



Saskatchewan
Cycling
Association

POLICY AND PROCEDURES MANUAL

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1.0 INTRODUCTION

1.1 Function of the Policy Manual

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

1.2 Update and Maintenance

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

2.0 AFFILIATIONS WITH OTHER ORGANIZATIONS

2.1 Sask Sport Inc.

Sask Sport Inc. is a non-profit, non-government organization representing amateur sport in Saskatchewan. The Saskatchewan Cycling Association is an active member of Sask Sport Inc.

2.2 Sask Trust for Sport, Culture and Recreation

The Sask Trust for Sport, Culture and Recreation was established in 1974 for the purpose of providing funds to provincial non-profit organizations in the fields of sport, culture and recreation. These funds are provided to support and encourage people involved in these areas. The Trust was established with proceeds from the Saskatchewan Sweepstakes Lottery and has been maintained by proceeds from the Western Canada Lottery, Sask. Division. The purpose of Sask Trust Sport Division is to promote the development of sport by providing financial assistance to regional and provincial sport organizations.

2.3 Administration Centre for Sport, Culture & Recreation

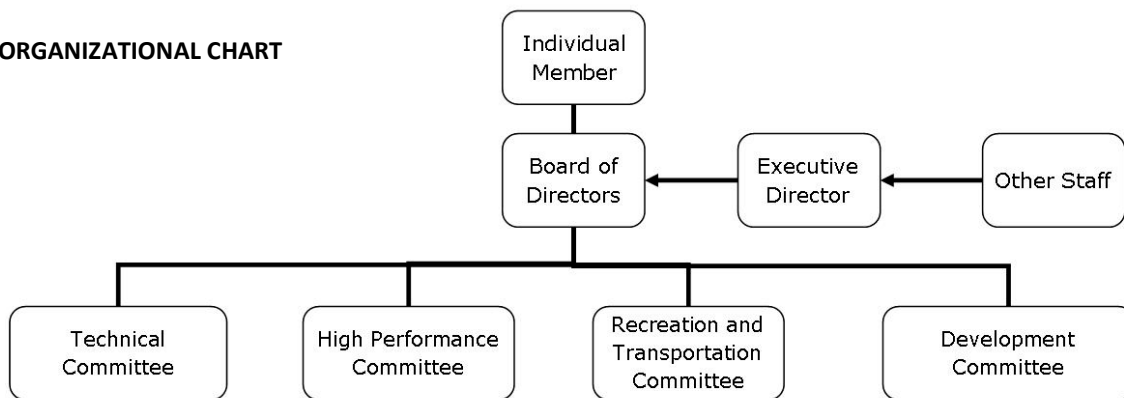
The Saskatchewan Cycling Association's office is housed in this building. Rent and services within the building are subsidized by Sask Sport Inc.

2.4 Canadian Cycling Association

The Canadian Cycling Association is a National Sports Organization whose reason for being is the organization and promotion of bike racing in Canada. The activities of the Association are carried out within the constraints of sound business practices with regard to the ethics required of professional staff and to the spirit in which its volunteers function.

The Saskatchewan Cycling Association is an active member of the Canadian Cycling Association.

3.0 SCA ORGANIZATIONAL CHART



3.1 The Board of Directors shall be composed of:

- President
- Vice President Finance & Administration
- Vice President Recreation & Transportation
- Vice President High Performance
- Vice President of Development
- Vice President of Technical (added Sept/10)

For clarification on the roles and responsibilities on the preceding positions refer to the SCA Constitution.

3.1.1 General Responsibilities of the Board of Directors

Attendance at each and every Board of Directors meeting. Absence tends to weaken the Board of Directors and affects your own interest and knowledge of Board activities. By regular attendance you keep yourself fully informed about the work of the Association.

Formulation of policy governing the operation of Board of Directors. You are one of the team that will help formulate the policies that are the foundation of the service. It is through teamwork by all members of the Association - Board, and staff - that the soundest policies are made. Committees bring their recommendations to the Board where each member has an opportunity to learn the facts, to discuss the issues, and to share in reaching a group decision.

Representation of the Association to outside groups with conviction and enthusiasm; act as an ambassador of the Saskatchewan Cycling Association. From time to time, members of the Board are appointed to represent the Saskatchewan Cycling Association to other groups. If this is your responsibility, you will be counted on to explain the services of the Saskatchewan Cycling Association with enthusiasm and conviction, to obtain the support of these groups.

Confidentiality related to Saskatchewan Cycling Association. At times, Board members may be required to keep certain matters confidential. This is done to protect the best interest of the Association.

3.1.2 Board of Directors Meetings

- The Board of Directors will normally meet as required, a meeting guideline is outlined in section 3.4
- Meetings of the Board of Directors shall follow Parliamentary Procedures.
- Observers and guests shall be permitted to attend Board of Directors Meetings with the permission of the President. The President shall ensure that observers or guests attending shall not reveal the discussions of the Board of Directors.
- Agendas for the Board of Directors Meetings shall be e-mailed no later than 7 working days prior to the meeting. Agenda items shall be forwarded to the provincial office no later than 14 working days prior to the meeting.
- The Board of Directors shall be directly responsible for the following budget items:

P Grass Roots:

- Newsletters
- Club Development
- Membership Assistance Program (MAP)
- CCA Affiliation
- Insurance

P Administration:

- Staff hiring and contract preparation
- Budget preparation and review
- Office equipment and procedures
- Membership policy
- Membership fee
- SCA vehicle/van

3.2 SCA Committee Structure - The purpose of this guideline is the assignment of program responsibility to the various standing committees. The SCA Standing Committees are the High Performance Committee, Recreation and Transportation Committee, Development Committee and the Technical Committee. The committees will be responsible for execution of programs under their jurisdiction according to budgetary guidelines and subject to review by the Board, and the Membership. (revised Feb/11)

3.2.2 Development Committee (revised Sept/10)

The Development Committee shall be composed of the Vice President of Development, the President. 1 Active Licensed Riders; 2 Members at Large (a least one must be a level 1 certified coach or equivalent The Development Committee shall be directly responsible for the following items:

Marketing

- Increase awareness of the sport of cycling by raising its profile through promoting cycling within the corporation and to the community.
- To create and support marketing and fundraising initiatives.

Coaching

- Administer the National Coaching Certification Program (NCCP) Technical course for cycling.
- Develop a marketing plan for the NCCP Program.
- Establish policies and fees for course conductor and coaching courses.

Athletes

- Develop a Club Mark program for SCA clubs
- Develop a grassroots youth series in multiple disciplines

3.2.3 Technical Committee (added Sept/10)

The Technical Committee shall be composed of the Vice President of Technical, the President, Chief Road Racing Commissaire, Chief MTB Racing Commissaire, 2 Active Licensed Riders. The Technical Committee shall be directly responsible for the following items:

Technical

- Create, monitor and evaluate an SCA Long Term Athlete Development (LTAD) Plan.
- Ensure the SCA technical regulations are consistent with those of the CCA
- Establish domestic racing policies which include the provincial race series, the Sask Cup events and any potential National / World Cup events

Provincial Calendar

- Establish policies related to the technical requirements of regional and Provincial events based on racing rules
- Establish calendar and levy fees for events
- Establish policies, standards and guidelines for provincial series (Sask Cup)
- Monitor and adjust the rider's categories to ensure proper development of rider
- Seek out interprovincial partnerships that can see resources and experiences shared

Officials

- Implements and overseas procedures relative to the assignment of commissaires to provincial events.
- Reviews commissaire feedback and recommendations.
- Developing training programs, course materials, criteria and identifies upgrading opportunities for commissaires.

3.2.4 Recreation and Transportation Committee

The Recreation and Transportation Committee shall be composed of the Vice-President of Recreation and Transportation, the President, the Education Coordinator, Director of Recreation Mountain Bike, Women's Recreational Cycling Representative and two club representatives one from a Randonneur Club and one from a Recreational Club.

The Provincial Recreation and Transportation Committee shall be responsible for the following items:

- S Education development
- S Tour brochure (Promotion)

- S Randonneurs
- S Provincial Tour Schedule
- S Co-ordination of non-competitive cycling events
- S Out of province tours

3.2.5 High Performance Committee (Revised Sept 09)

The High Performance Committee shall be composed of the Vice President of High Performance, the President, Director of Mountain Bike Programs, Director of Road Programs and Director of Women's Program. The High Performance Committee shall be directly responsible for the following items:

- Develop, monitor and evaluate the Association's Excellence and Canada and Western Summer Games Program using the guidelines of the Long-Term Athlete Development Plan (LTAD Plan).
- Establish selection policies and administrative guidelines to deal with the Athletes Assistance Program.
- Establish selection policies and administrative guidelines for the Excellence Budget on out-of-province training and race opportunities fairly and equitably amongst talented athletes preparing for Summer Games and National Teams.

The following is a detailed description of the High Performance Committee's areas of jurisdiction and responsibilities within the SCA racing structure. They have been regrouped into two principle functions:

Athlete Development revised Feb/10

- Reviews the athlete development model.
- Recommends competition format for Western and Canada Games.
- Develop athletes to a Summer Games level then to a National Team level according to the guiding principles of LTAD

Coaching Development revised Feb/10

Develop coaches from a community-level coaching to NCCP Level 3 coaching equivalent through hands-on camps, clinics, and race opportunities; coordinated through the SCA office.

High Performance (HP) Pages on the SCA Website (added Sept 09)

Update and maintain the HP pages as an information and communication tool.

3.3 Annual General Meeting (AGM) revised September 2011

- An Annual General Meeting must be held within 4 months from the end of the fiscal year. The date of the Annual General Meeting will be set by the Board of Directors; the notice of the date shall go to the membership at least 30 days before the meeting. The meeting location rotates between Regina and Saskatoon.
- A call for resolutions shall go out to the membership at least 30 days prior to the Annual General Meeting.
- A call for constitutional amendments shall go out to the membership at least 30 days prior to the Annual General Meeting.
- A call for nominations to the Board of Directors of the Saskatchewan Cycling Association shall go out at least 30 days prior to the Annual General Meeting.

3.3.1 Planning Meetings revised February 2010

There shall be planning meetings open to all individual members held following the AGM

The purpose of the planning meetings is to give individual members an opportunity to give feedback on the past year's programs and ideas for new programs. These ideas will assist the sector Committees in continuing to develop programs that reflect the needs of the Saskatchewan Cycling Association and its members.

Refer to Appendix A for the Proxy Form for the Annual General Meeting

3.4 Board of Directors Meeting Guideline

- February – approve the Sask Cup race calendar, set the date for the Annual General Meeting

- April - approve summer staff hiring, sector goal setting for upcoming year; input from the Annual General Meeting; salary reviews for permanent staff; review Policy & Procedures Manual
- June - approve Membership Assistance Program allocations & prepare for Sask Sport AGM
- September - review the new budget for the Sask Sport Funding
- December - set membership fees for upcoming year; review Canadian Cycling Association Annual General Meeting; review past year's Membership Assistance Program allocations;

3.5 Communication Strategy

To ensure decisions of the Saskatchewan Cycling Association that affect the membership are effectively communicated to the membership.

3.5.1 Meeting Minutes (revised Sept/10)

Minutes from the Standing Committees, Board of Directors Meeting and the Annual General Meeting will be sent to the following: Board of Directors; Club Presidents; Members of the Standing Committees

3.5.2 Web Page

Information that is considered important by the various committees will be placed on the Saskatchewan Cycling Association Home Page.

3.5.3 Newsletters

The Saskatchewan Cycling Association publishes a monthly newsletter via email

4.0 OPERATING AND FINANCIAL POLICIES

4.1 Office Hours

Office hours are 8:00 a.m. to 3:30 p.m., Monday through Friday. The staff will leave a message with the Administration Centre switchboard when there are changes to these hours. Responding to the needs of the volunteers is a priority, therefore arranging meeting times and planning ahead is desirable.

4.2 Fiscal Year (revised Sept 2011)

The fiscal year of the Saskatchewan Cycling Association is January 1 to December 31

4.3 Signing Authorities (revised Sept 2011)

The signing authorities of the Saskatchewan Cycling Association operations bank account shall be any two of the following: the President, Vice President Finance and Administration, or Executive Director. The Board of Directors may assign an additional Board member the right of signing authority if the location of the President and the Vice President of Finance and Administration makes it difficult to ensure timely cheque signing.

