

Title: **MEETING PROCEDURES**

## **POLICY**

Annual General Meeting dates will be set at each Annual General Meeting for the following year.

Yearly Board of Director Meeting dates will be set by the board of the day, after each Annual General Meeting. A minimum of four (4) meeting dates will be set but not limited to four (4) board meetings per year.

To minimize time spend at Board of Directors Meetings and Annual General Meetings, it is desirable to implement a 'streamlining' of submission of the agenda items and ensuing discussion.

## **REGULATIONS**

1. The procedure for submission of agenda items for Board Meetings will be as follows:
  - (i) All items will be received by the provincial office at least fourteen (14) days in advance of the meeting date.
  - (ii) All items will be accompanied by a recommendation and brief discussion. Such recommendations and discussion will preferably be in written form, but may be accepted verbally.
  - (iii) It will be the responsibility of the initiator of the agenda item in question, whether it be a Board Member or staff member to develop the required recommendation and discussion.
2. All reports from the Board of Directors, Committees and Staff are to be received by the provincial office no later than fourteen (14) days in advance for Board of Directors Meetings and no later than twenty-one (21) days in advance of Annual General Meetings.
3. All reports from the Board of Directors, Committees and Staff are to be distributed to the Board of Directors at least seven (7) days in advance of Board of Directors Meetings. All reports from the Board of Directors, Committees and Staff are to be distributed to each member club at least fourteen (14) days in advance of Annual General Meetings. All materials that do not fulfill the above requirements must be dealt with under 'New Business' at the meeting.
4. Attendance at Board meetings and Annual General Meeting by the executive shall be reimbursed as outlined on page 4 – Expense Reimbursements. Delegates to the Annual General Meeting are not entitled to expense reimbursement.

## **POLICY**

The responsibility for contract negotiations and performance appraisals of the SBA – Executive Director, Provincial Coach and High Performance Coach is that of the Management Committee of the SBA. A member of the Sask First Committee is to be included in the performance appraisal of the High Performance Coach of the SBA.

## **REGULATIONS**

Contract negotiations are to be held in March of each year or as otherwise agreed upon by SBA and the employee. Upon completion of such negotiations the President is required to circulate a copy of the completed contracts, with monetary values deleted, to the Board of Directors.

Performance appraisals will be held in March of each year. Performance appraisals must be in written form and be primarily designed to parallel employee job descriptions. Upon completion appraisals must be signed and dated by both employer and employee.

**Title: EXPENSE REIMBURSEMENTS**

**POLICY**

Individuals receiving funds from the SBA for approved projects must account for said funds to the Executive Director within thirty (30) days after the completion of the funded project.

**REGULATIONS**

1. Upon completion of the funded project all receipts must be forwarded to the provincial office, attention the Executive Director.
2. The following procedure must be adhered to in order to be reimbursed.
  - (i) An expense form must be filled out ensuring that all expenses are accounted for by including all receipts where applicable.
  - (ii) Expense form must include name, address and telephone number.
  - (iii) Indicate what your capacity was for the funded event – athlete, coach, official, executive or staff.
  - (iv) All expense claims must be post-marked no later than 30 days after the completion of the project in which the expenses occurred, otherwise they may not be honored.
  - (v) The individual is responsible for all expenses incurred and no accounts may be charged to the SBA provincial office unless prior authorization has been received.
  - (vi) Expenses claims will be held if the claimant is indebted to the SBA.
3. Usual allowable expenses:
  - (i) Accommodations: double occupancy (receiptable)
  - (ii) Meals: staff (in province) \$42 (out of province) \$60/day
  - (iii) Travel: air (arranged by the provincial office) train or bus.
  - (iv) Use of own vehicle – from home city to city in which the project occurs - @.4086/km
  - (v) Honorariums – Coaching - \$150/day
4. Prior to all SBA projects the competitors, participants or delegates will be advised of expenses allowed for that project and the accounting procedures to be adhered to.

**Title: SASK SPORT FUNDING**

**POLICY**

In January 1974 Sask Sport established Sask Trust, a program primarily responsible for the development of Saskatchewan Sports at the provincial and national levels. The assistance provided by Sask Sport to

the Sports Governing Bodies has been financial and consultative. Sask Sport through Sask Trust provides money for the hiring of Executive and Technical Directors, Provincial and High Performance Coaches for many sports. In addition, support staff, office space and many administrative services are subsidized by this non-government agency.

## REGULATIONS

1. Annual Funding (Sport Profile ) budget submissions will be made by the Executive Director under direction of the treasurer.
2. The annual funding application date shall be February 15<sup>th</sup> of each year.
3. Follow up reports of all funding received will be made by the Executive Director under the direction of the Treasurer no later than ninety (90) days after each fiscal year end of the association.
4. Annual funding grants include:
  1. Membership Assistance Program
  2. Annual Funding
  3. Administration
  4. Organizational Development
  5. Sport for All
    - (i) Coaching Development
    - (ii) Officials Development
    - (iii) Athlete Development
    - (iv) Intro/Participation Programs
    - (v) Target Group Initiatives
    - (vi) Competition
  6. Sask First
    - (i) Coaching Development
    - (ii) Officials Development
    - (iii) Athlete Development
    - (iv) Talent Identification
    - (v) Training
    - (vi) Competition
    - (vii) Hosting
    - (viii) Athlete assistance
  7. Sport Science
5. Yearly grants other than Annual Funding include:
  1. Participating Non Profit Community Group Program
  2. Hosting (page 12)
6. Grant categories available to access include:
  1. Sport History Project; Special Projects & Sport Research

**Title:                   REGISTRATION AND AFFILIATION FEES**

**POLICY**

Within the structure of the SBA there shall be one class of membership. All members of the SBA must be affiliated through a club at the rate of \$10.00 per member. The club must remit to the SBA the \$10.00 per member on its members' behalf plus a \$10.00 club fee.

**REGULATIONS**

1. Deadline for registration for membership and submission of fees is December 1<sup>st</sup> of each year.
2. The affiliation fees shall be those that are decided upon by the members present at the Annual General Meeting of each year.
3. Clubs must submit a list of their members within thirty (30) days of the registration. Updated lists must be submitted in January of each year.
4. Affiliates shall receive:

Clubs           calendar of events

                  Mailouts

**Title:                   AFFILIATION BENEFITS**

1. Receive provincial mailouts
  1. Information on tournaments, clinics, camps, programs
  2. Calendar of events
  3. Eligibility for grants
    - (i)       Membership Assistance Program
    - (ii)     Athlete Assistance
    - (iii)    Hosting Grants
  4. Memberships with
    - (i)       Badminton Canada
    - (ii)     International Badminton Federation (BWF)
    - (iii)    Sask Sport
    - (iv)     Saskatchewan Parks and Recreation
    - (v)     Saskatchewan Sports Hall of Fame
  5. Tournaments – eligible to:
    - (i)       Host junior and senior events
    - (ii)     Be chosen to represent Saskatchewan on teams for provincial, national and regional events
  6. Professional development – eligible to:
    - (i)       Be selected into the SBA elite programs as an athlete
    - (ii)     Be offered upgrading in coaching and/or officiating
  7. Priority of services of the SBA professional staff
  8. Priority of services for clinics, camps, coaching, training, club organization help, etc.
  9. Eligible for member club to vote at the AGM
  10. Preferred rates on circuit fees, clinic fees, manuals, clinic, resource material.
  11. Access to resource library including videos, books, booklets, etc.

12. Automatic coverage by SBA insurance policy for liability (\$2,000,000)

**Title: SELECTION OF PARTICIPANTS FOR SBA PROGRAMS**

**POLICY**

The SBA with the assistance from the appropriate committee will decide upon the participants who will attend funded programs and competitions.

