaching certification number or require clarification or proof of your coaching certification, please contact [coach@coach.ca](mailto:coach@coach.ca) or call (613) 235-5000 for coach and partner services.

## **Event Support Program**

Provides financial support to communities and associations that host sport events, promoting economic growth throughout the province.

<https://www.alberta.ca/event-support-program.aspx>

### **Contact Information:**

Sport, Physical Activity and Recreation (SPAR)  
Alberta Culture and Status of Women  
Suite 500, 10055 – 106 Street  
Edmonton, AB T5J 1G3  
780-415-1167

## **Other Initiatives Program**

This program provides funding for community projects that fall outside the scope of other Community Grants programs.

<https://www.alberta.ca/other-initiatives-program.aspx>

**DELEGATE’S AGREEMENT**

I, \_\_\_\_\_ have received the Delegates Package for the Alberta Federation of Shooting Sports. I fully understand that in accepting the Delegates position on the Board of Directors, I am required to abide by the procedures and regulations as outlined in this package and perform my duties in a responsible manner.

\_\_\_\_\_  
Delegate

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date