

# **Saskatchewan Archery Association Inc. Policies and Procedures**

Approved by the SAA Board of Directors (August 2025)

## **BOARD OF DIRECTORS JOB DESCRIPTIONS**

The President shall:

- preside at all meetings of the Board of Directors;
- be a member ex-officio of all committees of the Board;
- in the case of tied votes at committee and Board meetings, have a deciding vote;
- act as a liaison between the Board of Directors and contract personnel;
- serve as a signing authority for the Board of Directors; and,
- at the formal direction of the Board, and with clear reference to documented positions of the Board, represent the SAA as a public spokesperson on matters of programming, policy, and plans.

The Vice President shall:

- perform the duties of the President in the absence or inability of the President to act, or as delegated by the President.
- serve as a signing authority for the Board of Directors;
- fill in or assist in any positions that are vacant (interim);
- Responsible to maintain the inventory of medals and scorecards required for provincial shoots.

The Secretary shall:

- maintain minutes of all meetings of the Board, including records of all motions, resolutions, and decisions made by the Board;
- maintain copies of all policies adopted by the Board; and,
- in collaboration with the President, create and distribute meeting packages ahead of meetings of the Board of Directors.

The Treasurer shall:

- present the financial statements of the SAA to the membership at the annual general meeting;
- serve as a signing authority for the Board of Directors; and,
- present updates to the Board of Directors on the financial situation of the SAA at meetings of the Board;
- serve as the spokesperson of the finance committee.

## **COORDINATORS:**

**All coordinators are required to present reports to the Board of Directors regarding upcoming plans, budget information/changes and any other information as requested by the Board of Directors in direct relation to their position.**

### **Safe Sport Liaison**

- Responsible for acting as a representative of the SAA and lead point of contact for any safe sport or dispute resolution matters.
- This includes, but is not limited to:
  - On an as needed basis, working directly with the Independent Third Party to select Complaint Resolution Officers, Case Managers and Appeal Managers from approved listing (found on Sask Sport's website);
  - ensuring major and minor sanctions are enforced;
  - ensuring mediation agreements are approved by SAA/club and upheld;
  - long-term suspensions (1 year or longer) are reported to Sask Sport;

- screening requirements and educational/training requirements are enforced;
- Sit as a member of the SAA Safe Sport Committee; and
- in conjunction with the Executive Director securely maintain documents relating to the role.

Safe Sport Liaisons must complete the Governance Essentials e-learning course offered by the Canadian Centre for Ethics in Sport as soon as possible after taking the role. <https://cces.ca/governance-essentials>

### **Officials Coordinator**

- Be knowledgeable of the rules covering both world controlled and nationally controlled (Archery Canada) competition;
- Work with the 3D Coordinator and the Target Coordinator to draw up a roster of judges prepared to work in the major tournaments;
- Assess the clinics needs of Saskatchewan for the up-coming year;
- Organize and setup a roster of provincial judges who will be available for judging at provincial tournaments;
- Whenever the occasion permits, conduct seminars regarding judging responsibilities and rule interpretations;
- Ensure consistent, accurate interpretation of all shooting rules governing competition and Archery Canada;
- Ensure all rules of Archery Canada are understood and followed at all provincial events, either in person or through the Director of Shooting (DOS) and/or head judge;
- Maintain a record of active judges who can make themselves available for a reasonable number of tournaments;
- Ensure each club has the required number of officials (including Range Safety Officers) as outlined in the SAA/ Archery Canada agreement.

### **Target/Field Coordinator**

- Collaborate with the host club, officials coordinator or Director of Shooting (DOS) and/or head judge to ensure that the field is set up in accordance with rules and for the safety of all;
- Appoint or act as Director of Shooting (DOS) at each tournament if no DOS can be provided by the host club
- Ensure that all scores are entered into IANSEO and forwards final results including any Provincial Records that were broke to the Records & Awards Coordinator.
- Be up to date on the rules and regulations for target rounds
- Request medals, scorecards and awards required for target/field shoots from the Vice President.
- Monitor all expense claims for target/field classes, instructions, competitions and SAA Target/Field Team expenses.
- Assess the SAA Target/Field Team scoring requirements and funding criteria
- Ensure follow-up reporting is complete after each event
- In collaboration with the board work to draft the Target program strategic direction and work to carry out the approved initiatives over the defined planning period.

### **3D Coordinator**

- Collaborate with the host club, officials coordinator or Director of Shooting (DOS) and/or head judge to ensure that the field is set up in accordance with rules and for the safety of all;
- Appoint or act as Director of Shooting (DOS) at each tournament if no DOS can be provided by the host club
- Forwards final results including any Provincial Records that were broke to the Records & Awards Coordinator.
- Be up to date on the rules and regulations for 3D rounds
- Request medals, scorecards and awards required for 3D shoots from the Vice President.
- Monitor all expense claims for 3D classes, instructions, competitions and SAA 3D Team expenses.
- Assess the SAA 3D Team scoring requirements and funding criteria

- Ensure follow-up reporting is complete after each event
- In collaboration with the board work to draft the 3D program strategic direction and work to carry out the approved initiatives over the defined planning period.

