

SKA POLICY and PROCEDURE MANUAL

REVISED March 2012

TABLE OF CONTENTS

1.0	Introduction	2
1.1	Function of the Policy Manual	2
1.2	Update and Maintenance	2
2.0	Background	2
2.1	Mission Statement	2
2.2	Forward Planning	2
3.0	Board Policies and Procedures	2
3.1	Make up of the Board of Directors	2
3.2	Committees.....	2
3.3	Financial Policies	3
4.0	Financial Policies and Procedures	3
4.1	Fiscal Year.....	3
4.2	Signing Authorities.....	3
4.3	Financial Statement and Budget Control Policy	4
4.4	Control of Finances	4
4.5	Audit.....	4
4.6	Purchase Approvals	4
5.0	Annual General Meeting.....	4
6.0	Personnel Policies and Procedures	4
6.1	Executive Director.....	4
7.0	Affiliations with other Organizations	5
7.1	Provincial Government.....	5
7.2	Sask. Sport Inc.....	5
7.3	Administration Center for Sport, Culture and Recreation	5
7.4	Sask. Sport Hall of Fame	5
7.5	National Sport Governing Body	5
8.0	S.K.A. Membership	5
8.1	Technical Criteria	5
8.2	Fees	6
8.3	Suspensions	6
9.0	Club Fundraising Responsibilites	6
10.0	Grants	7
10.1	Zone Development Grant	7
10.2	Club Development Grant.....	7
10.3	Membership Assistant Program (MAP) Grant.....	7
10.4	Athlete Assistance Grant	10
11.0	High Performance Program	11
11.1	Funding to Clubs	11
12.0	Tournaments	11
12.1	Registration	11
12.2	Safety.....	11
12.3	Rules of Competition.....	12
12.4	Fees	12
12.5	Hosting	12
12.6	Officials	13
13.0	Provincial Athletic Development Program.....	13
13.1	Philosophy.....	13
13.2	Membership.....	13
13.3	Facilities	14
13.4	Instruction.....	14
14.0	Sanctioning of Events.....	14
15.0	Dispute Resolution Policy	15

1.0 Introduction

1.1 Function of the Policy Manual

The Policy Manual is designed to provide the Board of Directors Committee, Chairman and Committee Members with a simple and concise explanation of the policies and procedures that govern the Saskatchewan Karate Association (SKA). The ultimate objective behind developing the manual is to promote better communication within the SKA through a clear definition of all policies and procedures relating to its function.

Additional reference should be made to the Constitution and Bylaws of the SKA.

1.2 Update and Maintenance

The Executive Director of the SKA will, under the direction of the Board of Directors, be responsible for the update and maintenance of the Policy Manual.

2.0 Background

2.1 Mission Statement

The Goal of the Association is to promote and facilitate the development of Karate as a Martial Art and as a Sport throughout the Province of Saskatchewan.

The SKA Policy of membership is an open door policy that is targeting as potential members, anyone who has an interest in Karate in Saskatchewan. (10:23:93)

Additional reference should be made to the Constitution and Bylaws of the SKA.

2.2 Forward Planning

The SKA shall establish a five year plan to set goals and objectives of the Association in support of the mission statement. The plan shall be monitored on an annual basis and revised as appropriate.

3.0 Board Policies and Procedures

3.1 Make-up of the Board of Directors

The Executive of the Board of Directors shall consist of the President, First Vice President, Second Vice President, Treasurer, and Secretary. These are elected positions for two year terms, and shall be assumed immediately following the Annual General Meeting of the Association.

The remaining Board is comprised of a representative from each of the eight Saskatchewan Game Zones in which the SKA has club representation. These positions are either elected within the zone or appointed by the zone.

Additional reference concerning the SKA Volunteer structure and SKA Board of Directors' job descriptions for the elected positions are contained in Appendix 1-A and 1-B respectively.

3.2 Committees

The Board Liaison shall recruit individuals from the general membership for any committee work that is deemed necessary.

Committees should set meeting dates with the Board of Directors meeting dates in mind. Enough time should be given between committee meetings and Board of Directors meetings to prepare reports.

A sum of \$500.00 shall be designated for each committee (Fundraising, Marketing, Technical and Sport Medicine) for meetings. (10:26:91)

Committee members should be aware of SKA policies and procedures. (Board and Committee Orientation)

3.3 Financial Policies

a) Board of Directors Meetings/Committee Meetings

Form: (white) "Individual Expense Claim Form" (Appendix 2-F). This form is to be completed and signed by any Board member or committee member when claiming travel and/or sustenance.

The mileage rate shall be 30 cents per kilometer. Car-pooling is required. The Treasurer reserves the right not to pay a claim should this policy not be adhered. (06:17:01)

Sustenance rates shall be \$50.00 per day; or \$25.00 per half day.

Breakfast: \$15.00 max

Lunch: \$15.00 max

Supper: \$20.00 max

Or \$50.00/day per diem (03:18:12)

A half day is deemed to be from 1:00 pm on.

Individuals will be required to share accommodation when the opportunity is available.

b) Out of Province Travel - Official Delegates

The SKA normally sends two representatives to each National Council Meeting of the National Counter Part(s), and will provide funding for them, not otherwise provided by the National Association (97:10-11).

Transportation covered will include return economy airfare, or return mileage at a rate of 30 cents per kilometer (06:17:01) to a maximum of the return economy airfare. (11:18:92). All air travel is to be booked based on the least expensive airfare available where possible.

