

**SASKATCHEWAN AMATEUR
WRESTLING ASSOCIATION**

**POLICY AND PROCEDURES
MANUAL**

October 2009

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SASKATCHEWAN AMATEUR WRESTLING ASSOCIATION

SECTION 1
DIRECTORY

SASKATCHEWAN AMATEUR WRESTLING ASSOCIATION

SECTION 2 CONSTITUTION

**2.1 Province of Saskatchewan Non Profit Corporations Act
Bylaws of Saskatchewan Amateur Wrestling Association (SAWA)**

ARTICLE 1 PURPOSE AND MEMBERSHIP

- 2.1.1 This organization's name shall be the SASKATCHEWAN AMATEUR WRESTLING ASSOCIATION (SAWA). SAWA's purpose is to encourage the widest participation and highest proficiency in amateur wrestling in SASKATCHEWAN and thereby contribute to amateur wrestling in Canada.
- 2.1.2 ACTIVE MEMBERS: A person may become a member of the Saskatchewan Amateur Wrestling Association upon application, payment of a membership fee and approval by the BOARD OF DIRECTORS.
- 2.1.3 Any member may withdraw from the Association upon notice to the Board. No refund of any portion of the fees will be made upon withdrawal.
- 2.1.4 The membership fees and related conditions shall be prescribed by the BOARD OF DIRECTORS.
- 2.1.5 That the Board of Directors may EXPEL a member, or deny membership to an applicant based on the results of the screening process carried out in accordance with the Screening Policy as defined in the SAWA Policy and Procedure Manual.
AGM 1997:13
- 2.1.6 MEMBERS IN GOOD STANDING: shall be defined as any member who meets the membership conditions and has paid dues by the last day of the fiscal year end prior to the Annual General Meeting. (AGM)
- 2.1.7 A member may be SUSPENDED OR EXPELLED for misconduct. The Association shall follow the requirements of the Discipline Policy contained within SAWA's Policy and Procedure Manual.
- 2.1.8 All persons holding an active membership and designated as one of the two representatives of a club of SAWA shall form the GENERAL COUNCIL and will participate in the AGM.

ARTICLE 2 GENERAL MEETINGS

- 2.2.1 The AGM of the GENERAL COUNCIL of the Corporation shall be on a date set by the BOARD OF DIRECTORS.
- 2.2.2 A special meeting of the GENERAL COUNCIL may be called by the President of the SASKATCHEWAN AMATEUR WRESTLING ASSOCIATION. The President shall call a special general meeting upon written request by at least twelve members or when considered necessary by the BOARD OF DIRECTORS. Such a Special General Council is to be held within forty days of receipt of a request from the members.
- 2.2.2.1 VOTING AT THE SPECIAL GENERAL MEETING:

AGM 1995:06

That each registered club be allowed two (2) representatives with voting privileges at a Special General Meeting. Members of the Board may vote as long as they are not a registered member of a club that has two voting delegates already registered. A registered club which has accounts receivable, in excess of sixty (60) days owing to the SAWA, at the specified date of the Special General Meeting, shall be exempt from voting privileges at the Special General Meeting. Exceptions may be granted by the Board of Directors, as long as the request is received in writing and processed in advance of the specified Special General Meeting date or by a 2/3-majority vote of the delegates at the Special General Meeting. All resolutions to be voted on at the Special General Meeting must receive a 2/3-majority vote of the delegates to be passed. All procedural rules pertaining to the AGM shall apply at the Special General Meeting.

2.2.3 Notice of a general meeting shall be given to the clubs by means determined by the Board of Directors.

2.2.4 VOTING AT THE AGM:

AGM 1997:12

That each registered club be allowed two (2) representatives with voting privileges. Each representative must be a registered member of SAWA with the club he/she is representing. Members of the Board may vote as long as they are not a registered member of a club that has two voting delegates already registered. A registered club must have had five wrestlers or 50% of its registered membership participates in an age class Saskatchewan Provincial Championship.

The male and female Athlete Representatives attend and each has a vote at all meetings.

AGM 2001:21

2.2.5 There shall be no voting by proxy at any general meeting of the General Council, the Board of Directors, or any committee or any subcommittee. A majority vote governs all issues except Amendment of Bylaws.

2.2.6 All resolutions for the SAWA AGM shall be in the office no later than three days in advance of the business meeting portion to receive a majority vote. Any resolutions received after the said date shall need a three quarter majority in order to pass.

2.2.7 That any club with accounts receivable, in excess of sixty (60) days owing to the SAWA, at the specified date of the AGM shall be exempt from voting privileges at the AGM until payment is received. Exception may be granted by the Board of Directors, as long as the request is received in writing and processed in advance of the specified AGM date or by a majority vote of the delegates at the AGM

ARTICLE 3 BOARD OF DIRECTORS

- 2.3.1 The supervision and business responsibility of the Corporation shall reside with the Board of Directors hereinafter referred to as the Board.
- 2.3.2 The Board shall be composed of nine (9) directors or such other number as may be determined by the General Council in General Meeting and where the immediate Past President is not one of the nine he/she shall be a director.
- 2.3.3 A member of the Association, supported by a seconder, may nominate one (1) person for election to the Board each year, such nominee to represent the interest of all members. A nomination committee shall consist of at least three persons, the immediate Past President and his/her appointees. The nomination committee will forward a minimum of three (3) candidates.
- 2.3.3.1 Any Board member may wrestle as a SAWA Team member competitively, as long as he/she waives any claim for funding from SAWA to attend wrestling events, as a competitor, provincially, nationally, or internationally.
- 2.3.3.2 Employees of the SAWA shall not be eligible to sit on the Board of the SAWA or represent an individual club at an AGM.
- 2.3.4 The Board shall elect a President. The Board shall name Vice President(s) and any other officers necessary from within the Board's elected membership.
AGM-2009-08
- 2.3.5 Board members shall be elected for three (3) year terms. Each election shall elect a total of one third (1/3) the membership of the Board for a three (3) year term.
- 2.3.5.1 The term of the Board shall extend until the end of the AGM, with the new Board term beginning after the AGM.
AGM 2001:13
- 2.3.6 Directors completing a term on the SAWA Board (minimum of one year and a maximum of three years) may stand for re-election after at least one year absence from the Board unless that director is Past President and has sat ex-officio for the term prior to the AGM.
- 2.3.6.1 Individuals elected to one-year replacement terms on the Board at the AGM shall be allowed to pursue a three-year term at the next AGM without having the penalty of waiting the one-year off the Board.
- 2.3.7 Any Board vacancy shall be filled by appointment by the Board. The appointee shall hold office until the next annual meeting at which time the unexpired term of office will be filled by election.
- 2.3.8 The Board may regulate their meeting as they determine.

2.3.9 Notice of Board Meetings may be given in the minutes distributed, or at least one week prior to the date of the meeting. However, the Board may meet on regular dates without notice, or may meet at any time or place without notice, by consent of two thirds (2/3) of the Board, every Board member being notified.

2.3.9.1 Board Member Attendance

AGM 1997:13

Any Board Member that misses two (2) consecutive Board or Executive meetings or three meetings from AGM to AGM shall be considered in default and may be replaced at the discretion of the Board. Any Board Member, who misses a meeting or has missed two non-consecutive meetings during the year, shall receive a letter from the Executive Director stating the consequences of any future absence from Board meetings. A Board member, considered to be in default of this bylaw, may appeal to the Board for his/her continuation on the Board. An appeal may be filed based on extenuating circumstances, or unforeseen situations which caused the individual Board Member to miss more than the allowable number of meetings. The appeal will be heard, and voted upon, by the Board.

2.3.10 A majority of Directors shall constitute a quorum at any Board meeting with a minimum of five (5) voting directors present.

AGM 1999:09

Athlete Representatives are Directors but if absent due to attending competition, are not included for the purposes of making quorum.

AGM 2002:08

2.3.11 The Board shall appoint an Executive Director. The Executive Director shall implement and administer the activities of the Association in accordance with the Association's policies and as directed by the Board. The Executive Director and his/her staff shall be bonded in an amount to be set by the Board within Sask Sports policy.

2.3.12 The Board shall establish terms of reference and membership of any required committees, provide resources for committee functions, and ensure committee-reporting procedures.

2.3.13 The Vice President Technical may appoint SUB - COMMITTEES. These SUB - COMMITTEES shall be responsible to the VP Technical for the administration, organization and development of the Saskatchewan Amateur Wrestling Association technical program as designated by the VP Technical. These SUB - COMMITTEES shall operate according to the policies and procedures that are set out by the Board.

2.3.14 The Board shall appoint a committee called the ADMINISTRATIVE COMMITTEE. The ADMINISTRATIVE COMMITTEE shall be responsible to the Board for the administration, organization, and development of the Saskatchewan Amateur Wrestling Association administrative programs as designated by the Board. The ADMINISTRATIVE COMMITTEE shall operate

according to the policies and directives that are set out by the Board. The ADMINISTRATIVE COMMITTEE shall be chaired by the Vice President Administration. The ADMINISTRATIVE COMMITTEE shall have a minimum membership of 3 and a maximum membership of 9 AGM 2007:13

2.3.15 The Board shall appoint a committee called the FINANCE AND AUDIT COMMITTEE. The FINANCE AND AUDIT COMMITTEE shall be responsible to the Board for the for the finance programs of the Saskatchewan Amateur Wrestling Association as designated by the Board. The FINANCE AND AUDIT COMMITTEE shall operate according to the policies and directives that are set out by the Board. The FINANCE AND AUDIT COMMITTEE shall be chaired by the Vice President Finance. The FINANCE AND AUDIT COMMITTEE shall have a minimum membership of 3 and a maximum membership of 9.

AGM 2007:14

2.3.16 The Board shall appoint a committee called the HIGH PERFORMANCE and TECHNICAL COMMITTEE. The HIGH PERFORMANCE and TECHNICAL COMMITTEE shall be responsible to the Board for the High Performance programs of the Saskatchewan Amateur Wrestling Association as designated by the Board. The HIGH PERFORMANCE and TECHNICAL COMMITTEE shall operate according to the policies and directives that are set out by the Board. The HIGH PERFORMANCE and TECHNICAL COMMITTEE shall be chaired by the Vice President Technical. The HIGH PERFORMANCE and TECHNICAL COMMITTEE shall have a minimum membership of 3 and a maximum membership of 9.

AGM 2007:15

2.3.17 Each committee will have at least two (2) Board members as committee members. No more than four (4) members of the Board shall sit on any one committee at any one time.

2.3.18 All actions of the Board and its representatives are to be approved annually by the General Council by means of an approving motion.

ARTICLE 4 DIRECTORS

2.4.1 The officers of the Corporation are the President, the Vice President(s), and such other officers as required.

2.4.2 The Executive officers are appointed by the President from the Board.

2.4.3 The President shall preside at all meetings of the General Council and the Board. The President shall have no vote except in case of a tie or to create a tie to defeat a motion.

2.4.4 The President shall be an ex-officio (nonvoting) member of all committees and any subcommittees, except the Nomination Committee, of the Corporation.

2.4.5 The President shall be the official representative of the Corporation.

- 2.4.6 A Vice President shall preside at all meetings in the absence of the President and shall assume the functions at that time.
- 2.4.7 The Vice President Administration shall be responsible for notices of meetings, minutes and reports, membership registrations, communications and shall report at each Board meeting.
- 2.4.8 The Vice President Finance shall be responsible for providing and maintaining records and accounts and such investments as the Board directs; and shall report at each Board meeting re: the finances and operating balance. The Vice President of Finance will present a report along with the Auditor's reports to the General Council.
- 2.4.9 The Vice President Technical shall be responsible for the administration, organization and development of the technical program and shall report to each Board meeting.
- 2.4.10 A permanent spot be reserved on the Board of Directors for an officials' representative (ex officio).

AGM 2005:18

ARTICLE 5 POLICIES AND PROCEDURES MANUAL

- 2.5.1 The SAWA shall maintain a Policies and Procedures Manual outlining:
- 2.5.1.1 Membership Types
 - Qualifications
 - Fees
 - Rights
 - 2.5.1.2 Grievance/Discipline Procedures
 - 2.5.1.3 Responsibilities of SAWA officers and employees
 - 2.5.1.4 SAWA Calendar
 - 2.5.1.5 Any other Policies and Procedures the Association deems necessary.

ARTICLE 6 FINANCES

- 2.6.1 The Board shall be responsible for the securing, controlling and accounting of the finances of the Corporation. Operating funds of the Corporation shall be placed and kept in legal accounts approved by the Board.
- 2.6.2 All documents providing payments by the Corporation shall be signed by two or three persons designated by the Board.
- 2.6.3 Funds may be placed in investment programs, securities and properties, to the advantage of the Corporation as approved by the Board.
- 2.6.4 The fiscal year of the Corporation is from September 1 to August 31.
- 2.6.5 Any funding request must be received in writing by the SAWA office, including substantiating documentation, seven (7) working days prior to a Board of Directors meeting in order to be added to the business for that meeting. Items

received less than seven (7) days prior to a Board of Directors meeting will be received as information only and will be tabled for decision to the subsequent meeting.

AGM 2006:07

- 2.6.6 Only one person (coach or other official club representative) shall be responsible for the registration of and payment for memberships and registration fees at all SAWA sanctioned tournaments.

AGM 2006:08

ARTICLE 7 CUSTODY AND USE OF SEAL

- 2.7.1 The Corporate Seal shall be in the custody of the President or such other person designated by the Board. All papers or documents requiring the Corporate Seal shall be sealed in the presence of the President and Vice President Administration or persons designated by the Board.

ARTICLE 8 AUDIT

- 2.8.1 An auditor shall be appointed at the AGM for the purpose of auditing the books of the Corporation.

ARTICLE 9 AMENDMENT OF BYLAWS

- 2.9.1 A member, supported by a seconder, may propose amendments to these bylaws or other such bylaws established by the General Council by submitting such amendments in writing to the Board at least thirty (30) days in advance of the General Meeting. The Board will circulate the amendments to registered clubs.

ARTICLE 10 WINDING UP

- 2.10.1 Subject to Section 199(5), (6), of the Non-profit Corporations Act, on dissolution of the Corporation, its property and assets shall, after the payment of all liabilities be transferred to one or more charitable corporations as may be decided by the Corporation in General Meeting.

SASKATCHEWAN AMATEUR WRESTLING ASSOCIATION

SECTION 3
ROLES AND RESPONSIBILITIES

3.1 Flowchart – Volunteers

- VOLUNTEERS -

GENERAL COUNCIL

BOARD

PRESIDENT

VP ADMINISTRATION

VP FIINANCE

VP TECHNICAL

3.2 Flowchart – Staff

- STAFF -

EXECUTIVE DIRECTOR

PROVINCIAL TECHNICAL COORDINATOR

3.3 Flowchart – Combined

- COMBINED -

GENERAL COUNCIL

BOARD OF DIRECTORS

PAST PRESIDENT

PRESIDENT
DIRECTOR

EXECUTIVE

PROVINCIAL TECHNICAL
COORDINATOR

VP ADMINISTRATION

VP FINANCE

VP TECHNICAL

3.4 Responsibilities of the Board

This body is the sole governing body of amateur wrestling in Saskatchewan, and as such is responsible for conducting the business, discipline and management of the Association (subject to its bylaws and provisions of the Non-Profit Corporations Act) and to exercise all the powers of the Association.

The Board shall be responsible for:

- 1) The establishment of policies, practices and operating guidelines for SAWA
- 2) The authorization and approval for the hiring and dismissal of staff.
- 3) The approval of salaries and expenses of staff.
- 4) The approval of operating budgets of the SAWA office, and all committees of SAWA.

3.4.1 Makeup of the Board

The Board shall be composed of nine (9) directors or such other number as may be determined from time to time by the General Council at the AGM and where the immediate Past President is not one of the nine, he/she shall be a director.

The Board shall be divided into two working bodies:

- 1) Administrative Committee
- 2) Finance and Audit Committee

The Board has the sole responsibility for the operation of SAWA.

3.4.2 President's Responsibilities

AGM-2008-13

As the chief Executive Officer of SAWA it shall be the President's responsibility to demonstrate leadership qualities and show capability in organizing and planning policy directions for the Board.

In addition, he/she shall:

- 1) Act as chairman for all Board meetings.
- 2) Act as ex-officio of all committees established by the Board.
- 3) Be the official representative of SAWA to:
 - i. CAWA
 - ii. Federal and Provincial Governments
 - iii. International wrestling associations
 - iv. Saskatchewan High School Athletic Association
 - v. All organizations requesting the presence of a SAWA representative.