4.4 Financial Statement and Budget Control Policy

Financial statements and budgets will be drawn up by the staff and Board jointly.

4.5 Control of Finances

- The day to day accounting of the Saskatchewan Cycling Association shall be the responsibility of the Executive Director. Day to day accounting refers to writing cheques, making bank deposits, writing receipts, keeping ledgers.
- The Executive Director's action will be monitored on a regular monthly basis by the Vice President Finance and Administration.

4.6 Audit

The membership shall appoint the Auditors at the Annual General Meeting.

4.7 Telephone

The SCA does not issue a calling card number to Board, or Committee volunteers. Telephone costs must be included in the budget at the beginning of the fiscal year.

Vice President's responsible for a committee are required to collect telephone bills from each committee member and provide a copy of these bills, attach them to an SCA Expense Form and submit them to the provincial office at the end of the month. Vice President's must sign the form at the bottom to authorize payment for an expense relating to his/her committee.

4.8 Travel claim regulation

The following regulations will apply to all individuals whose travel expenses are funded by Saskatchewan Cycling Association.

- The Saskatchewan Cycling Association will pay for Board members to attend Board meetings as well as any Committee members to attend their meetings.
- Travel and accommodation expense claims will only be honoured if prior approval has been obtained from the Vice President. All claims submitted on a proper SCA Expense Form, with verification in the form of receipts.
- A travel advance may be requested by a volunteer. The granting of such requests will be left to the discretion of the appropriate Vice President or Executive Director.
- Air fare will be pre-arranged through the Provincial Office.
- The individual is responsible for all expenses incurred and no accounts may be charged to the Saskatchewan Cycling Association Provincial Office unless specifically authorized by the Executive Director. A receipt must accompany each item claimed.
- Payment of hotel accommodations will be made on the basis of the most economical rate available. People are expected to stay two or more per room. Should individuals choose to stay on their own the individual shall be reimbursed on half the double room rate.
- Claims must be filed in proper form with the Saskatchewan Cycling Association Provincial Office within 30 days of the claimant's return home.
- Where so designated by the Board of Directors, a "report of the event" must be filed with the travel expense claim.
- The Saskatchewan Cycling Association Provincial Office reserves the right to reduce or delete amounts claimed if felt to be excessive or unwarranted.
- The Vice President of Finance and Administration reserves the right not to pay a bill should this policy not be adhered to.
- Travel Rates are according to the rate card in Appendix F

4.9 Official Rates

Race organizers are required to cover all officiating expenses from their own race budget. Rates are listed in Appendix F.

4.10 Instructor Rates

Rates are according to the rate card in Appendix F

Refer to Appendix B for the Board, Committee, Rider & Staff Expense Claim Form

4.11 Executive Director

The salary of the Executive Director shall be set by the Board of Directors. The Board of Directors will use as a term of reference the Executive Director Salary Survey as provided by Sask Sport. The salary will be determined through job evaluation and negotiation conducted by the Board of Directors with the Executive Director. The Saskatchewan Cycling Association, through the Board of Directors, can authorize a supplement to this salary if it is felt that it is warranted.

The only parking that will be paid by SCA will be that for the Executive Director at the Sport Administration Centre.

4.12 Other Staff (revised Sept/10)

If the Board of Director deems a Provincial Coach, a Program Coordinator or summer staff are require the salary shall be set by the Board of Directors.

4.14 Hiring Policy

When a staff position with the SCA is vacant the Board of Directors will name an odd number committee to advertise the job, review the application forms, select qualified candidates to be interviewed, hold interviews and recommend who would be the best candidate to be hired. Prior to the interview the hiring committee members will be sent the interview questions, developed by the office and the Human Rights Commission pamphlet on interview questions. Based on the hiring committee's recommendations, reference checks and the Board of Directors approval, a letter of offer will be issued.

4.15 Honorariums

For volunteers of the Saskatchewan Cycling Association, whose services are required or requested by a club, province, school or association, the payment of an honorarium for services rendered is not a prerequisite. The payment of any honorarium shall be negotiated between the three parties to their mutual satisfaction.

4.16 Advertising/Newsletters Policy

The Saskatchewan Cycling Association the Prairie Pedaler is published three times per year (spring, fall, and winter). All SCA members receive the newsletter, one per household through e-mail notice. The newsletters act as technical magazines, updates on "cycling happenings" around the province, communication mediums, and information packages on services offered by the Saskatchewan Cycling Association. These newsletters can act as effective advertising mediums.

In order to improve the quality of the newsletters, the Saskatchewan Cycling Association requires additional funding. It is hoped that advertising will benefit both the SCA and interested businesses. Advertising dollars will assist cycling through increased quality and quantity of circulation, while exposure in the newsletters and encouragement of products will help businesses. Annual advertisement rates are listed on the rate card in Appendix F.

5.0 CLUB DEVELOPMENT

5.1 How to Form a Cycling Club

Clubs

The idea of cycling clubs goes back 100 years. Formed for a variety of reasons; to demand better roads, to promote racing, to organize touring, to provide a social climate for like minds, all these differing objectives hold good today and many existing clubs originated with these aims.

To get the most from cycling, to learn and develop the skills of an accomplished rider, club membership is a pre-requisite. Membership of a well run club, active in weekly rides, competition, social activities, touring and racing is the best introduction to cycling for the aspiring rider. However in many areas there is no club or information on how to get one started. Who to contact, is not easy to come by. It is hoped that the following points will be of use as a basis for a community cycling club.

How to get Started

If your city does not have a cycling club, or you feel there is a need for one in your particular area, now is the time to start.

First of all, be prepared to do some groundwork, telephoning, contacting people and writing notices. If you know anyone else who is interested, then you are well on the way to getting the club going.

There are certain basic contacts that should be made at the start:

1. The local city or township Recreation Department. Contact the Sports Consultant, Recreation Director and tell them of your interest and gain their support. They may be interested in coming to your first meeting and possibly supplying a meeting room.
2. The local press. Telephone or visit the Sports Correspondent. Ask him to give some publicity to the idea. Put an ad in the paper asking for interested riders.
3. Bicycle Stores. Visit them all, tell them of the proposed club. Give them posters advertising the club.
4. Contact the Saskatchewan Cycling Association office and discuss resource materials information and fees. Ask if a representative from the SCA can attend your first meeting.

Once these steps have been taken, arrange a meeting. Have a specific objective in mind, such as "The formation of a Cycling Club in Moose Jaw."

Start the meeting with a statement, "Why is a cycling club necessary?" Stress the advantages of organization, presenting a united front, companionship, weekend rides, affiliation with the Provincial and National Bodies and contacts with other cyclists.

An election of officers, club name, financing, all this should be covered. The elected committee can then get down to the business of organizing a good program of weekly rides. A great deal of assistance is available from the Provincial Association in forming a club and their help should be solicited at all times.

Actions

Club Name - It is recommended to use the name of the city or locality. Such a name is easy to identify and you will get more press coverage with a community name. Have a competition for a club logo.

Club Officials - The following are the minimum: President, Secretary/Treasurer, and Membership Secretary. Other positions could be Touring Representative, Racing Representative, Publicity Officer, and Club Coach, (see attached SCA club affiliation form Appendix C-1).

Membership - Cater for a "general" membership, youth, adult, and family. It is important to attract a membership representative of the community. Keep membership fees low with three classes, Junior, Senior, and combined family membership for three or more of the same family. Incorporate the SCA membership in the fees so that all members become individual members of the Association.

Program - At first this should be concentrated on a weekly ride basis, Saturday, Sunday and mid-week. Make the meeting place the same each time. If you have a mixed group of riders, some stronger than others, organize two rides, one for the "hard riders" and one for the "easy riders." With good planning, both groups could meet for lunch or mid-day break. Publish a ride list and make sure each ride is mentioned in the local press.

Racing - At an early stage of club development, and unless the club has a strong racing section, the best events are short distance races. For more information on racing contact the SCA Road &/or Mountain Bike Vice President.

Assistance - A cycling club is a community project, it is providing a service that most municipalities will recognize. Establish a good relationship with them and find out if any assistance is available, ie. grants, meeting rooms, etc. Some Municipalities, through their Recreation Departments, assist clubs with postage, photocopying, and dispatching newsletters.

How to Promote Cycling

Once the club is established, don't sit back and let events take their course. An active club is forever looking for new ideas. Have a regular influx of new members, a continued program. One source of recruitment is through the schools, establish liaison with school in your area, get them to promote cycling as a recreational activity. Visit them with a film show and give them a talk on cycling.

Get involved in community projects, make sure that the club name is always mentioned. Parades, sports events, Canada Day celebrations, and so on. Have a regular supply of the club leaflets in cycle stores. Ask cycle store owners to let you have the names and addresses of all new bicycle purchases. Provide members with a regular club newsletter. This need only be a duplicated sheet of two that provides contacts, club rides, meeting dates, news items, etc. Club identity can be provided by supplying at a low cost, T-shirts and crests bearing the club name and logo. Keep in touch with local politicians and municipalities. Make your voice heard if any anti-cycling legislation is passed or adverse comments made on cycling and cyclists. Be prepared to present the cyclists case at all times. Contact the local service clubs, Lions, Kinsmen, Kiwanis, Optimists, etc. They could be great help.

The success of a club depends solely on the amount of effort put in by the members. Each member has a responsibility to the club, to take on the odd job, to recruit members; it should not be left to one person.

Club Benefits (revised Sept/10)

Following is a list of what you can expect to receive from the Saskatchewan Cycling Association once you have paid your club affiliation fees:

- full MAP funding
- membership with the Canadian Cycling Association
- club liability and accident insurance
- club members who hold a SCA membership will be eligible for insurance, receive the newsletters club membership management on a computerized data base
- professional staff who have expertise, knowledge and commitment
- access to the Association's website

Club Affiliation form is available in Appendix C

For further information contact: Saskatchewan Cycling Association, 2205 Victoria Ave. Regina, SK S4P 0S4
Phone: 780-9299 Fax: 525-4009 cycling@accesscomm.ca www.saskcycling.ca

6.0 VAN POLICY

The SCA van is owned and operated by the Association and its members. The van will be used for the purpose of transportation to the various events the Association's members are involved in. The van will be available to all affiliated clubs within the SCA, with the scheduling rights to be reserved by the Board of Directors.

6.1 Usage

The SCA van will be available on a priority basis for:

- a) SCA -provincial races and out of province team travel.

- b) Sanctioned recreation and touring events.
- c) SCA meetings.
- d) SCA club events.

6.2 Van Revenue (revised September 21, 2008)

Van Revenue or Rental Fees will be charged to the Van Replacement Reserve, while operating expenses, insurance, etc. will be charged to fiscal period expenses.

- a) Internal revenue - the SCA will rent the van to itself based on rates as listed on the race card in Appendix F
- b) External revenue - an affiliated club may rent the SCA van for an event based on the rates as listed on the rate card in Appendix F.

6.3 Maintenance

- a) The club (renter) using the van will be responsible for the maintenance of the vehicle at the time of use.
- b) In the event of a breakdown:
 - the renter can approve up to \$200 repair without receiving prior approval from the SCA office
 - the renter must contact the SCA office if there is a breakdown resulting in more than \$200 repair and/or an overnight stopover is required. Contact the office at (306) 780-9299
 - the SCA will reimburse the renter's overnight accommodation cost, renters are expected to stay 3 or more per room and stay in a reasonably priced hotel/motel
 - the SCA will not pay for any lost wages as a result of a delay
- c) Any repairs, maintenance, and/or overnight accommodations will be paid for by the renter during the rental period. Upon returning the van, these costs must be substantiated by receipts before reimbursement is given by the Association.
- d) Before returning the van the following must be completed:
 - i) Van must be fully refueled.
 - ii) Van interior must be cleaned.
 - iii) Van exterior must be cleaned.

If the van is not returned cleaned or refueled, the renter will be charged the cost to clean or refuel.

6.4 Scheduling

The calendar of events and usage will be available by contacting the SCA office. All inquiries and scheduling requests must also be forwarded to the SCA office. Confirmation of your application will be given as soon as possible. Applications must be received 1 month prior to the event.