Sustenance will be paid to a maximum of \$50.00 per day. (9:4:91).

Individuals will be required to share accommodation when appropriate.

The Treasurer reserves the right not to pay a claim should this policy not be adhered.

4.0 Financial Policies and Procedures

4.1 Fiscal Year

The fiscal year of the SKA is January 31st to February 1st.

4.2 Signing Authorities

The signing authorities of the SKA operating bank account shall be any two of the following: the President, Treasurer, Vice President(s), Secretary, or the Executive Director. (6:25:91)

All signing authorities shall be bonded prior to being granted signing authority.

4.3 Financial Statement and Budget Control Policy

Budgets will be drawn up by the Treasurer and President, jointly. Financial statements will be drawn up on a monthly basis by the Executive Director for review by the Treasurer.

Presentations to the membership and/or the Board of Directors will be made by the Treasurer.

4.4 Control of Finances

The day to day accounting of the SKA shall be the responsibility of the Executive Director. Day to day refers to writing cheques, making bank deposits, writing receipts, keeping ledgers, and developing financial statements.

The Executive Director's action will be monitored on a regular monthly basis by the Treasurer and daily by the President.

The Executive Committee (President, Vice President, and Treasurer) shall be given the power to move SKA monies to receive the best investment, restricted to interest bearing accounts.

4.5 Audit

The general membership shall appoint the Auditors at the Annual General Meeting of the Association.

4.6 Purchase Approvals

SKA President and /or Treasurer to approve any purchases that exceed \$250.00. Any purchases that exceed \$1,000 will require SKA Board Approval. (29.3.09)

5.0 Annual General Meeting

The Annual General Meeting of the Association shall be held each year within fifteen months of the previous Annual General Meeting at such a place within Saskatchewan as the Board shall decide.

Any constitutional changes must be ratified by a two-thirds majority of regular members at the Annual General Meeting of the Association or a special meeting called for that purpose.

All members must receive 14 days' notice prior to the Annual General Meeting.

6.0 Personnel Policies and Procedures

Additional reference should be made to the SKA staff Policies and Procedures Manual. (Appendix 1-C)

6.1 Executive Director

The Executive Director shall present his/her annual work plan to the Board of Directors for ratification and shall present the work plan to the SKA general membership at the Annual General Meeting.

The President shall monitor the work plan on a regular basis.

The mileage rate is 30 cents/km. (06:17:01)

7.0 Affiliations with other Organizations

7.1 Provincial Government

The provincial government department in which the SKA is affiliated (whose name will vary from time to time) provides the SKA with recognition as a provincial sport governing body.

7.2 Sask. Sport Inc.

Sask. Sport Inc. is a non-profit, non-government organization representing amateur sport in Saskatchewan. The SKA is a regular member of Sask. Sport Inc. with full membership privileges.

7.3 Administration Center for Sport, Culture and Recreation

The Administration Center was developed to provide provincial recreation, culture, and sport organizations with office space, administration, secretarial service, audio visual services and printing services at the lowest possible cost.

7.4 Sask. Sport Hall of Fame

The Sask. Sport Hall of Fame is a non-profit organization whose purpose is to recognize the achievements of outstanding Saskatchewan amateur figures and to maintain archives of the Saskatchewan sport.

7.5 National Sport Governing Body (29.3.09)

SKA will retain membership in its National Sport Governing Body (29.3.09).

8.0 S.K.A. Membership

8.1 Technical Criteria

Notwithstanding the provisions for membership embodied in the SKA constitution, the following serves to clarify the technical requirements.

1. The individual must be currently training in a traditional karate system (29.3.09).

For the purpose of definition, a system of Karate is a method of training an athlete chooses in traditional Karate that provides a systematic and progressive educational approach, the result of which significantly distinguishes it from another system of training. They must be eligible for participation in SKA affiliated International & National Bodies. (03.8.13)

They employ standards of ranking athletes which are universally applied on an international basis and are not independent approaches, but rather are educational bodies designed to maintain traditional Karate. They include but are not limited to:

Goju - Ryu
Wado - Ryu
Chito - Ryu
Shito - Ryu
Shotokan

2. The individual must be able to verify training in one of the above systems and must provide a copy of his/her Certificate of Rank. Should there be any questions as to the authenticity of the rank, the individual must satisfy the SKA and/or its National Bodies Technical Committee as to qualifications held. (29.03.09)

3. The individual must be eligible for membership in International & National Sport Governing Body. (29.03.09)

4. The system of training followed by the individual must have an internally accepted process of examination and grading of athletes and of qualifying examiners which can be submitted and reviewed by the Technical Committee for approval.

5. Suspension from a system of training shall mean automatic suspension from the SKA. The SKA shall follow the terms and conditions of suspension as outlined by the representatives responsible for the system of training issuing the suspension.

6. Upon review by the SKA Technical Committee and approval by the Board of Directors, new members shall serve a probation period as determined by the Board. If involvement in the SKA is non-satisfactory, probation may be extended. (03/18/12)

7. Once a club is accepted to be recognized as a club in the SKA and in accordance with the constitution it will continue to be recognized as a club provided it meets all its obligations and remains in good standing with the association even if its numbers fall below the minimum number for application. (12:10:94)

8.2 Fees

Regular membership in the SKA shall be \$30.00 per member as of November 1, 2005. (06:26:05)

Club membership in the SKA shall be \$100.00 for new first year clubs and \$25.00 for second and subsequent years, payable at the beginning of the SKA fiscal year. Clubs shall be invoiced accordingly by the Provincial Office of the SKA. (03:15:95)

The SKA memberships collected by affiliated clubs shall be payable to the SKA and must be submitted within 60 days. (97:-10-10)

Updated club membership lists shall be sent to all clubs from the provincial office on a monthly basis identifying those members who are expiring at the end of each month. (03:17:95)

Form: (white) "SKA Membership Registration". (Appendix 2-A) All members shall complete and sign an SKA Membership Registration form to become members of the Association.

