

RULES AND REGULATIONS OF THE
SASKATCHEWAN FENCING ASSOCIATION
(amended May 31, 2008)

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ARTICLE I – MISSION STATEMENT

Creating opportunities within the sport of fencing.

ARTICLE II – OBJECTIVES

1. The Objectives of the Association are:
 - 1) To support athletes in achieving their potentials in the sport of fencing.
 - 2) To increase participation in fencing in Saskatchewan.
 - 3) To encourage the development of organized fencing clubs in Saskatchewan.
 - 4) To work towards raising the standard of fencing in Saskatchewan.
 - 5) To further the ideals of sportsmanship.
 - 6) To cooperate with other organizations to promote sport in Saskatchewan.

ARTICLE III – AFFILIATIONS

1. The Association shall be a member of Sask Sport.
2. The Association shall be a member of the Saskatchewan Sports Hall of Fame and Museum.

ARTICLE IV – MEMBERSHIP

1. Any person may become a member of the society upon application for membership in a Member Club, payment of the prescribed membership fee for that Club, and approval of his/her application by the directors, subject to such terms and conditions as may be imposed by resolution of said directors.
2. The society shall have the following classes of membership:
 - 1) CLUB - Any club that is formed in Saskatchewan for the purpose of participating in fencing shall be eligible to apply for Club Membership.
 - 2) INDIVIDUAL
 - a) Regular - persons who register with a Member Club so as to be eligible to participate athletically in the sport of fencing. NOTE: 'to participate athletically in the sport of fencing' includes 'to receive physical instruction at a fencing club', 'to participate in physical activity at a fencing club', 'to enter fencing competitions', and such other definitions as may be decided from time to time by the Board of Directors of the SFA, subject to the provisions of Article XV.
 - b) Limited - persons who register with a Member Club so as to be eligible to receive physical instruction at an introductory clinic/course on the sport of fencing. Limited memberships are valid for a period of no more than three months (90 days) from the start date of the clinic/course.
 - c) Supporting - persons who register with a Member Club so as to support the objectives of the society. Supporting members shall not be eligible to participate athletically in the sport of fencing.
 - 3) SUSTAINING - Persons or organizations who contribute an annual amount to further the aims and objectives of the society.

3. The Saskatchewan Fencing Association shall be the Branch Member of the Canadian Fencing Federation as defined in the Bylaws and Rules and Regulations of that organization. Member Clubs of the Saskatchewan Fencing Association shall also be members of the Canadian Fencing Federation. Individual Members of Member Clubs shall also be Individual Members of the Saskatchewan Fencing Association and the Canadian Fencing Federation.
4. Any member who accepts membership in the Association shall be deemed to have undertaken to abide by the provisions of the Rules and Regulations of the Association.
5. Any violation of the Rules and Regulations by a member shall render such member liable to suspension or expulsion or fine by the Directors. In the event a member is suspended, expelled or fined he/she may appeal the decision through provisions made in the Rules and Regulations and the Directors may allow or dismiss the appeal by a majority vote of members present.
6. The affairs of each Member Club shall be governed in accordance with the provisions of the Rules and Regulations of the Association insofar as the same are applicable. A Member Club may enact Bylaws and prescribe Rules and Regulations for its management, but such Bylaws, Rules and Regulations shall not become operative unless and until approved by the Directors of the Association.
7. To be eligible for Club Membership the club must have at least two (2) Individual Members.
8. A Club with at least two (2) Individual members but less than five (5) members in the Regular category will be accepted for membership without voting rights. The Club will gain its voting rights upon registration of the fifth Regular member.
9. Club and Individual memberships will be accepted only on the forms provided, accompanied by the necessary fees.
10. An Individual may belong to no more than two (2) Clubs but may compete for only one (1) of those Clubs during a season, except as provided for in the CFF Rules and Regulations regarding transfers and student participation on school teams. Participation in other Association activities must also be limited to representing one (1) of the Clubs, not necessarily the competition Club.
11. The membership year shall coincide with the Association's fiscal year: July 1 to June 30.

ARTICLE V – DIRECTORS

1. Directors shall be Individual Members of the Saskatchewan Fencing Association.
2. Subject to Paragraph 5, at the first Annual Meeting of the Association and at each subsequent Annual Meeting all the directors shall retire from office.
3. Directors retiring from office shall be deemed to hold office until the beginning of the meeting at which they retire. Directors who are also officers of the Association (ARTICLE VI) shall attend the meeting at which they retire.
4. A retiring director shall be eligible for re-election.
5. The Association may by special resolution remove any director before the expiration of his/her term of office and may request elect another person in his/her stead; the person so elected shall retire from office at the same time as the director whom he/she is replacing would have retired.
6. The directors may meet together for the dispatch of business, adjourn and otherwise regulate their meeting as they may determine.

7. Notice of a director's meeting shall be given to the directors at least fourteen (14) days 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.
8. A majority, or at least half, of the directors personally present shall constitute a quorum for the purpose of a meeting of the directors.
9. Directors, as such, shall not receive any stated remuneration for their service but, by resolution, expenses of their attendance may be allowed for their attendance at each regular or special meeting of the directors. Such fixed sum may be paid to the directors provided that nothing herein contained shall be construed to preclude any director from serving the Association as an officer or in any other capacity and receiving compensation therefore.
10. The directors shall have power to authorize expenditures on behalf of the Association from time to time and may delegate by resolution to an officer or officers of the Association, the right to employ and pay salaries to employees. The directors shall have the power to make expenditures for the purpose of furthering the objectives of the Association.
11. The directors of the Association shall be the President, Vice-President Technical, Vice-President Administration, Vice-President Finance, and Vice-President Marketing and Communications, and such other directors as the Association may from time to time appoint by resolution.
12. Except as governed by Article V, Paragraph 9, the remuneration of all agents and employees shall be fixed by the directors by resolution. Such resolution shall have force and effect only until the next annual meeting when it shall be confirmed, and in the absence of such confirmation then the remuneration to such officers, agents, or employees shall cease to be payable from the date of such meeting.
13. The President shall be the chief executive officer of the Association. He/she shall preside at all meetings of the Association. He/she shall have the general and active management of the business of the Association. He/she shall see that all orders and resolutions of the directors are carried into effect and he/she, (or the Vice-President Technical in the absence or inability to act of the President), with the Vice-President Technical or the Vice-President Administration, shall sign all Bylaws and other documents requiring the signatures of the officers of the Association.
14. The Vice-President Technical shall, in the absence or inability to act of the President, perform the duties and exercise the powers of the President.
15. The Vice-President Finance shall have the custody of the Association funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the directors from time to time. He/she shall disburse the funds of the Association as may be ordered by the directors, taking proper vouchers for such disbursements, and shall render to the President and directors at the regular meeting of the directors, or whenever they may require it, an account of all his/her transactions as Vice-President Finance and of the financial position of the Association. He/she shall also perform such other duties as may from time to time be determined by the directors.
16. The Vice-President Administration shall attend all meetings of the directors and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. He/she shall give or cause to be given notice of all meetings. He/she shall perform such other duties as may be prescribed by the directors or President, under whose supervision he/she shall be.

