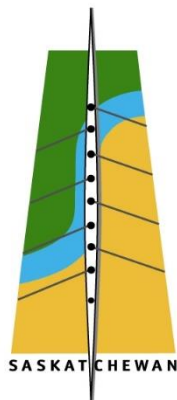


Saskatchewan Rowing Association

# Overview



Date of Board Approval

May 28, 2016

## **OVERVIEW**

The Saskatchewan Rowing Association (SRA) is the provincial sport governing body (PSGB) recognized by the provincial government, Sask Sport Trust and the National Sport Governing Body (Rowing Canada Aviron) to govern the sport of rowing in the province of Saskatchewan.

The SRA is incorporated under the Non-Profit Corporation Act and, as such, as a non-profit organization according to the rules and regulations of the Act.

The SRA operations and programs are governed by articles in the Constitution duly ratified and amended by the members of the association.

### **1. Office Location and Operation**

The office of the Association is located at:

510 Cynthia Street  
Saskatoon, Saskatchewan  
S7L 7K7

Email: [saskrowing@sasktel.net](mailto:saskrowing@sasktel.net)

Phone: (306) 975-0842

Fax: (306) 242-8007

Attn: Saskatchewan Rowing Association

Office will be open on a regular basis, individuals wishing to drop into the office are asked to first contact the Administrative Coordinator to ensure staff will be available. If staff is not available messages may be left on the answering machine.

### **2. Mission Statement**

The SRA is dedicated to the promotion and development of the sport of rowing for all individuals in addition to the development of competitive excellence. The promotion and development will be achieved through the provision of:

- 1) Program Leadership
- 2) A Communication Network
- 3) Financial Resources

### **3. Vision**

The vision of the SRA is to have a rowing community that is effective in:

- 1) including those who have not traditionally been involved;
- 2) development of coaches in both quality and quantity;
- 3) education in values, ethics and code of conduct;

- 4) providing opportunities for excellence in competition, and
- 5) the evolution from grant dependency to increased self-sufficiency through corporate sponsorship, planned giving and/or business developments.

## **FINANCIAL INFORMATION**

### **1. Fiscal Year**

- 1) April 1 to March 31

### **2. Signing Authority and Banking**

- 1) One or more bank accounts shall be kept by the Association in a Chartered Canadian Bank. All cheques shall be signed by any two authorized signing officers, two in Regina and two in Saskatoon.

### **3. Financial Statements and Budget Control**

- 1) All financial transactions of the Association shall be recorded by the Administrative Coordinator. Monthly statements will be prepared by and distributed to all Board members by the Administrative Coordinator. The Board of Directors shall approve and monitor all budgets and revisions.

### **4. Control of Finances**

- 1) The accounting of the Association shall be the responsibility of the Administrative Coordinator and monitored by Sask Sport Inc.

### **5. Audit**

- 1) The Association, as a registered Non-Profit Association and member of Sask Sport is required to undergo an annual audit by an accounting firm which is registered with the Institute of Chartered Accountants, Society of Management Accountants or Certified General Accountants. Each annual audit will be done within two months following year end by the accounting firm of the Association's choice.

## **REMUNERATION OF EXPENSES**

### **1 Travel.**

- 1) SRA board members and employees are encouraged, when travelling by ground, to use rental vehicles whenever possible. If SRA board members or employees choose to take their own vehicle, mileage will be paid at a rate of 50% of current provincial mileage rates. If SRA board members or employees are asked to take their personal vehicles for the purpose of towing a trailer, mileage rates will be paid out as full

provincial government rates plus \$0.10. It is also encouraged for all SRA board members and employees to car pool whenever possible.

## **2. Accommodation**

- 1) Accommodation expense shall include room and appropriate taxes only. Travelers will be reimbursed for actual expenses (original receipts are required).

## **3. Meals**

- 1) Meal expense shall include meal and appropriate taxes only. Travelers will be reimbursed for actual expenses up to a minimum of \$40.00/day (original receipts are required).

## **4. Expense Claim Forms**

- 1) Individuals or clubs requesting reimbursement for expenses must submit a signed and dated expense claim form with receipts attached.

## **5. Other**

- 1) All other expenses and purchases should be itemized and supported by receipts.
- 2) The claimant is offered the option of turning some or all of the claim back to the Association (a tax receipt cannot be provided as we are not a registered charity). The claimant must sign the expense claim form and have it approved by the Vice-President Administration. A cheque will be drawn and forwarded as soon as possible to the claimant.