6.5 Driver Inspection

The form in Appendix D should be used by the club or user group prior to departure on the trip.

This form shall be turned in upon returning the van after use. Any problems or concerns that are identified on this form are to be rectified immediately or before the next scheduled event.

Mileage of the van will be recorded on the form by the staff prior to the delivery of the van to the user group.

The form must be returned properly filled out with any incurred repair costs attached no later than 1 week after the conclusion of the trip.

6.6 Driver Eligibility

All drivers of the van must be 21 years of age or older and a member in good standing with the Association.

The Board of Directors must be notified, in the application, of those members who will be driving the vehicle. Those members who have been permitted to operate the vehicle must take full responsibility at all times in case of Traffic Violations and Traffic Accidents.

Any misuse of the vehicle, traffic violations, accidents or ineligible drivers using the vehicle will be a determining factor for future driving of the vehicle.

6.7 Yearly Maintenance

The Board of Directors will be responsible for monitoring general maintenance (oil changes, tires, belts, tune ups, licence, insurance). The owner's manual will be consulted for this at all times.

7.0 GRANTS

Application for Sask Sport Grants must be made through and with the approval of the Saskatchewan Cycling Association President and Vice President Finance and Administration. Grant criteria concerning all Sask Sport funding can be received from the Executive Director.

All grant requests must be made to the Saskatchewan Cycling Association in writing in time to receive and review by the Board of Directors at one of its meetings prior to the event being held. Grants are currently available from Saskatchewan Cycling Association for the following: Membership Assistance Program, Athlete Assistance.

7.1 Membership Assistance Program (MAP) (COMPLETE revision December 2011)

The Membership Assistance Program is a program provided for by Sask Lotteries through Sask Sport and the Saskatchewan Cycling Association. The program is designed to allocate funds directly to the affiliated clubs within the SCA.

In considering to apply for MAP funds, clubs must recognize the rationale behind which these funds are made available to the Provincial Sport Governing Bodies; namely to foster the development of the clubs and their memberships at the "grass roots level". The Saskatchewan Cycling Association's Board of Directors has instituted the following criteria which, although restrictive to some clubs in some areas of endeavour, will address the over-all goal of MAP funding as mandated by Sask Sport.

Club Applications and Eligibility

To be eligible for MAP funds, the following conditions must be met:

- The Club Affiliation form and fee must be submitted to the SCA by June 1st.
- Clubs must be represented at the SCA Annual General Meeting.
- MAP Grant Application and Spending Plans (Appendix I) must be submitted to the SCA by June 1st.

Eligible Expenses

- **Club Travel** - This pertains to travel to and from in-province - races and other in-province club events.
- **Club Development** - Following is a list of possible projects which would be considered club development; the list is not all inclusive and clubs are encouraged to submit other club development projects for consideration:
 - Competitions: commissaires fees, advertising, and trophies but not cash prizes.
 - clinics
 - newsletters, brochures, websites
 - administration, club operating costs

- AGM or meeting expenses
- advertising
- club race/ride
- honorariums
- membership registration transaction fees

· **Youth Learn to Race/Ride series or program** - Clubs will be eligible for a maximum of \$200 to assist in the expense of running the program i.e., advertising, honorariums, promotional gifts

Ineligible Expenses

- Any construction, upgrading, maintenance or operating costs of facilities
- Expenditures for which other grant dollars have been used. Two different grants cannot be used to pay the same dollar of expense, whether the grant comes from the SCA or any other granting agency.
- Cash Prizes
- Social event
- Alcoholic beverages
- Research projects & feasibility studies
- Out-of-Province travel.

Note: If a club is unsure about the eligibility of MAP expenditure, the club may ask the SCA for clarification.

Application Review and Payment Procedure

- The Board of Directors will review all MAP spending plans by June 20th.
- A MAP funding formula (follows) will be used to determine eligible amounts to be allocated to clubs applying for a MAP Grant.
- Because MAP application requests in a given year may exceed the amount of funds available to the SCA, the Board of Directors will decide the final allocation of funds based on the MAP grant criteria, the MAP funding formula, the total number of applications received and the total amount of MAP funds available for distribution by the SCA.
- The Board will report back to the clubs outlining the status of their MAP application by June 30th. Some clubs are at a distinct disadvantage with respect to other clubs because of various factors beyond their control, the Board will give additional consideration to:
 - newly formed clubs
 - size of clubs
 - location of the club with respect to the other clubs, population centres, zones

- A cheque for the first 60% of each approved grant will be issued by June 30th of each funding year.
- The final 40% of approved funding will be paid out to a club once that club has submitted a follow up report, including appropriate receipts and/or documentation and the follow-up report is approved by the SCA Board of Directors.

Follow-up and Reporting

- **The deadline for clubs to submit a follow-up report and required receipts is November 1st.**
- Follow-up reports must be submitted using the appropriate SCA Follow-up Report Form (Appendix J) and must be accompanied by appropriate receipts and/or documentation to verify expenditures made using MAP funds.
- Appropriate Receipts and/or documentation to verify expenditures can take various forms but should at a minimum:
 - Indicate name of recipient (person or business) of the funds
 - Describe goods or services provided for payment

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

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

·If the clubs miss the follow up deadline of November 1st, they will forfeit the remaining 40%. Clubs will be ineligible to receive any future MAP funding from the SCA until such time as all out-standing MAP follow-up reports are received by the SCA.

·If a club does not spend their MAP allocation within the grant year for which it was approved OR if the club spends their MAP allocation on ineligible items, the club will be required to return all or a portion of MAP funds received to the SCA.

Additional MAP Distribution

In the event there is MAP funding remaining following the final follow up date of November 1st, the Board of Directors will meet and allocate the remaining funds to clubs that have provided follow up reports with receipts and that have spent more than the MAP allocation they have received. **Extra consideration will be to clubs that have contributed to monthly newsletter on at least 4 occasions.**

Funding Formula

A. Base Per Club - Each club would receive a base grant of \$50 per list item

- attendance at SCA AGM
- written report for SCA AGM
- Club AGM with minutes
- hosting of **each** provincial event* *to achieve provincial level designation, The SCA Event Sanction form must be completed and participant level fees paid.

B. **\$2.00** Per Registered Member Affiliated with the SCA

C. National Coaching Certification Program - Rate Per Coach in Your Club ***Must hold Respect in Sport Certification to be eligible** (added Dec. 16)

- **\$40 Level I Certified/Trained Community Initiation for current year club coaches (added March 17)**
- **\$80 Level II Certified/Trained Training Coach or Certified Race Coach for current year club coaches (March 17)**
- **\$120 Level III Certified or Competition Development Certified for current year club coaches, (added March 17)**

E. \$16 Per Official **that holds current year UCI licence** in Your Club

F. \$300 Per Sport Zone in Province - In zones where more than one club exist, the \$300 would be divided equally among the clubs in that zone.

G. Certified Can-Bike Instructor in Your Club

- \$20 Level I Certified

- \$40 Level II Certified
- \$60 National Examiner

H. \$200 for eligible Youth Programs - There should be a minimum of 3 separate sessions in order to qualify for this grant.

I. Total amount of membership registration transaction fees paid to CCN.

J. Discretionary Amount as per the Board of Directors direction

7.2 Athlete Assistance

Program Goal

To help fund elite training and racing opportunities for national class riders regardless of age.

The High Performance Committee will consider all elite male and female riders for assistance. No one on the High Performance Committee shall be allowed to apply. The number of grants and the amount of each will be decided by the High Performance Committee.

Eligibility

The High Performance Committee will determine which licensed riders are eligible to receive Athlete Assistance.

Timelines

- December - Athlete Assistance Application Form
- January - Deadline for the athlete to submit the form to the SCA
- May (last Monday) - High Performance Committee will allocate funds to the selected athletes
- June - A cheque for 50% of the athlete assistance will be issued to the athlete
- Dec 31 - Athletes must send in receipts totalling the amount of athlete assistance. The final 50% cheque will be sent to the athlete when the receipts have been received by the office. If the receipts are not received by Dec 15 the final 50% will be forfeited.

8.0 AWARDS

8.1 SCA Awards

SCA awards are presented annually at the SCA Annual General meeting;. Application deadline for nominations for the awards will be December 31. All nominations must be on the form provided; the nominator and nominee must be current members. The President's award can be won only once in a lifetime. There is no limit on the number of times the volunteer awards (Cameco, Road Sector and Recreation and Transportation), can be won, but they cannot be won in consecutive years by the same member. In the selection process for the volunteer awards (Cameco, Road Sector and Recreation and Transportation), with the nominee's accomplishments being similar, a member who has not previously received the award, will be weighted higher. Revised Aug 2012

Presidents Award - The purpose of the award is the recognition of outstanding volunteer contribution towards the overall development or progress of the SCA with the past twelve months and can be received once in a lifetime. This contribution may include development of a club, sector, committee, event, athlete or team, etc. or a combination of these areas. A recommendation on the winner will be made by Awards Committee to the President; the President will name the award winner.

Cycling Mileage Achievement Award - The purpose of the Cycling Mileage Achievement Award is the recognition of the individual SCA member with the greatest logged mileage within the past twelve months as required by the mileage achievement program guidelines.

Volunteer Service Award - The purpose of the Volunteer Service Award is the recognition of long term service. Awards are presented for 5, 10 and 15 years of service on the SCA Board of Directors, Club Presidents or Committees. Revised Aug 2012

Wotton Bowl Award - The purpose of the Wotton Bowl Award is the recognition of outstanding achievement in Road or Track during the past twelve months. To be considered the achievement(s) must be of an interprovincial or international level nature.

Mountain Bike Top Rider of the Year Award - The purpose of the Award is the recognition of outstanding achievement in Mountain Bike racing during the past twelve months. To be considered the achievement(s) must be of an interprovincial or international level nature.

Cameco Volunteer Award - The purpose of the Cameco Volunteer Award is the recognition of outstanding achievement in the Mountain Bike sector during the past twelve months. The same member cannot win this award in consecutive years. Revised Feb 11/07

Cyclocross Top Rider of the Year Award - The purpose of the Award is the recognition of outstanding achievement in Cyclocross racing during the past twelve months. To be considered the achievement(s) must be of an interprovincial or international level nature. Revised February/10

Outstanding Volunteer in the Road Sector Award - The purpose of the Award is the recognition of outstanding volunteer contribution in the Road Racing or Track sector during the past twelve months. The same member cannot win this award in consecutive years. Revised Feb 11/07

Outstanding Volunteer in the Recreation & Transportation Award - The purpose of the Award is the recognition of outstanding volunteer contribution in the Recreation & Transportation sector during the past twelve months. The same member cannot win this award in consecutive years.

Ken Wilson Achievement Award - The purpose of the Award is to recognize a member of the Saskatchewan Cycling Association (SCA) who has achieved an outstanding personal result in a timed cycling event in the time period since the previous SCA awards ceremony. Anyone can nominate a member of the SCA for this award. Nominations are to be submitted to the SCA Board of Directors and include a description of the event, the achievement and why the achievement is outstanding. Award winner to be selected by a committee that includes the following: SCA President, or designate; Member of the High Performance Committee (as chosen by the HP Committee); Member of the Development Committee (as chosen by the Dev Committee); President of Cycledelia Racing Club, or designate; Provincial Level Coach

Awards Committee (added February 12, 2006)

The Awards Committee will be comprised of 4 members:

- President, chair of the Awards Committee
- A mountain bike racing sector representative
- A road racing sector representative
- A Recreation & Transportation sector representative

All the representatives will be past recipients of SCA Volunteer awards. First priority for Committee representatives would be the winners from the previous year awards. Committee members cannot serve on the committee more than twice, except for the president, and must be current members. The President, as the chair, will strike the Awards Committee each year by December 31; the Committee will name the award winners by January 15. The President will submit the winning names to the Executive Director by January 15, award winners will be announced at the Awards Banquet. Revised Aug 2012

The Committee will name the winners for all awards except the Ken Wilson Achievement Award and the President's Award. The Committee will recommend a frontrunner for the President's award; the President will make the final selection.

Application deadline for nominations for the awards will be September 1st. All nominations must be on the form provided; the nominator and nominee must be current members.

