



**SASKATCHEWAN SENIOR FITNESS ASSOCIATION INC.  
(SSFA)**

**POLICIES AND PROCEDURES MANUAL**

Updated: June 7, 2019

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The mission of Saskatchewan Senior Fitness Association (SSFA) is to improve the total well-being of Saskatchewan seniors through participation in:

REGULAR PHYSICAL ACTIVITIES;

CULTURAL ACTIVITIES;

SOCIAL ACTIVITIES,

AND INTELLECTUAL ACTIVITIES.

We do this by:

1. Organizing the 55+ Games as an opportunity for the 55+ population of Saskatchewan to participate in activities of their choice.
2. Encouraging year-round participation in activities at the District level.
3. Promoting community awareness of the contemporary image of the 55+ population as physically active and socially engaged.
4. Increasing participation in recreational activities in the community by providing adults opportunities to take part in workshops and clinics to learn new skills and benefits of being active.
5. Offering two types of memberships: 50+ and associate membership to individuals 49 years of age and younger.
6. Issuing newsletter to all members.
7. Promoting and/or supporting 55+ Games on a national level.
8. Involving adults as participants and organizers at local and provincial levels.
9. Developing leadership, organization and participation skills.
10. Developing equal opportunities for all adults regardless of age, sex, ability or handicap.

## **SSFA INC. – Who are we?**

1. The Saskatchewan Senior Fitness Association Inc. (SSFA) is a volunteer non-profit, non-government organization formed on December 7, 1984, with the objective of improving the total well-being of Saskatchewan seniors 50 years of age and over through the promotion of active living, wellness and participation.
2. The provincial organization known as the Saskatchewan Senior Fitness Association Inc. shall be referred to as the SSFA in this document.
3. Saskatchewan residents 50 years of age and older may become a member of SSFA with voting privileges at the Annual General Meeting (AGM). An Associate Membership with no voting privileges at the AGM is available to Saskatchewan residents 49 years of age and younger.
4. The SSFA is an incorporated entity registered with Corporate Registry of Saskatchewan; entity # is 207947. SSFA is a registered charitable organization that was incorporated on March 25, 1986.
5. The SSFA logo is the property of the SSFA and shall be used in the promotion of SSFA workshops, walking program and the 55+ Games. The logo shall be used by the 55+ Games Host Committee in conjunction with other logos that support the Provincial 55+ Games and permission for its use is terminated upon completion of the games. The logo must be legible and the integrity of the logo must not be diminished.
6. The SSFA operates as a Board of Directors. The eight district directors and alternates shall be elected at the district level and confirmed at the Annual General Meeting.
7. SSFA Officers and Directors at Large are elected at the SSFA AGM usually held in May/June of each year. Officers and Directors at Large so elected shall serve for a one year period or until such time as elections shall be held. Elected positions will be declared vacant and nominations will be called for.
8. The SSFA Board of Directors must approve the annual membership fee for members at the AGM. The membership year is based on the fiscal year commencing on April 1 of a year and ending on March 31 of the following calendar year.
9. The SSFA has insurance coverage under the AON - Saskatchewan Parks & Recreation Association Insurance Program. Insurance coverage includes:
  - \* Commercial General Liability Insurance,
  - \* Participants' Liability Insurance,
  - \* Directors' and Officers' Liability Insurance, and
  - \* Fidelity Bond – Employee Dishonesty.

## DISTRICT SSFA COMMITTEES

10. The District SSFA Committees are not incorporated under the Saskatchewan Corporation Act. Each District SSFA Committee has an independent executive with a President, Vice- President, Treasurer, Secretary and Past President and may elect members at large.

### **District SSFA Committees are responsible for the following:**

- a. To promote and support the programs and projects of SSFA in their district. This includes leadership in developing partnerships with local organizations, and public awareness to attract interest and new members through a communications strategy to keep the public aware of activities.
- b. To elect a representative and an alternate to the SSFA Board of Directors at the District's Annual General Meeting.
- c. To maintain control of all financial matters including the expenditures and the reporting of financial information to their members and to the SSFA.
- d. To complete an annual Operating Plan and proposed budget to receive an annual allocation from SSFA. This includes reporting results every six months to the SSFA Provincial Treasurer who consolidates the District SSFA Committee reports. The budgets and report of results are the basis to receive an annual grant from the Saskatchewan Parks & Recreation Trust Fund (SPRA). The lottery funding is administered by the SSM (Saskatchewan Seniors Mechanism) on behalf of SPRA.
- e. To conduct several meetings to plan and deliver SSFA goals and objectives in the District's Operating Plan. The fall meeting is important as this is the time to receive ideas for completion of the Operating Plan and proposed budget for funding for the forthcoming year. The AGM in the fall provides the opportunity for the new executive to be part of the planning process.
- f. To collect membership fees and record on a Membership List, the members' names including addresses, email, age and telephone numbers, and a breakdown by age categories and forward the Membership List and membership fees to the SSFA Provincial Treasurer in August each year.
- g. To establish a bank account under the name " \_\_\_\_\_ District SSFA Committee".
- h. To reimburse all expenses reasonably incurred by District SSFA Committee members while engaged in the affairs of the district.

- i. To generate funds as necessary for the operation of the District SSFA Committee. One of the options is to apply for community grant funding or similar funding and it usually requires the entity to be incorporated. As these committees are not incorporated under provincial legislation and in order to obtain such a grant, the application must be forwarded to the SSFA Provincial Treasurer for review and to obtain the SSFA corporation number. Any grant application or report must be forwarded to the Provincial Treasurer for review prior to submission to the funding agency.

When disbursing the funds, it is incumbent upon the funding agency to issue the cheque to “SSFA Provincial”. The Provincial Treasurer will re-issue the cheque to the District SSFA Committee.

Any donations must be paid directly to SSFA if the funding organization requires an official receipt. The donation will be re-issued to the District SSFA Committee.

### **SSFA INC. – How are we organized. (*Refer to Constitution – Item #54*)**

11. The Board of Directors shall act honestly and in good faith consistent with the best interest of SSFA. This includes due care, diligence and skills to provide sound stewardship of SSFA resources entrusted to them.
  - a. The SSFA Board of Directors shall have a maximum of 20 members with each member having one vote. The executive shall be the following:
    - 1) President
    - 2) Vice President
    - 3) Treasurer
    - 4) Secretary
    - 5) Past President

The positions of the Executive Committee shall be filled by a majority vote at the Annual General Meeting. The Executive Committee is responsible to the Board of Directors for the SSFA program between meetings of the Board and the AGM. The Directors shall meet by any means as necessary and acceptable to the majority.

The SSFA Board of Directors shall include the following:

- 1) The Executive
- 2) 8 Directors appointed by the District Committees
- 3) 7 Directors at Large

- b. The Executive shall appoint the following Chairpersons:
    - 1) Nomination Committee
    - 2) Resolutions Committee
    - 3) Constitution Committee
    - 4) Finance Committee
    - 5) Public Relations Committee
    - 6) SSFA Provincial Games Committee
    - 7) Harassment and Abuse Committee
    - 8) Membership Committee
12. Any Director who acts in a manner inconsistent with the interest and reputation of SSFA shall be deemed in conflict of interest. *Refer to the Code of Conflict Policy, item 56.*

## Meetings

13. The SSFA Board of Directors shall meet at least three times a year plus the Annual General Meeting. Each director present at a meeting of the Board of Directors shall have one vote. A majority of voting directors personally present shall constitute a quorum. The time and place shall be determined at least two weeks prior to the meeting date with the exception of the AGM which is 30 days.
14. The Directors may, at their discretion, convene a special meeting at any time.
15. The Directors may meet by teleconference or other electronic means provided that Directors have the opportunity to communicate adequately with each other.
16. Meetings may be held by teleconference in accordance with the following procedures:
- a. All Directors shall receive at least forty-eight hours advance notice;
  - b. A Majority of the Directors agree to the teleconference;
  - c. An agenda is circulated and agreed to in advance;
  - d. If a vote is required, the President shall verbally poll each of the participating Directors entitled to vote and then announce the results of the vote;
  - e. A record of the meeting in the form of minutes shall be prepared by the Secretary and circulated to all Directors;
  - f. The minutes shall be approved at the next face-to-face meeting.

17. Meetings may be held by electronic mail in accordance with the following procedures:  
*(Refer to item # 51: SSFA – Voting by Email Policy)*
- a. All Directors shall receive at least forty-eight hours advance notice;
  - b. A majority of the Directors agree to the electronic mail;
  - c. An agenda is circulated and agreed to in advance;
  - d. All Directors have adequate and equal access to computer connections;
  - e. If a vote is necessary, the question shall be agreed and circulated with votes/replies to be provided to the President who shall tabulate them and announce the results of the vote. The President shall retain hard copies of the votes and provide the Secretary with paper copies;
  - f. A record of the meeting in the form of minutes shall be prepared by the Secretary and circulated to all Directors; and
  - g. The minutes shall be approved at the next face-to-face meeting.

### **Role of the President and Directors**

18. The President's responsibility is to:
- \* chair meetings; call regular, special and AGM meetings;
  - \* ensure adherence to the SSFA goals and objectives, Policy and Procedures Manual, Non-Profit Corporations Act, 1995 and Roberts Rules of Order;
  - \* facilitate orientation of new Directors;
  - \* represent the SSFA on provincial/national issues, i.e. provincial/national games/media;
  - \* initiate and respond to written and/or oral communications externally and internally; and,
  - \* preside as the ex-officio member of all committees.

The Directors exercise all the powers of the SSFA. The Executive Committee carries on the business of the SSFA between AGMs. Generally speaking, the primary responsibility of the Board of Directors is to:

- \* promote the SSFA programs throughout the province;
- \* review and approve the goals and objectives of the SSFA;
- \* approve proposed budget for funding and reporting results;



- \* approve the location of the 55+ Games, and establish the registration fee;
- \* provide information and guidance to the Host Committee;
- \* approve the SSFA 55+ Games Rule Book;
- \* approve publications such brochures and advertising;
- \* assist in obtaining funding for the Provincial 55+ Games from the Saskatchewan Games Council;
- \* receive recommendations presented by a Committee;
- \* provide financial accountability and reporting;
- \* provide leadership and public awareness strategies; and,
- \* assume responsibility for tasks required for the optimum functioning of the SSFA Board.

19. The Directors shall provide their District SSFA Committee with information on decisions made by the Board of Directors affecting their district's operation.

## **Governance**

20. Meetings are generally run informally other than for the passing of resolutions (motions). Roberts Rules of Order for parliamentary procedure will be used to conduct meetings. Reference the Constitution of the Sask. Senior Fitness Association Inc. for other areas such elections, etc.

## **Committees (*Refer to Appendix A - Responsibilities – Item #60*)**

21. The SSFA Directors may delegate some, but not all, of their powers to committees or individual Directors. The President is an ex-officio member of all committees. Committees must report at the SSFA Board meetings, at the Annual General Meeting or at a Special Meeting. Committees do not have the power to act for, or on behalf of, the SSFA Board or otherwise commit or bind the SSFA to any course of action. Committees only have the power to make recommendations to the Executive Committee or the SSFA Board of Directors for a formal decision.

In relation to resolutions, the Resolutions Committee must receive resolutions from district meetings thirty days (30) prior to the SSFA Annual General Meeting.

## **Media Spokesperson**

22. Generally, the President is the spokesperson for the SSFA during the 55+ Provincial Games or when requested by local/provincial media. At other times, Directors may speak on behalf of the SSFA in their respective district but only in regard to matters that have been approved by the SSFA.