**REGULATIONS**

1. Selected participants must be an individual member in good standing with the SBA.
2. The individual or committee responsible for a given project shall solicit recommendations from the clubs for potential participants in that program.
3. A time frame shall be decide upon for recommendations to be submitted to the appropriate individual or committee.
4. The final list of participants for the program shall be submitted to the Executive Director for approval.
5. The Executive Director and the Provincial Coach shall act as advisors to all selection committees.

**Title: EXTERNAL MEMBERSHIPS**

**POLICY**

The SBA shall become an affiliated member of the following:

1. Badminton Canada
2. Sask Sport
3. Saskatchewan Parks and Recreation
4. Saskatchewan Sports Hall of Fame

Whose purpose it is to support and promote the sport of Badminton. The SBA shall pay the required fees for each membership.

**REGULATIONS**

1. The Executive Director shall be responsible for issuing payment for the required fees on a timely basis in accordance with membership guidelines.

**Title: NEWSLETTER**

**POLICY**

The Saskatchewan Badminton Association shall publish a newsletter three times a year. The editor of the newsletter shall be the Executive Director. The Executive Director shall determine the months of publication and has the authority to make decisions on newsletter content and format.

**REGULATIONS**

1. The newsletter shall be distributed to each individual and associate member, households with multiple members shall receive one copy only. Each member club shall receive four (4) copies of each addition.

2. Member clubs and associates shall be permitted to submit articles for publication in the newsletter. Approval of the article suitability will be that of the Executive Director.
3. Advertising rates for the newsletter shall be as follows:

Full Page	\$200/year
Half Page	\$100/year
Quarter Page	\$75/year
Business Card	\$50/year
4. Advertisers shall receive two (2) complimentary issues of each edition with invoicing for advertisement agreement to be processed with the first issue.

**Title: TECHNICAL CLINICS**

### **POLICY**

The Provincial coach of the SBA is responsible for conducting technical clinics in all parts of Saskatchewan.

### **REGULATIONS**

1. Clubs have the opportunity to arrange various technical clinics or training camps for their athletes, using the Provincial Coach.
2. In principle, the Provincial Coach is ready to conduct any kind of clinic or training camps that is requested. Dates and times shall be determined by the Provincial Coach generally on a first come first serve basis.
3. The Provincial Coach shall have the authority to co-ordinate clinics in various areas of the province.
4. The club requesting the clinic or camp must be affiliate with the SBA to be eligible to receive the services of the Provincial Coach.
5. Clubs requesting clinics must have a minimum of ten (10) participants. The fee per participant will be \$6/participant. Adequate courts, racquets and nets should be available for use at the clinic.
6. Coaching clinics will be given for Level I, II and III Course Conductor and Master Course Conductor when warranted and interest is shown

**Title: PROVINCIAL HOSTING GRANTS**

### **POLICY**

The purpose of the Provincial Hosting Grant is to assist Sports Governing Bodies with hosting a National or Regional event in Saskatchewan. This grant is funded by Sask Trust.

### **REGULATIONS**

1. The SBA is eligible to apply for two grants under the hosting program each year – one for a Regional event and one for a National event.

2. Support for a Regional event is in the amount of \$3 per day per eligible participant to a maximum of \$2000. Regional events must involve more than two provinces or territories.
3. Support for a National event is in the amount of \$5 per day per participant to a maximum of \$3000. National events must involve more than 5 provinces or territories.
4. No Support will be provided for participants living within 225 kilometers of the host community.
5. Assistance will be provided for events that are not annual community events.
6. Assistance is only available for amateur activities. The activity must be “open” or development.
7. Assistance is conditional upon availability of funding.
8. Saskatchewan Lotteries must be promoted at the event and recognized within all communications and resources developed.
9. In addition to the application form it is advisable to provide a cover letter briefly explaining the significance of the project, its goal and information pertinent to the event.
10. Only Provincial Associations are eligible to apply for a hosting grant.
11. Annual application dates are February 15, May 15, August 15 and October 15.

**Title:                   PROVINCIAL CHAMPIONSHIPS**  
**REGULATIONS AND STRUCTURE**

**POLICY**

The SBA will conduct annual Provincial Championships for the following. The conduct of these championships shall be under the direction of the SBA and the Program Chairperson and shall fall on the last tournament scheduled for the season.

1. Junior
2. Open (A)
3. B,C,D
4. Senior, Master and Grand Master

**REGULATIONS**

1. Participants of provincial championships should be a member of the SBA
2. Junior age categories are that you cannot turn the age, the year of the National Championsh
  - (i) U13
  - (ii) U15
  - (iii) U17
  - (iv) U19
3. Senior age categories are as at tournament date and are as follows:
  - (i) 30-39 Junior men and women
  - (ii) 40-49 Senior men and women
  - (iii) 50-59 Master men and women
  - (iv) 60-69 Grand Masters men and women
  - (v) 65+ Golden Grand Masters men and women

4. All Tournaments shall be sanctioned according to the sanctioning guidelines.
5. All tournaments shall follow the standardization of tournament guidelines developed by their respective chairperson

**Title: REPRESENTATION AT NATIONAL CHAMPIONSHIPS**

**POLICY**

The SBA is allowed to send players to each of the four (4) National Championships:

1. Canadian Junior/U23
2. Canadian Senior Nationals
3. Canadian Open
4. Canadian Seniors and Masters

**REGULATIONS**

1. Representative athletes will be considered under the following guidelines:
  - (i) Be an individual member in good standing of the SBA for a period of two years in accordance with the SBA bylaw
  - (ii) Participation and results in a specified number of SBA events as determined by program chairperson
  - (iii) Training regulations
  - (iv) Badminton involvement other than competing and training
2. Final selection of representatives shall be made by program chairperson in consultation with SBA coaching staff.
3. Selected representatives must:
  - (i) Agree to and sign the Code of Conduct before departing for event
  - (ii) Be willing to comply with the regulations established for such events
4. Funding shall be based on availability and shall be determined by program chairperson on application results.

**Title: PROTESTS AND APPEALS**

**POLICY**

Protest and appeals shall be governed by the applicable rules and procedures of the appropriate committee. The Association shall have jurisdiction in respect of protests and appeals arising out of its own structures (standing committees), competitions under its direct sanction (provincial, national, international and interprovincial.), and policies.

**REGULATIONS**

1. Protest (see Dispute Resolution)



**Title:           OUTSTANDING PROVINCIAL ACCOUNTS**

**POLICY**

All provincial accounts with the SBA are payable within thirty (30) days of invoice date or official letter of notification of payments due.

**REGULATIONS**

1. All affiliating members, owing the SBA are to be charged 2% per month interest on the outstanding amount owing. Interest charges are to begin 30 days after the deadline date for the members.
2. No member owing money to the SBA for a period in excess of six (6) months will be allowed to attend further Provincial projects unless such debt is cleared more than one (1) month prior to the beginning of said project.
3. All members owing the SBA money will be charged interest as outlined above.
4. Members debts of more than six (6) months shall disqualify that member from participation in any SBA sponsored event until such amounts are paid in full.
5. Members owing SBA money will have any expense reimbursement claims held until said amounts are paid in full.
6. Members owing SBA money will have all grants held until said amounts are paid in full.

**Title:           SALEABLE ITEMS**

**POLICY**

All saleable items of the SBA are to be sold on a cash, cheque or invoiced basis. Interest will be charged on overdue account of saleable items if not paid after thirty (30) days of the invoice.

**REGULATIONS**

1. All saleable items will be purchased through the provincial office.
2. The Executive Director shall monitor supplies of saleable items and make additional purchases if required.
3. Saleable items will be offered for purchase at a 10% reduction for affiliated members.