As the official representative of SAWA he/she must attend, or cause a Board member or the Executive Director to represent him/her at all meetings that the Association is required to be present.

He/she is responsible for coordinating the activities of the following:

- 1) The Board
- 2) Appointed Committees
- 3) Staff

He/she must maintain a working knowledge of proceedings at the SAWA office and oversee its operations.

AGM-2008-13

He/she must provide guidance to all officers, committee chairmen, and employees, and see to it that SAWA policies appropriate to their areas of responsibility are being carried out. He/she must approve and sign all official documents of SAWA.

He/she shall be responsible for recommending appropriate structures and processes within the organization for its continued well-being.

3.4.3 Past President's Responsibilities

The primary role of the Past President is to act as an ex-officio member of the Board. The responsibilities of this position are the following:

- 1) Chairman of the nomination committee for Board positions
- 2) Long range planning
- 3) Update of history files

A Past President may sit as a regular voting member at large of the Board to complete their elected term if they were elected President in the first or second year of their three-year term.

AGM 2003:38

3.4.4 Vice President Technical Responsibilities

The primary role of the Vice President Technical shall be to administer the technical program of SAWA. The technical staff shall work with and report to the Vice President Technical on matters dealing with the association's Technical program. The Vice President Technical will work with:

- 1) Officials' Chairman
- 2) Athletes' Representative
- 3) Executive Director
- 4) Provincial Technical Coordinator

As Vice President Technical, he/she shall:

- 1) Chair Carding Committee.
- 2) Chair Selection Committee for SAWA teams.
- 3) Review competitive schedule.
- 4) Develop an annual clinic and training camp schedule in conjunction with the Executive Director.
- 5) Coordinate, with the Executive Director, elementary school programs and the Skill Awards Program.
- 6) Coordinate, with the government agency/department that is responsible for sport in Saskatchewan the following:
 - i. National Coaching Certification Program
 - ii. Sask First Program

- 7) Coordinate, with the Officials' Chairman, the Officials Development Program.
- 8) Advise the Vice President Administration on recipients for various SAWA awards.
- 9) Act as the liaison to related associations which affect the technical programs of SAWA.

The Technical Committee to meet 3-4 times per year (September, December, February).

AGM 2003:40
AGM 1999:35

The male and female Athlete Representatives attend and each has a vote at the Technical Committee Meeting(s).

AGM 1999:50

The Technical Committee shall consist of the coaches from the High Performance Centres, the Minor Training Centres, the Technical Coordinator and the Male and Female Athlete Representatives.

AGM 2003:37

3.4.5 Vice President Administration Responsibilities

The primary role of the Vice President Administration shall be to administer SAWA programs. The staff shall work with and report to the Vice President Administration with respect to the Administrative matters of the Association. The Vice President Administration shall work with:

- 1) Executive Director

As Vice President Administration, he/she shall:

- 1) Develop a SAWA meeting schedule.
- 2) Ensure that SAWA takes advantage of award programs offered by other organizations.
- 3) Oversee the content of the SAWA NEWS.
- 4) Have a general knowledge of grant procedures and funding.
- 5) Oversee Membership Assistance Program (MAP).
- 6) Oversee lotteries and other fundraising activities.
- 7) Oversee research programs.
- 8) Be responsible for ensuring that accurate minutes are taken at all SAWA meetings.
- 9) Oversee the content and distribution of the minutes.
- 10) Oversee the maintenance of member records.
- 11) Ensure that written notices of meetings are distributed according to the Constitution.
- 12) Ensure that the SAWA Honours and Awards Committee Program is provided on a yearly basis.
- 13) Assume responsibility for all matters pertaining to legislation, such as the Constitution and Bylaws.

3.4.6 Vice President Finance Responsibilities

As the chief financial officer of SAWA, the Vice President Finance's primary responsibility shall be to design financial plans and programs which ensure the financial well-being of SAWA.

The Staff shall work with and report to the Vice President Finance with respect to the Financial matters of the Association.

As Vice President Finance, he/she shall:

- 1) Prepare a fiscal policy for SAWA and present it to the Board for ratification.
- 2) Approve or disapprove all actual and proposed expenditures according to the adopted fiscal policy.
- 3) Act as the signing officer for all cheques and financial documents.
- 4) Oversee the preparation of a monthly financial report, to be distributed to the Board.
- 5) Be responsible for providing policy and preparing budgets, for the following:
 - i. All travel claims
 - ii. Team travel
 - iii. Affiliation fees
 - iv. Registration and membership fees
 - v. Administration expenses
 - vi. Office expenses
 - vii. Salaries
 - viii. Promotional projects
- 6) Have the authority to call for an accounting from any member of SAWA who exceeds their budgetary responsibility. In such an instance, the person in question shall answer to the Board of SAWA. The Vice President Finance shall also make recommendations to the Board and, if requested, to the General Council regarding action to be taken.

3.4.7 Male and Female Athlete Representative

AGM 1995:23

The Male and Female Athlete Representative positions will be two years in duration, without voting privileges on the Board. The male and female Athlete Representatives shall attend and each has a vote at the Technical Committee Meeting(s).

AGM 1999:50

The Male and Female Athlete Representatives shall attend and each has a vote at the SAWA AGM.

AGM 1999:51

The male and female Athlete Representatives attend and each has a vote at all meetings.

AGM 2001:21

Voting, to select the Male and Female Athlete Representatives will take place at the Cadet/Junior/Junior/Senior Provincial Championships by secret ballot. All athletes competing at the event are eligible to vote, with the male athletes voting for the Male Athlete Representative, and the female athletes voting for the Female Athlete Representative.

Each Athlete Representative will be required to follow all bylaws and policies pertaining to the Board, including the Board Member Attendance bylaw. If an Athlete Representative is in default of this bylaw, or cannot fulfill his/her term, the Board shall appoint a replacement by approaching one or more of the nominees from the previous Provincial Championship. The method of approach to be based on the voting from the previous Provincial Championship or by the current Board's vote. The individual selected shall fill the position until the next Provincial Championship. If no one from the previous year's Provincial Championship agrees

to fill the position, it shall remain vacant until the next Provincial Championship. The Male/Female Athlete Representative will be required to do the following:

- 1) The active wrestlers of Saskatchewan shall be represented at all meetings of the Board, at the AGM of the Association, and all other meetings required, by a delegated representative of the competing wrestlers.
- 2) He/she shall be responsible for any and all affairs of the Association concerning the affairs of wrestlers generally and shall be their representative to the Association.
- 3) He/she shall be responsible for the preparation of reports, briefs, budgets and timetables as required by the Association.
- 4) He/she shall prepare and submit to the Provincial office a written report of the activity of the active wrestlers thirty (30) days prior to the AGM of the Association.

3.4.8 Replacing a Board Member

The guidelines for replacing a Board member during his/her tender between AGM is as per ARTICLE 3, 2.3.9.1).

AGM 1999:10

3.5 Executive Director

The Executive Director is responsible to the Board for the Day to Day operation of the SAWA office and staff. He/she shall implement the policies and directives of the Association. The Executive Director shall be knowledgeable in all aspects of a sports governing body and shall possess the following skills and knowledge:

- 1) Sport:
 - i. A working knowledge of amateur wrestling in provincially, nationally and internationally. **AGM 1999:11**
 - ii. The ability to direct a technical foundation for wrestling programs, at all levels of participation, in Saskatchewan.
- 2) Administration
 - i. Good administrative skills acquired through education or through on the job experience.
 - ii. The ability to implement policy that is set out by the Board.
 - iii. The ability to direct the activities of the SAWA staff on a day to day basis. Evaluate staff with respect to performance and recommend salary increases and discipline to the Board. Where a vacancy exists, and as directed by the Board, advertise, interview and recommend a candidate for approval by the Board.
 - iv. Accounting or bookkeeping experience
 - v. Office management
 - vi. Financial management
- 3) Promotions, Public Relations and Programming
 - i. The ability to work within a volunteer association as a staff member.
 - ii. The ability to generate plans for SAWA's development.
 - iii. Good oral and written communication skills.
 - iv. Ability to work with media
 - v. Ability to promote the Association
 - vi. Public speaking ability
 - vii. Fundraising ability

3.5.1 Responsibilities

The Executive Director will be responsible to the Board for all activities of SAWA Specific duties of the Executive Director will be to (not prioritized):

- 1) Act as a liaison with the following organizations: Canadian Amateur Wrestling Association; the government agency/department that is responsible for sport in Saskatchewan; Sask Sport; Saskatchewan High School Athletic Association; other related associations.
- 2) Establish contact with all coaches in the province.
- 3) Establish program guidelines for coaching purposes.
- 4) Establish a resource list of audio-visual and library materials.
- 5) Coordinate publications and the SAWA 'NEWS' newsletter.
- 6) Work in conjunction with the Canadian Amateur Wrestling Association's Technical Director to distribute technical information to all levels.
- 7) Coordinate, in cooperation with the government agency/department that is responsible for sport in Saskatchewan, and the Canadian Amateur Wrestling Association, the National Coaching Certification Program.

- 8) Attend, when feasible, national events where Saskatchewan wrestlers are represented.
- 9) Make all necessary arrangements for travel.
- 10) Communicate on a daily basis with the employees of the Association (to include day to day supervision).
- 11) Carry out the duties assigned by the President and the Executive Committee.
- 12) Attend meetings of the Executive and appointed committees.
- 13) Give assistance, as is required, to the Board and appointed committees.
- 14) Attend, on behalf of SAWA and on the instruction of the President, any meeting at which the presence of a SAWA representative is required.
- 15) Assist in providing, upon request from the Board and appointed committees, up to date copies of the Constitution, the Policies and Procedures Manual, and other pertinent materials, for the interest of the membership.
- 16) Negotiate sanctions and contracts as directed by the board.
- 17) Assist in doing the necessary research in formulating all programs and projects authorized by SAWA.
- 18) Ensure that the following requirements for meetings are completed:
 - i. Meeting room is booked
 - ii. Agenda is prepared and sent out
 - iii. Minutes are taken
 - iv. Minutes are distributed to members
 - v. Records are kept for future reference
- 19) Establish and maintain SAWA files and records.
- 20) Prepare grants and follow ups, as well as other requests for funding assistance.
- 21) Administer the funds as required by programs in the budget.
- 22) Assist the Treasurer with bookkeeping, budgeting, invoicing, preparing receipts, and making payments and bank deposits.
- 23) Provide monthly statements, and prepare the necessary material for the annual audit.
- 24) Provide administrative support for fundraising activities.
- 25) Implement fundraising programs for SAWA and club members.
- 26) Ensure ongoing media coverage of all SAWA events.
- 27) Ensure membership lists are updated and fees are collected on a timely basis.

The Executive Director will not:

- 1) Act as a coach for a specific team or club.
- 2) Be an active competitor in amateur wrestling.
- 3) Act as an official for amateur wrestling.

3.6 Provincial Technical Coordinator

Under the supervision of the Executive Director and the Board, the Provincial Technical Coordinator will have a major responsibility for the continued growth and development of the provincial and regional wrestling programs. He/she should have the following skills and knowledge:

AGM 1999:14

- 1) Technical
 - i. Must have attained a high degree of technical skill in the sport of amateur wrestling.
 - ii. Must be able to perform coaching certification programs, coaching clinics and officials' clinics.
- 2) Programming
 - i. Have the ability to work within a volunteer association as a staff member.
 - ii. Must be creative and develop new ideas for programs and fundraising.
- 3) Qualifications
 - i. Degree in Physical Education, related field or comparable experience.
 - ii. Fully certified Level I coach or have completed Competition Introduction Integrated Part A and that he work towards becoming a fully certified NCCP Level 3 coach (or equivalent in the new NCCP) within four years of being hired.
 - iii. Competition Introduction Learning Facilitator.

AGM 2006:17

AGM 2007:12

3.6.1 Responsibilities

The Provincial Technical Coordinator will be responsible to the Board, under the supervision of the Executive Director and the VP Technical for all activities of SAWA. Specific duties of the Provincial Technical Coordinator (not prioritized):

AGM 1999:13

- 1) The successful candidate will be responsible for the coordination and implementation of all developmental/grass roots programs.
- 2) Shall work closely with volunteer coaches in talent identification, testing, and training to achieve program goals.
- 3) Shall be equally responsible for the development and implementation of grass roots programs in all age groups throughout the province. This includes the design, implementation, coordination and the monitoring of all SAWA programs that are not under the jurisdiction of the Sask First Program/High Performance program.
- 4) Shall maintain accurate and up-to-date records and reports on all related programs, clinics and testing data.
- 5) Shall organize and implement coaching clinics on a regular and progressive basis to ensure that all teams have competently trained and certified coaches in keeping with the NCCP.
- 6) Shall prepare or approve the specifications for and coordinate the production of instructional and visual aid materials to be used for athlete, coach and official development. This includes searching out materials which would enhance the SAWA library and resources.
- 7) Shall maintain liaison with all relevant sport governing bodies and associations on technical matters. This includes communication with government

representatives, SAWA staff, Sask Sport staff, zone coordinators and SHSAA staff and coaches.

- 8) Shall work with the Technical Committee and Executive Director to ensure that SAWA participation in all provincial, national and international events is well planned and implemented.
- 9) Shall be prepared to travel within the province to carry out the responsibilities necessary to facilitate athlete development through camps, clinics, and publications and to facilitate grass roots organizational development.
- 10) Shall attend meetings for SAWA as deemed applicable by the SAWA Board. Also, be prepared upon the President's request to report on plans and progress in areas that concern his/her job responsibilities. This will include responsibility for presentation of formal written reports.
- 11) Shall perform such other duties as deemed applicable by the SAWA Board, through the supervision of the Executive Director.
- 12) Shall attend the Cadet-Juvenile National Championships as well as the Olympic Trials as support for the coaching staff.

AGM 2003:35

The Technical Coordinator will not act as:

- 1) A coach for a specific wrestling team.
- 2) A competitor in amateur wrestling.
- 3) An official referee for amateur wrestling.

SASKATCHEWAN AMATEUR WRESTLING ASSOCIATION

SECTION 4
PERSONNEL POLICIES AND PROCEDURES

4.0 Personnel Policies

The policies that follow are those that govern the conditions of employment of SAWA employees. Any questions concerning the interpretation or application of these policies should be addressed to the Executive Director, SAWA.

4.1 Equal Opportunity Policy

SAWA as an organization believes in the just and equal treatment of all persons regarding employment as set out in Saskatchewan Human Rights Legislation. It is therefore SAWA's policy that it will not discriminate against any person because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status, physical disability or sexual orientation and any other areas as proscribed by the relevant human rights legislation.

AGM-2008-12

4.2 General Organization

All staff hired to carry out the work of the corporation will be employees of the Saskatchewan Amateur Wrestling Association. Such employees shall be under the direction of the Executive Director or his/her designate. The Executive Director shall be responsible to the President of the Board.

4.3 Hiring Procedure

All positions are to be approved by the Board and thereafter are to be publicly advertised, unless the Board votes to promote a current employee to the new or vacant position. All personnel are to be hired by the Executive Director after approval by the Board.

4.4 Personal Appearance

Employees should be well groomed and their general appearance should reflect favourably upon the Saskatchewan Amateur Wrestling Association.

Employees should present themselves with appropriate professionalism to outside clients and the general public.

4.5 Orientation

The first day of employment will include a tour of the office, introduction to staff, orientation to SAWA's organizational structure and policies and procedures, and a review of appropriate payroll and personnel forms. The employee will subsequently be familiarized with his/her job description and the overall purpose of SAWA. The employee will also be given a detailed description of the various employee benefits provided by SAWA.

4.6 Hours of Work

The standard work week consists of eight hours per day, five days per week, with one hour for lunch. The office of the SAWA is to be open to the public Monday to Friday between the hours of 8:30 a.m. and 5:00 p.m.

4.7 Lateness

All employees are required to be punctual and working at the starting time scheduled for them. Lateness will result in a warning, and if continued, disciplinary action may result.

4.8 Overtime

All overtime must be authorized by the Executive Director and is to be reimbursed by T.O.I.L. on a straight time basis.

Only work on weekends or public holidays is eligible for overtime.

T.O.I.L. periods must be mutually agreed between the employee and his/her supervisor and leave application forms are to be used.

The AGM, Provincial Championships, or any National Championship that SAWA is hosting are required work assignments and are not eligible for overtime.

The Executive Director and Administrative Assistant shall attend all Board and Executive meetings. The Provincial Technical Coordinator shall attend all Board meetings. The Provincial Technical Coordinator shall attend the Cadet – Juvenile National Championships as support for the coaching staff.