## **ORGANIZATION FUNDING**

### **1. Sask Sport Inc. Annual Funding**

- 1) The Association is recognized by Rowing Canada Aviron as the provincial sport governing body for rowing in Saskatchewan. As a recognized PSGB, the Association has the right to become an active member of Sask Sport Inc., which through the support of the Saskatchewan Lotteries is able to offer financial assistance and a variety of programs to their members.
- 2) Annual funding allows PSGB's the opportunity to secure funds for the operation of their Association based on select criteria.
- 3) A Sport Profile is submitted annually to Sask Sport Inc. Typically the deadline for application is February 15th of each year. Upon receipt and utilization of funds made available to the Association, all appropriate follow-up reports and supporting

documentation must be submitted to Sask. Inc. within 90 days of the Association's year end-no later than July 1st.

## **2. Other Sources of Funding**

- 1) Membership Assistance Program (MAP) Funding Support (from Sask Sport)
  - a. The MAP funding process generates eligible levels on each sport's individual performance statistics from an association's most recently submitted Annual Funding Profile Follow-up Report. Details on the information used to calculate eligible MAP funding levels are outlined in the Sport Section Trust grant cycle within the MAP section of the Online Sport Profile Application. MAP funding level is approved at the time of the review of the Annual Funding Sport Profile application.

Canada Games Funds  
Future Best  
Canada Games Coach Employment Grant  
Membership Fees  
Self Help

## **AFFILIATIONS WITH OTHER ORGANIZATIONS**

### **1. Rowing Canada Aviron (RCA)**

- 1) Rowing Canada Aviron is the national federation responsible for the sport of rowing in Canada, under the auspices of the Federal Government and Sport Canada. All members of the Saskatchewan Rowing Association are also members of Rowing Canada Aviron.

### **2. Sask Sport Inc.**

- 1) The Saskatchewan Rowing Association shall be affiliated with Sask Sport Inc., and subject to the rules and regulations of that body as applicable Sask Sport Inc., is non-profit, non-government organization representing amateur sport in Saskatchewan.

### **3. Sask. Lotteries Trust Fund**

- 1) The Sask. Lotteries Trust Fund is a fund administered by an elected Board of Directors (under Sask Sport Inc.), representing Sport, Culture and Recreation groups across Saskatchewan. Sask. Lotteries funds sports, culture and recreation groups and organizations, including the Saskatchewan Rowing Association.

### **4. Saskatchewan Sports Hall of Fame and Museum**

- 1) The Sask Sport Hall of Fame and Museum is a non-profit organization whose purpose it is to recognize the achievements of outstanding Saskatchewan amateur sport figures and to maintain archive and history of sport in Saskatchewan.

## **5. Administration Centre for Sport, Culture, and Recreation**

- 1) The Administration Centre was developed to provide provincial sport, culture and recreational organizations with office space, printing, mailing and other administrative services.

## **6. Coaches Association of Saskatchewan**

- 1) This Association works in the development of coaches and leaders in sport in Saskatchewan. The Association also administers the National Coaching Certification Program (NCCP) records.

## **SRA POLICY**

SRA Policy is established by the SRA Board of Directors. The SRA policies are intended to be consistent with the policies of Sask Sport. Any apparent conflict between the policies of the SRA and the policies of Sask Sport shall be resolved by the Board of Directors for SRA.

## **BOARD OF DIRECTORS**

### **1. Structure**

- 1) The roles that constitute the Board of Directors of the SRA include:

President (Chairperson)	Even Years
Past President	Not Elected; Full Voting Powers
Vice President – Administration	Odd Years
Vice President – High Performance	Odd Years
Vice President – Development	Even Years
Vice President – Programs	Odd Years
Club Representatives	Elected via Member Clubs

- 2) Elected officers are voted into their positions in alternating years at the Annual General Meeting held in the early summer of each year.
- 3) Elected officers will serve a two-year term.
- 4) One club representative from each member club also has full voting powers.
- 5) In the event of a vacant position the Board may fill the position by appointment until the next General Meeting at which time an election will be held to complete the original term of office.

### **2. President.**

- 1) The president is responsible for the overall operations of the Association including the Strategic Plan and will act as the Chairman at SRA Board of Directors Meetings. The president shall serve as the SRA representative to Sask Sport Inc. and liaison to RCA in the Past Presidents absence and is responsible for revisions and maintenance of the Policy and Procedure Manual.