**Title:           INVESTMENTS**

**POLICY**

All surplus capital will be invested by the Executive Director in consultation with the Treasurer.

**Title:            CONSTITUTION AND BYLAWS**

**POLICY**

The Constitution and Bylaws of the SBA, dated December 6, 1999 shall be the rules by which the association governs its affairs.

See Constitution and Bylaws

## **SASKATCHEWAN BADMINTON ASSOCIATION**

### **BOARD OF DIRECTORS**

#### **JOB DESCRIPTION**

The Board of Directors is the governing body of the Saskatchewan Badminton association (SBA). Its members are charged with ensuring that in all ways appropriate to SBA's involvement in the sport of Badminton, competitively and recreationally, is developed and maintained in Saskatchewan, and that the affairs of the Association are handled in an effective, sufficient and economical manner. It carries out its mandate in the following way.

1. It elects a management committee, in the manner provided for on the Association bylaws, determines its terms of reference, and directs it to handle the Association's affairs in the periods between meetings of the full Board.
2. It decides upon the long and short term directors of the Association by approving statements of involvement, objectives, goals and priorities developed on its behalf by the Management Committee.
3. It reviews and, as appropriate, approves the programs, resource plans and budgets developed from time to time by the Management Committee, including review and approval of various plans in major areas of badminton activity at the provincial level.
4. It reviews the ongoing work of the Management Committee in order to ensure that the Association's involvement, objectives, and goals are being implemented in an effective, efficient and economical manner.
5. It ensures that the association's constitution and regulations are kept current and that with the Bylaws, they provide an appropriate legal framework for the conduct of association affairs.
6. It acts as the highest Saskatchewan Adjudicative body in deciding matters which rest on an interpretation of the Association's constitution, bylaws and regulations.
7. It receives and reviews reports from staff and various chairman and committees, and as appropriate approves formal recommendations flowing from such reports.
8. It delegates the electing of all Association members to the Management Committee, and receives reports when it requests these from the Committee on member performance.
9. It takes all feasible steps required to foster sound public relations and to market more generally the programs of the Association.
10. It acts as a final appeal body in relations to decisions made by Management Committee, its Standing Committee and other SBA groups.

## **SASKATCHEWAN BADMINTON ASSOCIATION**

### **MANAGEMENT COMMITTEE**

#### **JOB DESCRIPTION**

The Management Committee acts for the full Board of Directors in developing and over-seeing the implementation of Association plans and priorities, and more generally ensuring a dynamic, well-managed Association. It does so by making certain that:

1. Statements in involvement, objective, goals and priorities required to give long and short term direction to Association affairs are developed and as required are updated, for presentation to the Board of Directors.
2. Action plans, resource plans and budgets designed to give affect to the Association's long and short term goals and priorities are developed for Board approval.
3. The committee's own internal affairs are carried out effectively, efficiently and economically, including as appropriate sharing out of committee responsibilities to individual committee members and sub-committees.
4. The day-to-day financial affairs of the Association are conducted in full accord with the principles of honesty, prudence, and compliance with Board decisions; proper records are kept of all financial transactions; all feasible sources of Association funding are pursued and, in the application of Association funds to programs and activities, full value received.
5. The day-to-day affairs of the Association are soundly administered, including the administration of the Provincial office and all Association tournaments, competitions and meetings, and proper records of meetings and administrative manners are kept.
6. The Association's programs and activities conform to high professional standards, through the provision of sound technical support to program design, development and implementation.
7. The Association's programs are properly marketed, and all feasible steps are taken to maintain or enhance the image of Saskatchewan badminton, Province-wide and nationally. This includes developing sponsorships, where possible and practical.
8. A qualified permanent staff exist to support the committee in its planning and promotional activities and give effect to Association plans; such staff members are given proper oversight; sound human resource management principles are observed in all dealings with permanent staff, and the quality of the work environment meets high professional standards.
9. An appropriate set of Management Committee committees is developed, the terms of reference of each established, and ongoing oversight of committee activities maintained. This includes acting as an appeal body regarding all decisions taken by its committees.
10. The laws of badminton are interpreted, with the committee acting as their penultimate appeal body.
11. Association dealing with the funding agencies are carried on in a professional manner.

## **SASKATCHEWAN BADMINTON ASSOCIATION**

### **PRESIDENT**

#### **JOB DESCRIPTION**

The President is accountable for giving overall leadership to the affairs of the Association and its Management Committee, for overseeing the work of other members of the Management Committee with a view to affective Committee-wide, co-ordination, and for giving direction to the work of the Executive Director and Provincial Coach, by ensuring that:

1. A viable Committee structure is established and maintained, covering the roles, relationships, and terms of reference of Committee members and all sub-committees.
2. Individual Committee members and sub-committee chairman understand their respective roles and are prepared to discharge the responsibilities involved.
3. The activities of individual Committee members and sub-committees are co-ordinated and are consistent, generally, with Board plans and priorities.
4. The Committee meets its responsibilities to the Board concerning the development for approval of proposed long and short term objectives and goals, priorities, action plans, resource plans, and budgets, properly integrated with each other and across individual areas of Committee responsibility.
5. Association, Board and Management Committee meetings are well organized and conducted, and their decisions recorded and communicated. This includes ensuring efficient chairing of all such meetings.
6. The Executive Director and Provincial Coach are given direction, and together manage day-to-day affairs of the Association.
7. A credible professional presence is maintained in relation to Sask Sport, Sask Trust, the Provincial Government and other related organizations and agencies.
8. Generally, the Association functions effectively, efficiently and economically, as a body heavily dependent upon the work contributions of individual volunteers but requiring a considerable degree of co-ordinated overall control.
9. Act as the primary delegate to Badminton Canada and Sask Sport meetings.

## **SASKATCHEWAN BADMINTON ASSOCIATION**

### **VICE PRESIDENT**

The Vice-President chairs meetings or assumes the responsibilities and duties of the President in his/her absence. He/she acts as a second delegate to Badminton Canada meetings, chairs all ad hoc committees of the SBA and chairs the selections and discipline standing committee. The Vice-President can if approached, chair a committee other than the above named committees.

## **SASKATCHEWAN BADMINTON ASSOCIATION**

### **TREASURER**

#### **JOB DESCRIPTION**

The Treasurer is responsible for providing advice and leadership in relation to all matters bearing directly on the state of the Association's finances and for acting as its Treasurer. His/Her specific responsibilities are as follows:

1. Financial Planning  
To ensure that sound financial plans are developed in relation to all Association programs and activities, and that individual financial plans are integrated to form the Association's overall financial plan.
2. Association Funding  
To ensure that all avenues of potential funding are explored, and funds mobilized accordingly, in the service of Association programs.
3. Expenditure Budget  
To ensure that an annual expenditure budget is prepared or board approval and subsequently used to control Association programs.
4. Financial Records  
To ensure that sound records are maintained of all Association financial transactions, in a form acceptable to the Association's auditors and of optimum value to the planning and control the responsibilities of the Management Committee and staff, and that a proper accounting of financial transactions is made annually to the members and the Board. This includes being familiar with the support services available from the Provincial Government in the accounting area and arranging to get the maximum benefit from these.
5. Financial Control  
To lead in the process of establishing proper financial controls in relation to the application of all Association funds, and ensure that such controls are used regularly and appropriately.
6. Allocation of Funds to Priorities  
To keep in touch with the progress of Association programs and activities, and advise on and coordinate reallocation of funds as priorities change from time to time.
7. Financial Advice  
Generally, to be ready and willing at all times to provide financial advice on Association matters, to other members of the Management Committee, other Directors, committee chairman and Association staff.
8. Annual Audit  
To make provision, annually, for an independent audit of the Associations accounts, and to act as the Association's official contact point with the Auditors.
9. Supervision  
To provide supervision to the Executive Director, Provincial Coach and High Performance Coach in all matters bearing on Association finances, in compliment to the direction of the President.