AGM 2003:35

These meetings are mandatory and are not eligible for T.O.I.L.

4.9 Authorized Absence

Authorized absence may be granted for time off, family obligation, medical appointments, etc. by the Executive Director or his/her designate. Proper authorization forms must be completed and submitted for approval. Time off for authorized absence may be charged to sick leave or annual vacation.

4.9.1 Sick leave

- 1) Fifteen paid days per year, accumulative. After one day off, a doctor's certificate may be requested. The maximum that may be accumulated is sixty days.
- 2) Sick pay will not be granted:
 - i. due to pregnancy, after commencement of leave of absence.
 - ii. for period during which you engage in other occupation or employment for wage or profit.
 - iii. due to injury resulting from participation in criminal activities.

4.10 Holidays

All full time employees earn holidays at the rate of 1 1/4 days per month employed. Part time employees are credited with 3/52 of total gross earnings for holiday pay.

The following is the annual holiday schedule:

Years of Service	Annual Days of Vacation
less than 10	15 days
10 and up to 15	20 days

15 and up to 20
over 20

25 days
30 days

Holidays can be taken as they are earned.

AGM 1999:15

Exceptions must be approved by the Executive Director or his/her designate and adequate notice must be given.

Employees may carry up to 5 days of vacation from one calendar year to the next.

All vacations must be approved by the Executive Director and the Board at least two weeks prior to departure.

4.11 Staff Holidays

AGM 2007:10

All employees are entitled to the statutory holidays as defined by the Saskatchewan Department of Labour. Employees will be paid for any of the above holidays, which fall during their employment with SAWA.

4.12 Payroll Procedures

Employees are paid on a semi-monthly basis. The payment will cover the pay period up to and including the payday. The pay period will run from the first of the month to the 15th and from the 15th of the month to the last day of the month.

Through a computerized payroll, an employee of SAWA has the option of:

- 1) Receiving a payroll cheque on payday or;
- 2) Receiving an earnings statement with a cheque being automatically deposited to the bank of one's choice.

4.13 Payroll Deductions

Certain deductions as required by law are deducted from the employee's paycheque. Other deductions are made to cover costs related to employment benefits. All deductions are specified on the payroll voucher. Standard deductions will be made according to Revenue Canada Guidelines.

4.13.1 Canada Pension Plan (C.P.P.)

This is a compulsory deduction for all employees who have attained their eighteenth birthday up to a maximum which is determined annually by the Government of Canada. When the annual maximum base is reached, C.P.P. deductions are not taken from an employee's pay for the remainder of the year. However, deductions start again at the beginning of the next year. SAWA's C.P.P. contribution is an amount equal to the employee's contribution.

4.13.2 Unemployment Insurance Commission (U.I.C.)

This is a compulsory deduction of all earnings over a certain established minimum per week and under a certain maximum weekly. Effective each January, employee contributions will be calculated at a predetermined rate for each 100 dollars of insurable

earnings up to a maximum of an annual established basis by the Unemployment Insurance Commission. SAWA also makes a contribution on the employee's behalf. Benefits paid in the event of unemployment are based on the "Insurable Earnings" covered by these deductions.

4.13.3 Federal Income Tax

This is a compulsory deduction based on "taxable income".

4.14 Employee Benefits

Conditions: All full time SAWA employees are eligible for the employee's benefit package after the 90 day probationary period has ended.

The following plans form part of the Employee's Benefit Package:

- 1) Group Life Insurance
- 2) Group Accidental Death Insurance
- 3) Group Accidental Dismemberment Insurance
- 4) Long Term Disability
- 5) Dental Plan/Healthguard
- 6) Optical Plan

The total cost of the insurance plan is paid one third by the employee and two thirds by the employer based on rates set by the Insurance Company. The employee's contribution will be by payroll deduction.

4.14.1 Pension Plan

All full time employees of SAWA will be eligible for enrolment in the Sask Sport Pension Plan after ninety days (three months) of service. Employee and employer contributions will commence after the employee's ninety days (three months) of service.

AGM 1999:17

4.15 Performance and Salary

The performance of a new employee is to be reviewed after a 90 day probationary period by the Executive Director and a committee of the Board. Once the probationary period has ended, a performance evaluation of the employee will be conducted semi-annually. The Executive Director will complete a performance evaluation form on the employee.

When the performance evaluation form has been completed, the employee will be advised and required to sign his/her name to indicate receipt, not approval, of the results.

Should an employee not be satisfied with his/her review or the resulting salary, the matter should be presented to the President of SAWA.

The performance of the Executive Director will be evaluated semi-annually by the Executive.

4.15.1 Salary Range

All jobs shall have a salary range which specifies the lowest and highest salary approved by the Board.

4.15.2 Starting Salaries

The starting salary for new employees shall normally be the lowest salary in the salary range. However the salary and benefits shall be open to negotiation prior to the offer and acceptance of the position.

4.15.3 Increment

An increase in salary and/or benefits shall be given to an employee at the time of contract renewal in recognition of experience gained and benefit to the Association. The evaluation shall be done by the Executive for the Executive Director of the Association. Employees other than the Executive Director will be evaluated by the Executive Director. All evaluations will be reviewed and approved by the Executive.

Increments shall be given to the employee based on his/her evaluation. A normal increment, based on a good evaluation, shall be five percent of the lowest salary of the salary range of the position. Increments in excess of this amount may be given for outstanding work in a given year. Increments will not be given based on a poor evaluation. However the employee shall be given documentation outlining the reasons for not receiving the normal increment.

Increments must be approved by the Board following review of the evaluation. All increments shall be retroactive to the date of the contract renewal.

4.15.4 Salary Scales

Salary Scales and Salaries for all positions shall be reviewed on an annual basis by the Board. The Board shall make an increase (percentage) in salaries and salary scales to reflect economic increases and to ensure that the Association remains competitive with salaries offered in similar positions. The review shall occur prior to April 1st of each year and shall take effect on that date. Employees shall not receive this increase unless they have been employed for at least one full year.

AGM 1999:18

4.15.5 Additional Benefits

Should an employee request benefits in addition to those specified in Section 4.14, the cost of those benefits shall be subtracted from the approved increment.

4.15.6 Personnel Files

A file will be kept on each employee containing:

- 1) Basic personal data
- 2) Original date of employment
- 3) Written performance appraisals
- 4) Pension plan records
- 5) Job title
- 6) Salary range
- 7) Position on salary range
- 8) Other or fringe benefits
- 9) Attendance records

These files can aid in speeding up the performance review process, as well as ensuring objectivity and fairness during the process.

4.15.7 Bonding

All employees of the Saskatchewan Amateur Wrestling Association are to be bonded.

4.16 Termination of Employment Procedures

If circumstances dictate that an employee leave the organization, SAWA asks that the employee in question talk the matter over with the Executive Director or the President first, before any decisions are made. If resignation is the only course of action, SAWA requires the employee to put this decision in writing as far in advance of leave as possible, however two week's notice in writing is required of the employee. Resignations are to be forwarded to the Executive Director or to the President.

If at anytime during employment at SAWA a staff member is found guilty of misconduct, neglecting or disobeying reasonable orders from the Board, or incompetence, SAWA may terminate the employee's term of employment without any notice or payment in lieu of notice. Upon such termination, the employee in question will be paid a proportionate amount of his/her annual salary to the date of the termination.

If a SAWA employee becomes unable to perform his/her duties because of illness, accident, or incapacitation for a period longer than one month, or for a total of more than sixty days during a twelve month period, his/her employment term may be terminated at the option of SAWA. The employee in question will be paid a proportionate amount of his/her salary to the date of the termination.

Termination procedures are consistent with the Saskatchewan Labour Laws. Before termination of an employee, the Executive Director and the Board must approve the employee's termination.

4.17 Education

The SAWA will provide work related educational opportunities for its employees. Examples of such include: attending a conference, seminar, course or other learning session presented by a technical or professional association, or by any educational institution.

For work related courses that occur outside of regular office hours, SAWA will provide 50% of tuition, books and examination fees upon enrolment and the remaining 50% upon successful completion of the course (documents required).

For work related courses that occur during regular office hours, upon recommendation of the Board, SAWA will provide 50% of tuition, books and examination fees upon enrolment and the remaining 50% upon successful completion of the course (documents required). SAWA will also provide time off, with pay, to attend the courses.

4.18 Employee Expenses

SAWA will reimburse those employees who incur expenses while conducting business for the Association.

4.18.1 Travel

In- province travel with private vehicle will be reimbursed at provincial government mileage rates in effect at time of travel. Out of province travel with private vehicle will be reimbursed at the same rate as in-province travel but not exceeding the cost of the most economical airfare available at time of travel.

Rented/leased vehicles should include collision and comprehensive insurance, the cost of which shall be reimbursed.

Employees electing to use their own personal vehicle for out of province travel will be reimbursed for expenses not exceeding the cost of the most economical airfare.

Parking claims will be paid at the discretion of the Executive Director and must be accompanied by receipts.

Employees using their own personal vehicle for business purposes should obtain "business insurance". If a personal vehicle is used in excess of 1600 kms per year, the business insurance may be reimbursed. Travel between an employee's home and office is not reimbursable.

4.18.2 Meals

Expenditures must be reasonable using the Provincial Government guidelines as stated, to be updated annually at the discretion of the Board.

AGM 1999:20

4.18.3 Miscellaneous

Telephone calls for business purposes are reimbursable.

Baby-sitting, gifts, speeding/parking tickets and other personal expenses are not reimbursable.

4.18.4 Procedure

Employees will submit expense accounts on or before the 15th and the last day of the month. These forms must be verified by the Executive Director or his/her designate.

4.19 Release of Information Policy

The purpose of this policy is to develop a positive organizational profile/image through the controlled dissemination of accurate information regarding SAWA and its members.

4.19.1 Scope

The following individuals and organizations are within the scope of the policy:

- 1) Board
- 2) Committee or sub-committee members
- 3) SAWA staff
- 4) Ex-officio members of committees or sub-committees
- 5) Individuals or organizations with privileged access to information (i.e. suppliers and clients)

4.19.2 General Policy Statement

No information may be released without the expressed advance permission of the President or Executive Director of SAWA.

4.20 Confidentiality

Designated confidential documents may only be accessed by authorized personnel. Authorized personnel shall include the Board, staff and other person authorized by the President of the Association.

The following information may only be viewed or accessed by authorized personnel designated by the respective management:

- 1) Personnel records
- 2) Payroll registers
- 3) Financial documents
- 4) Computer menus and programs

Personal information regarding an employee's employment, other than confirmation for credit purposes, is not to be disclosed unless:

- 1) Authorized by employee
- 2) Requested in writing with employee release

4.21 Conflict of Interest Guidelines

All employees and Board members of SAWA are expected to arrange their private affairs in such a manner that will prevent conflict of interest from arising or from appearing to arise.

They should not place themselves in a position where they are under obligation to any person who might benefit from consideration or favour on their part, or seek in any way to gain special treatment from them. Equally, employees and Board members should not have pecuniary or other interests that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities.

4.21.1 Definitions:

- 1) Volunteer - refers to any member of the SAWA Board or committee.
- 2) Employee - refers to any person employed by SAWA.
- 3) Conflict of Interest - any situation where an employee and/or volunteer attempts to promote a private or personal interest for himself/herself or some other person, which results in the following:
 - i. An interference with the objective exercise of his/her responsibilities with SAWA.
 - ii. A gain or advantage by virtue of his/her position with SAWA.

4.21.2 General Statement

Due to the nature of volunteer or employee responsibilities, it may be necessary in some cases to restrict the activities of the individuals serving as volunteers or employees to ensure that a conflict of interest does not exist or appear to exist. These guidelines are applicable to all SAWA employees and volunteers.

4.21.3 Outside Employment

All employees must have written authorization from the Executive Director prior to taking employment outside of SAWA.

The following criteria should be used to determine whether an employee is involved in an activity which constitutes outside employment:

- 1) Self employment
- 2) Activities from which there is a monetary reward
- 3) Activities where advice or service is provided and an honorarium received.

4.21.4 Conflict of Interest Situations

As the following are considered to have the potentiality of being in conflict or appearing to be in conflict, they are to be disclosed to and are subject to review and advice by the President of SAWA who shall decide if a conflict of interest actually exists. If a conflict of interest situation is found to exist, the President of SAWA shall take the necessary actions depending on the nature of the employee or volunteer's responsibilities and the degree of the apparent conflict. The following are considered to be a conflict of interest:

- 1) Personal investments, contracts, agreements or undertakings between employees and a supplier or any other company, partnership, association or commercial entity that has a present or prospective business relationship with SAWA.
- 2) The acceptance of gifts or services which could be viewed as payment for services rendered through his/her position in SAWA. Any payments, gifts or services accepted would be in conflict with this guideline.
An employee may accept a gift which is:
 - i. The normal exchange between friends.
 - ii. The normal exchange of hospitality between persons doing business together.
 - iii. Tokens exchanged as part of protocol.
- 3) Using or permitting others to use, SAWA employees, property, equipment, materials, or time for personal gain.
- 4) Using or revealing without proper authorization, any information acquired during the course of an employee's duties which is not generally available to the public, to persons outside the corporation for personal gain.
- 5) Employees or volunteers who give preferential treatment to:
 - i. family members, friends, business associates, or former business associates.
 - ii. a private or public body such as a municipal council, school board or volunteer organization of which they are members.
- 6) An employee who lets himself/herself be influenced in the carrying out of his/her duties by the prospect of employment elsewhere.

4.21.5 Disciplinary Action

After a conflict of interest of the preceding guidelines occurs, the President has the following options for action available to him/her within Provincial Legislation Guidelines:

- 1) Instruct the employee or volunteer to divest himself/herself of his/her interests whether an investment, property, loan, payment, gift, undertaking, agreement, directorship, office, employment, membership, etc.

- 2) Instruct the employee or volunteer to transfer his/her financial interests to a blind trust.
- 3) Remove the employee or volunteer from the responsibilities which are causing the conflict.
- 4) Take disciplinary action against the accused employee or volunteer.

SASKATCHEWAN AMATEUR WRESTLING ASSOCIATION

SECTION 5
FINANCIAL POLICIES AND PROCEDURES

5.0 Financial Policies

5.1 Fiscal Year

The fiscal year of the Saskatchewan Amateur Wrestling Association (SAWA) shall be September 1 to August 31.

AGM 2001:14

5.2 Control of Finances

All matters pertaining to the finances of SAWA come under the direct responsibility of the Vice President Finance.

5.3 Financial Statement and Budget Control Policy

The Executive Director shall be responsible for the financial records, cash flow, transactions, accounts and such investments as the Board directs; and shall report at each meeting on the finances and the operating balance.

5.4 Signing Authorities

The signing authorities of SAWA shall be the President, Vice President Finance and the Executive Director. Any two of the three to sign.

5.4.1 Cheque Signing Policy

A cheque signing authority may not sign over a cheque to himself/herself if it is over \$200.00.

5.5 Audit Policy

Monthly financial statements and annual audit will be produced upon instruction of the Vice President Finance and forwarded to the Board. The audit will be presented to the General Council at the AGM. Auditors are to be appointed at the AGM upon recommendation of the Vice President Finance.

5.6 Membership Fees

All members of SAWA must hold a current membership card. This includes all executives, coaches, officials and athletes.

The cost of the membership is determined by the type of the membership purchased and shall be at the discretion of the Executive.

All membership fees are to be retained by SAWA.

The expiration date of the membership cards shall be at the discretion of the Executive.