Saskatchewan Cycling Association Achievement Awards

This form must be submitted to the Sask Cycling Association office by December 31. Late forms will not be accepted.

Nominee Name: _____

Address: _____

Telephone: _____ E-mail: _____

Check off the category of this nomination (one form per nomination).

- Wotton Bowl Award
- Mountain Bike Top Rider of the Year Award
- Cyclo-cross Top Rider of the Year Award
- Cameco Volunteer Award
- Cyclocross Top Rider of the Year Award
- Outstanding Volunteer in the Road Sector Award
- Outstanding Volunteer in the Recreation & Transportation Sector
- President's Awards

Nominator Name: _____

Address: _____

Telephone: _____ E-mail: _____

Date of Nomination

Signature of Nominator

PLEASE NOTE: It is the responsibility of the nominator to research and document the accomplishments of the nominee. A well-developed nomination form will assist the committee in the selection process. The nominator and nominee must be current members in good standing with the Saskatchewan Cycling Association.

Accomplishment - In 50-100 words, describe why the nominee should receive the award:

8.2 Non SCA Recognition Awards

The Volunteer Awards Program was created to honour volunteer coaches, officials, and administrators who have put in long hours of work with little recognition for their efforts. This award is not open to anyone who is primarily paid to do their work (eg. coaches) or to current Sask Sport Board members.

When submitting your nomination be sure to fill it out completely. The Selection Committee has nothing but your nomination form to work from. Please submit a good quality HEAD AND SHOULDERS PHOTO with the nomination form. Nominations must be made by June 1.

Look around - there are people in your organization who are always there when you need them. Now is the time to express your association's thanks. The awards will be presented at the Sport Awards Dinner in October. This dinner is in conjunction with our Fall Conference.

Special Criteria

1. A member organization of Sask Sport may nominate one individual in one of the following categories: a) coach, b) official, c) administration.
2. Only member organizations of Sask Sport may nominate.
3. Only one nomination per organization will be accepted.
4. The person nominated must have been active in the past 12 months to be eligible for consideration.
5. Please send black and white pictures head and shoulder of nominee.

8.2.1 Athlete of the Month

Names must be submitted to the Saskatchewan Cycling Association office prior to month end. Discussion to be made by a committee made up of Executive Director, President, and Vice President Finance and Administration.

8.2.2 Athlete of the Year

To be decided by the Board of Directors and applied for by the Saskatchewan Cycling Association office prior to November 30 of each year.

8.2.3 Sask Sport Delegates

The Saskatchewan Cycling Association is a member of Sask Sport. As such, we are entitled to participate in the various Sask Sport functions including voting rights at the Sask Sport Annual General Meeting. Dinners. The Saskatchewan Cycling Association shall have a policy of nominating and selecting Saskatchewan Cycling Association representatives to officially attend. Wherever possible there will be volunteers and the professional staff will attend as observers. The Saskatchewan Cycling Association shall also endeavour to nominate and support a candidate to run for a position of the Board of Directors.

8.2.4 Information and Criteria Concerning Nominations to the Hall of Fame

Nominations may originate with an individual, club or association, and must be signed by the nominator. Nominations should be typed and forwarded to the Saskatchewan Sports Hall of Fame, 2205 Victoria Avenue, Regina, Saskatchewan, S4P 0S4 by October 1st for consideration that year. Nominations should outline as much factual information as possible, giving details of the accomplishments of the nominee. Where possible, the claimed details of the accomplishments or service record should be supported by documentary evidence. Nominations must be submitted on the required form and must include a 5" X 7" photograph of the nominee. All files are the property of the Hall of Fame and kept for historical research purposes, accepted or retired.

9.0 RACING SECTOR

9.1 Sanctioned Races and Provincial Training Camps

The following is intended as a guide for clubs wishing to hold provincially sanctioned races. It is also intended for the Technical Committee to help coordinate calendar planning.

9.1.2 Goals

The Committee will set goals for the following season in November/December. The Committee should consider the success or failures of the past season, the goals of the out-of-province program, goals for development of new clubs, and goals for rider development.

9.1.3 Selection of Dates/Three Levels of Races

The Provincial Calendar by necessity cannot be finalized until the out-of-province calendar is finalized in February. However some planning of race weekends (without dates) can be done in the winter. The final date-fixing will then take place in early March. In general the in-province racing should start in April and end in October. The Committee should recognize the weather will likely cause cancellation of some early and late season races and a "full" schedule will ensure that there will be races on the fair weather days. Racing is the best form of training and that is the reason for starting the calendar in April when people may not have many miles in.

It is suggested that the calendar be arranged in a three level system. All three levels of racing are considered sanctioned by the SCA and are therefore covered by the SCA insurance policy. The levels are: club racing, provincial races, out-of-province races.

The calendar should contain an alternating mix of levels of racing so that people of all levels of interest have maximum opportunity for regular racing. Clubs are encouraged to host events of a regional or development nature on the weekends when the high performance riders are out-of-province.

9.1.4 Selection of Races (Provincial)

Road Race weekends should be planned with two or even three races so that travelling is more worthwhile. A variety of races (and race courses) should be scheduled (road races, time trials, criteriums, mountain bike events) for variety. General handicap races and two-man time trials are better suited to club races. A progression of distance should be followed from short in April, to building long in late June - early August, and tapering again in September and October.

Races will be scheduled by age/ability categories. Combining of categories is often done at the race when the size of the field is determined. An alternating pattern between cities is also recommended.

9.1.5 Club Racing Calendar

Clubs should prepare their week night and week end event calendar in March after the provincial calendar is completed. This information should be sent to the SCA office to be published in the newsletters.

9.1.6 Changes in Calendar/Cancellation of Races

The Technical Committee will consider changes in the calendar during the summer due to many factors. Changes will be reported in Newsletters when possible and club racing representatives should try to inform members.

Safety of the racers is always the priority. Occasionally due to bad weather conditions the race course or the road leading to the start line is treacherous, this could cause the race to be cancelled or postponed.

Cancellation 3 Days Before the Event

When weather conditions in the days leading up to the race make the course/road dangerous, the following procedure will be followed:

- the race organizer should seek advice from the Executive Director and members of the Technical Committee that live in the race location
- the race organizer must make the decision on whether to go ahead or cancel the race the Thursday evening before the race weekend
- the race organizer, with help from the SCA staff will contact all the club presidents and inform them about the cancelled date and if known, the rescheduled date
- the race organizer must also contact the Commissaires, volunteers and any pre-registered racers that would be travelling a long distance to the race i.e., riders from Manitoba, Alberta
- racers are encouraged to contact their club president on the Friday prior to the race if they are concerned the race is not going to be held an alternate contact is the race organizer or the Saskatchewan Cycling Association office

Cancellation One Day and Day of the Event

When weather conditions deteriorate on the day before or the day of the race the following procedure should be followed:

- the race organizer should seek advice from the Executive Director and members of the Technical Committee that live in the race location
- if the race is being cancelled or postponed the race organizer must move quickly to let all club presidents, Technical Committee, volunteers, Commissaires, SCA staff and pre-registered riders which are driving a long distance know, through a phone call.

Race organizers should have a telephone number on the registration form, which racers could phone to get an update on the race. It is suggested there is an answering machine available on that number that can let riders know the status of the race.

9.1.7 Sanctioning

For road and mountain bike events the Technical Committee will organize the provincial calendar. Sanctioning fee per person per event is required (See the Rate Card in Appendix F for the amount). A Sanction form must be completed by the race organizer and returned to the SCA office 45 days prior to the start of the race. A blank Sanction Form follows in Section 9.9.

9.1.8 Organization of Provincially Sanctioned Races

Organization of provincially sanctioned races will be the responsibility of the club, with help from the SCA. The Chief of Road Racing or the Chief of Mountain Bike Commissaire will work with the clubs in designating the officials for each race. Entry fees should ultimately cover the cost of officials, mileage for following vehicles, and socials. Trained officials within each club will reduce costs as well. The SCA will provide medals for Provincial Championships.

9.2 Mountain Bike Race Organizer's Checklist

2 MONTHS PRIOR

- establish course location
- contact Sask Cycling Association (SCA) for assistance
- develop sponsorship base if possible
- begin developing promotional materials such as posters, flyers, public service announcements
- draft potential budget

45 DAYS PRIOR

- complete the SCA Event Sanction Application Form and send to the SCA office

1 MONTH PRIOR

- draft registration form consisting of (The SCA has a generic form):
 - cyclist name, address, date of birth, e-mail
 - registration fee
 - course map, location
 - waiver form
 - categories
 - number of laps
 - start time
 - place of pre-registration
- send race posters to bike shops, recreational areas, cities, towns, malls, restaurants, etc.
- develop an emergency action plan:
 - contact ambulance services/certified first aider to cover race (there must be an on-site certified first aider whose sole responsibility is to deal with injuries)
 - have a cellular phone and appropriate contact numbers on-site
 - because of the inaccessibility to the injured person while they are on the course, have an all terrain vehicle available
- develop the possibility of onsite concession (burgers, drinks), this is not essential but can enhance the event
- send all final registration forms and other race information to the SCA

3 WEEKS PRIOR

- ☐ establish commissaire and volunteers for race
 - 1 Chief Commissaire (oversees entire race, delegates all responsibility, handles any race specific problems)
 - 1 Registration/Timer Commissaires (register all cyclists, collect fees, assign number plates, answer any questions about prizes, start times, etc.)
 - 3-4 Timers/lap counters (responsible for counting laps, time keeping and assisting as additional eyes for pack finishes)
 - Course Marshals (ensure cyclists stay on course, assigned to danger areas - you can never have too many course marshals)

2 WEEKS PRIOR

- ☐ finalize course and confirm accessibility for parking, etc.
- ☐ establish area for pre-registration

1 WEEK PRIOR

- ☐ find sound system or bull horn, not essential but aides in communication with large numbers
- ☐ gather prizes (if available)
- ☐ notify the SCA of any additional sponsors for insurance coverage

2 DAYS PRIOR

- ☐ call and remind volunteers of duties and responsibilities
- ☐ obtain lots of pens, paper, and clip boards
- ☐ prepare cash float
- ☐ if possible try to provide water at race site

1 DAY PRIOR

- ☐ mark course (have someone ride the course who has never seen it, this helps determine how well the course is marked)
- ☐ include feed zone on course
- ☐ contact Commissaire for any last minute changes

RACE DAY

- ☐ set up registration, concession 2½ hours before start of the first race
- ☐ all volunteers and Commissaires should also arrive 2½ hours before the start
- ☐ gather all available help for last minute instructions
- ☐ ensure ambulance attendant/certified first aider arrives 1 hour prior to race time and have escorts to take them to the more dangerous areas of the course

REGISTRATION

- ☐ all pre-registration forms as well as sign-on sheets should be readily available
- ☐ licenses must be shown at registration/or they can be purchased on site
- ☐ inform cyclists they may warm-up on the course but must be off 10 minutes prior to any start (helmets are mandatory)

START TIME

- ☐ the race organizer will call the competitors to the start line 5 minutes before the start
- ☐ the Commissaire will then take roll call and inform the cyclists about the course and important mountain bike rules
- ☐ upon the Commissaire's command the race will begin and the watches will be started

FINISHED RACES

- ☐ all results must be posted as soon as possible
- ☐ all disputes will be handled by the race director and Chief Commissaire

- ☐ all decisions by the Chief Commissaire are final

PRIZES

- ☐ prizes can be either cash, merchandise or both
- ☐ prizes can be awarded by the following methods
 1. assigned (prior to race day)
 2. voluntarily chosen -each first in each category is called to the prize table on at a time to select a prize of their choice. Then all second and third place finishers.
 3. the plate numbers of each rider present is placed in a container and drawn, the rider can pick a prize from the prize table

AFTER THE EVENT

- ☐ pay out Commissaires
 - Honorarium: Chief Commissaire Honorarium \$75/day (must be certified)
 - Assistant Commissaire Honorarium \$40/day (certified)
 - Mileage: .30/km Meals: \$23/day (\$5 breakfast, \$7 lunch, \$11 supper)
 - Accommodation: Commissaires are required to share hotel rooms when possible.
 - Volunteers should receive free food as well as a t-shirt, cap, mug, etc.