8.3 Suspensions

Additional reference should be made to the Constitution and Bylaws of the SKA.

SKA members shall be allowed a grace period for payment of membership monies and thereby retain full membership status in the Association. Following the 60 day grace period members shall be suspended from the SKA. Affiliated clubs not supporting this policy shall be subject to suspension. The membership monies must be cleared up by the end of the fiscal year end October 31. (03:18:95)

9.0 Club Fundraising Responsibilities

The SKA fundraising commitment of \$25,000.00 (06:17:01) shall be the responsibility of affiliated clubs to raise on a per capita basis, calculated on their percentage of the SKA membership from the previous fiscal year as recorded in the SKA audited financial statement. (09:06:86). This percentage of membership shall include all out of reach clubs for which they are responsible.

All new clubs shall have their fundraising commitments and grants prorated in the year that they become full members in good standing, according to the date of their acceptance in the SKA.

All probationary clubs shall be exempt from fundraising in their first year as members of the SKA and are ineligible for MAP and Club Development Grants.

Clubs who do not submit fundraising cheques by the deadline will not be able to access any grant money for that year. (03:20:11).

10.0 Grants

10.1 Zone Development Grant

The Zone Development Grant is defined as anything that promotes the Saskatchewan Karate Association within the standards of Traditional Karate. (02:16:94). This grant is to be dispersed on a per capita basis. (12:10:94)

Zone Development Grants shall be released to the main Zone Dojo on the basis that receipts are received by the provincial association in accordance with the yearly zone allotment.

All Development Grants shall be authorized by the Treasurer of the SKA prior to the release of monies.

The main Zone Dojo shall be designated by the Board of Directors.

Grant Payout: Clubs will receive grant money for amounts given in eligible receipts and prior to the application deadline. (03/18/12)

10.2 Club Development Grant

Club Development Grants shall be paid out to clubs based on a per capita basis calculated on their percentage of the SKA membership from the previous fiscal year as recorded in the SKA audited financial statement. (02:15:94)

Club Development was increased to \$35,000. (03:10:02)

The Club Development Grant shall have the same criteria as the High Performance Program, in that there must be a minimum of five hours of instruction in order to constitute a seminar and the instruction must be a minimum of Sandan level as recognized by the SKA Technical Committee.

Clubs can access 50% of the Club Development Grant upon submission of receipts verifying expenditures under this grant. The remaining 50% will be released following payment of 50% of the fundraising commitment to the SKA and full submission of receipts. (04:26:92)

In the event the grant is awarded in two installments, an interim report must be submitted with the first disbursement request and a formal follow-up report must be submitted with a second disbursement request. (04:10:94)

Grant Payout: Clubs will receive grant money for amounts given in eligible receipts and prior to the application deadline. (03/18/12)

10.3 Membership Assistance Program (MAP) Grant (Revised March 2012)

1) PURPOSE OF MAP:

The Membership Assistance Program (MAP) is a grant which is intended to financially support clubs who are members of the Saskatchewan Karate Association. MAP funds are to be used to support community and club-level sport development. Funding for MAP is provided through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and is derived from proceeds of lottery ticket sales in Saskatchewan.

2) ELIGIBILITY:

SKA affiliated clubs who have passed their probation are eligible to apply. In order to receive the full MAP amount, clubs must fulfill their fundraising commitment (amount for each club outlined in the SKA Club Fundraising & Grant Values Document).

MAP expenditures allowed (but not limited to) are as follows:

Facility rental/supplies/up-keep, equipment purchase, seminars/clinics, instructor fees/mileage,

Other eligible projects may include costs for hosting tournaments, summer camps & instructor upgrading.

The following types of expenditures or projects are **ineligible** for support:

1. Any construction, upgrading, maintenance or operating costs of facilities.
2. Expenditures for which other grant dollars have been used. Two different grants cannot be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other granting agency.
3. Cash prizes.
4. Social events (barbecues, lunches, etc.).
5. Alcoholic beverages.
6. Research projects or feasibility studies.
7. Out-of-Province travel.
8. Other expenses deemed as ineligible as identified by the Saskatchewan Karate Association

3) CLUB NOTIFICATION:

The SKA will mail a MAP Application & MAP Follow-Up Report to eligible clubs as soon as membership numbers are confirmed by the Auditor along with MAP instructions.

4) MAP APPLICATION PROCESS

Submit a **detailed** MAP Spending Plan listing your projected budget for the year.

DO NOT submit the Follow-Up Report with the Spending Plan.

**Clubs are able to access 50% of the grant if receipts of equal or greater value are submitted to the SKA along with 50% of their fundraising commitment. In order to receive the remaining 50% of the MAP grant, clubs must submit receipts of equal or greater value and the remaining 50% of their fundraising commitment to the SKA.