## 10. Corporate Management

To share with other members of the Management Committee collective responsibility for discharging the mandate of the Committee.

## **SASKATCHEWAN BADMINTON ASSOCIATION**

### **SECRETARY**

#### **JOB DESCRIPTION**

The Secretary is responsible for giving leadership to all administrative activities of the Association, and for acting as its corporate secretary. Specifically, his/her responsibilities are as follows:

1. Provincial Office Administration  
To ensure that the Association's Provincial office is soundly administered, in terms of office systems procedures, administrative record keeping, space, correspondence, and internal and external communications.
2. Human Resource Management  
To ensure that the Association's treatment of its paid staff accords with the practices of enlightened human resource management.
3. Association Meetings  
To ensure that all formal Association meetings are well organised and provided with appropriate secretarial support. Such meetings include the Annual General Meeting, meetings of the Board of Directors, and meetings of the Management Committee and its committees.
4. Programs  
To ensure, in collaboration with the Athlete Development Chairman, that the Provincial and National programs and championships held in Saskatchewan, and Association involvement in external championships, are carefully planned, budgeted for, resourced and administered.
5. Association Records  
To ensure that appropriate administrative and personal records are kept, and that administrative information is available for decision purposes in a timely, accurate and economical fashion.
6. Development and Implementation of Administrative Policies  
To develop, for Management Committee/Board approval, policies of a administrative nature, governing such matters as travel regulations and contracting out, and oversee their implementation and updating.
7. Sask Sport Liaison  
To be familiar with the support services provided by Sask Sport in his/her area to ensure that these are appropriately utilised.

8. Liaison with the Players Representative Committee  
To act for the Management Committee as official liaison with the Players Representative Committee, supported in this role by the Provincial Coach.
9. Corporate Management  
To share with other members of the Management Committee collective responsibility for discharging the mandate of the Committee.

## **SASKATCHEWAN BADMINTON ASSOCIATION**

### **COACHING CHAIRMAN**

#### **JOB DESCRIPTION**

The Coaching Chairman is responsible under the overall direction of the Management Committee for organising, controlling, and communicating to the members all the technical support directly related to badminton coaching in Saskatchewan. He/she is responsible for reporting on all matters specifically related to coaching, and for the certification, appointment or recommendation of coaches. His/her specific responsibilities are as follows:

1. Information  
To assemble and make available the technical information required for optimum performance in the coaching of Saskatchewan badminton players.
2. Certification  
To develop and promote the use of the coaches certification program and related aids, and to act as the authority in recommending coaches to any level of certification.  
  
He/she also recommends the Management Committee approved coaches and assistant coaches to act in the capacity of official coaches with Saskatchewan teams or for special events.
3. Study and Reporting  
To develop, study, and report upon all technical subjects, save officiating, where the Committee identifies a need for such study or the Management Committee requires it.
4. Specific Job Requirement
  - (i) Establish a short and long term program for progressive development of coaches
  - (ii) Establish coach work opportunities
  - (iii) Prepare a budget for the coaches program
  - (iv) Draw up a yearly schedule of events
  - (v) Oversee the coaching development programs



## **SASKATCHEWAN BADMINTON ASSOCIATION**

### **OFFICIALS CHAIRMAN**

#### **JOB DESCRIPTION**

Under the overall direction of the Management Committee the Officials Chairman is to maintain and improve the standards of officiating in all matches coming under the jurisdiction of the Saskatchewan Badminton Association; to assist in the provision of umpires and judges by the maintenance and publication of lists of such officials whose qualifications and experience meet the standards required for provincial matches, or such other standards as the Officials Chairman may determine from time to time; and to do any or all such things as are deemed expedient towards those purposes. His/her specific responsibilities are as follows:

1. **Qualification, Certification and Decertification of Officials**  
To formulate, adopt and amend from as necessary, guidelines for the qualification and certification of officials; to be the authority for certifying officials who met BCOA requirements, and for decertifying officials who no longer meet such requirements.
2. **Skills Upgraded and Preparation of Officials for Certification**  
To act for SBA and its member clubs in seeking to ensure that sufficient numbers of qualified officials are available to meet the need at all levels of play, and that existing officials have the opportunity from to renew or upgrade their officiating skills.
3. **Monitoring and Evaluation**  
To stay in close and active touch with officiating across Saskatchewan and Canada, in seeking to ensure that officiating standards remain at required levels.
4. **Appointing Officials to Tournament and Matches**  
To be the authority in appointing officials to all Saskatchewan Championships and any Saskatchewan events as approved by the Board of directors from time to time.
5. **Appeals**  
To hear appeals from active officials where removal from the active official's list is pending.
6. **Representation**  
To act as SBA's representative to BCOA committee meetings.
7. **Administrative**  
To prepare a budget and schedule events.
8. **Program Development**  
To establish a short and long term program for development of officials.

#### **Code of Ethics**

- a. An official shall follow and enforce the rules and procedure as outlined in the Badminton Canada Rule Book in accordance with the IBF Handbook.
- b. An official shall be dressed in the proper attire according to the BCOA standards and present a meticulous appearance.

- c. An official will remember that while his work as an official is important, he must conduct himself in such a way that attention is drawn, not to him but to the players playing the game.
- d. An official will shape his character and conduct so as to be a worthy example to players who play under his jurisdiction.
- e. An official will be fair and unbiased in his decisions, rendering them without regard to the score.
- f. An official will cooperate and be professional in his association with his fellow officials and will do nothing to cause them public embarrassment.
- g. An official in his actions in the chair, should be firm, but not overbearing; courteous, but not ingratiating; positive, but never rude; dignified, but never arrogant; friendly, but not companionable; calm, but always alert.
- h. An official will be prepared both physically and mentally to administer the game.
- i. An official will be constantly alert to the possibility of player injury, so that injured players can be properly attended to according to the IBF and BC ruling under such situations.
- j. An official:
  - (i) To fellow officials:
    - Shall be prepared to share opinions and comment on their mutual abilities with a view to maintaining a high level of professional skill.
    - Shall act in a courteous and correct manner at all times and never in a critical manner in public.
  - (ii) To Coaches:
    - Shall act in a correct and courteous manner at all times.
  - (iii) To Players:
    - Shall offer an explanation after declaring a call.

## **SASKATCHEWAN BADMINTON ASSOCIATION**

### **CANADA GAMES HIGH PERFORMANCE COACH**

#### **JOB DESCRIPTION**

The Canada Games High Performance Coach is the Association's Technical Expert. He/she supports the President and the Athlete Development Chairman in their pursuit of their respective mandates, while reporting to the President and the Management Committee through the Athlete Development Chairman, will rely upon the Canada Games High Performance Coach (CGHPC) for advice and support in developing high performance program objectives, priorities and plans; and in developing strategies for implementation of such plans. Programming in the elite area will come from the CGHPC, to be approved by the President, Management Committee and Board of Directors through the Athlete Development Chairman. Day to day activities must be directly responsible to high performance plans and resource plans established by the Saskatchewan Badminton Association. The CGHPC will be looked to direct all on going activity designated to give effect to the plans once approved for elite development. The CGHPC will show leadership, initiative, and be able to work independently. He/she should be committed to the athletes and to the sport of badminton, and have the proven knowledge and capabilities at an elite level. In summary, the Canada Games High Performance coach will mainly working the capacity of coach and programmer, but also as a consultant, implementer and educator.