What race organizers give the SCA:

Prior to the race: Event Sanction Application Form (list of volunteers, emergency plan, sponsor information, course map, prize list, fines), After the race: results, race levy, one day application forms and fees

What SCA gives race organizers: number plates, insurance, stopwatches, advertisement in the SCA newsletters

9.3 Road Race Organizer's Checklist

2 MONTHS PRIOR

- ☐ establish course location
- ☐ contact Sask Cycling Association (SCA) for assistance
- ☐ develop sponsorship base if possible
- ☐ begin developing promotional materials such as posters, flyers, public service announcements
- ☐ draft potential budget

45 DAYS PRIOR

- ☐ complete the SCA Event Sanction Application Form and send to the SCA office

1 MONTH PRIOR

- ☐ draft registration form consisting of:

-cyclist name, address, date of birth, e-mail	-registration fee
-course map, location	-waiver form
-categories	-number of laps
-start time	-place of pre-registration
- ☐ send race posters to bike shops, recreational areas, cities, towns, malls, restaurants, etc.
- ☐ develop an emergency action plan:
 - contact ambulance services/certified first aider to cover race (there must be an on-sight certified first aider who's sole responsibility is to deal with injuries)
 - have a cellular phone and appropriate contact numbers on-site
- ☐ send all final registration forms and other race information to the SCA

3 WEEKS PRIOR

- ☐ establish commissaire and volunteers for race
 - S 1 Commissaire (oversees entire race, delegates all responsibility, handles any race specific problems)

- S Marshals for each corner (ensure cyclists stay on course, assigned to danger areas - you can never have too many course marshals)
- S 2 Registration/Timer Commissaires (register all cyclists, collect fees, assign number plates, answer any questions about prizes, start times, time keeping and assisting as additional eyes for pack finishes, etc.)
Additional certified commissaries are required for follow vehicles.

2 WEEKS PRIOR

- ☐ finalize course and confirm accessibility for parking, etc.
- ☐ establish area for pre-registration

1 WEEK PRIOR

- ☐ find sound system or bull horn, not essential but aides in communication with large numbers
- ☐ gather prizes (if available)
- ☐ notify the SCA of any additional sponsors for insurance coverage

2 DAYS PRIOR

- ☐ call and remind volunteers of duties and responsibilities
- ☐ prepare cash float
- ☐ if possible try to provide water at race site
- ☐ pick-up proper signage

1 DAY PRIOR

- ☐ clean corners on the course
- ☐ include feed zone on course
- ☐ contact Commissaire for any last minute changes

RACE DAY

- ☐ set up registration, concession 2½ hours before start of the first race
- ☐ all volunteers and Commissaires should also arrive 2½ hours before the start
- ☐ gather all available help for last minute instructions
- ☐ ensure ambulance attendant/certified first aider arrives 1 hour prior to race time and have escorts to take them to the more dangerous areas of the course
- ☐ put out proper signage
- ☐ assemble following vehicles and drivers

REGISTRATION

- ☐ all pre-registration forms as well as sign-on sheets should be readily available
- ☐ depending on the number of competitors, group categories for start times (you don't want too many cyclists starting at one time but you don't want too little either)
- ☐ inform cyclists they may warm-up on the course but must be off 10 minutes prior to any start (helmets are mandatory)

START TIME

- ☐ assemble following vehicles
- ☐ the race organizer will call the competitors to the start line 5 minutes before the start
- ☐ the Commissaire will then take roll call and inform the cyclists about the course and important road race rules
- ☐ upon the Commissaire's command the race will begin and the watches will be started

FINISHED RACES

- ☐ all results must be posted as soon as possible
- ☐ all disputes will be handled by the race director and Commissaire
- ☐ all decisions by the Commissaire are final

PRIZES

- prizes can be either cash, merchandise or both
- prizes are usually given to 1st, 2nd and 3rd place in each category
- prizes can be awarded by two methods
 - S assigned (prior to race day)
 - S voluntarily chosen -each first in each category is called to the prize table on at a time to select a prize of their choice. Then all second and third place finishers.

AFTER THE EVENT

- pay out Commissaires
 - Honorarium: Chief Commissaire Honorarium \$75/day (must be certified)
Assistant Commissaire Honorarium \$40/day (certified)
 - Mileage: .30/km Meals: \$23/day (\$5 breakfast, \$7 lunch, \$11 supper)
 - Accommodation: Commissaires are required to share hotel rooms when possible.
 - Volunteers should receive free food as well as a t-shirt, cap, mug, etc.
- pick up signage

What race organizers give the SCA:

Prior to the race: Event Sanction Application Form (list of volunteers, emergency plan, sponsor information, course map, prize list, fines), After the race: results, race levy, one day application forms & fees

What SCA gives race organizers: number plates, , insurance, stopwatches, advertisement in the SCA newsletters

9.4 Example of a Road Racing Result Sheet

Date: _____ Event: _____ Location: _____

Rider #	Name	Placing	Overall	Points	Time Bonus	Monies

Example of a Road Race - Stage Race Results

Date: _____ Event: _____ Location: _____

NO	Name	Stage 1	Stage 2	Stage 3	Stage 4	GC

9.5 Example of a Road Racing Start Sheet

Date: _____ Event: _____ Location: _____

Rider #	Name	Start	Finish	Elapsed Time	Placing	Points

9.6 Example of a Sign On Sheet/Race Entry Form

Date: _____ Event: _____ Location: _____

Waiver: use the waiver on the SCA membership form

Rider #	Name	Start	Finish	Time	Signature

9.7 Example of Mountain Bike Race Result Sheet

Date: _____ Event: _____ Location: _____

NO	Name	paid	lap 1	lap 2	lap 3	lap 4	lap 5	lap 6	lap 7	time	place

or

Date: _____ Event: _____ Location: _____

paid	NO	Name	club	time	Place	City

Example of Race Fees Form

Race Name _____ Date _____

PLEASE ENSURE THE FOLLOWING AMOUNT IS SENT TO THE SASKATCHEWAN CYCLING ASSOCIATION IMMEDIATELY FOLLOWING THE RACE:

Levy x \$2.00/racers =	\$ _____
One Day Licences x \$20 =	\$ _____
SCA Memberships x =	\$ _____
Total	\$ _____

Make cheque payable and send to: Sask Cycling Association

9.8 Provincial Level Event Sanction Application Form (revised March 2013)

SCA sanctioned races receive the following benefits:

- Listing on the SCA events calendar (newsletter and website)
- Eligibility for liability insurance via race being open only to holders of UCI licenses, SCA in-province licenses, or a single event membership
- For Sask Cup Road and Mountain Bike events – SCA race results assistance

<u>Organizer's Information</u>
Name _____ (must be the chief organizer of the event)
Name of Club _____ Phone (h) _____ (w) _____ (c) _____

<u>Event Information</u>
Event Name _____ Date _____

Location of the Event _____
 Description of Non-Cycling Activities, if any: _____

(v)	Type of event	Participant Levy	(v)	Type of event	Participant Levy
	Stage Race	\$2		Downhill	\$2
	Road Race	\$2		Enduro	\$1
	Criterium	\$2		Cyclo-Cross	\$1
	Time Trial	\$2		other	\$1
	Cross Country Mtb	\$2			

Estimated # of riders _____ Estimated # of volunteers _____

Event Site Check List

Legal: Police, Municipal and Land Owner(s)/Manager(s) approval (copy of letters) yes no

First Aid: Emergency Action Plan (see next page) yes no

Event details:

1) Course Map included yes no

2) Registration form attached yes no

3) Event info attached (race or technical bible) yes no

Application for Co-Insured

Do you require proof of insurance for co-insured yes no It is understood and agreed that the following entities are added to the policy as Additional Insured but only with respect to the operation of the Named Insured. The certificate applies to the members and authorized personnel of the Insured while operating within the scope of their duties.

Name of the Additional Insured: _____ Interest in the event (applicable box MUST be checked)

1) _____ municipalities government sponsor/landowner

2) _____ municipalities government sponsor/landowner

3) _____ municipalities government sponsor/landowner

4) _____ municipalities government sponsor/landowner

attach list if more additional insured - interest in the event must be shown

Emergency Action Plan

This report should be completed by the event organizer & verified by the event official before the event. **THE First Aid Personnel MUST BE AVAILABLE AT A FIXED PLACE DURING THE EVENT AND HAVE NO OTHER DUTIES.**

First Aid Personnel _____

Closest Hospital (& address) _____

Directions to Hospital _____

Emergency Ward Phone _____ Ambulance Phone _____ Police Phone _____

Attach map of the event course, including emergency vehicle access points, nearest telephone and route to hospital.

For the running of a sanctioned SCA activity, this form must be completed and in the SCA office no later than 45 calendar days prior to the event. 5 million 3rd party liability insurance is automatically included as part of the sanction. Please note that the SCA can withhold or withdraw a sanction at any time if the conditions of the sanction (as outlined in the handbook, National Regulations and Organizer Guide) are not met.

Signed _____ Date _____

Please keep a copy for your own records Mail to: Saskatchewan Cycling Association, 2205 Victoria Avenue, Regina, SK S4P 0S4 or fax (306) 525-4009 for more information call (306) 780-9299, E-mail cycling@accesscomm.ca

Medical Considerations - A person currently certified with basic First Aid training and a first aid kit shall be stationed near the Start/Finish area of each race.

- Although an ambulance on site is not mandatory, it is recommended to have an ambulance on site if access to an ambulance takes longer than 15 minutes.

Ambulance Grant Policy: Where the Chief Commissaire determines that safety considerations for a Sask Cup event require an on-site ambulance, the SCA will provide a grant to the race organizer of 50% of the cost of the ambulance fee, to a maximum of \$500/race weekend. This is for ambulance services only; does not include first responders, first aid supplies, etc.

Process:

1. Race organizer determines the location of the closest ambulance service.
2. Race organizer contacts the Chief Commissaire of the province, with details regarding distance from the venue to the ambulance service
3. The Chief Commissaire contacts the Executive Director with approval/disapproval of the grant
4. The Executive Director confirms with the Race organizer

Note: The grant may not be approved if it is deemed the venue is within the recommended distance to an ambulance

- For Mountain Bike Races an all Terrain Vehicle shall be stationed near the Start/Finish area of each race if there are sections of the course that are not accessible by motor vehicle.

Event Day Considerations

- A person shall be available at the race whose only roll is to be the race organizer; note this need not be the race organizer as declared on this sanction form, but can be an assistant.

Signed _____ Date _____

Please keep a copy for your own records Mail to: Saskatchewan Cycling Association, 2205 Victoria Avenue, Regina, SK S4P 0S4 or fax (306) 525-4009 for more information call (306) 780-9299, E-mail cycling@accesscomm.ca

9.9 Out-Of-Province Travel Report Form

Instructions: To be completed by the Coach/Manager and returned to the SCA office within one week of the race. (office: copy to: High Performance Committee)

1. Name _____ of _____ Coach/Manager:

2. Names _____ of _____ additional _____ support _____ people:

3. Names and Categories of Athletes on team: _____
4. Names of non-funded helpers and athletes: _____
5. Please attach results. If full results are not available, list the first three in each race, the Saskatchewan placing, and time behind the winner.
6. What were the goals for the race? Were they met? _____
7. Should we attend this race next year? Comments? _____
8. Describe any problems with the trip and list suggestions for improvement.

9.10 Rules for Out-of Province Trips

The following rules apply to riders, managers and coaches while on SCA funded trips. The rules apply for the full duration of the trip. This includes days off, travel days, etc.

Rules

1. No drinking of alcohol or smoking.
2. No vulgar or coarse language.
3. Curfew will be set by the coach or manager
4. Respect for others property and rights.
5. All instructions from the coach or manager are final.

Failure to follow the rules will result in the loss of future privileges. The High Performance Committee will deal with such cases.

10.0 RECREATION AND TRANSPORTATION SECTOR

10.1 Cycling Mileage Achievement Program (CMAP)

As a member of the Saskatchewan Cycling Association, we are pleased to offer you an opportunity to participate in the ongoing Saskatchewan Cycling Mileage Achievement Program. The program is a cycling participation program to recognize the kilometres that our members cycle each calendar year. To participate, simply keep a log of the kms that you cycle starting Jan 1 to Dec 31 and submit it to the SCA office before Feb 15. You will be eligible for an award at the SCA Awards Banquet Annual as per the attached schedule if you have complied with the rules and regulations outlined.