The current fee structure is as follows:

AGM 2002:24

- | | | |
|----|-------------|---------|
| 1) | Individual: | |
| | Official | \$60.00 |
| | Coach | \$60.00 |

Patron	\$60.00
Senior	\$60.00
Junior	\$60.00
Juvenile	\$60.00
Cadet	\$60.00
Bantam	\$30.00
Pee Wee	\$30.00
Novice	\$30.00
Freshie	\$30.00

2) Non Competitive / Learn to Wrestle

AGM-2008-11

Freshie, Novice, Pee Wee, Bantam, Cadet and Juvenile \$10.00

i. Non Competitive / Learn to Wrestle Benefits:

- a. Non Competitive / Learn to Wrestle members are covered under SAWA's insurance policy

ii. Non Competitive / Learn to Wrestle Restrictions:

- a. Ineligible for MAP Grant or Training Centre Grant
- b. Ineligible to vote at the SAWA AGM
- c. The individual members listed with the registered Non Competitive / Learn to Wrestle Membership are not eligible to compete in SAWA sanctioned events, Provincial Championships, or the National Championships. Each wrestler must purchase an individual SAWA membership, in their respective age group, to be eligible to compete in the aforementioned competitions

3) Club \$50.00

4) Officials' Association \$50.00

5) 4) Affiliate Club \$25.00

i. Benefits:

- a) One newsletter copy per club member and coach.
- b) Minimum one visit by the Provincial Technical Coordinator.
- c) Access to the SAWA book and videotape library.
- d) Access to SAWOA officials for duals and tournaments.
- e) Eligible to apply for a Developmental Tournament Hosting Grant.
- f) Information mailouts from SAWA.

ii. Restrictions:

- a) Ineligible for MAP Grant or Training Centre Grant
- b) Ineligible to vote at the SAWA AGM
- c) The individual members listed with the registered Affiliate Club are not eligible to compete in SAWA sanctioned events, Provincial Championships, or the National Championships. Each wrestler must purchase an individual SAWA membership, in their respective age group, to be eligible to compete in the aforementioned competitions. Therefore a wrestler may be registered with one Affiliate Club, but register and compete as a member of a registered SAWA Club.
- d) The Affiliate Club, and its members, are not covered under SAWA's insurance policy.

- e) For a club to receive financial assistance from SAWA, all fees must be paid before the fiscal year end of that competitive year. Financial or technical assistance will not be granted until fees are paid.

5.7 Accounts Receivable Policy

The following regulations will apply to all SAWA club/affiliate club members:

AGM 1999:22

- 1) If owing, a club/affiliate club cannot attend SAWA sponsored events or receive funding for in and out of province events.
- 2) A 1% interest charge per month will be levied on debt after 30 days net.
- 3) Funds to be paid out will be deducted from the amount owing.
- 4) Receipts must be original. Photocopies of invoices will not be accepted. Airfare tickets will only be reimbursed if they were originally purchased through SAWA.

5.8 Travel Claim

The following regulations will apply to all athletes and teams whose travel expenses are funded by SAWA.

- 1) Travel expense claims must be recommended by the Board prior to departure. They will only be honoured if submitted in proper form, with receipts, to SAWA. Expense forms will be provided upon request.
- 2) A travel advance may be requested by the manager of the traveling team. The granting of such a request will be left to the discretion of the Board.
- 3) Airfare may be prearranged through SAWA. Eighty to ninety percent of the tickets will be purchased 21 days prior to departure. The remaining tickets will be purchased 3 to 4 days prior to departure. The air ticket must accompany the travel claim.
- 4) The individual is responsible for all expenses incurred and no accounts may be charged to SAWA unless specifically authorized by the Board.
- 5) A receipt must accompany each item.
- 6) Payment of hotel expenses will be made on the basis of the most economical rate available, commensurate with function. Where feasible, the claimant is requested to share accommodation expenses.
- 7) SAWA does not normally provide meal allowance.
- 8) Travel claims must be filed in proper form with SAWA within seven days of the claimant's return home.
- 9) Where so designated by the Board, a report of the event must be filed with the travel expense claim.
- 10) The SAWA Board reserves the right to reduce or delete amounts claimed, if felt to be excessive or unwarranted.

5.8.1 Financial Support for Out of Province Provincial Teams

Coaches and Officials: Mileage

In- province travel with private vehicle will be reimbursed at provincial government mileage rates in effect at time of travel. Out of province travel with private vehicle will be reimbursed at the same rate as in-province travel but not exceeding the cost of the most economical airfare available at time of travel.

Airfare Paid

Hotel Paid

SAWA teams will receive funds for out of province travel which will cover 100% airfare, hotel, transportation and entry fee. All athletes that are supported by SAWA will be

required to pay a participation fee of 20% of the total trip cost, which will be determined before the trip. The fee will assist in payment for the transportation, hotel and entry fee. To be eligible for travel, an athlete must:

- 1) Be a registered member of SAWA.
- 2) Be a member of a club registered in good standing with SAWA.
- 3) Be selected by the Board.

5.8.2 Financial Support for In Province Provincial Teams

Coaches, Officials: Mileage

In- province travel with private vehicle will be reimbursed at provincial government mileage rates in effect at time of travel. Out of province travel with private vehicle will be reimbursed at the same rate as in-province travel but not exceeding the cost of the most economical airfare available at time of travel.

Airfare Paid

Hotel Paid

5.8.3 Financial Support for Training Camp Funding and Reimbursement

All SAWA representatives that are selected to accompany SAWA athletes to training camps as part of SAWA programs will receive funds for out of province travel which will cover costs to the budgeted amount. The funds will be provided as a reimbursement, not an advance and will be paid upon completion of a SAWA expense claim form. To be eligible for travel, a coach must:

- 1) Be a registered member of SAWA.
- 2) Be a member of a club registered in good standing with SAWA.
- 3) Be approved by the Board.

AGM 2005:09

5.9 Provincial Grants

- 1) Application for Sask Sport grants must be made through, and with the approval of, the SAWA Board.
- 2) Grant criteria concerning all Sask Sport funding can be received from the Executive Director, SAWA.
- 3) Grants from the government agency/department that is responsible for sport in Saskatchewan are also available to any individual member or club member of SAWA.
- 4) Special application for SAWA funds may also be made to SAWA. These will be on an individual basis, usually concerning special projects. Application for special events or projects must be made prior to January 1 for the following fiscal year.
- 5) All requests must be made to SAWA for the following grants:
 - i. Hosting Grant
 - ii. Membership Assistance Program (MAP)
- 6) SAWA will make available up to 50% of the allotted grant money prior to the event. The remaining money will be distributed after the tournament, once the Technical and Financial reports have been completed and returned to SAWA.

5.9.1 MAP Grant – Approved May 12, 2009 – SAWA Board of Directors

As defined by Sask Sport; the purpose of the Membership Assistance Program is to enable Provincial Sport Governing Bodies to allocate funds directly to their respective clubs, leagues, or other affiliated members, to increase the number of participants and the quality of sport development in Saskatchewan communities.

Clubs registered with the Saskatchewan Amateur Wrestling Association (SAWA) are eligible to apply for grant money from Saskatchewan Lotteries Trust Fund through the Membership Assistance Program (MAP). A review committee will assess the applications received and funds disbursed according to availability and established criteria.

SAWA will provide MAP Funding to member clubs to assist them to meet goals in the area of PARTICIPATION.

PARTICIPATION (defined by Sask Sport)

To provide financial assistance in support of grassroots sport programs that will increase the level and quality of active participation of Saskatchewan residents in sport activities.

Population Initiatives:

The Participation Pillar supports the following activities which develop the sport up to and including the provincial level:

Athlete development:

Introductory *programs* (i.e. Learn-to programs, public participation opportunities, new club development, equipment, training, facility rentals, travel & sustenance, etc.)

Under-represented population initiatives: (i.e. Programs for Aboriginal people, youth at risk, people *with* a disability, northern residents, economically disadvantaged, etc.)

Competition (i.e. playdowns, local competitions, provincial championships, etc.)

Coaching development: Provincial Coach/Technical staff salary and/or expenses
Volunteer coaching development (i.e. clinics, honorariums, upgrading, technical materials, etc.)

Officials' development

Clinics, technical materials, rulebooks, upgrading, etc.

Funds will be available so that Clubs can develop more and better athletes through greater access to training opportunities, quality equipment and quality coaching. Funds can be used to pay provincial memberships, attend SAWA sanctioned tournaments, SAWA Provincial Championships, and attend coaching clinics, to purchase coaching resources or to assist officials to attend provincial upgrading clinics. **Funds are not available for high performance activities including out of province carding tournaments and national championships.**

Application Procedure

Eligibility

To be eligible for MAP funds, clubs must meet the following criteria:

- 1) Clubs must be current SAWA members in good standing. Clubs who have outstanding Follow-Up reports, will not be eligible for new funding until all delinquent reports are completed.
- 2) Clubs must provide a minimum of 25% self-help funding to their spending plan.
- 3) The application deadline is December 1 annually.

- 4) Follow-Up reports must be complete and include original receipts or photocopies and a complete financial statement for the wrestling season where the MAP funds were allocated.
- 5) The Club must have had at least five (5) wrestlers or fifty (50) percent of its registered membership in competition at the previous SAWA Provincial Championships.
- 6) Affiliate Clubs are not eligible for the MAP.
- 7) Clubs must attend the SAWA AGM.

Special consideration will be given to an organization which may need assistance in the formation of a new Club and which will become members of SAWA. Funding will be used to cover the cost of a club membership and will be at the minimum funding level.

How to Apply:

Application forms are available on the SAWA website. The forms must be typewritten, signed and sent to the SAWA office. Only complete and signed Spending Plans will be accepted.

- 1) One completed application form is required for each type of assistance requested.
- 2) Each club requiring assistance must be able to provide 25% self help towards the funding of its project.
- 3) Applications where there is duplicate or deficit funding will not be accepted.
- 4) Funding for National Championships or any high performance activity will not be accepted.
- 5) Funding to cover membership fees for memberships being paid on behalf of the participant (for instance to sponsor disadvantaged youth or encourage new members to join for the first time) will be accepted; however clubs cannot be reimbursed for SAWA membership fees paid by the participant (either by the individual or by the individual's club).

INELIGIBLE EXPENDITURES

Expenditures within the following areas are ineligible for support:

- 1) Any construction, upgrading, maintenance or operating costs of facilities.
- 2) Subsidization of full-time employees (part-time or seasonal wages utilized in program development are eligible).
- 3) Cash prizes.
- 4) Social events (barbecues, lunches, etc.).
- 5) Alcoholic beverages.
- 6) Research projects or feasibility studies.
- 7) Any other expenses as deemed ineligible by the Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation.

Payment of Grants:

- 1) Upon approval from Sask Trust, SAWA will receive a cheque for the total amount of grant approved. SAWA will review all Spending Plans that meet the eligibility requirements and recommend approval to the Board of Directors. The Spending Plans will be adjudicated by the Administration Committee chaired by the VP Administration. SAWA will then make available 50% of the allotted funds to all successful applicants prior to their project/event. Within 60 days of the event and no later than the SAWA's fiscal year end, the recipient club must submit its completed Follow-Up documentation with original receipts. The remaining 50% of the approved MAP funding will be released upon evaluation of the Follow-Up report.
- 2) In order to be eligible for MAP Grants in the next season, a club must have submitted the Follow-Up report for the previous year.

AGM 2002:09

MAP Grants will be withheld for any club who meets the above eligibility requirements but has not submitted the follow-up for the previous year, until the Follow-Up has been received by the SAWA office.

3) Funding will be provided based on the following formula:

Membership Assistance Program (MAP) Funding Formula:

The formula for calculating the amount of funding allotted to each eligible club under the MAP is as follows: {Coaching Level x (1 + # Medalists)} + {Age Group} + {# Members}

Where:

Coaching Level: A Club may use the following number of certified coaches based on the following Club membership:

- 1) 1-20 members - One coach
- 2) 21-40 members - Two coaches
- 3) 41-60 members - Three coaches
- 4) 61 + members - Four coaches

The value of each coach is:

- 1) NCCP Certified Level 1, Competition Introduction Part A Trained - \$20.00
- 2) NCCP Certified Level 2, Competition Introduction Part A & B Certified- \$30.00
- 3) NCCP Certified Level 3, Competition Development - \$50.00

Medalists: Number of top three finishes at the Bantam, Cadet, Junior, Junior and Senior Provincial Championships.

Age Group: The age groups of the individual members of the Club.
Senior/Junior - \$ 100.00
Junior/Cadet - \$ 50.00
Bantam/Peewee - \$ 30.00
Novice/Freshie- \$ 20.00

Members: The number of individual members registered within the Club (including patrons) during the last competitive year.

1-10 = \$ 100.00	81-90 = \$ 900.00
11-20 = \$ 200.00	91-100 = \$1000.00
21-30 = \$ 300.00	101-120 = \$1100.00
31-40 = \$ 400.00	121-140 = \$1200.00
41-50 = \$ 500.00	141-160 = \$1300.00
51-60 = \$ 600.00	161-180 = \$1400.00
61-70 = \$ 700.00	181-200 = \$1500.00
71-80 = \$ 800.00	

Note: That base amount a Club will receive if it applies and qualifies is \$300.00, the remaining Clubs allotments will be prorated, at the discretion of the Board, until funding allotments are used.

AGM 1999:26

5.9.2 Provincial Championships

SAWA will provide funds for the following:

- 1) Host Centre
- 2) Follow up
- 3) Bid Procedure

5.10 Advertising Policy

Size	Single Issue	Three Issues
Full Page	\$75.00	\$190.00
1/2 Page	\$50.00	\$130.00
1/4 Page	\$35.00	\$90.00
1/8 Page	\$25.00	\$65.00
Centre Insert	\$100.00	\$255.00

AGM 2002:10

5.11 Tendering Policy

Purpose:

To provide basic guidance for evaluating bids, quotations, or proposals.

General:

Price quotes will be administered by SAWA based on the information submitted by the requisitioner.

Competitive bidding is employed to ensure responsive, reasonable and firm proposals. Generally, three or more qualified contractors will be solicited. Exceptions are made only in unique situations where such a bidding process would result in no apparent benefit to SAWA.

The following procedure outlines the process of securing verbal or written quotations prior to the selection of a source:

- 1) To the extent possible, investigations or informal surveys will be made prior to solicitations of quotations to determine if prospective contractors have the required resources and satisfactory performance experience.
- 2) Quotations are solicited only after a decision is made to procure products or services or, in special circumstances, when solicitation of quotations is authorized prior to decision if such actions best serve the interests of SAWA.
- 3) The solicitation of quotations in connection with new business ventures or in any other circumstance where a firm requirement does not exist, SAWA shall make it clear to prospective contractors the intent of the request.
- 4) At the time of formal quotation, all perspective bidders shall be advised as to the location, time and date where tenders will be accepted. (i.e.. due January 15, 1990 by 2 p.m. Central Standard Time at the SAWA office)
- 5) Lowest or any tender not necessarily accepted.

Quotations must be in response to a request from SAWA; unsolicited bids will not be considered.

Where a contractor is given the opportunity to re-bid, all competing contractors must also be given an equitable opportunity to re-bid. Those conditions in which it is in SAWA's best interest to allow re-bidding include, but are not limited to, changes in requirements or changes in the state of the art.

It is imperative that the contractor knows that:

- 1) Pre-contract discussions and agreements are preliminary;
- 2) Any agreements reached are tentative;
- 3) SAWA assumes no contract obligation to the contractor until a formal letter of agreement is executed, or authorization to proceed is given by SAWA;
- 4) SAWA is not under any obligation to procure goods or services for which the negotiations are conducted, and any costs conducted by the contractor prior to placing the order is at the contractor's expense unless otherwise agreed to in advance by SAWA and the contractor.

5.12 Donation Policy

Under the Income Tax Act of Canada, qualified donees are organizations that can issue official donation receipts for gifts that individuals and corporations make to them. SAWA does not qualify as a donee under this act. Registered Canadian Amateur Athletic Associations (RCAAs) are qualified donees and as such can issue official donation receipts. CAWA is a RCAA. CAWA's Financial Assistance Program (FAP) (Section 5.5 of the CAWA Policy Manual) is the program in place to process official donation receipts for gifts but it relies on provincial association's participation in the donation process. Due to concerns with the consequences of SAWA's involvement in the gathering, confirmation and endorsement of information for this program, SAWA does not participate in the CAWA FAP program.

AGM-2008-14

SASKATCHEWAN AMATEUR WRESTLING ASSOCIATION

SECTION 6
TECHNICAL POLICIES AND PROCEDURES

6.0 Technical Policy

6.1 Athlete Assistance Program

The Athlete Assistance Program has been designed to help Saskatchewan wrestlers develop to a national and international level. SAWA has developed criteria, as well as a ranking system, to help determine who is eligible for this program. Separate carding lists will be kept for men and women.

AGM 2006:11

6.1.1 Athlete Eligibility

AGM 1995:30

There are two types of grants available:

- 1) \$500.00
- 2) \$1000.00

In order to be eligible for the \$500.00 grant, the athlete must:

- 1) Be a Canadian citizen or landed immigrant
- 2) Be a resident of Saskatchewan for at least one year
- 3) Be a member of SAWA
- 4) If selected, had competed for Saskatchewan at the most recent National Championship
- 5) Had competed in the most recent SAWA Provincial Championship

To be eligible for consideration for the \$1000.00 grant, the athlete must:

- 1) Meet the above stated criteria.
- 2) Be registered as a full time student at a recognized university or technical institute, in the province of Saskatchewan.