MAP Spending Plan application must include **DETAILED** spending plans outlining the project description and budget and **must be submitted by the deadline**. In the "Project Budget" box it asks for "MAP Grant Requested". Please enter the amount indicated for your club that is shown on the Club Fundraising & Grant Values document. If you do not have sufficient expense receipts to cover the amount your club is eligible for, enter the amount you are applying for (**amount you can verify with expense receipts**).

MAP Applications must be signed by the Club President.

MAP SPENDING PLAN DEADLINE: May 31st of each year

NOTE: Clubs submitting MAP applications after the deadline date will not be considered for MAP funding for that fiscal year.

5) MAP FOLLOW-UP PROCESS

Clubs that do not provide Follow-up Reports and sufficient receipts by the deadline date, will NOT BE ELIGIBLE to receive the 50% balance of MAP funding for the remainder of that year.

Clubs must submit 100% of their club fundraising commitment along with their completed Follow-Up Report.

All Follow-Up Reports must include:

1. A detailed project report.
2. All club activities for which MAP funds were used should be reported on the Follow-Up Report Form.
3. Actual project costs with the receipts verifying expenditures must be included.

Receipts to verify expenditures can take various forms but should at a minimum:

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

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

MAP Follow-Up Reports must be signed by the Club President.

Submit MAP Follow-Up along with the total amount of your fundraising commitment only after you have submitted the MAP Application and sufficient expense receipts.

Amounts clubs are eligible to receive for all grants are outlined in the Club Fundraising & Grant Values Sheet.

MAP FOLLOW-UP DEADLINE: December 31st of each year.

All Expense receipts must fall in the date range of: February 1st - January 31st of that application year.

MAP Applications are to be submitted to the SKA via mail or fax.

Saskatchewan Karate Association
510 Cynthia St.
Saskatoon, SK S7L 7K7
Or Fax to: (306) 374-7334

6) APPROVAL PROCESS:

The SKA Executive Director will determine if MAP applications & Follow-Up Reports were filled out correctly and if sufficient receipts were submitted. MAP applications, Follow-Up Reports & receipts will then be sent to the SKA Treasurer for approval.

7) PAYMENT PROCESS:

Submit MAP SPENDING PLAN. Nothing will be paid out until sufficient receipts are submitted.

50% of the grant will be paid to clubs upon receiving the MAP Spending Plan and sufficient expense receipts to cover the amount of the grant along with 50% of their fundraising commitment.

The remaining 50% will be paid out upon the SKA receiving a completed MAP Application and Follow-Up Report (with appropriate receipts), along with the remainder of their fundraising commitment.

If for any reason clubs do not access the full amount of their allotted MAP funding, these funds may be redistributed amongst clubs whose eligible MAP expenses (verified with receipts) exceed their original, approved MAP amount.

Please note that clubs are encouraged to submit receipts that exceed the total amount of their pre-determined MAP grant when submitting MAP Applications & Follow-Up Reports. This is encouraged so as to allow SKA to administer and redistribute any unallocated MAP funds should any remain at the end of the year. (03/18/12).

10.4 Athlete Assistance Grant

A Technical committee shall be formed to oversee the Athlete Assistance Program.

Form: Athlete Assistance Application (Appendix 2-J), Athlete Assistance Agreement (Appendix 2-K), Athlete Assistance Application shall be sent to all clubs for distribution to its members, along with an Athlete Assistance Agreement form in order to prioritize athletes for grants.

Athletes shall be prioritized based on the SKA Elite Athlete Criteria (Appendix 1-D). The Technical Committee shall provide its recommendations for the grant recipients to the Board of Directors for ratification.

Athlete Assistance recipients must sign an "SKA Athlete Assistance Agreement" (Appendix 2-K), agreeing to the conditions of the program in order to be eligible for the grant. (03:20:95)

If, upon receiving the grant, any of the contracts cannot be satisfied, the athlete must notify the Head Coach of the Provincial Team or the Board of Directors in writing prior to an event to which they are unable to attend. i.e. team training, competitions, special events, etc.

Fifty percent of the eligible Athlete Assistance grant shall be provided to the athlete up front. Athletes must send in receipts for the first half payment of their grant prior to receiving the second

portion of their Athlete Assistance, upon which time the remaining receipts for expenditure will become due. (10:10:89)

Form: "Athlete Assistance Follow-up Report". (Appendix 2-L) Athletes shall submit a completed and signed follow-up report along with their receipts for expenditures.

Minimum grants of \$500.00 will be awarded with the top three athletes receiving more depending on the funding levels. (04:26:92)

11.0 High Performance Program

11.1 Funding to Clubs

When funding is made available to clubs for High Performance programming, clubs accessing any monies must meet the criteria as established by the Board of Directors.

Funding shall be made available, at the discretion of the Board of Directors, to those clubs that:

1) host special seminars with high ranking instructors (minimum Sandan or higher) as set down by the High Performance program, or

2) have sent one club coach to an "out of town" seminar for the coach's personal development, where a high ranking instructor (minimum Sandan or higher) is present.

First year clubs cannot access this program. (10:27:90)

Any funding allocated to clubs shall be allocated on a membership basis for those activities that qualify as High Performance. (10:27:90)

High Performance seminars under this program are defined, for the purpose of funding, as instruction for a minimum of five hours. (10:27:90)

Clubs within a zone that host seminars will have priority on funding programs.

12.0 Tournaments

12.1 Registration

Registration for tournaments will be defined following the rules and regulations of Traditional Karate or General Karate with categories which may be defined from time to time by the Board of Directors.

