

**Saskatchewan Amateur Speed
Skating Association**
Policy, Regulations and Procedures



[Approved by the SASSA Board of Directors September 1, 2016]

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INTERPRETATION OF POLICIES AND PROCEDURES

All questions of policies, procedures, regulations and guidelines contained in this section of the procedures and regulations manual must be directed to the Executive Director for action by the President, the Board of Directors or the relevant Standing Committee, as appropriate.

DEFINITIONS

For purposes of reference and interpretation of these procedures and regulations, the following definitions will apply.

SASSA Office	Refers to SASSA's headquarters located in the City of Regina.
SASSA	SASSA refers to the Saskatchewan Amateur Speed Skating Association or Saskatchewan Speed Skating, the provincial governing body of the sport of speed skating.
ISU	The ISU refers to the International Skating Union, the international governing body of the sport of speed skating.
SSC	The SSC refers to Speed Skating Canada, the national governing body of the sport of speed skating.
Long Track	Long track refers to skating done on an oval track 200m or greater, traditionally practiced on 400m ovals. Long track includes both mass start and Olympic style racing.
Mass Start	Refers to racing in a pack where 2 or more skaters start on the same line at a given time. Time is recorded, but it is head to head competition which determines the winner with the winner being the first skater to cross the finish line.
Member	Members are individuals or organizations who pays or has had fees paid to Saskatchewan Speed Skating.

Olympic Style	Olympic style refers to long track racing, which is raced in pairs against the clock. Skaters compete in individual lanes, changing lanes each lap to even the distance. Olympic style is the discipline recognized as <i>Speed Skating</i> by the ISU.
Participants	Participants refers to individual active in any capacity within speed skating including employees, directors, coaches, officials, volunteers, skaters and all other members of SASSA engaged in the business and activities of SASSA.
Photo Finish/ Electronic Timing Equipment	The term photo finish equipment denotes a system that records the order of finish in such a way that it can be reproduced immediately after the race concerned.
Short Track	Short track refers to skating done in an arena on a track of 111.12m or less in size and is raced mass start. Several skaters will race together on a track where the first person across the line wins.
SASSA Website	The SASSA website refers to Saskatchewan Speed Skating's official website. The SASSA website is registered under the following domain names: http://www.saskspeedskating.com/
Staff	Staff are individuals whose services are retained for the purposes of carrying out the business of the association.

POLICY NUMBERS

Policy - Procedure		Date Approved
Number	Title	
FN-1	Financial Management	
FN-2	Meal Allowances	
GV-1	Governance Policy	
OG-1	Membership	
SP-1	Competition and Event Regulations	
SP-1(a)	Age Categories	
SP-1(b)	Official Distances	
SP-1(c)	Entry Fees for Long and Short Track Competitions	
SP-2	High Performance and Athlete Services	
SP-3	Coaching and Coach Development	
SP-4	Officials and Officiating	

**Saskatchewan Amateur Speed Skating
Association**

Bylaw 1



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Article I. INTERPRETATION

Section 1.01 Definitions

In this By-Law the following definitions shall apply:

- a) **“Act”** means The Non-profit Corporations Act, 1995, as amended or replaced from time to time, and references in these bylaws to the Act refer the most recent version or amendments of the Act;
- b) **“Articles”** means the Articles of Incorporation of the Articles of Continuance for the Saskatchewan Amateur Speed Skating Association;
- c) **“Association”** means Saskatchewan Amateur Speed Skating Association (SASSA);
- d) **“Bylaw”** means these bylaws, or amendments of these bylaws, which are in force and effect;
- e) **“Board”** and **“Board of Directors”** mean the Board of Directors of the Association;
- f) **“Club”** means the organization which the Association recognizes in accordance with this By-Law as governing the sport of speed skating in their local community;
- g) **“Director”** means a member of the SASSA board of directors;
- h) **“Director at Large”** means the Directors of the Association other than the Directors who serve as President, Vice President of Finance, Vice President of Competitions, Vice President of Membership Development, Athlete Representative, and Club Representative;
- i) **“General Meeting”** means the Annual Meeting (AGM) or a Special Meeting of the Association, as provided by this By-Law;
- j) **“Member”** means a person defined in the section on membership of these by-laws;
- k) **“Ordinary resolution”** means a resolution passed by a majority of not less than 51% of the votes cast on that resolution;
- l) **“Person”** shall mean an individual person;
- m) **“Regulations”** means the regulations made under the Act, as amended or restated from time to time;
- n) **“Special resolution”** means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast by eligible voters on that resolution.

Section 1.02 General

- a) In the interpretation of this bylaw, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.
- b) The headings used in the bylaws are inserted for reference only and are not to be considered in constructing the terms of the Bylaws or to be deemed in any way to clarify, modify, or explain the effect of any such terms.
- c) Other than as specified above, words and expressions defined in the Act have the same meanings when used in these by-laws.

Article II. BUSINESS OF THE ASSOCIATION

Section 2.01 Objects of the Association

The objects of the Association are:

- a) To foster interest and participation in speed skating in Saskatchewan regardless of color or creed.
- b) To govern and control Speed Skating within the Province.
- c) To comply with all the constitutional section of the Canadian Amateur Speed Skating Association's Constitution.

Section 2.02 Association Offices

- a) The Head Office of the Association shall be in the Province of Saskatchewan.
- b) The Board may establish such other offices as the affairs of the Association may require.

Section 2.03 Name

- a) The name of the Association shall be the Saskatchewan Amateur Speed Skating Association.
- b) The official acronym that may be used in reference to the Association is SASSA.

Section 2.04 Incorporation

SASSA shall be incorporated as a non-profit corporation under the Non-Profit Corporations Act of the province of Saskatchewan.

Section 2.05 Fiscal Year

The fiscal year of the Association shall commence on the first (1) day of April and end on the thirty-first (31) day of March.

Section 2.06 Banking Arrangements

The banking of the Association, or any part thereof, shall be transacted with such banks or trust companies as the Board may determine. All such banking business, or any part thereof, shall be transacted on the Association's behalf by such Officer(s) and/or other person(s) as determined by resolution of the Board.

Section 2.07 Signing Authorities

- a) The board is the ultimate authority for the approval of all agreements, instruments, and documents.
- b) The Board shall appoint at least three persons (officers, directors or staff) by ordinary resolution as the signing authorities for contracts, documents and instruments approved by the Board.

Section 2.08 Cheques, Drafts, Notes, Contracts and Other Instruments

All cheques, drafts, contracts, notes, orders for the payment of money, acceptances of bills of exchange and other instruments shall be signed by two of the designated signing authorities, one of whom will be a Director.

Section 2.09 Auditor

The auditor of the Association shall be appointed by the members each year by ordinary resolution at the Annual General Meeting. The auditor shall have the necessary qualifications to perform an audit and must be a designated accounting profession independent from the Association. Their responsibilities are:

- a) To express an opinion on the fairness with which the Financial Statements present the financial position of the Association;
- b) To report results of operations and changes in financial position;
- c) To make suggestions as to the form and content of the Financial Statements;
- d) To comply with generally accepted auditing standards; and
- e) To seek reasonable assurance that the Financial Statements taken as a whole are not materially misstated.

Section 2.10 Financial Statements

- a) SASSA will send members a copy of the annual financial statements, which may be contained in a publication which accurately reproduces the financial statements, at least 15 days prior to the annual general meeting.

- b) The financial records shall be kept at the registered office of the Association or at any other place that the board of directors determines fit and shall at all reasonable times be open to inspection by the directors.

Article III. MEMBERSHIP

Section 3.01 Classes of Members

- a) The classes of members are:
 - i) Active members, who are entitled to all privileges of membership including the right to vote at meetings of members and the right to be elected as a director
 - ii) Associate members, who are entitled to privileges of membership as established by the Board of Directors and who do not have the right to vote at meetings of members or to be elected as a director, unless the Board grants them these privileges.
- b) The board of directors is authorized, subject to the limitations set out in the Articles of Incorporation, to:
 - i) Assign additional rights, privileges, restrictions, and conditions for each class of membership; and
 - ii) Establish one or more subdivisions of membership for each class of member and assign the designation, rights, privileges, restrictions and conditions for each of these subdivisions of membership.

Section 3.02 Conditions of Membership

- a) A member will be an individual person, including individuals less than 16 years of age.
- b) Any person who accepts membership in the Association shall be deemed to have undertaken to abide by the By-laws of the Association.
- c) To vote in a Special or Annual General Meeting of members:
 - i) The member will be sixteen (16) years of age or older at the time of the meeting; and
 - ii) The person's membership will be in good standing and their membership fees will be fully paid.
- d) A person under the age of eighteen (18) years cannot be elected or appointed to any Director position. If an individual who is not eighteen (18) years of age is elected or appointed as the Athlete Representative, that person will serve as a non-voting observer to the Board of Directors.