## **Honorarium**

23. SSFA Directors are not remunerated for being or acting as Directors but shall be reimbursed for all expenses necessary and reasonably incurred by them while engaged in the affairs of the SSFA. (*Articles of Incorporation- March 25, 1986*)

## **Conflict of Interest**

24. All potential conflicts of interest must be declared openly to promote and to sustain the level of trust and power needed. *Refer to Conflict of Interest Policy, Item 56.*

## **FINANCIAL MANAGEMENT**

25. The custody of funds and accurate accounts of all assets, liabilities, receipts and disbursements of the SSFA shall be recorded and reported in accordance with the Canadian generally accepted accounting principles as set out in the Canadian Institute of Chartered Accountants Handbook.
26. The financial institute rendering service to the SSFA must be approved by the Board of Directors.

## **Budget and Financial Reports**

27. The Board of Directors approve the proposed budget request for funding from SPRA which is administered by SSM (Saskatchewan Seniors Mechanism).
28. The Board of Directors approve the annual allocation of the approved budget to the District SSFA Committees in March/April each year.
29. The Annual Return of the SSFA must be submitted annually to the Corporate Registry. The audited year-end financial statements for the previous year shall be submitted for approval of the members at the AGM and filed annually with the Corporate Registry.
30. The SSFA Provincial Treasurer shall consolidate the District SSFA Committees' financial statements and report of results every six months for the SSFA Board and SSM.
31. The SSFA Provincial Treasurer shall provide an accounting of all transactions and statement of the financial position of the SSFA at each Board of Directors' meeting or as requested.

32. The SSFA Provincial Treasurer shall complete and file with Revenue Canada, the GST Rebate every six months (September and March) and the Charitable Income Tax Return annually (September). The SSFA Inc. does not pay income tax because no part of the corporation income is available for the personal benefit of any member. Should the corporation distribute any of its earnings to its members for purposes not specifically permitted in the Non-Profit Corporation Act, 1995, the SSFA Inc. would be committing an offence pursuant to that act and CRA would no longer view SSFA Inc. as a Non-Profit organization.

### **Expense Claims**

33. The SSFA will pay for out of province expenses by resolution of the Board of Directors. The Board of Directors are expected to travel by the most reasonable and economical means.
34. Hotel accommodations, and other related travel expenses, by resolution, will be paid for Directors to attend SSFA meetings, and SSFA 55+ Host Committee meetings, and/or represent the SSFA at conferences/meetings.
35. Meal allowances, mileage rate and accommodations will be paid in accordance with the rates approved by the Board of Directors.

### **Audits and Auditor**

36. The Board of Directors shall at each AGM, appoint an auditor or auditors to audit/review the accounts of the SSFA. The auditor may attend the Annual General Meeting. The auditor shall be remunerated for their services.

## **AFFILIATIONS AND MEMBERSHIP**

### **External Affiliations**

37. SSFA is a member of the Canadian Senior Games Association (CSGA) and shall submit membership fees as determined by the CSGA.

The SSFA appoints a representative to the CSGA Board of Directors. A report is provided at the CSGA Annual General Meeting to include details of the promotion of the SSFA 55+ Games.

SSFA is an Associate Member of the Saskatchewan Parks and Recreation (SPRA) and shall submit an annual membership fee in March of each year.

External agencies requests for advertising on the website shall be reviewed and approved based on SSFA policy and criteria.

External agencies such as SSM (Saskatchewan Senior Mechanism) and Saskatchewan Lotteries must be acknowledged by using their logo where applicable.

## Internal Affiliations

38. Membership in the SSFA shall be open to any individual who wishes to become a member to participate in activities or as a volunteer.

SSFA membership fee is \$5.00. District committees charge an additional district administration fee when a SSFA membership is purchased.

Refer to the website [www.ssfa.ca](http://www.ssfa.ca) for membership benefits.

## SSFA 55+ GAMES

39. The objective of the SSFA 55+ Games is to enhance the active lifestyle of all seniors regardless of age or ability through participation in the sports, cultural, social and recreational events of the program.

40. The Provincial SSFA Games Committee consists of the SSFA President, Secretary, and two or three other representatives. The Committee is responsible for recommending for approval by the SSFA Board changes to the events listed in the SSFA Rule Book.

In an advisory capacity, the SSFA Games Committee Chairperson shall provide the Provincial 55+ Games Host Committee with guidance by telephone, email or in person by attending meetings. Support also includes the availability of the Games Hosting Manual, Rule Book, and previous games final reports. The events offered at the games shall be approved by the SSFA Board based on the popularity of the event.

41. The Provincial SSFA Games Committee is responsible for inviting communities to submit bids to host the 55+ Provincial games. The committee makes recommendations to the Board of Directors in the selection of the host community to organize the provincial games. It is ideal to have a successful bid approximately two years in advance.
42. The District SSFA Committees provide a support role to the Provincial 55+ Games Host Committee in determining eligibility and the registration of their competitors.
43. The responsibilities of SSFA and the 55+ Games Host Committee are outlined in the Hosting Agreement approved by the Board of Directors.
44. The SSFA President will sign the SSFA 55+ Games Host Agreement on behalf of SSFA.
45. The net profit or loss realized through the delivery of the 55+ Games will be handled in accordance of the Host Agreement between the SSFA and the SSFA 55+ Games Host Committee.

## Games Participation

46. Competitor: One who is 55+ by December 31 in the year of the district or provincial games and is a member of the SSFA. Competitors must pay the Provincial games

registration fee determined by SSFA. This entitles the competitor to take part in their chosen event and ceremonies and/or entertainment offered at the Provincial games.

Non-Competitor: One who has paid a Provincial games registration fee to attend the Provincial 55+ Games as a spectator. Non-competitors will be entitled to take part in ceremonies and/or entertainment offered at the Provincial games.

### **Responsibilities of Competitors and Non-Competitors.**

47. As a condition of participating in the SSFA 55+ Games, competitors and non-competitors provide personal information to determine eligibility, age category, schedules of play, appropriate level of competition and to report results of the 55+ Games. The SSFA Board members, the Host Committee members, and volunteers will not use or disclose personal information for any additional purposes unless consent is received. This agreement has important provisions which limit the liability of the organizers.
  - a) Sign the “Release, Waiver and Assumption of Risk” and the “Authorization to use written material, photographs and videography” declaration included in the “District/Provincial 55+ Games Registration Form”, acknowledging that the SSFA Host Committee and SSFA will not be responsible for any medical and health care costs incurred.
  - b) Competitor and non-competitor must complete a SSFA Health Form and is worn inside the name tag for the duration of the games. The information provided will be available to medical personnel only in an emergency.

### **Protest Committee**

48. The SSFA 55+ Host Committee will establish a Protest Committee to hear any protests resulting from the Games. Protests are submitted in writing and signed on the Official Protest Form, which is turned into the Games Office or specific Event Coordinator within one hour after completion of the game/event/heat. The Protest committee will rule on technical, rules-related disputes. The decision by the Protest Committee will be given, in writing, to the person who signed the protest form with a copy to the Event Coordinator. The Protest Committee’s decision is final.

In general, a protest should be verbally indicated at the time of the occurrence, then followed within one hour of completion of the event by a formal written protest. The team manager/District President for the person or persons involved should be notified so that input can be given, before any final decision is made.

The Protest Committee will be made up of the following:

- \* Games Services Chairperson (overall person in charge of Games events);
- \* Event Coordinator (person in charge of the specific event); and
- \* SSFA Games Committee representative.

#### **SMOKING / ALCOHOL / SCENT FREE AND WHEELCHAIR ACCESSIBILITY**

49. a) All indoor venues will be smoke/vaping and scent free in the specific area of play.
- b) Participants may not consume alcoholic beverages during the time they are engaged in active event competition.
- c) All venues are to be wheelchair accessible or that provisions are made to assist people requiring it.

#### **WEBSITE MANAGEMENT (*Refer to Appendix A – Responsibilities, Item #60*)**

50. The SSFA website ([www.ssfa.ca](http://www.ssfa.ca)) is managed and maintained by a designated member of the Board to periodically update the website homepage. This includes the rulebook, photographs taken at both the SSFA 55+ Games and the Canada 55+ Games, results and pertinent information to promote and keep the public apprised of the activities of the SSFA.
51. Each District SSFA Committee shall update Districts' webpages with current and planned activities along with photographs taken at clinics, games and district sponsored events.
48. The SSFA website shall provide a link to the Canadian Senior Games Association, SSM, SPRA, Active Aging Canada, Sask. Games Council and Sask. Sport Inc. and other websites that support SSFA mandate.
49. The website will maintain a limited history of the games and links to official games sites as long as those sites exist.

## RECORDS RETENTION POLICY

50.

### SASKATCHEWAN SENIOR FITNESS ASSOCIATION INC. (SSFA PROVINCIAL BOARD) RECORDS RETENTION POLICY

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the SSFA organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should to forward to the President and discussion with the Board of Directors.

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>
Corporation	Articles of Incorporation	Permanent
	Constitution	Permanent
	Corporate Seal	Permanent
	Charitable Organization Registration	Permanent
	Board & committee meeting agenda and minutes	Permanent
	Conflict of interest disclosure forms	Permanent
	Sask. Charitable Corporation - (annual Return) (Official list of Board of Directors)	7 years
	Corporation Resolutions	Permanent
	Complaint Policy and Procedures	Permanent
Finance and	Financial Statements (Reviewed/audited)	7 years
Administration	Auditor's management letters	7 years
	Cheque register and checks	7 years
	Bank deposits and statements	7 years
	General ledgers (includes bank Reconciliations)	7 years
	Correspondence - general	3 years
	Official SSFA Membership Registry	7 years

	Outline of Committee Responsibilities	Permanent
	Policy & Procedures Manual	Permanent
	Grant Applications (SSM)	3 years
	Report of Results report	3 years
	Operating Plans	3 years
Insurance Records	AON Insurance Policy - recent	Permanent
Tax - CRA	GST Applications & Receipts	7 years
	Charitable Organization T3010 Tax Form	7 years
55+ Games Program	Host Committee Final Games Reports & Audited Financial Statement	10 years
	Grant Application to Sask. Games Council	10 years
	List of Competitors and Non-Competitors (Computerized report)	6 years
	SSFA Rulebook (latest Version)	Permanent

All records must be stored in chronological order, clearly marked including the destruction date.

Reference: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) – Registered Charity organization.

SSFA Records Retention Policy, Sept. 2015  
Prepared: SSFA Meeting – updated June 7, 2019



## 51. SSFA – VOTING BY EMAIL POLICY

A motion on the method of voting is required if the method is NOT one of the three methods: voice, show of hand, or rising.

When an issue requiring a decision is brought forward between meetings, a conference call may be initiated by the President with all Directors to determine if the issue needs a prompt decision or deferred to the next regular meeting or the next AGM.

- 1) After deliberation, if there is a consensus that an immediate vote must be taken, the President asks for a motion/second and calls for a vote from each Director. If there is a quorum on the conference call, the motion is either passed or defeated.
- 2) After deliberation, if there is a consensus that an immediate vote cannot be taken but cannot wait until the next regular meeting or the next AGM, the President asks for a motion/second for an email vote on the topic.

The procedures are followed as outlined.

- a) A ballot is sent to each Director by the President or Secretary stating exactly what is to be voted on (motion) and asking that the email be acknowledged as received. The subject line (or equivalent) should contain the term “ballot.”

If a vote is to be counted, the ballot should clearly designate the choices.

Here are two hypothetical examples:

I vote \_\_\_\_\_ (fill in “yes,” “no,” or leave blank)

I vote for \_\_\_\_\_ (fill in “Jones,” “Miller” or leave blank).

- b) An email meeting (vote) is called to order with a message from the chair containing a subject (or equivalent) line stating “Call to order” and a body beginning with “The email meeting will come to order.”
- c) Votes from each participating Director will be sent to the Secretary or the President by email, recorded by that individual, and the result of the vote announced. A quorum will be established once a majority of the total number of Directors has responded and is available. Email votes will be retained by the Secretary or the President until the conclusion of the next regular meeting or the AGM.