Team Kata events at provincial tournaments shall include either male or female or mixed teams, and all age combinations and ranks (except black belts). Clubs may only enter one Team Kata per club.

Ungraded white belt athletes shall not be eligible to compete in kumite events at provincial tournaments.

All tournament registrations shall be due to the SKA one week prior to the tournament date, or as determined by the Board of Directors.

12.2 Safety

Mouthguards are not mandatory for anyone in Ippon Kumite, but are mandatory for Jiyu-Kumite and Jiyu-Ippon Kumite. (98-01:11)

No restrictions shall be placed on the type of mouthguard to be used. (i.e. boil and bite versus dentist fit).

The mouthguard policy shall be reviewed on an annual basis, assessing any information that comes available to the SKA through medical reports or through recommendations of attending physicians or dentists.

Fist protectors are not mandatory for anyone in Ippon Kumite, but must be worn for Jiyu-Kumite and Jiyu-Ippon Kumite. If worn when not compulsory the competitor may be asked to take them off. (98-01:12)

All tournaments shall have qualified medical people in attendance, including a medical physician for all kumite events.

The SKA shall purchase any medical supplies for provincially operated tournaments as outlined by the Provincial Medical Director.

Any kind of eyeglasses may be worn during kata events, soft contact lenses may be worn for kumite. Eyeglasses of any kind will not be allowed in kumite matches. (4:26:92)

12.3 Rules of Competition

All provincial tournaments shall be run using National Sport Governing Body rules of competition. (29.3.09)

All kumite events for the 10 years and under categories shall be one-step kumite, with the flag system. (10:10:93)

Novice division kumite shall be Jiyu Ippon Kumite. (4:26:92)

Updated Tournament Rules

Tournament rules and guidelines were discussed. With Tri-Provincial tournaments back in the rotation, it may be to our benefit to follow same or similar tournament rules as Manitoba. This would make it less confusing for our younger participants competing at tri-provincial tournaments. Tournaments would also run faster than they have in the past. The novice division will now spar for 1 ½ minutes (stop time) with 5 yame's. After 5 yame's, a decision will be made by the judge's. Intermediate divisions will spar for 1 ½ minutes (free style).

Novice – 1 ½ minutes (stop time) with 5 yame's then a decision by the judge's.

Intermediate – 1 ½ minutes (stop time) free style. (01:12:03)

12.4 Fees

Provincial tournament fees shall be \$25 for adults and \$20 for youth (17 years and under) (11:14:04), which shall include both a kata and kumite event. (05:07:94)

Team Kata fees shall be \$10 per team.

12.5 Hosting

The SKA shall assume all financial responsibility for the hosting of a provincial tournament, as authorized in advance by the Board of Directors.

The SKA will cover facility rental, transportation of tournament equipment and mats, officials' expenses (for designated officials only), medals, medical, and posters. (04:17:94)

The SKA shall assume all gate revenues, tournament registrations, grants (where applicable), and resale revenues.

Recognizing the Clubs need to fundraise, T-shirt sales will be excluded from the policy. (05:07:94)

Clubs will have the option to supply T-shirts at the tournament they host and retain 100% of the revenue. It is understood the cost of supplying T-shirts is entirely that of the club. (03:09:95)

Clubs that provide concessions hosted by the Dojo will retain revenues from the concession.

Clubs shall provide all volunteer manpower for the operation of the tournament.

All tournament draws shall be the responsibility of the Executive Director prior to the start of the tournament.

12.6 Officials

The SKA will cover the expenses of only designated officials to attend the provincial karate championships. The designated list is the responsibility of the chief official.

A maximum of twelve (12) officials for each tournament will be designated to accommodate two rings and fund officials mileage (30 cents per kilometer 03:08:12), hotel and banquet ticket, but no per diem. (10:08:95). Car pooling and shared accommodations will be required should this opportunity be available. Update for Officials Reimbursement as follows:

Officials Reimbursements

** Invited Qualified Black belts: (levels A & B) – 100% reimbursement

** Officials / Competitors: (levels C – A) – 75% reimbursement

** Learning Officials: (level C or D black or brown belt) – mileage

Hotel: 50% of hotel accommodations to be paid for invited officials (03:08:12)

Note: Officials to pay own meal expenses. Officials are also expected to pay for their expenses and seek reimbursement by submitting an individual expense claim. (10:20:02)

13.0 Provincial Athletic Development Program (formerly Team Training)

13.1 Philosophy

The NCCP package and coaching model that Saskatchewan developed shall be the standard in terms of a coaching structure for the Saskatchewan Provincial Athletic Development program.

The Provincial Athletic Development program is open to all styles of traditional karate. The program shall be directed by the High Performance Coach.