Section 3.03 Membership Fees

- a) The membership fees shall be set by the SASSA Board of Directors.
- b) Any individual member in good standing of an affiliated Club is a member of SASSA upon payment of the individual's annual Membership fee by the club.
 - i) If fees of any club are unpaid by March 31st, the club shall no longer be affiliated and its skaters will be ineligible to compete until the member's fees are paid.
- c) The annual membership fees of individual members shall be payable on or before December 1st of each year.
- d) A season begins September 1st of any given calendar year and shall last until August 31st of the following calendar year.
 - i) New membership will be accepted throughout the season until March 31st, with fees to be paid at the time of application for membership.
 - ii) Membership paid in one season expires on October 31st of the following season.
- e) If a Member fails to pay the membership fee in full when due, or otherwise fails to abide by the provisions of the By-Law of the Association, the Board may, in its discretion:
 - i) Suspend the voting or other privileges of the member; or
 - ii) Impose such conditions, penalties, including fines, as the Board deems appropriate.

Section 3.04 Termination of Membership

Membership in the Association automatically terminates:

- a) If an individual Member resigns or an affiliated club withdraws in writing to the head office of the Association;
- b) Upon the individual Member's death ;
- c) If an individual Member is expelled from the Association in accordance with these By-laws;
- d) When the period of membership expires.

Section 3.05 Suspension and Expulsion

- a) The Board of Directors shall have the power, by a vote of two-thirds of the members present and entitled to vote, to suspend any member of the Association whose conduct has been determined by the Board to be improper, unbecoming or likely to endanger the interest or reputation of the Association or who willfully commits a breach of the By-laws of the Association.
 - i) The members shall be given not less than seven (7) days written notice of the intent and date of the meeting to decide on the suspension of the member.
 - ii) The Member shall be entitled to be present at such a meeting and to make representation.
 - iii) The decision of the Board is final.

Section 3.06 Discipline and Dispute Resolution

- a) Any violation of the Bylaws or Regulations of this Association, or of the decisions of the Board of Directors by any member of this Association shall render such member liable to suspension and/or disciplinary action that may be deemed necessary.
- b) The Board of Directors shall establish a Discipline and Dispute Resolution process that guides the initiation and conduct of disciplinary proceedings.

Article IV. CLUB AFFILIATION

Section 4.01 SASSA Club Affiliation

- a) Affiliation with SASSA shall be open to any organized Speed Skating club in Saskatchewan which agrees to abide by the By-laws, procedures and regulations of SASSA and pays annual Affiliation Fees.
- b) The club affiliation fees shall be set by the SASSA Board of Directors.
- a) A new club may make an Application for Affiliation by submitting in writing to the SASSA President the following:
 - i) The proposed name of the Club and the area to be served.
 - ii) The number and names of skaters to be registered.
 - iii) Names of club officers.
 - iv) The number and names of Associate Members to be registered. Any application must have at least one (1) Associate Member per family.
 - v) All applicable Membership Fees.
 - vi) All applicable Club Affiliation Fees will be waived for the first three years).
 - vii) Declaration of intent to uphold the Constitution and By-laws of SASSA.

- b) The SASSA Board of Directors will consider any complete Application received and will, within forty five (45) days, provide written Notice of Approval or Rejection to the Applicant Group and all member Clubs of SASSA.

Section 4.02 Affiliation with Speed Skating Canada

SASSA shall maintain an affiliation with Speed Skating Canada

Article V. MEETINGS

Section 5.01 Annual General Meeting

- a) An annual meeting of members will be held each year within four (4) months of the fiscal year end at a time and place to be determined by the board of directors
- b) Affiliated Clubs are eligible to host the SASSA AGM. The SASSA Board of Directors and Executive Director will host the AGM if there is no Club that requests to host the meeting. Each affiliated Club shall be notified by at least thirty (30) days prior to date.
- c) Ten (10) voting members of SASSA shall constitute a quorum for an Annual General Meeting or Special Meeting of members.
- d) SASSA members and Directors shall be served a written notice of an Annual General Meeting not less than 15 days or more than 50 days before the meeting.
- e) The President will appoint two (2) scrutineers who will: (1) confirm meeting delegates as registered SASSA members eligible to vote, and (2) tabulate any votes cast during the meeting.
- f) Resolutions for consideration at the Annual or General Meeting shall be in writing and shall be received by the SASSA office 15 21 days before the date of the meeting. The Association upon receiving such resolution shall circulate it to all member clubs and the Board of Directors.

Section 5.02 Special General Meetings

- a) A Special General Meeting shall be called by the President upon the written request of three (3) SASSA Directors or upon the written request of fifteen (15) eligible voting members of SASSA with a minimum of five signatures from at least two affiliated club. Any request must clearly state the purpose of the meeting. The location of the Special General Meeting will be determined by a majority vote of the Directors. The President shall announce the date and location of the Special General Meeting within ten (10) days of receiving the written request.

- b) Notice of the special meeting shall be given by the President to each Board member stating the object, time and place of the meeting
- c) SASSA members and Directors shall be served a written notice of any Special General Meeting not less than 15 days or more than 50 days before the meeting.
- d) Ten (10) voting members of SASSA shall constitute a Quorum for a Special General Meeting.

Section 5.03 Board of Directors Meetings

- a) Regular meetings of the Board of Directors shall be called by the President.
- b) There shall be no fewer than five (5) SASSA Board Meetings held annually.
- c) A quorum at a Board of Directors meeting shall consist of half (0.5) of the currently sitting voting Directors.

Section 5.04 Voting- Director Meetings

- a) A majority of all votes cast shall decide all motions at meetings of the Board of Directors at which a quorum is present, except as otherwise specified in these By-laws.
- b) The President shall cast a vote only in the event of a tie. A voting member acting as President shall only vote in the event of a tie.
- c) Voting rights to a General or Annual Meeting shall be restricted to any member age 16 or over who has registered with SASSA prior to March 31. Membership expires October 31.
- d) All persons shall register upon entering the Annual or Special General Meeting and the SASSA Executive Director shall confirm the voting members by checking registration with the current SASSA membership list.

Section 5.05 Meeting by Telephone/Teleconference or Video Conference

- a) A Director may participate in a meeting of the Board or of a committee of the Board by means of such telephone or other communications facilities as permit all persons participating in the meeting to communicate with each other.
- b) All Directors participating in a meeting by such means are deemed to be present at the meeting and are accorded the same voting privileges as if physically present at the meeting.

Article VI. DIRECTORS

Section 6.01 Powers, Duties and Responsibilities

- a) The affairs of SASSA shall be governed by the Board of Directors which shall supervise, control and direct all activities of the SASSA, including its programs and services, promotion and marketing, disbursement of funds, and determination of policies.
- b) The Board shall actively pursue the mission, vision and values of SASSA, and may adopt such rules and regulations for the conduct of its business as deemed advisable, and to the extent permitted by law.
- c) The Board may delegate to any committee or officer any or all powers, duties and authority of the board of directors, which may be lawfully granted.
- d) Directors and officers, in exercising their powers and in performing their duties, shall:
 - i) Act honestly and in good faith with a view to the best interests of the Association;
 - ii) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
 - iii) Act in compliance with shall comply with the Act, the regulations, articles, bylaws and policies of SASSA;
- e) Directors and officers will act in the interests of the Association and shall declare a conflict of interest where:
 - i) The director has a personal interest in a proposed contract with the Association;
 - ii) The director is an employee, associate or director with another organization and that organization is entering into an agreement with SASSA.
- f) Directors will fulfill their representational responsibility by ensuring that:
 - i) The interests, views and perspectives of member organizations and key stakeholders are articulated and considered by the Board during deliberations on a decision;
 - ii) The interests of SASSA are paramount when making a decision; and
 - iii) The decisions and interests of SASSA are communicated to members and other stakeholders in a timely and transparent manner.