**SSFA EMAIL VOTE (EXAMPLE)**

**SUBJECT:** Call to order - Ballot

The email meeting will come to order for the Board of Director's to vote on the following:

**MOTION:** Moved by xxxxxxxxxxxx and seconded by xxxxxxxxxxxx that we accept xxxxxxxxxxxx offer to develop a draft "Staging Manual for the Sask. Senior Fitness Association and to be presented for feedback and approval at the 20XX AGM and ready for the 20XX Host Committee to be accompanied by the Host Agreement.

The deadline to respond is September 30, 20XX.

I vote \_\_\_\_\_ (Fill in "yes", "No" or leave blank)

Please email your ballot to the President, XXXXXXXX:

Email address

Date issued – September 15, 20XX

SSFA Email Voting Policy, March 7, 2019

## ADVERTISING / LINKAGES ON SSFA WEBSITE POLICY

### 52. Advertising / Linkages on SSFA Website

Every link and advertisement requests will be the responsibility of the Public Relations Committee to review and submit to the website. An email will be forwarded to the requesting organization of the action taken and discuss renewal time-frame as required.

#### **Non-Profit organizations:**

- Have reciprocal links to each other's links on respective sites. No money is involved.
- No cost to compatible, non-profit organizations that promote seniors, fitness or health lifestyle. Website requests for "illness-type" organizations (although worthy organizations) such as kidney, alzheimers, etc. would be declined.

#### **Other:**

- Accept sites where SSFA is allowed to put a link on their site free of charge.  
Example: Melville Tourism or Melville Millionaires

#### **Logos – advertising cost:**

Placed attractively at the bottom of a page, a maximum of six logos could be accepted, not more than 1 inch in size, a non-profit association could be charged \$100.00 per year per page; commercial organizations could be charged \$200.00 per year per page.

Website Advertising & Linkages Policy, October 12, 2012

## #53.

### Use of Association Name, Logo and other Graphic Images



#### **Policy Statement:**

The logo is the property of the Saskatchewan Senior Fitness Association Inc. (SSFA) and prior permission must be obtained in writing by other organization(s) to use the logo or the tag line, "You can do it." The graphic design and pantone colours were approved by the Board of Directors in 2013. Graphic design may be obtained from the SSFA Provincial President.

The use of the SSFA logo in a unified consistent manner will help to enhance the positive image that we are currently maintaining in the Province of Saskatchewan. Authorized use of the Association's name, logo or other graphic images must adhere to specifications and guidelines.

#### **Using the SSFA trademark - Logo:**

- \* The logo may only be used in marketing or other publicity materials for the benefit of SSFA mandate and activities.
- \* The logo may not be used in any way that suggests that SSFA is affiliated with, sponsors, approves or endorses another organization, unless such a relationship exists.
- \* The design of the logo must be the approved digital artwork and may not be modified and must remain clear and distinct. The Logo must be placed on the left side, on the front of the t-shirts, golf shirt or jacket. The logo must be at least 1" in height.

The pantone colours are: Green (377), Blue (3135) and Orange (145). The white has no colour code. The color of the logo may not be changed, except that the logo may be all black or reversed out in white on a dark background.

- \* The logo must be legible and the integrity of the logo must not be overshadowed by other logo(s), artistic design or information displayed.
- \* The logo may not be used in a manner that tarnishes the SSFA reputation and goodwill.
- \* Users of the logo may be requested by SSFA to provide samples of any materials that include the logo for purposes of determining compliance with this policy.

From time to time, the SSFA Provincial Board of Directors and the SSFA Provincial 55+ Games Host Committee may be granted authorization to use the name, logo or other graphic images of government agencies or organizations associated with the SSFA as sponsors. As a recipient of funding, SSFA is required to recognition the government agency and/or organization(s). This is governed by the agreements reached between the SSFA and the government and/or organization.

The SSM (Saskatchewan Seniors Mechanism) administers the Sask. Lotteries Trust funding received from Saskatchewan Parks & Recreation (SPRA). The Sask. Lotteries Graphic Standards and logos/advertisement are available on the Sask. Sport website. The use of the SSM logo is required with the exception of the SSFA Provincial 55+ Games program which must recognize the Saskatchewan Lotteries as funding is received from the Saskatchewan Games Council. Funding recognition must be acknowledged from all individuals, businesses and organizations as sponsors.

### **Guidelines:**

#### **Provincial Board Officers of the SSFA**

These Officers may use the SSFA's name, logo and other graphic images if such use is:

1. Intended for official Association business;
2. Intended for internal use and/or external distribution;
3. Not for personal use.

#### **District level use**

Officers at the district level may use the Association's name, logo and other graphic images if such use is:

1. Intended for official District business;
2. Intended for internal use and/or external distribution;
3. District purchased t-shirts, golf shirts and jackets for the participants are the district's exclusive property. The SSFA logo must stand on its own, on the left hand side of the garment. The "Saskatchewan Lotteries" logo is displayed under the SSFA logo. The design and colour must be exactly the same as the official SSFA logo. If it is not possible to replicate the colours, then the colour may be all black or reversed out in white on a dark background.
4. District Committees have the authority to use other organization's name and logo on their wearing apparel if funding has been received to fund the purchase.

5. The logo may not be used on any publications, wearing apparel and the website associated with conflict of interest sponsors that promote tobacco, alcohol, cannabis, politics, discrimination, religion or pornography.

### **SSFA Provincial 55+ Games use**

SSFA logo may be used in promotional/marketing material such as press releases, displays, newspaper articles, official games program booklet, and publicly-placed posters. The logo will also be included on stationary letterhead, schedules and other printed documents originating from the Games Office. The SSFA logo may be used in conjunction with other logos that support the SSFA Provincial 55+ Games. Upon the completion of the SSFA Provincial 55+ Games, and finalization of all internal processes/final report, permission for the use of the logo is terminated.

### **External Community**

The SSFA does not permit the use of its name, logo or other graphic images in any external announcement, advertisement, publication or report if such use in anyway implies SSFA's endorsement of any product or service, unless there is an agreement in place between the SSFA and the organization or its advertising agency seeking to do so.

### **SSFA Board of Directors Exclusive Use only:**

#### **SSFA Domain Name**

Domain names that imply association with the SSFA cannot be registered regardless of who is providing the domain name service, unless permission has been obtain from the SSFA Provincial Board of Directors.

#### **SSFA Corporate Seal**

The use of the SSFA corporate seal is the authorized responsibility of the SSFA Provincial Board of Directors.

SSFA Logo Procedures for use, May 2019

54.

## **Constitution of the Saskatchewan Senior Fitness Association Incorporated – updated June 2012**

### **Constitution of the Saskatchewan Senior Fitness Association Incorporated**

I. NAME

This Organization shall be known as THE SASKATCHEWAN SENIOR FITNESS ASSOCIATION INCORPORATED, and throughout this document will be referred to as the SSFA.

II. AIMS

The mission statement of the Saskatchewan Senior Fitness Association is to improve the total well-being of Saskatchewan people 50+ through participation in:

1. Cultural activities
2. Social activities
3. Intellectual activities
4. Regular physical activities

III. PARTNERSHIP

The SSFA will maintain close partnerships with:

- A. Government of Saskatchewan ministry whose mandate is responsible for seniors
- B. Government of Saskatchewan ministry whose mandate is responsible for sport, recreation and culture
- C. Saskatchewan Parks and Recreation Association (SPRA)
- D. Saskatchewan Games Council
- E. Government of Canada department responsible for sport, recreation and culture
- F. Saskatchewan Seniors Mechanism
- G. Canada 55+ Games Association
- H. Other seniors' organizations

IV. MEMBERSHIP

1. A member is any citizen of Saskatchewan who has attained or exceeded the age of 50 years and who has paid the prescribed fee as determined by the finance committee and passed by the board of directors.
2. All members in good standing are eligible to vote at the annual meeting and special meetings.

3. Associate members are members who are less than 50 years of age. They will have a voice but not a vote. They will pay membership fees and will be covered by insurance.

V. DUES/FEES

Districts may incorporate administration fees over and above the required provincial membership fee.

VI. OFFICERS AND DIRECTORS

A. The executive officers shall be the following:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Past President (ex-officio)

B. The board directors shall be the following:

1. The executive
2. 8 district directors
3. 7 directors at large

C. The executive shall appoint the following chairpersons:

1. Nomination committee
2. Games committee
3. Membership committee
4. Resolutions committee
5. Abuse and Harassment committee
6. Constitution committee
7. Finance committee
8. Public relations committee

VII. ELECTIONS

At the time decided during the annual general meeting, nominations and elections for officers and directors will be conducted.

1. The nomination committee shall present a list of declared candidates for officers.
2. Officers and directors so elected shall serve for a one year period or until such time as elections shall be held.
3. Elected positions will be declared vacant and nominations will be called for.



4. Nominations from the floor will be received.
5. The eight district directors and alternates shall be elected at the district levels and confirmed at the annual general meeting.
6. In the event elections are required to fill the position of the executive members and directors at large, a vote by ballot will be the method used.
7. The immediate past president shall be declared ex-officio.
8. Vacancies within the executive positions and directors at large will be filled or replaced by a majority vote from the remaining executive and directors.
9. Vacancies within the district directors will be filled by appointment from within the district where the vacancy occurred.
10. The term of office for the elected positions shall be from the adjournment of the SSFA annual meeting to the adjournment of the SSFA annual meeting the following year.

VIII. RESOLUTIONS

Resolutions presented and accepted at district meetings that affect the provincial association must be received by the president thirty (30) days prior to an annual general meeting. Resolutions so received will be presented for ratification.

IX. REMOVAL OF MEMBERS, DIRECTORS OR OFFICERS

A member, director or officer of the SSFA, that involves it or any of the district committees in a legal dispute, or hires a lawyer to defend his or her actions without first having a majority vote of the executive to do so, will be liable to suspension and will be required to pay costs and absorb the responsibility for such actions.

X. MEETINGS

A. Annual meeting

1. The annual meeting of the SSFA must be held within three months of the end of the fiscal year
2. Notice of the annual meeting shall be sent to the board members not less than two months prior to the meeting
3. The agenda for the AGM shall include:
  - i) Minutes of previous annual general meeting
  - ii) President's report

iii) Treasurer's report – audited financial statement

iii) Fee structure

iv) Appointment of an auditor

v) Elections

B. Special meetings of the SSFA may be called to deal with a defined agenda.

C. The executive may call executive meetings during the year. The executive shall decide the place, time and date.

D. A quorum at executive meetings shall be three.

E. A quorum at a board meeting shall be 50% plus 1 of the elected members.

XI. VOTING PRIVILEGES

A. Executive meetings – voting privileges shall be exercised by the elected officers. The president shall be called on to vote only in case of a tie.

B. Board meetings – voting privileges shall be exercised by the board members. See VI. B. 2. The alternate district representative may vote only if the district representative is absent.

XII. SIGNING AUTHORITIES

Signing officers are to be any two of: treasurer, secretary, president or vice president.

XIII. FISCAL YEAR

The SSFA fiscal year begins April 1 and ends March 31.

XIV. RESIGNATIONS

A. Where the president of SSFA resigns or is unable to complete the term of office, the vice president shall assume the presidency to the end of the term.

B. Where the vice president resigns or unable to complete the term, the executive shall elect from the board a vice president for the remainder of the term.

C. Where a secretary or a treasurer resigns or is unable to complete the term, the executive shall make an appointment to such office for the remainder of the term.

D. If a vacancy occurs in any other elected office, the executive may fill the position by appointment.

XV. RULES OF ORDER

Roberts Rules of Order for parliamentary procedure will be used to conduct meetings.

XVI. AMENDMENTS TO THE CONSTITUTION

- A. Proposed amendments to the constitution shall be in writing, signed and submitted to the constitution committee.
- B. The constitution committee shall present amendments to the constitution to the executive who shall present a notice of motion to the next SSFA annual general meeting, or special SSFA business meeting.
- C. Amendments to the constitution shall be carried by a vote of two-thirds of the representatives present.

XVII. ENFORCEMENT

This Constitution shall annul all previous constitutions and amendments thereto, and shall become effective at the 2012 annual general meeting.