ARTICLE VI – OFFICERS

ARTICLE VII – COMMITTEES

1. The Committees of the Association shall be:
 - Membership
 - Relations
 - Technical
2. The President of the Association shall be a member ex-officio of all Committees. The President shall not carry a vote at any Committee meeting unless he/she is elected to the Committee concerned by the Delegates.
3. All Committee members shall be Individual Members of The Association.
4. Each Committee shall hold at least one meeting each year. Meetings may be called by the Chair of the Committee upon at least fourteen (14) days notice in writing given to each committee member, including ex-officio, except that where a time for a subsequent meeting is set and included in the minutes of a meeting and circulated to the committee members prior to the next meeting, or when all the committee's members agree, such notice may be waived.
5. The Chair of each Committee shall insure that accurate minutes are kept of each meeting.
6. The Chair of each Committee shall forward to the Vice-President Administration at least Twenty-one (21) days prior to both the Annual General Meeting and Semi-annual General Meeting a complete report of the activities of the Committee.
7. For the transaction of business, a simple majority of the members shall constitute a quorum. Each member, excluding ex-officio, shall have one vote with a casting vote vested in the Chair. Questions arising at any meeting shall be decided by a majority vote of those present entitled to vote.
8. Where a Committee Member finds him/herself in a conflict of interest position, he/she shall abstain from discussion and voting relating to the matter from which conflict arises. In the event that there are less than two Committee Members not in conflict of interest, or in the event that the Committee Members remaining in the discussion are unable to reach a decision relating to the matter from which the conflict arises, the President of the Association shall decide the matter. In the event that the President also finds him/herself in a conflict of interest position, the Board of Directors shall consider and render a decision on the matter from which the conflict arises.
9. Committees shall perform those duties assigned them by these Rules and Regulations and such other duties as may be assigned to them from time to time by the Board of Directors or the Delegates.
10. Committee Members who are elected by the Delegates may be removed from office only by a two-thirds (2/3) vote at a Board Meeting.
11. Membership and Duties
 - 1) Membership Committee
 - a) The Committee shall be composed of the Vice-President Administration and the Vice-President Marketing and Communications as co-Chairs, and other members elected or appointed by the Directors or the Delegates.
 - b) The Committee shall:
 - i) Receive complaints and appeals in reference to membership problems;

- ii) Draft policy recommendations regarding membership categories, criteria, and registration procedures.
- iii) Draft recommendations regarding ways to increase and maintain membership.
- iv) Ensure that Individual Members are kept informed of pertinent business discussed in Board of Directors Meetings.

2) Relations Committee

- a) The Committee shall be composed of the President as Chair and two other members elected by the Delegates with not more than one (1) of the three members of the Committee from any one Club.
- b) The Committee shall:
 - i) Receive complaints and appeals in reference to Association problems;
 - ii) Draft guidelines, time limits, penalties, and general procedures for Relations activities;
 - iii) Act on its own to insure that the rights of members are protected at all times.
- c) The Committee shall use the following procedure for the handling of complaints concerning the internal affairs of the Association:
 - i) Notice of any complaint shall be forwarded in writing to the Relations Committee within thirty (30) days of notification of the act or decision that forms the basis for the complaint.
 - ii) The Relations Committee shall meet with the Plaintiff(s) at a time and place convenient to both to discuss the complaint.
 - iii) The Relations Committee shall research any complaint to the fullest extent possible.
 - iv) The findings of the Committee and its decision shall be passed on to both parties in writing. Copies of said correspondence shall also be filed with the Association.
 - v) Should the Plaintiff feel that he, she, or they has/have not been dealt with fairly, they may appeal to the Board of Directors after so advising all parties involved.
 - vi) The decision of the Board of Directors on any such matter brought before it shall be final and binding on all parties concerned.

3) Technical Committee

- a) The Committee shall be composed of the Vice-President Technical as Chair, four (4) other voting members elected by the Delegates at the Annual Meeting, the Provincial Coach who is to act as a non-voting advisor, and the Executive Director (or Office Manager in the absence of the Executive Director) as a non-voting member.
- b) The Committee shall:
 - i) Have the final responsibility for the selection of competitors, coaches, and team managers, when teams or individuals are sent to out-of-province tournaments or when selections must be made for special events such as Games Teams;
 - ii) Maintain confidentiality of Committee deliberations;
 - iii) Review and communicate selection criteria;

iv) Draft and update team management guidelines;

Incidents involving violations of the SFA/Athlete Agreement that occur while the Squad is at a competition or training camp should be dealt with on-site. The team manager or chaperone will be responsible for convening a small panel to review the incident. If appropriate this panel may include an athlete representative.