6.1.2 Application

Application forms are available from the SAWA:

- 1) Forms must be completed by athlete and signed by the coach
- 2) Completed forms must be sent to SAWA by an assigned date
- 3) SAWA will recommend athletes for assistance based on the established criteria and the number of applications received
- 4) SAWA will notify the athletes who have been chosen to receive Athlete Assistance awards.

6.1.3 Ranking System

The following system has been designed to decide which athletes are eligible for Athlete Assistance. The dates of the calendar tournaments for carding points shall be September 1 to August 31.

(Note: Must be Junior age class or higher to be carded)

All athletes must be registered with SAWA, at the date of the carding tournament in which they attend, to receive carding points. If they are not registered at the date of the carding tournament, they will not receive their carding points.

AGM 1995:15

Category A - National or International

- 1) Canadian Championships
- 2) Simon Fraser Clansmen Tournament
- 1) Sunkist Open

AGM 1996:16
AGM 1999:30

Points: 1st=7 points; 2nd=5 points; 3rd=4 points; 4th=3 points; 5th=2 points; 6th=1 point.

Points from only one national championship will be counted. Note: Greco Nationals will not count toward carding points.

Category B - Senior/Junior/Junior

- 1) Huskie Open
- 2) Golden Bear Open
- 3) Provincial Championships
- 4) Dinosaur Open
- 5) Guelph Open
- 6) Cougar Open

Points: 1st=6 points; 2nd=5 points; 3rd=4 points; 4th=3 points; 5th=2 points; 6th=1 point. Senior/Junior/Juvenile wrestlers must attend at least 3 of these tournaments. Points will be counted from four events, with the four best results being used.

Points from only one Provincial Championship will be counted.

Note: To receive full points, you must have had six (6) wrestlers in your category. If less than six, points will be awarded as follows:

# of wrestlers	Points
5	80%
4	70%
3	50%
2	40%
1	25%

The above point system does not apply to the SAWA Provincial Championships or the National Championships. Wrestlers will receive full placement points, 1st through 6th, regardless of the number of wrestlers in their particular weight class.

In addition, since the goal of this program is to produce national and international calibre wrestlers, the category points will be weighted so as to give more importance to national and international tournaments.

Category A x 3
Category B x 2

Except for Canadian Championships, which are as follows:

Senior x 6
Junior x 2

6.1.4 Payment Procedure

Athletes will receive the first half of their funding from SAWA after wrestling in two carding tournaments before Christmas and submitting proof of participation in required competitions to the SAWA office (i.e. submit a list of carding tournaments).

AGM 1999:29

The second half will be distributed by SAWA, after all athlete follow-up forms have been completed and returned, accompanied by receipts, to the SAWA office.

AGM 1997:19

Athletes tied on the Athlete Assistance list will receive the following distribution of funding when full allotments are unavailable:

- 1) Athletes eligible for \$ 1,000.00 will receive two-thirds (2/3) of the available funding.
- 2) Athletes eligible for \$ 500.00 will receive one-third (1/3) of the available funding.

6.1.5 Athlete Assistance Contract

Athletes chose for assistance will be required to sign a contract stating that they understand the procedures and rules for receiving the award. This contract also states the following:

- 1) Commit to a year round training program
- 2) Submit written justification to SAWA if the individual cannot meet condition 1)
- 3) Will follow Provincial Team Code of Behaviour.

6.1.6 Rules and Regulations

Athletes are expected to compete in no less than two tournaments during the first term or first half of training schedule September - December (carding tournaments).

Should the athlete not meet these criteria, then the 1st payment will not be made by the Provincial Association.

Athletes eligible for Athlete Assistance shall receive their second half instalment upon completion of their age group National Championship.

AGM 1996:17

To receive the second instalment, athletes are expected to compete in the National Championships (if selected to the Provincial Team) and two carding tournaments from January 1 - National Championships.

Should the athlete not meet these criteria then the second payment will not be made by the Provincial Association.

Athletes in receipt of a national card (financial assistance) are eligible to receive financial assistance.

Funds not paid out will be re-distributed by the SAWA Executive.

The Athlete Assistance "Funding Trickle Down" cut-off point shall default to the 20th ranked athlete, except by special exemption at the discretion of the Board.

Starting in the 2006-2007 season, a Senior athlete will receive a Provincial Card if he/she wins the Olympic Trials or wins the right to represent Canada at the Senior World Championships provided that they are training and competing for a SAWA club.

AGM 2005:10

6.1.7 Junior Card Program

The following program has been accepted, however it will function only if funds are available. The athletes must be in the Junior-age group, or be a SECOND YEAR JUVENILE who has graduated from High School to receive the card in the year that it is awarded. The Junior card is limited to that athlete twice in three years. Therefore points earned will be during the Juvenile years and the Junior first year.

AGM 2003:33

Program:

- 1) In addition to the present carding system, SAWA implement a Junior Card program.
- 2) A Junior Card would consist of \$1,000.00 support for a male or female athlete.
- 3) Junior Cards would go to the top four athletes as determined by the rank criteria.
- 4) Ranking to be based on the following carding criteria, with no subjective or injury points being awarded.

AGM-2008-19

Senior Nationals - weighted factor 4X
Junior Nationals - weighted factor 3X
Juvenile Nationals - weighted factor 2X

Points: 1st=7 points; 2nd=5 points; 3rd=4 points; 4th=3 points; 5th=2 points; 6th=1 point
Note: A Junior athlete that qualifies for the Junior World Team acquire the same points as that of Junior Nationals; these points to be acquired in place of Junior National points (this to take affect 2001/2002)

AGM 1999:40

Only one National Championship will be counted.

Provincial Championship - Senior, Junior and Juvenile - Weighted factor 1X

Points: 1st=6 points; 2nd=5 points; 3rd=4 points; 4th=3 points; 5th=2 points; 6th=1 point

Only one Provincial Championship will be counted.

Wrestlers will receive full placement points, 1st through 6th, regardless of the number of wrestlers in their particular weight class.

- 5) Junior Card funding to be paid out on a monthly basis from November 1 to March 1.
- 6) An athlete in receipt of a National Card (financial assistance) is eligible to receive a Junior Card.

- 7) Junior Card athletes must contact the PTC on a monthly basis from November 1 to March 1 for evaluation purposes. Failure by the athlete to make this contact would result in temporary suspension of funds.

NOTE:

- i. Junior Card can be suspended with one months notice at the discretion of PTC and the athlete's coach. (Remaining funds to be placed in SAWA general funds and not allocated to other athletes during that competitive season).
 - ii. If a Junior Card athlete is injured a physician signed medical certificate will be required to continue payments.
- 8) The athlete must be a resident for one year before being able to accumulate points for the carding system and therefore the athlete must wait two (2) years in order to receive funding.
 - 9) Junior Card athletes would be required to serve as clinicians/instructors at designated SAWA or Sask First training camps. (No honorarium will be paid, expenses will be paid.)

AGM 2003:34

6.2 NCCP Payment Policy

SAWA will reimburse coaches taking an NCCP Level 3 Theory course, or attending a Level 4/5 conference. SAWA will reimburse only one Level 4/5 conference during the fiscal year. All interested coaches must receive pre-approval from the Board. Once pre-approval has been granted, reimbursement will be made upon successful completion of the course or conference, and the submission of course or conference registration receipts. The Board reserves the right to determine the amount of reimbursement based on budgetary considerations.

6.3 Coach and Manager Selection

6.3.1 Head Coach Selection

The following criteria shall be used to select the head coach(s) for Saskatchewan out of Province teams.

- 1) Must hold a current SAWA membership
- 2) Must have submitted formal applications
- 3) Must be active in NCCP program
- 4) Maximum of 2 coaching positions per year (unless no other applications have been submitted)
- 5) Selection to be based on 100% performance. All performance points come from the Provincial Championships for the previous year. Points to be used; 10-7-5-3-2-1 (same as CAWA)
- 6) Selection to be based on age group of athletes. Junior points used for Junior Nationals etc.

Final Selection: The coach that has applied for a specific age group tournament with the most number of performance points goes as Head Coach.

6.3.2 Manager Selection

The following criteria shall be used to select the manager for Saskatchewan out of province teams.

- 1) Manager to be a developing coach
- 2) Manager is to be actively coaching
- 3) Must be a member of SAWA
- 4) Must have submitted formal application
- 5) Must be active in NCCP program
- 6) Maximum of 1 trip per year

The deadline for receipt of managerial applications shall be December 1.

AGM 1997:18

Final Selection: The coach that has applied as Manager for a specific tournament to be selected by Board. By using the above criteria and, if necessary the performance points. The Board will decide the position by vote. The coach with the most votes goes as Manager.

6.4 Senior Tournaments

The following criteria are to be used for wrestlers attending Senior Tournaments.

- 1) Provincially carded Senior wrestlers should attend all Senior competitions.
 - 2) Provincially carded Junior/Senior wrestlers should attend some Senior competitions.
 - 3) Carded wrestlers attending Senior competitions should do so only with the permission of their individual coaches.
 - 4) All carded wrestlers are eligible to receive Senior travel funding to compete at Senior competitions.
 - 5) Sending club wrestlers who are not carded is the responsibility of the clubs and funds are not provided for such occasions.
 - 6) In order to be considered for funding for the Senior National Championship a wrestler must have competed in at least three Senior tournaments during the season. The Provincial Championships may be included as one of the three Senior tournaments, but the National Championship may not be included. The athlete must also be a Provincial Champion.
- AGM 1995:31**
- 7) Addition of an athlete to a Provincial Team would be a one time instance only and would in no way affect his/her carded (or non-carded) status.
 - 8) A coach may substitute a non-carded athlete for a carded athlete, only if he/she notifies all of the other senior coaches and receives their approval at least one week prior to departure to the event.
 - 9) If a decision regarding senior travel is to be decided upon by a phone poll of the senior coaches, all coaches must fax their votes, along with the question(s) posed to the SAWA office.
 - 10) Funding to be left up to the Executive and the Executive Director.

6.4.1 Criteria for funding to Senior National Championships

- 1) The athlete must have been training in Saskatchewan before January 1, of the present year, or the athlete's club will be responsible for a commitment to cover the cost of the funding if the athlete does not stay in the province for the next season. (If the athlete does not stay the funding would then be turned over to the club whose athlete did not

- receive funding because the ineligible wrestler did. If this does not fit then the money will be split evenly amongst the clubs who paid to send extra athletes to the Nationals).
- 2) In order to be considered for funding to the Senior National Championships, a wrestler must have competed in at least three Senior tournaments during the season. The Provincial Championships may be included as one of the three Senior tournaments, but the National Championships may not be included. The athlete must also be a Provincial Champion.

AGM 1995:32

- 3) To be funded to the Senior Nationals, he must compete in the same weight or lower in the Senior National Championships as the weight he competed at in the Senior Provincial Championships.
- 4) The total number of wrestlers to equal up to the total number of weight classes will be funded.

AGM 1999:31

The provincial champion at each weight will attend unless one of the following takes place;

- i. he/she is not accepted by his personal coach as having proven to be of senior calibre.
- ii. he/she does not meet above criteria.

6.5 Criteria for funding to Junior National Championships

- 1) The athlete must have been training in Saskatchewan before January 1, of the present year, or the athlete's club will be responsible for a commitment to cover the cost of the funding if the athlete does not stay in the province for the next season. (If the athlete does not stay, the funding would then be turned over to the club whose athlete did not receive funding because the ineligible athlete did. If this does not fit, then the money will be divided evenly amongst the clubs that paid to send extra athletes to the Nationals).
- 2) The athlete must have competed in at least three carding tournaments. These may include the Provincial Championships, but not the National Championships.

AGM 1995:33

- 3) To be funded to the Junior Nationals, the athlete must compete in the same weight class or lower at the Junior Nationals as the weight competed in at the Junior Provincials.
- 4) The total number of wrestlers to equal up to the total number of weight classes will be funded.

AGM 1999:31

The provincial champion at each weight will attend unless one of the following takes place:

- i. he/she is not accepted by his/her personal coach as having proven to be of Junior calibre.
- ii. he/she does not meet the above criteria.

6.6. Criteria for Ticket Dropping

Due to various developments an athlete who has qualified by winning a stated tournament or wrestle off for attending a specific event for SAWA (i.e. Nationals, Sask First funding trip, etc.) may decline from attending that event. In such cases the following guidelines shall be implemented to replace that athlete:

- 1) The term ticket dropping shall refer to all modes of transportation.
- 2) All funded athletes must be SAWA members in good standing and have demonstrated an active participation throughout the competitive year of the event.
- 3) The ticket shall drop to the athlete who placed second at the stated tournament or wrestle off. If the second place athlete cannot attend, the ticket shall fall to the athlete who placed third at the event. If the third place athlete cannot attend, then the ticket is released and not funded by SAWA.
- 4) If a Cadet athlete wins a Juvenile weight class at the Juvenile Provincial Championships, and is unable to compete at the Juvenile National Championships, the ticket shall drop to the second place athlete in that weight class. If the second place athlete is unable to compete at the Juvenile National Championships, the ticket will be released and not funded by SAWA.
- 5) The athlete must compete in his/her weight or one lower in the Cadet/Juvenile National Championships as the weight he/she competed in at the Cadet/Juvenile Provincial Championships. If the athlete moves up a weight class at the Cadet/Juvenile National Championships, he/she will be required to make full payment to SAWA for all prepaid travel arrangements.

AGM 1995:34

- 6) If the coach feels that the athlete is not up to the level of competition at the event he/she can prevent the athlete from attending and the procedure outlined in #3 above would be used to replace that athlete.
- 7) If any athlete, funded to the National Championships, (all age groups) knowingly tries to conceal a contagious skin condition, such as ringworm, and is subsequently not permitted to compete in the event, he/she will be required to make full payment to the SAWA for all prepaid travel arrangements. The athlete, and his/her coach, may be subject to further disciplinary action on the part of the SAWA Board.

AGM 1995:35

- 8) After the Cadet and Juvenile National Championships, all unfunded and dropped weight class funding shall be allocated to any unfunded national medallist, to a maximum of the funding allocated to the Provincial Gold medallist.

AGM 2007:11

6.7 Coaching Code of Ethics

6.7.1 Introduction

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channelled. Thus how an athlete regards his/her sport is often dependent on the behaviour of the coach. The following Code of Ethics has been developed to aid coaches in achieving a level of behaviour which will allow them to assist their athletes in becoming well-rounded, self confident and productive human beings.

6.7.2 Coaches Responsibilities

- 1) Treat everyone fairly within the context of the sport, regardless of gender, place of origin, race, colour, sexual orientation, religion, athletic potential, political belief, economic status, marital status, age or any other conditions.
- 2) Direct comments or criticism at the performance rather than the athlete. Provide feedback to athletes and other participants in a caring manner that is sensitive to their needs.
- 3) Consistently display high personal standards and project a favourable image of the sport of wrestling and of coaching.
 - i. Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
 - ii. Abstain from the use of tobacco products while in the presence of his/her athletes and discourage their use by athletes.
 - iii. Abstain from drinking alcoholic beverages when working with his/her athletes and discourage their use by athletes.
 - iv. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
 - v. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- 4) Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- 5) Give athletes the opportunity to discuss, contribute and to agree with proposed training and performance standards. Provide athletes with information necessary to be involved in the decisions that affect them.
- 6) Be responsible for achieving a high level of professional competence through appropriate training. Keep themselves up to date with relevant information on coaching skills and techniques.
- 7) Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding injured athletes' ability to continue wrestling or training.
- 8) Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
- 9) Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of wrestling.

- 10) In the case of minors, communicate and cooperate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 11) Be aware of significant pressures in athletes' lives, i.e., family and financial, and coach in a manner that fosters positive life experiences. In an educational institution, be aware of the academic pressures on student-athletes and conduct practices in a manner so as to allow academic pressures.
- 12) Honour all promises and commitments, both verbal and written.
- 13) Not exploit any relationship established as a coach to further personal, political or business interests at the expense of the best interests of their athletes or other participants in wrestling. (i.e. Conflict of Interest).

6.7.3 Coaching Rules

AGM-2008-15

Coaches must:

- 1) Ensure the safety of the athletes with whom they work.
- 2) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
- 3) Respect athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
- 2) Never support, condone or openly encourage abusive "hazing" practices by athletes against their peers.

AGM 2005:12

- 3) Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 4) Never contribute to the abuse of alcohol or tobacco products by athletes.
- 5) Behave in a professional manner at all competitions.

