

Saskatchewan Archery Association Inc. Policies and Procedures

Approved by the SAA Board of Directors (December 2025)

CLUB AFFILIATION RENEWAL POLICY

Purpose

This policy outlines the requirements for affiliated clubs to renew their annual Club Affiliation with the Saskatchewan Archery Association (SAA).

Renewal Requirements

To complete the annual renewal process, each club must submit the following documentation and information:

- List of Club Executives, Directors, Range Safety Officers and/or Judges
 - All individuals listed must be current SAA members.
 - Please provide the full names and positions of each person included.
- Most Recent AGM Minutes
 - Submit a complete copy of the minutes from the most recent Annual General Meeting.
 - Clearly identify of any changes from the previous year.
- Special Meeting Minutes (if applicable)
 - Provide minutes from any Special Meetings held since the last AGM.
- Adjustments to Club Executive
 - Include documentation of any mid-year changes to the Executive, Directors, Range Safety Officers and/or Judges.
- All clubs must remain Safe Sport compliant as part of their annual renewal and ongoing club status.
- Affiliation Through 2M
 - All clubs are required to complete their annual affiliation through the 2M Online Registration System as part of the renewal process.
 - For reference, see the 2M article on the club affiliation process:
<https://learn.uplifterinc.com/hc/en-us/articles/42491441430547-How-to-get-my-club-sanctioned-by-or-affiliated-with-my-PTSO>

Submission Process

- All required documents must be submitted to the SAA by December 31st on the current year.
- Unless otherwise specified, documents may be submitted electronically to membership@saskarchery.ca

Compliance

- Failure to submit the required documents or complete 2M affiliation process may result in delays or suspension of club status until all requirements are met.