XVIII. DISSOLUTION

Dissolution of the association: upon liquidation and dissolution of the association or its units, the remaining property after payment of all liabilities, shall be given to such charitable, benevolent, educational corporation or municipal authorities as may be decided by the members.

APPENDIX A

A. Duties of officers

- |                |  |
|----------------|--|
| President      | <ul style="list-style-type: none"><li>- Shall preside at all regular and special meetings of the association and shall be ex-officio member of all committees.</li><br/><li>- Prepare agenda and plan meeting with aid of the secretary and other executive members.</li><br/><li>- Attend to the correspondence of the association.</li></ul> |
| Vice President | <ul style="list-style-type: none"><li>- Shall perform all duties of the president if the president is absent or unable to act.</li></ul>   |
| Secretary      | <ul style="list-style-type: none"><li>- Shall keep an accurate record of all meetings of the association.</li><br/><li>- Assist the president when requested.</li><br/><li>- Make available to the president or members of the board the minutes or records of the association.</li></ul>  |

- Treasurer
- Shall keep the financial records of the association.
  - Receive and record all monies and place same in the account of the financial institution of the association.
  - Arrange for signing of cheques by any two of the four signing authorities—president, secretary, treasurer and vice-president.
  - Pay bills that have been approved by the board.
  - Submit to the annual general meeting an audited financial statement of the association.
  - Make available to the president or the board of directors, the books and financial records of the association on request.
- Directors
- Shall, with the executive officers, conduct the business of the association in accordance with the purposes and the objectives of the association.
  - Attend all meetings, if at all possible.

## CODE OF CONDUCT POLICY

55. The SSFA's reputation and participation environment are based on the actions and behaviours of individuals engaged in activities of the Association including but not limited to, members, competitors (athletes), non-competitors, coaches, referees, official, volunteers, administrators, committee members, and directors and officers of the Association.

### SASKATCHEWAN SENIOR FITNESS ASSOCIATION (SSFA)

# Code of Conduct



April 15, 2019 – Approved by SSFA Board

# SASKATCHEWAN SENIOR FITNESS ASSOCIATION

## Code of Conduct

### Definitions

1. The following terms have these meanings in this Code:
  - a) “*Association*” – **Saskatchewan Senior Fitness Association (SSFA).**
  - b) “*Individuals*” – All categories of membership defined in the Constitution, as well as all individuals engaged in activities with the Association including, but not limited to, competitors, non-competitors, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association.
  - c) “*Harassment*” – Behaviour that constitutes harassment is defined in Section 7(b).
  - d) “*Workplace Harassment or Workplace Violence*” – Behaviour that constitutes workplace harassment and workplace violence is defined in Section 7(c).
  - e) “*Sexual harassment*” – Behaviour that constitutes sexual harassment and workplace violence is defined in Section 7(d).

### Purpose

2. The purpose of this Code is to ensure a safe and positive environment by making Individuals aware that there is an expectation of appropriate behaviour consistent with this Code. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

### Application of this Code

3. This Code applies to Individuals’ conduct during the Association’s business, activities, and events including, but not limited to, competitions, practices, tryouts, travel associated with the Association’s activities, the Association’s office environment, and any meetings.
4. This Code also applies to Individuals’ conduct outside of the Association’s business, activities, and events when such conduct adversely affects relationships within the Association and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the Association. Such jurisdiction will be determined by the Association at its sole discretion.
5. An Individual who violates this Code may be subject to sanctions pursuant to the Association’s *Discipline and Complaints Policy*.
6. An employee of the Association found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Association’s Human Resources Policy, as well as the employee’s Employment Agreement, **as applicable**. Violations could result in a warning, reprimand, access restrictions, suspension and other disciplinary actions up to and including termination of employment/contract.

## Responsibilities

7. Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of the Association members and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the Association
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
    - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
    - v. Consistently treating individuals fairly and reasonably
    - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
  - b) Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:
    - a. Written or verbal abuse, threats, or outbursts
    - b. The display of visual material which is offensive or which one ought to know is offensive
    - c. Unwelcome remarks, jokes, comments, innuendo, or taunts
    - d. Leering or other suggestive or obscene gestures
    - e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
    - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
    - g. Any form of hazing
    - h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
    - i. Unwelcome sexual flirtations, advances, requests, or invitations
    - j. Physical or sexual assault
    - k. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
    - l. Retaliation or threats of retaliation against an individual who reports harassment
  - c) Refrain from any behaviour that constitutes **Workplace Harassment or Workplace Violence**, where workplace harassment is defined as conduct against a volunteer/worker in a workplace that is known or ought reasonably to be known to be unwelcome; and where workplace violence is defined as the exercise of physical force by a person against a volunteer/worker, in a workplace, that causes or could cause physical injury to the volunteer/worker; an attempt to exercise physical force against a volunteer/worker, in a workplace, that could cause physical injury to the volunteer/worker; or a statement or behaviour that it is reasonable for a volunteer/worker to interpret as a threat to exercise physical force against the volunteer/worker, in a workplace, that could cause physical injury to the volunteer/worker. Workplace matters should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment or workplace violence include, but are not limited to:

### *Workplace Harassment*

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate touching, advances, suggestions or requests
- iv. Displaying or circulating offensive pictures, photographs or materials
- v. Psychological abuse
- vi. Discrimination
- vii. Intimidating words or conduct (offensive jokes or innuendos)
- viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

### *Workplace Violence*

- ix. Verbal threats to attack a worker
  - x. Sending to or leaving threatening notes or emails
  - xi. Making threatening physical gestures
  - xii. Wielding a weapon
  - xiii. Hitting, pinching or unwanted touching which is not accidental
  - xiv. Blocking normal movement or physical interference, with or without the use of equipment
  - xv. Sexual violence
  - xvi. Any attempt to engage in the type of conduct outlined above
- d) Refrain from any behaviour that constitutes **Sexual Harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
  - ii. Display of sexually offensive material
  - iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances, or propositions
  - vi. Persistent unwanted contact
- e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport Association
- f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities



- h) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Association programs, activities, competitions, or events. In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Association's events
- i) Respect the property of others and not wilfully cause damage
- j) Adhere to all federal, provincial, municipal and host country laws
- k) Comply, at all times, with the Association's constitution, policies, procedures, and rules and regulations, as adopted and amended from time to time
- l) When driving a vehicle with an Individual:
  - i. Not have his or her license suspended
  - ii. Not be under the influence of alcohol, illegal drugs or substances
  - iii. Have valid car insurance
- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.

### **Board/Committee Members**

8. In addition to section 7 (above), Association's Directors and Committee Members will have additional responsibilities to:
  - a) Function primarily as a member of the board and/or committee(s) of Association; not as a member of any other particular member or constituency
  - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Association's business and the maintenance of Individuals' confidence
  - c) Ensure that the Association's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Association
  - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - f) Behave with decorum appropriate to both circumstance and position
  - g) Keep informed about the Association's activities, the provincial sport community, and general trends in the sectors in which they operate
  - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Association is incorporated
  - i) Respect the confidentiality appropriate to issues of a sensitive nature
  - j) Respect the decisions of the majority and resign if unable to do so
  - k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
  - l) Have a thorough knowledge and understanding of all Association governance documents
  - m) Conform to the rule book, procedures, and policies approved by Association

## Coaches

9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
  - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
  - c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
  - d) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
  - e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
  - f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
  - g) Act in the best interest of the athlete's development as a whole person
  - h) Comply with the Association's *Screening Policy, if applicable.*
  - i) Report to the Association any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
  - j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
  - k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
  - l) Dress professionally, neatly, and inoffensively
  - m) Use inoffensive language, taking into account the audience being addressed
  - n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
  - o) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
  - p) Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities.
  - q) Refrain from conduct that causes physical or emotional harm to Individuals
  - r) Prevent the use of power or authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity.

## **Athletes**

10. In addition to section 7 (above), athletes will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
  - b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
  - c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
  - d) Adhere to the Association's rules and requirements regarding clothing and equipment
  - e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
  - f) Dress in a manner representative of the Association; focusing on neatness, cleanliness, and discretion
  - g) Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

## **Officials/Umpires**

11. In addition to section 7 (above), officials will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rules changes
  - b) Work within the boundaries of their position's description while supporting the work of other officials
  - c) Act as an ambassador of the Association by agreeing to enforce and abide by national and provincial rules and regulations
  - d) Take ownership of actions and decisions made while officiating
  - e) Respect the rights, dignity, and worth of all individuals
  - f) Not publicly criticize other officials or any club or the Association
  - g) Act openly, impartially, professionally, lawfully, and in good faith
  - h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings
  - i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
  - j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Association at the earliest possible time
  - k) When writing reports, set out the true facts
  - l) Dress in proper attire for officiating

## **Parents/Guardians and Spectators**

12. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:
- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
  - b) Condemn the use of violence in any form
  - c) Never ridicule a athletes for making a mistake during a performance or practice
  - d) Provide positive comments that motivate and encourage participants continued effort
  - e) Respect the decisions and judgments of officials, and encourage athletes to do the same. Feedback on competition performance is provided by officials only to the Event Coordinator.
  - f) Recognize that officials, executives and volunteers act in good faith, and in the best interests of the athletes and sport as a whole.

- g) Respect the decisions and judgments of officials, and encourage athletes to do the same
- h) Never question an officials' or umpires' judgment or honesty
- i) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- j) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- k) Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators.

## CONFLICT OF INTEREST POLICY

56. A conflict of interest arises when a person participates in a decision about a matter which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interest affected by or involved in that manner.

Saskatchewan Senior Fitness Association

# Conflict of Interest Policy



June 7, 2019 – Approved by SSFA Board

# Saskatchewan Senior Fitness Association

## Conflict of Interest Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) **“Association” – Saskatchewan Senior Fitness Association**
  - b) **“Conflict of Interest”** – Any situation in which an Individual’s decision-making, which should always be in the best interests of the Association, is influenced or could be influenced by personal, family, financial, business, or other private interests.
  - c) **“Individuals”** – All categories of membership defined in the Association’s constitution, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - d) **“In writing”**- A letter, fax or email sent directly to the Association.
  - e) **“Pecuniary Interest”** - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
  - f) **“Non-Pecuniary Interest”** - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.

### Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the Association. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Association. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Association is connected to their own “pecuniary” or “non-pecuniary” interests. That would be a conflict of interest situation.

### Purpose

3. The Association strives to reduce and eliminate nearly all instances of conflict of interest at the Association – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Individuals will conduct themselves in matters relating to conflict of interest, and will clarify how Individuals shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Individuals.

### Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between an Individual’s personal interest and the interests of the Association, shall always be resolved in favour of the Association.
6. Individuals will not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Association, unless such business, transaction, or other interest is properly disclosed to the Association and approved by the Association.
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment.
- c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Association, if such information is confidential or not generally available to the public.
- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Association, or in which they have an advantage or appear to have an advantage on the basis of their association with the Association.
- f) Without the permission of the Association, use the Association's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Association.
- g) Place themselves in positions where they could, by virtue of being an Association Individual, influence decisions or contracts from which they could derive any direct or indirect benefit.
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Association Individual.

#### **Disclosure of Conflict of Interest**

- 7. On an annual basis, all the Association's Directors, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Association.
- 8. Individuals shall disclose real or perceived conflicts of interest to the Association's Board immediately upon becoming aware that a conflict of interest may exist.
- 9. Individuals shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, officer or director.

#### **Minimizing Conflicts of Interest in Decision-Making**

- 10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Individual will be considered and decided with the following additional provisions:
  - a) The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
  - b) The Individual does not participate in discussion on the matter.
  - c) The Individual abstains from voting on the decision.
  - d) For board-level decisions, the Individual does not count toward quorum.
  - e) The decision is confirmed to be in the best interests of the Association.
- 11. For potential conflicts of interest involving employees, the Association's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity

giving rise to the conflict. The Association will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Association or give rise to a conflict of interest.