If a coach is in violation of the terms of this Coaching Code of Ethics, the coach may be subject to disciplinary action which may include: a reprimand; fine; withdrawal of funding; suspension from the Provincial Team Program; dismissal from the Provincial Team Program; or a combination of such actions; possible infractions and sanctions are not limited to those outlined above.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Ethics.

Date: _____

Name: _____ Witness: _____

Signature: _____ Signature: _____

6.7.4 Coach Identification Policy

All coaches will be provided a coaching photo identification card, which will include their NCCP number and current certification level. Coaches who are in an athlete's corner must wear their identification card at all provincial competitions.

AGM 2005:12

6.8 SAWA Code of Behaviour

AGM-2008-16

- 1) Athletes chosen to compete out of province are representatives of SAWA and should conduct themselves in a responsible manner.
- 2) The drinking of alcohol by minors is illegal and so will not be permitted on any SAWA sponsored trips.
- 3) The athletes are responsible for being on time for all departures, meetings, etc. and to notify the coaches in advance, in the event of a change in plans.
- 4) Team members travel out of province is for the express purpose of competition, and nothing should interfere with the athlete's performance on the mat.
- 5) The use of illicit drugs is not permitted.
- 6) Out of province travel is a privilege, not a right, and SAWA may ban from future competition, any person whom the Executive feels has violated this code of behaviour.
- 7) Prior to the flight, the athlete must sign a contract of behaviour.

6.8.1 In Breach of SAWA's Code of Behaviour

Any violation of the Code will be brought to the attention of the Executive Director to be submitted to the Board.

6.8.2 Incident Report Policy within SAWA

- 6.8.2.1 Incident reports will be filed within the SAWA office after incident has occurred at the event and within 72 hours. Incidents include red cards, ejections and or improper behaviour where an individual has verbally or physically abused or harassed an official. The head official at the event will determine the severity of said incident and remark whether a disciplinary committee will pursue the incident or remain in file. Incident reports will be kept on record permanently for future reference. All reports will be reviewed by SAWA regardless.
- 6.8.2.2 The disciplinary committee will consist of the current president of SAWA, VP Technical, official's representative, athlete's representatives, and current PTC will observe. Conflict of interest will void person or persons from committee, and replaced by SAWA board members. Decided decisions may include Expulsions for determined amount of time or permanent, suspension from certain events including national events, or may be expressed as a written reprimand. If necessary an emergency meeting will be called for the committee to make a decision on a serious occurrence.
- 6.8.2.3 This policy is for all SAWA athletes, coaches, officials and spectators.

AGM 2005:07

6.9 SAWA Harassment Policy

6.9.1 Introduction

The SAWA is committed to the achievement of equal opportunity including the establishment of a sport environment in which all members have the opportunity to contribute to the sport to their maximum potential.

In keeping with the spirit of this commitment, the SAWA does not tolerate any form of harassment and undertakes to protect all members regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, family status or record of offence, from harassment by other members, officers of the Association, officials, organizers, coaches, clubmates, and any other member of the SAWA with whom they may contact.

This policy is directed towards the protection of members from harassment which may occur:

- 1) During the course of SAWA business and events, or within a club or affiliate club registered with the SAWA; or
- 2) Outside of such events or clubs where there may be repercussions in the work or club environment adversely affecting members' wrestling relationships.

6.9.2 Definition of Harassment

Harassment takes many forms, but can generally be defined as behaviour including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of individuals. While this applies to all members of the SAWA and any form of harassment, the various provincial human rights codes and the Canadian Charter of Rights and Freedoms collectively prohibits harassment on the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, disability, age, marital/family status or record of offence.

Harassment may include but is not limited to:

- 1) written or verbal abuse or threats,
- 2) sexually oriented comments,
- 3) racial or ethnic slurs,
- 4) unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.,
- 5) displaying of sexually explicit, racist or other offensive or derogatory material,
- 6) derogatory sexual, racial, ethnic, or religious graffiti
- 7) practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance,
- 8) unwelcome sexual remarks, invitations, requests whether indirect or explicit, or intimidation,
- 9) leering (suggestive staring), or other obscene or offensive gestures,
- 10) condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions,
- 11) unwelcome physical conduct such as touching, kissing, patting, pinching etc.
- 12) vandalism
- 13) physical assault.

6.9.3 Reprisal

As part of their right to freedom from harassment, SAWA members are protected from reprisal or the threat of reprisal.

Reprisal may include situations in which a member is:

- 1) Denied or threatened with denial of promotional, advancement, training, or other related opportunities or benefits (i.e. team selection, etc.),
- 2) Disciplined or threatened with disciplinary action,
- 3) Dismissed or threatened with dismissal.
- 4) On the sole basis of:
- 5) Rejecting the sexual advances of a person in authority who could or who could be perceived to have influence over wrestling-related decisions affecting the member.
- 6) Having made a complaint of harassment.
- 7) Reprisal may also include situations involving another member (s) who, because the member has made a complaint of harassment, continues or escalates the harassment; ostracizes or isolates the member; and /or engages in any behaviour with the intent to intimidate, threaten, humiliate, hurt or adversely affect the performance or working conditions of the member.

6.9.4 Procedure/Responsibility

The SAWA is committed to creating and maintaining a supportive sport environment free of all forms of harassment.

Board/committee members, club/affiliated club executives, staff, coaches, athletes, managers and officials of the SAWA are responsible for preventing and discouraging harassment by:

- 1) Understanding and upholding the principles of this policy,
 - i. not engaging in behaviour contrary to this policy and ensuring that all members are treated fairly and equitably,
 - ii. communicating the Association's objective to create and maintain a harassment-free sport,
 - iii. not allowing or condoning behaviour contrary to this policy,
 - iv. taking all complaints of harassment seriously by investigating complaints in a thorough and sensitive manner and taking prompt action to resolve the situation in accordance with procedures outlined in the following sections.

Any person who has authority and/or ability to prevent or discourage harassment will be held responsible for failing to exercise this authority.

All members of the SAWA have a responsibility not to harass any other member. Members who experience harassment are encouraged to make it known to the harasser that the behaviour is offensive and/or to report the incident (s) in accordance with the following complaint procedure. Members who witness harassment or who become aware that a member is being harassed are encouraged to report the incident in accordance with the complaint procedure which follows.

6.9.5 Complaint Procedure, Investigation and Resolution – see Dispute Resolution Policy

6.10 SAWA Screening Policy

The following document was passed by the SAWA Executive on February 27, 1998

6.10.1 Commitment to the Duty of Care

The Saskatchewan Amateur Wrestling Association (SAWA) owes a duty of care to its members, staff and volunteers. Acceptance of this duty will be reflected in all SAWA programs, services, and activities, as well as in its policies and procedures.

SAWA will take all reasonable steps to ensure that no harm comes to its members, staff and volunteers. SAWA will periodically review and update its risk management audit, will conform to applicable legislation, and will take the necessary steps to enhance the safety of its programs, and the conduct of its staff and volunteers.

During the initial implementation of the policy, it may not be possible to screen all existing individuals in positions of trust.

6.10.2 Staff/Volunteer Screening, General

- 1) Proper staff/volunteer selection is critical to the success and safety of our programs and services.
- 2) Staff/volunteers in positions of trust shall be screened at the discretion of the Board/or Executive. A position of trust is defined as one in which an individual is in direct contact with, or provides direct service to vulnerable members, which includes children under the age of 18 years.
- 3) All prospective/current staff members will be screened by SAWA, as well as all prospective coaches, managers, officials, and chaperones accompanying provincial teams to out of province national championships, according to the procedures current when they apply and appropriate to the position they are seeking. The Board reserves the right to screen any volunteer in a position of trust, noted to be of concern to the membership.
- 4) The Board/or Executive reserves the right to change these procedures from time to time. The Board/or Executive will approve the basic outline of screening measures before they are put into effect.
- 5) Screening policies and procedures, including reasons for which an applicant will not be accepted by SAWA, will be appropriately outlined further on within this document. These policies and procedures will be made known to all candidates for positions.
- 6) For certain positions in SAWA, a current (police records check, driver's record...) may be required as one element of the screening process at the discretion of the Board/or Executive.
- 7) The list of positions governed by this policy may change from time, but will include all those positions in which staff, volunteers, or Board members are in direct contact with, or provide direct service to, vulnerable members, in particular, when this contact is unsupervised or takes place off-site.
- 8) The Screening Officer shall implement the screening measures as outlined further on within this document. He/she shall report to the Board/or Executive within two weeks of completing the screening measures on the designated individual or individuals.
- 9) To be acceptable, the report from the Screening Officer must be dated on earlier than two-weeks/one month prior to the date it is submitted by the applicant.

- 10) If there is a delay in the receipt of the Screening Officer's report, and if for some reason the applicant must start his/her position before it is received, this individual's acceptance or hiring is conditional on the receipt of the report, and subject to current policies regarding acceptance and exclusion of staff and volunteers.
- 11) Every staff and volunteer is obliged to inform the Screening Officer if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relevant to the position held by the individual.

6.10.3 Confidentiality and Record-Keeping

These policies apply to guarding the confidentiality of personal and confidential information gathered during the screening process.

- 1) Receiving the information:
Only the Screening Officer may see personal information, including police checks reports, unless another staff or volunteer needs this information in order to perform his/her duties, or at the request of the Board/or Executive.
- 2) Sharing the information:
Confidential information is shared with others only if it is necessary to the performance of their essential duties, for example, SAWA Clubs. The names of those receiving the information will be recorded in the file. Otherwise, confidential information will only be released with the consent of the individual in question.
- 3) Using the information:
Information received through the screening process will only be used in the process of determining if an applicant is suitable for a specific position.
- 4) Destroying the information:
Confidential information will be destroyed according to a schedule to be developed by SAWA. All relevant personal information should be maintained for a minimum of 5 years after the departure of a staff/volunteer person.
- 5) Keeping information on file:
SAWA will seek to keep a minimum of confidential personal information about staff/volunteers. All pertinent screening information will be kept in an appropriately accessible form and place.

The individual staff/volunteer files will include only that personal information which is essential to the operation of SAWA. SAWA will ensure that as little confidential information is maintained in files as possible, and will take all reasonable precautions to protect confidentiality of that information.

6.10.4 Standard of Care: Positions of Trust, Abuse, and Breach of Trust

- 1) SAWA accepts its significant responsibilities with respect to its vulnerable members. We accept that, given our vulnerable membership, the standard of care expected from us will be higher than it would be if our members were able-bodied adults of sound mind.
- 2) SAWA engages individuals in a variety of roles with respect to children. Some of these are positions of significant trust. People applying for and undertaking positions of trust will be subject to more intensive initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.
- 3) The members of SAWA will be treated with respect. SAWA will strive to provide services and programs in an environment free of danger, harassment and abuse,

and to protect members, staff and volunteers from these hazards by taking reasonable measures to ensure the safety of programs, by taking appropriate measures in relation to uninvited third parties, and by carefully screening staff and volunteers.

- 4) SAWA recognizes that abuse and harm can take many forms, including but not limited to the following, and affirms that they will not be tolerated.
- 5) Bodily harm or physical assault or injury
- 6) Emotional or psychological deprivation or harm
- 7) Unwelcome or inappropriate attention, advances, touching, or solicitation; threats of reprisal for rejecting sexual advances
- 8) Intimidation, unwelcome, negative or taunting comments about individuals
- 9) Acts of omission, including failure to fulfill our responsibilities
- 10) SAWA will act quickly to investigate and resolve any complaints of harassment or abuse of any kind, with a view to stopping any wrongdoing, caring for the individuals who have been harmed, taking appropriate action with respect to the wrongdoer, and preventing future occurrences.
- 11) SAWA will act decisively to ensure that all members, prospective and current staff/volunteers are aware of these policies and procedures and practices that will follow from them.

6.10.5 Acceptance or Rejection of Applicants

- 1) Acceptance or rejection of an application for a position with SAWA will be based on the demands and requirements of the position. These requirements may include specific skills and competencies and may also include traits of character and temperament.
- 2) SAWA understands its obligation to obey current legislation, which prohibits defamation of character or invasion of privacy. SAWA as a matter of principle will not practice discrimination against an individual for purposes of employment by reason of one of the prohibited grounds of discrimination.
- 3) SAWA will not discriminate against any person on the basis of these grounds... (Age, race, sex, marital status, etc.) Unless there is a bona fide reason related essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applicants where possible.
- 4) Individuals with outstanding Criminal Code convictions, or charges pending for certain offences will not be accepted for a position of trust with vulnerable members under the age of 18 years where the offences are related to a bona fide occupational requirement or qualification. These offences include, but are not limited to, the following:
 - i. physical or sexual assault
 - ii. current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
 - iii. indictable criminal offences for child abuse
 - iv. outstanding convictions or charges pending for any violent offence, whether or not it involved weapons
 - v. outstanding convictions or charges pending for criminal driving offences, included but not limited to, impaired driving
 - vi. attached list of Criminal Code convictions
 - vii. Individuals with outstanding convictions, for provincial offences related to a bona fide occupational requirement or qualification may be excluded from a position of trust, depending on the circumstances.

- viii. Applicants may be rejected as a result of other information gained during the police records check process or through the screening process as a whole, or as a consequence of other factors. The applicant has the right to know why he or she is being refused, and may appeal to the Board in writing.

6.10.6 Discipline and Dismissal

- 1) All applicants will be asked to read these policies, and, during the course of final interviews, will be asked by the appropriate interviewer if any of these exclusions apply to them. Responses will be kept in the applicant's file. If SAWA learns and it is confirmed as a fact that an applicant lied with respect to an issue, which is germane to the position that he or she has assumed, the applicant will be disciplined or dismissed immediately.
- 2) Staff/volunteers who do not adhere to the rules and procedures of SAWA or who fail to satisfactorily perform their assignments is subject to dismissal.
- 3) Dismissal of staff/volunteers will be a last resort, applied only when other available and appropriate approaches have been attempted and failed.
- 4) Dismissal, wherever possible, will take place only after consultation among the Screening/ Officer, the Board and the staff/volunteer him/herself.
- 5) Dismissal of staff/volunteers will normally follow the agency's progressive discipline process that:
 - i. is based on performance standards established for each position, and the results of the performance reviews of all staff/ volunteers
 - ii. includes a sequence of verbal and written warnings
 - iii. can involve progressive disciplinary action
 - iv. can, ultimately, result in the termination of the staff/volunteer's placement with SAWA

Staff/Volunteers have the right to expect:

- 1) supportive and constructive criticism
- 2) clear details regarding inappropriate or unsatisfactory performance/behaviour
- 3) suggestions regarding what and how to improve; time and opportunity to demonstrate improvement after each stage
- 4) written record of unsatisfactory performance

Staff/Volunteers may be discharged without warning for just cause... Grounds for immediate dismissal may include, but are not limited to:

- 1) gross misconduct or insubordination
- 2) being under the influence of alcohol or drugs while performing volunteer assignments
- 3) theft of property or misuse of agency funds, equipment or materials
- 4) lies or falsification of records
- 5) illegal, violent or unsafe acts
- 6) abuse or mistreatment of members or other volunteers
- 7) failure to abide by SAWA policy or procedure
- 8) failure to meet physical or mental standards of performance
- 9) unwillingness or inability to support and further the mission of SAWA and/or the objectives of the program.

Staff/volunteers accused of the following improprieties will be placed on immediate suspension, pending the outcome of an investigation to be conducted by the Board:

- 1) breach of confidentiality
- 2) physical, emotional, or sexual abuse of members, volunteers or other staff
- 3) theft
- 4) libel, slander of members, staff, volunteers, board members
- 5) lies about a previous record of relevant civil or criminal convictions, or about current, relevant charges pending
- 6) misrepresentation of credentials, qualifications, references
- 7) refusal to submit to screening procedures, initial or ongoing, including police records checks, orientation, training, supervision and evaluation sessions, medical checks, etc.
- 8) Staff/volunteers caught in the act of any of these improprieties will be suspended immediately pending a full investigation. If it is proven to the satisfaction of the Board that an individual has committed any of these improprieties, he/she will be disciplined or dismissed.

6.10.7 Authority for Decision-Making

- 1) SAWA will strive to develop clear and objective policies and principles with respect to screening. However, the Board accepts that screening is a matter of good management and the exercise of good judgment. The Board authorizes the Screening Officer to exercise his or her judgement with respect to these matters, based on the values and principles of SAWA and established policies. The Board will endeavour to support the decisions of the Screening Officer made on these bases.
- 2) The Board recognizes that making personnel/volunteer decisions is the responsibility of the Screening Officer, but will expect a report from him/her of any incident or occurrence related to screening which may cause an individual to appeal to the Board, or which the Screening Officer may present a difficulty for SAWA.

