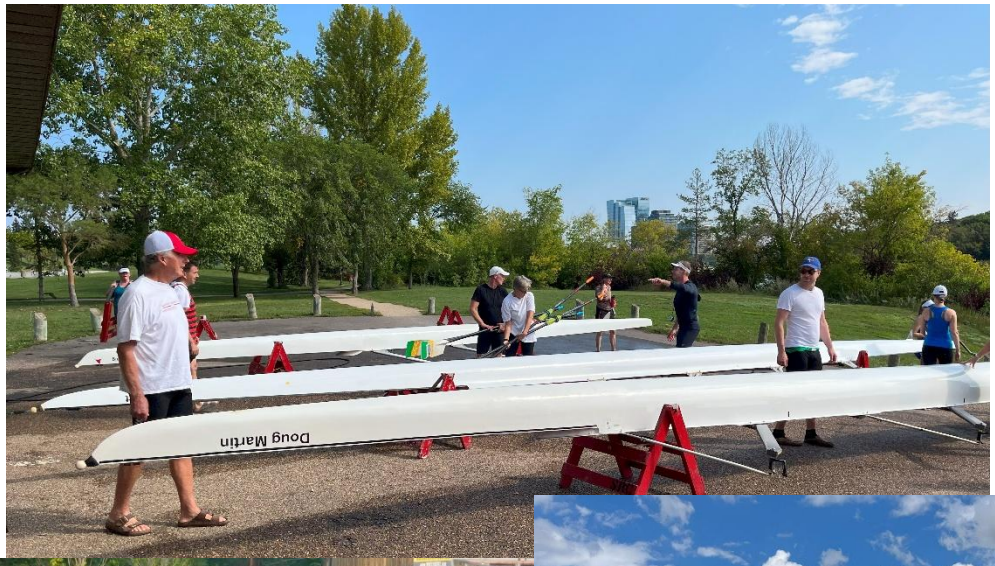
SASKATCHEWAN ROWING POLICY MANUAL



UPDATED APRIL 20, 2026

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10-00 Committee Structure (A-2022-05-10)

Approved: May 10, 2022

1. The Standing Committees of the Board, as specified in Article 8 of the Bylaws, are:
    a) the Finance Committee,
    b) the Executive Director Evaluation Committee (Executive Committee), and
    c) the Governance Committee.
2. The Board may strike an Executive Committee consisting of the President, the Vice-President, the Treasurer and the immediate Past-President, as allowed in Article 8.1.4 of the By-laws.
3. The chair of each Standing Committee shall be a Director appointed by the Board in accordance with Article 8 of the Bylaws.
4. The members of each Standing Committee shall be Directors or other Saskatchewan Rowing members appointed by the Board in accordance with Article 6 of the Bylaws.
5. In addition to the Board Committees, the Association, under the direction of the Executive Director, may have the following Operational Committees:
    a) Programs/Regatta Committee,
    b) Development Committee
    c) High Performance Committee
    d) Fundraising/Events Committee,
    e) Other committees as may be determined from time to time by the Executive Director.
6. The chair and members of each operational committee shall be appointed by the Executive Director in consultation with the Board.
7. Directors may be appointed as chairs or members of the operational committees, but in such capacities are acting as regular volunteers and not as Directors.
8. The Executive Director or a staff member designated by the Executive Director may be the chair of each operational committee.

Each operational committee chair reports to the Executive Director who, in turn, shall be responsible for communication to the Board.

10-10 Executive Committee (A-2022-05-10)

Approved: May 10, 2022

1. The Executive Committee consists of the President, Vice-President, Treasurer, and the immediate Past-President, specified in Subsection 5.1 of the Bylaws as the officers of the Association. The Executive Director shall be a resource person to the Executive Committee.
2. The Executive Committee shall deal with issues arising that need an immediate decision where convening a meeting of the Board is impractical.
3. Decisions deemed significant by the Executive Committee shall require the participation of the entire Board.
4. The Executive Committee will inform the Board of any decisions it has reached between meetings noting the exceptional circumstances that required the immediate decision.

5. The Executive Committee will be responsible for completing the Evaluation of the Executive Director per the Staff Evaluation Policy 80.

10-20 Governance Committee (A 2022-04-10)

Approved: May 10, 2022

1. The Governance Committee shall consist of up to three members of the board and may include appointed and elected members. The Executive Director shall be a resource person to the Governance Committee.
2. The purpose of the Governance Committee is to develop and recommend SRA's approach to good governance, support and oversee Board Member recruitment and review and recommend policy that will lead to organization effectiveness.
3. Subject to the powers and duties of the Board, the Governance Committee will:
    a. At least every two years, review the governance framework including the by-laws and written policies and advise Board regarding:
        i. areas of concern;
        ii. best practices;
        iii. recommend changes at least 60 days prior to the Annual General Meeting; and
        iv. any proposed amendments shall be discussed by the Board prior to being circulated to the membership no less than 15 days prior to the Annual General Meeting.
    b. ensures appropriate structures and procedures are in place to allow the Board to function effectively;
    c. annually reviews the composition of the Board as a whole and recommends changes, if necessary, to ensure the desired Board makeup includes the appropriate balance of knowledge, experience, skills and diversity;
    d. works with the Governances Committee to identify any gaps that should be filled in new board Member candidates
    e. ensures programs are in place for new Board Members orientation and ongoing professional development;
    f. assumes other related responsibilities as assigned by the Board.
4. The Governance Committee meets at least 2 times per year. Additional meetings may be held as deemed necessary by the Committee Chair.
5. The Committee reports to the Board by distributing high-level summary at the next Board meeting. The summary details what the Committee has been working on, what the Committee is brining forward for discussion or approval, and what is coming up on the Committee's agenda.
6. The Committee may engage independent advisors when it deems necessary, subject to the approval of the Board.

10-30 Finance Committee (A-2022-05-10)

Approved: May 10, 2022

Finance Committee detailed in Policy 30-00.

10-40 Staff Evaluation Committee (A-2022-10-25)

Approved: October 25, 2022

Staff Evaluation Policy detailed in Policy 80-00.

10-50 Organizational Meeting of the Board (A-2022-05-10)

Approved: May 10, 2022

1. The Organizational Meeting of the Board of Directors shall be held immediately following the election of Directors at the Annual General Meeting of Saskatchewan Rowing.
2. The Annual General Meeting will be called to recess to conduct the requirements of policy 10-35.
3. A majority of Directors (exclusive of *Past President*) constitutes a quorum at the Organizational Meeting.
4. The agenda of the Organizational Meeting shall consist of:
    a. election of the President,
    b. election of the Vice-President, and
    c. election of the Treasurer.
5. The Executive Director or, in the absence of the Executive Director the staff member designated will record the minutes of Board meetings, shall call the Organizational Meeting to order and act as Chair for the election of the President as follows:
    a. the Chair shall call for nominations,
    b. each Director nominated must accept the nomination, either in person or by prior written consent,
    c. any nomination not accepted in accordance with Subsection 4(b) is null and void,
    d. when three calls for nominations produce no further nominations, the nominations shall be deemed to cease, and
    e. if a vote is required, the vote shall be by secret ballot. In such a case, the directors nominating the candidates shall act as scrutineers.
6. Once the election of the President has been completed, the President shall, if present at the meeting, take the Chair position.
7. The Chair shall then conduct the election of the Vice-President using the procedure outlined in Sections 4 and 5.
8. If the President has not already taken the Chair, the Vice-President shall, if present, take the Chair. In the absence of both the President and Vice-President, the Board of Directors shall elect a *pro tem* chair.
9. The Chair shall then conduct the election of the Treasurer using the procedure outlined in Sections 4 and 5.
10. Directors who are absent for the above elections may vote by text message or email, within a specified time (for example, 10 minutes or less).

10-60 Board of Directors (A-2022-05-10)

Approved: May 10, 2022

A. Meetings of the Board of Directors

1. A majority of directors (exclusive of *Past President*) constitutes a quorum at a meeting of directors.
2. The Board of Directors shall meet at the call of the President, or the Vice-President if the President is unavailable, and at least quarterly each year on the third Thursday of the months of June, September, January, and April.
3. Notwithstanding Section A.2, a meeting of the Board of Directors may be called by a majority of the Directors at any time.
4. A meeting of the Board of Directors may be face-to-face or by conference call or video conference, or a combination thereof. Such meetings shall be considered a regular meeting.
5. The President shall preside or in the absence of the President, the Vice-President shall preside. In the absence of both the President and Vice-President, the Board of Directors shall elect a *pro tem* chair.
6. The President, or the Vice-President if the President is unavailable, may call for a vote on a motion by e-mail if time constraints or the lack of availability of Directors for a regular meeting so requires. In such a case the Executive Director shall keep a record of the e-votes, and the motion and results shall be presented as part of the minutes at the next regular meeting of the Board. To be passed by e-vote, a majority of the Directors must vote in favour of the motion.
7. Notwithstanding Section A.6, if any two Directors object to the call for a vote on a motion by e-mail on the grounds that they are of the opinion that further in-person discussion is required, a vote on that motion shall be tabled until a regular meeting of the Board is held, or until such objection has been withdrawn, whichever comes first.

B. Notice of Directors' Meetings

1. Should a special meeting be required, every director shall be given by email or otherwise at least five days notice of every meeting of directors.
2. A director may waive notice of a meeting by attendance at that meeting or, if not in attendance, by so stating by e-mail, telephone or otherwise.

C. Other Provisions

1. Any Director absent from two consecutive meetings of the Board of Directors shall cease to hold office in the Saskatchewan Rowing Board of Directors unless excused by the President either prior to or following the absences.
2. Any Director in violation of the Conflict of Interest Guidelines, as outlined in Article 13 of the Bylaws, shall have the opportunity to be heard at a meeting of the Board of Directors to explain his/her position. If the explanation is not satisfactory to the Board of Directors, the Director who is in violation may be removed from office by a majority vote of the Board.