### **Conflict of Interest Complaints**

12. Any person who believes that an Individual may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Association's Board who will as quickly as possible decide appropriate measures to eliminate the conflict.
13. The Association's Board decision as to whether or not a conflict of interest exists will be governed by the following procedures:
  - a) Copies of any written documents to be considered by the Board will be provided to the Individual who may be in a conflict of interest situation
  - b) The Individual who may be in a conflict of interest situation will be provided an opportunity to address the Association's Board orally or if granted such right by the Association's Board, in writing
  - c) The decision will be by a majority vote of the Association's Board
14. If the Individual acknowledges the conflict of interest, the Individual may waive the right to be heard, in which case the Association's Board will determine the appropriate sanction.

### **Decision**

15. After hearing and/or reviewing the matter, the Association's Board will determine whether a conflict of interest exists and, if so, the sanctions to be imposed.

### **Sanctions**

16. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
  - a) Removal or temporary suspension of certain responsibilities or decision-making authority.
  - b) Removal or temporary suspension from a designated position.
  - c) Removal or temporary suspension from certain teams, events and/or activities.
  - d) Expulsion from the Association.
  - e) Other actions as may be considered appropriate for the real or perceived conflict of interest.
17. Any person who believes that an Individual has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Association to be addressed under the Association's *Discipline and Complaints Policy*.
18. Failure to comply with an action as determined by the Board will result in automatic suspension from the Association until compliance occurs.
19. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.



## **Enforcement**

20. Failure to adhere to this Policy may permit discipline in accordance with the Association's *Discipline and Complaints Policy*.

**Conflict of Interest - Declaration Form**

I have read the Association’s *Conflict of Interest Policy*, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board, as soon as it is known to me.

I declare the following interests which may represent a potential conflicting interest:

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Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **DISCIPLINE AND COMPLAINTS POLICY**

57. This policy defines the process and the opportunity to resolve conflict of interest issues, a conflict or complaint quickly, fairly and without reprisal.

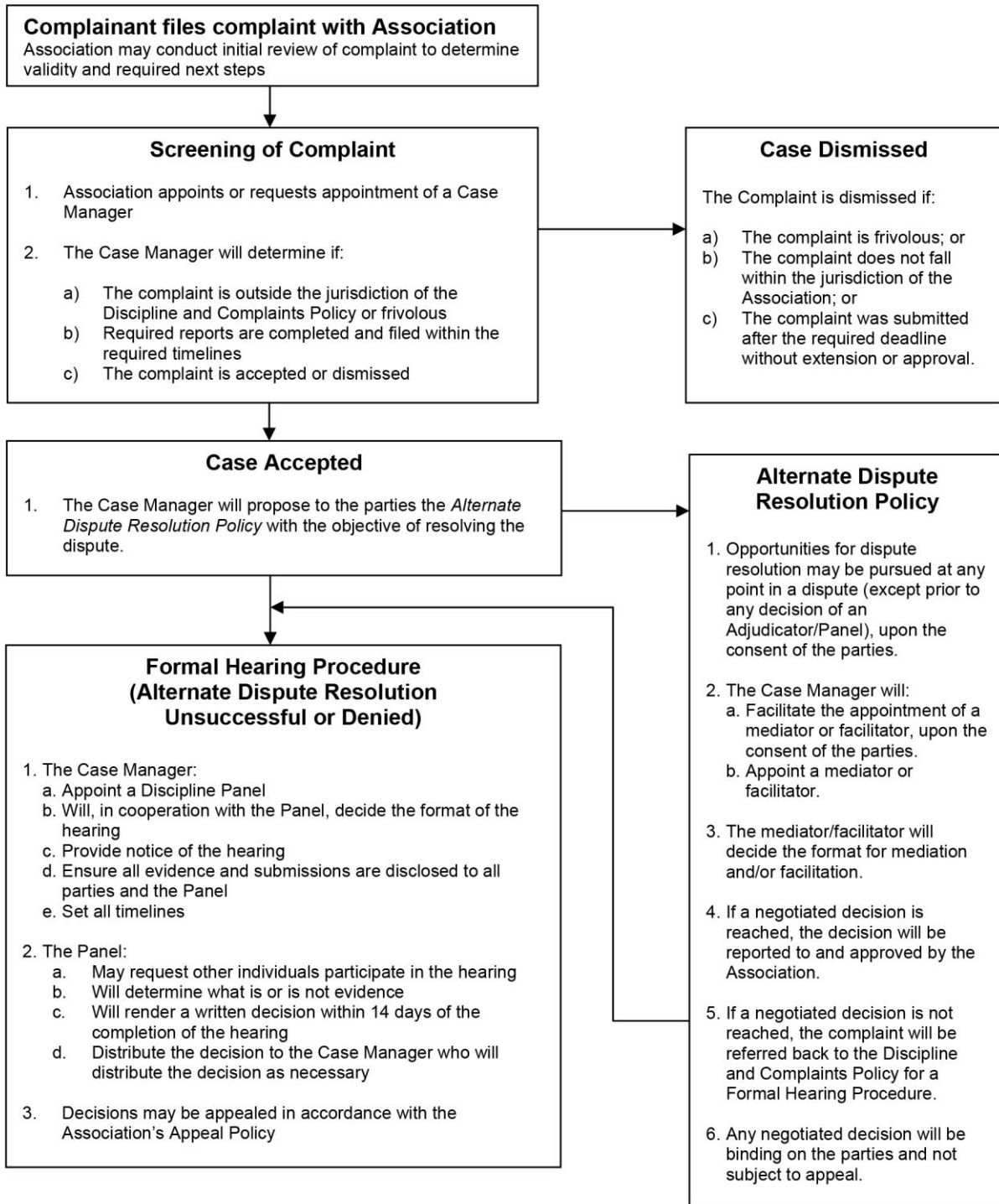
**Saskatchewan Senior Fitness Association**

# **Discipline and Complaints Policy**



**April 15, 2019 - Approved by SSFA Board**

# Discipline and Complaints Policy Flowchart



# Saskatchewan Senior Fitness Association Inc.

## Discipline and Complaints Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Association*” – **Saskatchewan Senior Fitness Association Inc.**
  - b) “*Case Manager*” – An individual appointed by the Association, who need not be a member or affiliated with the Association, to administer this Discipline and Complaints Policy. The Case Manager will comply with the position description described in Appendix “A”.
  - c) “*Complainant*” – The Party alleging an infraction
  - d) “*Days*” – Days including weekend and holidays
  - e) “*Individuals*” – All categories of membership defined in the Association’s Constitution, including clubs, teams, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - f) “*In writing*”- A letter, fax or email sent directly to the Association.
  - g) “*Respondent*” – The alleged infracting Party

### Purpose

2. Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association’s policies, constitution, rules and regulations, and *Codes of Conduct*. Non-compliance may result in sanctions pursuant to this Policy.

### Application of this Policy

3. This Policy applies to all Individuals relating to matters that may arise during the course of Association’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Association activities, and any meetings.
4. This Policies also applies to Individuals’ conduct outside of the Association’s business, activities, and events when such conduct adversely affects relationships within the Association (its work and/or sport environment) or is detrimental to the image and reputation of the Association. The jurisdiction of this Policy will be determined by the Association at its sole discretion.
5. This Policy does not prevent discipline from being applied, during a competition or event. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only.
6. An employee of the Association found to have to be a Respondent will be subject to appropriate disciplinary action subject to the terms of the Association’s *Human Resources Policy*, as well as the employee’s Employment Agreement, as applicable. Violations may result in a warning, reprimand, restrictions, suspension or other disciplinary actions up to and including termination of employment.

## Reporting a Complaint

7. Any Individual may report any complaint to the Association. A complaint must be In Writing and must be filed within twenty-one (21) days of the alleged incident. Complaints should be submitted to:  
SSFA Vice-President  
  
C/o Box 461, Hafford, Sask. S0J 1A0  
  
ollie@sasktel.net
8. A Complainant wishing to file a complaint outside of twenty-one (21) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept or deny the complaint outside of the twenty-one (21) days will be considered by the Association and/or the Case Manager (if assigned). This decision may not be appealed.
9. At the Association's discretion, the Association may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the Association will identify an individual to represent the Association.
10. Resignation or lapsing of membership after a complaint is filed does not preclude disciplinary proceedings being pursued under this policy.
11. Upon receiving a complaint, the Association will review the complaint to determine validity and required next steps.

## Case Manager

12. Upon the receipt and review of a complaint, the Association may appoint or request the appointment of an independent Case Manager to manage and administer complaints submitted in accordance with this Policy and such appointment is not appealable. Case Manager Services will be accessible through Sask Sport from an external firm or pool of individuals with knowledge and expertise in dispute resolution.
13. The Case Manager has a responsibility to:
  - a) Determine whether the complaint is within the jurisdiction of this Policy or frivolous
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Discipline Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

## Procedures

14. If the Case Manager determines the complaint is:
  - a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
  - b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties the complaint is accepted and the applicable next steps.
15. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
16. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

17. After notifying the Parties that the complaint has been accepted, the Case Manager will first, propose the Association's Alternate *Dispute Resolution Policy* with the objective of resolving the dispute. If the dispute is not resolved or the parties refuse the Alternate Dispute Resolution Policy, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
18. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
  - a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
  - b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing and/or decision rendered
  - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
  - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
  - f) The decision will be by a majority vote of the Discipline Panel
19. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate disciplinary sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
20. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
21. If a decision affects a 3<sup>rd</sup> party to the extent that the 3<sup>rd</sup> party would have recourse to a complaint or an appeal in their own right, that 3<sup>rd</sup> party will become a party and apart of the complaint procedure to the complaint in question and will be bound by the decision.
22. In fulfilling its duties, the Panel may obtain independent advice.

### **Decision**

23. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

## Sanctions

24. The Panel may apply the following disciplinary sanctions, singularly or in combination:
- a) Verbal or written reprimand
  - b) Verbal or written apology
  - c) Service or other contribution to the Association
  - d) Removal of certain privileges
  - e) Suspension from certain teams, events, and/or activities
  - f) Suspension from all Association activities for a designated period of time
  - g) Withholding of prize money or awards
  - h) Payment of the cost of repairs for property damage
  - i) Suspension of funding from the Association or from other sources
  - j) Expulsion from the Association
  - k) Any other sanction considered appropriate for the offense
25. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in automatic suspension until such time as compliance occurs.
26. Infractions that result in discipline will be recorded and records will be maintained by the Association.

## Suspension Pending a Hearing

27. The Association may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing or a decision of the Panel.

## Criminal Convictions

28. An Individual's conviction for a *Criminal Code* offense, as determined by the Association, will be deemed an infraction under this Policy and will result in expulsion from the Association. Criminal Code offences may include, but are not limited to:
- a) Any child pornography offences
  - b) Any sexual offences
  - c) Any offence of physical violence
  - d) Any offence of assault
  - e) Any offence involving trafficking of illegal drugs

## Confidentiality

29. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

## Timelines

30. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.



### **Records and Distribution of Decisions**

31. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, Sask Sport Inc., etc., may be advised of any decisions rendered in accordance with this Policy.

### **Appeals Procedure**

32. The decision of the Panel may be appealed in accordance with the Association's *Appeal Policy*.

## Appendix A

### CASE MANAGER POSITION DESCRIPTION

#### Purpose

1. In some of its policies, the Association requires the appointment of a Case Manager. This Position Description outlines the role, identity, responsibilities and tasks of the Case Manager.

#### Policies

2. The following Policies require the appointment of a Case Manager:
  - a) Discipline and Complaints
  - b) Appeal
  - c) Alternate Dispute Resolution Policy

#### Identity

3. The Case Manager, whether or not appointed by the Association at its sole discretion, should be experienced with the management of disputes in an unbiased manner. The individual should not be connected in any way to the issue being disputed (and/or the outcome of the dispute) but does not necessarily need to be an independent third-party not connected with the Association – though the guaranteed independence and neutrality of a third-party is preferred. The individual does not need to be a Member of the Association.
4. The Case Manager's identity does not need to be approved by any of the parties involved in the dispute, excluding the Association.