In the case of a matter that may warrant further action, the following procedures shall be followed:

- At the earliest convenience following notification of a possible disciplinary matter, the Technical Committee shall meet to discuss the matter. The Technical Committee shall strike a two-person investigating committee; and, depending on the severity of the matter, may suspend squad membership and/or SFA membership privileges of the person(s) under investigation;
 - The Investigating Committee shall request written statements from all parties that may have information relevant to the matter under investigation. These statements are to be received by the Investigating Committee no later than 2 weeks following their request;
 - Upon review of the written statements the Investigating Committee may conduct interviews of persons as it deems necessary;
 - Upon completion of its investigation and no later than one month after conducting its last interview, the Investigating Committee shall submit a written report to both the Technical Committee and the SFA Board of Directors. The report shall contain a summary of the matter investigated, a summary of the findings of the Investigating Committee, and recommendations as to what further action, if any, should be considered.
- v) Make selections sufficiently in advance, where possible, and shall notify all registered candidates as soon as possible once selections have been made;
- vi) Have the responsibility, prior to departure of each team, for any and all changes in team composition. Once the team has assembled for departure, the Team Management (Coaches and Managers) shall have the responsibility to make changes. The ultimate authority shall be delegated to a coach or manager within the Team Management prior to departure.
- c) In addition to the above functions, each elected member of the Committee shall have responsibility for one of the following areas:
- i) Development - of all fencers, including Cadets, Juniors, Elite Athletes, and the Provincial Squad
 - ii) Coaching - aid in the organization of clinics. Act as liaison with coaches, with Sask Sport, and at a National level.
 - iii) Officials - draw up and maintain a roster of qualified officials, and arrange for presiding clinics and the examination of candidates for presiding qualifications.
 - iv) Tournaments - including the organization and supervision of such aspects as entry forms, organization committee, running the tournaments, results, and ratings.
 - v) Equipment and Facilities - provide a running account of the availability of scoring apparatus and Association equipment.

ARTICLE VIII – GENERAL MEETINGS

1. The annual general meeting of the Association shall be held in May of each year in a place and on a date to be fixed by the directors.
2. A special general meeting 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 a majority of the directors or by at least two Member Clubs. Such meeting to be held at the Head Office unless otherwise stated.
3. Thirty (30) days prior notice shall be given to each Member Club, Committee Chair, and Officer of the Association of the Annual and Semi-annual General meeting by such means as the directors may decide. Fourteen (14) days prior notice shall be given to the above-named members of any other general meeting or meeting of the Board of Directors. Such notice may be waived providing at least two-thirds of the directors agree.
4. Delegates personally present and constituting a majority, or at least half, of the votes shall constitute a quorum at any general meeting of the Association.
5. Each Member Club shall be allocated votes as follows, based on the current year's membership numbers as of 30 days prior to the date of the meeting:

# of Regular Members	# of Votes
0 to 4	0
5 to 49	1
50 to 99	2
99 to 149	3
150 to 199	4

6. Individual Members and Sustaining Members, as such, shall not be members of the annual general meeting or any special general meeting of members for any purpose whatsoever, and, for greater certainty, no Individual Member and no Sustaining Member, as such, is entitled to notice of, or any vote at, any annual or special general meeting of members of the Association. Nothing in the provisions of this section shall preclude Individual Members, as such, from being in attendance at the annual general meeting or any special general meeting.
7. Votes
 - 1) Voting shall be by ballot in the case of election of directors and by show of hands in other cases except where a ballot is requested by at least three delegates.
 - 2) Mail Ballots – All votes taken by mail shall be conducted in the following manner:
 - a) Background information shall be provided unless previously distributed to the voters.
 - b) A ballot paper clearly stating the question and with a space for the voter's response shall be sent to each eligible voter.
 - c) A plain white envelope bearing only the word 'Ballot' or 'Ballot for ----' shall be included with the ballot paper.

- d) The voter shall be instructed to return the ballot in the following manner:
 - i) Mark the ballot and place it in the envelope provided.
 - ii) Seal the envelope. Make no marks on the envelope.
 - iii) Return the sealed ballot envelope in another envelope on which should be your name and address.
 - e) A deadline for return of ballots shall be set and the voters informed of it. The deadline shall be not less than fourteen (14) nor more than thirty (30) days from the distribution date of the ballots. No ballots shall be accepted unless enclosed in the ballot envelope and received on or before the deadline.
 - f) The person in charge of the voting, upon receipt of returned ballots, shall:
 - i) Check off the voter's name from a list maintained for that purpose.
 - ii) Remove the ballot envelope and destroy the outer or mailing envelope.
 - iii) Retain the sealed ballot envelopes, unopened, until after the deadline.
 - iv) Open the envelopes, count the ballots, and report the results, after the deadline.
8. At all meetings of members of the Association every question shall be determined by a majority of votes unless otherwise specifically provided by the Societies Act or the Rules and Regulations of the Association.
9. At all meetings of the Association the following shall be the Order of Business:
- Roll Call
 - Announcements, Changes to the Order of Business, and Additions to the Agenda
 - Reading of Minutes
 - Business Arising from the Minutes
 - Correspondence
 - President's Report
 - Vice-President Finance's Report
 - Reports from Officers, Committee Chairs & Appointed Officials
 - Club Reports (Annual Meeting Only)
 - Resolutions, Orders & General Business
 - Ratification of Rules & Regulations (Annual Meeting Only)
 - Elections & Appointments
 - New Business
 - Adjournment
10. The Order of Business may be changed by a majority vote of those present and voting at any meeting of the Association and the change shall be valid for that meeting only.
11. Quorum for meetings of the Association shall be as outlined previously, and once established at a meeting it shall continue until adjournment even when the remaining members at the meeting constitute less than the quorum.
12. Proxy votes are not allowed by the Societies Act.
13. A written agenda shall be circulated along with the notice of meeting when such notice is given in writing according to the Rules and Regulations.