D. In-Camera Sessions (A-2024-12-06)

Approved: Dec 6, 2024

1. **PURPOSE**

The purpose of *in camera* and board-only sessions is:

- to provide an opportunity for the board to discuss particularly sensitive matters within the jurisdiction of the board (such as litigation, labour relations, or management performance)
- to provide an opportunity for the board to discuss sensitive internal board governance matters
- to provide an opportunity for the board to review the performance and compensation of the Executive Director
- to provide a forum in which board members who are reticent or reluctant to speak may indicate this and seek advice on the appropriate way to raise issues of concern
- in the case of internal and external auditors, to safeguard the independence of those officers by providing direct access to the board without members of the administration in attendance

2. **PRINCIPLES**

Content:

Not all matters that individual board members wish to raise are appropriate to discuss in an *in camera* session. *In camera* sessions are designed to address specific sensitive matters that are better initially discussed without notes being taken. They are not designed as a forum to raise personal agendas or special interests, nor to alter a decision that has been presented by management and approved.

Participation:

All members of the Board of Directors should have a regular opportunity to meet in the absence of the Executive Director.

Records:

Board decisions should always be recorded in formal minutes in order to provide a legal record and audit trail. Separate notes taken by the chair or a board member do not constitute a legal record as they are not approved, though they may be discoverable by opposition counsel in litigation. Board members, other than the chair, should not maintain personal notes of *in camera* sessions. If as occasionally happens it is necessary to record the notes and/or decisions from an *in camera* or board-only session, the Chair should record them, and a separate line item in the minutes which includes the *in camera* or board-only items should be approved and maintained.

3. Guidelines:

a) At each regular meeting of the board, the agenda should include provision for a session for board members only.

b) In general, board business should not be transacted in an *in camera* or board-only session unless it is minuted. If any business is to be conducted or motions carried at an *in camera* or board-only session, the item should be included in a confidential addendum to the minutes and brought to the next meeting of the board for approval.

c) Care must be exercised by the chair to ensure that *in camera* sessions remain focused on appropriate items and do not digress into areas that should be discussed in the presence of management. The board chair must exercise his/her authority as chair to determine the appropriateness and relevance of issues raised *in camera*, and to provide opportunities for all board members to contribute meaningfully to the discussion.

Following each board meeting, the chair of the board and/or the vice chair should meet with the Executive Director to de-brief matters raised at the *in camera* session(s), but will take care not to attribute comments to particular board members.

10-70 Annual General Meeting (A-2022-05-10)

Approved: May 10, 2022

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:
    i. Reading of notice calling the meeting
    ii. Adoption of minutes of Previous AGM
    iii. Presentation of reports
    iv. Review Audit/Appointment of Auditor
    v. Unfinished business
    vi. Election/appointment of directors
    vii. New business
    viii. 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.
    i. Privileges
    ii. All SRA members present and in good standing will be entitled to one (1) vote on matters put to them
    iii. Supporting members shall have no voting privileges
    iv. Voting shall be by show of hands
    v. No proxy voting shall be recognized
    vi. In the event of a tie, the presiding Director at the meeting shall be entitled to exercise a second or casting vote.

20-00 General (A-2022-05-10)

Approved: May 10, 2022

2. Saskatchewan Rowing exists to satisfy the objectives outlined within its bylaws.

3. A combination of paid staff, volunteers and directors are required to help Saskatchewan Rowing achieve its objectives in the most optimal manner possible.
4. Each of these key stakeholders fills critical roles in achieving this success and must operate within the parameters of their role within a volunteer-based organization.
5. A collaborate and cohesive environment is critical to ensure everyone's talents are most effectively used.

20-10 Director Conduct (A-2022-05-10)

Approved: May 10, 2022

1. The key responsibility for the individuals on the Board of Directors is to provide governance and strategic direction to Saskatchewan Rowing.
2. Governance and management are two distinctly different activities.
3. Governance is focused on setting the strategic course of the organization and outlining the policies, rules and regulations that the organization is to follow.
4. Management is focused on executing the day-to-day activities of the organization and follows the strategic direction established.
5. All Directors must understand and ensure they fulfill their responsibilities properly.
6. All Directors must understand and adhere to the conflict of interest provisions set out in Article 13 of the Bylaws.
7. At times, Directors may also act as volunteers to support the Association's activities. While challenging, it is critical that these Directors understand their roles as volunteers. This means they must not override the decisions being made by those individuals who are managing an event or situation.

20-20 Volunteer Conduct (A-2022-05-10)

Approved: May 10, 2022

1. Various events and activities of Saskatchewan Rowing require volunteer assistance.
2. Volunteers support Saskatchewan Rowing's activities by working at regattas, officiating events, coaching, driving, attending meetings, and the like.
3. Within their roles, volunteers will report to a designated person responsible for the activity within which the volunteer is working.
4. Volunteers, outside of the Board of Directors, report to the Executive Director, Chair or designated staff personnel.

20-30 Employee Conduct (A-2022-05-10)

Approved: May 10, 20222022

1. The Executive Director shall be responsible for managing the operations of Saskatchewan Rowing and reporting to the Board of Directors through the President.
2. While the other Saskatchewan Rowing staff may work with various committees to fulfill their roles, they formally report to the Executive Director.
3. These reporting relationships must be respected to ensure the efficient and effective operation of Saskatchewan Rowing.

4. Management of Saskatchewan Rowing has boundaries and the staff of Saskatchewan Rowing must ensure they do not undertake decisions or actions that may conflict with the policies and bylaws of Saskatchewan Rowing or the strategic direction determined and outlined by the Board of Directors.

20-40 Public Statements (A-2022-05-10)

Approved: May 10, 2022

When Saskatchewan Rowing's Directors or staff members are attending meetings, core service workshops, training sessions, press conferences, or the like and are asked to provide public statements or answer questions on behalf of Saskatchewan Rowing, the following guidelines shall apply:

1. Any Director or staff member may respond to statements or questions that are readily defined in policy.
2. Statements or questions requiring an interpretation of a policy, an opinion of the Board or an opinion of Saskatchewan Rowing will be referred to a member of the President or the Executive Director.
3. In the absence of those listed in 20-40 2, another member of the Board of Directors may respond.

20-50 Attendance at External Meetings (A-2022-05-10)

Approved: May 10, 2022

For attendance at an international, national, regional or local meeting on behalf of Saskatchewan Rowing, the following shall apply:

1. If the meeting relates to policy, a Director and required staff shall attend.
2. If the meeting relates to administrative matters only, staff members shall attend.

20-60 Confidentiality (A-2022-05-10)

Approved: May 10, 2022

1. Directors and employees of Saskatchewan Rowing shall not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Saskatchewan Rowing to any person other than to persons who have a legitimate need for such information and to whom Saskatchewan Rowing has authorized disclosure.
2. Directors and employees shall use confidential information solely for the purpose of performing services as a trustee or employee of Saskatchewan Rowing.
3. At the end of a Director's term of office or upon the termination of an employee's, volunteer's, or contractor's relationship with Saskatchewan Rowing, he or she shall return, at the request of Saskatchewan Rowing, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.
4. This policy is not intended to prevent disclosure where disclosure is required by law.

30.00 Finance Committee (A-2022-05-10)

Approved: May 10, 2022

The Finance Committee shall be responsible for:

1. monitoring adherence to financial policies as established by the Board,
2. monitoring the financial performance of the Association,
3. developing and updating internal controls to protect and monitor the assets of Saskatchewan Rowing,
4. consulting with Saskatchewan Rowing's auditor on the auditor's report and recommendations, ensuring recommendations are implemented in an appropriate and timely manner, and
5. reporting to the board and membership on financial performance and the audit report at the Annual General Meeting.
6. recommending for approval to the Board the budget as prepared by the Executive Director.

30.10 Signing Authority (A-2022-05-10)

Approved: May 10, 2022

1. The signing officers of Saskatchewan Rowing shall be the Executive Director and at least two members of the Board of Directors, designated by the Board.
2. With the exception of credit cards controlled by the Association, at least two signatures shall be required on all negotiable instruments and bank withdrawals.

30.20 Budget (A-2022-05-10)

Approved: May 10, 2022

1. The Finance Committee shall be responsible for overseeing the budget process.
2. Assuming a fiscal year of April 1 to March 31, the following timelines shall be adhered to in completing the budget process for internal management purposes:
    a) **November 15** – The Executive Director shall provide the Finance Committee with the first draft of the operating budget for the coming year.
    b) **December 30** - The Finance Committee shall have finalized their review of the operating budget and shall be prepared to recommend the budget to the Board of Directors.
    c) **January 15** - The Board shall review and give final approval to the budget.
3. The Executive Director shall be responsible for the completion of the budget and managing the day-to-day operations of the organization within the approved budget.

30.30 Funding Applications (A-2022-05-10)

Approved: May 10, 2022

1. Applications for funding to be paid to Saskatchewan Rowing shall be prepared by the Executive Director and will be submitted to the Finance Committee for information.
2. The Executive Director shall report on successful and unsuccessful grant applications, the status of pending applications, grants not applied for, and opportunities for new grants.

30.40 Financial Management (A-2022-05-10)

Approved: May 10, 2022

1. The Executive Director shall be responsible for preparing a quarterly financial summary showing a comparison of actual results for the quarter and on a year-to-date basis to be presented to the Board.
2. For months not coinciding with quarterly reporting, the Treasurer shall receive financial statements no later than the end of the following month.
3. The Treasurer, in consultation with the Executive Director, shall take any necessary corrective action upon review of the monthly and/or quarterly summary.
4. A preliminary budget shall be presented to the Board with supporting detail. The Board shall approve or amend the budget.
5. The Executive Director shall have the authority to move expenses within the approved budget as long as the total approved expenditure is not exceeded and as long as the strategic objectives of the Board are being met. If either of these conditions are not being met, the Executive Director shall seek the approval of the Board.