#### 1. Qualifications

Degree in Physical Education, related field or comparable experience. Fully certified National Level III Coach preferred.

#### 2. Level of Authority

Reports through the Provincial Athlete Development Chairman to the Board of Directors

- 1) Supervises technical programming and implementation at the Elite/High Performance level other team coaches, program assistant coaches, managers, physical trainers, sport psychologists, etc.
- 2) Athletes

#### Works With

- a. President, Athlete Development Chairman and Committee,
- b. Management Committee
- c. In province coaches
- d. Provincial Association Staff
- e. Team doctors, trainers, psychologists, sports medicine science committee members, and other support personnel as required

#### 3. Power of Decision

The CGHPC has sufficient authority in High Performance Athlete Development areas that will be necessary in the daily management of the High Performance Programs; technical affairs in accordance with the current job description and approved policies and programs of the Association. Beyond these limits, decisions are to be approved by the President and/or Management Committee with assistance from the Athlete Development Chairman a required.

#### 4. Responsibilities and Standards of Performance

##### a) Coaching, Recruitment and Training

- i) Organize, coach and develop High Performance Program.
- ii) In conjunction and consultation with the Sask First Sport Medicine Science Committee, oversee the physiological, psychological and technical preparation of each provincial representative athlete for competition as required.
- iii) Coach the Provincial representative athletes/team at National/International competitions.
- iv) Have the flexibility to coach nationally and/or internationally when approved by the SBA.
- v) With the input from the Provincial Athlete Development Committee and SBA committees.
- vi) Establish records for each athlete in order to monitor athlete performance and training.
- vii) Develop complete training programs for teams and/or individuals.
- viii) Monitor the training of athletes.
- ix) Recommend the athletes and composition of each team for each competition.
- x) Take appropriate disciplinary actions with respect to athlete performance, actions or commitment.
- xi) Act as technical resource person to SBA, its committees and Provincial Coach.

##### b) Planning

- i) In conjunction with the Provincial Athlete Development Committee and Chairman for approval by the Management Committee.
- ii) Submit (for approval by the Athlete Development Committee) training and competitive plans as required.
- iii) Develop for approval with the Athlete Development Committee an annual operational plan for the provincial representative teams and athlete. This should include competitions, travel, training testing and research recovery/regeneration periods, and budgeting.
- iv) Review existing development programs in operation.

##### c. Technical Reports

- i. The CGHPC will personally or will designate to an assistant the compiling of statistics and video records of key opponents when possible.
- ii. Report in writing on the elite athlete development program, including provincial team activities. These reports to be provided as required.
- iii. Report to Sask Sport as required.

##### d. Administrative Reports

- i. To work with the Executive Director to compile proper and timely administrative reports to Management Committee and Board of Directors.

e. Communication

- i. Will cooperate with the media for interviews of self or athletes if required and appropriate.
- ii. Serve as an educator and resource person when requested and available.

All media communication should be done in accordance with SBA policies and approval of SBA whenever possible.

## **SASKATHEWAN BADMINTON ASSOCIATION**

### **PROVINCIAL COACH**

#### **JOB DESCRIPTION**

Objective: To offer technical services to improve the level of present Badminton coaches' and players and to encourage new participants to get involved in SBA programs.

#### 1. Coaching Development

a. To coordinate, conduct and/or support quality coaching clinics for all levels of coaches.

1. Coaching Certification (level I-IV)
2. Coaching Symposia (Evenings or weekends)
3. Practical Clinics (Tutorship Courses)

b. To provide and/or make audio-visual material to enhance coaching development in the areas of:

1. Skill teaching
2. Promotion
3. Entertainment

c. To provide and/or produce written technical information relevant to the different levels and interest of coaches especially, club coaches and high school coaches.

d. To make coaching development as interesting and practical as possible.

e. To develop and increase programs that give coaches opportunities to coach at different levels.

#### 2. Athlete Development

- a. To develop a program procedure for each Athlete Development Program.
- b. To develop a monitoring system for each Athlete Development Program.

- c. To be a resource or each person involved with Athlete Development.
- d. To plan and develop new programs and incentives to enhance Athlete Development and “Clubs”.
- e. Monitoring Summer Camp Program.

### 3. Representing SBA

- a. Involvement with local, Regional, National agencies and groups involved with Badminton.
- b. To promote Badminton and SBA as much as possible through:
  - i) Involvement on Badminton Canada or other committees.
  - ii) Involvement with the National Team Programs.
- c. To attend all regular SBA meetings and particularly those committee meeting directly involved with.
- d. To coordinate technical details of National Tournaments in and out of Saskatchewan.
- e. Supply list of information for our team attending National championships.
- f. To cooperate with the High Performance Coach in technical and other pertinent areas.

### 4. Professional Development

- a. To attend sessions that would upgrade qualifications in Coaching, Athlete Development, organizational planning, teaching effectiveness time management, etc.
- b. To attend competitions/events that would continue the interest and growth of the technical director and the position.

### Reporting /Evaluation

- I) Financial accountability and budget-Executive Director
- II) Coaching, Athlete Development- Chair, Technical Committee
- III) Representing SBA-President
- IV) Office Management- Executive director
- V) Professional Development- Chair, Technical Committee
- VI) Holidays- President, Executive Director

### Evaluation based on:

- Ability to plan (including budget)
- Ability to follow the plan
- Ability to work with other groups/individuals
- The improvement of coaches and athletes- quality and quantity

- The involvement of new coaches and athletes

Rough Time Breakdown:

- Coaching 50%
- Athlete Development 25%
- Special events 10%
- Professional Development 5%
- Representing SBA 5%
- Misc. 5%

Future Plans:

- Work with SBA
- Education

## **SASKATCHEWAN BAMINTON ASSOCIATION**

### **EXECUTIVE DIRECTOR**

#### **JOB DESCRIPTION**

The Executive Director is the Association's Senior Staff Member responsible for all administrative areas. He/she is responsible under the direction of the President and Board of Directors for the effective, efficient and economical implementation of all administrative decisions of SBA's Board and Management Committee.

The Executive Director shares the responsibility, with the Provincial Coach and High Performance Coach, for the effective integration of all SBA programs and activities, whether of an administrative or technical nature. The Executive Director should have expertise in administration to carry out the following responsibilities:

#### **1. Support**

To support the Board of Directors in their efforts to further the general well-being of the Association, and the Chairmen in carrying out their Committee roles.

#### **2. Program Administration**

To design, implement, coordinate, and monitor the administrative components of all SBA programs and activities, working under the direction of the Management Committee in their respective areas, and the direction of the President. This covers all areas of the SBA.

### 3. Planning and Budgeting

To develop for approval an annual Program Plan, covering all activities falling within his/her area, and an accompanying budget detailing the funds and staff required to implement the plan. On behalf of the Treasurer, it is also his/her responsibility, working with the Provincial coach, High Performance Coach and SBA Committees to develop the Association's overall Program Plan and accompanying budget, and to monitor subsequent progress against the Program Plan and Budget.

### 4. Responsibility

To be the Senior staff member in all administrative areas.

### 5. Information Dissemination

To be responsible for the dissemination of information on the affairs of the Association to its members, Directors, Management Committee and external bodies, working with the Provincial Coach and High Performance Coach on information of a technical nature.

### 6. Project Monitoring

To record and actively administer and monitor the budgets of all SBA projects, and monitor progress against them, keeping the respective committee chairmen informed of the balance in their respective accounts.