14. All notices of motion shall be submitted in written form to the Office of the Association at least twenty-one (21) days prior to a meeting. The Office shall distribute these notices of motion to the Directors and Delegates not later than fourteen (14) days before the meeting.
15. The President shall call a Semi-Annual Meeting in the month of November or December at a time and place to be determined by the Board of Directors.
16. Each Officer of the Association and Committee Chair shall forward to the SFA Office at least twenty-one (21) days prior to both the Annual General Meeting and Semi-annual General Meeting complete reports of the activities of their Office or Committee. Each Member Club shall forward to the SFA Office at least twenty-one (21) days prior to the Annual General Meeting a complete report of the activities of the Club. The Club Report should include a list of the executive, number of members, summary of season's activities, future plans, etc.) The SFA Office shall distribute these reports to the Delegates not later than fourteen (14) days before the meeting.

ARTICLE IX – FEES AND EXPENSES

1. Members shall pay annual membership fees in the amount set by the Directors and stated in the Rules and Regulations of the Association.
2. Annual membership fees shall be due and payable at the time of registration, except that Club Fees shall be due and payable no later than September 30. Membership shall be for the period up to the next June 30.
3. Club Fees:
 - 1) Each Club shall pay annually to the SFA the Member Club fee, as described in Schedule A, as membership fees for the ensuing year and this shall include the CFF Club fee.
 - 2) In addition to the above, each Club shall pay annually to the SFA the Equipment Maintenance fee as described in Schedule A for the ensuing year.
4. The annual membership fees of each Individual Member shall be as described in Schedule A and shall include the CFF membership fee and the FIE fee.
5. Any individual or organization who contributes to the Association a minimum of the Sustaining Member fee, as described in Schedule A, shall be a Sustaining Member during the remainder of the fiscal year in which the contribution is made.
6. Failure by a Member Club to pay the specified fee by the prescribed date shall cause forfeiture of such delinquent Club's right to vote at any meeting, or on any question of the Association, and shall suspend that Club's Directors on the Board of Directors. The forfeiture shall remain in effect until the outstanding fees have been received by the SFA Vice-President Finance.
7. Failure by all other Members of the Association to pay the specified fees shall result in the delinquent member being barred from participation in all activities of the Association until such time as the aforesaid fees have been received by the SFA Vice-President Finance.
8. Travelling expenses and subsistence allowances for Officers of the Association and such other delegates as may be named by the Board of Directors to attend meetings on Association business, shall be as described in Schedule C.
9. Travelling expenses and subsistence allowances for athletes, coaches, officials, and managers attending competitions or clinics shall be as determined from time to time by the Technical Committee.

10. Any Member funded to travel must submit an expense claim form. At the discretion of the Technical Committee, an athlete who fails to submit an expense claim form within two weeks of completion of funded travel will not be considered for further funding.

ARTICLE X – FINANCES

1. All non-recoverable expenditures over Fifty Dollars (\$50.00) must be approved by the Board of Directors.
2. Disbursements of a non-recoverable nature must be made by cheque or bank draft over the signatures of two persons, one of which must be the Vice-President Finance, and the other person either the President or Vice-President Administration of the Association.
3. Out-of-pocket expenses incurred by Officers or Directors of the Association, Committee Chairmen, and such other members on Association business as authorized by the Board of Directors shall be allowed as determined from time to time by the Board of Directors.
4. Any member claiming reimbursement must present appropriate bills, receipts, or other documents, ascertaining the amount and correctness of the request, and indicating the purpose for which the funds were used.
5. The Fiscal Year shall be July 1 to June 30.

ARTICLE XI – TOURNAMENTS AND COMPETITIONS

1. Unless otherwise indicated on the tournament entry form, all competitors must hold Individual Regular memberships.
2. Unless designated 'closed', all tournaments are open to members of other Branches of the CFF and competitors of other countries properly registered with their National Association.
3. Unless specifically designated by resolution of the Board of Directors, tournaments are not open to professionals.
4. Team Championships are to be Three (3) member teams and no team may fence short-handed.
5. The Tournament Organizing Committee for Team Championships may permit the post entry of composite teams when it will not result in prolonging the event unduly or create other detrimental conditions, and where it will not result in a 'stacked' team.
6. All Tournaments will be run according to the latest FIE Rules available unless otherwise decided by the Organizing Committee, and with any exceptions to the FIE Rules stated clearly on the entry form.
7. Tournament organizers are to use a competition format identical or similar to that used in Canadian Circuit competitions unless there are mitigating circumstances.
8. All Tournaments must have entry forms which must be distributed in advance and have a deadline for entries at least two (2) days in advance of the event.
9. Tournament Fees:
 - 1) Tournament entry fees will be as per Schedule B - Competition Entry Fees.
 - 2) Late entry fees will be \$10.00. A late entry is one received after the entry deadline.

- 3) Late registration fee will be \$10.00. A late registration occurs when a fencer checks-in after the deadline stated on the entry form.
10. Entry fees will not be refunded unless notice of withdrawal is received at least one hour prior to the scheduled starting time, or posted revised time, of any event in a tournament.

ARTICLE XII – RANKINGS

1. There shall be a Provincial Points System and Provincial Under-13, Provincial Cadet, and Provincial Junior Ranking Systems. (Appendix A)
2. The Statistician shall maintain up-to-date rankings of Under-13, Cadet, and Junior competitors based on the Provincial Under-13, Provincial Cadet, and Provincial Junior Ranking Systems, which shall be available, on request, to the Newsletter Editor, Directors, and the Technical Committee.
3. The Statistician shall maintain an up-to-date record of competitors' points based on the National Ranking System, which shall be available, on request, to the Newsletter Editor, Directors, and the Technical Committee.
4. It is the responsibility of the competitor to ensure that official results are sent to the Association Office in order for points to be credited.
5. A member may appeal the disallowance of a tournament, or the points awarded, to the Relations Committee.
6. The National Rankings and Provincial Cadet and Provincial Junior Rankings shall be used as guides in selecting members to receive travel assistance.