Provincial Athletic Development instruction is more than one instructional period. Demonstration is a one-time thing and the person does not need to be registered. Instruction is defined as involving the same people for more than one instruction period. (12:10:94)

13.2 Membership

The Provincial Athletic Development program shall be open to all participants 14 years and up purple/green belt and up. (02:08:97)

Fees for Provincial Athletic Development shall be due at the beginning of each fiscal year, prior to the first Provincial Athletic Development session. Annual fees are \$125 per member. (04:07:94)

*** Paragraph Deleted 97:10-10 ***

Non-Competitive athletes participating in Provincial Athletic Development are to purchase their own uniforms without any form of subsidization, commencing November 1, 1995. (07:04:95)

Provincial Athletic Development coaches will not have to pay Provincial Athletic Development fees, commencing November 1, 1995. (07:05:95)

Provincial Athletic Development coaches will be supplied with a uniform free of charge. (07:06:95)

Non competing athletes both Senior and Junior pay \$125.00 per year for Provincial Athletic Development (10:05:95)

Provincial Athletic Development athletes attending designated camps approved by the Technical Committee will receive reimbursement at \$20.00/day per diem for a maximum of 5 days (\$100.00). (07:09:95)

Form: (white) "Provincial Athletic Development Expense Claim" (Appendix 2-M)

Reimbursement for Provincial Athletic Development participants will be based on athlete participation in four mandatory events throughout the year, two of which will be the Spring and Fall Provincial Tournaments at which they must compete and the remaining two events will be determined by the technical committee and be inclusive for all styles. (12:03:95)

The SKA shall reimburse all out-of town Provincial Athletic Development members \$20 per day of training. A per diem of 30 cents per kilometer (03:08:12) for the driver of a vehicle, where car-pooling is utilized to the fullest, shall be in place for all out-of-town participants. (98-01:09)

Reimbursement for Provincial Athletic Development is structured so the driver receives the rate for mileage as is. When more than one car per area is traveling that the funding be 100% for four people per car, 75% for three people, 50% for two people, and 25% for one person from each of the clubs. (10:07:95)

Team member per diem for out of province travel is \$30 per day. (04:25:93)

"Out-of-town" is defined as anyone residing beyond 100 kilometers of the designated Provincial Athletic Development facility.

13.3 Facilities

The SKA shall pay \$100 per day for rental of a Provincial Athletic Development facility, subject to acceptance by the Dojo. (29.03.09)

13.4 Instruction

The SKA shall pay \$200 per day for the Provincial Athletic Development provincial instructor. (29.03.09)

14.0 Sanctioning of Events

All events *(i.e. regularly scheduled classes and seminars) will be sanctioned by the SKA. Clubs hosting tournaments or special events must receive specific sanction from the SKA, as outlined in the SKA Constitution and By-laws. (09:11:88)

15.0 Dispute Resolution Policy

Section 119 of The Non-Profit Corporations Act provides:

The articles or bylaws may provide that the directors, members or any committee of directors or members of a corporation have power to discipline a member or to terminate the membership interest of a member and, where the articles or bylaws do, the circumstances in which that power may be exercised and the manner of its exercise is to be set out in the articles or bylaws of the corporation.

A person is entitled to a fair hearing before he or she may be disciplined by a corporation. This policy provides a guide to suitable bylaws for discipline procedure. Each organization should ensure that its bylaws provide for a fair hearing in the event that discipline is necessary.

This policy calls for two committees to be established:

The responsibilities of the Investigation Committee are:

- (a) To gather information relating to disputes;
- (b) To take any practical steps that may to resolve disputes without the need for a hearing; and,
- (c) When a hearing is necessary, to fairly present all relevant information to a hearing committee by means of evidence acceptable to the hearing committee.

The responsibility of the Hearing Committee is to provide a fair hearing. Characteristics of a fair hearing include:

- (a) Notice of the hearing;
- (b) Knowledge of the case to be met;
- (c) A right to hear or see all information provided to and considered by the arbitrator;
- (d) An opportunity to provide information and arguments;
- (e) If an oral hearing is conducted (rather than a hearing based solely on written submissions and documents), the right to question witnesses;
- (f) Unbiased arbitrators who will hear and consider all relevant information.

Organizations should consider the need to obtain legal advice in preparing bylaws suitable for their needs.

1. Dispute Resolution Bodies

Two bodies will be appointed to resolve disputes, whether arising from allegations of harassment or other misconduct, team selection, employment or other issues.

1.1 Investigation Committee

- 1) The investigation committee is established consisting of a chairperson and such other persons as the Chairperson may appoint.
- 2) The board shall appoint the chairperson of the investigation committee.

- 3) The chairperson may appoint members to the committee from time to time for the purpose of that appointee serving as investigator of a specific complaint. 4) Members of the hearing committee and members of the board are not eligible to be a member of the investigation committee.

1.2 Hearing Committee

- 1) The SKA President upon receipt of a report from the investigation committee which recommends that a hearing be conducted, shall appoint a hearing committee consisting of one or three persons.
- 2) Members of the investigation committee and members of the board are not eligible to be appointed as a member of the hearing committee. 3) If the SKA President considers it appropriate to do so, the SKA President shall appoint to the hearing committee a person nominated by each party to the dispute.

2. Misconduct

- 2.1 Any matter, conduct or thing, whether or not disgraceful or dishonorable, is misconduct if:

- 1) It is contrary to the best interests of the Saskatchewan Karate Association or of any participant (player, coach, official or spectator).
- 2) It is contrary to the bylaws of the Saskatchewan Karate Association.
- 3) It is contrary to any Code of Conduct established by the Saskatchewan Karate Association.
- 4) It is a failure to comply with an order pursuant to this dispute resolution policy by the SKA President, the board or a hearing committee.