Section 6.02 Election of Directors

- a) The number of Directors shall be a minimum of seven (7) and a maximum of twenty (20) Directors.
- b) An individual, to be elected or appointed as a Director, will:
 - i) Be a person who is an individual and not a corporate entity;
 - ii) Be an individual member or representative of an organization member of SASSA;
 - iii) Be 18 years of age or older;
 - iv) Not have been found to be of unsound mind by a court in Canada or elsewhere; and
 - v) Not have the status of bankrupt.
- c) The Board of Directors of SASSA shall consist of:
 - i) Elected Directors: President, Vice President Finance, Vice President Membership Development, Vice President Competitions, Director at Large (3), Skater Representative (if 18 years or older).
 - 1) If the Skater Representative is under 18 years of age, the Skater Representative will be an Observer to the meeting with voice but no voting privileges.
 - ii) Appointed Directors: Past President (1 year term), Club Representatives (One per club).
- d) Elected Directors
 - i) Must be members in good standing of SASSA and Speed Skating Canada.
 - ii) Any member or affiliated club may submit the name of a nominee for each of the positions of President, Vice President Finance, Vice President Membership Development, Vice President Competitions, and Directors-at-Large.
- e) Club Representatives
 - i) Each affiliated Club may :
 - 1) Appoint one (1) representative to serve as a Director on the SASSA Board
 - 2) Identify an alternate delegate who may attend meetings as an observer with full voice.
 - ii) To appoint a Club Representative, and alternate, for the upcoming skating season each Club shall:
 - 1) Determine whether or not to appoint a Club Representative to serve on the SASSA Board.
 - 2) Determine who in the Club would be a suitable and capable Club Representative.
 - 3) Complete the "Declaration of Directorship" form and submit it to the SASSA office prior to the SASSA AGM.

- iii) Club Representatives are appointed through the completion of the Club Declaration of Directorship form and shall be Directors on the SAASA Board for the upcoming season.
- iv) Club Representatives shall carry one vote at SASSA Board of Directors meetings.
- v) Any Club may choose to waive its right to appoint a representative as a Club Representative on the SASSA Board by indicating so on the Club Declaration of Directorship form.
- vi) Any Club, which chooses to appoint a representative as a Club Representative, shall fulfill this obligation by ensuring that its representative attends SASSA Board of Directors meetings.

Section 6.03 Term of Office

- a) Directors are elected for a two-year term.
 - i) On even years, the President, two (2) Directors-at-Large and the Vice President of Competitions will be elected.
 - ii) On odd years, the Vice President of Membership Development, Vice President of Finance, Athlete Representative and one (1) Director-at-Large will be elected.
- b) Directors may serve not more than three (3) consecutive, full two-year terms.

Section 6.04 Board Vacancies

- a) Any Director position shall be deemed automatically vacated:
 - i) If a Director resigns from office by delivering a written resignation to the Board or to the Board through the President or Executive Director;
 - ii) If a Director becomes of unsound mind or is found to be mentally incompetent or is physically unable to carry out the duties required;
 - iii) On the death of a Director; or
 - iv) When a Director is removed from office in accordance with this By-law.
- b) When any vacancy occurs on the Board, the remaining Directors may, by majority resolution, fill the vacancy with a Member in good standing.
 - i) If the Board does not fill the vacancy, the vacancy shall be filled at the next meeting of members.
 - ii) Any Member appointed or elected to fill such vacancy shall hold office for the unexpired term.

Section 6.05 Removal of Director

- a) The Members of the Association may, by resolution passed by at least two-thirds of the votes cast by those Delegates entitled to participate in the election of the Board of Directors, at an Annual or Special Meeting of which notice specifying the intention to pass such a resolution has been given, remove any Director from office before the expiration of that Director's term of office, on any of the following grounds:
- i) Lack of interest or dereliction of duty;
 - ii) Incompetence;
 - iii) Behaviour or conduct harmful to the best interest of the Association; or
 - iv) The special skills or qualifications that the Director first had when recommended for the position, have been lost.
- b) Those Delegates entitled to participate in the election of the Board of Directors may elect any qualified Member as a replacement for the remainder of that Director's term.

Section 6.06 Remuneration of Directors

- a) Directors are volunteers and shall not receive remuneration for the performance of their duties on the board of directors or committee of SASSA.
- b) Directors or officers may be reimbursed for reasonable, pre-approved expenses incurred while performing their duties on behalf of SASSA in accordance with the travel and expense compensation policy established by the board of directors.

Section 6.07 Indemnification

- a) All directors, officers, members of standing or special committees, the senior staff of SASSA, and their heirs, executors and administrators, and their estates and effects respectively, shall at all times be indemnified and saved harmless out of funds of SASSA from and against:
- i) All costs, charges and expenses whatsoever which such directors, officers, committee members, senior staff officer and office staff sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against them, for or in respect of any act, deed, matter or thing howsoever made, done or permitted by them in or about the execution of the duties of their officers;
 - ii) All other costs, charges and expenses that they may sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

- b) SASSA shall purchase and maintain directors and officer liability insurance for the benefit of any or all of its directors, officers, committee members, senior staff officer, office staff and other persons except insurance against a liability, cost, charge or expense of a director, officer, committee member or other person incurred as a result of a contravention of the policy on Code of Conduct.

Article VII. COMMITTEES

Section 7.01 Appointment of Committees

- a) The President may, at any time, appoint committees with such power and duties as deemed necessary.
- b) The President shall be an ex-officio member of all committees.
- c) A majority of each committee shall constitute a quorum at all meetings of committees.
- d) In the event of a tie, the Committee Chairperson shall cast the deciding vote.

Section 7.02 Board Committees:

- a) The board may from time to time appoint any standing committee, ad hoc committee, task group or other advisory body as it deems necessary or appropriate and assign it such tasks and powers, subject to the Act, as the board sees fit.
- b) When the board establishes a committee, it shall provide:
 - i) Clear terms of reference and scope of authority;
 - ii) Clear statement of parameters;
 - iii) Clear reporting requirements; and
 - iv) Termination date (ad hoc committees)
- c) Any committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make.
- d) Any committee member may be removed by ordinary/special resolution of the board of directors.
- e) Standing Committees:
 - i) The board may establish standing committees of the board to conduct such business and perform such duties as may from time to time be determined by the board in the terms of reference of the committee.
 - ii) The number of standing committees of the Board will be kept to a minimum.

- iii) The Standing Committees of the Board are:
 - 1) Governance Committee;
 - 2) Financial Oversight and Risk Management Committee;
 - 3) Human Resources Committee; and
 - 4) Other standing Committees that the Board deems appropriate.

- iv) Task Groups and Special Ad Hoc Committees:
 - 1) The board may establish special ad hoc committees or task groups, and their terms of reference, as required.
 - 2) The terms of reference shall include formation and dissolution terms for the task groups formed.

Article VIII. PROCEDURES AND AMENDMENTS

Section 8.01 Rules of Procedures

- a) The rules governing procedure at all meetings of the Board of Directors, the Annual Meeting, any General Meeting, and committee meetings shall be governed according to Robert's Rules of Order, newly revised so far as it is applicable and consistent with these by-laws.

- b) All questions of interpretation of these By-laws shall be decided by the Board of Directors.

Section 8.02 Amendment of Bylaws

- a) The directors may, by ordinary resolution, make, amend, or repeal any bylaws that regulate the activities and affairs of the Association.

- b) The directors shall submit a bylaw, or an amendment or repeal of a bylaw to the next meeting of members and the members may, by ordinary resolution, confirm, reject or amend the bylaw, amendment or repeal.

- c) A bylaw, or an amendment or repeal of a bylaw is effective from the day of the resolution of directors until confirmed, confirmed as amended, or rejected by the members.

- d) If a bylaw, or any amendment or repeal of a bylaw is rejected by the regular members or is not submitted to the next meeting of members, the bylaw, amendment or repeal ceases to be effective and no subsequent bylaw, amendment or repeal having substantially the same purpose or effect shall be effective until confirmed or confirmed as amended by the members.

Article IX. BOOKS AND RECORDS

Section 9.01 Required Records

- a) The Association shall prepare and maintain, at its registered office or at another place in Saskatchewan designated by the board of directors, the following corporate records:
 - i) The articles of incorporation, and all amendments to them;
 - ii) The bylaws and all amendments to them;
 - iii) The minutes of meetings and resolutions of members;
 - iv) The minutes of meetings and resolutions of the board of directors;
 - v) The minutes of meetings of committees of the board or Association;
 - vi) The list and contact information of members of the Board of Directors;
 - vii) A list of the names and contact information of officers of the Association;
 - viii) Copies of all notices sent to members regarding meetings of members;
 - ix) A register of securities;
 - x) A copy of any annual reports issued by the Association;
 - xi) A copy of the financial and accounting records of the Association, including reports submitted to the board of directors;
 - xii) A copy of the financial reports (audit or review engagement) prepared by the auditor
 - xiii) A copy of all required notices sent to the Associations Branch regarding location of the registered office, directors and change of directors,
 - xiv) A register of members entitled to vote, which contains
 - xv) The names of current members listed alphabetically by surname;
 - xvi) The names of individual or organizations who were a member in the previous year;
 - xvii) The latest known address and contact information of members
 - xviii) The date on which the person or organization became or ceased to be a member.