ARTICLE XIII – HONOURS, AWARDS, AND TROPHIES

1. All permanent trophies presented to, or purchased by, The Association for annual competition shall remain the property of the Association.
2. The winner of an annual trophy may be permitted to have it in his/her possession for one year, or until the date of the next competition for that trophy, provided that a form is signed in which the recipient guarantees the return of said trophy in time for the competition, or on request at any time, and assumes full financial responsibility for damages, loss, or unauthorized alterations while in their possession or being shipped by them. (Appendix B)

ARTICLE XIV – CUSTODY AND USE OF SEAL

1. The seal of the Association shall be in the custody of the Vice-President Administration or such other person as may be determined by the directors and all papers or documents required to be sealed on behalf of the Association shall be sealed in the presence of the President and Vice-President Administration or of such other persons as may be designated by resolution of the directors.

ARTICLE XV – AMENDMENTS

1. Amendments may only be made to these Rules and Regulations of the Association at a meeting of the Association by a Two-Thirds (2/3) vote of the Delegates present at any such meeting.
2. Any proposed amendments must be presented to the SFA Office as notices of motion, in writing, in accordance with ARTICLE VIII Paragraph 14.
3. Notices of Motion proposing changes to SFA Rules and Regulations are waived on all subjects specifically recommended in reports submitted to a previous meeting provided these reports are included in the minutes of the meeting.
4. Proposed amendments must be specific. They must refer to the page, article, and paragraph concerned and the section must be quoted as it would appear if amended.
5. Any Schedules or Appendices may be revised at any meeting of the Board of Directors where a quorum exists without prior Notices of Motion.

ARTICLE XVI – WINDING UP

1. Subject to Section 47 of the Societies Act, in the event of dissolution of the society, its property and assets shall, after payment of all liabilities, be donated to one or more recognized charitable organizations in Canada as may be decided by the Association in general meeting.

SCHEDULE A – SFA MEMBERSHIP FEES

Member Club Fee	\$ 110.00
Equipment Maintenance Fee (Club)	\$ 25.00
Individual Regular Member Fee	\$ 105.00
CFF Passport Fee	\$ 5.00
Individual Limited Member Fee	\$ 35.00
Individual Supporting Member Fee	\$ 12.00
Sustaining Member Fee	\$ 50.00

SCHEDULE B – COMPETITION ENTRY FEES**INDIVIDUAL EVENTS:**

\$18.00 per person administration fee plus \$33.00 fee per event with a provision for an ‘Early-Bird’ discounted \$12.00 administration fee plus \$22.00 fee per event.

TEAM EVENTS:

\$18.00 per person administration fee plus \$18.00 fee per event with a provision for an ‘Early-Bird’ discounted \$12.00 administration fee plus \$12.00 fee per event.

SCHEDULE C – TRAVEL EXPENSE AND SUBSISTENCE ALLOWANCE RATES

As resolved by the Board of Directors at the April 22/95 meeting and amended at the May 7/2005 meeting and at the May 31/2008 meeting, that the levels of reimbursement be as follows:

Meals: \$40.00 per day – Canada and USA
 \$100.00 per day – Europe

Mileage: \$0.40 per km

Hotel: actual cost

NOTES:

1. Reimbursement not to exceed actual expenses.
2. The SFA shall pay all reasonable food, accommodation, and ground transportation expenses incurred by the SFA delegate(s) to CFF meetings. (June 91)

APPENDIX A - PROVINCIAL POINTS SYSTEM AND PROVINCIAL RANKING SYSTEMS

PROVINCIAL POINTS SYSTEM

Place Points:

Place	Division IV	Division III	Division II	Division I
	>40	30-40	20-29	<20 entries
1	150	100	75	60
2	126	84	64	51
3	105	70	54	43
4	87	58	45	36
5	78	52	37	30
6	70	47	32	26
7	64	43	28	22
8	59	39	24	18
9	52	35	20	10
10	46	31	16	10
11	42	28	10	10
12	37	25	10	10
13	30	20	10	
14	30	20	10	
15	30	20		
16	30	20		
17	20	10		
18	20	10		
19	20	10		
20	20	10		
21	10			
22	10			
23	10			
24	10			

Division I Tournaments will be pro-rated if the entry is below nineteen (19). The number of placings receiving place points will be reduced by the same percentage as the entry is less than nineteen (19).

The formula to determine the number of placings that receive place points is: $\# = \frac{n}{19} \times 12$ where n is the number of entries and $\#$ is the number receiving place points.

For example, in an event with 6 entries, only the top 4 receive place points.

Participation Points:

Divisions I & II	3 points
Divisions III & IV	5 points

Total Points = Place Points + Participation Points

PROVINCIAL UNDER-13 RANKING SYSTEM

Under-13 Points are awarded based on the Provincial Points System.

Under-13 fencers (under 13 years of age as of January 1 of the current season) will be ranked according to the sum of their best 2 points results in the Under-13 events at the Militia Trophy Open, Northwestern Open, Asquith Open, and Wheatland Open PLUS their points at the Provincial Under-13 Championships.

PROVINCIAL CADET RANKING SYSTEM

Cadet fencers (under 17 years of age as of January 1 of the current season) will be ranked according to the National Cadet Domestic Rankings.

PROVINCIAL JUNIOR RANKING SYSTEM

Junior fencers (under 20 years of age as of January 1 of the current season) will be ranked according to the National Junior Domestic Rankings.

APPENDIX B - AGREEMENT FOR MAINTENANCE AND RETURN OF PERMANENT TROPHIES

I, _____
First Name Last Name

of _____
Address City Phone

having received the _____ Trophy in good condition/poor condition - defects noted below, agree to maintain it in its present condition and to return it in time for the next tournament at which it is to be competed for, or at any time on request by an Officer of the SFA, and further agree to assume full financial responsibility for any damage, loss, or unauthorized alterations to it while in my possession or while being transported or shipped by me.

DATE: _____

Signature

Signature for the Association

DEFECTS NOTED ON RECEIPT:

APPENDIX C

SASKATCHEWAN FENCING ASSOCIATION
PROCEDURES MANUAL

SFA Positions of Responsibility

President
Vice-President Technical
Vice-President Finance
Vice-President Administration
Vice-President Marketing and Communications
Provincial Coach
Relations Committee
Membership Committee
Technical Committee
Athlete Development Coordinator
Coaching Coordinator
Officials Coordinator
Tournament Coordinator
Equipment Coordinator
Newsletter Editor
Promotions Coordinator
Registrar
Statistician
CFF Liaison
Sask Sport Liaison
Website Manager

The following descriptions of the roles and responsibilities are based on the existing Rules and Regulations of the SFA, with some additions based on the practical situation as it currently exists and with other additions based on improving the current situation.