### 7. Liaison

To act as the official contact with all agencies giving grants to the Association, and on administrative matters with all other agencies and associations with which SBA may have dealings. In particular, and working in cooperation with the President and Chairmen, act as liaison with Sask Sport and Sask Trust in seeking funding support and in utilizing all support services where there can be of benefit to the Association. As well act as a liaison with Badminton Canada staff in all administrative matters related to the Saskatchewan Badminton Association.

### 8. Committee Attendance and Support

To ensure that the AGM, Board, Management Committee, and all Committees of the SBA in both administrative and technical areas, receive whatever support is feasible within the resources of the Association. He/she attends all meetings of AGM, the Board, the Management Committee, and all other committees unless otherwise directed with the right to participate freely in all discussions but not to a vote when formal decisions are taken.

### 9. Administration of the Provincial Office

To manage the Association's Provincial Office. This includes responsibility for the quality of the working environment for SBA personnel, administrative staff training and development, and working with the technical area personnel to allow proper control of programs.

### 10. Programs

To work with the Provincial Coach and the High Performance Coach to ensure that SBA participation in all provincial, national and international programs are well planned and implemented.



## 11. Travel

To be prepared to travel within the Province and in Canada whenever this is required to carry out his/her responsibilities.

## 12. Summary of Duties and Responsibilities

- A. preparation of the annual budget, completion and submission of any and all grant applications.
- B. submission of all grant follow-ups to funding agencies
- C. maintenance of office records
- D. maintenance of day-to-day office administration
- E. coordination of all travel arrangements for SBA's financially sponsored events
- F. maintenance of the financial record of the association-handling of deposits, investments, and payment of expenses
- G. preparation of agendas and related material for meetings
- H. preparation of minutes form meetings
- I. correspondence with National Office and membership
- J. fund raising
- K. media releases and publicity
- L. editor of provincial newsletter
- M. assist in negotiation with sponsors for programs and events
- N. assist in liaison with other interest groups and associations
- O. supervise any other stenographic or clerical staff who may be employed

**Title: SASK SERIES – OPEN CLASS**

**Purpose:**

1. Development of all levels of badminton in Saskatchewan by providing competitive opportunities.
2. Oversee and maintain the operation of the Sask Series.
3. Continue development of the Sask Series throughout the province.

**The Chairperson:**

1. To select a committee if necessary to assist with the ongoing development and operation of the Sask Series.
2. To keep accurate records of results and point accumulation from tournaments.
3. Submission of results to provincial office for ranking and newsletter purposes.
4. Working with the Provincial Coach, formulation of a competitive schedule at various venues, so that all of the province can have access to play both participants and spectators. The chairperson's date and venue selection will be final.
5. Submission of a yearly budget plan to the provincial office for formulation by the Executive Director.
6. Working with the Provincial Coach, to negotiate with potential sponsors and subsequent prize selections for tournament events.
7. Submission of reports for all board meetings, the Annual General Meeting and sponsors.
8. To review and revise the circuit guidelines from time to time.
9. To select the Athlete of the Month for the months of October, November, January, February and March.

**Circuit Fee Structure:**

Rates for Individual Affiliates

One Event	\$20
Two or More Events	\$25

Rates for Non Individual Affiliates

One Event	\$20
Two or More Events	\$30

**Title: JUNIOR DEVELOPMENT**

**Purpose:**

1. To Provide yearly competitive opportunities for all junior age players.
2. To oversee and maintain the operation of the Junior circuit.
3. To oversee general junior development in the province.

**The Chairperson:**

1. To select a committee if necessary to assist with the ongoing development and operation of the junior program.
2. Working with the Provincial Coach, formations of a yearly competitive calendar at various venues. The chairperson's date and venue selection will be final.
3. Submission of a yearly budget plan to the provincial office for formulation by the Executive Director.
4. Working with the Provincial Coach, to negotiate with potential sponsors and subsequent prize selections for tournaments events.
5. Submission of results for ranking and newsletter purposes.
6. Submission of reports for all board meetings, the Annual General Meeting and sponsors.
7. Budget permitting, to provide out of province competitive opportunities to junior age events.
8. To enforce good conduct and sportsmanship at all junior events.
9. To select a male and female athlete of the month for the months of January, February, March and April.
10. To select a coach of the Year.

**CIRCUIT FEE STRUCTURE:**

Rates for Individual Affiliates

All Events                    \$10

Rates for Non Individual Affiliates

All Events                    \$15

**Title: SENIORS/MASTERS PROGRAM**

**Purpose:**

1. To provide yearly competitive opportunities for all senior athletes.
2. To oversee and maintain the operation of the Seniors/Masters circuit.

**The Chairperson:**

1. To select a committee if necessary to assist with the ongoing development and operation of the Seniors/Masters circuit.
2. Working with the Provincial Coach, formulation of a yearly competitive calendar at various venues. The chairperson's date and venue selection will be final.
3. Submission of a yearly budget plan to the provincial office for formulation by the Executive Director.
4. Working with the Provincial Coach to negotiate with potential sponsor and subsequent prize selections for tournament events.
5. Submission of results for ranking and newsletter purposes.
6. Submission of reports for all board meetings, the Annual General Meeting and sponsors.
7. Budget permitting, to assist players attending out of province competitions.
8. To formulate criteria for out of province financial assistance.
9. To select athletes for funding using submitted applications to determine funding awards.

**Circuit Fee Structure:**

Rates for Individual Affiliates		Rates for Non Individual Affiliates	
One Event	\$10	One Event	\$15
Two Events	\$15	Two Events	\$20
Three Events	\$20	Three Events	\$25

**SENIORS/MASTERS PROGRAM**

**FUNDING CRITERIA**

1. The individual must be a member of a badminton club that is affiliated with the SBA. Also the individual must be individually affiliated with the SBA for at least two years. Eg. Previous year and current year.
2. To be eligible for funding the individual must be in good standing with SBA. Eg. No outstanding arrears.

3. The individual must compete in three SBA sponsored tournaments, two of which must be at the Senior/Masters level. Out of province tournaments do not qualify.
4. The individual must follow a regular training program or play badminton regularly and maintain a reasonable degree of fitness.
5. All funding allocations shall be at the discretion of the senior/masters committee.
6. All applicants who receive funding are expected to be involved in badminton activities outside their regular training and competition.
7. Funding is available for the Canadian Open Masters Badminton Championships only.

**Title: Coaching and Officials**

**Purpose:**

1. Development of coaches and officials both quantity and quality.
2. Oversee the development of NCCP coaches and officials at all levels.

**The Chairperson:**

1. To select a committee if necessary to assist with the ongoing development and operation of the coaching and officials program.
2. To establish coaches and officials practical opportunities.
3. To establish a long term program for progressive development of coaches and officials.
4. Working with the Provincial Coach, to prepare a yearly schedule for clinics.
5. Submission of a yearly budget plan to the provincial office for formulation by the Executive Director.
6. Submission of reports for all board meetings and the Annual General Meeting.

**Title: Rankings**

**Purpose:**

1. To develop a clear and objective ranking procedure for all levels of competition within the province.

"A"	Junior
"B"	Seniors/Masters

**The Chairperson:**

1. To select a committee if necessary to assist with the development of the ranking system.
2. To receive results of all SBA sanctioned events.

3. Work to develop a system (s) which will rank all participating players.
4. To distribute rankings to member clubs from time to time.
5. Rankings for U12, U14, U16, U19, "A", "B", Seniors/Masters.

**Title: Sask First Program**

**Purpose:**

1. To oversee the development and operation of a high performance program specifically designed to produce elite calibre athletes.
2. To develop a team of high performance athletes for Saskatchewan representation at the Jeux Canada Winter Games.