- 2) Typically board meetings are held quarterly either by conference call or alternated between Regina, Saskatoon or points in between. A typical schedule of meetings would be:
  - a. Mid-July to discuss activities from April 1 to June 30.
  - b. Late November to discuss activities from July 1 to September 30. This meeting is a combined meeting/planning session to review the first six months of the fiscal year.
  - c. Mid-January meeting is held to discuss October 1 to December 31, and combined with a mid-winter planning session to where application for annual funding is discussed and finalized.
  - d. Mid=April meeting is held to discuss the activities from January 1 to March 31 and plans the AGM and select an auditor.
  - e. The AGM is held Mid June.

### **3. Past President**

- 1) The Past President serves as the RCA Liaison and as such represents SRA at all RCA Provincial Advisory Council meetings, reviews the Articles of Continuance and Bylaws and its Chairperson of the Nominations committee.
- 2) For more information on the RCA board structure, go to:  
<http://www.rowingcanada.org/about-rowing-canada/board>

### **4 Vice President - Administration.**

- 1) The VP Administration is responsible for the overall financial management of the Association including:
  - a. Annual funding (submissions and follow up)
  - b. Administrative Coordinator
  - c. Financial coordinating role to each VP
  - d. Budget Preparation
- 2) Busy times for the VP Admin would be the time period leading up to the fund application (mid-February) and March when the year-end statement is prepared for the audit and follow up report which is due July 1 of each year.

### **5. Vice-President – High Performance**

- 1) The VP High Performance is responsible for the Provincial Team and Coach (technical portion) as well as:
  - a. Recruitment and mentoring of coaches
  - b. Athlete Assistance
  - c. Coach Development

- d. A high performance committee, made of representatives from each club, the Provincial Coaches, and chaired by VP High Performance is formed to aid in decisions regarding athlete assistance and approval of team selection criteria.

## **6. Vice President – Programs**

- 1) The VP Programs is responsible for:
  - a. Risk Management
  - b. Official Development
  - c. Annual General Meeting logistics along with Administrative Coordinator
- 2) As programs develop they move from VP Development portfolio into VP Programs portfolio.
- 3) The VP Programs and VP Development, in consultation with the President, may select individuals to aid in the coordination of programs (example – Provincial Adaptive Coordinator).

## **7. Vice President – Development**

- 1) Responsible for the following:
  - a. New Club Development
  - b. New partnerships within the community, with the general intention of creating a larger community of water resource users

## **8. Club Representatives**

- 1) Responsible for the following:
  - a. Reporting to SRA on activities of the club
  - b. Reporting SRA activities back to the club
  - c. Supporting the SRA

## **9. Annual General Meeting**

- 1) The Annual General Meeting (AGM) of the Members shall be held in mid to late June of each year. The business of the AGM shall include the election of directors, the consideration of financial statements and the auditor's report. At the AGM, the order of business shall be as follows:
  - a. Reading of notice calling the meeting
  - b. Adoption of minutes of Previous AGM
  - c. Presentation of reports
  - d. Review Audit/Appointment of Auditor
  - e. Unfinished business
  - f. Election/appointment of directors
  - g. New business
  - h. Adjournment



- 2) The time and place of the meeting shall be decided by a majority vote at a Board of Director's meeting. Notice of the meetings shall be made known to all SRA Rowing Club Executives in good standing at least thirty (30) days in advance of the meeting.
  - a. Privileges
  - b. All SRA members present and in good standing will be entitled to one (1) vote on matters put to them
  - c. Supporting members shall have no voting privileges
  - d. Voting shall be by show of hands
  - e. No proxy voting shall be recognized
  - f. In the event of a tie, the presiding Director at the meeting shall be entitled to exercise a second or casting vote.

## **STAFF**

### **1. Provincial Head Coach**

- 1) Reports to VP High Performance and to the SRA Board of Directors on a quarterly basis.
- 2) Performance Evaluation: Completed annually by VP High Performance and President.
- 3) Purpose: To mentor novice to elite coaches throughout the province and to develop high performance athletes to represent Saskatchewan at provincial, national and international competitions including Canada Games and National Championships.
- 4) Description: A key responsibility will be development and mentoring of club, regional and volunteer coaches throughout the province. Responsibilities will also include development, implementation, monitoring and evaluation of a comprehensive integrated performance model, provincial team selection and competition.

### **2. Assistant Coach**

- 1) Reports to: Provincial Head Coach, VP High Performance, and to the SRA Board of Directors on a quarterly basis.
- 2) Performance Evaluation: Completed annually by Provincial Head Coach and VP High Performance.
- 3) Purpose: To develop high performance athletes to represent Saskatchewan at provincial, national and international competitions including Canada Games and Nation Championships.
- 4) Description: Identify and train high performance athletes in delivering SRA programming to athletes in Saskatchewan in collaboration with and mentorship from the Provincial Head Coach. Specifically, promote and develop the sport of rowing

in the province, including active collaboration with club executives and VP Development to implement club plans as SRA development programs.