6.11 Screening Measures

The following staff/volunteer positions have been designated for screening by the Saskatchewan Amateur Wrestling Association (SAWA). Corresponding screening measures for each position have been indicated. The SAWA Board/or Executive reserves the right to request a police records check on any individual at its discretion. The cost of the police records check shall be incurred by the individual.

SAWA Screening Officer: The SAWA Screening Officer shall be designated by the Board/or Executive, and must not have/had a personal/professional relationship with the individual (s) he/she is screening.

- 1) Coach/Manager/Official/Chaperones: (out of province provincial teams to the national championships)
 - i. An application form must be filled out by the applicant.
 - ii. An interview of the applicant shall be conducted.
 - iii. Personal reference checks of the applicant shall be conducted.
 - iv. Police records check of the applicants may be conducted at the discretion.
 - v. Applicant shall be notified of the selection decision.

- 2) **Individuals of Concern:**
Those individuals, in positions or prospective positions of trust, such as coaches and officials, noted to be of concern to the membership should be screened accordingly:
 - i. An application form must be filled out by the individual in question.
 - ii. An interview of the individual shall be conducted.
 - iii. Personal reference checks of the individual shall be conducted.
 - iv. Police records check of the individual shall be conducted.
 - v. Individual shall be notified of the decision.

- 3) **Board/Club Volunteer:**
 - i. An application form must be filled out by the applicant.
 - ii. Applicant shall be notified of the selection decision.

- 4) **SAWA Staff:**
 - i. An application form must be filled out by the applicant.
 - ii. An interview of the applicant shall be conducted.
 - iii. Personal reference checks of the applicant shall be conducted.
 - iv. Police records check of the individual shall be conducted.
 - v. Individual shall be notified of the decision.

6.12 Dispute Resolution December 2005

Introduction

Section 119 of The Non-Profit Corporations Act provides:

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

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

This policy calls for two committees to be established:

The responsibilities of the Investigation Committee are:

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

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

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

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

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1. Dispute Resolution Bodies

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

1.1 Investigation Committee

- 1) The investigation committee is established consisting of a chairperson and such other persons as the chairperson may appoint.
- 2) The board shall appoint the chairperson of the investigation committee.
- 3) The chairperson may appoint members to the committee from time to time for the purpose of that appointee serving as investigator of a specific complaint.
- 4) Members of the hearing committee and members of the board are not eligible to be a member of the investigation committee.
- 5) The complaint must be documented to the president and forwarded to all members of the Board of Directors.
- 6) The Board of Directors be informed of all results of investigation and material provided.

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1.2 Hearing Committee

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

2. Misconduct

- 2.1 Any matter, conduct or thing, whether or not disgraceful or dishonourable, is misconduct if:
 - 1) It is contrary to the best interests of the Sask Amateur Wrestling Assoc or of any participant (player, coach, official or spectator).
 - 2) It is contrary to the bylaws of the Sask Amateur Wrestling Assoc
 - 3) It is contrary to any Code of Conduct established by the Sask Amateur Wrestling Assoc.
 - 4) It is a failure to comply with an order pursuant to this dispute resolution policy by the Sask Amateur Wrestling Assoc, the board or a hearing committee.

3. Referral and review of complaints and incidents

- 3.1 Complaints must be made to the SAWA Executive Director promptly and within the time guidelines set by policy of the board.
- 3.2 The SAWA Executive Director may extend the time for submission of a complaint notwithstanding the expiration of the time set by board guidelines.

- 3.3 The SAWA Executive Director shall refer the following matters to the chairperson of the investigation committee:
- 1) A complaint alleging that a player, team, coach, official, parent/guardian or spectator is guilty of misconduct.
 - 2) On the request of the board, any incident in which misconduct may have occurred.
 - 3) A complaint relating to team selection.
 - 4) Any other request for resolution of a dispute arising from or relating to the activities of the organization.
- 3.4 The chairperson of the investigation committee may require that a complaint be stated in writing.
- 3.5 If the chairperson of the investigation committee is satisfied that the complaint is not valid or does not raise an issue of misconduct or is trivial, frivolous or vexatious in nature, the chairperson shall advise the complainant and thereafter shall take no further action in relation to that complaint.
- 3.6 Where the chairperson has not dismissed a complaint pursuant to 3.5, the chairperson shall appoint one or more members of the investigation committee as investigator of the complaint or incident.
- 3.7 The chairperson may appoint himself or herself as the investigator or as one of the investigators.

4. Investigation

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

- 2) That no further action be taken with respect to the matter investigated because:
 - a) the matter has been resolved between the parties,
 - b) no further action is warranted on the facts of the case.
- 4.3 The charge set out in a written report may relate to any matter disclosed during the investigation.
- 4.4 A report signed by a majority of the investigation committee is a decision of investigators

5. Interim suspension of member

- 5.1 In cases of alleged serious misconduct or if there is a risk of physical or emotional harm to other persons, the investigator may submit written reasons to the SAWA Executive Director recommending that, pending the outcome of an investigation, a player, team, coach, official, parent/guardian or spectator under investigation:
 - 1) be suspended from participation or
 - 2) be allowed to continue participation subject to conditions or restrictions.
- 5.2 Upon receiving the written recommendations of the investigator, the SAWA Executive Director shall:
 - 1) If satisfied that continued participation is inappropriate in the circumstances, may order suspension of involvement in organization activities or impose other less restrictive conditions pending the recommendations of the hearing committee.
 - 2) If satisfied that continued participation is appropriate in the circumstances, decline the recommendation of the investigator.
- 5.3 An order of suspension or the imposition of conditions on a member, pending the recommendations of the hearing committee, shall:
 - 1) terminate 30 days after the date of the suspension or imposition of conditions, unless renewed or revised by the SAWA Executive Director upon a further written recommendation by the investigator.
 - 2) be superseded by the recommendations of the hearing committee

6. Acting upon the Investigator's report

- 6.1 If the investigation committee recommends no further action on a complaint, SAWA Executive Director shall provide a copy of the investigation committee's reasons for that recommendation to the person or person(s):
 - 1) whose conduct is the subject of the complaint
 - 2) who initiated the complaint
- 6.2 If the investigation committee is of the opinion that a hearing committee should be appointed, the SAWA Executive Director shall appoint a hearing committee.
- 6.3 The SAWA Executive Director shall report a decision not to appoint a hearing committee to the next meeting of the board.

7. Hearings

- 7.1 The hearing committee shall conduct a fair hearing of the charge or dispute reported in the investigation committee's report.
- 7.2 At the request of the hearing committee, the SAWA Executive Director shall communicate the time and place of the hearing and any other pertinent information to the parties.

8. Hearing Procedure

- 8.1 In disputes of a nature that the hearing committee considers to be minor, the hearing may be conducted in writing. The parties shall be:
 - (a) informed that a hearing committee has been established;
 - (b) informed of the charge or dispute to be heard;
 - (c) provided with a copies of the dispute resolution policy;
 - (d) invited, within a time specified by the committee, to make written submissions of any information or arguments relevant to the deliberations of the committee;
 - (e) informed of the findings of the hearing committee;
- 8.2 If the hearing committee does not consider the dispute to be minor, the parties shall have a right to be heard in person:
 - 1) At least 3 days before the date of the hearing the parties shall be:
 - (a) informed that a hearing committee has been established;
 - (b) informed of the charge or dispute to be heard;
 - (c) provided with a copy of the dispute resolution policy.
 - 2) The hearing committee shall hear the charge or dispute and shall determine whether or not the accused is guilty of misconduct or rule on the issues in dispute.
 - 3) Parties may be represented by legal counsel at their own expense.
 - 4) There is to be full right:
 - a) to examine, cross-examine and re-examine all witnesses
 - b) to present evidence in defence and reply.
 - 5) Where a party fails to attend the hearing, the hearing committee may proceed in his or her absence.
 - 6) If, during the course of a hearing, the evidence shows that the accused may be guilty of misconduct different from or in addition to any misconduct specified in the charge, the hearing committee shall adjourn the hearing for any period that the committee considers sufficient to give the accused an opportunity to prepare a defence to the amended charge, unless the respondent consents to continue the hearing.
 - 7) The hearing committee may accept any evidence that it considers appropriate and is not bound by rules of law concerning evidence.
 - 8) The hearing committee may accept a record of a criminal conviction or the written reasons for a decision imposing discipline by any other organization as evidence of the conduct, giving rise to the conviction or discipline.
 - 9) On its own initiative or at the request of any party, the hearing committee may restrict the public from the hearing. The hearing committee shall exclude the public if the committee is of the opinion that an open hearing will unduly violate the privacy of any person.

- 10) The deliberations of the hearing committee shall be conducted in private, and no person who is not a member of the committee shall be present.
- 8.3 The hearing committee shall give written reasons for its decisions and for any discipline imposed. Copies shall be provided to the parties and to the board.

9. Disciplinary Powers

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

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

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

- 1) The age, experience and maturity of the person(s)
- 2) The nature of the misconduct;
- 3) Any information which, in the opinion of the committee is reliable and relevant to the determination of an appropriate order, including;
 - a) previous misconduct of the respondent, regardless of whether or not that misconduct was the subject of discipline
 - b) the character of the respondent

10. Deference to Other Authorities

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

11. Time for Completion

- 11.1 The investigation, hearing and decision of the hearing committee shall be completed as soon as practical in the circumstances of the complaint.
- 11.2 The board may set time guidelines for any matters that the board considers appropriate, including the time for complaints to be made to the SAWA Executive Director, and the time for completion of steps in the hearing process.
- 11.3 In deciding an appeal from a decision of the hearing committee, the board may consider the failure to comply with time guidelines.

12. Appeals to the Board

- 12.1 A person(s) may appeal the decision or any order of the investigation committee or the hearing committee to the organization board by serving a written notice of appeal within 14 days of receipt of the decision or order where:
- 1) The member has been found guilty of misconduct by the hearing committee;
 - 2) The person is subject to a discipline order;
 - 3) The person(s) who initiated the complaint was advised that no further action would be taken.
- 12.2 The written notice shall state the grounds of appeal.
- 12.3 The SAWA Executive Director shall not participate in the hearing of an appeal.
- 12.4 No board member shall participate in the hearing of an appeal if:
- 1) The board member has a conflict of interest or is biased
 - 2) If there is any reasonable basis on which it may appear that the board member may have a conflict of interest or may be biased.
- 12.5 The participation by a board member in any step of the investigation process prior to the hearing of the appeal shall be deemed to create the appearance of a bias.
- 12.6 The participation by a board member in any step of the investigation or hearing process prior to the hearing of the appeal shall be deemed to create the appearance of a bias.
- 12.7 If all board members are unable to participate in the hearing, the board shall appoint a committee of not more than three persons to hear the appeal.
- 12.8 On hearing an appeal the board or the appointed committee may:
- 1) Dismiss the appeal
 - 2) Quash the finding of guilt
 - 3) Direct further inquiries by the investigation committee or appoint a new investigation committee to reinvestigate the matter
 - 4) Direct a new hearing or further inquiries by the hearing committee or appoint a new hearing committee to rehear the matter
 - 5) Vary the order of the hearing committee.

13. Effect of Expulsion or Suspension

- 13.1 When a person(s) is expelled or suspended from the organization pursuant to the policy, that person(s) is not eligible to serve any function within the organization or attend any organization activities and all fees/membership dues are forfeited and non-refundable.

14. Reinstatement

- 14.1 A person who has been expelled may apply to the board for reinstatement.
- 14.2 Subject to the bylaws, on receipt of an application of reinstatement the board shall review the application and, if in the opinion of the board the application disclosed

information, which may justify reinstatement, the board may investigate the application by taking any steps it considers necessary.

- 14.3 On completion of its review, the board may:
- 1) Where it is satisfied that the person's subsequent conduct and any other facts warrant reinstatement, direct that the person is reinstated under any terms and conditions that the board considers appropriate.
 - 2) Refuse to reinstate the person.

15. Conflict of Interest or Bias

- 15.1 In the event that any member of either the investigation committee or the hearing committee, other than one nominated by the parties, has a conflict of interest or is biased, that person shall declare the conflict or bias and the SAWA Executive Director shall appoint a replacement.
- 15.2 In the event of a conflict of interest on the part of a board member, that member shall not participate in the decision of the board.

16. Records and Use of Decisions

- 16.1 The Sask Amateur Wrestling Assoc shall maintain a record of all decisions of hearing committees and of all decisions of the board on appeal.
- 16.2 The hearing committee and board may consider the decisions of previous hearing committees and boards, but are not bound by the precedent.
- 16.3 Decisions of a hearing committee and decisions of the board on appeal are matters of public interest and shall be publicly available without disclosing the names of the individuals involved. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.
- 16.4 If the committee or board decides that making the decision publicly available will unduly violate the privacy of any person, the committee or board may direct that the decision or part of the decision should be kept confidential.
- 16.5 Decisions resulting in termination of membership or in a suspension of membership rights for one year or longer shall be reported to the Dispute Management Office of Sask Sport Inc. who may provide information from the decisions to its membership, including the names of persons who have been the subject of the discipline.

6.13 Official's Criteria

The following is the criteria for Officials involved in the Sport of Amateur Wrestling.

Officials are sanctioned by the following governing bodies;

- 1) Provincial - Saskatchewan Amateur Wrestling Officials Association (SAWOA)
- 2) National - Canadian Amateur Wrestling Officials Association (CAWOA)
- 3) International - Federation International Wrestling Association (FILA)

Each governing body determines rankings for the officials and all officials are required to have a minimum ranking before aspiring to the next level.

Each official must obtain the permission of the Provincial body before attending an event at the National level and the permission of the National body before attending an international event.

The following are the ranking systems of the various organizations;

- 1) Provincial - Provincial Aspirant, C, B, A, AE
- 2) National - National Aspirant, C, B, A, AE
- 3) International - FILA Aspirant, III, II,I, Exceptional

An official must obtain an A ranking before moving on the next level to officiate.

Officials are divided into On Mat Officials and Pairing Masters. The above ranking system applies to both types of Officials.

Membership in SAWOA is based on the following criteria;

- 1) A sincere interest in furthering the Goals and Objectives in wrestling by participation in the sport as an on mat official or pairing master.
- 2) A knowledge of the International Rules of Wrestling by either attending a provincial clinic or by working with a senior official during a tournament.
- 3) A sincere desire to promote the sport of wrestling by creating an impartial environment where athletes can compete to the best of their abilities.
- 4) A desire to teach the rules or wrestling to young and aspiring athletes.
- 5) Membership in the Saskatchewan Amateur Wrestling Association.

Officials are promoted by attending recognized provincial clinics and receiving recommended rates. The rates are evaluated and a determination for promotion is made at the AGM.

Officials in the following categories shall be deemed to be able to act in the following capacities;

Pairing Officials:

Provincial AE - A senior pairing master with extensive (inter) national experience. A pairing master who has leadership and teaching abilities.

Provincial A - An official who can do any tournament draw in Province or can direct others to do the draw.

Provincial B - A pairing master who can assist in any provincial tournament draw and who can head Draws of less than 80 wrestlers.

Provincial C - A pairing master who has minimum experience and who can assist at tournaments.

On Mat Officials:

Provincial AE - A senior on mat official with extensive (inter) national experience. An official who has leadership and teaching abilities.

Provincial A - An experienced official who is ready for national level tournaments and who can act as a referee, judge or chairman at Provincial competitions.

Provincial B - A competent official who is able to referee and judge at Provincial competitions and who is capable of chairing at local tournaments.

Provincial C - An official with a minimum of one year as an official who has shown knowledge of the rules or wrestling. This official is able to referee or judge at local tournaments.

The following is the criteria for Officials at the National level. Taken from the CAWA rule book.

National AE - This category is reserved for a very few senior officials in Canada who are judged by their peers to be exceptional in the role of Mat Chairman. This official commands respect for his technical expertise and also warrants trust and confidence for his outstanding leadership abilities.

National A - This official now has several years of experience at the senior level. He has demonstrated poise and good judgment in virtually all situations. The official has the confidence and maturity to handle the most difficult matches at the Senior level. The A category means that this official has the CAWOA endorsement to represent Canada at International Tournament. This classification is not easily obtained.

National B - This is a solid official who has by now attended one or more National or Regional Championships; he is able to handle difficult situations but requires more activity at the Senior wrestling level. Most National officials are in this category.