**The Committee:**

1. To work with the High Performance Coach to develop training and competition schedules.
2. To set policy for admittance to the program.
3. To oversee the expansion, development and ongoing operation of the Satellite Training Centres.
4. To oversee the Athlete Assistance program including:
  - development of criteria
  - application review
  - prioritization of athlete listing
  - notification to successful and unsuccessful applicants
5. Working with the President, recruit select, monitor and evaluate the High Performance Coach
6. Working with the High Performance Coach and the Executive Director, develop a yearly budget.
7. Submission of reports for all board meetings and the Annual General Meeting.

## **SASKATCHEWAN BADMINTON ASSOCIATION**

### **MALE/FEMALE CHAPERONE FOR OUT OF PROVINCE COMPETITIONS**

#### **JOB DESCRIPTION**

##### Responsibilities

1. To act as the chaperone for the team and especially for the girls, and thereby enforce the rules laid out by the Saskatchewan Badminton Association Code of Conduct and the Sask First Committee/Coach.
2. To make sure all players are where they should be at the specified times, ie. Team meetings, official ceremonies, team practices, etc.
3. To make travel arrangements for any player sent home for breaking Code of Conduct rules.
4. To work in conjunction with the Sask First Coach in dealing with morale issues, or problems arising through team events.
5. To help the Sask First Coach in handling off-court, non-technical problems that may arise throughout the tournament.
6. Any other responsibilities decided by the Sask First Committee.

##### Conditions

1. Female/Male
2. Must be involved up to a certain degree with the team (attend some camps, chaperone for out of province tournaments).
3. Must accept responsibilities as stated above.
4. First aid training an asset.
5. Must be willing to take any special training needed by the SBA, Sask Sport and/or the Canada Games Committee.

The following expenses will be covered by the SBA:

- transportation
- accommodation
- meal allowance

The female chaperone/manager for the Canada Winter Games will also be provided with the team uniforms.

## **Sask First- Satellite Training Center Criteria**

In order to qualify as a feeder center there are certain minimum standards which must be met. They are as follows:

1. Satellite Centres must have a total of eight players attend SBA camps (summer and Christmas or any combination thereof).
2. Satellite Centres must have a minimum of five players who qualify for points in the Junior Series final points standings.
3. Satellite Centres coaches must keep all their players informed of and assist in the travel arrangements to the necessary SBA events (either camps or tournaments).
4. Satellite Center coaches must continually work to further upgrade their level of coaching.
5. Satellite Centres will be reviewed on an annual basis by the SBA Board of Directors, if the Satellite Centre does not meet the minimum standards set forth above, that center will be placed under review and will only receive one half the usual annual amount. If, in the following year, the center still fails to meet the above criteria, they will no longer be an SBA Satellite Center and must re-apply to regain full Satellite Center Status.
6. In order to apply or re-apply for full Satellite Center status, the interested club must submit a written request to the SBA Board of Directors no later than the 31<sup>st</sup> of July in any given year. In the request, the interested club must state the number of players regularly participating in badminton training, the number and level of coaches in place at the club, whether or not the club holds any open camps or tournaments, and outline the level and scope of regular club activity.

All Satellite Center applications must be sent to the SBA Office.



## **Title: CONFLICT OF INTEREST POLICY**

### Definitions:

1. Volunteer:

Refers to any member of the Saskatchewan Badminton Association Inc.'s Board or Committees.

2. Employee:

Refers to any person employed by the Saskatchewan Badminton Association Inc.

3. Conflict of Interest:

Any situation where an employee and/or volunteer attempts to promote a private or personal interest for himself/herself or some other person which results or appears to result in the following:

- a) An interference with the objective exercise of his/her responsibilities with the Saskatchewan Badminton Association Inc.
- b) A gain or advantage by virtue of his/her position with the Saskatchewan Badminton Association Inc.

### General Statement:

Due to the nature of volunteer's or employee's responsibilities, it may be in some cases, necessary to restrict the activities of the individuals serving as volunteers or employees to ensure that a conflict of interest does or does not appear to exist.

### Authorization:

All employees must give notification to the Executive board prior to taking other or additional employment outside the Saskatchewan Badminton Association Inc.

The following criteria should be used to determine whether an employee is involved in an activity which constitutes outside employment.

1. Self-employment
2. Activities from which there is a monetary reward
3. Activities where a service or advice is provided and an honorarium received

If one or more criteria is characteristic of the employee's activity, the activity is defined as outside employment.

### Interaction with Family Members

The Management Committee shall use their discretion in determining whether or not a conflict of interest situation exists due to interaction of an employee or volunteer with a family member.

#### Action Taken if Conflict of Interest:

After a conflict of interest and/or violation of the proceeding guidelines occurs the Management Committee has the following options for action available to them.

- i) Instruct the employee or volunteer to divest himself/herself of his/her financial interests
- ii) Instruct the employee or volunteer to transfer his/her financial interest at a blind trust
- iii) Remove the employee or volunteer from the responsibilities which are causing conflict
- iv) Accept the employee's or volunteer's resignation

#### Management of Affairs:

If an employee or volunteer perceives that a conflict of interest exists, or has the potential to develop, as a result of his/her financial dealings or the financial dealings of a relative or associate, he/she must inform the President of the Saskatchewan Badminton Association Inc. who will in return make a decision with the Management Committee to decide if a conflict of interest actually exists.

#### Acceptance of Gifts:

An employee or volunteer shall never accept any gift or service which could be viewed as payment for services rendered through his/her position in the Saskatchewan Badminton Associations Inc. Any payments, gifts or service accepted would be in conflict with this guideline:

An employee or volunteer may accept any gift which is:

- i) The normal exchange between friends
- ii) The normal exchange of hospitality between persons doing business together.
- iii) Tokens exchanged as part of protocol.

#### Arms-length Dealings:

Employees or volunteers who exercise regularly, inspectionary and/or discretionary control over other must not give or appear to give preferential treatment to:

- i) Family members, friends, business associates and/or former business associates.
- ii) A private or public body such as municipal council, school board, or volunteer organization of which they are a member.

#### Use of Information:

Employees or volunteers must manage their private affairs so that neither they nor their relatives, friends, business associates or former business associates benefit from information

not available to the public. An employee or volunteer must not reveal information to any unauthorized individual prior to its public release date.

**Title: SHSAA**

**POLICY**

The Saskatchewan Badminton Association shall ensure that a representative from the association be in attendance at the SHSAA Annual General Meeting. The representative should be a member of the board, however, if unavailable, a member of the staff should attend.

# **SASKATCHEWAN BADMINTON ASSOCIATION BYLAWS**

## **Article I Interpretation**

Association

The term association, Organization or SBA herein used throughout shall mean and include the Saskatchewan Badminton Association.

## **Article II Name of the Association**

The name of the SBA shall be the Saskatchewan Badminton Association Inc. and shall be so incorporated under the Non-Profit Corporations Act and amendments thereto.

## **Article III Objects of the Association**

The object of the SBA shall be to promote and develop the sport of badminton throughout the province of Saskatchewan.

## **Article IV Fiscal Year**

The fiscal year of the SBA shall commence on the first day of April and end on the 31<sup>st</sup> day of March.

## **Article V Membership**

### 1. Members of the SBA

The members of the SBA shall be those who adhere to the Constitution and Bylaws and who pay their membership fees as set down by the board of directors.

### 2. Categories of Membership

There shall be one category of membership with the SBA. All Clubs will affiliate at the rate of \$5 per member.

### 3. Application for Membership

All applications for membership shall be made to the office of the Saskatchewan Badminton Association.

### 4. Card of Membership

Upon payment of membership, individual members may receive membership cards indicating their status as members of the SBA.