3. Referral and Review of Complaints and Incidents

- 3.1 Complaints must be made to the SKA President promptly and within the time guidelines set by policy of the board.
- 3.2 The SKA President may extend the time for submission of a complaint notwithstanding the expiration of the time set by board guidelines.
- 3.3 The SKA President shall refer the following matters to the chairperson of the investigation committee:
 - 1) A complaint alleging that a player, team, coach, official, parent/guardian or spectator is guilty of misconduct.
 - 2) On the request of the board, any incident in which misconduct may have occurred.
 - 3) A complaint relating to team selection. 4) Any other request for resolution of a dispute arising from or relating to the activities of the organization.
- 3.4 The chairperson of the investigation committee may require that a complaint be stated in writing.
- 3.5 If the chairperson of the investigation committee is satisfied that the complaint is not valid or does not raise an issue of misconduct or is trivial, frivolous or vexatious in nature, the chairperson shall advise the complainant and thereafter shall take no further action in relation to that complaint.
- 3.6 Where the chairperson has not dismissed a complaint pursuant to 3.5, the chairperson shall appoint one or more members of the investigation committee as investigator of the complaint or incident.

3.7 The chairperson may appoint himself or herself as the investigator or as one of the investigators.

4. Investigation

4.1 The investigator shall:

- 1) Review the complaint or the request
- 2) Make such inquiries as necessary to determine the circumstances of the complaint or incident, which may include:
 - a) sending a copy of summary of the complaint to those named in the complaint, those making the complaint or to any witnesses with a request that they respond in writing to the allegations by a date set by the investigator;
 - b) communicating with or interviewing persons involved in the incident or whose conduct is the subject of the complaint; and c) communicating with or interviewing other persons who may have relevant information.
- 3) Extend the investigation to include misconduct in any other incident that comes to the attention of the investigator in the course of the investigation.
- 4) When practical to do so, encourage the parties to resolve the dispute directly.
- 5) With the agreement of the parties, arrange mediation of the dispute.

4.2 On completion of the investigation, the investigator shall make a written report to the SKA President recommending:

- 1) That the SKA President appoint a hearing committee to hear and resolve the dispute or to hear the charges, as the case may be; or.
- 2) That no further action be taken with respect to the matter investigated because: a) the matter has been resolved between the parties, b) no further action is warranted on the facts of the case.

4.3 The charge set out in a written report may relate to any matter disclosed during the investigation.

4.4 A report signed by a majority of the investigation committee is a decision of investigators.

5. Interim Suspension of Member

5.1 In cases of alleged serious misconduct or if there is a risk of physical or emotional harm to other persons, the investigator may submit written reasons to the SKA President recommending that, pending the outcome of an investigation, a player, team, coach, official, parent, guardian or spectator under investigation:

- 1) Be suspended from participation or 2) be allowed to continue participation subject to conditions or restrictions.

5.2 Upon receiving the written recommendations of the investigator, the SKA President shall:

- 1) If satisfied that continued participation is inappropriate in the circumstances, may order suspension of involvement in organization activities or impose other less restrictive conditions pending the recommendations of the hearing committee.

2) If satisfied that continued participation is appropriate in the circumstances, decline the recommendation of the investigator.

5.3 An order of suspension or the imposition of conditions on a member, pending the recommendations of the hearing committee, shall:

- 1) Terminate 30 days after the date of the suspension or imposition of conditions, unless renewed or revised by the SKA President upon a further written recommendation by the investigator.
- 2) Be superseded by the recommendations of the hearing committee.

6. Acting Upon the Investigator's Report

6.1 If the investigation committee recommends no further action on a complaint, the SKA President shall provide a copy of the investigation committee's reasons for that recommendation to the person or person(s):

- 1) Whose conduct is the subject of the complaint.
- 2) Who initiated the complaint.

6.2 If the investigation committee is of the opinion that a hearing committee should be appointed, the SKA President shall appoint a hearing committee.

6.3 The SKA President shall report a decision not to appoint a hearing committee to the next meeting of the board.

7. Hearings

7.1 The hearing committee shall conduct a fair hearing of the charge or dispute reported in the investigation committee's report.

7.2 At the request of the hearing committee, the SKA President shall communicate the time and place of the hearing and any other pertinent information to the parties.

8. Hearing Procedure

8.1 In disputes of a nature that the hearing committee considers to be minor, the hearing may be conducted in writing. The parties shall be:

- (a) informed that a hearing committee has been established;
- (b) informed of the charge or dispute to be heard;
- (c) provided with a copies of the dispute resolution policy;
- (d) invited, within a time specified by the committee, to make written submissions of any information or arguments relevant to the deliberations of the committee;
- (e) informed of the findings of the hearing committee;

8.2 If the hearing committee does not consider the dispute to be minor, the parties shall have a right to be heard in person:

1) At least 3 days before the date of the hearing the parties shall be:

- (a) informed that a hearing committee has been established;
- (b) informed of the charge or dispute to be heard;
- (c) provided with a copy of the dispute resolution policy.

- 2) The hearing committee shall hear the charge or dispute and shall determine whether or not the accused is guilty of misconduct or rule on the issues in dispute.
- 3) Parties may be represented by legal counsel at their own expense.
- 4) There is to be full right:
 - a) To examine, cross-examine and re-examine all witnesses
 - b) to present evidence in defense and reply.
- 5) Where a party fails to attend the hearing, the hearing committee may proceed in his or her absence.
- 6) If, during the course of a hearing, the evidence shows that the accused may be guilty of misconduct different from or in addition to any misconduct specified in the charge, the hearing committee shall adjourn the hearing for any period that the committee considers sufficient to give the accused an opportunity to prepare a defense to the amended charge, unless the respondent consents to continue the hearing.
- 7) The hearing committee may accept any evidence that it considers appropriate and is not bound by rules of law concerning evidence.
- 8) The hearing committee may accept a record of a criminal conviction or the written reasons for a decision imposing discipline by any other organization as evidence of the conduct giving rise to the conviction or discipline.
- 9) On its own initiative or at the request of any party, the hearing committee may restrict the public from the hearing. The hearing committee shall exclude the public if the committee is of the opinion that an open hearing will unduly violate the privacy of any person.
- 10) The deliberations of the hearing committee shall be conducted in private, and no person who is not a member of the committee shall be present.