President

- member of the Association
- chief executive officer of the Association
- shall preside at all meetings of the Association
- has the general and active management of the Association
- shall see that all orders and resolutions of the directors are carried into effect
- shall sign all Bylaws and other documents requiring the signatures of officers of the Association
- ex-officio member of all Association committees (without vote unless also an elected member)
- shall coordinate all grant applications and grant follow-up reports
- shall submit written reports to the SFA Office at least 21 days in advance of the SAGM and AGM
- whenever possible shall represent the Association at meetings of the CFF

Vice-President Technical

- member of the Association
- shall perform the duties and exercise the powers of the President in his/her absence or inability to act
- Chairman of the Technical Committee (shall submit to the SFA Office at least 21 days in advance of the AGM a report of the activities of the committee)

Vice-President Finance

- member of the Association
- has custody of the Association funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association
- shall deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the directors from time to time
- shall disburse the funds of the Association as may be ordered by the directors, taking proper vouchers for such disbursements
- shall render to the President and directors an account of all transactions as Vice-President Finance and of the financial position of the Association at all meetings of the Association, and on request
- shall be responsible for recommending an auditor for the Association

Vice-President Administration

- member of the Association
- shall attend all meetings of the directors and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose
- shall give or cause to be given notice of all meetings
- co-chair of the Membership Committee

Provincial Coach

- shall write the training programs for all athletes on the Provincial Training Squad
- shall, in consultation with the other members of the Technical Committee, devise competition programs for all levels of competitive members
- shall, in consultation with the Coaching Coordinator, organize and conduct Coaching Clinics
- shall submit written reports to the SFA Office at least 21 days in advance of the SAGM and AGM.

Relations Committee

- composed of the President as Chairman, and two other members with not more than one member from any one Club
- shall receive complaints and appeals in reference to Association problems
- shall draft guidelines, time limits, penalties, and general procedures for Relations activities
- shall act on its own initiative to ensure that the rights of individual members are protected at all times

Membership Committee

- composed of the Vice-President Administration and Vice-President Marketing and Communications as co-chairs, and other members elected or appointed by the Directors or Delegates
- shall receive complaints and appeals in reference to membership problems
- shall draft policy recommendations regarding membership categories, criteria, and registration procedures
- shall draft recommendations regarding ways to increase and maintain membership including ways to introduce fencing to new communities

- shall ensure that individual members are kept informed of pertinent business discussed in Board of Directors Meetings

Technical Committee

- has final responsibility for selection of competitors, coaches, and team managers when teams or individuals are sent to out-of-province tournaments or when selections must be made for special events
- shall review and communicate selection criteria
- shall draft and update team management guidelines
- shall make selections sufficiently in advance, where possible, and notify all candidates as soon as possible once selections have been made
- shall have the responsibility for any and all changes in team composition prior to departure
- Chairman shall submit written reports of the Committee's activities to the SFA Office at least 21 days in advance of the SAGM and AGM

Each elected member shall also assume one of the following positions:

Athlete Development Coordinator

- shall be responsible for organization of all aspects of Provincial Training Squad camps
- shall be responsible for organization of all aspects of Junior Camps
- shall be responsible for organization of all aspects of out-of-province tournament travel (travel arrangements, hotel arrangements, etc.)
- shall, in consultation with the Provincial Coach, draft an annual training and competition program and budget for all categories of competitive fencers in the province

Coaching Coordinator

- shall be the liaison with coaches, Sask Sport, the Coaching Association of Canada, and the CFF with regard to coaching matters
- in consultation with the Provincial Coach, shall ascertain the need for Coaching Clinics
- shall be responsible for the organization of all aspects of coaching clinics
- shall be responsible for encouraging the development of fencing in other communities by encouraging these communities to host fencing coaching clinics
- shall, in consultation with the Provincial Coach, draft a budget for coaching-related expenditures for the coming season

Officials Coordinator

- shall maintain a roster of qualified officials residing in the province
- shall be responsible for the organization of all aspects of presiding clinics
- shall, in consultation with the Provincial Coach, draft a program of competition travel for qualified, interested officials and draft a budget for presiding clinics and competition travel for officials for the coming season
- shall arrange for examination of candidates for presiding qualifications

Tournament Coordinator

- shall be responsible for the organization of all aspects of in-province competitions (facilities, entry forms, equipment, medals, directoire, compilation and distribution of results, etc.)
- shall draft a budget of tournament revenue and expenditures for the coming season

Equipment Coordinator

- shall maintain a list of any and all personal fencing equipment (masks, weapons, jackets, etc.) owned by the Association

- shall maintain a list of scoring apparatus and other tournament-related Association equipment
- shall be responsible for ensuring that all tournament equipment is in usable condition and that equipment requiring repair is dealt with promptly
- shall draft a budget of equipment expenditures for the coming season

Newsletter Editor

- shall be responsible for all aspects of the content, organization, production and distribution of the bi-monthly newsletter
- shall submit a budget for newsletter expenditures for the coming season

Promotions Coordinator

- shall be responsible for all aspects of the promotion of fencing in Saskatchewan
- shall be responsible for documenting, maintaining, and adding to the stock of promotional material (pins, video tapes, films, brochures, crests, etc.) owned by the Association
- shall be responsible for coordinating all contact with the media
- shall be responsible for all advertising done by the Association
- shall submit a budget for the coming season