### 5. Withdrawal of Membership

i) Any member may withdraw from the SBA by submitting the intention to withdraw in writing to the registered address of the SBA. Such withdrawal shall take effect upon receipt by the SBA of such notice.

ii) A member who withdraws as still liable for any debts to the SBA, but shall not be entitled to any privileges offered by the SBA. No refunds will be provided for unused portions of the membership fees.

#### **Article VI Membership Fees**

1. The annual fees for membership shall be in fore and as adopted by the SBA from time to time at an AGM.
2. The membership fees shall be paid prior to the first day of December each year.
3. The membership fees established with the SBA established for membership with the SBA shall be based on a membership year corresponding with the fiscal year of the SBA.

#### **Article VII General Meetings**

##### 1. Annual Meeting

i) the Annual Meeting of the SBA shall be held within three months of the end of each fiscal year.

##### 2. Notice of meeting

i) Notice of the time and place of every general meeting and stating the business to be transacted thereat shall be given to each member club at least twenty-one day is advance of the meeting.

##### 3. Procedure

The order of business at the AGM shall be approved at the commencement of the meeting and may include, unless waived, the following matters:

1. Call to order
2. Delegate Registration and Role Call
3. President's Opening Remarks
4. Minutes of Last Year's AGM
5. Financial Report and Audit Statement- Appointment of Auditors
6. Director Reports
7. Staff Reports
8. President's Report
9. Badminton Canada AGM Report
10. Bylaw Amendments
11. Election of Officers
  - i) Appointment of Scrutinizers
  - ii) Nominating Committee Report
  - iii) Election

## 12. Other Business

### 4. Quorum

A quorum at a General Meeting shall be a minimum of four member club delegates representing at least four different member clubs.

### 5. Voting

- i) Each registered member club is allowed one vote per fifty club members or portion thereof registered with the SBA.
- ii) Each voting delegate representing a member club must be of at least the current legal age of minority for the province of Saskatchewan at the time of the AGM.
- iii) Every motion, except the election of Officers, arising at the General Meeting shall be decided in the first instance by a show of hands, unless a poll is demanded by the chairperson or by any voting member club delegate.
- iv) A majority vote governs all issues except the amendment of bylaws.
- v) Members of the Board may vote.
- vi) In case of an equality of votes at a General meeting whether, upon show of hands or in a poll, the chairperson shall have a casting vote.
- vii) The chairperson of a General Meeting may require a voting delegate to file with the SBA, prior to or during the meeting, proof satisfactory to the chairperson, of the voting privileges and authority of the delegate who is to represent and vote for the member club at the meeting.

## Article VIII Directors

### 1. Board of Directors

- i) A board of 12 directors duly elected at the AGM shall manage the general affairs of the SBA. There shall be a rotation of terms to require the election of one-third of the Directors each year. To put this in place, those with the highest number of votes to serve three years, those with the next highest to serve two years and those with the next highest number of votes to serve one year.
- ii) Each year thereafter, four new directors are duly elected to replace those four with expire one year terms.

### 2. Management Committee

- I) An executive Committee, hereafter known as the management committee of four new directors, shall manage the day-to-day affairs of the SBA. These directors shall include the President, Vice-President, Treasurer, and one other director appointed by the Board of Directors.
- II) The Executive Director, Provincial Coach and High Performance Coach shall be ex-officio members of the Management Committee.

### 3. Composition

- i) The Board of Directors shall be elected at the AGM of the SBA. The election shall be by ballot.
4. Qualification of Directors
  - i) The requirements for a director shall be coincident with qualifications for a Member club delegate and an Individual Membership of the SBA.
5. Remuneration of Director
  - i) Members of the Board of Directors shall receive such remuneration for services rendered as a member of the Board of Directors of the SBA as the members shall decide upon from time to time at the AGM.
6. Resignations and Vacancies
  - i) If any member of the board of directors shall resign office, or, without reasonable excuse is absent from three consecutive Directors' meetings or be expelled from the SBA, the Directors may declare the position vacated and may appoint a successor to hold office until the next AGM.
  - ii) Vacancies on the board of Directors, however caused, may so long as a quorum of Directors remains in office, be filled by the Directors from among the individual members of the SBA, if they shall see fit to do so; otherwise such vacancy shall be filled at the next AGM, but if there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the members to fill the vacancy.
7. Quorum
  - i) A minimum number for a quorum at a properly called Board of Directors meeting shall be four.
8. Administration
  - i) The Directors of the SBA may administer the affairs of the SBA in all things and make or cause to be made for the SBA, in its name, any kind of contract which this Association may lawfully enter into and may exercise as this Association is by its Constitution or otherwise authorized to exercise and do.
9. Meetings
  - i) The Board of Directors shall meet at least three times per year. The Directors at the conclusion of the AGM shall set the locations, time and date for these meetings. Meetings may also be called by the President or Vice-President or by any three Directors. Notice of such meetings must be given to all Directors at least seven days prior to the meeting.
10. Questions
  - i) Questions arising at any meeting of Directors shall be decided by a majority of votes.
11. Voting
  - i) All Changes in the number of votes at a Board of Directors meeting, be done before the start or after the end of business portion of the meeting. (i.e. Appointment, resignations, etc).
  - ii) Each Director, including the Chairperson, shall be entitled to one vote and all motions arising at any Board of Directors meeting shall be passed by a majority vote.

## 12. Borrowing Powers

- i) No money shall be borrowed by the SBA without the sanction of a motion at a meeting of the Board of Directors, which must be passed unanimously by those Directors in attendance at a properly called meeting. In the event that a Borrowing Resolution is passed unanimously, the resolution must be brought back to the next meeting of Directors at which time the majority decision of the Directors in favor of the Borrowing Resolution shall be satisfactory.

## 13. Signing Officers

- i) The signing officers of the SBA shall be any two of the following: President, Treasurer and the Executive Director.

## 14. Liability

- i) The Board of Directors and each of them shall not be liable for an action taken or omitted by them in good faith or for the acts of any agent or employee selected by the Board of Directors with reasonable care.

## **Article IX Election of Officers**

### 1. Directors

- i) At the AGM of the SBA, Directors whose terms are up (retired) shall be deemed to hold the office until the conclusion of voting.
- ii) Elected Officers shall assume office at the conclusion of the voting and close of the AGM.
- iii) A retiring Director shall be eligible for re-election.
- iii) The election of Officers of the SBA shall be conducted by secret ballot.

### 2. Eligibility

- i) To be eligible for election an individual must be a member in good standing. Members in good standing must be nominated in advance by the nominating committee or be nominated from the floor.

### 3. Executive

- i) At the close of the AGM of the SBA, the current and previously elected Directors shall elect from themselves, a President, Vice-President, Treasurer and Secretary.
- ii) At the close of the AGM, the executive shall appoint, from the remaining Directors, any positions required by the SBA.

## **Article X Finances of the Association**

### 1. Responsibility

- i) The Treasurer along with the Executive Director will be responsible for the financial operation of the SBA.

### 2. The Audit

- i) Auditors of the SBA shall be appointed at the AGM and serve a term of one year.



#### **Article XI Funds of the Association**

1. All monies shall be applied toward carrying out the objects of the SBA, in accordance with the direction of the Board of Directors.

#### **Article XII Conducts of Affairs of SBA**

1. All meetings of the SBA will be conducted in accordance with Robert's Rules of Order, Newly Revised.

#### **Article XIII Amendments to the Bylaws**

1. Notice of Amendment
  - i) These bylaws may be altered, amended or repealed at any AGM by three quarters (75%) vote of the members present, provided that twenty-one days' notice, unless waived by a unanimous vote (100%) at the time of the meeting, of the proposed changes shall have been given to each member club.

Revised January 2000