8.3 The hearing committee shall give written reasons for its decisions and for any discipline imposed. Copies shall be provided to the parties and to the board.

9. Disciplinary Powers

9.1 Where the hearing committee finds a person guilty of misconduct, it may make one or more of the following orders, in writing:

- 1) An order that the person(s) be expelled from the organization.
- 2) An order that the person(s) be suspended from the organization for a specified period.
- 3) An order that the person(s) be suspended pending the satisfaction and completion of any conditions specified in the order.
- 4) An order that the respondent may continue to participate only under conditions specified in the order.
- 5) An order reprimanding the respondent.
- 6) Any other order(s) that the hearing committee considers just.

9.2 In making an order the hearing committee shall take into consideration:

- 1) The age, experience and maturity of the person(s)
- 2) The nature of the misconduct;
- 3) Any information which, in the opinion of the committee is reliable and relevant to the determination of

an Appropriate order, including;

- a) Previous misconduct of the respondent, regardless of whether or not that misconduct was the subject of discipline.
- b) The character of the respondent.

10. Deference to Other Authorities

10.1 Where the SKA President. Chairperson of the investigation committee or the chairperson of the hearing committee believes that the person(s) whose conduct is being investigated may be guilty of a criminal offence, that person may refer the matter to an appropriate authority.

11. Time for Completion

11.1 The investigation, hearing and decision of the hearing committee shall be completed as soon as practical in the circumstances of the complaint.

11.2 The board may set time guidelines for any matters that the board considers appropriate, including the time for complaints to be made to the SKA President. and the time for completion of steps in the hearing process.

11.3 In deciding an appeal from a decision of the hearing committee, the board may consider the failure to comply with time guidelines.

12. Appeal to the Board

12.1 A person(s) may appeal the decision or any order of the investigation committee or the hearing committee to the organization board by serving a written notice of appeal within 10 days of receipt of the decision or order where: 1) The member has been found guilty of misconduct by the hearing committee; 2) The person is subject to a discipline order; 3) The person(s) who initiated the complaint was advised that no further action would be taken.

12.2 The written notice shall state the grounds of appeal.

12.3 The SKA President shall not participate in the hearing of an appeal.

12.4 No board member shall participate in the hearing of an appeal if:

- 1) The board member has a conflict of interest or is biased 2) If there is any reasonable basis on which it may appear that the board member may have a conflict of interest or may be biased.

12.5 The participation by a board member in any step of the investigation process prior to the hearing of the appeal shall be deemed to create the appearance of a bias.

12.6 The participation by a board member in any step of the investigation or hearing process prior to the hearing of the appeal shall be deemed to create the appearance of a bias. 12.7 If all board members are unable to participate in the hearing, the board shall appoint a committee of not more than three persons to hear the appeal.

12.8 On hearing an appeal the board or the appointed committee may: 1) Dismiss the appeal 2) Quash the finding of guilt 3) Direct further inquiries by the investigation committee or appoint a new investigation committee to reinvestigate the matter 4) Direct a new hearing or further inquiries by the hearing committee or appoint a new hearing committee to rehear the matter 5) Vary the order of the hearing committee.

13. Effect of Expulsion or Suspension

13.1 When a person(s) is expelled or suspended from the organization pursuant to the policy, that person(s) is not eligible to serve any function within the organization or attend any organization activities.

14. Reinstatement

14.1 A person who has been expelled may apply to the board for reinstatement.

14.2 Subject to the bylaws, on receipt of an application of reinstatement the board shall review the application and, if in the opinion of the board the application disclosed information which may justify reinstatement, the board may investigate the application by taking any steps it considers necessary.

14.3 On completion of its review, the board may:

- 1) Where it is satisfied that the person's subsequent conduct and any other facts warrant reinstatement, direct that the person be reinstated under any terms and conditions that the board considers appropriate.
- 2) Refuse to reinstate the person.

15. Conflict of Interest or Bias

15.1 In the event that any member of either the investigation committee or the hearing committee, other than one nominated by the parties, has a conflict of interest or is biased, that person shall declare the conflict or bias and the SKA President shall appoint a replacement.

15.2 In the event of a conflict of interest on the part of a board member, that member shall not participate in the decision of the board.

16. Records and Use of Decisions

16.1 The Saskatchewan Karate Association shall maintain a record of all decisions of hearing committees and of all decisions of the board on appeal.

16.2 The hearing committee and board may consider the decisions of previous hearing committees and boards, but are not bound by the precedent.

16.3 Decisions of a hearing committee and decisions of the board on appeal are matters of public interest and shall be publicly available without disclosing the names of the individuals involved. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

16.4 If the committee or board decides that making the decision publicly available will unduly violate the privacy of any person, the committee or board may direct that the decision or part of the decision should be kept confidential.

16.5 Decisions resulting in termination of membership or in a suspension of membership rights for one year or longer shall be reported to the Dispute Management Office of Sask Sport Inc. who may provide information from the decisions to its membership, including the names of persons who have been the subject of the discipline.