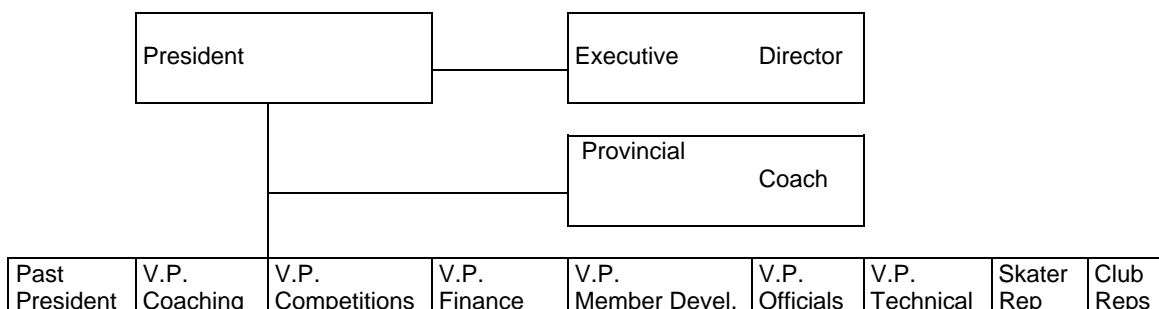


## 4. Board Orientation

### 4.1 Hierarchy Of The Board



1. The President is responsible for the overall administration of the association.
2. The six Vice-Presidents form and chair committees, determine plans of action, budget, seek approval from the Board of Directors, and then activate their plans.
3. Each affiliated Club may appoint one (1) representative to serve as a Club Director on the SASSA Board subject to ARTICLE IX - Section 4. During a Club's first year of operation, the representative would be accorded observer status only.

#### 4.1.1 Purpose

The aim of the Board is to represent the interests of speed skating at a provincial level. Individual clubs' interests will be forwarded to the Board by the respective Vice-Presidents or club representatives. The committees formed by the Vice-Presidents shall be comprised of volunteers.

## 4.2 Job Descriptions

### 4.2.1 President

1. Overall administration of Association.
2. Liaison with Executive Director and Provincial Coach.
3. Prepare monthly agenda.
4. Receive and review correspondence.
5. Chairs the Executive Committee and the Finance Executive Committee. Added May 3/03
6. Attend all necessary meetings with Sask Sport, SSC, and other agencies.
7. Ex-officio member of all committees.
8. Responsible for the coordination, preparation and implementation of the Association's Annual Plan.

### 4.2.2 Past-President

1. Advisor to President.
2. Is a member of the Executive Committee and the Finance Executive Committee Added May 3/03
3. Chair Meetings in absence of President.

### **4.2.3 Vice-President Coaching**

1. Chairs the committee consisting of representation from all clubs and report activities of that committee to the Board.
2. Initiates and establishes a calendar for clinics, seminars, etc. for coaching development. If there are no qualified instructors in the province to conduct a clinic, SASSA will be responsible for obtaining someone from out of the province. The V.P. of coaching will organize a minimum of 1 clinic per year at all required levels.
3. Responsible for recruitment and recognition of coaches.
4. Keeps updated records of all coaches.
5. Submits yearly budget and plan to meet the SASSA budget cycle. Ensures that any rule changes be communicated in a timely manner to all provincial coaches.

### **4.2.4 Vice-President Competitions**

1. Chairs the committee consisting of representation from all clubs and report activities of that committee to the Board.
2. Prepares annual schedule of events for SASSA competitions and camps. This would be done in consultation with club representatives, provincial coach and other branches.
3. Review All Points Competition Format annually and make recommendations to the Board.
4. Review Saskatchewan Rules annually and make recommendations to the Board.
5. Update SASSA Entry Forms and Summary Sheets for competitions annually and make available to clubs.
6. Update Saskatchewan Waiver annually.
7. Review and update SASSA Sanction package annually. Send to all clubs hosting provincially initiated competitions for the current season.
8. Work with clubs to facilitate the use of Meet Maker Software and ensure results from in-province competitions are standardized. To be re-visited in 1 yr (May 2002).
9. Provide support to the Provincial Statistician. Provincial Records and all results from local competitions must be provided electronically and in a timely manner following the competition.
10. Prepare Certificates of Recognition for skaters breaking SK records out-of-province.
11. Reports to all clubs on the activities of the SSC Competitions Development Committee.
12. Submit yearly budget and plan to meet the SASSA budget cycle.