30.50 Investments (A-2022-05-10)

Approved: May 10, 2022

A. Application

This policy applies to the Reserve Fund, policy 1.70, of Saskatchewan Rowing. The Reserve Fund includes all funds held by Saskatchewan Rowing:

1. that are not required for normal operating expenses.

B. Purpose

1. The purpose of the policy is to provide investment guidelines and performance objectives for the investment of the reserve funds.

C. Objective

The overarching principles of the Saskatchewan Rowing Investment Policy are:

1. to preserve capital,
2. provide capital liquidity to deal with unanticipated demands.

D. Guidelines

1. The Executive Director, in consultation with the Finance Committee, shall be responsible for investing surplus funds of Saskatchewan Rowing, ensuring resources are available to meet ongoing operating needs.
2. To manage risk, a lower percentage (no more than 10%) of the reserve funds may be invested in equities with the majority invested in GIC's.

E. Reporting and Review

3. On an annual basis, following review by the Finance Committee, the Investment statement including a complete portfolio review shall be presented to the Board of Directors by the Executive Director.
4. A review of this Investment Policy shall be conducted annually.
5. The quarterly statement of the portfolio review will be provided by the Executive Director to the Finance Committee.

30.60 Reserves (A-2022-05-10)

Approved: May 10, 2022

1. The Association shall build into its annual operating budget an amount to be allocated to reserves that is not less than 1% of the Association's annual Sask Sport funding.
2. This allocation shall continue until such time as the reserve reaches the annual Sask Sport funding amount.
3. Once this amount has been attained, the annual allocation shall be adjusted to ensure an amount equal to or greater than the annual Sask Sport funding is maintained in reserves.
4. Reserves allocated for this purpose shall be accounted for separately from general operating funds.
5. Once the reserves reach the annual Sask Sport funding amount, the interest received from the investments may be utilized in the annual budget for programs and services.

30.70 Expense Claims (A-2022-05-10)

Approved: May 10, 2022

1. 'Reasonable expenses' are defined as meals, travel, accommodations, telephone and other costs approved by the Executive Director incurred while conducting business on behalf of the Association and to which the individual is not otherwise entitled to reimbursement by another organization.
2. Expense rates apply to board members, staff, coaches, officials and/or approved volunteers representing the province.
3. Expense rates shall be reviewed by the Finance Committee as appropriate.
4. Any recommendations for change shall be presented to the Board for consideration.
5. Expense claims shall be submitted on a timely basis by individuals listed in #2 above.
6. Submission(s) should be made following each occurrence or at least on a monthly basis.
7. Mileage rates for business will be adjusted and applied as follows:

a) Ordinary usage – 50.78¢/km per the Government of Saskatchewan mileage rates
b) Towing – 61.00¢/km per the CRA business mileage rate for towing

8. Eligible meal expenses shall be recognized as follows:
   a) Tips and out-of-pocket items are included within the per diem allowance.
   b) A person must leave home before 8:00 AM to be eligible to claim breakfast and arrive home after 7:00 PM to be eligible to claim dinner.
   c) In-province and out-of-province per diem meal allowances shall be recognized at the rates specified on the Expense Report approved by the board.
9. Eligible accommodation expenses shall be as follows:
   a) The representatives of the Association shall exercise good judgment when selecting hotels, balancing appropriateness with economy.
   b) Expenses shall be reimbursed based upon receipted cost.
   c) Individuals who do not stay at a hotel and stay at a local residence shall be eligible to claim up to $25 per day to purchase a thank you gift, to a maximum of $100.
10. Other eligible expenses shall be as follows:
    a) Other expenses may be reimbursed, if the Executive Director has approved them prior to the expenses being incurred and only if appropriate receipts are provided.
    b) If the Executive Director is unavailable, the Finance Chair or a member of the Executive Committee may approve the expense report.
11. The Executive Director's expense claims shall be approved by a signing authority. This signing authority should be the same person through the course of a year.
12. The claimant is offered the option of turning some or all of the claim back to the Association through the Sport Legacy Fund to receive a tax receipt. The claimant must sign the expense claim form and have it approved by the Executive Director.

30.80 Credit Cards (A-2022-05-10)

Approved: May 10, 2022

1. Credit cards controlled by Saskatchewan Rowing may be provided to the Executive Director and any employee designated by the Executive Director.
2. Credit cards shall only be used for expenses incurred by Saskatchewan Rowing.
3. In the use of any Saskatchewan Rowing credit cards, any benefits accruing from card reward programs from any source as a result of Saskatchewan Rowing business shall belong to Saskatchewan Rowing and shall be used to reduce expenses.

30.90 Professional Services (A-2022-05-10)

Approved: May 10, 2022

1. The Finance Committee shall be responsible for review and recommendation of the accounting firm used to provide audit services for Saskatchewan Rowing. The recommendation of the Finance Committee will be approved by the Board before consideration by the Annual General Meeting.

2. Formal approval of the auditor shall be made at the Annual General Meeting.
3. As part of the review, the Finance Committee shall tender Saskatchewan Rowing's audit services and professional services (legal, etc.) as needed/required and no less than every 5 years.
4. The Finance Committee, in consultation with the Executive Director, shall review on an annual basis all other services provided to Saskatchewan Rowing (not limited to legal, banking, investment, services and the like).

30.100 Membership Fees (A-2022-05-10)

Approved: May 10, 2022

1. The Board of Directors shall set all affiliation fees through the budget approval process in Policy 1.30 in consultation with Rowing Canada Aviron.

30.110 Inventory (A-2022-05-10)

Approved: May 10, 2022

1. The Executive Director shall be responsible for ensuring an annual inventory count is performed on the equipment and/or merchandise.
2. The inventory report shall include detail as to the quantity, condition and replacement value of all items, and identify any missing items.
3. A current inventory list shall be maintained at the office to indicate when equipment is signed out, by whom and the date returned.

30.120 Capital Asset Policy (A-2023-09-17)

Approved: September 17, 2023

1. To provide direction and guidance on policy related to the purchase, capitalization, depreciation and disposal of capital assets.
2. If the average of annual revenues recognized in the statement of operations for the current and preceding period of the organization and any entity it controls is less than $500,000, the organization can waive this capitalization policy and expense all asset purchases.
3. Definition:
    a. A capital asset is a piece of property that meets all of the following requirements:
    b. The asset is tangible and complete.
    c. The asset is used in the operation of the organization's activities.
    d. The asset has a useful life of longer than the current fiscal year.
    e. The asset is of significant value. (i.e. >$1,000.00)
4. Purchase Authorization of Assets:
    a. All capital asset purchases will be authorized by the Saskatchewan Rowing Association Board of Directors.
    b. Capital assets may be acquired through purchase, donation or may be self-constructed.
5. Capitalization of Assets
    a. The following significant values will be used to determine capitalization of assets for different classes:

i. Class of Capital Assets	Significant Value
Boats and Trailers	$1000
Furniture and Equipment	$1000

Computer Equipment	$1000
Automotive Equipment	$1000
Rowing Equipment	$1000

6. Depreciation of Assets
    a. The straight-line method of depreciation should be utilized to depreciate capital assets, except for land, over the estimated useful lives of the related assets principally as follows:
        i.

Class of Capital Assets	Estimated Useful Life
Boats and Trailers	10 years
Furniture and Equipment	10 years
Computer Equipment	3 years
Automotive Equipment	10 years
Rowing Equipment	10 years

    b. Depreciation will be calculated utilizing the "Half-Year Rule." One-half of a full year's depreciation is allowed for the asset in its first year placed in service, regardless of when it was actually placed in service during that year.
7. Disposition of Assets:
    a. When capital assets are sold or otherwise disposed of such as being recycled or thrown away, the cost of the asset and the associated accumulated depreciation are removed from the continuity listing and general ledger.
    b. Assets will be removed on an annual basis in conjunction with the annual update.
    c. The appropriate depreciation will be taken for the year of disposal.
8. Assets <$1,000.00
    a. Assets that are purchased with a value of <$1,000.00 will not be capitalized. These assets will be expensed when incurred.

40-00 Grants (A-2022-05-10)

Approved: May 10, 2022

1. Saskatchewan Rowing annually distributes assistance to member clubs through a variety of grants.

40-10 Membership Assistance Program (MAP) Policy (A-2026-04-20)

Approved: April 20, 2026

1. PURPOSE:

The purpose of the Membership Assistance Program (MAP) is to allocate funds to member organizations (Ex. clubs, teams or affiliated members) who deliver quality sport development programs or projects at the Participation level in Saskatchewan.

Participation refers to sport activities at the provincial level and below including the community and grassroots level.

2. DESIRED OUTCOMES:

- Delivery of affordable, accessible, inclusive, safe and welcoming sport.
- Development of new or existing clubs, teams and leagues.
- Development of competition opportunities at the provincial level and below.
- Development of coaches and officials at the Participation level.
- Increase the number of athletes participating in the Saskatchewan sport system.

3. SOURCE OF FUNDING:

The MAP grant is funded by the Sask Lotteries Trust Fund (Trust Fund) to the *Saskatchewan Rowing Association* and is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

4. ELIGIBILITY:

Member organizations who are in good standing with the *Saskatchewan Rowing Association* and have paid their registration fee for the current fiscal year are eligible to apply for MAP grant funds.

5. AVAILABLE FUNDING:

Saskatchewan Rowing Association MAP funding is subject to the sustainability of funding levels received from the Trust Fund.