Section 9.02 Access to corporate records

- a) Members and directors, or their agents, may examine the financial records of the Association during the usual business hours of the Association.
- b) Members and directors may make copies of the financial records free of charge and non-members may make copies of the financial records at a fee set by the board of directors, which may not be unreasonable.
- c) A member is entitled, upon request and without charge, to one copy of the articles and bylaws.
- d) All registers and other records required by this Act to be prepared and maintained may be in a paper form, a photographic film form, or in a mechanical or electronic data processing form that is capable of reproducing any required information in intelligible written form within a reasonable time.

Section 9.03 Invalidity of any Provisions of these Bylaws

The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.

Article X. LIQUIDATION AND DISSOLUTION

The remaining property of the Association shall, in the course of liquidation and dissolution, be transferred to the Canadian Amateur Speed Skating Association.

Article XI. EFFECTIVE DATE

Subject to matters requiring a special resolution of the members, this by-law shall be effective when approved by the Board of Directors.

CERTIFIED to be the bylaws of the Association, as enacted by the Board of Directors of the Association by resolution on the ___ day of _____ 20__ and confirmed by the members of the Association by ordinary resolution on the ___ day of _____ 20_____.

Dated as of the ___ day of _____, 20_____ at _____, Saskatchewan



Policy FN-1: Financial Management

Dated Approved: **[Insert Date]**

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1. TRAVEL EXPENSES

1.1.Travel Rates

- 1.1.1. The travel and meal rates will be reviewed and established by the Board of Directors every year on or before April 1st.
- 1.1.2. **Travel Kilometer Rate.** When driving by personal vehicle within Saskatchewan on pre-approved SASSA business, SASSA Directors and SASSA Committee members will be reimbursed at the rate of the current provincial government rate per kilometer minus 10%.
- 1.1.3. Meal Allowances will not exceed the rates approved by the Board of Directors as stated in Policy FN 2 (Meal Allowances).

1.2.Reimbursement of Expenses

- 1.2.1. All requests for reimbursement of travel expenses will be made on the approved travel expense claim form.
- 1.2.2. Eligible participants must car pool whenever possible.
- 1.2.3. When traveling by public transportation on pre-approved SASSA business, SASSA Directors and Committee members shall be entitled to be reimbursed in full, for the fare paid, upon the submission of an original receipt and SASSA Expense Form.
- 1.2.4. When Directors or Committee members 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.

1.3.Expenses Exceeding Allowances or Not Budgeted and Approved

- 1.3.1. All personal expenses that have been incurred by any SASSA member without being previously budgeted and approved must be submitted to the Vice-President Finance for approval before being reimbursed.
- 1.3.2. All reasonable expenses incurred by a SASSA delegate to attend functions directly related to 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 in this policy, if approved by the President.

2. ACCOUNTING SYSTEM AND RECORDS

- 2.1. The accounting system shall adhere to the general accepted accounting policies (GAAP).
- 2.2. Financial Statements shall be prepared using the accrual basis of accounting.
- 2.3. The accounting records shall be updated on a monthly basis and shall be subject to the scrutiny of the executive director, representatives of the board of directors, or both on a periodic basis

3. PAYMENTS, CHEQUE SIGNING AND CREDIT CARD

- 3.1. Before a payment is made the invoice will be reviewed to ensure:
 - 3.1.1. The goods were received or services rendered,
 - 3.1.2. The invoice was approved by the appropriate person,
 - 3.1.3. The proper general ledger account identified.
- 3.2. When the cheque is written the invoice will be stamped paid and the cheque number written on the invoice to ensure the invoice is not paid twice.
- 3.3. Payments shall always be made by cheque or the SASSA credit card, except for some small dollar amounts. In this case, the staff may pay for the item and submit an expense claim to receive a refund.
- 3.4. For cheque signing, the relevant invoice, or back-up document, will accompany the cheque for the signing officers' review.
- 3.5. The document submitted for payment shall be initialed by both cheque signers when the cheques are being signed.

4. ASSOCIATION CREDIT CARD

- 4.1. The financial institution providing credit card services will be approved by the Board of Directors.

- 4.2. The maximum credit limit on the credit card shall be approved by the Board of Directors. Effective January 1, 2014, the credit limit will not exceed \$10,000.
- 4.3. The issuance of a credit card to an officer or staff will be approved by the Board of Directors prior to issuance.
- 4.4. Credit Card purchases may be made without prior approval for expenditures approved in the Annual Budget or by a motion of the Board of Directors.
- 4.5. The Credit Card Statement will be reviewed each month and the two signing authorities will review and initial (1) the Credit Card Statement, (2) the Credit Card Reconciliation Report (generated by the accounting software) and (3) a random sample of 20% of the credit card invoices or slips and all credit card invoices and slips over \$100.

5. BANK RECONCILIATION

- 5.1. Bank reconciliations will be prepared and balanced on a monthly basis.
- 5.2. The bank Reconciliations will be reviewed, compared to the Bank Statement and initialed by the signing officers on a regular basis.

6. UNAUDITED FINANCIAL STATEMENTS

- 6.1. Monthly Income (Profit and Loss) Statements will be completed and submitted to Directors for review on a monthly basis. These may be summary statements.
- 6.2. Complete Unaudited Financial Statements and analysis shall be presented to the Board of Directors for acknowledgement and acceptance at least four times per year. The Income Statements shall show the actual Year-to-Date variance from budget and the projected variance from budget for the Fiscal Year. The report shall include the following financial statements:
 - 6.2.1. Balance Sheet
 - 6.2.2. Income (Profit and Loss) Statement,
 - 6.2.3. Statement of Cash Flow,
 - 6.2.4. Statement of Accounts Receivable, and
 - 6.2.5. Other Statements that may be requested from time-to-time by the Board of Directors.
- 6.3. Questions for clarification on the financial records of SASSA are to be directed to the Executive Director. The Executive Director will obtain information and/or clarification which will be brought back to the Board.

7. CAPITAL PURCHASES CONTRACTS AND TENDERS

7.1. Capital and Non-Capital Asset Purchases

- 7.1.1. Tangible assets exceeding \$2500 per unit which last beyond a year will be classified as capital expenditures. They will be listed on a capital inventory list.
- 7.1.2. Capital Assets under \$2500 will be expensed in the year they are purchased.
- 7.1.3. Capital purchases and asset purchased greater than \$1000 will be approved by the President.
- 7.1.4. Capital purchases greater than \$2500 will be approved by the Board of Directors prior to committing to the expenditure.

7.2. Quotations for Purchases

- 7.2.1. Generally, SASSA will seek three quotations for capital purchases greater than \$5,000 where at least three suppliers are available for that service or product.
- 7.2.2. Purchases greater than \$10,000 should, at the discretion of the Board or Directors, be put to Public Tender or Proposal Call.

7.3. Tenders and Proposal Calls

- 7.3.1. Tenders/Proposal Calls shall be advertised and for a period of not less than two weeks (14 calendar days) from the closing date.
- 7.3.2. All tenders will be recorded by the Executive Director. The Executive Director will record the name of the company, amount of tender/proposal and the name of the project.
- 7.3.3. Copies of the tender packages are not for public knowledge; however, the amounts of the bids and the names of the companies can be given to the public for information. All other information is confidential.
- 7.3.4. Upon approval of a tender, a contract will be signed and approved by both parties and will become a portion of the accounting records.

7.3.5. The lowest bid may not necessarily be acceptable if the Board deems it in the best interest of SASSA to not give the project to the lowest bidder.

8. EXTERNAL MEETING ATTENDANCE

8.1. Speed Skating Canada Annual Meeting

- 8.1.1. 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.
- 8.1.2. If these individuals is unable to attend, the Executive Committee may appoint one or two substitute(s), as appropriate, from the remaining incoming Directors to attend the meeting in their place.
- 8.1.3. If sufficient funding has been budgeted and is still available, up to 2 other incoming Directors (or Performance Coaching and Technical Director in place of a Director) may be appointed by the Executive Committee to attend.
- 8.1.4. Only a SASSA/SSC member may represent SASSA as a voting Delegate at the SSC AGM

8.2. Sask Sport Annual Meeting

- 8.2.1. The SASSA President and one other Director will be given the first opportunity to attend the Sask Sport Annual General Meeting.
- 8.2.2. 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.
- 8.2.3. In addition to one or two SASSA Directors, the Executive Director will be provided the opportunity to attend this meeting.
- 8.2.4. Only a SASSA member may represent SASSA as a voting Delegate at the Sask Sport AGM.