Registrar

- shall be responsible for the registration of the Branch, all clubs, and individual members both as members of the Saskatchewan Fencing Association and of the Canadian Fencing Federation
- shall be responsible for the collection of SFA and CFF registration fees from the clubs on behalf of their members
- shall be responsible for submitting Branch and club membership forms and fees to the National Office
- Individual Membership Registration process: club registrars will submit completed SFA/CFF forms and fees to the SFA Registrar; SFA Registrar will invoice each club for its members' SFA/CFF fees as necessary; on a monthly basis the SFA Registrar shall submit new memberships to the National Office
- shall provide an estimate of membership revenue expected for the coming season

Statistician

- shall be responsible for obtaining official copies of the results of all competitions at which Saskatchewan fencers competed
- shall maintain an up-to-date record of competitive members' competition results in terms of National Points
- shall maintain an up-to-date record of the results of the Junior and Cadet Circuits
- shall provide current rankings (National, Junior and Cadet Circuits) at the request of the Newsletter Editor, President, or Technical Committee

CFF Liaison

- along with the President, or in case of the President's inability to attend, shall represent the Association at CFF meetings

Sask Sport Liaison

- shall represent the Association at all meetings of Sask Sport to which the Association is obliged to send a delegate (Annual Meeting, Fall Conference, Small Group Meetings)
- shall submit written reports to the SFA Office at least 21 days in advance of the SAGM and AGM

Website Manager

- shall be responsible for all aspects of the content, organization and production of the SFA website

Staff Positions

Equipment Technician

- shall be under the supervision of the Equipment Coordinator
- shall be responsible for repairing tournament equipment (scoring boxes, reels, connecting wires, ground wires, etc.) at the request of the Equipment Coordinator

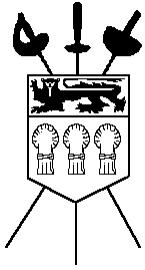
Executive Director/Office Manager

- shall be responsible for the management of the SFA Office
- shall be responsible for such administrative and clerical tasks as may be assigned from time to time by the Board of Directors and/or requested by Officers of the Association
- these tasks may include, but are not limited to, photocopying, typing, mailing, filing, making telephone calls, collecting expense forms, payment of accounts, etc.

Timeline for the Annual Operation of the Association

- | | |
|-------------|---|
| March 1 | <ul style="list-style-type: none"> • deadline for submission of spending plans/budgets from Athlete Development Coordinator, Coaching Coordinator, Officials Coordinator, Tournaments Coordinator, Equipment Coordinator, Newsletter Editor, Promotions Coordinator and Registrar to SFA Office. These documents are then circulated to the Vice-President Finance, President, and Technical Committee. |
| early March | <ul style="list-style-type: none"> • SFA Board meeting to prepare the Association's budget for the coming season • preparation of draft Sport Profile submission to Sask Sport (to be prepared by the President, working from the proposed SFA budget) |
| early May | <ul style="list-style-type: none"> • SFA Annual General Meeting <ul style="list-style-type: none"> • annual reports from officers and committees (where applicable these reports should specifically address projects funded through grants in order to facilitate writing of grant follow-up reports) • presentation, discussion and acceptance of budget • setting of fees • elections • setting of tentative competition schedule • allocation of MAP Grant funds to clubs • presentation, discussion, and approval of Sport Profile • selection of wild cards and teams for Nationals |
| May 15 | <ul style="list-style-type: none"> • deadline for Sport Profile submission to Sask Sport |
| mid-June | <ul style="list-style-type: none"> • Canadian Fencing Federation Annual General Meeting • Sask Sport Annual General Meeting |
| June 30 | <ul style="list-style-type: none"> • deadline for submission of previous year's MAP Grant follow-up reports from the clubs to the SFA |
| mid-July | <ul style="list-style-type: none"> • Technical Committee meeting <ul style="list-style-type: none"> • interviews of Provincial Training Squad applicants • selection of Provincial Training Squad and athletes recommended for Athlete Assistance |
| Aug 31 | <ul style="list-style-type: none"> • deadline for submission of annual return and most recent audited financial statement to provincial Department of Consumer and Commercial Affairs |
| Sept 30 | <ul style="list-style-type: none"> • deadline for submission of MAP and Sport Profile follow-up reports to Sask Sport (to be written by President) • deadline for submission of audited financial statements to Sask Sport (Vice-President Finance) • deadline for clubs to submit current year's MAP Grant applications to SFA |
| late Oct | <ul style="list-style-type: none"> • Sask Sport Fall Conference |
| early Dec | <ul style="list-style-type: none"> • Technical Committee meeting <ul style="list-style-type: none"> • review of season to date • allocation of travel incentives • Association meeting (SAGM) <ul style="list-style-type: none"> • review of season to date • final planning for remainder of season • acceptance of auditor's report |
| Jan to Apr | <ul style="list-style-type: none"> • Technical Committee/Board of Directors meetings as/if necessary |

APPENDIX D



Saskatchewan Fencing Association
 510 Cynthia St., Saskatoon S7L 7K7 ph/fax (306) 975-0823
<http://members.home.net/sask.fencing/>

SFA/ATHLETE AGREEMENT
 (MAY 13, 2000)

(adapted from the CFA/Athlete Agreement of October 15, 1985)

AGREEMENT made this _____ day of _____, _____

BETWEEN

THE SASKATCHEWAN FENCING ASSOCIATION, having its office at 510 Cynthia Street, Saskatoon, Saskatchewan, S7L 7K7 (hereinafter referred to as the SFA)

AND

_____, residing at _____

(hereinafter referred to as the Athlete).