6. REQUIREMENTS AND CONDITIONS:

- The member organization must acknowledge and publicly recognize that the MAP support received from the Sask Lotteries Trust Fund is derived from the proceeds of the sale of lottery tickets in Saskatchewan. Sask Lotteries must be promoted and recognized within all communications and promotions developed. The Sask Lotteries logo, brand guidelines, key messages and promotional materials are available at https://sasklotteries.ca/funding-recognition/.
- The member organization must deliver sport development initiatives at the Participation level (Ex. league play, introductory/participation/equity-deserving group programs, coaches and officials clinics, etc.).
- The member organization must have a bank account. MAP grant payments cannot be made to an individual.
- Retroactive funding is not permitted.
- MAP expenditures must take place within the *Saskatchewan Rowing Association* fiscal year for which the grant funds were approved. No carryover of unused grant funds is permitted.
- Grants are approved with the understanding that funds are to be used in accordance with the *Saskatchewan Rowing Association* MAP Policy as well as adhering to the Sask Sport MAP Guidelines and requirements of the Trust Fund. In the event funds are unused or do not adhere to the policies and guidelines, the member organization will be required to return the MAP grant funds to *Saskatchewan Rowing Association*.

7. APPLICATION PROCEDURES:

The MAP application deadline is *May 1st* annually. The application must include the following:

- Completed MAP Application and Spending Plan form

A copy of the MAP Application and Spending Plan form can be found online at https://www.sasksport.ca/funding-opportunities/funding-and-grants/membership-assistance-program/.

The completed MAP Application and Spending Plan form must be submitted to *skrowoffice@gmail.com*

8. ELIGIBLE EXPENDITURES:

Expenses directly related to Participation level sport development programs or projects are eligible for support, such as (but not limited to):

- Community/grassroots programs such as introductory and equity-deserving group programs, Learn to Rows (4 days or longer (Ex. facility rental, coach honorariums, marketing/promotions, sport equipment, etc.).
- New club development (Ex. facility rental, sport equipment, etc.).
- Club-level competitions or provincial championships (Ex. facility rental, medals, officials' honorariums, etc.).
- Coaches and officials' development (Ex. clinics, technical materials, facilitator expenses, etc.).
- Coaches and officials' expenses (Ex. mileage, accommodations, etc.)

9. INELIGIBLE EXPENDITURES:

- Capital expenditures - no support is available for construction, renovations, upgrading, maintenance or operating costs of facilities.
- Alcoholic beverages
- Cash prizes
- Out-of-province travel
- Food expenditures - the intent of funding from the MAP grant is not to support food-related expenditures. Out-of-pocket meal costs for volunteers, officials, and coaches are justifiable. However, food expenses for banquets, meals for participants, etc. are ineligible. Self-help revenue or user pay must be used to cover these types of food costs.
- Expenditures that are covered by other grant funding. Two different grant sources cannot be used to pay the same dollar expense, whether those grants come from Sask Sport, the Trust Fund or any other grant provider.
- Debt repayment
- Excellence level sport development expenses
- Non-program specific equipment (Ex. aerators, bleachers, sound system, scoreboard, etc.)
- Provincial or U Sports team expenses
- Research projects or feasibility studies
- Payment of money returns owed to the *Saskatchewan Rowing Association*.
- Other expenses that the Trust Fund or *Saskatchewan Rowing Association* may deem inappropriate.

If a member organization is unsure about the eligibility of a MAP expenditure, it is recommended they ask the *Saskatchewan Rowing Association* for clarification.

10. APPROVAL PROCESS:

The *Saskatchewan Rowing Association* Board of Directors is responsible for administering the MAP grant review process and the adjudication of the MAP grant.

11. PAYMENT PROCEDURES:

The MAP grant will be paid in two installments. Member organizations will receive the first grant payment following the approval of the MAP Application. This payment will be based on *50%* of the eligible MAP grant amount. The final grant amount will be determined and paid upon satisfactory review of the MAP Follow-up Report and financial documentation.

12. FOLLOW-UP PROCEDURES:

The MAP follow-up deadline is December 31st annually. The follow-up must include the following:

- Completed MAP Follow-up Report form
- Copies of the financial documentation to verify the eligible expenditures. Financial documentation (Ex. receipts) can take various forms but must at a minimum:

    - Indicate name of recipient (person or business) of the funds
    - Describe goods or services provided for payment
    - Disclose the amount of the payment
    - Include the date that the goods/services were purchased (must be within the *Saskatchewan Rowing Association* fiscal year).
    - Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back).

      NOTE: Clear and readable copies of documents for financial accountability (Ex. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the *Saskatchewan Rowing Association* but should be maintained by the member organization submitting the MAP follow-up.

The member organization must submit receipts for eligible expenditures that are equal to or more than the approved MAP grant amount. Any MAP funds that are unsubstantiated by receipts must be returned to the *Saskatchewan Rowing Association.*

A copy of the MAP Follow-up Report form can be found online at https://www.sasksport.ca/funding-opportunities/funding-and-grants/membership-assistance-program/.

The completed MAP Follow-up Report form and financial documentation must be submitted to skrowoffice@gmail.com.

40-50 Club Coach Assistance Program Grant (A-2026-03-26)

Updated: March 26, 2026

1. CCAP stands for Club Coaching Assistance Program and is a program whose funding will be reviewed on an annual basis.

2. CCAP funding will be used to support clubs with high performance coaching where there is no SRA Funded HP coach.
3. The CCAP application will be May 1 annually.

4. Review & Payment Process

a. The Executive Director in consultation with the Finance Committee will review CCAP applications and spending plans. The SRA Board of Directors will vote on the final disbursement.

b. CCAP allowable expenditures include:

i. Salaries, wages or honoraria for coaches, admin required to increase membership

ii. Promotions, marketing and advertising to develop new or sustain current programming

iii. Costs associated with the creation and/or adoption of new approaches in delivering club programming (i.e peer learning, professional development, networking, resource, knowledge and data sharing)

iv. Other proven needs. (i.e. equipment, space rent)

c. The funds will be disbursed to the clubs as follows: First Installment – 40%, Second Installment - 30%, Final Payment - 30%

d. In order to receive the 2nd and 3rd installments, clubs will demonstrate proof of their initiatives and proof of membership growth specifically within the U19 category through a brief report of activity. ***Metrics of growth that will be utilized are reports generated from RCA Web Reg system, that indicate current membership in the club.***

e. Once reviewed, payments will be forwarded.

5. Reporting

- Success of this program needs to be demonstrated through measurable factors including membership number increase, retention or coach development. Additionally, an area that may not result in increased membership, but is still valuable outreach is reaching out to marginalized populations.

6. Follow-Up Procedure

- Submission deadline for the CCAP Grant Follow Up report is March 15 (this date is required to meet the year end reporting to SaskSport).

- Follow-up reports must include receipts or other appropriate documentation to verify the expenses for which CCAP funds were used.

  Documentation (receipts) to verify expenses can take various forms but should at a minimum:
  - Indicate name of recipient (person or business) of the funds
  - Describe goods or services provided for payment
  - Disclose the amount of the payment

- Include the date that the goods/services was purchased (must be within the CCAP grant year)
- Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back)

NOTE: Legible copies of documents for financial accountability (ie. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the PSGB but should be maintained by the member club/team submitting the MAP grant follow-up report.

- Completed follow-up reports, including receipts should be returned by email to skrowoffice@gmail.com

7. Returns

a) Funds will be required to be returned to the SRA if a project as described in the application and spending plan is not carried out OR if a follow-up report is not submitted or completed OR if adequate or appropriate receipts are not provided with the follow-up report.

b) The SRA reserves the right to reallocate CCAP funds if applications or follow-up reports are not submitted by the deadlines noted above. Or if a club indicates that they will be unable to spend their allotment.

50-00 Privacy Policy (A-2022-06-12)

Approved: June 12, 2022

This Policy applies to directors, officers, employees, committee members, volunteers, coaches, contractors, and other decision-makers with Saskatchewan Rowing in the case of personal information that is collected, used or disclosed in connection with any commercial activity.

50-10 Definitions (A-2022-06-12)

Approved: June 12, 2022

The following terms have these meanings in this Policy:
a) Acts – Freedom of Information and Protection Privacy Act
b) Commercial Activity - any particular transaction, act or conduct that is of a commercial character
c) Organization - includes an association, a partnership, a person, an unincorporated association, a trust, a not for profit organization, a trade union and a corporation.
d) Personal Information - any information about an identifiable individual, but does not include an employee's name, title, business address or telephone number.
e) Representatives- Directors, officers, employees, committees, members, volunteers, coaches, contractors and other decision makes with Saskatchewan Rowing.

50-20 Obligation (A-2022-06-12)

Approved: June 12, 2022

At Saskatchewan Rowing, we respect the privacy needs of our valued customers, members and partners. The following Privacy Policy outlines what specific information is collected by Saskatchewan Rowing in what manner, and how it is used, in compliance with the implementation of the Acts. When personal information is supplied to Saskatchewan Rowing it is used for the purpose for which it was collected (e.g. replying to you regarding a question you asked, registering for a program or course, etc.).

Statutory Obligations - Saskatchewan Rowing is governed by the Acts in matters involving the collection, use and disclosure of personal and personal health information.

