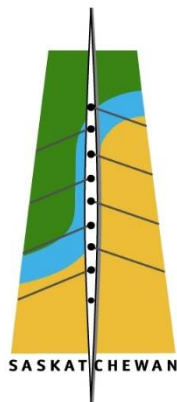


Saskatchewan Rowing Association

# Appendix



Date of Board Approval

May 28, 2016

## **APPENDIX 1**

### **1. Function of the Policy and Procedure Manual**

- 1) The Policy and Procedure Manual of the Saskatchewan Rowing Association (SRA) is designed to provide the Board of Directors, Chairpersons, Committee Members, Members Clubs and Staff with a simple and concise explanation of the policies and procedures that govern the Association

### **2. Update and Maintenance of the Policy and Procedure Manual**

- 1) The Board of Directors or designated representatives of the SRA are responsible for the approval, implementation and evaluation of all policies and procedures of the Association. The President of the SRA is responsible for presenting any revision of the Policy and Procedure Manual to the board and maintaining and updating the master copy of the manual.

## **APPENDIX 2**

### **1. Expense Claim Form**

- 1) This form is located for download on the Saskatchewan Rowing Association website at : <http://www.saskrowing.ca/pdf/SRA-Expense-Claim-Form-May08.pdf>

## APPENDIX 3

### 1. Staff Description

#### 1) Provincial Head Coach

- a. Provide leadership and effective management of the provincial team competing at Western Canada Summer Games, Canada Summer Games, and the National Championships.
- b. Organize and manage a talent identification and selection procedure for athletes and coaches.
- c. In collaboration with the assistant Coaches, recruit and train a team of athletes for all Provincial teams as mandated by VP High Performance.
- d. Provide regular on water and land coaching to all high performance and potential high performance athletes in cooperation with club executives and in cooperation of SRA and Club development plans.
- e. Race results, awards, provincial records.
- f. Assist in nominations for various awards in recognition of SRA athletes, coaches and volunteers.
- g. Organize (including coordination of educational activities, staff, equipment and billeting) and attend all provincial clinics and training camps.
- h. Attend, supervise and assist high performance athletes at the Western Canada Summer Games, Canada Summer Games, and National Team Trials when Saskatchewan has athletic participation.
- i. Develop a provincial training program/schedule for all provincial athletes to follow, unless prior approval is given to athletes to follow an alternate training program.
- j. Utilize high performance services through multi-sport service agencies within the province (Saskatchewan Sports Medicine and Science Council).
- k. Support Coach Development by mentoring Saskatchewan regional, club and volunteer coaches on professional development initiatives.
- l. Supervise provincial high performance contract employees, in consultation and as directed by the VP High Performance.
- m. Assist at any clinic/camp organized by the SRA, development region or existing club when possible.
- n. Represent Saskatchewan on Rowing Canada Aviron Inter-Coaches Committee.
- o. Assist established clubs, SRA development staff and regional committees, where rowing has been introduced, to identify and develop coaches.
- p. Research, develop and support the implementation of programs that are intended to increase the membership base and high performance participation.
- q. Support the implementation by SRA and the provincial clubs to include high school, university, college, masters, adaptive programming and Under-represented population initiatives.
- r. Link with external agency initiatives (Sask. Sport & Recreation, RCA, NCCP) targeted at promoting athlete, coach and regional development.

- s. Work with SRA Board and Administrative Coordinator to monitor and assist with the control of budgets for designated programs (specifically high performance and coach development).
- t. Attend conferences or other professional development opportunities as approved by VP High Performance as part of continuing education related to coach and high performance.
- u. Prepare high performance and coaching reports as requested by SRA board (typically at each quarterly meeting of the board and the AGM).
- v. Prepare any grant applications/opportunities and funding requests that relate to coaching or high performance athletes.

Qualifications:

- a. A successful record of coaching at the junior, U23 and senior level.
- b. Experience in working with both development and high performance athletes and coaches.
- c. Strong communication and leadership skills with good time management and organizational skills.
- d. Agree to achieve RCA Performance Coach Certification.
- e. A boat license (Pleasure Craft Operator Card).
- f. Good standing with the Coaching Association of Saskatchewan.