### **4.2.5 Vice-President Finance**

1. Monitors the payment of bills and collection of revenues on a timely basis.
2. Monitors that surplus cash balances are effectively managed.
3. Coordinates preparation of the annual budget.
4. Compiles budget requests and submit annual budget for board to review and approve.
5. Provides monthly financial reports to the Board.
6. Provides audited annual financial report to members at the annual meeting.
7. Monitors spending of Vice-Presidents, staff and committees relative to their approved budgets.
8. Reviews requests for use of any additional funds which come available from fund raising or under budget expenditures, keeping in mind the contribution to the

organization's mission statement, and make recommendations to the Board of Directors.

9. Ex-officio member of Fundraising Committee (fundraising committee consisting of representation from clubs with initiating person or people coordinating the event).
10. Works with the Executive Director to research and apply for any available grants.
11. Is a member of the Executive Committee and the Finance Executive Committee

Added  
May 3/03

#### **4.2.6 Vice-President Membership Development**

1. Chairs the committee consisting of representation from all clubs and report activities of that committee to the Board.
2. Formulates strategies for provincial club and membership development.
3. Provides support to new clubs (i.e. assist with camp organization, Club Kits, Personal Best Program, Competition Supplies, maintain skate inventory list, review skate rental policy).
4. Compiles annual media guide of elite skaters.
5. Writes and distributes press releases and background articles.
6. Works with the Executive Director and Provincial Coach to submit nominations for provincial and national athletic awards.
7. Develops posters, brochures and videos, as needed, for the Association for publicity, marketing and membership development purposes.
8. Maintain portable display board and develop different displays for events as required.
9. Reports to all clubs on the activities of the SSC Membership Development Committee.
10. Edits and distributes quarterly newsletter.
11. Submits yearly budget and plan to meet the SASSA budget cycle.

#### **4.2.7 Vice-President Officials**

1. Chairs the committee consisting of representation from all clubs and report activities of that committee to the Board.
2. Initiates and establish a calendar for clinics, seminars, etc. for official development. If there are no qualified instructors in the province to conduct a clinic, SASSA will be responsible for obtaining someone from out of the province. The V.P. Officials will organize a minimum of 1 clinic per year at all required levels.
3. Responsible for recruitment and recognition of officials.
4. Keeps updated records of all officials.
5. Appoints officials (referees and starters only) for provincial sanctioned competitions.
6. Evaluates officials annually and provides recommendations for advancements.
7. Coordinates submission of proposed rule changes to SASSA and SSC AGMs and ensures that any rule changes be communicated in a timely manner to all provincial officials.
8. Submits yearly budget and plan to meet the SASSA budget cycle.
9. Code of conduct for officials - adopted Speed Skating Canada's policy.

#### **4.2.8 Vice-President Technical**

1. Chairs the committee consisting of 1 voting representative from each club, 1 voting Skaters' Representative and the Provincial Coach (non-voting) and report activities of that committee to the Board. The Committee may seek input from referees or other officials and the SASSA statistician as required.
2. Develops, administers and evaluates SASSA policies for selection to Competitions, Athlete Assistance programs, Calgary Oval Program and any other applicable programs.

3. Submits yearly budget and plan to meet the SASSA budget cycle.
4. Makes recommendations to the Board for the development of competitive skating.
5. Assists in the development of current and long-range skating programs.
6. Consults with and assists the Provincial Coach.
7. As required establish sub-committees for:
  - a) Canada Winter Games
  - b) Sask Winter Games
8. The technical committee mandate will be:
  - a) Continually monitor programs
  - b) Evaluate success and or failures
  - c) Prepare recommendations each year to bring forward at Annual Meeting
1. If at any time in the season, a specific part of the program is found to be unworkable, a unanimous recommendation of the committee to the board for a change in that part of the program could result in a change or deletion of that part of the program. This is not to be retroactive.
2. That if after October 1st, the Technical/Selection Committee proposes changes to the criteria including qualifying meets, these changes must be approved by the Board of Directors of SASSA and forwarded to all member clubs prior to the time that the new criteria will be used.
3. Is a member of the Executive Committee Added May 3/03
4. Is a member of the Finance Executive Committee when the Past President's position is not filled Added May 3/03