Additional Obligations - In addition to fulfilling all requirements of the Acts, Saskatchewan Rowing and its Representatives will also fulfill the additional requirements of this Policy. Representatives of Saskatchewan Rowing will not:
a) Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this policy;
b) Knowingly place themselves in a position where they are under obligation to any person to disclose personal information;
c) In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friend or colleagues have an interest;
d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their official duties with Saskatchewan Rowing; and
e) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.
Ruling on Policy - Except as provided in the Acts, the Board of Directors of Saskatchewan Rowing will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.
Operational Procedures

50-30 Accountability (A-2022-06-12)

Approved: June 12, 2022

1. Personal Information - Saskatchewan Rowing will be responsible for personal information that is in its custody or under its control and will implement policies and practices to secure all personal information during collection, use and disclosure.
2. Employees - Saskatchewan Rowing will be responsible to ensure that the employees, contractors, agents or otherwise are complaint with the Acts and this Policy.
3. Privacy Officer - Saskatchewan Rowing will designate an individual to oversee the implementation and monitoring of this Privacy Policy and the security of personal information.
4. Duties - The Privacy Officer will:
    - **a.** Implement procedures to protect personal information;
    - **b.** Establish procedures to receive and respond to complaints and inquiries;
    - **c.** Ensure all staff implements the proper procedures to protect personal information.
    - **d.** Make his/her identity and contact information known to the public via Saskatchewan Rowing's web site and will be publicly accessible;
    - **e.** Respond to all requests and inquiries in regard to personal information;
    - **f.** Train staff and communicate to staff information about the Saskatchewan Rowing's policies and practices; and
    - **g.** Develop information to explain Saskatchewan Rowing's policies and procedures to members and the public.
5. Disclosure to Third Parties - A contract made with a third-party having access to personal information held by Saskatchewan Rowing will include a clause that ensures the third party does not breach Saskatchewan Rowing's privacy policies.
6. Information- Information will be made available to the public via Saskatchewan Rowing's website explaining privacy policies and procedures.
7. Annual Review - This Policy will be reviewed annually by the Privacy Officer and necessary changes will be made to ensure the protection of personal information and compliance with the law.

50-40 Identifying Purposes (A-2022-06-12)

Approved: June 12, 2022

1. Collection - Saskatchewan Rowing will only collect information reasonably necessary for the identified purposes set out in Article 3.3 and will identify in writing the purposes for which personal information is collected at or before the time of collection. The purposes will be stated in a manner that an individual can reasonably understand how the information will be used or disclosed.
2. Notification - Before or at the time of collecting personal information Saskatchewan Rowing will notify the individual in writing or orally the purposes for which the information is collected and the name of the Privacy Officer.

3. Purpose - Personal information may be collected from prospective members, members, participants, coaches, referees, managers, and volunteers ("Individuals") and used by Saskatchewan Rowing Representatives for purposes that include, but are not limited to, the following:

    a. Name, address, phone number, cell phone number, address and e-mail address for the purpose of providing information to Saskatchewan Rowing.

    b. Nationality for statistics as required by SaskSport Inc. or Sport Canada

    c. NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.

    d. Credit card information for registration at conferences, purchasing equipment, coaching manuals and other resources.

    e. Date of birth and athlete biography for media releases and to determine age group.

    f. Banking information, social insurance number, criminal records check, resume, and beneficiaries for Saskatchewan Rowing's payroll, company insurance and health plan.

    g. Collection of information related to allergies and emergency contact for use in the case of medical emergencies.

    h. Athlete information including height, dietary supplements taken, uniform size, shoe size, feedback from coaches and trainers, performance results, biography information and Saskatchewan Rowing registration number for required registration forms, outfitting uniforms, media relations, and components of selection.

    i. Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purpose of out of competition doping testing.

    j. Individual measurements for adjusting equipment.

    k. Body weight, mass and body fat index to monitor physical response to training and to maintain an appropriate weight for competition.

    l. Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.

    m. Passport numbers and frequent flyer numbers for travel purposes.

    n. Individuals providing their addresses or e-mail addresses to Saskatchewan Rowing will receive an advertisement from new and existing Corporate Partners, an alumni letter, a newsletter and donation request for the purpose of fundraising.

4. Purposes not Identified - Saskatchewan Rowing will seek consent from individuals when personal information is used for a purpose not previously identified. This consent will be documented as to when and how it was received.

50-50 Consent (A-2022-06-12)

Approved: June 12, 2022

1. Consent - Saskatchewan Rowing will obtain consent from individuals at the time of collection prior to the use or disclosure of this information.
2. Lawful Means - Consent will not be obtained by deception.
3. Requirement - Saskatchewan Rowing will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
4. Form - Consent may be written, oral, electronic or implied. In determining the form of consent to use, Saskatchewan Rowing will take into account the sensitivity of the information, as well as the individual's reasonable expectations. Individuals may consent to the collection and specified used of personal information in the following ways:
    - **a.** By filling out an application form;
    - **b.** By signing a form;
    - **c.** By checking a check off box;
    - **d.** By providing written consent either physically or electronically;
    - **e.** By consenting orally in person; or
    - **f.** By consenting orally over the phone.
    - **g.** by responding to electronic solicitations and/or correspondence.
5. Withdrawal - An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal. Saskatchewan Rowing will inform the individual of the implications of such withdrawal.
6. Legal Guardians - Consent will not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having power of attorney.
7. Exceptions for Collection - Saskatchewan Rowing is not required to obtain consent for the collection, of personal information if:
    - **a.** it is clearly in the individual's interests and consent is not available in a timely way;
    - **b.** knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial law;
    - **c.** the information is for journalistic, artistic or literary purposes;
    - **d.** the information is publicly available as specified in the Acts.
8. Exceptions for Use - Saskatchewan Rowing may use personal information without the individual's knowledge or consent only:
    - **a.** if Saskatchewan Rowing has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;
    - **b.** for an emergency that threatens an individual's life, health or security;
    - **c.** for statistical or scholarly study or research (Saskatchewan Rowing must notify the Privacy Commissioner before using the information);
    - **d.** if it is publicly available as specified in the Acts;
    - **e.** if the use is clearly in the individual's interest and consent is not available in a timely way; or

f. if knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.

9. Exceptions for Disclosure - Saskatchewan Rowing may disclose personal information without the individual's knowledge or consent only:
    a. to a lawyer representing Saskatchewan Rowing;
    b. to collect a debt the individual owes to Saskatchewan Rowing;
    c. to comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
    d. to a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;
    e. to an investigative body named in the Acts or government institution on Saskatchewan Rowing's initiative when Saskatchewan Rowing believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;
    f. to an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
    g. in an emergency threatening an individual's life, health, or security (Saskatchewan Rowing must inform the individual of the disclosure);
    h. for statistical, scholarly study or research (Saskatchewan Rowing must notify the Privacy Commissioner before disclosing the information);
    i. to an archival institution;
    j. 20 years after the individual's death or 100 years after the record was created;
    k. if it is publicly available as specified in the regulations; or
    l. if otherwise required by law.

50-60 Limiting Collection (A-2022-06-12)

Approved: June 12, 2022

1. Lawful Limiting Collection - Saskatchewan Rowing will not collect personal information indiscriminately. Information collected will be for the purposes specified in 50-40

2. Method of Collection - Information will be collected by fair and lawful means.

50-70 Limiting Use, Disclosure, and Retention (A-2022-06-12)

Approved: June 12, 2022

1. Limiting Use - Personal information will not be used or disclosed for purposes other than those for which it was collected as described in Article 3.3, except with the consent of the individual or as required by law.

2. Retention Periods - Personal information will be retained for certain periods of time in accordance with the following:

a. Registration data and athlete information will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program;

b. Parental/family information will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program;

c. Credit Card information will be destroyed immediately upon completion of a financial transaction.

d. Information collected by coaches will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program, and in order to communicate program and conference dates.

e. Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.

f. Personal health information will be immediately destroyed in the event that the individual chooses to leave the program

g. Personal health information of Paralympic athletes will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program;

h. Marketing information will be immediately destroyed upon compilation and analysis of collected information.

i. As otherwise may be stipulated in federal or provincial legislation.

3. Destruction of Information - Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety.
4. Exception - Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.
5. Third Parties- Information which has been consented to be disclosed to a third party will be protected by a third-party agreement to limit use and disclosure.

50-80 Accuracy (A-2022-06-12)

Approved: June 12, 2022

1. Accuracy - Personal information will be accurate, complete and up to date as is necessary for the purposes for which it is to be used to minimize the possibility that inappropriate information may be used to make a decision about the individual.
2. Update - Personal information will only be updated if it is necessary to fulfill the purposes for which the information was collected unless the personal information is used on an ongoing basis.
3. Third Parties - Personal information disclosed to a third party will be accurate and up to date.

50-90 Safeguards (A-2022-06-12)

Approved: June 12, 2022

1. Safeguards - Personal information will be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.
2. Sensitivity - The nature of the safeguards will be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.
3. Methods of Protection - Methods of protection and safeguards include, but are not limited to, restricted access to offices, security clearances, need to know access and technological measures including the use of passwords, encryption, and firewalls.
4. Employees - Employees will be made aware of the importance of maintaining personal information confidential and may be required to sign confidentiality agreements.
5. Coaches Information - Personal information in the possession of coaches will be secured ona password protected computer accessed only by the coach responsible for the Coaching portfolio and associated manager.
6. Financial Information - Personal information of employees will be secured on a password protected computer accessed only by the Executive Director and office staff with permission from the Executive Director.
7. Membership Information- Membership information will be secured on a password protected computer accessed only by office staff with permission of the Executive Director.
8. Athlete Information - Athlete information will be secured on a password-protected computer, which will only be accessed by office staff with permission of the Executive Director.
9. Marketing Information - Marketing information will be secured on a password-protected computer, which will only be accessed by the Executive Director.