9. SKATING VENUE ADMINISTRATION – CALGARY OVAL

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

Policy FN 1: Financial Management
Saskatchewan Speed Skating Association

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- 9.2. Any questions concerning the Oval Skater Programs, camps, or other services must always be directed through the Executive Director.
- 9.3. The Executive Director and Performance Coaching and Technical Director 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.
- 9.4. The President, Executive Director, and Performance Coaching and Technical Director will represent SASSA as a Negotiating Committee during any contract discussions with the Oval.



Policy FN-2: Meal Allowance Rates

Dated Approved: **[Insert Date]**

Date Effective: **April 1, 2016**

MEAL ALLOWANCE RATES

1. The meal allowance rates for travel on SASSA business are:

Meal	Amount
Breakfast	\$7.00
Lunch	\$10.00
Supper	\$15.00
Total/Day	\$32.00

2. Receipts are required to claim meal expenses.

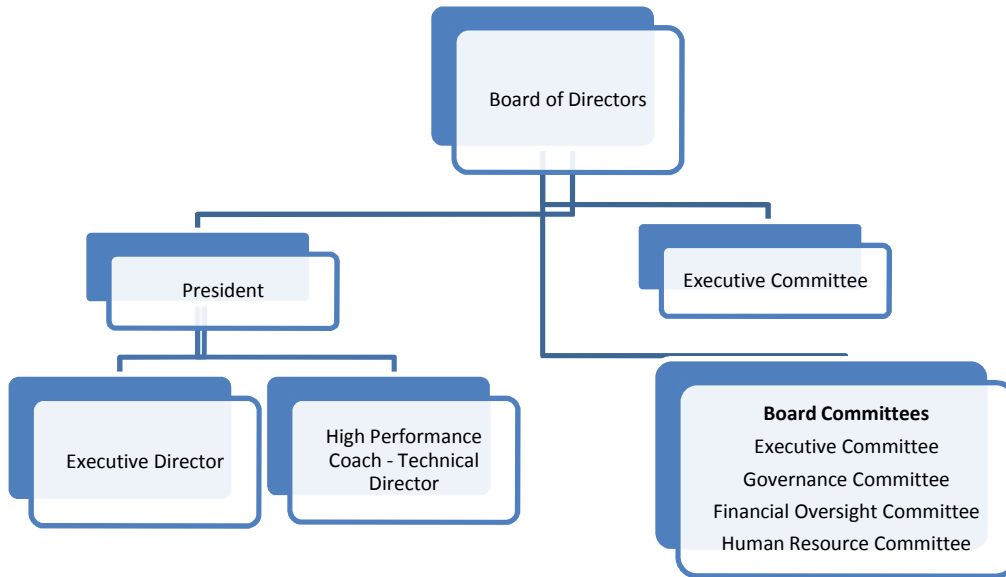


Organization Chart

Saskatchewan Amateur Speed Skating Association

Approved: September 2016

SASSA Organization Chart



SASSA Committee Structure





Job Description
Executive Director
Approved: September 2016

Reporting and Working Conditions

1. Reports to the SASSA President
2. Works varying hours, including weekends.
3. Travel is required.

Responsibilities

4. Reporting to the President, the Executive Director is responsible for the day-to-day general administration of the Provincial Office of the Association in the manner consistent with its established Aims and Objectives.
5. Communication
 - 5.1. Serves as liaison with Sask Sport, Government of Saskatchewan, National and Provincial Associations, media and other agencies.
 - 5.2. Maintains a good working relationship with the above
 - 5.3. Promotes a positive image of our sport
 - 5.4. Provides an effective internal and external communication system for the Association.
 - 5.5. Represents the Association in the absence of a volunteer Director
6. Finance
 - 6.1. Assists the Finance Oversight Committee Chair in the preparation of annual and monthly budgets and reports.
 - 6.2. Prepares funding requests and follow-ups for Sask Lotteries Trust Fund for Sport, Culture and Recreation.
 - 6.3. Administers funds from Sask Trust and Sask Sport Inc.

Job Description

High Performance Coach and Technical Director Saskatchewan Amateur Speed Skating Association

Page 2 of 3

- 6.4. Assists Financial Oversight Committee with maintenance of financial records (bookkeeping, cash receipts and payments, invoicing).
- 6.5. Assists Financial Oversight Committee in preparation of the annual audit.
- 6.6. Researches and coordinates applications for any available grants.
- 6.7. Submits follow-up reports, as required by granting organization, on grants received. Is an ex-officio member of the Financial Oversight Committee.

7. Administration

- 7.1. Ensures requirements for all Board and Committee meetings are completed.
- 7.2. Attends Board meetings and ensures accurate, complete minutes are maintained.
- 7.3. Assist with the administration of all National and Provincial programs (i.e. camps, membership development, games, etc.).
- 7.4. Establishes and maintains files and records.
- 7.5. Assists president in daily correspondence.
- 7.6. Implements Board and Committee policy decisions.
- 7.7. Assists in coordinating any special events as required.
- 7.8. Assists Board in development and implementation of long range planning.
- 7.9. Maintains the Provincial Policy and Procedure Manual (Blue Book).
- 7.10. Attends meetings of committees upon request.
- 7.11. Presents monthly or as required activity reports to Board meetings.

8. Marketing

- 8.1. Provides administrative support to Board and Committees for fund raising and marketing programs.
- 8.2. Keeps the website current and up to date.



Job Description High Performance Coach and Technical Director

Approved: September 2016

Reporting and Working Conditions

1. Reports to the SASSA President
2. Works varying hours, including weekends.
3. Travel is required.

Responsibilities

4. Athlete Development
 - 4.1. Provide leadership and guidance to SASSA, club coaches and boards in the promotion and delivery of LTPAD.
 - 4.2. Liaise with club coaches in the development and delivery of appropriate and progressive training plans through consultation and presentations. This may involve working with athletes at various levels of ability and focusing on performance skaters on and off-ice.
 - 4.3. Schedule, coordinate and deliver provincial on and off-ice training camps.
 - 4.4. Develop and maintain a performance skater data base to monitor progress and results.
 - 4.5. Act as team leader and/or head coach at identified competitions and work with athletes and coaches at these competitions.
 - 4.6. Identify athletes qualifying for attendance at specific regional and national competitions.
 - 4.7. Provide assistance and support as needed for Saskatchewan athletes training at the Calgary Oval.
5. Coaching Development
 - 5.1. Provide leadership to coaches, committees and boards in areas of progressive sport and coaching strategies according to SASSA goals and objectives.

Job Description

High Performance Coach and Technical Director Saskatchewan Amateur Speed Skating Association

Page 2 of 2

- 5.2. Provide support to coaches in the implementation and application of LTPAD in programs and competitions.
- 5.3. Develop and implement a coaching recruitment strategy working towards increasing the number of SASSA certified coaches.
- 5.4. Identify possible new coaches and facilitate opportunities for mentoring.
- 5.5. Develop a coaching retention/succession strategy.
- 5.6. Take a lead role in coordinating coaching awareness and education.
- 5.7. Coordinate and facilitate the delivery of coaching clinics, workshops, and an annual retreat for SASSA coaches.
- 5.8. Act as liaison between SASSA, SSC and NCCP.
6. Other Duties
 - 6.1. Work with various committees and SASSA board/members as determined by scope of position.
 - 6.2. Attend SASSA Executive and Board meetings.
 - 6.3. Assist in the scheduling of SASSA competitions and other SASSA associated events.
 - 6.4. Assist executive director to ensure organized travel arrangements for athletes, coaches, and chaperones to identified competitions.
 - 6.5. Attend, as representative of SASSA, meetings/functions with SaskSport, Speed Skate Canada, and other agencies and provincial clubs as related to position.
 - 6.6. Provide updates & briefing to the SASSA President.
 - 6.7. Provide written reports, through Executive Director, to SASSA Board of Directors/Committees as required.
 - 6.8. Assist with annual submission of budgets related to job responsibilities.
 - 6.9. Assist in determining possible funding, programs and/or services opportunities through agencies such as SSC, Canadian SportCentre – Saskatchewan's SaskSport.
7. Other duties as assigned.



Policy OR-1: Membership

Date Approved: [enter date]

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1. Membership Registration Rules

- 1.1. At least one parent/guardian of each skater (under 18 at the time of registration) must purchase a SSC and SASSA membership.
- 1.2. All Saskatchewan skaters who skate in a SASSA sanctioned meet must pay the annual SASSA competitive membership fee.
- 1.3. The Board of Directors may establish and modify the membership fees, which will be published in Policy OR-1(a) and posted on the website.

2. Membership Fees

- 2.1. The Board of Directors may establish and modify the membership fees, which will be published in Policy OD-1(a) and posted on the website.

3. Speed Skating Canada Membership Fees

- 3.1. The fee structure for Speed Skating Canada is set at the SSC AGM. Refer to the SSC Red Book [Appendix A2](#) for current schedule of SSC fees.