#### Discretion - Complaints

5. When a complaint is filed, the Case Manager is required to:
  - a) Determine whether the complaint is frivolous and within the jurisdiction of the Discipline and Complaints Policy
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

#### Discretion - Appeals

6. When an appeal is filed, the Case Manager is required to:
  - a) Propose the use of the Association's Alternate Dispute Resolution Policy
  - b) Determine if the appeal falls under the scope of the Appeal Policy
  - c) Determine if the appeal was submitted in a timely manner
  - d) Decide whether there are sufficient grounds for the appeal
  - e) Appoint the Panel, if necessary
  - f) Coordinate all administrative aspects and set timelines

- g) Provide administrative assistance and logistical support to the Panel as required
  - h) Provide any other service or support that may be necessary to ensure a fair and timely proceeding
7. When determining if there are sufficient grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the Appeal Policy, has been properly argued. The Case Manager will need to carefully consult the Association's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

#### **Discretion – Alternate Dispute Resolution**

8. When the parties agree to the jurisdiction of the Alternate Dispute Resolution Policy, the Case Manager maybe required to:
- a) Appoint the mediator or facilitator
  - b) Coordinate all administrative aspects and set timelines
  - c) Provide administrative assistance and logistical support to the mediator or facilitator as required

#### **Hearing Format - Discretion**

9. If necessary, the Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms, but are not limited to:
- a) In person
  - b) Conference call
  - c) Written submissions
  - d) Conference call plus written submissions
10. In determining the format of the hearing the Case Manager should consider:
- a) The distance between the parties
  - b) The animosity between the parties
  - c) The time commitment and location of the Panel
  - d) The timelines for a decision
  - e) The language barriers between the parties
  - f) The gravity of the complaint/appeal

#### **Panel Appointment**

11. The Case Manager is required to appoint a Panel of one person, or three in extraordinary circumstances, to decide the issue. The individual(s) should have the following characteristics:
- a) Experience in dispute resolution
  - b) Experience with sport disputes
  - c) No connection to either party
  - d) Preferably no connection with the Parties
  - e) Decisive
12. The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable policy. For example, if the policy does not permit the Panel to suspend the respondent indefinitely, then the Panel cannot sanction the respondent in this manner.

## Communication

13. Especially when the hearing is to be held by written submissions, the Case Manager is required to communicate swiftly, clearly, and decisively with each party. The parties must adhere to the deadlines set by the Case Manager or by the applicable policy and the process must move forward even if a party misses a deadline.
14. When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the complainant, and then the schedule of the respondent in an attempt to find a suitable time for everyone.

## Suggested Procedure

15. The Case Manager may implement the following procedure to facilitate the Discipline and Complaints Policy or the Appeal Policy:
  - a) Receive the written complaint or appeal
  - b) Communicate with the Complainant/Appellant that you have been appointed the Case Manager and that their complaint/appeal will be disclosed to the Respondent and Panel. Also determine if there is additional evidence or written submissions to follow, if so, provide a deadline for receipt. (After this step, the Complainant/Appellant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)
  - c) Determine whether the complaint is within the jurisdiction of the applicable Policy.
  - d) Notify the Respondent that you are the Case Manager and are in receipt of a complaint/appeal. Communicate to the Respondent that any submissions will be provided to the Complainant/Appellant and Panel. Provide the Respondent with a reasonable timeframe to submit their response document and any applicable evidence. (After this step, the Respondent may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel).
  - e) The Case Manager may wish to provide the Complainant/Appellant to submit a rebuttal, but the rebuttal must be limited to issues raised by the Respondent and is not an opportunity to provide new evidence. The Panel may exclude such new evidence.
  - f) Appoint the Panel
  - g) Conduct a hearing either via written documentation, teleconference, in – person, or a combination of these techniques.
  - h) Ensure the Panel renders a written decision within a prescribed timeline.

58. Any individual who is directly affected by an SSFA decision will have the right to appeal that decision; provided the appeal falls within the SSFA jurisdiction of this Policy and there are sufficient grounds for the appeal under the “Grounds for Appeal” section of this Policy.

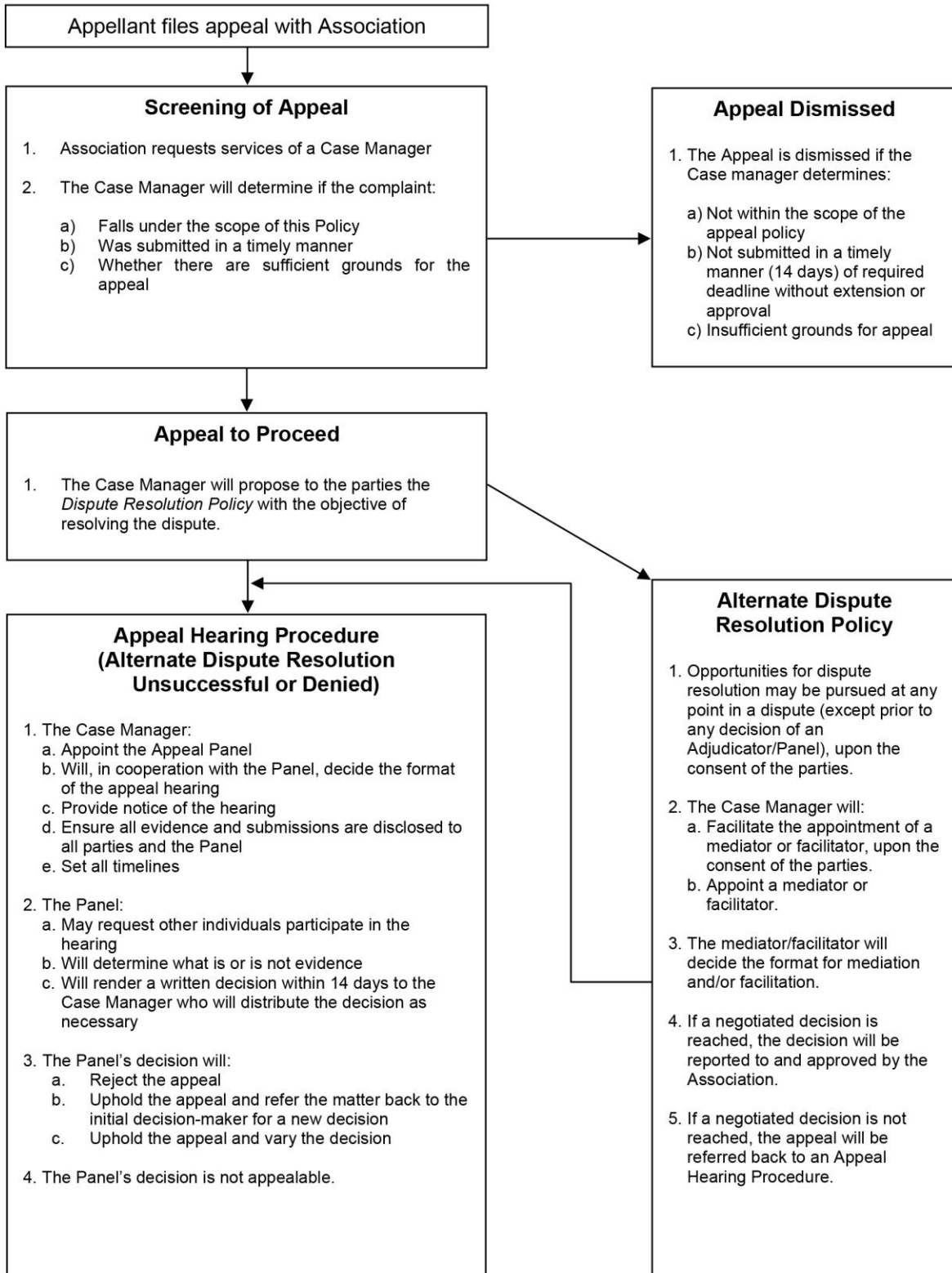
SASKATCHEWAN SENIOR FITNESS ASSOCIATION

# Appeal Policy



**June 7, 2019 - Approved by SSFA BOARD**

# Appeal Policy Flowchart



## Appeal Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Appellant*” – The Party appealing a decision
  - b) “*Appeals Panel*” – A single person, or in extraordinary circumstances and at the discretion of the Case Manager, three persons, who will hear and decide the appeal.
  - c) “*Association*” – **Saskatchewan Senior Fitness Association**
  - d) “*Case Manager*” – An individual appointed by the Association, who need not be a member or affiliated with the Association, to administer this Appeal Policy. The Case Manager will comply with the position description described in Appendix “A”.
  - e) “*Days*” – Days including weekend and holidays
  - f) “*In writing*”- A letter, fax or email sent directly to the Association.
  - g) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, including clubs, teams as well as, all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - h) “*Respondent*” – The body whose decision is being appealed

### Purpose

2. The Association provides Individuals with this *Appeal Policy* to appeal certain decisions made by the Association.

### Scope and Application of this Policy

3. Any Individual who is directly affected by an Association decision will have the right to appeal that decision; provided the appeal falls within the jurisdiction of this Policy and there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.
4. This Policy **will not apply** to decisions relating to:
  - a) Employment
  - b) Infractions for doping offenses
  - c) The rules of the sport
  - d) Budgeting and budget implementation
  - e) Operational structure and committee appointments
  - f) Volunteer appointments and the withdrawal or termination of those appointments
  - g) Decisions rendered by entities other than Association (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Association at its sole discretion)
  - h) Commercial matters
  - i) Decisions made under this Policy

### **Timing and Conditions of Appeal**

5. Individuals who wish to appeal a decision have twenty-one (21) days from the date on which they received notice of the decision to submit, in writing to the Association, the following:
  - a) Notice of the intention to appeal
  - b) Contact information and status of the Appellant
  - c) Name of the Respondent and any affected parties, when known to the Appellant
  - d) Date the Appellant was advised of the decision being appealed
  - e) A copy of the decision being appealed, or description of decision if written document is not available
  - f) Grounds for the appeal
  - g) Detailed reasons for the appeal
  - h) All evidence that supports the appeal
  - i) Requested remedy or remedies
  - j) An appeal fee of one hundred dollars (\$100) which will be refunded if the appeal is successful, or forfeited if the appeal is denied. The cheque is to be made payable to "Saskatchewan Senior Fitness Association Inc." and forwarded to "Saskatchewan Senior Fitness Association Inc., C/o Treasurer."
  
6. An Individual who wishes to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the fourteen (14) day period will be at the sole discretion of the Case Manager and may not be appealed.
  
7. Appeals should be submitted to:

SSFA Vice – President

C/O Box 461

Hafford, Sask. S0J 1A0

ollie@sasktel.net

### **Case Manager**

8. Upon the receipt of an appeal, the Association will appoint an independent Case Manager to manage and administer appeals submitted in accordance with this Policy and such appointment is not appealable. Case Manager services will be accessible through Sask Sport from an external firm or pool of individuals with knowledge and expertise in dispute resolution.

### **Grounds for Appeal**

9. An appeal may only be heard if there are sufficient grounds for appeal, as determined by the Case Manager. Sufficient grounds only include the Respondent:
  - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents)
  - b) Failed to follow its own procedures (as set out in the Respondent's governing documents)



- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
  - d) Made a decision that was grossly unreasonable
10. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

### **Alternate Dispute Resolution**

11. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Appeal Panel may suggest, and the Parties may consent, the appeal to be heard under the Association's *Alternate Dispute Resolution Policy*.
12. Appeals resolved by mediation under the Association's *Alternate Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

### **Screening of Appeal**

13. Should the appeal not be resolved by using the *Alternate Dispute Resolution Policy*, the Case Manager will have the following responsibilities:
- a) Determine if the appeal falls under the scope of this Policy
  - b) Determine if the appeal was submitted in a timely manner
  - c) Decide whether there are sufficient grounds for the appeal
14. If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant and the Association will be notified, in writing, by the Panel of the reasons for this decision. This decision may not be appealed.
15. If there are sufficient grounds for an appeal, the Case Manager will appoint an Appeal Panel (the "Panel") which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint three Panel members and designate one of the appointees to serve as the Chair.
16. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

### **Procedure for Appeal Hearing**

17. The Case Manager, in cooperation with the Panel, shall then decide the format under which the appeal will be heard. This decision may not be appealed.
18. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
- a) The hearing will be held within a timeline determined by the Case Manager or the Panel
  - b) The Parties will be given reasonable notice of the day, time and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications

- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Panel may request that any other individual participate and give evidence at the hearing
- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
- h) The decision to uphold or reject the appeal will be by a majority vote of the Panel

19. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.