50-100 Openness (A-2022-06-12)

Approved: June 12, 2022

1. Openness - Saskatchewan Rowing will make publicly available information about its policies and practices relating to the management of personal information. This information will be in a form that is generally understandable.
2. Information - The information made available will include
    - **a.** the name or title, and the address, of the person who is accountable for the organization 's policies and practices and to whom complaints or inquiries can be forwarded;
    - **b.** the means of gaining access to personal information held by the organization;
    - **c.** a description of the type of personal information held by the organization, including a general account of its use;
    - **d.** a copy of any brochures or other information that explain the organization's policies, standards, or codes; and
    - **e.** organizations such as Rowing Canada, and Coaches Association of Canada in which personal information is made available.

50-110 Individual Access (A-2022-06-12)

Approved: June 12, 2022

1. Individual Access - Upon written request, and assistance from Saskatchewan Rowing, an individual will be informed of the existence, use, and disclosure of his or her personal information and will be given access to that information.

2. Amendment - An individual will be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
3. Denial - An individual may be denied access to his or her personal information and provided a written explanation as to why if:
    a. the information is prohibitively costly to provide;
    b. the information contains references to other individuals;
    c. the information cannot be disclosed for legal, security, or commercial proprietary reasons, and
    d. the information is subject to solicitor-client or litigation privilege.
4. Contents of Refusal - If Saskatchewan Rowing determines that the disclosure of personal information should be refused, Saskatchewan Rowing must inform an individual the following:
    a. the reasons for the refusal and the provisions of the Acts on which the refusal is based;
    b. the name, position title, business address and business telephone number of the Privacy Officer who can answer the applicant's questions; and
    c. that the individual may ask for a review within thirty (30) days of being notified of the refusal.
5. Source - Upon request, the source of personal information will be disclosed along with an account of third parties to whom the information may have been disclosed.
6. Identity - Sufficient information may be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.
7. Response - Requested information will be disclosed within 30 days of receipt of the request at minimal expense for copying or no cost to the individual, unless there are reasonable grounds to extend the time limit. The requested information will be provided in a form that is generally understandable.
8. Costs - Costs may only be levied if an individual is informed in writing in advance of the approximate cost and has agreed to proceed with the request.
9. Inaccuracies - If personal information is inaccurate or incomplete, it will be amended as required and the amended information will be transmitted to third parties in due course.
10. Unresolved Complaints - An unresolved complaint from an individual in regard to the accuracy of personal information will be recorded and transmitted to third parties having access to the information in question.

50-120 Challenging Compliance (A-2022-06-12)

Approved: June 12, 2022

1. Challenges - An individual will be able to challenge compliance with this Policy and the Acts to the designated individual accountable for compliance.
2. Procedures - Upon receipt of a complaint Saskatchewan Rowing will:
    a. Record the date the complaint is received;
    b. Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
    c. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three (3) days of receipt of the complaint;
    d. Appoint an investigator using Saskatchewan Rowing personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel, within ten (10) days of receipt of the complaint.

e. Upon completion of the investigation and within twenty-five (25) days of receipt of the complaint, the investigator will submit a written report to Saskatchewan Rowing;

f. Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures within thirty (30) days of receipt of the complaint.

3. Assistance - Saskatchewan Rowing will assist an individual in preparing a request for information.
4. Whistleblowing - Saskatchewan Rowing must not dismiss, suspend, demote, discipline, harass or otherwise disadvantage an employee of Saskatchewan Rowing, or deny that employee a benefit because the employee, acting in good faith and on the basis of reasonable belief:
    a. has disclosed to the commissioner that Saskatchewan Rowing has contravened or is about to contravene the Acts;
    b. has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene these Acts;
    c. has refused to do or stated an intention of refusing to do anything that is in contravention of these Acts.

Saskatchewan Rowing is committed to protecting your privacy and the personal information that you provide to us. Should you have any questions or comments about this Privacy Policy or to report any violations of the Privacy Policy, please contact the Executive Director: By Phone: 306-244-7697 By Email: skrowoffice@gmail.com

60-00 High Performance Committee (A-2022-10-25)

Approved: October 25, 2022

60-10 Mandate (A-2022-10-25)

Approved: October 25, 2022

The High Performance Committee will be responsible for policy research and oversight of the organisational programs and policies related to the High Performance Plan. The mandate of the committee is:

1. To provide governance in the development of milestones that will provide the building blocks for the long-term strategic goal of podium performances at National Rowing events and athletes named to National teams.
2. To support, through program development, SRA core values of excellence in athletes training and competition.

60-20 Key Duties (A-2022-10-25)

Approved: October 25, 2022

In fulfilling its mandate, the Committee will perform the following key tasks:

- To partner with staff and provide oversight on goals for the programs
- To conduct an annual evaluation on the progress of these goals
- The goals to have a direct link to the Strategic Plan
- To produce an annual report for the AGM

60-30 Authority, Composition and Meetings (A-2022-10-25)

Approved: October 25, 2022

1. The committee will be an Active Advisor to the Board of Directors. The committee will research and discuss policy issues related to High Performance and then suggest adjustments to said policy in the form of a recommendation to the Board for approval.
2. Membership shall consist of:
   - The chair who will be a board member appointed by the Board
   - The Executive Director of SRA or their designate
   - The High Performance Director/Coach of SRA
   - Two additional members with a background in high performance appointed by the Board.
3. The SRA Board appoints members to the Committee.
4. Term of membership is two years.
5. The committee will hold at minimum two conference call meetings, one in the fall, one in the spring

60-40 Objectives, Deliverables and Reporting (A-2022-10-25)

Approved: October 25, 2022

1. The Committee will receive the necessary resources from SRA to fulfil its mandate and may from time to time have staff persons assigned to assist the Committee with its work.
2. The Committee is accountable to the Board and shall be accountable for the reporting of:

- High Performance goals as delineated within the Strategic Plan on an annual basis.

3. The Committee via the Chair will report to the Board, in writing, at the end of the calendar year in the form of a confidential written report.
4. The Committee will report to the Members at the Annual General Meeting, in the form of a written report.
5. The Board of Directors will review these terms of reference on an as needed basis.

70-00 SRA Growth and Development Committee (A-2022-10-25)

Approved: October 25, 2022

70-10 Mandate (A-2022-10-25)

Approved: October 25, 2022

The Growth and Development Committee is a Sub Committee of the Saskatchewan Rowing Association (SRA) Board. The purpose of the Growth and Development Committee is to:

- identify initiatives aimed at increasing growth within the sport across athlete, coaching and officiating participation;
- create strategies to support club development initiatives to encourage growth of the sport;
- identify opportunities outside of traditional rowing systems to enhance existing programs and create new initiatives; and
- target funding opportunities to support the delivery of rowing programs.

70-20 Authority, Composition and Meetings (A-2022-10-25)

Approved: October 25, 2022

1. The Growth and Development Committee is an advisory Committee to the ED and the Board. It is responsible for identifying policy gaps and revisions as they relate to growth and development of the sport of rowing in Saskatchewan. In consultation with the ED, who will be responsible for preparation of the policies in writing, the Growth and Development Committee will bring to the board policies and strategies for the growth and development of rowing in Sask. It is the responsibility of the ED to ensure such policies and strategies are operationalized.
2. The membership of the Growth and Development Committee will consist of:
   - SRA Executive Director
   - Person(s) from the SRA staff with experience in high performance coaching and/or sport development; and
   - Up to four persons one from each affiliated club with experience in coaching and/or sport development.
3. The Board may appoint, remove or replace the members of the Committee. The Executive Director may invite any other individual the ED thinks may aid the work of this committee including another SRA Director.
4. The Chair of the Growth and Development Committee will be the appointed by the Board.
5. The Growth and Development Committee will meet when necessary. The meetings will be held in person or via zoom. The SRA Executive Director or his/her designate will be responsible for calling of meetings, coordinating logistics, establishing the agenda and distributing relevant documents for consideration by the Committee. The SRA Executive Director will be responsible for establishing the specific focus area for the Committee for each meeting, in order to assist with targeted operational requirements of the business. A quorum will be half of the Committee's membership.

70-30 Objectives, Deliverables and Reporting (A-2022-10-25)

Approved: October 25, 2022

1. The role of the Growth and Development Committee is to facilitate the development of all SRA members; athletes, coaches and officials along the respective pathways. The responsibilities of the Growth and Development Committee are to:

- Assist management to ensure that SRA programs meet the goals, objectives and commitments of agreements with external stakeholders (e.g. Sasksport, RCA, SaskLotteries, etc).
- Oversee the development and ongoing training and education of coaches along a coaches pathway, in conjunction with the relevant SRA staff member.
- Oversee the development and ongoing training of officials along an officials pathway, in conjunction with the relevant SRA staff member.
- Oversee volunteer training, in conjunction with the relevant SRA staff member.
- Develop initiatives to assist management in working with alternative communities and venues to increase opportunities for new participants to engage with the sport.
- Investigate and develop strategies and initiatives aimed at increasing rowing in grass roots participation programs including school programs, holiday programs, come and try days etc.
- Investigate and develop strategies and initiatives aimed at increasing involvement in SRA Indoor Rowing School program, as well as identifying potential alternative programs or initiatives to engage new markets.
- Foster club development opportunities for both existing and potential new clubs.
- Investigate and develop strategies and initiatives aimed at increasing regional club and program development.
- Identify training opportunities for club administrators and coaches.

2. In the course of participation in Growth and Development Committee activities, members may receive information that is both confidential and/or sensitive in nature. Committee members are required to maintain the confidentiality of such information at all times and comply with the SRA Code of Conduct and Privacy Policies.
3. The Committee via the Chair will report to the Board, in writing, at the end of the calendar year in the form of a confidential written report.
4. The Committee will report to the Members at the Annual General Meeting, in the form of a written report.
5. The Board of Directors will review these terms of reference on an as needed basis.