4. Outstanding Membership Fees

- 4.1. Those clubs or individuals that have outstanding debts with SASSA will have the amount of the outstanding debt or unpaid fees deducted from any future SASSA grants or funding to the individual or club until the debt or unpaid fees are paid in full.



Membership Fees
Saskatchewan Amateur Speed Skating Association
(Effective: September 2016)

Membership Fees

Membership Fees	
Member Category	SASSA Fees
Active Start Recreational	\$6.00
Active Start Competitive	\$6.00
FUNDamentals	\$22.00
L2T	\$51.00
T2T Male 12/Female 11	\$51.00
T2T Male 13/Female 12	\$51.00
T2T Male 14/Female 13	\$69.00
T2T Male 15/Female 14	\$69.00
Junior B	\$69.00
Junior A	\$69.00
Neo Senior B	\$69.00
Neo Senior A	\$69.00
Senior	\$69.00
Master	\$69.00
Recreational	\$11.00
Special Events	\$0.00
Associate	\$11.00
New Life Member	\$55.00
Life (Returning)	\$0.00



Policy SP-1: Competition and Event Regulations

Date Approved: [enter date]

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1. DETERMINATION OF AGE CATEGORIES

- 1.1. SASSA officially recognizes the age categories set out by Speed Skating Canada.

2. APPROVED DISTANCES

- 2.1. SASSA believes that the most successful way to determining appropriate distances for each age category is a compromise to adhering to the LTAD principles and providing competitive experiences desired by skaters, coaches and parents.
- 2.2. The official distances for SASSA events are stated in Policy SP-2 (Approved Distances), which will be published on the SASSA website.

3. SKATER'S ENTRY INTO COMPETITIONS AND EVENTS

3.1. Membership Requirements for Entry

- 3.1.1. Saskatchewan skaters must be registered members with Speed Skating Canada and a local club.
- 3.1.2. Skaters requesting to be independent members must contact the SASSA Office.

3.2. Membership Requirements for Sanctioned Competitions

- 3.2.1. Saskatchewan skaters must be registered as competitive members with Speed Skating Canada and a local club in order to be eligible to compete in sanctioned competitive events in Saskatchewan.

3.3. Membership Requirements for Unsanctioned Events & Competitions

- 3.3.1. Saskatchewan skaters must be registered as recreational members with Speed Skating Canada and a local club in order to be eligible to compete in unsanctioned competitive and recreational events in Saskatchewan.

4. SASSA COMPETITION SANCTIONS

- 4.1. All competitive competitions in Saskatchewan require SSC Sanctioning.

- 4.2. Please refer to SSC Red Book Section B4 for policies and procedures in sanction application.
- 4.3. SASSA reserves the right to revoke or cancel any sanction after issue. The decision to revoke or cancel a sanctioned competition may be made by ordinary resolution of the SASSA Board of Directors.

5. SASSA PARTICIPANT WAIVER

- 5.1. SASSA will maintain a central waiver system for all Saskatchewan speed skating participants.
- 5.2. Clubs are responsible for collecting signed waivers for their members. This should be done at the beginning of the season when an existing member renews their membership or a new member joins a club. The clubs will appoint one person within their club to send hardcopies of the signed waivers to the SASSA Office.
- 5.3. The SASSA Office will store the hardcopies of signed waivers. An electronic database, listing all members with signed waivers for the current season will be created. The list will be updated as needed throughout the season and sent to hosting clubs and meet coordinators a week before their competition.
- 5.4. Participant waivers will be submitted on the approved waiver forms. A copy of the SASSA waiver will be posted on the SASSA website.

6. COMPETITION REGULATIONS

6.1. General Regulations

- 6.1.1. SASSA will generally follow the procedures and regulations of Speed Skating Canada.
 - 6.1.1.1. However, the Board of Directors may approve rules, regulations and procedures for Saskatchewan events that differ from the Speed Skating Canada procedures and regulations.
 - 6.1.1.2. When SASSA establishes specific Saskatchewan rules, regulations or procedures, these apply to all SASSA sponsored or approved events. .
- 6.1.2. Competition formats are set by the host club. The competition format cannot be changed after the competition has commenced.

Policy SP-1: Competition and Event Regulations
Saskatchewan Amateur Speed Skating Association

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6.1.3. Competitive events must post their sanctions in a public area at the competition venue.

6.1.4. SASSA affiliated clubs will receive a SASSA Hosting Grant of \$2000 for hosting a SSC recognized national competition.

6.1.4.1. The hosting club must submit a request to SASSA for this sponsorship three (3) months prior to the date of the competition or forfeit their sponsorship.

6.2.Registration and Entry Fees

6.2.1. Entry fees are non-refundable unless skater is scratched prior to the coaches meeting or at the coaches meeting.

6.2.2. Meet registration forms (entry form or summary sheets) shall be in the hands of the Meet Coordinator two days prior to the competition.

6.2.3. Double the entry fee shall be assessed to a club responsible for incomplete and/or inaccurate meet registration forms.

6.2.4. A coach or club appointed individual are responsible for the accuracy of all their club's registration information submissions. This is to ensure that times are accurate and all required information is correctly filled in on the forms.

6.2.5. When receiving a faxed or electronically sent Club registration for a meet, the meet registrar should confirm back to the club what information has been received. Clubs should be notified that if they do not receive a confirmation, they need to contact the club hosting the meet.

6.2.6. Any SASSA member that registers for a skating meet in-province or out-of-province must notify the Meet Coordinator if they decide not to attend the meet.

6.2.7. The entry fee for all in-province Short Track and in-province Long Track competitions will be approved by the Board of Directors and posted on the website.

6.3. Competition Follow-Up Reports

6.3.1. A final report, including the following items must be sent to the SASSA Office within one week of the conclusion of the competition:

6.3.1.1. Complete Results

6.3.1.2. Records Broken

6.3.1.3. Injury/Accident Form(s)

6.3.1.4. Summary and assessment of the competition

Policy SP-1: Competition and Event Regulations
Saskatchewan Amateur Speed Skating Association

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6.3.1.5. Weather Conditions

6.3.1.6. List of Officials

6.3.2. SSC evaluation forms for officials must be sent to the SASSA Office within 30 days of the completion of the competition.

6.3.3. A minimum of one protocol copy will be distributed to each attending club by the host club.

7. CANADA WINTER GAMES

7.1. The Canada Winter Games Program falls under the jurisdiction of the High Performance Committee. All final decisions are submitted to the Board of Directors for their approval.

7.2. SASSA shall request applications for the necessary Coach(es) and Manager's position.

7.3. SASSA will provide four referees, two on the ice and two off the ice, for Canada Winter Games Short Track Trials.

7.4. Before Canada Winter Games Trials commence the competitors must declare which discipline they would select if they qualify for both long and short track teams. In the event that a skater qualifies for the discipline other than the one they declared, they will still be eligible for the team.

7.5. Selection Trials for both disciplines require two separate trial competitions. Team trials for the short track team will be held in the fall months and shall be completed before December 31st of that year. Team trials for the long track team will coincide with the Canada Cup competition schedule if competitions are a reasonable travelling distance for Saskatchewan based skaters; the trials shall be completed before January 31st of that year.

7.6. The format for the Team Trials will be determined by High Performance Committee. The format will be included in the High Performance Bulletin released at the beginning of the season that coincides with the Canada Winter Games competition.

8. SASKATCHEWAN WINTER GAMES

9. The Saskatchewan Winter Games Program falls under the jurisdiction of the High Performance Committee. All final decisions are submitted to the Board of Directors for their approval.



Age Categories

Saskatchewan Amateur Speed Skating Association

(Effective: September 2016)

SASSA follows the Age Categories as established by Speed skating Canada.

The general **Age Categories** are presented in Table 1 and the **Master Age Categories** in Table 2.