This position is financially supported by the Saskatchewan Rowing Association, the 2005 Canada Games Dreams & Championship Legacy Program and the Saskatchewan Lotteries Trust Fund.

**2) Assistant Coach**

- a. Provide regular on water and land coaching to all high performance and potential high performance athletes in Saskatchewan.
- b. Attend and assist the Provincial head Coach at all provincial clinics and training camps.
- c. Attend, supervise and assist high performance athletes at the Western Canada Summer Games and Canada Summer Games. Attendance at other regattas must be with approval from VP High Performance or the Provincial Head Coach.
- d. Support Coach Development in the province by mentoring volunteer coaches.
- e. Assist at official clinics organized by the SRA, development regional or existing clubs as requested by the VP High Performance or the Provincial Head Coach.
- f. Assist established clubs, SRA development staff and regional communities where rowing has been introduced, to identify and develop coaches as requested by VP High Performance or the Provincial Head Coach.
- g. Support the implementation by SRA and the provincial rowing clubs to include high schools, universities, masters, adaptive programming and Under-represented population initiatives.
- h. Prepare HP reports as requested by SRA board, typically at each quarterly meeting of the board and the AGM.

### **3) Administrative Coordinator**

- a. Assume the day to day operations of the SRA provincial office.
- b. In collaboration with the Provincial Head Coach develop and maintain a provincial database with respect to membership race results, awards, provincial records etc.
- c. Manage all communications for SRA including but not limited to merchandise, website, newsletter, press releases, brochures, employees, members and board.
- d. Handle all financial transactions including processing of memberships, expense claim forms, budget development and SRA expenditures in conjunction with the Accounting Services of Sask. Sport.
- e. Prepare all funding application and follow up reports to Sask. Sport and other agencies including annual funding, Canada Summer Games funding, 1989 Jeux Canada Games fund; Human Resources Canada etc.
- f. Work with SRA Board members to monitor and assist with the control of budgets for designated programs.
- g. Prepare administrative reports as requested by the SRA board (typically at each quarterly meeting of the board and the AGM).
- h. Organize SRA Board meetings, AGM and planning sessions. Take minutes at these meetings and circulate to the board in a timely fashion.
- i. Develop and maintain relationships between SRA and provincial and national sport and related organizations.
- j. Aid in the preparation of nominations (in collaboration with VP Marketing and Provincial Head Coach) to Sask. Sport Inc., Rowing Canada or SRA itself for various awards and recognition of SRA athletes, coaches and volunteers.
- k. Promote and aid development of the sport of rowing in the province, including active collaboration with club executives and VP Development to implement SRA development programs.

## **APPENDIX 4**

### **1. Team Manager Agreement**

**BETWEEN:** The Saskatchewan Rowing Association (SRA) a not for profit organization dedicated to the promotion and development of the sport of rowing for all individuals throughout the Province of Saskatchewan.

**AND:** \_\_\_\_\_ **HEREINAFTER CALLED THE “Manager”**

**WHEREAS:** The SRA is an Association whose members are involved in high performance athletic competition in the sport of rowing in particular at the Canada Summer Games (CSG).