80-00 Staff Performance Evaluations (A-2022-10-25)

Approved: October 25, 2022

1. The SRA Executive Committee shall be responsible for providing an annual performance evaluation of the Executive Director prior to March 15th of each year. Normally, the President will conduct the review in consultation with the Executive Committee.
2. The evaluation shall be completed in a format approved by the Executive Committee. Key measures on which the evaluation will be based shall be agreed to with the Executive Director
3. The review shall include the Executive Director's self-evaluation of his/her performance over the year. As part of the evaluation process, the Executive Committee shall obtain feedback from all members of the Board of Directors and other staff members. Periodically (every 3rd or 4th year) or as deemed helpful by the Executive Committee, feedback will also be sought from a random sample of stakeholders in the rowing community.
4. Only the ED and President will have access to evaluations of the other staff. And only the Executive Committee will have access to the performance evaluation of the Executive Director.
5. The President will be responsible for conducting the review of the Executive Director but will have another member of the Executive Committee attending and involved with the evaluation interview.
6. The Executive Director shall be responsible for completing performance evaluations for all other staff of Saskatchewan Rowing in a manner similarly described in Section 3 above.
7. The reviews specified in point #6 above shall be completed prior to the Executive Directors evaluation, listed in 1 above, each year.
8. Following the review, the Executive Committee's designate shall review the performance evaluations to ensure outstanding issues are identified and brought to resolution.
9. Any concerns about staff performance by Committee Chairs or Board members shall be handled as follows:
    a) The Executive Director supervises and manages all staff.
    b) The President shall provide feedback from the Board and Committee Chairs to the Executive Director.
    c) Committee chairs or Board members should not be dealing directly with either the staff or the ED on issues of their performance.

80-10 Grievance Procedure (A-2022-10-25)

Approved: October 25, 2022

Grievance procedure follows the approved SRA Dispute Resolution policy.

80-20 Job Descriptions (A-2022-10-25)

Approved: October 25, 2022

The responsibilities of each staff position in Saskatchewan Rowing shall be outlined in a Job Description developed by the Executive Director, in consultation with the Executive Committee.

1. Subsequent to the development of the job descriptions by the ED, all job descriptions will be approved by the SRA board.

2. A copy of the description shall be given to each employee who shall sign acknowledging receipt of the job description and a copy will be placed in the employee file and physical copy provided to the employee.
3. The expectations shall be clearly outlined, and details provided as to what measures are being used to evaluate the employee's performance.
4. Job descriptions shall be reviewed annually by the Executive Director to ensure accuracy.
5. It is also understood the current approved Strategic Plan will also be a part of the Job Description for each employee and may not include daily required tasks.
6. The job descriptions and strategic plan will assist in determining an employee's annual work plan.

80-30 Stakeholder Feedback (A-2022-10-25)

Approved: October 25, 2022

1. Further to point 30-10.3 above, every 3rd or 4th year, a sample of stakeholders in the rowing community will be asked to complete a written and/or electronic survey.
2. The survey shall be developed to provide the Association with:
   a) feedback on how effectively it delivered its programs and/or services,
   b) courtesy and effectiveness of the staff, and
   c) suggestions as to how the Association could better meet their needs.
3. The surveys will be distributed to stakeholders selected by the Executive Committee in consultation with the Board of Directors and the Executive Director.
4. The stakeholders will be requested to return the survey to the Executive Director for tabulation.
5. Results of the survey will be provided to the Executive Committee and the full Board of Directors.
6. Saskatchewan Rowing will make changes and/or improvements as required.

80-40 Emergency Executive Director Succession (A-2022-10-25)

Approved: October 25, 2022

In the event the Executive Director suffers a sudden and unexpected condition or circumstance that prevents or severely impairs the performance of the duties of the position, the terms of this policy shall apply.

1. The first staff member or director with knowledge of these circumstances shall immediately notify the President and all other staff members. If immediate telephone contact cannot be made with the President, then the staff member or director shall notify the Vice-President and/or Treasurer, as may be available.
2. The President, Vice-President or Treasurer notified, or, if none can be immediately reached, the first staff member or director with knowledge of the circumstances shall notify all directors by e-mail and shall try to contact each director by telephone to provide verbal notice of the situation.
3. The President shall notify all financial institutions where Executive Director has deposit accounts and all contractors who perform regular services for Saskatchewan Rowing of the Executive Director's incapacitation.

4. Staff members shall continue to perform their duties as set forth in their Job Descriptions. Every reasonable effort shall be made to continue providing normal and necessary Saskatchewan Rowing operations and services within the capabilities of the staff.
5. The President may appoint a temporary interim Executive Director from among the current directors or staff. The temporary interim Executive Director so appointed shall serve until the Executive Director returns to work, or the next meeting of the Board.
6. If the Executive Director has not returned to work by the date of the next meeting of the Board, the Board may appoint an interim Executive Director who shall serve until the Executive Director returns to work, or until such appointment is rescinded by a meeting of the Board.
7. A staff member appointed interim Executive Director shall receive a 10% increase to their base pay during his/her tenure as interim Executive Director. A director appointed interim Executive Director shall receive payment as determined by the Board for the term of the appointment.
8. The President shall immediately review working files and documents in the Executive Director's office so as to be familiar with "work in progress" that will require attention. The President is also authorized to access the Executive Director's e-mail account. The President shall also secure and monitor the Executive Director's Saskatchewan Rowing-issued mobile phone. In addition, the President shall contact the directors who are authorized alternate signatories on Saskatchewan Rowing's bank accounts to determine their availability to sign cheques necessary to conduct Saskatchewan Rowing business.
9. Unless the Board authorizes other arrangements, the staff shall continue to promptly prepare payment of all routine and normal expenses. Expenses not considered routine or normal shall be referred to the President or designate for payment authorization.
10. The President, if the circumstances surrounding the Executive Director's incapacitation make it appropriate, is encouraged to procure counselling services for Saskatchewan Rowing staff.

90-00 Fundraising Committee - Terms of Reference (A-2022-10-25)

Approved: October 25, 2022

The Fundraising Committee is a standing committee of the Saskatchewan Rowing Association (SRA), and acts to advise the SRA Board, and to implement Board-approved fundraising activities.

90-10 Purpose (A-2022-10-25)

Approved: October 25, 2022

The purpose of the Fundraising Committee is to advise the SRA Board on potential fundraising initiatives for SRA and to plan, coordinate and implement fundraising activities approved by the Board.

90-20 Responsibilities (A-2022-10-25)

Approved: October 25, 2022

1. Design, recommend, evaluate and update short- and long-term plans for provincial level fundraising, based on the current financial needs, and the short- and long-term goals and objectives of SRA.
2. Initiate and/or assist in the implementation of provincial fundraising projects, and other specific tasks or projects as mandated by the Board.
3. To promote and/or assist in the administration and implementation of local group-level fundraising projects.
4. Strategize communication goals to report on the progress of current fundraising projects, and to encourage their participation in ensuring the financial health of SRA.
5. Review the Board's policies and other documents related to fundraising, and recommend new or revised pertinent information/materials.
6. Facilitate the education of Board members regarding fundraising issues as they pertain to the Board of Directors and to SRA as a charitable organization.
7. Review every two years the Fundraising Committee Terms of Reference, at the first meeting of the committee following the Annual Meeting of Members, and bring recommendations for changes to the Board of Directors.

90-30 Membership (A-2022-10-25)

Approved: October 25, 2022

The Fundraising Committee will be composed of 3 to 5 members with additional members for specific activities. Committee members may be SRA Directors, Retired Directors, SRA members and past members and other individuals interested in furthering the aims of SRA. *A committee member who does not uphold their responsibilities without a reasonable explanation will be asked by the Chair to resign from the committee. If the member refuses to resign, a vote shall be taken by the Board on the removal of the member from the committee.*

90-40 Meetings (A-2022-10-25)

Approved: October 25, 2022

The Fundraising Committee will meet in an ad hoc fashion. The meetings may be in-person or online. If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member’s perspective at the meeting. That member may also submit written

comments or documentation in advance of the meeting. Committee members are asked to attend at least 50% of meetings.

90-50 Terms on Fundraising Committee (A-2022-10-25)

Approved: October 25, 2022

Committee members will be appointed for a one-year term. Members may be appointed for an unlimited number of terms.

90-60 Chair (A-2022-10-25)

Approved: October 25, 2022

The Chair will be determined by the Fundraising Committee at the first meeting of the committee following the AGM each year. The Chair shall:

- Call meetings of the committee.
- Chair meetings of the committee.
- Designate another committee member to chair the committee meeting in the Chair's absence.
- Report to the Board on the work of the committee.

The Chair may invite guests to attend meetings as a resource as required.

90-70 Quorum (A-2022-10-25)

Approved: October 25, 2022

Quorum shall be a simple majority (50%+1) of the voting committee members present at a meeting.

90-80 Decision-Making (A-2022-10-25)

Approved: October 25, 2022

The committee shall strive for consensus (i.e. "you can live with the decision/idea") when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to the Board of Directors. When voting, majority (50%+1) rules, with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote. The committee cannot commit the use of the organization's financial and human resources without prior approval from the SRA Board.

90-90 Minutes (A-2022-10-25)

Approved: October 25, 2022

A committee member will be designated to take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the practice of SRA, and posted on the appropriate section of the SRA website.

90-100 Accountability (A-2022-10-25)

Approved: October 25, 2022

The Fundraising Committee will be accountable to the Board of Directors through the Chair of the committee. This committee will report to the Board on a regular basis (quarterly or as necessary).