Revised February 2016

Rules and Regulations

1. Only SCA members are eligible.
2. The program runs from January 1 to December 31.
3. Record all kilometres on the log provided. All entries are based on an honour system. Submit your log to the SCA office before February 15.
4. All kilometres on the road apply, whether touring, racing, all terrain, training or riding to work.
5. No kilometres on indoor trainers or rollers are to be counted.
6. Amateur kilometres only: no riding at work, ie. bicycle courier, etc.
7. Lifetime totals will accumulate regardless or absence of membership for a given year, ie. illness, leave, etc. However, participants who are inactive for 2 consecutive years will forfeit their lifetime total and will be required to start over.
8. The award schedule, based on lifetime mileage as of Aug 31 each year, is as follows:

< 1,000 km diploma	1,000 km bronze badge & diploma
2,500 km silver badge & diploma	5,000 km gold badge & diploma
10,000 km bronze medal & diploma	15,000 km silver medal & diploma

25,000 km gold medal & diploma

50,000 km plaque, 50,000 km sticker to place on plaque & diploma

increments of 25,000 km after 50,000 km sticker for the plaque & diploma

9. A trophy will be awarded at the SCA Awards Banquet to the top mileage achiever of each year.

10. Mileage Achievement Awards will also be presented at the SCA Awards Banquet.

10.2 Can-Bike Instructors Administrative Guidelines

All instructors must be members of the SCA for accreditation and maintenance of their certification. This membership provides instructors with the necessary liability insurance. The SCA must be notified of all courses to secure such insurance. Course Registry Forms shall serve as proof of Instructor activity and shall be filed promptly with the SCA to maintain active status. All instructors must also follow the guidelines established in the CCA's Can Bike Skills Courses - Administrative Guidelines for Instructors and Delivery Agents

10.2.1 SCA Courses

Instructor Responsibilities:

- obtain course fees and student waivers
- plan and conduct the course
- evaluate students and where appropriate note marks on Course Registry Form
- send names of all students and marks to the SCA
- deliver signed certification to each student
- specify the hours worked by you and any previously approved assistant(s)
- conduct a course evaluation and return it the SCA
- promote SCA membership

SCA Responsibilities:

- promote the course
- select instructors for courses
- set course fee for students
- stock the appropriate hand-outs and videos
- secure student insurance for the course
- payment of instructors and assistant(s)

Fees for SCA Courses & SCA Instructor rates are listed in Appendix F:

Courses will not be run unless 5 students are present

10.2.2 Non-SCA Courses:

Instructor Responsibilities:

- set course fees
- collect student waivers
- obtain one-event insurance from the SCA (\$10 per student)
- promote, plan, and administer course
- evaluate students and where appropriate note marks on Course Registry Form
- send names of all students and marks to the SCA
- deliver signed certification to each student
- pay assistant(s)
- conduct a course evaluation and return it the SCA
- promote SCA membership

SCA Responsibilities:

- secure student insurance for the course
- secure assistant(s) if asked

Fees for Non-SCA Courses & Instructor's Payment: To be determined by the Organizer

11.0 POLICY AGAINST HARASSMENT

Statement of Commitment

The Saskatchewan Cycling Association (SCA) is committed to providing a sport and work environment where all individuals are treated with dignity and respect. Everyone has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices. Every member of this organization has a responsibility to not engage in, condone, or ignore harassing behaviours. Any member who believes that another member is experiencing harassment is encouraged to notify the appropriate authorities as designated in this Policy. Harassment is a form of discrimination and it is against the law. Harassment is prohibited by the Canadian Charter of Rights and Freedoms, The Saskatchewan Human Rights Code and The Saskatchewan Occupational Health and Safety Act. The SCA is committed to providing a sport environment free of harassment on the basis of race, nationality, ethnicity, colour, religion, creed, age, gender, sexual orientation, marital status, disability, being in receipt of public assistance, or a pardoned conviction.

Saskatchewan Cycling Association Code of Conduct

Saskatchewan Cycling Association Code of Conduct Definitions

1. The following terms have these meanings in this Code: a) "Association" – Saskatchewan Cycling Association b) "Individuals" – All categories of membership defined in the Association's Bylaws, 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 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, training camps, 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 2 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 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 worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the 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 f or workplace infractions. Types of behaviour that constitute workplace harassment or workplace violent 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 3 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 bylaws, 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 4 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 bylaws 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 5 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. s) Agree to, and remain in full compliance of the SCA's Anti-Doping Rule Violation Policy

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 h) Agree to, and remain in full compliance of the SCA's Anti-Doping Rule Violation Policy i) Athletes in the High Performance Pool and Development pool must agree to, and remain in full compliance of the HP program specific code of conduct.

Officials

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 6 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 participant 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 performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athletes coach f) Recognize that officials, executives and staff 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 staffs' 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

Application

This Policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, and members of the SCA. The SCA encourages the reporting of all incidents of harassment, regardless of who may be the offender. This Policy prohibits harassment that occurs during the course of all SCA business, activities, and events, such as tournaments, clinics, competitions, practices and social events, etc.

12.0 EMERGENCY AND INCIDENT REPORTING**PURPOSE**

To define emergency, safety or security incidents, and to formalize a standard SCA-wide reporting procedure.
To establish insurance coverage and asset replacement procedures when an incident involves the loss of SCA assets.

SCA CONTACTS:

Sarah Honeysett, Executive Director, Saskatchewan Cycling Association
 2205 Victoria Avenue, Regina SK S4P 0S4
 Business hours: 780-9299 E-Mail cycling@accesscomm.ca

It is imperative that all safety or security emergencies/incidents relating to SCA staff, members, property and assets are promptly identified and the occurrence immediately reported to the SCA. The distinction between major and minor incidents is found at the end of this document.

INTERNAL REPORTING:

Significant or major incidents must be reported immediately to the SCA office who will in turn assist in involving the appropriate public authorities, as well as SCA or CCA functions.

After-hour incidents should be reported immediately to one of the above SCA Contacts by phone. All other reporting and all investigations should be coordinated through the individual club executive or representative responsible for safety/security.

An incident report, using the standardized format, is to be prepared and delivered (in hard copy or via e-mail to the SCA by the club designate responsible for safety/security within 24 hours of the initial report. Members reporting an incident should contact their club safety/security contact to ensure that a report is completed and submitted on the standardized format located in Appendix G for submission of incidents.

Reporting must be handled with utmost discretion and precaution to limit dissemination of information on a need-to-know basis (inside or outside SCA). All incident documentation should be classified SCA CONFIDENTIAL. All incidents must be investigated, as appropriate, and summarized in the incident report.

The loss of SCA assets such as furniture, or fixtures, will require notification. Inventoried serialized equipment listings in SCA records may not be removed as lost until a security incident report has been completed.

EXTERNAL REPORTING:

- All media relations should be handled by experienced SCA staff trained in the management of news inquires. Untrained SCA staff or members should not speak to the media - refer news inquiries to the Executive Director.
- Emergency incidents like threats of violence or actual violence, robberies, etc. should be immediately reported to the police and then must be referred to the. Less serious matters must have the prior approval of the SCA before going to the authorities.

INSURANCE COVERAGE AND ASSET REPLACEMENT:

SCA Owned Assets: The SCA carries insurance for loss against SCA owned assets (in transit). Any claim under the deductible is considered to be self-insured and the loss is absorbed by the SCA. Claims in excess of \$500 must be supported by proper documentation for reimbursement by the insurance company. The loss of SCA owned assets should not be claimed against individual employee or member insurance policies.

SCA assets are not replaced automatically. The normal procedures for capital and expense approval apply. The SCA financial statements will be charged for the replacement and the old asset will be written off.

Employee or Member Owned Assets:

There is no insurance coverage for loss of personal effects and personal cash. Employees or SCA members travelling on SCA business or participating in SCA activities are encouraged to seek reimbursement from the applicable hotel, airline or other service provider. SCA management, at its own discretion, may expense any employee personal loss that may have occurred while the employee was travelling on SCA business. The inadvertent or casual loss of personal effects is not reimbursable. The following guidelines are recommended: the limit for any single article is \$500, other maximum single loss limit - \$1000. (Specifically, only items that would normally be taken on business trips are reimbursable.)

MAJOR INCIDENT DEFINITION: The following listing of major incidents is not intended to be all inclusive; good judgement must be exercised in assessing the Significance of an incident.

- Violent action or threat of violent action against SCA or its staff or members.
- Loss or potential loss of sensitive parts, or high technology testing equipment.
- Loss of, or harm to, employees or members or damage to SCA property through accident, natural disasters or hostile actions, or any other situation, requiring the implementation of the SCA or community emergency plan.
- Public demonstrations against SCA facilities, or affecting an SCA event.
- Misuse of computers, electronic information, and programs - eg computer hacking.
- All serialized SCA assets missing or stolen - irrespective of value.
- Loss or potential loss of SCA physical assets valued in excess of \$1000.
- Fraud; defalcation of SCA or club funds; kickbacks and other financial infractions.

MINOR INCIDENT DEFINITION: The following may be considered minor and can be reported by the end of the next business day. However, if the circumstances of the incident are judged to be more serious, requiring SCA or club executive awareness, it should be reported immediately. e.g. Conditions that require significant management focus, or cannot be resolved immediately by responsible club management.

- Recurring losses of low value assets that may reflect a trend.
- Violation of security or safety rules.
- Recurring theft of personal property.
- Misuse of SCA or club property.

13.0 THE SASKATCHEWAN CYCLING ASSOCIATION CONSTITUTION

GENERAL PROVISIONS

Article 1 NAME The name of corporation shall be the Saskatchewan Cycling Association.

Article 2 PURPOSE

- a) To promote and control competitive cycling in Saskatchewan.
- b) To promote and encourage recreational and utilitarian cycling in Saskatchewan.
- c) To defend and protect the rights of its members.
- d) To promote and regulate safe cycling, its' rules and practices.
- e) To carry on its objectives in affiliation with the Canadian Cycling Association.

Article 3 MEMBERSHIP

- a) MEMBER CLUBS - The clubs recognized by the Board of Directors and which have paid the Club affiliation fees due as of the first day of January of each year.
- b) INDIVIDUAL MEMBERS -Any person may become a member of the Corporation upon application for membership, payment of the prescribed membership fee and approval by the Board of Directors. An individual may not become a member as the Saskatchewan Cycling Association who is indebted to the Association. A member who becomes indebted to the Association during the course of his/her membership with the Saskatchewan Cycling Association will not be allowed renewal of that membership until said indebtedness is retired.
- c) MEMBERSHIP TERM – Member clubs and individual members cease to be members of the Association as of December 31 of each year. (Added Sept/08)

Article 4 MEMBERSHIP FEE The membership fee shall be set by the Board of Directors and are due and payable as of the first day of January of each year.

Article 5 RESIGNATION Any member may resign from the Corporation at any time by written notice to the Corporation, but upon resignation the member shall not be entitled to a refund of any portion of the fee he/she may have paid.

Article 6 COMPOSITION A general meeting of the Corporation shall be open to all members of the Corporation.

Article 7 QUORUM Fifteen members or one third of the membership whichever is less shall constitute a quorum at any general meeting of the Corporation.

Article 8 VOTING

- a) Every member in good standing shall be entitled to one vote and may exercise his/her franchise on every resolution brought before the general meeting as well as in the election of the Board of Directors. Voting by proxy shall be permitted on Corporation forms or reasonable facsimiles, specific to the date of the Annual General Meeting.
- b) Proxy voting shall only be allowed for the purposes of voting on resolutions brought before the general meeting and not in the election of the Board of Directors and Committee members. amended Sept 2004
- c) Voting shall be by ballot in the case of election of the Board of Directors and by show of hands in other cases except where a ballot is requested by at least two members.

Article 9 ANNUAL GENERAL MEETING (revised Sept/11)

- a) The annual general meeting of the Corporation shall be held within four months from the end of the fiscal year. The date of the Annual General Meeting will be set by the Board of Directors, notice of the meeting must be given to the membership at least 30 days before the meeting
- b) The annual general meeting shall review the past activities of the Corporation and set the Corporation's policy for the next year.