20. In fulfilling its duties, the Panel may obtain independent advice.

### **Appeal Decision**

21. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- c) Uphold the appeal and vary the decision

22. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association within 14 days of the hearing's conclusion. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

### **Confidentiality**

23. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

### **Final and Binding**

24. The decision of the Panel will be binding on the Parties and on all the Association's Individuals.

25. No action or legal proceeding will be commenced against the Association or Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by the appeal process as set out in this Policy.

## Appendix A

### CASE MANAGER POSITION DESCRIPTION

#### Purpose

1. In some of its policies, the Association requires the appointment of a Case Manager. This Position Description outlines the role, identity, responsibilities and tasks of the Case Manager.

#### Policies

1. The following Policies require the appointment of a Case Manager:
  - a) Discipline and Complaints
  - b) Appeal
  - c) Alternate Dispute Resolution Policy

#### Identity

2. The Case Manager, whether or not appointed by the Association at their sole discretion, should be experienced with the management of disputes in an unbiased manner. The individual should not be connected in any way to the issue being disputed (and/or the outcome of the dispute) but does not necessarily need to be an independent third-party not connected with the Association – though the guaranteed independence and neutrality of a third-party is preferred. The individual does not need to be a Member of the Association.
3. The Case Manager's identity does not need to be approved by any of the parties involved in the dispute, excluding the Association.

#### Discretion - Complaints

4. When a complaint is filed, the Case Manager is required to:
  - a) Determine whether the complaint is frivolous and within the jurisdiction of the Discipline and Complaints Policy
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

#### Discretion - Appeals

5. **When an appeal is filed, the Case Manager is required to:**
  - a) Propose the use of the Association's Alternate Dispute Resolution Policy
  - b) Determine if the appeal falls under the scope of the Appeal Policy
  - c) Determine if the appeal was submitted in a timely manner
  - d) Decide whether there are sufficient grounds for the appeal
  - g) Appoint the Panel, if necessary
  - h) Coordinate all administrative aspects and set timelines
  - i) Provide administrative assistance and logistical support to the Panel as required
  - j) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

6. When determining if there are sufficient grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the Appeal Policy, has been properly argued. The Case Manager will need to carefully consult the Association's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

#### **Discretion – Alternate Dispute Resolution**

7. When the parties agree to the jurisdiction of the Alternate Dispute Resolution Policy, the Case Manager maybe required to:
  - a) Appoint the mediator or facilitator
  - b) Coordinate all administrative aspects and set timelines
  - c) Provide administrative assistance and logistical support to the mediator or facilitator as required

#### **Hearing Format - Discretion**

8. If necessary, the Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms:
  - a) In person
  - b) Conference call
  - c) Written submissions
  - d) Conference call + written submissions
9. In determining the format of the hearing the Case Manager should consider:
  - a) The distance between the parties
  - b) The animosity between the parties
  - c) The time commitment and location of the Panel
  - d) The timelines for a decision
  - e) The language barriers between the parties
  - f) The gravity of the complaint/appeal

#### **Panel Appointment**

10. The Case Manager is required to appoint a Panel of one person, or three in extraordinary circumstances, to decide the issue. The individual(s) should have the following characteristics:
  - a) Experience in dispute resolution
  - b) Experience with sport disputes
  - c) No connection to either party
  - d) Preferably no connection with the Parties
  - e) Decisive
11. The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable policy. For example, if the policy does not permit the Panel to suspend the respondent indefinitely, then the Panel cannot sanction the respondent in this manner.

#### **Communication**

12. Especially when the hearing is to be held by written submissions, the Case Manager is required to communicate swiftly, clearly, and decisively with each party. The parties must adhere to the deadlines

set by the Case Manager or by the applicable policy and the process must move forward even if a party misses a deadline.

13. When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the complainant, and then the schedule of the respondent in an attempt to find a suitable time for everyone.

### **Suggested Procedure**

14. The Case Manager may implement the following procedure to facilitate the Discipline and Complaints Policy or the Appeal Policy:
  - a) Receive the written complaint or appeal
  - b) Communicate with the Complainant/Appellant that you have been appointed the Case Manager and that their complaint/appeal will be disclosed to the Respondent and Panel. Also determine if there is additional evidence or written submissions to follow, if so, provide a deadline for receipt. (After this step, the Complainant/Appellant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)
  - c) Determine whether the complaint is within the jurisdiction of the applicable Policy.
  - d) Notify the Respondent that you are the Case Manager and are in receipt of a complaint/appeal. Communicate to the Respondent that any submissions will be provided to the Complainant/Appellant and Panel. Provide the Respondent with a reasonable timeframe to submit their response document and any applicable evidence. (After this step, the Respondent may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel).
  - e) The Case Manager may wish to provide the Complainant/Appellant to submit a rebuttal, but the rebuttal must be limited to issues raised by the Respondent and is not an opportunity to provide new evidence. The Panel may exclude such new evidence.
  - f) Appoint the Panel
  - g) Conduct a hearing either via written documentation, teleconference, in – person, or a combination of these techniques.
  - h) Ensure the Panel renders a written decision within a prescribed timeline.

59. The SSFA supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. This Policy applies to all disputes within the SSFA when all parties to the dispute agree that such a course of action would be mutually beneficial.

SASKATCHEWAN SENIOR FITNESS ASSOCIATION

# Alternate Dispute Resolution Policy



June 7, 2019 Approved by SSFA Board

## Alternate Dispute Resolution Policy

### Definitions

2. The following terms have these meanings in this Policy:
  - i) “*Association*” – **Saskatchewan Senior Fitness Association**
  - j) “*In writing*”- A letter, fax or email sent directly to the Association.

### Purpose

15. The Association supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes.
16. The Association encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Association believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

### Application of this Policy

17. This Policy applies to all disputes within the Association when all parties to the dispute agree that such a course of action would be mutually beneficial.

### Facilitation and Mediation

18. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by the Association and/or the Case Manager to mediate or facilitate the dispute.
19. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.
20. The final decision will be communicated by the mediator or facilitator to the parties and the Association.
21. Should a negotiated decision be reached, the decision shall be reported to, and approved by the Association.
22. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Association’s *Discipline and Complaints Policy* or *Appeal Policy*.

23. The costs of mediation and facilitation will be shared equally by the parties or paid by the Association upon the Association's sole discretion.

**Final and Binding**

24. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.

25. No action or legal proceeding will be commenced against Association or its Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by its governing documents.



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<b>Appendix A:</b>	<b>Responsibilities of Committees</b>	<b>Page</b>
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	Constitution Committee	
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## Finance Committee

### Responsibilities:

The Finance Committee is a standing committee of the Board of Directors. The Committee will be composed of a minimum of two directors, the Treasurer and the President (Ex-Officio) of the Association.

The purpose of the Finance Committee is to review all financial statements and report in a clear and concise manner the financial activity of the Association to the Board of Directors. The purpose of this report is to ensure each board member has the opportunity to review organization-wide income and expense reports against the annual budget to ensure there is an understanding of the financial impact on the organization. To assist the Board of Directors to fulfill its oversight the function the Finance

The Committee of Finance specific tasks are as follows:

1. Ensure internal controls are in place for the approval of expenses with cheques being signed by the officers who have been designated as the signing authority.
2. Regularly review the financial statements and monitor the budget against actual results on a regular basis or at the call of the chairperson of the committee. Report at all Regular or Special meetings and the Annual General Meeting the financial results and status of the association.
3. Prepare an annual budget/SSM Grant Application and recommend it to the Board of Directors for approval. Monitor and recommend corrective action by the district committee if necessary to bring the organization into compliance with the budget, financial targets and goals & objectives.
4. Prepare a suitable format for the completion of the District Operating Plans/Six month Review of Results Reports for the approval. Distribute the reports for completion by the District Committees as per deadline. Provide guidance to the District Committees on reporting requirements.
5. Review the District six month Review of Results Reports/Financial Statements to ensure that funds are spent appropriately and whether performance is consistent with the goals and objectives. Assess “value for money” and make recommendations as required.
6. Communicate with the funding agencies regarding grant applications, criteria, report format and deadlines to ensure that the application adheres to their requirements.
7. Make arrangements with an independent accounting firm approved by the Board of Directors to audit/review the financial records. Prior to finalization of the audited financial statement the Finance Committee must review the statement information

- with the auditor. The preparation and fair presentation of the financial statements must be in accordance with Canadian generally accepted accounting principles.
8. Make recommendations to the Board of Directors, for an annual allocation amount of funding to the District Committees based on a resource allocation framework developed by the Finance Committee and approved by the Board of Directors.
  9. Review the market annually to ensure the rates for mileage, per diems, lodging and other expenses are competitive.
  10. By consultation, conduct an annual review of the SSFA goals and objectives to determine relevancy taking into consideration the requirements of the funding agency, community needs, demographics of target group, public awareness of active living opportunities and community involvement to ensure SSFA growth. This could include assisting district committees with ideas for projects/programs development, fund-raising and obtaining volunteers for the district committee structure.
  11. Assess the impact of new programs and services (including the discontinuation) and/or other major expenditures by performing a cost analysis to determine the availability of financial resources and make recommendations to the Board of Directors.
  12. Assess sponsorships opportunities for additional funding. Determine costs for purchase of medals, pins, T-shirts and golf shirts, etc. for the 55+ Games program.
  13. Review and prepare recommendation for use of any surplus funds from the Provincial 55+ Games program.
  14. Ensure the compliance of the regulatory requirements – i.e. filing of GST rebate and filing corporation documentation.

Finance Committee, 2016

## Public Relations Committee

### Responsibilities:

Assume the duties of Public Relations to include the following:

1. Together with the district committee, prepare training material and/or information and arrange visits to promote SSFA programs.
2. Provide input to the “Gray Matters” and other provincial publications to promote SSFA programs and/or activities that is provincial in scope.
3. Provide guidance and oversee in the formation of new communication strategies, creative profile and oversee the execution of new promotional materials.
4. Maintain SSFA brochures/pamphlets, display material and co-ordinate opportunities and volunteers with the District Committees (as applicable) in the presentation. This includes the purchase and maintaining the inventory of supplies.
5. Maintain the policy and monitoring of the periodic update of the SSFA website by districts. The district committees forward their updates directly to the webmaster. The Games Chairperson updates the website with games information.
6. Maintain the Advertising policy pertaining to external agencies requests for advertising on the SSFA website. This includes submitting the advertising to the webmaster.
7. Provide guidance as requested, to the District Committees in fulfilling their publicity activity as detailed in their Communication Blocking Charts and Operating Plan.
8. Provide guidance as requested, to District Committees in the distribution of their distinctive news items and information to media covering their geographic area, offering interviews and inviting them to event. This includes providing them with e-mail addresses for weekly and monthly newspapers.
9. Provide advice to District Committees on ways to build their email databases of SSFA members and other interested people they should frequently engage in two-way communication.

10. Provide input to the annual budget preparation for promotion expenditures applicable to the Provincial Board.

Public Relations, Outline of Responsibilities, October 12, 2012

## SASKATCHEWAN SENIOR FITNESS ASSOCIATION

### Harassment and Abuse Committee

#### Responsibilities:

The Harassment and Abuse Committee, (formerly RespectEd Committee) is a standing committee of the SSFA. The Committee will be comprised of the Vice-President as chairperson and executive members excluding the President and Past President.