100-00 Award Policy (A-2024-09-15)

Approved: September 15, 2024

1. Although RCA uses a point system for their awards policy, a more subjective approach is used by the SRA. Instead of points, benchmarks have been described under each category. This system is intended to provide the awards committee with guidelines without being too restrictive. The SRA Awards were created to honor Saskatchewan rowers, coaches and volunteers for outstanding achievement in the sport of rowing.
2. For the purpose of this policy, crew is defined as "boat". For example, the Award for Youth Female Crew may be awarded to a crew of one, two, four or eight
3. Nominations may be made in the following categories:.
    a. Youth Female Crew
    b. Youth Male Crew
    c. Senior Female Crew
    d. Senior Male Crew
    e. Para Athlete of the Year
    f. Masters Female Crew
    g. Masters Male Crew
    h. Mixed Masters Crew of the Year
    i. Crew of the Year
    j. Peter Brook Member/Volunteer of the Year
    k. Coach of the Year
4. Nominations for athletes, coaches and volunteers must be for members in good standing of the SRA. SRA awards are open to athletes who make their primary residence in Saskatchewan. Athletes who live temporarily in other locations for education or training purposes are eligible for nomination as are athletes who originally came from other provinces, provided their primary residence is declared as being in Saskatchewan. Crew is defined as a person or persons who participate in rowing. Nominations may be made by rowing clubs or individual members of the SRA. All nominations are considered by the SRA awards committee. Deadline for nominations is one month prior to the awards banquet. All decisions shall be final.

100-10 Awards Committee (A-2024-09-15)

Approved: September 15, 2024

1. There will be an awards committee consisting of:
    a. Programs Chair
    b. High Performance Committee Chair
    c. Coaching Staff
    d. Member at Large

    The Executive Director will serve as administrative support to the committee

2. The awards committee will be responsible for seeking and recommending to the Executive Committee nominations for awards from the SRA and will be responsible for recommending nominations for awards to organizations such as Sask Sport Inc. The committee will solicit nominations from SRA members.

100-20 Awards Criteria (A-2024-09-15)

Approved: September 15, 2024

1. Athlete/ParaAthlete/Crew of the Year
    a. selection for Olympic/World Team
    b. selection for National Team
    c. National Championship; Competitive Results; Canadian National Championships; Royal Canadian Henley; Western Canadian Summer Games; Canada Summer Games
    d. Competitive Results at Provincial level
    e. Awards
    f. If the committee is lacking evidence that fits these criteria, the committee will consider improvement and/or growth in High-Performance behaviours (ie. Attendance, dedication, coachability)
2. Master Athlete/Crew of the Year
    a. Competitive results at National or Provincial Team level
    b. Competitive results at Club level
    c. Contributions to the sport of rowing
3. Coach of the Year
    a. Number of athletes coached
    b. Performance of athletes
    c. Qualifications
    d. Contributions to the sport of rowing
4. Peter Brook Member of the Year
    a. Club/SRA participant member
    b. Competitive oarsperson at the club level
    c. Coach
    d. Special or significant contributions to rowing in Saskatchewan
    e. Competitive results at the club level
    f. Officiating
    g. Regatta organizer
    h. Chair of a provincial or regional regatta committee
5. As well as the SRA's own awards, Sask. Sport Inc. and Sask. Sport Hall of Fame request nominations from SRA. SRA submits nominations for awards to those two bodies

100-30 Sasksport Inc. Awards and Recognition Program (A-2023-04-17)

Approved: April 17, 2023

In addition to the Saskatchewan Rowing Association awards program, SaskSport Inc. has numerous awards that athletes can be nominated to. Coaches, administrators and volunteers are encouraged to nominate our athletes for these awards. More information about the awards can be found at https://www.sasksport.ca/celebrating-sport/saskatchewan-sport-awards/

110-00 Coach Certification Policy (A-2024-12-06)

Approved: Dec 6, 2024

This policy applies to all Saskatchewan Rowing Member Clubs with regards to the individuals who are in a coaching role.

110-10 Definitions (A-2024-12-06)

Approved: Dec 6, 2024

Coach – Anyone with an ongoing relationship to rowing participants and/or athletes at any level of rowing where the goal is development through providing instruction and/or training focused on rowing. Development and training can include any combination of technical, physiological, psychological, or tactical areas.

110-20 Policy (A-2024-12-06)

Approved: Dec 6, 2024

Only coaches compliant with RCA Every Coach Certified will be permitted to coach at Member Clubs. The specifics of what is included in Every Coach Certified are listed in 110-40.

110-30 Penalties (A-2024-12-06)

Approved: Dec 6, 2024

It is the responsibility of the club to ensure that coaches are compliant with this policy. Clubs that have coaches violating the Coach Certification policy are subject to the following:
First violation: A written warning to the club and to the coach providing thirty [30] calendar days for the compliance issue to be rectified. If after 30 days the compliance issue is not rectified, the coach is banned from coaching until further notice.
Subsequent violations: The club will be fined $100 per coach that is not compliant.
Violations include:

- Coaching and not registered in the Web Registration System (WRS) as a coach.
- Not compliant with Saskatchewan Rowing Coach Certification policy.

110-40 Every Coach Certified Requirements (A-2024-12-06)

Approved: Dec 6, 2024

All coaches prior to commencing their duties in that role, must meet and maintain the requirements as indicated in the following:

Requirement	Renewal	Tracking Mechanism
Registered in the NCCP Locker	Initial Certification Only	NCCP Locker
Active registration with a Saskatchewan Rowing Member Club in the "Coach" role	Annually	RCA Web Registration System updated by Club

Pleasure Craft Operators Card and any other related certification locally required. *	Initial Certification Only	Tracked by Club
Enhanced Police Information Check or Vulnerable Sector Screening*	Initial Report, renewal required every 3 years	Tracked by the SRA reported to club
Screening Documents (renewals)	Annually	Tracked by SRA reported to club
NCCP Coach Initiation in Sport online module	Initial Certification Only	Automatically tracked in the NCCP Locker
NCCP Locker Rowing Essentials Online Module	Initial Certification Only	Automatically tracked in the NCCP Locker
NCCP Locker Make Ethical Decisions Online Evaluation	Initial Certification Only	Automatically tracked in the NCCP Locker
Respect in Sport Training	Initial Certification Only	Automatically tracked in the NCCP Locker

(*Indicates components that are also part of the RCA Every Coach Certified).
For more information on the RCA Coach Pathways, visit our website at https://www.saskrowing.ca/coaching.html

Beginning in April 2021, RCA will annually publish and maintain a list of coaches that have completed the 'RCA Every Coach Certified' requirements and are in good standing within the Safe Sport section of the RCA website. All coaches in Saskatchewan will be considered compliant if they meet the SRCA requirements as well as the Saskatchewan Rowing specific requirements. Along with the mandatory requirements Saskatchewan Rowing STRONGLY recommends that all clubs in Saskatchewan should require their coaches to have:

1. Standard First Aid & CPR Level A.
2. Safe Sport Training

120-00 Event Sanction Policy (A-2024-12-06)

Approved: Dec 6, 2024

Introduction: Sanctioning for Saskatchewan Rowing Events

The Event Sanction Policy indicates the necessary steps required by a Local Organizing Committee in order to run a safe and fair rowing event. If an event involves competition between two or more rowing clubs, the event may require Event Sanction, as per the Rowing Canada Aviron (RCA) Event Sanction Policy. This includes:

- Rowing Events;
- Indoor Rowing Events;
- Skills Events;
- Coastal Rowing Events;
- Touring Events;
- Come and Try It Events;
- Any other events as deemed by the Board of Directors of RCA.

RCA delegates the sanctioning of all rowing events to the Provincial Rowing Associations (PRA). Events designated as National Regattas are sanctioned by both the PRA and RCA in a two-step process. Saskatchewan Rowing is responsible for sanctioning all rowing events in Saskatchewan.
As of 2019, events can be posted on RegattaCentral prior to sanction being approved to assist in promoting the event. However, all rowing events must be sanctioned before opening registration for entries. It is recommended that Event Sanction Applications be submitted at least six weeks prior to the event to fulfill the guidelines in the RCA Rules of Racing, allow time for the Sanctions Officer and Sanctions Committee to review the application and for the Chief Umpire to recruit umpires for the event.

120-10 Process (A-2024-12-06)

Approved: Dec 6, 2024

The Event Sanction Process requires the completion of an Event Sanction application, followed by an Evaluation and approval.

Stage One: Application

1) All rowing events must be sanctioned through the RCA Online Sanction Process
2) The RCA Online Event sanction application is to be completed by a member of the Organizing committee and submitted to the SRA no later than 6 weeks prior to the event.
3) Organizing committees must contact the designated sanctioning Chief Umpire in the province prior to submission to review the necessary requirements of the event.
4) Detailed information on how to complete the application is available through the SRA website, designated Chief Umpire or Executive Director.
5) The Organizing Committee will receive confirmation that the SRA has received the application.
6) Come and Try It Events require the completion of a different online sanction application. For sanctioned Come and Try Events, a per event sanction fee will be charged to cover the cost of specific insurance coverage for that event.

Stage Two: Evaluation and Approval

1) Evaluation of the application will be completed within 10 business days of the application. Applications for sanction are reviewed and evaluated by the designated Sanctioning officers/committee of the SRA.
2) Sanctioning of a rowing event will only be granted if all requirements of the RCA Online Event Sanction Application are in order.
3) The sanctioning decision will be communicated to the Organizing committee no later than 2 business days from decision by sanctioning officers.
4) When an event has received sanction approval, RegattaCentral will be automatically notified and the Organizing Committee can begin to set up their online event registration within RegattaCentral.
5) If a sanction application is rejected, the Chief Umpire will work with the Organizing committee to resolve the deficiencies.

Stage Three: Post-Event reporting

An Event Report must be completed by the Chief Umpire or Come and Try It Event Organizer as requested by the SRA. The completed report is to be submitted to the SRA and, where appropriate, the Organizing Committee in a timely manner following the event. This to provide assistance and direction for future sanctioned events.