#### **4.2.9 Skaters' Representatives** Revised May 6/06

1. Attends regular board meetings and the SASSA AGM.
2. Reports to these meetings on any items of interest or concern to skaters.
3. Represents the interests of skaters at board level discussions and in standing committees.
4. Is available to listen to the concerns of skaters and communicate these to the board, if appropriate.
5. When necessary to poll skaters (Juvenile and older) regarding their opinion on an issue.

#### **4.2.10 Executive Director**

Reporting to the President, the Executive Director is responsible on a day to day basis for the general administration of the Provincial Office of the Association in the manner consistent with its established Aims and Objectives.

1. Communication
  - a. Serves as liaison with Sask Sport, Government of Saskatchewan, National and Provincial Associations, media and other agencies.
  - b. Maintains a good working relationship with the above
  - c. Promotes a good image of our sport
  - d. Provides an effective internal and external communication system for the Association.
  - e. Represents the Association in the absence of a volunteer Director
2. Finance
  - a. Assist the V.P. Finance in the preparation of annual and monthly budgets and reports.
  - b. Prepare funding requests and follow-ups for Sask Lotteries Trust Fund for Sport, Culture and Recreation.

- c. Administers funds from Sask Trust and Sask Sport Inc.
  - d. Assist V.P. Finance with maintenance of financial records (bookkeeping, cash receipts and payments, invoicing).
  - e. Assists V.P. Finance in preparation of the annual audit.
  - f. Researches and coordinates applications for any available grants.
  - g. Submit follow-up reports, as required by granting organization, on grants received. Is a ex-officio member of the Finance Executive Committee. Added May 3/03
3. Administration
- a. Ensures requirements for all Board and Committee meetings are completed.
  - b. Attends Board meetings and ensures accurate, complete minutes are maintained.
  - c. Assist with the administration of all National and Provincial programs (i.e. camps, membership development, games, etc.).
  - d. Establishes and maintains files and records.
  - e. Assists president in daily correspondence.
  - f. Implements Board and Committee policy decisions.
  - g. Assists in coordinating any special events as required.
  - h. Assists Board in development and implementation of long range planning.
  - i. Maintains the Provincial Policy and Procedure Manual (Blue Book).
  - j. Attends meetings of committees upon request.
  - k. Presents monthly or as required activity reports to Board meetings.
4. Marketing
- Provides administrative support to Board and Committees for fund raising and marketing programs.

### **Provincial Coach**

1. Goals and Objectives
- a. To coordinate a province-wide program for elite development.
  - b. To provide technical expertise and program support to developing centres within Saskatchewan.
  - c. To prepare Saskatchewan skaters for upcoming Canada Winter Games.
2. Administration/Communication
- a. To provide both verbal and written communication to the Board of Directors, Executive Director, coaches, skaters and other organizations or individuals as required.
  - b. To maintain accurate records as specified by activities undertaken. All activities undertaken by the Coach must be documented in a daily log. A summary of activities and upcoming plans must be submitted to the Executive Director bi-weekly. All travel and expenditures must be pre-approved by the President.
  - c. To provide recommendations as required to coaches, skaters, members of SASSA and the Technical Committee.
  - d. Provide report to and attend scheduled board meetings.
  - e. To meet with committees as it applies to the scope of the position.
  - f. To coordinate travel arrangements for skaters, coaches and chaperones traveling as a provincial team. (i.e. hotel arrangements, van travel, air transport, team meals, etc.) All travel arrangements must be made in consultation with the President.