The committee has the oversight of three policies:

- a) Code of Conduct Policy;
- b) Conflict of Interest Policy; and,
- c) Discipline and Complaints Policy.

The specific responsibilities include but not limited to the following:

- \* increasing awareness of the Code of Conduct Policy, Conflict of Interest Policy and Discipline and Complaints Policy to individuals engaged in SSFA activities by incorporating policies in the Policies and Procedures Manual and the SSFA Rule Book and through the use of the SSFA website.
- \* acting as a point of contact to receive written complaints on behalf of SSFA. The Committee will review the complaint to determine validity and the required next step. This includes obtaining the services of an independent Case Manager, if necessary.
- \* ensuring the policies are current and recommending amendments, if necessary, to the Board of Directors to keep the documents up-to-date.
- \* providing guidance to the Board of Directors and responding to inquiries regarding content of the policies for a better understanding.
- \* canvassing the Board of Directors to declare at each regular meeting if they have any real or perceived conflict of interest.
- \* Presenting a written report at the Annual General Meeting.

Harassment and Abuse Committee, March 2019

## Resolutions Committee

### Responsibilities:

The resolutions Committee is appointed by the Board of Directors. The Committee will be composed of a minimum of two appointed directors, and the President (Ex-Officio) of the Association.

The specific responsibilities are as follows:

- \* Consider proposed resolutions from any member of SSFA. Committee Chairperson will receive the proposed resolutions well in advance of the Annual General Meeting each year.
- \* Review proposed resolutions. Revision or modification of the original proposal may be made in consultation with the proposer.
- \* Responsible for organizing a meeting of the committee and any interested members of the SSFA to discuss proposed resolutions and make amendments to proposed resolutions as required.
- \* Present recommendations of the proposed resolutions at the Annual General Meeting.
- \* Submit a report of the approved resolutions to the SSFA Board of Directors for action.
- \* Present a “no resolutions report” at the Annual General Meeting if applicable.

Resolutions Committee, May 2013

## SSFA Provincial Games Committee

### Responsibilities:

The Games Committee is a standing committee of the Board of Directors. The Committee will be composed of a minimum of two appointed directors, SSFA Secretary and the President (Ex-Officio) of the Association. The appointment of the directors is for two years.

The purpose of the Games Committee is to ensure that the 55+ Games are run efficiently at the district and provincial level.

The specific tasks are as follows:

- \* Co-ordinate the review of the SSFA 55+ Games rule book for approval by the Board of Directors. This will include requesting input from the District Committees.
- \* Co-ordinate the review of activities for inclusion and/or deletion as the result of the changes in demographics and interest.
- \* update all relevant documents such as the District/Provincial 55+ Games Registration Form, SSFA 55+ Games – Non-Competitor Registration Form, District/Provincial Evaluation Forms, Protest Form and the Provincial 55+ Games Event Package.
- \* Provide guidance to the District Committees.
- \* Obtain direction from the Board of Directors regarding potential Provincial 55+ Games host communities.
- \* Review the “Bid to Host” package as required.
- \* Forward a letter and a “Bid to Host” package inviting communities to host the Provincial 55+ Games including follow-up required.
- \* Review bids received from the communities to host the Provincial 55+ Games and make written recommendations in the selection process to the Board of Directors.
- \* Initiate the signing of the Hosting Agreement signed between the Provincial 55+ Games Host Committee and SSFA.
- \* Assist the Provincial 55+ Games Host Committee to obtain funding from the Sask. Games Council. This includes reviewing the proposed budget and ensuring that the event venues are secured per rulebook requirements.
- \* Represent SSFA on the Provincial 55+ Games Host Committee in an Advisory capacity providing orientation and ongoing guidance.



- \* Providing the Provincial 55+ Games Host Committee with documents such as reference manuals, rulebook, timeline, Program Booklet and other relevant documents for successful planning.
- \* Order medals for the Provincial 55+ Games and deliver them to the Host Committee.
- \* Order and distribute shirts to the competitors representing Saskatchewan at the Canada 55+ Games.
- \* Update the SSFA website with information regarding the Provincial 55+ Games and the Canada 55+ Games.
- \* Prepare games information to be distributed to competitors during registration for the Canada 55+ Games.
- \* Register competitors' online or paper method for the Canada 55+ Games, obtaining registration fees and perform other reporting requirements.
- \* Maintain an archive of the Provincial 55+ Games final reports, games programs and electronic reports produced by the Host Committee.
- \* Provide input to the proposed changes to the Canadian Senior Games Association - 55+ Games rulebook.

Games Committee Responsibilities, June 3, 2016

## Nomination Committee

### Responsibilities:

The Nomination Committee is a standing committee of the Board of Directors. The Committee will be composed of a minimum of two members of the Board of Directors. The members of the Nominating Committee will be appointed by and serve at the discretion of the Board of Directors.

Each year prior to the Annual General Meeting, the Nominating Committee will issue a formal call for volunteers to serve as members of the Saskatchewan Senior Fitness Association (SSFA) Board of Directors.

The responsibilities are as follows:

- \* Preside as the Chairperson and the election process at the Annual General Meeting.
- \* Present names of candidates (representative/Alternate) solicited from the District Committees. The representatives will be confirmed as members of the Board of Directors at the Annual General Meeting.
- \* Present names of candidates solicited for the Executive Committee; President, Vice-President, Secretary and Treasurer. The election of officer shall be in accordance to the Roberts Rules of Order.
- \* Present names of candidates solicited for the Directors at Large. The election of Directors at Large shall be in accordance to the Roberts Rules of Order.

Note: SSFA Constitution (June 2012). The resignations shall be dealt with as outlined in the constitution.

Nominating Committee Responsibilities, March 1, 2013

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<b>Appendix B:</b>	<b>SSFA 55+ Games Forms</b>	<b>Page</b>
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**SASKATCHEWAN SENIOR FITNESS ASSOCIATION INC.**

To: One copy for each respective President  
(Have two copies available for signature)

Re: Competitor(s) wishing to compete in another district

**At no time will a competitor be able to take part in playoffs in more than one district.  
Rulebook page I. II. 2. (2.2)**

Please be advised that the COMPETITOR(S) from \_\_\_\_\_

District requests to participate in \_\_\_\_\_ District

**Name of the event, age category, competitor(s) name, address and phone number**

This has been agreed by the two District Committee Presidents:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ District President

\_\_\_\_\_ District President

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Participant's transfer to another district April 2018



# SSFA 55+ Provincial Games



June \_\_\_\_\_

## PROTEST FORM

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Received by: \_\_\_\_\_

Date \_\_\_\_\_

### PROTEST:

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Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

On behalf of person or persons make the protest

Event Coordinator or Games Chairperson

### PROTEST COMMITTEE DECISION: FINAL AND NOT SUBJECT TO APPEAL

#### Reason:

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Signature of Protest Committee

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SASKATCHEWAN SENIOR FITNESS ASSOCIATION INC.

55 + GAMES  
HEALTH FORM

(This information will be used in an emergency only)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_

Health Insurance Provider Phone # \_\_\_\_\_

Sask. Health Card # \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

Medical Conditions (which could be of concern) eg. Diabetes: \_\_\_\_\_

Allergies: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please specify: \_\_\_\_\_

Note: Be sure to carry any allergy medication on you.

List of current medications & dosages: \_\_\_\_\_

Signature: (Consent for Treatment) \_\_\_\_\_

Date Signed: \_\_\_\_\_

Note: Please bring your Provincial/Private Health Card with you.

**This Health Form must be completed by the competitor and his/her guest present at the games. It is to be available inside your name tag or in your pocket during the games.**





## ACTIVITY REPORT

This form is designed for the district representatives who are responsible for activities in their area. The recording of individual activity will assist the District Treasurer to summarize the activities for the district and report results to the Provincial SSFA Treasurer, using the Report of Results format (First Half Year/Last Half Year).

Period: (Please check)

April 1 to September 30

October 1 to March 31

Type: Conference, AGM, Workshop/Clinic, Meeting, Games, Walking Program and other. (Circle as applicable)

Date(s): \_\_\_\_\_

Organization (s) attending: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Location: \_\_\_\_\_

Number participating:      All people \_\_\_\_\_  
   55+ People \_\_\_\_\_  
   Volunteers \_\_\_\_\_  
   Volunteer hours \_\_\_\_\_

Comments:

Indicate the benefits to seniors/SSFA and the community.



**SSFA 55+ Games – Evaluation Form**



Name of event: \_\_\_\_\_ Age range: 55-64 \_\_\_ 65-74 \_\_\_ 75+ \_\_\_

- a) What did you like and what improvements can be made for future 55+ Games?
  
- b) Did you enjoy your particular event? If no, please explain.
  
- c) Do you have any suggestions to improve your event?
  
- d) Was communication within your district regarding the games adequate?  
Yes \_\_\_ No \_\_\_ if not, explain what could be improved.
  
- e) How did you find out about the Provincial games?  
Daily/Weekly/Local newspaper \_\_\_ radio \_\_\_ television \_\_\_ SSFA Newsletter \_\_\_ poster \_\_\_  
website \_\_\_ Friend \_\_\_ other (please specify)  
\_\_\_\_\_
  
- f) This is my first time to participate at the 55+ District Games. Yes \_\_\_ No \_\_\_
  
- g) I feel that the 55+ Games have increased my commitment to improve my physical wellness and health through physical, social and intellectual activity on a daily basis.  
Yes \_\_\_ No \_\_\_
  
- h) Barring ill health or family emergency, would you attend the 55+ District Games again?  
Yes \_\_\_ No \_\_\_

Optional: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# \_\_\_\_\_ E-mail address: \_\_\_\_\_



## SSFA 55+ District Games EVALUATION FORM

Name of event: \_\_\_\_\_ Age range: 55-64 \_\_\_ 65-74 \_\_\_ 75+ \_\_\_

- a) What did you like and what improvements can be made for future 55+ Games?
- b) Did you enjoy your particular event? If no, please explain.
- c) Do you have any suggestions to improve your event?
- d) Was communication within your district regarding the games adequate?  
Yes \_\_\_ No \_\_\_ if not, explain what could be improved.
- e) How did you find out about the District games?  
Daily/Weekly/local newspaper \_\_\_ radio \_\_\_ television \_\_\_ SSFA Newsletter \_\_\_  
poster \_\_\_ website \_\_\_ friend \_\_\_ other (please specify) \_\_\_\_\_
- f) This is my first time to participate at the 55+ District Games. Yes \_\_\_ No \_\_\_
- g) I feel that the 55+ Games have increased my commitment to improve my physical wellness and health through physical, social and intellectual activity on a daily basis.  
Yes \_\_\_ No \_\_\_
- h) Barring ill health or family emergency, would you attend the 55+ District Games again?  
Yes \_\_\_ No \_\_\_

Optional: Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail address: \_\_\_\_\_

**SASKATCHEWAN SENIOR FITNESS ASSOCIATION**

**RULE CHANGE SUGGESTION FORM**

This form must be submitted to:

**SSFA, President, c/o 203 – 104 5<sup>th</sup>. Street NE, Weyburn Sask., S4H 0Z1**

Rules are reviewed each year by the SSFA Board. Only suggested changes in writing using this form will be considered. Rule changes should be approved at the District Committee meeting prior to submitting to the SSFA Board.

EVENT: \_\_\_\_\_ PAGE NUMBER: \_\_\_\_\_

RULE/ITEM NUMBER: \_\_\_\_\_

PROPOSED RULE AMENDMENT TO READ:

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REASON FOR SUGGESTED CHANGE, COMMENTS OR REFERENCE TO SPORTS GOVERNING BODY RULE:

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PLEASE USE ONE FORM FOR EACH SUGGESTED RULE CHANGE.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

SSFA RULE CHANGE FORM, May 2017