### **3. Administrative Coordinator**

- 1) Reports to: VP Administration and to the SRA Board of Directors on a quarterly basis
- 2) Performance Evaluation: Completed annually by VP Administration
- 3) Purpose: Provide administrative support to the SRA.

## **MEMBERSHIP AND REGISTRATION**

### **1. General Policies**

- 1) The Saskatchewan Rowing Association charges membership fees to help offset the costs associated with the programs and services offered to these clubs and members. Membership support is important to the continued development of rowing in Saskatchewan.
- 2) A club must register all members (athletes, Learn-to-Row, recreational, competitive, volunteers) as well as the club itself.
- 3) All club members are valid from April 1st to March 31st.

### **2. RCA Club Registration Fees**

- 1) Club fees are due by April 1st. A completed list of the Member Club's Board of Directors and the following fees must be sent to the Association's office.
- 2) RCA Club Registration Fees must be paid by the respective club. (\$400 per club)

### **3. Individual Fees**

- 1) Membership is valid for one membership year from the date of registration to March 31<sup>st</sup>. \$20.00 for all members.
- 2) Seat Fees: \$1.75/seat at sanctioned regattas in the province.

### **4. Self-Identification**

- 1) The Saskatchewan Rowing Association is focused on understanding more about what is important to our members so we can provide better programming and services to meet our members' needs. SRA members who are Indian, Metis and Inuit persons of Canada as well as persons who are accepted under the Indian Act by one of the Aboriginal peoples of Saskatchewan as members of their community ( as identified by the Canadian Constitution of 1982), can self-identify at the time of registration. Self-identification is completely voluntary. All data will be stored securely to respect privacy and used only as a means to enhance rowing programs and services.

### **5. Guidelines for Membership Classifications**

- 1) It is recognized that clubs are responsible to administer and follow the set guidelines which have been adopted by Saskatchewan Rowing Association and the member clubs.
- 2) SRA Full Member: applies to any member who joins a Saskatchewan member club and is an active full-time member of the club. Generally speaking, this membership would apply to any member who participates in club activities, uses equipment and joins the club on an annual basis. SRA Learn-to-Row Member: applies to any member who joins a Saskatchewan member club for the purpose of taking the Learn-to-Row instructional programs or joins any of the seasonal categories the clubs offer, i.e. spring membership, fall membership, winter membership.
- 3) SRA Associate Member: for the purpose of encouraging parents and friends of rowers to join the SRA and become full members in the SRA and Rowing Canada. These Associate Members are now rowers but may participate as an official, coach, coxswain or volunteer.

## **6. Registration Procedures**

- 1) In the spring of 2012, RCA unveiled the Web Registration System for all PSGBs, member clubs and individual rowers to use. The online system is a single entry point for all rowing organizations in Canada to administer programs, collect registration information and maintain up to database information. In the spring of 2013, they updated the system to allow for online payment collection, as well as electronic distribution of codes of conduct and waivers.
- 2) The first time registration process to create a profile on RCA:
  - a. Go to <https://membership.rowingcanda.org>
  - b. Click on REGISTER NOW.
  - c. Enter name and birthday and then click on Check Account. If there is a profile that matches your name (perhaps you have taken a LTR session any time after 2012), you will be given the steps to retrieve your profile information.
  - d. If your name does not appear, you will be asked to fill in your contact information.
  - e. Accurately fill in the fields as this is how the club will be able to get a hold of you.
  - f. Select Create My Account.
- 3) A video of how to do this can be found at:  
<http://www.youtube.com/watch?v=OBlaEnm8vwM>
- 4) Register in a Program:
  - a. Go to <https://membership.rowingcanada.org/>
  - b. Click on Join a Rowing Program/Register
  - c. Select Saskatchewan, then the club you want to join

- d. A list of the club's available programs will be listed, with specifics about what each program offers participants.
- e. Select Join.
- f. A summary of the program is repeated and how many current members are in the program, as well as if there is a maximum number of participants.
- g. Select Accept (however, you will not be registered until payment is confirmed by the club)
- h. A new screen comes up with the option to pay online.
- i. Your payment will be processed by Peloton Technologies, an organization that has partnered with RCA to develop the WRS as well as the online payment functionality.
- j. A receipt will be sent to your email address and the member club will process your registration. Once you have been accepted into the program you want, you will receive a confirmation email from RCA indicating so.