WHEREAS the athlete has been duly nominated by the SFA in accordance with its Rules and Regulations, to be a member of the Provincial Squad and to partake fully in the program designated for her/him by the Association;

WHEREAS the Athlete wishes to be an active competitor in SFA/CFF (Canadian Fencing Federation) sanctioned events with his or her rights and obligations clearly defined;

WHEREAS the Athlete, being under the age of eighteen, the parent/guardian hereby joins in this document and in so doing agrees with the athlete joining the Provincial Squad Program and partaking fully in its activities;

WHEREAS the SFA is recognized by the CFF and Sask Sport as the sole provincial sport governing body for fencing in Saskatchewan;

WHEREAS the SFA recognizes the need to clarify the relationship between the SFA and the Athlete by establishing their respective rights and obligations;

AND WHEREAS the CFF requires that the SFA certify the eligibility of the Athlete to compete as a member in good standing;

NOW THEREFORE the parties agree the following:

1. SFA OBLIGATIONS

The SFA shall:

- a) organize, select and operate squads and teams of Athletes, coaches and other necessary support staff to represent Saskatchewan in the sport of fencing throughout Canada and the world;
- b) publish reasonable selection criteria for all provincial squads and teams at least three (3) months prior to the selection for any particular squad or team, and at least six (6) months in advance in the case of major games teams;
- c) conduct selection of members to all provincial squads and teams in a manner that is in conformity with the generally accepted principles of natural justice and procedural fairness;
- d) nominate all eligible Athletes for the Athlete Assistance Plan (AAP) and thereafter ensure these Athletes will receive all the benefits to which they are entitled under the AAP;
- e) publish reasonable criteria for the selection of Athletes to the AAP three (3) months prior to the application deadline;
- f) organize programs and provide funding for the development and provision of coaching expertise, officials and event training centres in Saskatchewan in the sport of fencing in accordance with the budget of the SFA;
- g) regularly provide Provincial Squad Program information (training and competition) to the Athlete in the form of mailed correspondence;
- h) provide a formal review of the Athlete's annual training program;
- i) provide funding for the Athlete for training camps and competitions in accordance with the budget of the SFA;
- j) provide a hearing and appeal procedure that is in conformity with the generally accepted principles of natural justice and due process with respect to any dispute the Athlete may have with the SFA.

2. ATHLETE'S OBLIGATIONS

The Athlete shall:

- a) follow the training and competitive program mutually agreed upon by the Provincial Coach, the Technical Committee of the SFA, and the Athlete. The Athlete shall avoid living in an environment that is not conducive to high performance achievements or taking any deliberate action that involves significant risks for the Athlete's ability to perform or limits the Athlete's performance;
- b) provide full payment of lesson fees to the Provincial Coach or arrange contract with the SFA Technical Committee for payment of lesson fees before being allowed to begin taking lessons;
- c) provide the Provincial Coach with an annual training chart and monthly updates of changes to the chart or any other appropriate information that the SFA may request;
- d) subject to paragraph 2.e), participate in all mandatory training camps and competitions as set out by the SFA Technical Committee. In particular, participation in all provincial competitions, regardless of entry, is mandatory;
- e) notify, in person, in writing, or by telephone, at least 14 days in advance, the Chairman of the SFA Technical Committee of any legitimate reason that will prevent the Athlete from participating in an upcoming event at which attendance is mandatory. In the case of injury, notification must be made as soon as is reasonably possible;
- f) avoid any action or conduct that would reasonably be expected to significantly disrupt or interfere with a competition or the preparation of any Athlete for a competition;
- g) during or at Provincial Squad training camps and competitions, avoid alcoholic consumption to a level which would reasonably be expected to cause impairment in the Athlete's ability to speak, walk or drive, or cause the Athlete to behave in a disruptive manner;

- h) avoid the use of banned drugs in contravention to the rules of the FIE, Sport Canada policy, and Sask Sport policy, and submit at competitions to random doping control testing upon request by the CFF, the Sport Medicine Council of Canada, or other authority designated to do so by the CFF or the SFA, and submit to both regularly scheduled and/or short notice random doping control test procedures as authorized by the SFA or Sask Sport;
- i) avoid possession of anabolic drugs, and shall neither supply such drugs directly or indirectly to others, nor encourage their use;
- j) utilize the hearing and appeal procedure referred to in paragraph 1.j) for remedy of complaints and issues;
- k) abide by the squad rules, failure to do so may lead to one of the following sanctions:
 - 1) Suspension, and/or
 - 2) Withdrawal of Athlete Assistance Program, and/or
 - 3) Withdrawal of out-of-province competition privileges, and/or
 - 4) Immediate dismissal from the Provincial Squad;
- l) make an attempt to cooperate with SFA Media personnel and the press and news media. Under no circumstances should a squad member make public statements that would impair the image of the Association, Provincial Squad or coaches or officials before utilizing the hearing and appeal procedure referred to in paragraph 1.j) for remedy of complaints and issues. It is the duty of the Provincial Squad Member to promote the image of the sport in public appearances.

3. DEFAULT OF AGREEMENT

Where one of the parties to this agreement is of the opinion that the other party has failed to comply with its obligations under this agreement, it shall forthwith:

- a) notify that party in writing of the alleged default,
- b) indicate in the notice to that party the steps to be taken to remedy the situation, and
- c) indicate in the notice a reasonable period of time within which such steps shall be taken.

4. GRIEVANCE PROCEDURE

Where the party which has given the notice referred to in paragraph 3.a) is of the opinion that the other party has not remedied the situation, it shall file a complaint through the hearing and appeal procedure referred to in paragraph 1.j).

5. DURATION OF AGREEMENT

This AGREEMENT comes into force on the 1st day of September, ____ and terminates on the 15th day of June, ____.

WITNESS

DATE

for the SFA

WITNESS

DATE

ATHLETE
(or Parent or Guardian)



Saskatchewan Fencing Association
Creating Opportunities within the Sport of Fencing
 510 Cynthia St., Saskatoon SK S7L 7K7
 voice (306) 975-0823; fax (306) 242-8007
 web: www.saskfencing.com; email: saskfencing@shaw.ca

CLAIMANT: _____

REASON FOR EXPENDITURE: _____

1. MILEAGE: _____ KM @ \$0.40/KM = \$ _____

2. PER DIEM: (meals: daily maximum of \$40 (Europe: \$100))
 (hotel: actual costs)

DATE	MEALS	HOTEL
TOTALS		

\$ _____

3. AUTOMOBILE RENTAL: (attach receipts) \$ _____

4. AIRFARE: (attach ticket stub) \$ _____

5. OTHER: gas, parking, registration, etc. (attach receipts) \$ _____

TOTAL: \$

SIGNATURE: _____