

Saskatchewan Archery Association Inc. Policies and Procedures

Approved by the SAA Board of Directors (October 2025)

SPECIAL EVENTS ASSISTANCE POLICY

Purpose:

The Saskatchewan Archery Association (SAA) Special Events Assistance Policy provides financial support to SAA affiliated clubs looking to host events that contribute to the growth and development of archery in Saskatchewan. These events may include seminars, coaching clinics, training sessions or other developmental initiatives that align with SAA's goals.

Objectives

- To support member clubs in providing opportunities for Athlete, Coach, Official and Club Executive development
- To encourage collaboration and participation across clubs and regions
- To assist clubs in offsetting costs associated with hosting developmental events.

Eligibility

To qualify for funding under this program, the following criteria must be met:

- The applicant must be a current SAA affiliated club in good standing
- The event must be archery related and focused on development, education or training (eg. Seminars, coaching clinics, training sessions)
- The event must be open to all SAA members and promote development within the Saskatchewan archery community
- Applications must be submitted prior to the event date

Funding Limits

- Funding may cover eligible expenses such as facility rental, coach/instructor fees, travel, accommodation or necessary materials
- Funding is not intended to generate profit but to assist in cost recovery

Application Process

- Clubs must complete the SAA Special Events Assistance Application Form in full
- Applicants must include:
 - Event details and purpose
 - Budget breakdown (including club contribution)
 - Explanation of how the event benefits archery development in Saskatchewan
- Completed applications must be submitted to the SAA at least 30 days prior to the event.
- Applications will be reviewed by the SAA Board of Directors for approval

Approval and Payment

- Funding decisions are made by the SAA Board of Directors
- Approved amounts will be based on:
 - Event relevance to SAA's development goals
 - Number of participants and reach
 - Quality of planning and delivery
- Payment will be issued once reporting requirements are met

Reporting Requirements

Within 30 days following the event, the club must submit:

- A brief event report summarizing attendance, outcomes and impact
- Copies of receipts or invoices for all expenses covered by SAA funds
- Actual payment will not exceed the previously approved amount. If the submitted receipts total less than the approved amount, payment will be limited to the value of the receipts provided.

Limitations

- SAA reserves the right to deny or reduce funding based on budget availability or incomplete applications
- Clubs may apply once per fiscal year (May 1 to April 30) under this program
- Retroactive funding requests will not be considered