- g. To consult with the V.P. - Competitions on the SASSA Calendar of Events (competitions, camps, athlete and coaches clinics, etc.)
  - h. To assist the V.P. of Membership Development with any clinics as required.
  - i. To submit a budget for the Elite Program for SASSA approval and maintain accurate records of expenditures throughout the year.
  - j. To maintain statistics on skater results as required.
3. Coaching Services
- a. To act as head coach/team leader at any SASSA sponsored camp and at designated competitions. (i.e. The coach is the team leader at national level competitions and has a direct coaching role. At provincial meets, the coach is an observer/resource and may provide technical support to the meet coordinator.)
  - b. To act as a resource person to club coaches in the development of club programs.
  - c. To visit each club monthly and attend practices at all levels wherever possible.
  - d. To conduct quarterly meetings with V.P.-Coaches and all head club coaches to discuss the overall program.
  - e. To conduct coaching sessions for club coaches as required.
  - f. To assist club coaches and skaters in new clubs on a monthly basis (i.e. provide practice session outlines as well as lectures as required).
  - g. To plan for and coach at Sask Provincial Team designated coaching/training sessions periodically during the year [e.g. one Team indoor practices per month (approx. mid-Sept to mid-March) plus one outdoor practices per month (Dec-Feb)]
4. Membership Development
- a. To assist with the promotion of speed skating throughout the province by providing demonstrations, clinics, displays, etc.
  - b. To assist new clubs with club development (administration, promotion, skater training, coaching development, etc.)
5. Athlete Development
- a. To prepare training programs for members of the Sask Provincial Team in cooperation with local club coaches.
  - b. To monitor training in cooperation with local club coaches.
  - c. To coordinate training camps for members of the Sask Provincial Team.
  - d. To schedule support services for members of the Sask Provincial Team such as fitness testing, sport psychology, nutrition counseling and technical/video analysis.
6. Approximate Distribution of Workload
- |  |     |
|--|-----|
| Athlete Development/ Coaching Services | 50% |
| Membership Development                 | 20% |
| Administration/Communication           | 30% |

#### **4.2.12 Executive Committee** Added May 3/03

1. The President chairs the four member Committee consisting of the President, Past President (when the position is filled), VP Finance and VP Technical or other VP (when the VP Technical position is not filled).
2. For the purpose of dealing with Human Resources matters, the Committee shall meet at least twice per year. Once in the Fall to confirm that present staff resources are able to meet the needs of the upcoming skating season and once in the Spring to evaluate staff resources and propose any necessary changes.

3. Evaluates and proposes amendments to SASSA staff job descriptions.
4. Evaluates staff performance annually, in the Spring, following Human Resources guidelines developed and amended by the Executive Committee, with approval from the SASSA Board
5. Advertises for, interviews, negotiates with and hires staff needed to fill vacancies already provided for within the existing SASSA budget.
6. Makes any recommendations regarding staff duties or salaries no later than the last Board of Directors meeting before the SASSA AGM.
7. Provides recommendations regarding staff salaries and other staff related costs and benefits to the VP of Finance as part of the annual budget.
8. If at any time, staff issues require attention, the President, in consultation with the Executive Committee, will make recommendations to the SASSA Board.

### **4.3 Meeting Requirements** Revised May 3/03

In order to make Board Meetings more efficient and effective, Directors and staff are encouraged to provide their Reports to the SASSA office at least two weeks before the scheduled meeting date so that all reports can be distributed by mail before the meeting. When Directors are unable to meet this objective, they should submit their Reports by e-mail directly to all participants as far in advance of the meeting date as possible. Although copies of late Reports should also be made available at the meeting, it is still preferable to send e-mail copies in advance.

## **4.4 Committees**

### **4.4.1 Executive Committee** Revised May 3/02

The Executive Committee shall be composed of the President, Past President (when the position is filled), VP Finance and VP Technical or other VP (when the VP Technical position is not filled). Among other duties, this Committee will be responsible for hiring, proposing remuneration for and dismissing employees.

### **4.4.2 Finance Executive Committee** Added May 3/03

The Finance Executive Committee shall be composed of no less than three of the following positions: The President, Past President (when the position is filled), VP Finance and/or VP Technical (when the Past President's position is not filled) or other VP (when the VP Technical position is not filled). The Executive Director will also serve on this Committee as an ex-officio member. Among other duties, the Committee will be responsible for proposing the Annual Budget and reporting any deviations that occur or are anticipated in the approved budget regularly throughout the season. The Committee will also be responsible for reporting all significant transfers of budgeted funds between accounts for the purpose of balancing individual accounts.