Table 1: Age Categories

Age Categories			
Category Name	Skater's Age		Calculation of Age
	Male	Female	
FUNdamentals (FUNd)	6 to 9	6 to 8	Age of participant before July 1 st prior to the event
Learning to Train (L2T)	10 to 12	9 to 11	
Training to Train (T2T)	12	11	<u>Events Between July 1st & December 31st</u> : Age of participant before January 1 st prior to the event.
	13	12	
	14	13	
	15	14	
Junior B	15 to 16		Age of participant before July 1 st prior to the event
Junior A	17 to 18		
Neo Senior B	19 to 20		
Neo Senior A	21-22		
Senior	23+		

Table 2: Master Age Categories

Master Age Categories				
Category Name	Short Track		Long Track	
	Age	Calculation of Age	Age	Calculation of Age
Masters 30+	30+	Age of participants before July 1 st prior to the event	30-34	Age of participant during the competition year after July 1 st
Masters 35+	35+		35-39	
Masters 40+	40+		40-44	
Masters 45+	45+		45-49	
Masters 50+	50+		50-54	
Masters 55+	55+		55-59	
Masters 60+	60+		60-64	
Masters 65+	65+		65-69	
Masters 70+	70+		70-74	
Masters 75+	75+		75-79	
Masters 80+	80+		80-84	
Masters 85+	85+		85-89	
Masters 90+	90+		90+	



Official Distances
Saskatchewan Amateur Speed Skating Association
(Published: September 2016)

Official Distances for SASSA Events						
Category Name	Skater's Age		Short Track		Long Track	
	Male	Female	Individual	Team	Individual	Team
FUNdamentals	6 to 9	6 to 8	100m, 200m, 300m, 400m, 1000m	N/A	100m, 200m, 300m, 400m, 1000m	N/A
Learning to Train (L2T)	10 to 12	9-11	100m, 200m, 300m, 400m, 1000m	Relay: 2000m	100m, 200m, 300m, 400m, 1000m	Relay: 5 laps
Training to Train (T2T)	12	11	200m, 400m, 1500m, 3000m		Relay: 3000m	
	13	12				
	14	13				
	15	14			Relay: 5 laps Team Pursuit: 6 or 8 laps	
Junior B	15 to 16		500m, 1000m, 1500m, 3000m	Relay: 3000m 5000m	500m, 1000m, 1500m, 3000m, 5000m	Team Pursuit: 6 or 8 laps
Junior A	17 to 18					
Neo Senior B	19 to 20					
Neo Senior B	21 to 22					
Senior	23+					
Masters 30+	30+		500m, 777m, 1000m, 1500m	Relay: 3000m	500m, 1000m, 1500m, 3000m	Team Pursuit: 6 or 8 laps
Masters 30+	30+					
Masters 35+	35+					
Masters 40+	40+					
Masters 45+	45+					
Masters 50+	50+					
Masters 55+	55+					
Masters 60+	60+					
Masters 65+	65+					
Masters 70+	70+					
Masters 75+	75+					
Masters 80+	80+					
Masters 85+	85+					
Masters 90+	90+					



**Entry Fees for Long and Short Track
Competitions and Events**
Saskatchewan Amateur Speed Skating Association
Effective: September 2016

Entry Fees for Long and Short Track Competitions and Events	
Long Track	Short Track
One Day: \$30 Two Day: \$40	One Day: <ul style="list-style-type: none">• \$35 Individual• \$30 2nd Family Member• \$25 3rd Family Member + more. Two Day: <ul style="list-style-type: none">• \$50 Individual• \$45 2nd Family Member• \$40 3rd Family Member + more. \$5 for Active Start skaters



Policy SP-2: High Performance and Athlete Services

Date Approved: [enter date]

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1. SASSA High Performance Program

1.1.Saskatchewan Development Team

- 1.1.1. The Saskatchewan Development Team is comprised of Saskatchewan Training to Train (T2T) athletes.
- 1.1.2. Selection criteria, team size, and team projects are under the jurisdiction of the SASSA High Performance Committee.
- 1.1.3. The details for this team and related programs are released every September 1st in the High Performance Bulletin that will govern that skating season.

1.2.Saskatchewan Provincial Team

- 1.2.1. The Saskatchewan Development Team is comprised of Saskatchewan Junior B and older athletes.
- 1.2.2. Selection criteria, team size, and team projects are under the jurisdiction of the SASSA High Performance Committee.
- 1.2.3. The details for this team and related programs are released every September 1st in the High Performance Bulletin that will govern that skating season.

2. Athlete Funding

2.1.Athlete Assistance

- 2.1.1. SASSA provides direct athlete funding to Saskatchewan athletes training out of province at national training centers.
- 2.1.2. The purpose of this program is to provide financial assistance to athletes.
- 2.1.3. Eligible Saskatchewan athletes are those whose performance standards rank them at a national level and athletes with national level potential.
- 2.1.4. To be eligible, an athlete must be not older than 24 as of June 30th in the year in which the grant is awarded.

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2.1.5. Athletes must document, with receipts, all travel and educational expenses.

2.2. Athlete Assistance Grants

2.2.1. Long Track Grants (6 X \$625) - Average best 2 distances against the Canadian Olympic Style Records (Jr. or Sr.).

2.2.2. Short Track Grants (2 X \$625) – Average best 2 distances against the Canadian ISU Records (Jr. or Sr.)

2.3. Program Restrictions

2.3.1. Athletes can only receive one grant per season. If a skater qualifies for both long and short track grants, the discipline with the lowest percentage will be used.

2.3.2. An athlete must train throughout the complete season to be eligible for the entire grant.

2.3.3. Carded national team members are not eligible for an Athlete Assistance Grant. For this program, National Development Team athletes are considered ineligible if they are receiving carding assistance either from Sport Canada or an equivalent amount from Speed Skating Canada.

2.4. Grant Payments

2.4.1. Grants will be paid in two equal installments of equal amounts.

2.4.2. Once the grant funds are used, the athlete must complete a follow-up report and return it, along with receipts for costs incurred, to the Saskatchewan Speed Skating office.

2.5. Eligible Expenses

2.5.1. Training Costs - All training costs incurred, which directly relate to speed skating. This would include registration fees, cost of equipment, travel, accommodation, etc.

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2.5.2. Competition Costs - All costs incurred which directly relate to attending speed skating competitions. This would include travel costs, entry fees, meals, accommodation, etc.

2.5.3. Other Costs - Other costs such as those outlined below will also qualify:

2.5.3.1. Tuition Fees - Athlete must provide a receipt, which verifies he/she is registered as a student in a post-secondary institution.

2.5.3.2. Lost Wages - Only wages which are lost due to an athlete attending training sessions or competitions are eligible.

3. National Training Center Funding

3.1.Purpose

3.1.1. The purpose of this program is to provide financial assistance to athletes training at national training centers. Eligible Saskatchewan athletes are those whose performance standards meet national training center standards.

3.2.Applications and Requirements

3.2.1. Written applications from skaters wishing to train in Calgary should be received at the SASSA office by July 1st. Skaters will be notified of their funding status as soon as possible thereafter.

3.3.Qualifications for Funding

3.3.1. Skaters must be at least 18 years of age or have completed grade 12. This is required to help ensure the individual is physically mature and able to benefit from the program, and to emphasize the importance of education.

3.3.2. Skaters must have completed at least one full year of training (including the summer). Skaters must also have been a SASSA member in good standing for at least one year before being considered for funding to a National Training Centre.

3.3.3. The following minimum criteria will apply for a skater to receive funding for funding:

3.3.3.1. Long Track: Athletes must meet the Calgary Oval Program Criteria as established by the Oval Program each year.

3.3.3.2. Short Track: Athletes must meet the Calgary Oval Program Criteria as established by the Oval Program each year.

3.4.Funding Breakdown

- 3.4.1. Skaters are ranked by the sum of their top two distances as ranked against Canadian records for their discipline and age category.
- 3.4.2. Skaters transitioning from Junior to Senior will be ranked against Junior Canadian records as the skaters were in the Junior Age Class when the times were set.
- 3.4.3. The top 6 skaters (as ranked by percentage from the previous year's performance) will receive a double share of the available funding from SASSA.
- 3.4.4. The remaining skaters will receive a single share of the available funding.
- 3.4.5. Long track and short track will be combined for ranking purposes.
- 3.4.6. Funding is set at \$9500 per skating season.
- 3.4.7. A single share is set aside in the event of part-time Oval Athletes.
 - 3.4.7.1. Based on their ranking among the other athletes a single share will be reserved for them and will be paid out at the end of the year based on the Part-Time National Training Centre Athlete Funding Formula (6c).
 - 3.4.7.2. When final training facility fees for the season are finalized the athlete will receive a percentage of their share by comparing their costs to the cost of a full season in the Calgary Olympic Oval Program.
 - 3.4.7.3. Part-time athletes can receive up to a maximum of 100% of a full-time athlete share.
 - 3.4.7.4. Part-Time Oval Athletes must contact the SASSA Office before September 1st to indicate participation in National Training Centre Training.
 - 3.4.7.5. If there are no Part-Time Athletes, the share will be divided up at the end of the season among the current National Training Centre athletes.