### **High Performance Coordinator.**

- Monitor all expense claims for High Performance classes, instructions, competitions and athlete expenses.
- In collaboration with the board work to draft the HP program strategic direction and work to carry out the approved initiatives over the defined planning period.
- Work alongside the HP Coach.
- Work with Sport Medicine & Science Council of Saskatchewan and Sask Sport

### **JOP Coordinator (s).**

- Oversee the Affiliated Clubs that are participating in the JOP program;
- Work with the JOP coordinator appointed by each Affiliated Club (the “Club JOP Coordinator”);
- Confirm that the JOP archers are SAA members;
- Record the JOP archers’ information and scores that are sent in by the Club JOP Coordinators and send badges, button and vinyl strips as they are requested by the Club JOP Coordinators;
- Maintain a supply of badges, buttons and vinyl stripes;
- With respect to the annual JOP Championship: attend to all matters relating to the registration of the archers submitted by the Club JOP Coordinators for the annual JOP Championship; set target assignments; attend to ordering medals; ensure that all scores are collected and submit final results of the JOP Championship to Records & Awards Coordinator for posting on the SAA website.
- In collaboration with the board work to draft the JOP program strategic direction and work to carry out the approved initiatives over the defined planning period.

### **Membership Coordinator.**

- Create and monitor 2M/Interpodia yearly Membership registration as well as registration for all provincial events.
- Update Affiliated Club lists to the Association;
- Provide membership statistics of members as directed by the Directors.
- Provide Publicity Coordinator with new membership contact information to ensure communications are received by all members.
- In collaboration with the board work to draft the Membership program strategic direction and work to carry out the approved initiatives over the defined planning period.
- Ensure all follow-up reporting and reconciliations are complete.
- Ensure club affiliation submission requirements are met

### **MAP Grants Coordinator.**

- Send MAP Grant applications to all Affiliated Clubs when required;
- Distribute, accept and review all applications from Affiliated Clubs for MAP Grants, report to the Board on proposed disbursement of the MAP Grant and oversee the disbursement of all MAP Grants.
- Working with the Coach Coordinator, Judge Coordinator & Membership Coordinator to ensure application details are correct.
- Oversee the audit of MAP grant submissions in conjunction with the Finance Committee

### **Coaching Coordinator (N.C.C.P.).**

- Plan, organize and assist with the setup of all coaching clinics in collaboration with the SAA’s Master Facilitator.
- Ensure each club has the required number of coaches as outlined in the SAA/Archery Canada agreement.
- Promote the benefits of coaching certification to SAA’s membership.
- Work with coach clinic participants to ensure their certification deadlines are being met.

- Work to recruit coaches and managers for the Sask Summer Games.
- In collaboration with the board work to draft the Coaching program strategic direction and work to carry out the approved initiatives over the defined planning period.
- Ensure follow-up reporting is complete

### **Aboriginal Liaison**

- Liaise with, all aboriginal groups throughout the province as requested by Sask Sport or by any such aboriginal group;
- Represent all aboriginal groups throughout the province when required.
- Assist in planning and execution for North American Indigenous Games (NAIG) and First Nations Summer Games.
- In collaboration with the board work to draft the Aboriginal program strategic direction and work to carry out the approved initiatives over the defined planning period.
- Ensure follow-up reporting is complete after each event

### **Records & Awards Coordinator**

- Receive and confirm open records from archers
- Receive and confirm provincial records from host clubs
- Post open and provincial records on website
- Ensure records are kept up to date
- Receive submissions for Annual Awards (female adult, male adult, female youth, male youth, coach, judge, volunteer) and present to the Board of Directors

### **Archery Canada Liaison – Secondary duty of a SAA Board Member**

- Represent the SAA at all Archery Canada directors meetings;
- Pass information from Archery Canada to other members of the SAA who may need the information;
- Be on one or more Archery Canada committees.
- Be informed of the agreements the SAA has in place with Archery Canada
- Ensure all criteria to uphold Archery Canada Agreements are being fulfilled.

### **STAGGERING DIRECTOR TERMS**

<b>Even Years</b>	<b>Odd Years</b>
Coach Coordinator	Map Grant Coordinator/Secretary
Officials Coordinator	Target/Field Coordinator
JOP Coordinator – South	Aboriginal Liaison
Treasurer	JOP Coordinator – North
President	Vice President
3D Coordinator	Membership Coordinator
Archery Canada Representative	Records & Awards Coordinator
Publicity Coordinator	High Performance Coordinator