- 1) The SRA requires the service of a manager.
- 2) The Manager is qualified and experienced in the organization and operation of regattas or other programs geared to young athletes, demonstrates problem solving abilities, and is ready and able to support athletes, coaches, administration and parents. The Manager shall be the head of the delegation and the official representative of the SRA.
- 3) The Manager’s first responsibility will be to supervise athletes. Other responsibilities will include:
  - a. Communicating between the Provincial rowing team and CSG’s staff.
  - b. Arrangement of team uniforms.
  - c. Making and managing CSG’s accreditation including medical and financial information.
  - d. Making and managing arrangements for all team travel and accommodation including training camps.
  - e. Assisting Coaches and athletes of CSG’s meetings, training and selection camps
  - f. Establishing room lists for athletes, coaches and parents.
  - g. Attending and assisting at the CSG’s.
  - h. Assisting the team while at the CSG’s.
  - i. Recording results and communicating these results to appropriate media.
  - j. Setting appropriate curfews and activity schedules for the athletes.
  - k. Providing support to all Team members and team candidates.
  - l. Reviewing the contents of the Saskatchewan Rowing Association Athletes Handbook.
  - m. Ensuring that each athlete reads and signs the Saskatchewan Rowing Association Code of Conduct.
  - n. Ensuring that the Code of Conduct is upheld and enforcing appropriate penalties as required.
  - o. Ensuring the safety and well-being of each individual athlete.
- 4) The Manager will be expected to act in a manner consistent with the SRA Code of Conduct.

- 5) The Manager will have access to the personal information of members of the Saskatchewan Rowing Association (SRA). The Manager agrees that all personal information shall remain confidential and shall only be used in a manner consistent with the purpose for which it was explicitly collected, or with the consent of the athlete or legal guardian.
- 6) This position is a volunteer position; however, any expenses related to the responsibilities of the Manager will be reimbursed.
- 7) The Association hereby agrees to retain the services of the Manager and the Manager agrees to act as Western Canada Summer Games Manager on and subject to the terms of this agreement.

The term of services shall be from \_\_\_\_\_

IN WITNESS WHEREOF the parties hereto have read, understood, and agree with the foregoing and hereby accept employment on the above terms and conditions.

DATED the \_\_\_\_th day of \_\_\_\_\_

SRA Representative:

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

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

Manager: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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



## APPENDIX 5

### 1. Canada Summer Games Technical Equipment Grant Policy

The intent of the policy is to allow the Saskatchewan Rowing Association to take advantage of the quadrennial Canada Summer Technical Equipment Grant and to allow for the purchase of high performance team boats for our Games athletes. This policy will also outline the storage and insurance guidelines for the Canada Summer Games boats (and other equipment) purchased through this grant. The policy applies to equipment acquired for the 2001, 2005, and the 2009 Canada Summer Games and any future Canada Summer Games equipment grant funds.

- a. Ownership of the boats will remain with the Saskatchewan Rowing Association (SRA).
- b. The Board of the SRA, in consultation with the Head Coach and Technical Committee will determine the destination of boats. Clubs will make a financial contribution toward the purchase of the boats. The amount will be determined by which boats are located at which club.
- c. In order for a club to qualify to contribute toward a boat they must have athletes that are potential Canada Summer Games team members.
- d. Any boat stored by a club cannot be traded, loaned or upgraded without the approval of the SRA Board.
- e. If a club ceases to operate then the SRA Board will reallocate any boats stored by that club.
- f. The local club storing the boat will have responsibility for maintenance and ensuring that the SRA boats/equipment is listed within their insurance policy.
- g. The SRA Board will be responsible for the deductible on an insurance claim if damage occurs during a Canada Summer Games camp or competition.
- h. The Canada Games head coach can request through the Technical Committee of SRA the use of any or all of the Canada Summer Games boats for Canada Summer Games training camps or competitions leading to the Canada Summer Games or any other provincial team training camps and competitions.
- i. The SRA Board will through the Administrative Coordinator will keep an updated inventory of Canada Summer Games boats and their locations.
- j. The SRA Board and host club Board will jointly approve the naming of the boats and if applicable equipment (i.e. oars) purchased with funding from the Canada Summer Games Grant.
- k. The boats included in this policy are:

2001 Regina (1x, 1x)  
Saskatoon (1x, 1x)  
2005 Regina (2x, 8+)  
Saskatoon (2x, 4x/-, 8+)  
2009 Regina (1x, 1x)  
Saskatoon (1x, 1x, 1x)  
2013 Regina (4x/-, 4x)  
Saskatoon (4x, 1x, 1x)

2016 Regina (2x/-, 1x, 1x)  
Saskatoon (4x/-, 1x,1x)