3.5.Funding Formula

- 3.5.1. Full-Time National Training Centre Athlete

SASSA Oval Share Structure					
	SASSA Funding	Oval Athletes	Total Shares	Per share amount	Double share
(e.g. Using 13 athletes)	\$9500	13 (Indiv shares + 6 (double shares)	19	\$500	\$1000

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3.5.2. Part-Time National Training Centre Athlete

SASSA Single Oval Share	Training Facility Costs Incurred	Cost of One Full Season in the Oval Program		Eligible Oval Share Amount to Athlete
\$500	\$2250	\$4500	$2250/4500*100=50\%$	\$250

3.6.Funding Requirements

3.6.1. Each skater must sign and adhere to the SASSA Skater’s Code of Conduct. The SASSA funded skaters must be good representatives of SASSA and maintain a lifestyle that will allow the best chance for benefiting from the funding.

3.6.2. Each skater must follow the training program as established by their Training Center Coach. The primary purpose of the funding is to ensure SASSA skaters receive adequate coaching at these centers.

3.6.3. If a skater at the National Training Center is not able to place on the ranking list due to illness or injury (documented by doctor and coach), they will be maintained on the program for the following year. However, they will not be eligible for a top 6-funded position.

3.6.4. If any skater leaves the program, or is requested to discontinue the program, that skater will be required to reimburse SASSA for the funds expended.



Policy SP-3: Coaching and Coach Development

Date approved: June 2015

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1. SASSA COACHING DEVELOPMENT

1.1. Coaching Seminars

- 1.1.1. There shall be a SASSA Coach's Seminar held at least once every 2 years and should include information sharing from those individuals who attended National Clinics.
- 1.1.2. The coach's seminars will rotate throughout the province as resources permit.

1.2. High Performance Coach Development

- 1.2.1. SASSA may contribute toward the cost of Registration Fees for its members who have successfully completed Coaches Level III and higher courses.
- 1.2.2. An individual wishing to receive reimbursement for Level III or high coach training, will submit a written request to the Executive Director of SASSA and include proof of successful completion of the course.
- 1.2.3. The availability and level of SASSA's contribution will be considered and determined by the SASSA Finance Committee with input from the Executive Director and Provincial Coach.
- 1.2.4. Any coach funded by SASSA to attend a high level clinic (level III) is requested to make a formal presentation regarding the knowledge he/she gained.

1.3. Coaching Clinics

- 1.3.1. SASSA provincial coach will plan for the delivery of annual fundamentals and introduction to competition clinics as well as level 3 clinics as coaching demographics require.
- 1.3.2. The committee will assist or facilitate the direct to evaluation process for coaches with no certification but advanced experience and skill."
- 1.3.3. Individual members and or their Clubs are responsible for funding all FUNDamentals and Introduction to Competition courses.

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1.3.4. The registration fee charged for the FUNdamentals and the Introduction to Competition clinics under the integrated program will be set as defined by Speed Skate Canada.

1.3.5. SASSA will encourage clubs to enroll skaters 16 years and older in FUNdamentals or Introduction to Competition Coaching Clinics.

2. COACHING REQUIREMENT

2.1. Coaching Requirement Standard

2.1.1. The Coach Requirements are established to ensure the viability of the Saskatchewan Speed Skating community, that the development needs of recreational and high performance skaters are being met and that the coaching capacity of each club and the province as a whole is sustainable in the longer term.

2.1.2. The general standard is that:

2.1.2.1. A club will have, at minimum, one coach; and

2.1.2.2. Ideally, a club has one coach for every ten skaters.

2.1.3. The ideal Coaching targets for each club, region and the province are stated in the following table.

Coach Requirement Standards (Effective Jan 1, 2014)				
Coach Training Completion	Each Club			Province
	Minimum # (Training Completed)	Preferred (Training Completed)	In training	
FUNdamentals Leader	1	1/10 members	1/10 members	
FUNdamentals Coach	1	1/ 10 members	1 / 10 members	
Introduction to Competition		1 / 10 skaters	1 / 10 members	
Level 3 Technical		1 / 10 skaters	1 / 10 members	2/5 clubs
Competition-Development				2/5 clubs

Coach Requirement Standards (Effective Jan 1, 2014)				
Coach Training Completion	Each Club			Province
	Minimum # (Training Completed)	Preferred (Training Completed)	In training	
National Coaching Institute (NCI) & Level 4/5 Certification				1/5 clubs or 1 / 15 high performance skaters

3. RESPECT IN SPORT (RiS) POLICY

3.1. RiS Requirements

- 3.1.1. Saskatchewan Speed Skating is committed to creating a sport environment in which all individuals are treated with respect and dignity.
- 3.1.2. Coaches have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.
- 3.1.3. SASSA requires that all coaches participating in speed skating in Saskatchewan have completed the online Respect in Sport (RiS) certification (or equivalency), as required by Sask Sport Inc. Respect in Sport on-line training course can be found at: <http://www.sasksport.sk.ca/RiS>

3.2. Communication of RiS Policy

- 3.2.1. All in-province coaching courses will have the RiS on-line training course added to the curriculum.
- 3.2.2. The requirement of the RiS on-line training course will be communicated to current and all future coaching course participants before their certification is completed.
- 3.2.3. The RiS policy will be posted on the SASSA website.
- 3.2.4. The RiS Policy will be communicated to all club presidents and members prior to the beginning of each season.

3.3. Coach Training in RiS Required

- 3.3.1. All current certified NCCP coaches must complete the Respect in Sport on-line training course.
- 3.3.2. Only coaches that have completed the RiS on-line training course will be eligible to coach speed skating at any SASSA and SASSA Affiliated Club events, practices, competitions, and camps.

3.4. RiS Administration and Enforcement

- 3.4.1. The Executive Director will have administrative access to the RiS database to oversee functions such as report generation and monitoring.
- 3.4.2. The RiS database is a separate database from the Coaching Association of Canada's database. The RiS database is hosted by Sask Sport Inc.
- 3.4.3. The SASSA Board of Directors is responsible for the enforcement the RiS Policy, but may delegate the day-to-day oversight of adherence to the policy to one or more committee and/or individuals.



Policy SP-4: Officials and Officiating

Date approved: [Enter Date]

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1. PROVINCIAL OFFICIATING ASSIGNMENTS

1.1. Officiating Assignments

1.1.1. SASSA shall take on a leadership role in the arrangement and scheduling of referees, starters, and electronic timers for all provincial level competitions.

1.1.2. Club competitions fall under the hosting club's responsibility.

1.1.2.1. National and international competitions fall under the jurisdiction of Speed Skating Canada.

1.2. Provincial Officiating Schedule

1.2.1. The Executive Director will maintain a list of current referees, starters, and electronic timers operating in Saskatchewan.

1.2.2. On September 1st of each year the Executive Director will send out the SASSA Schedule of Events for the current season with the list of current referees, starters, and electronic timers operating in Saskatchewan. Officials receiving this communication are required to inform their availability to the Executive Director no later than October 31st.

1.2.3. The schedule for referees, starters, and electronic timers shall be released to the club meet coordinators and presidents on Nov. 1st. In the event that a competition is short the required number of officials, SASSA will work with the club meet coordinator in finding suitable officials to meet those requirements.

1.2.4. Clubs that have been established for over three (3) years will provide a minimum of one referee and starter for each hosted competition.

2. OFFICIALS REQUIREMENTS STANDARDS

2.1. Officials Requirements

2.1.1. The official requirements standard is based on the five levels for referees and starters and three levels for competitor steward, meet coordinators, timers, finish line judges, announcers, recorders, and all other officials as described in the Speed Skating Canada Officials Certification program.

2.1.2. The officials' requirements standards are established to ensure that SASSA and the Saskatchewan Clubs can operate successful competitions and events for all levels of skaters in the province and ensure the sustainability

2.1.3. The requirements for officials are outlined in the following table.

Official Requirements Standard (Effective Jan 1, 2015)			
Official Type and Level	Minimum # (Training Completed)	Preferred Number (Training Completed)	In Training
Referees and starters			
Level 1			
Level 2			
Level 3			
Level 4			
Level 5			
Competitor steward, meet coordinators, timers, finish line judges, announcers, recorders, and all other officials			
Level 1			
Level 2			
Level 3			

3. OFFICIALS DEVELOPMENT POLICY

3.1. Officiating Mentorship Program

- 3.1.1. The Officials Mentorship program is aimed at developing officials at all levels (club, provincial). It recognizes that officiating development objectives can and will vary.
- 3.1.2. It involves officials who wish to master their skills and remain at the same level, as well as those who aspire to become high performance officials and officiate at the national or international level.

3.2. Officials' Development Committee

- 3.2.1. The Officials' Development Committee (ODC) sets objectives and plans for officials' development, and monitors progress on the plan.
- 3.2.2. The ODC is responsible for the development and maintenance of the official recruitment and retention strategy, and for ensuring that it is implemented.

- 3.2.3. The ODC for supporting and monitoring the development and progression of officials through the levels of officiating.