## **7. New Clubs**

- 1) An organization formed to promote rowing in Saskatchewan may apply for membership in the Saskatchewan Rowing Association.
  - a. Clubs must apply to the SRA by submitting the following information:
    - Club name
    - Constitution
    - Board of Directors
  - b. SRA Directors will address the application at the first meeting following the receipt of the formal request, including items mentioned above.
  - c. If accepted, the club will be granted a probationary membership. Probationary membership entails full fees as required by SRA and RCA.
  - d. The SRA Board of Directors shall appoint a member who will provide technical assistance and guidance as required to the probationary member.
  - e. The club and its members will not be entitled to vote at the 4 AGM or at the Directors meetings, although they may have representative(s) attend the AGM and, if invited by the Directors, the Directors meetings.
  - f. Upon payment of all dues, as required, the club will be eligible for the benefits of any programming and financial assistance to members of SRA.
  - g. SRA shall notify the new club of its decision and shall request that the club forward a complete membership list so a request for membership can be forwarded to RCA. If it has not already done so, SRA shall forward copies of any applicable policies and procedures information.
  - h. If rejected, the Directors must identify their reasons in writing and transmit these reasons to the requesting organization within two weeks of the Directors meeting at which the request was addressed. Once accepted by the Directors, SRA will submit a letter to RCA and shall subsequently invoice the club for the same.
  - i. The club's probationary status shall be reviewed by the Directors no less than nine months, but no more than fifteen months following its approval. The

Directors shall at this time either extend full membership privileges or renew the probationary for a further twelve months. Full membership shall be refused only if the club has not exhibited ambitions towards full development in the SRA (i.e. regatta participation, financial self-support, etc.)

## **INSURANCE**

1. Liability and Accident Insurance is provided with membership fees through Rowing Canada. See the Rowing Canada website for the up to date version of the policy:  
[http://www.rowingcanada.org/sites/default/files/pdf/insurance\\_risk.pdf](http://www.rowingcanada.org/sites/default/files/pdf/insurance_risk.pdf)

## **CODE OF ETHICS**

1. The purpose of the Code of Ethics is to establish and communicate the values and beliefs that are fundamental to the wellbeing of the organization and its members. The principle of “honoring sport” challenges members to recognize, act on and promote the value of sport in individuals, teams and for society in general. The Code of Ethics advocates the fundamentally positive aspects of sport and actively seeks ways to reduce potentially negative aspects. As members of Sask Sport, Rowing Canada Aviron and the Coaches Association of Canada, SRA members shall also abide by the principles and ethical standards outlined by these organizations.
  - 1) Members shall encourage a climate of mutual support among participants in the sport of rowing.
  - 2) All athletes have the right to participate in suitable and safe settings. Safety and the physical, psychological and emotional well-being of each individual athlete shall be of primary importance in all programs.
  - 3) Members, clubs/organizations shall ensure that athletes travel, train, perform in suitable and safe settings and that participants receive qualified instruction from certified and safety conscious coaches.
  - 4) All members shall abide by a sense of fair play and respect for rules and established procedures.
  - 5) All members are expected to treat each other with courtesy and respect at all times and refrain from malicious gossip and demeaning remarks to others, expressing their displeasure with officials by any means other than the accepted appeal procedures, attempting to disrupt, distract or in any way interfere with the performance of an athlete during competition or training.
  - 6) Members shall treat others equitably within the context of their sport, regardless of their gender, race, place of origin, athletic potential, color, sexual orientation, religion, political beliefs, socio-economic status or any other conditions.
  - 7) Members shall share confidential information only with the consent of those requesting confidentiality or in a way that individuals cannot be identified.
  - 8) All members are expected to be honest and forthright in their dealings with the SRA, other members and non-members.
  - 9) Members of SRA shall strive to react to success, failure and controversy with grace and dignity.

- 10) Members of SRA shall seek to discover and promote the positive aspects of rowing activities.
- 11) Members of SRA shall refrain from seeking special privileges or treatment, and remember that others are striving for the same objective.
- 12) Active recruitment of individual athletes and coaches from other clubs/organizations is strictly prohibited.
- 13) It is unacceptable for any member to physically strike, abuse or harass another person regardless of the situation or location. Members shall abstain from and refuse to tolerate in others all forms of harassment including sexual harassment.
- 14) All coaches shall also abide by the Code of Ethics of the Coaching Association of Saskatchewan and Canada.