### **4.4.3 Nomination Committee** Added May 3/03

A Committee will be struck at the March Board of Directors meeting of each year, whose mandate is to ensure all SASSA elected positions have a member willing to fill the position. The committee is to ask the current SASSA elected Directors if they are planning to seek re-election for their positions and to recruit SASSA members who will let their names stand for Director positions at the SASSA AGM. The Nomination Committee will be comprised of the President and 2 other Directors; each from a different club. This Committee will be dissolved at the AGM of the same year they are named.

## **4.5 Reimbursements**

1. When driving by personal vehicle within Saskatchewan on pre-approved SASSA business, SASSA Directors and SASSA Committee participants will be reimbursed at the rate of \$0.30 per kilometre Revised November 2004 upon the submission and approval of a

SASSA Expense Statement. Eligible participants must car pool whenever possible.  
Revised May 3/03

When traveling by public transportation on pre-approved SASSA business, SASSA Directors and Committee participants shall be entitled to be reimbursed in full, for the fare paid, upon the submission of an original receipt and SASSA Expense Report.

2. Expense allowances for meals shall be as follows, with receipts:

Breakfast	\$ 7.00
Lunch	\$10.00
Supper	\$15.00
Total	\$32.00

3. When Directors or Committee participants are involved in pre-approved SASSA business that is conducted in conjunction with any other SASSA sanctioned Competition, Camp or event, SASSA will only reimburse expenses that would not have been incurred otherwise. Revised May 3/03
4. All personal expenses that have been incurred by any SASSA member without being previously budgeted and approved must be submitted by the Finance Executive Committee to the Board of Directors for approval before being reimbursed. The Board will decide whether all or part of the expense may be reimbursed. Revised May 3/03
5. No collect calls will be accepted and all phone bills must be submitted for approval by SASSA Board of Directors.
6. All reasonable expenses incurred by a SASSA delegate to attend functions directly related to him/her participating in a pre-approved meeting will be reimbursed upon submission of receipts. These expenses may exceed the individual or total per diem allowances set out in 4.5.2 above. Revised May 3/03

## 4.6 Signing Authorities

The Board shall determine the signing officers for SASSA. Every SASSA cheque will require two signatures from the signing officers.

## 4.7 External Relations

### 4.7.1 Speed Skating Canada Annual Meeting

The incoming SASSA President and Executive Director will be given the first opportunity to attend the Speed Skating Canada Annual General Meeting if sufficient SASSA funding has been budgeted and is still available. If any of these individuals is unable to attend, the Executive Committee may appoint one or two substitute(s) from the remaining incoming Directors. If sufficient funding has been budgeted and is still available, up to 2 other incoming Directors (or Provincial Coach in place of a Director) may be appointed by the Executive Committee to attend. Only a SASSA/SSC member may represent SASSA as a voting Delegate at the SSC AGM. Revised May 3/03

### 4.7.2 Sask Sport Annual Meeting

The SASSA President and one other Director will be given the first opportunity to attend the Sask Sport Annual General Meeting. If one or both of these individuals are unable to attend, the Executive Committee may appoint one or two substitute(s) from the remaining Directors. In addition to one or two SASSA Directors, the Executive Director should attend this meeting. Only a SASSA member may represent SASSA as a voting Delegate at the Sask Sport AGM. Revised May 3/03

### 4.7.3 Calgary Oval Added May 3/03

The SASSA Executive Director is the Association's primary contact person with the Calgary Olympic Oval for all special and ongoing arrangements. Any questions



concerning the Oval Skater Programs, camps, or other services must always be directed through the Executive Director. The Executive Director, VP Technical and the Provincial Coach will share the responsibilities and work together to address any of the Saskatchewan Skater needs while they are enrolled in any of the Calgary Oval programs. The President, Executive Director, VP Technical and the Provincial Coach will represent SASSA as a Negotiating Committee during the Oval Contract renewals.