Article 10 SPECIAL GENERAL MEETING A special general meeting of the Corporation may be called by the President as and when he/she considers it necessary but he/she shall call a special general meeting when requested to do so in writing by at least ten members.

Article 11 NOTICE Notice of special or annual general meetings shall be given to the members by means e-mail, website notice or in the SCA Newsletter, as may be decided by the Corporation in a general meeting, or by the Board of Directors.

BOARD OF DIRECTORS

Article 12 COMPOSITION(revised Sept/11)

- a) The Board of Directors shall be composed of the President, the Past President, the Vice President, Finance and Administration, the Vice President, High Performance, the Vice President, Recreation and Transportation, the Vice President, Development the Vice Technical. All members in good financial standing with the Corporation are eligible to run for a position on the Board of Directors. (Revised Sept 23/07)
- b) Election to the Board of Directors is by secret ballot at the Annual General Meeting. The positions are for two-year terms with no limitations on the number of terms. The President, the Vice President, Recreation and Transportation, and the Vice President, Development will have open elections in years ending in an odd number and the Vice President, Finance and Administration, Vice President Technical and the Vice President, High Performance will have open elections in years ending in an even number. (Revised Sept 23/07)

Exception to Article 12 b) is the Past President, who is appointed by virtue of his/her previous election for a one-year term.

Article 13 FUNCTIONS

- a) Ensures the carrying out of the decisions taken by the Annual General Meeting.
- b) Reviews committee and other reports.
- c) Reviews policy for change and makes recommendations to the Annual General Meeting.
- d) Reviews all programs of the Standing Committees against policy dictated by the Annual General Meeting and comments on the effectiveness of the fiscal programs of the corporation at the Annual General Meeting.
- e) Hires, and establishes the working conditions and contract for all corporation employees.
- f) Prepares the yearly budget.
- g) Authorize ad hoc committees as deemed necessary for special functions. At the discretion of the Board, the chair of the ad hoc committee may sit on the Board of Directors and be a non-voting member.

Article 14 VACANCIES AND MEETINGS

- a) Any vacancy on the Board of Directors shall be filled for the balance of the original term of office by any member of the Corporation selected by the remaining members of the Board of Directors.
- b) Voting at meetings shall be limited to one vote per person present at the meeting, except for club presidents whose membership is less than fifteen members in which case the club president is in a non-voting position.

Article 15 REMOVAL OF BOARD MEMBERS Board members may be removed from their duties by a decision reached by a two-thirds majority of the members present at a general meeting convened for that purpose.

Article 16 DUTIES OF BOARD MEMBERS

- a) PRESIDENT The President shall be responsible for the coordination of corporate policy and organization, and shall ensure that the corporation achieves the objectives set by the membership. The President shall preside over all Annual General, Board of Directors and shall sit as a member of all standing committees as well as the Canadian Cycling Association Board of Directors.
- b) VICE PRESIDENT, FINANCE AND ADMINISTRATION The Vice President, Finance and Administration shall take on all responsibilities of the President when the latter is absent and in addition perform all duties assigned

by the President as well as look after all financial affairs of the Corporation including the budget, financial reports and grants.

- c) VICE PRESIDENT, DEVELOPMENT The Vice President, Development shall be responsible for the effective operation of the Development Committee, of which he/she shall serve as Chairperson.
- d) VICE-PRESIDENT, RECREATION AND TRANSPORTATION The Vice President, Recreation and Transportation shall be responsible for the effective operation of the Recreation and Transportation Committee of which he/she shall serve as Chairperson. He/she shall also be responsible for the formation of the provincial touring schedule and coordination with organizations or individuals involved with non-competitive cycling.
- e) VICE PRESIDENT, HIGH PERFORMANCE The Vice President, High Performance shall be responsible for the effective operation of the High Performance Committee, of which she/he shall serve as Chairperson.
- f) VICE PRESIDENT TECHNICAL (added Sept/10) The Vice President, Technical shall be responsible for the effective operation of the Technical Committee, of which he/she shall serve as Chairperson.

Article 17 QUORUM A quorum at a Board of Directors meeting shall consist of a minimum of one half of the voting board of director members. (Revised Sept 24/06)

Article 18 NOTICE Notice of a Director's meeting shall be given to the directors verbally or in writing at least one week prior to the date of the meeting, provided however that the directors may meet on regular dates without notice or may by unanimous consent meet at any time or place without notice.

STANDING COMMITTEES

Article 21 ELECTION TO THE STANDING COMMITTEE

Election to the Standing Committees is by secret ballot at the Annual General Meeting. The positions are for two-year terms with no limitations on the number of terms. The Director of Mountain Bike Programs, Director of Women's Programs, Women's Recreational Cycling Representative, one Recreation & Transportation club representative, Chief Road Racing Commissaire, one Technical Committee Active Licensed Rider, one Development Committee Active Licensed Rider, and one Development Committee Member at Large will have open elections in years ending in an odd number. The Director Road Programs, the Education Coordinator, one Recreation & Transportation club representatives (Randonneuring sector), the Director of Recreational Mountain Biking, Chief MTB Racing Commissaire, **Director BMX Programs**, one Technical Committee Active Licensed Rider, and one Development Committee Member at Large (coaching) will have open elections in years ending in an even number.- ((revised 2017)

Article 22 HIGH PERFORMANCE EXECUTIVE COMMITTEE (Revised 2017)

- a) COMPOSITION The High Performance Committee shall be composed of the Vice President of High Performance, Mountain Bike Programs, Road Elite Programs, Director of Women's Programs, **Director BMX Programs**, and the President.
- b) FUNCTIONS The High Performance Committee, accountable to the Board of Directors shall be responsible for developing, monitoring and evaluating the Association's Excellence/Summer Games Program, ensuring fair and equitable expenditures amongst Summer Games and Elite athletes on out-of-province training and race opportunities, and establishing selection policies and administrative guidelines to deal with the Athletes Assistance Program.

Article 23 RECREATION AND TRANSPORTATION EXECUTIVE COMMITTEE

- a) COMPOSITION The Recreation and Transportation Committee shall be composed of the President, the Vice-President of Recreation and Transportation, the Education Coordinator, Women's Recreational Cycling Representative (added Sept 2005), two Recreation & Transportation club representatives and the Director of Recreational Mountain Biking.
- b) FUNCTIONS The Recreation and Transportation Executive Committee, accountable to the Board of Directors, shall work with the Vice President of Recreation and Transportation; defining the short and long term goals for recreational cycling, safe cycling advocacy and utilitarian cycling in Saskatchewan and create, develop and implement programs to meet those goals.

Article 24 DEVELOPMENT COMMITTEE (revised Sept/10)

- a) COMPOSITION The Development Committee shall be composed of the Vice President of Development, the President, one Active Licensed Riders, two members at large (a least one must be a level 1 certified coach or equivalent).
- b) FUNCTIONS The Development Committee, accountable to the Board of Directors, shall be directly responsible for monitoring and evaluating development issues. Which includes, marketing initiatives, administering the National Coaching Certification Program (NCCP) program and grassroots youth programs.

Article 25 TECHNICAL COMMITTEE (revised 2017)

- a) COMPOSITION The Technical Committee shall be composed of the Vice President of Technical, Chief Road Racing Commissaire, Chief MTB Racing Commissaire, **Chief BMX Commissaire**, the President, 2 Active Licensed Riders.
- b) FUNCTIONS The Technical Committee, accountable to the Board of Directors, shall be directly responsible for monitoring and evaluating technical issues. Which includes ensuring the SCA technical regulations are consistent with those of the CCA, the SCA's LONG TERM ATHLETE DEVELOPMENT MODEL (LTAD) program is operational, establishing domestic racing policies which include coaching development, commissaire development and assignments, and establishing the Provincial calendar.

Article 26 OTHER POSITIONS (Revised 2017)

- a) **Recreation & Transportation Education Coordinator** - The Coordinator shall be responsible for organizing the development and promotion of educational materials for the Recreation & Transportation sector.
- b) **Director of Recreation Mountain Bike** - The Director shall be responsible for communicating recreational issues at the committee level.
- c) **Director of Road Programs** – The Director shall be responsible to oversee the development of the best athletes to a Summer Games and then National Team level and to develop Road coaches to a Summer Games level i.e., NATIONAL COACHING CERTIFICATION PROGRAM (NCCP) Level 3. (Revised Sept 09)
- d) **Chief Mountain Bike Commissaire** - The Chief shall be responsible for ensuring that sanctioned mountain bike events are conducted according to the Canadian Cycling Association rules and Saskatchewan Cycling Association policies. He/she is also responsible for assigning commissaires to officiate at provincially sanctioned mountain bike events.
- e) **Director of Mountain Bike Programs** - The Director shall be responsible to oversee the development of the best athletes to a Summer Games and then National Team level and develop Mountain Bike coaches to a Summer Games level, i.e. NCCP Level 3 (Revised Sept 2009)
- f) **Chief Road Racing Commissaire** - The Chief shall be responsible for ensuring that sanctioned road events are conducted according to the Canadian Cycling Association rules and Saskatchewan Cycling Association policies. He/she is also responsible for assigning commissaires to officiate at provincially sanctioned road events.
- g) **Chief BMX Commissaire**- The Chief shall be responsible for ensuring that sanctioned BMX events are conducted according to the Canadian Cycling Association rules and Saskatchewan Cycling Association policies. He/she is also responsible for assigning commissaires to officiate at provincially sanctioned BMX
- h) **Recreation & Transportation Club Representatives** - The representatives are responsible for communicating recreational issues at the committee level. One representative must be from the randonneuring sector and the second from a recreation club.
- i) **Development Committee Members** (three positions) -One active licensed rider responsible for being the racer's voice at the committee level on all issues. Two members at large (a least one must be a level 1 certified coach or equivalent) (revised Sept/10)
- j) **Technical Committee Members** (two positions) These members must be active licensed riders and are responsible for being the racer's voice at the committee level on all issues. (added Sept/10)
- k) **Women's Recreational Cycling Representative**, - the representative is responsible to encourage women to participate in the sport of cycling by helping to organize sessions introducing them to the sport. (added Sept/05)
- l) **Director of Women's Programs** - The Director shall be responsible to oversee the development of the best female athletes to a Summer Games and then National Team level and develop Road and MTB coaches to a Summer Games level, i.e. NATIONAL COACHING CERTIFICATION PROGRAM (NCCP) Level 3 (added Sept/09)

- m) **Director of BMX Programs-** The director is responsible to oversee the development of the best athletes to the elite program and then National Team level and develop BMX coaches in the province (added 2016)

Article 26 VACANCIES ON THE EXECUTIVE COMMITTEE OR STANDING COMMITTEES

Any vacancy on the Board of Directors or Standing Committees shall be filled for the balance of the original term of office by any member of the Corporation selected by the remaining members of the Committee.(Revised Sept/06)

Article 27 DISPUTE RESOLUTION

Any violation of the Constitution, Bylaws, or Regulations of this Association, or of decisions of the Board of Directors by any member of this Association shall render such member liable to suspension and/or disciplinary action that may be deemed necessary. Appendix H has been established as a dispute resolution process and procedures governing the initiation and conduct of proceedings. Added Sept 2005

INTERPRETATION OF CONSTITUTION

Article 28 GUIDELINES AND PROCEDURES MANUAL

- a) PURPOSE A guidelines and procedures manual shall be maintained with the purpose of defining the functions of the Standing Committees and Ad hoc Committees. The Constitution shall define the structure of the Corporation and general functions of the Standing Committees.
- b) MODIFICATION The Standing Committees and Ad hoc Committees shall review the Guidelines and Procedures of the Corporation and make recommendations for change to the Board of Directors and the Membership.

Article 29 MODIFICATION OF BY-LAW The Corporation may amend, repeal, or adopt new by-laws by a simple majority of vote of the members present at a Special General Meeting called for that purpose or at the Annual General Meeting.

APPENDIX A PROXY FORM - NOTE: ONLY THIS FORM CAN BE USED

I, _____, being a registered member of the SCA, do hereby give permission to _____, who is also a member of the SCA, to act on my behalf at the AGM on _____

Signature: _____ Club Affiliation: _____ Date: _____
 or (Signature of Parent or Guardian If Releaser is under 18 years old)

Article 8 VOTING

- a) Every member in good standing shall be entitled to one vote and may exercise his/her franchise on every resolution brought before the general meeting as well as in the election of the Board of Directors.
 - b) Voting by proxy shall be permitted on Corporation forms or reasonable facsimiles, specific to the date of the Annual General Meeting. Proxy voting shall only be allowed for the purposes of voting on resolutions brought before the general meeting and not in the election of the Board of Directors and Committee members.
- amended Sept 2004

APPENDIX B BOARD, COMMITTEE, RIDER & STAFF EXPENSE CLAIM

I hereby make claim for expenses incurred in connection with the business of the Association and certify that the amounts claimed are correct, were actually incurred and that I am not entitled to be reimbursed by any other party for these expenses.

PROJECT: _____
 (please include specific dates, locations, and activity)

=====

ITEMS

TRAVEL _____ km x 35¢/km = _____
Staff/Board/Committee Members

MEALS \$26.00/day limit: \$7.00 breakfast, \$8.00 lunch, \$11.00 dinner _____
(Board, Committee, Coaches, Officials, and Staff only)

ACCOMMODATION Single rate shall not exceed \$70/night (actual receipts required) _____

OTHERS Identify and attach receipts

Total

NAME: _____ DATE OF CLAIM: _____

ADDRESS: _____ CITY: _____

PSTLCD: _____ PHONE: H) _____ W) _____

=====

OFFICE USE ONLY: DATE APPROVED: _____ AMOUNT: _____ CHEQUE #: _____

APPENDIX C CLUB AFFILIATION FORM

Please complete the following and return to the Saskatchewan Cycling Association

Complete Club Name: _____

Area of Jurisdiction (ie: city, area, etc.) _____

Is your club Incorporated? ___yes ___no **What are your club fees (per member and family rates):** \$ _____

Names and Addresses of Club Officers - rename positions if they do not apply to your club:

<u>Position</u>	<u>Name</u>	<u>Mailing Address</u>	<u>Phone #</u>
President	_____	_____	_____ (h)
Secretary	_____	_____	_____ (h)
Treasurer	_____	_____	_____ (h)
Touring Rep. _____	_____	_____	_____ (h)
Racing Rep. _____	_____	_____	_____ (h)
Club Coach _____	_____	_____	_____ (h)

Club Objectives: _____

Club Area of Interest (check all appropriate):

Development club A club whose main purpose of its members and its programs is focused towards athlete's progression and development. Often these clubs are offering the first opportunity to race at the provincial or at the national level.

Youth Club A club whose main purpose of its members and its programs is focused towards technical / tactical skills development and the fun of riding. Performance is not the club focus

Master and/or Sport Club A club whose main purpose of its members and its programs can vary between maintaining the shape and performance of its members at sport / master level races.

Women's club A club whose main purpose or programs is focused towards women

Recreational Club A club whose main purpose of its members and its programs is maintaining the shape and achieve personal goals without being constrained by rules of competition.

Declaration: On acceptance as a club in both the Saskatchewan Cycling Association and the Canadian Cycling Association, the applicant agrees to abide by the rules and procedures for the Corporations. We have enclosed the affiliation fee of **\$75.00**. Please make the cheque payable to the Saskatchewan Cycling Association.

Signed: _____
 (President) (Secretary) date

Please note: The SCA offers Web Hosting services for affiliated clubs at \$20/year, contact the office for further info.

APPENDIX D VAN INSPECTION FORM

Club/Group Name: _____

Driver(s) Name(s): _____

Vehicle Inspection:

Oil: _____
 Hoses/Belts: _____
 Tire Pressure: _____
 Head Lights: _____
 Signal Lights: _____
 Brake Lights: _____
 Gas Tank: _____

Exterior: (give explanation of condition)

Interior: (give explanation of condition)

Trip Information:

Dates Travelled: _____
 Origin: _____
 Destination: _____
 Kms Travelled: _____

Comments: (give brief explanation of performance, etc.)

Please return this form and keys to the SCA office 2205 Victoria Avenue, Regina.

OFFICE USE ONLY

of keys issued: _____
 # of keys returned: _____
 Mileage prior to trip: _____
 Mileage after trip: _____
 Date issued (van): _____
 Date returned: _____
 Gas tank: _____ (full, etc.)
 Total payment due: _____

APPENDIX F SCA RATE CARD

Travel Rates (Board, Committee, Coaches, and Staff)

- The mileage rate shall be as follows (Car pooling is required wherever possible):
Staff/Board/Committee Member \$\$.40 km
- Meals: \$26/day (\$8 breakfast, \$14 lunch, \$19 supper)
- Hotel accommodations will be made on the basis of the most economical rate available. People are expected to stay two or more per room. Should individuals choose to stay on their own the individual shall be reimbursed on half the double room rate. Billeting may be required for some events.
Single rate shall not exceed \$50/night Quad rate shall not exceed \$70/night

Commissaire Rates - Race organizers are required to cover all officiating expenses from their own race budget.

Commissaire Rates are as follows:

Honorarium: Chief Commissaire \$75/day; Assistant Commissaire \$40/day (certified), Assistant Commissaire \$10 (non certified)

Mileage: \$.30 km Meals: \$23/day (\$5 breakfast, \$7 lunch, \$11 supper)

Accommodation: Same as above.

Following Vehicles: Mileage paid to these vehicles will be at the discretion of the race organizer. Standard rate should be no less than \$.10 km.

Instructor Rates

NCCP Instructors \$20/hour Can-Bike Instructors \$20/hour Can-Bike Assistant \$15

Mileage: \$.35 km Meals: \$23/day (\$5 breakfast, \$7 lunch, \$11 supper)

Accommodation: Same as above.

Fee for SCA Can-Bike Courses SCA Member \$80 Non SCA Member \$100

Van Rental Rates

Van rental per day \$40.00/day up to 4 days and \$15.00/day for longer use

Van mileage share \$.12/km

Trailer Rental Rates (added June 2005) Trailer rental per day \$30/day

Club Affiliation Rates Regular Club Affiliation \$75.00/year

Race Sanction fee As per the Sanction Form

APPENDIX G SCA INCIDENT REPORT

Location of Accident	Date of Accident	Hour of Accident a.m. or p.m.
Name of Injured person	Age	Telephone Number
Address of injured person (E-Mail address if available)		
Nature of Injuries (please use the back of the form for additional writing space)		
Details of how the accident occurred (please use the back of the form for additional writing space)		
Type of first aid administered:		
Weather <input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fog/Mist <input type="checkbox"/> N/A	Light Conditions <input type="checkbox"/> Daylight <input type="checkbox"/> Dawn <input type="checkbox"/> Dusk <input type="checkbox"/> Darkness <input type="checkbox"/> Artificial	
Road Condition <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow/Ice <input type="checkbox"/> Under Repair <input type="checkbox"/> Other-Specify	Type of Incident <input type="checkbox"/> Fall <input type="checkbox"/> Car/Bicycle <input type="checkbox"/> Pedestrian <input type="checkbox"/> Other-specify	
Medical Service Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of the Hospital & address:		
Name of attending physician (if any)		
Names, addresses, phone numbers of witnesses 1. 2. 3.		
Name of police officer (if notified)	Division:	Badge No:

If a motor vehicle was involved, please complete the following:

Licence number of the vehicle
Name and address of the DRIVER of the vehicle
Name and address of the OWNER of the vehicle

This form is being filled out by _____

Address _____ Home number _____ Work Number _____

City _____ Province _____ E-Mail _____

Signature: _____ Date _____

APPENDIX H

Discipline and Complaints policy (refer to policy flowchart http://saskcycling.ca/wp/wp-content/uploads/2015/12/DisciplineComplaintsPolicy_Jan2016.pdf)

Saskatchewan Cycling Association Discipline and Complaints Policy Definitions

- 1 The following terms have these meanings in this Policy: a) "Association" – Saskatchewan Cycling Association 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 By laws, 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, bylaws, 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 21 days of the alleged incident. Complaints should be submitted to:

Sarah Honeysett, Executive Director Saskatchewan Cycling Association 2205 Victoria Ave Regina, SK S4P 0S4 306 780 9299 www.saskcycling.ca

7.8.A Complainant wishing to file a complaint outside of the 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 21 days will be at the sole discretion of the Case Manager. This decision may not be appealed.

8.9.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. 9.10. Resignation or lapsing of membership after a complaint is filed does not preclude disciplinary proceedings being pursued under this policy.

10.11. Upon receiving a complaint, the Association will review the complaint to determine validity and required next steps.

Case Manager

11.12. 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.

12.13. 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

13.14. If the Case Manager determines the complaint is: g) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. h) 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.

14.15. 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.

16.17. 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.

17.18. 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 18.19. 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.

19.20. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing. 20.21. If a decision affects a 3rd party to the extent that the 3rd party would have recourse to a complaint or an appeal in their own right, that 3rd party will become a party and apart of the complaint procedure to the complaint in question and will be bound by the decision.

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

Decision

22.23. 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

4 23.24. 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 24.25. 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. 25.26. Infractions that result in discipline will be recorded and records will be maintained by the Association.

- 5 Suspension Pending a Hearing 26.27. 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 27.28. 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
- 6 Confidentiality 28.29. 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 29.30. 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

30.31. 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 The decision of the Panel may be appealed in accordance with the Association's Appeal Policy 6

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: i) Determine whether the complaint is frivolous and within the jurisdiction of the Discipline and Complaints Policy j) Propose the use of the Association's Alternate Dispute Resolution Policy k) Appoint the Panel, if necessary l) Coordinate all administrative aspects and set timelines m) Provide administrative assistance and logistical support to the Panel as required n) 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
6. 7 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 may be 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

10. 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

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.

8 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.

Alternate Dispute Resolution Policy

Saskatchewan Cycling Association Alternate Dispute Resolution Policy Definitions

The following terms have these meanings in this Policy: a) “Association” – Saskatchewan Cycling Association b) “In writing” - A letter, fax or email sent directly to the Association.

Purpose

2. 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.

3. 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

4. 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

5. 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.

6. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.

7. The final decision will be communicated by the mediator or facilitator to the parties and the Association. 8. Should a negotiated decision be reached, the decision shall be reported to, and approved by the Association.

9. 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.

10. The costs of mediation and facilitation will be paid for by the association if mediation is agreed upon by both parties.

Final and Binding

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

12. 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.

Conflict of Interest Policy

Saskatchewan Cycling Association Conflict of Interest Policy Definitions

The following terms have these meanings in this Policy: a) "Association" – Saskatchewan Cycling 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 Bylaws, 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. 2 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 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

11. 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.

12. 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 13. 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

14. 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

15. 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..

16. 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.

17. Failure to comply with an action as determined by the Board will result in automatic suspension from the Association until compliance occurs.

18. 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

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

Whenever an employee or member is involved in an incident, the SCA must be advised. Employees or members who have personal losses on SCA premises or participating in SCA activities may involve the police, which is appropriate, but the SCA should be alerted once it is established that such authorities have been notified. Any involvement of the authorities with or without prior approval, must be reported immediately to the SCA.

Appendix I

Sask Cycling Association MAP Application and Spending Plan	
Club Name:	Contact Person:
Please provide a brief description of the project(s):	
Please provide your current year coach(es):	
Are you applying for a Youth Learn to Ride/Race Grant: yes <input type="checkbox"/> no <input type="checkbox"/>	
If yes provide a brief description of the program:	
Project Budget	
Revenue	
MAP Grant Requested:	\$
Expenses	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
I hereby certify the above information is correct and factual	
_____	_____
signature	Date
SCA use: Date received:	

Appendix J

Sask Cycling Association MAP Follow Up Report		
Club Name:		Contact Person:
Please provide an assessment of your MAP project(s):		
Did you applying for a Youth Learn to Ride/Race Grant: yes <input type="checkbox"/> no <input type="checkbox"/> Please provide an assessment of the program:		
Project Budget		
Revenue		
MAP Grant Received:	\$	
Self Help	\$	
Total Revenue	\$	
Expenses		Receipts attached
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
Total Expenses	\$	
I hereby certify the above information is correct and factual		
_____		_____
signature		Date
SCA use: Date received:		