National C - This is an acceptable level of officiating but the person needs much guidance and would not feel comfortable with a pressure filled final match.

6.13.1 Official's Requirements for Provincial Championships

The following details the level and number of officials that clubs are required to provide at each provincial championship that they attend:

Levels:

- 1) Elementary Tournaments - Provincial Aspirant
- 2) Bantam/Cadet Tournaments - Provincial C
- 3) Provincial Freshie-Bantam - Provincial Aspirant
- 4) Provincial Cadet/Juvenile - Provincial C
- 5) Provincial Junior/Senior - Provincial B

Numbers:

# of Wrestlers	# Required for Tournament
0-5	No Official
6-15	One Official
16-30	Two Officials
31+	Three Officials

6.13.2 Official's Fee Schedule

Fee schedule for SAWA sanctioned events to be consistent with SAWOA' s current fee schedule.

AGM 1999:34

6.13.3 Pairing Master Policy

AGM 1995:10/11

The following Pairing Master Policy has been designed to:

- 1) Develop new people as pairing masters, and to retain existing pairing masters.
- 2) Protect SAWA legally by providing certified pairing masters at SAWA sanctioned events.
- 3) Support pairing masters and officials in their desire to act as an association by ensuring guidelines set by SAWA are enforced.
- 4) Ensure impartiality at SAWA sanctioned and carding tournaments.

Recommendations:

- 1) SAWA, in conjunction with pairing masters, develops guidelines for hosting pool tournaments.
- 2) That a deadline be imposed for clubs intending to host tournaments to contact SAWA regarding the date of their event, as well as the tournament format to be used at their event.(pool, bracket or other)
- 3) SAWA requires all non pool tournaments utilize officials and pairing masters assigned by SAWOA.
- 4) SAWOA officials will work pool tournaments with a non SAWOA person doing the draw. That person is identified when the tournament is scheduled, with the person being a member of SAWA at least thirty (30) days prior to the tournament.

6.13.4 Abuse of Officials Policy

AGM 1995:09

The abuse of officials by coaches, athletes and spectators creates an environment which is difficult to attract new officials to the sport, and to keep established officials in the sport. The following recommendations are meant to:

- 1) Ensure a level playing field for athletes to wrestle and officials to officiate without outside influences.
- 2) Ensure longevity of officials to maintain and enhance their expertise.
- 3) Stop the abuse of officials and all participants in the sport.

Recommendations:

- 1) SAWOA has the authority to implement yellow and red cards at all SAWA sanctioned tournaments, and to use the cards as permitted within the rules.

- 2) SAWA must identify an individual to be at the site and to respond to requests from officials in dealing with individuals engaged in the abuse of officials.
- 3) SAWA must adopt a policy statement condemning abuse of officials, and defining sanctions outside of the tournament.
- 4) The officials have the right and obligation to red card an individual's continuing abuse of the officials. Such abuse will eliminate a coach from the competitive area. This would also be the case for the athlete.
- 5) SAWA must notify all members of these changes and endorse a goal of minimal tolerance for offenders.

6.14 Criteria for Hosting a SAWA Sanctioned Tournament

AGM 1995:29

The following rules and regulations shall apply to all SAWA sanctioned tournaments. A SAWA sanctioned tournament shall encompass all in province carding tournaments, Provincial Championships, Bantam Festivals, tournaments which utilize SAWOA officials (excluding SHSAA competitions) and tournaments which have applied to receive a hosting grant from SAWA. The penalty or penalties for failure to abide by the following rules and regulations have been outlined further within the document.

The SAWA Provincial Wrestling Championships will rotate from, Saskatoon & North, to Regina & South of Saskatoon every year. The rotation will start once the 2004 Provincials are awarded at the 2003 SAWA AGM.

AGM 2003:21

The a small team award in the provincial freshie to peewee age group will be awarded for teams under 12 total athletes at the freshie to bantam provincials

AGM 2004:24

Application Procedure:

All requests for a SAWA sanction must be received in the SAWA office at least six weeks prior to the date of the tournament. All requests must be in writing, stating the specific date of the tournament, age group and location.

Tournament Hosting Grant:

All requests to receive a Tournament Hosting Grant must be received in the SAWA office by March 31. All requests must be in writing, providing a brief evaluation of the event and stating the number of competitors in attendance at the event. Only tournaments developmental in nature shall be considered.

Entrance Requirements:

- 1) Each wrestler competing in a SAWA sanctioned tournament must be a registered member of SAWA.
- 2) Out of province wrestlers competing in a SAWA sanctioned tournament must be a registered member of their provincial, territorial, or state association.
- 3) To qualify for a tournament subsidy and the grassroots funding tournament-hosting requirement the tournament has to be held on a weekend and the host club has to give Sask Amateur Wrestling Association 40 days notice of hosting the tournament so other clubs are aware and able to attend the tournament.

AGM 2006:12

Host Club Duties and Responsibilities:

The following duties and responsibilities are to be adhered to during the organization and operation of the tournament.

- 1) Contact the SAWOA well in advance of the event, to arrange for officials and a pairing master, according to the SAWOA pairing master policy. The SAWA office will be the contact person for co-coordinating and organizing officials for remote tournaments.

AGM 2001:24

All SAWA sanctioned events require a minimum of 1.5 officials per mat.

AGM 2001:25

- 2) A tournament information sheet must be distributed well in advance of the event. The SAWA office can assist in the preparation and the distribution of the document.
- 3) A volunteer or volunteers must be present to sell SAWA memberships. An updated membership list, as well as membership forms, shall be made available to the organizing committee to assist in this process.
- 4) The organizing committee must follow the SAWA Weigh-in policy.
- 5) The tournament director must assist the Head Official in curtailing the number of wrestlers and spectators congregating around the mat areas.
- 6) A skin check of all athletes must be conducted prior to the start of the tournament. This can be done before the weigh-in (on site) or prior to the start of the tournament (one half hour prior). A medical doctor or dermatologist qualified to conduct the skin check.
- 7) Results of the tournament must be submitted to the SAWA office within one month of the conclusion of the competition. For inclusion in the SAWA News or posting to the SAWA website, results must be submitted electronically.

AGM 2002:12

Penalties for Non Compliance:

The SAWA Board reserves the right to enforce the following penalties in the event a host club does not adhere to the above criteria:

- 1) The tournament hosting grant may be revoked.
- 2) If the event is a carding tournament, carding status may be suspended or revoked.
- 3) The host club may be refused sanction from SAWA for future competitions.
- 4) The Board may exact further penalties at their discretion.

6.15 Event Subsidies

6.15.1 Developmental Tournament Hosting Grant

To be eligible for a Developmental Tournament Hosting Grant a club or affiliate club must apply before March 31 of the fiscal year in which the tournament will be operated.

After all applications have been received the money allocated to this area will be divided up based on the number of participants, with a cap of \$500.00 for each tournament.

For the Club to receive the money they must register with SAWA prior to January 1.

The money will be divided up after the last of the applying tournaments has been completed.

6.15.2 Provincial Championship Travel Grant

The Provincial Championship Travel Grant is available to Northern/Aboriginal wrestling clubs to assist in covering travel expenses to compete in the Provincial Championships. A Northern club is defined as being one hundred (100) kilometres north of Prince Albert. The following conditions apply:

- 1) Be a registered club with SAWA
- 2) A club may apply for funding for both the Freshie-Bantam Provincial Championships and the Cadet-Senior Provincial Championships. The maximum allotment available per event will be \$250.00. The club applicant must have at least five wrestlers in attendance at the Provincial Championship for which it has applied to receive the travel grant. The amount of the allotments will be calculated based on the number of applications.
- 3) The grant allotments will be available for the following travel expenses:
 - i. Van Rental/Gas
 - ii. Hotels
 - iii. Registration Fees
 - iv. MealsThe allotments will be disbursed once actual receipts have been submitted to the SAWA office.
- 4) All applications must be received in the SAWA office prior to the date of the Provincial Championship for which the travel grant application has been submitted.

6.15.3 Developmental Wrestling Camp Grant

AGM 1997:15

To be eligible for a Developmental Wrestling Camp grant, a club must apply before March 31 of the fiscal year in which the camp will be operated. SAWA Major Training Centres and Grassroots Development Centres are not eligible for this grant.

After all applications have been received, the funds available in this area will be allocated based on the number of participants, at the discretion of the Board, with a cap of \$ 500.00 for each camp.

For the Club to receive the money they must register with SAWA prior to January 1.

The funds will be distributed at the end of the fiscal year.

6.15.4 Northern Wrestling Camp Grant

AGM 1997:15

The Northern Wrestling Camp grant is available to Northern wrestling clubs to assist in organizing camps, and to assist clubs with their travel expenses to attend camps in Northern Saskatchewan. A Northern club is defined as being one hundred (100) kilometres north of Prince Albert, or at the discretion of the Board. The following conditions apply:

- 1) Be a registered club with SAWA
The grant allotments will be available for the following:
Host club expenses, such as:
 - i. Meals
 - ii. Mat Transportation
 - iii. Awards
 - iv. Clinician Honorariums
Visiting Club's Expenses, such as:
 - i. Van Rental/Gas
 - ii. Hotels
 - iii. Camp Fees
 - iv. Meals
- 2) The allotments will be disbursed once actual receipts have been submitted to the SAWA office.
- 3) All applications must be received in the SAWA office prior to the date of the camp for which it has been submitted.

6.16 SAWA Awards

AGM 1999:33

The SAWA Awards are an annual event that was designed to identify and reward those individuals who have contributed to the sport of Amateur Wrestling over the previous year.

6.16.1 Categories

Awards shall be given in the following categories:

- Most Outstanding Elementary Athlete (male and female)
- Most Outstanding Cadet Athlete (male and female)
- Most Outstanding Juvenile Athlete (male and female)
- Most Outstanding Junior Athlete (male and female)
- Most Outstanding Senior Athlete (male and female)
- Most Outstanding Elementary Coach (male or female)
- Most Outstanding Male Cadet Team Coach (male or female)
- Most Outstanding Female Cadet Team Coach (male or female)
- Most Outstanding Male Juvenile Team Coach (male or female)
- Most Outstanding Female Juvenile Team Coach (male or female)
- Most Outstanding Official (male or female)

Sixteen awards selected annually.

AGM 2001:17

6.16.2 Criteria for Nomination

Must be a resident of Saskatchewan and/or compete for Saskatchewan at the various age group Nationals.

Must wrestle in the Sask Opens at their nominated age group.

Must be in the appropriate age class to receive that age class award (athlete award only).

Must be a member of SAWA in good standing.

AGM 1999:33

6.16.3 Nomination Procedure

The awards will be based on performance and commitment to the sport. Nominations shall be received by the administration until August 15 annually. The Board of Directors shall vote on the award recipients and the winners notified by September 30 annually. Awards will be presented at a dinner to be held after the AGM.

AGM 2002:13

6.16.4 Voting for the SAWA Athlete of the Year.

The voting for the outstanding athletes of the year will be done by the coaches. A total of one vote per club shall be accepted. This will cover the elementary and cadet/juvenile age categories.

6.17 Female Wrestling

The SAWA's policy on female wrestling is based on the International Federation's (FILA) Females shall be allowed to wrestle in the Provincial Championships for all ages and in any SAWA sanctioned event but they shall only wrestle other females. Separate weight classes, weigh ins and bouts shall be developed by the tournament organizer in conjunction with the officials present at the event. There must be sufficient numbers, or around a weight class for safety reasons, to warrant such an occurrence.

6.17.1 Female Wrestling Representative: High Performance Coaches Committee

A Female Wrestling Representative shall maintain a voting position on the High Performance Coaches Committee.

AGM 1995:21

6.18 Team Travel Policy

6.18.1 Introduction

This policy outlines the requirement for travel to national tournaments and out-of-province tournament and camps. It outlines the responsibilities of athletes, coaches, managers and officials traveling under the sponsorship of SAWA or by an affiliate club of SAWA

6.18.2 Objectives

This policy outlines the duties and responsibilities of people attending national tournaments or traveling out of province in representing the SAWA.

SAWA must insure that athletes have every opportunity to perform to the best of their ability at these tournaments. Coaches, managers and others must be knowledgeable in their part in insuring this goal.

To insure that all SAWA members receive the same opportunity at national events, athletes, coaches and the manager shall form the SAWA team. All persons wishing to compete at national tournaments must receive a sanction by SAWA. Athletes or their coaches shall notify the SAWA office if they intend to compete at Nationals.

Athletes, Coaches and Managers are responsible to SAWA to follow its policies.

6.18.3 Policy

- 1) Requirements to Travel:
SAWA will not sponsor athletes under the age of 19 years unless accompanied by a certified coach or other person acceptable to the SAWA Board.

SAWA will not sanction an individual as a representative of the province at national or international competitions if he/she has an outstanding debt in excess of thirty days, owing to the Association.

- 2) Travel to National Tournaments:
SAWA shall appoint a Coach and a Manager to accompany all teams attending a National Championship. The selection of the Coach and Manager will be subject to the approval of the Board.

Where clubs send athletes to a National Championship, the club shall appoint a coach to accompany the club athletes. Where a coach is not available, the club may request that an athlete or athletes accompany the team. The athlete is under the direction of the SAWA Coach and Manager. No Saskatchewan athlete may compete without being part of the SAWA team.

Where the club does not send a Coach with their athletes the club shall pay a coaching fee to SAWA. This fee is 7% of the airfare for each athlete. This amount is to defer the cost of additional coach's airfare. If enough coaches are attending, the SAWA Board may return this fee to the club.

SAWA shall maintain a minimum ratio of coaches and athletes of:

Senior Nationals	1 Coach (Manager)/9 athletes
Junior Nationals	1 Coach (Manager)/9 athletes

Juvenile & Cadet National 1 Coach (Manager)/9 athletes
Bantam Festival 1 Coach (Manager)/9 athletes

The Board shall select a minimum of one Coach and one Manager for each team. SAWA shall fund and provide transportation and accommodations for these positions.

SAWA will fund an assistant coach from each of the two major training centres to attend both the Junior and Senior National Championships.

AGM 2003:26

The Board shall select additional coaches as Assistant Coaches to meet the above ratios. These Assistant Coaches shall be partially funded by SAWA.

All athletes and coaches traveling to National Championships shall be under the direction of the Head Coach and Team Manager. This includes: at the tournament location, team transportation and accommodations.

3) **Manager**

The Manager of a SAWA Team has the overall responsibility for the actions of the team.

He/she is specifically responsible for the following:

- i. Carrying out the travel and accommodation arrangements made by the SAWA office in preparation for the travel.
- ii. For making payments or making arrangements for paying any travel, accommodations, entry fees or other related costs specified by SAWA
- iii. For taking charge of any ground transportation prearranged by the SAWA office.
- iv. For supervising athletes at the hotel, airport or other location outside the venue.
- v. For taking any immediate discipline which may be required during the trip.
- vi. Coaching assignments as determined by the Head Coach.

Where the team is not leaving from one location and SAWA has arranged for transportation, SAWA shall appoint the Head Coach or an Associate Coach to manage part of the team. The designate shall assume the duties of the manager until the team is assembled.

4) **Head Coach**

The success of the team at the competition rest with the Head Coach. He is responsible for the preparation and coaching of the athletes at the tournament. He is responsible for all athletes' performance at the competition.

He/she is specifically responsible to:

- i. Coach the team during the tournament.
- ii. Ensuring that all athletes are supported at the mat by a coach.
- iii. For supervising athletes at the tournament site.
- iv. For representing the Saskatchewan Team at all meetings prior to or during the tournament.

- v. For ensuring that all assistant and associate coaches receive all information including weigh ins, tournament start times, etc.
- vi. For assuring that the athletes are on time for weigh ins and matches.
- vii. For the assignment of Assistant Coaches and Associated Coaches bearing in mind the athlete's normal coach.
- viii. For liaison with the SAWA officials to insure that all athletes and coaching staff are aware of any changes in rules.
- ix. For helping the Manager as requested.

5) Assistant Coaches

Assistant coaches receive partial funding from SAWA. They are responsible to the Head Coach/Manager for the following:

- i. Coaching assignments as determined by the Head Coach,
- ii. The Team conduct as assigned by the Manager,
- iii. Other related duties as assigned.

6) Associated Coaches

SAWA does not fund Associated Coaches. SAWA does sanction the Athletes and Coaches for travel out of province and to National Tournaments. The Associated Coach will take direction from the Head Coach and Manager regarding the tournament and discipline of the SAWA team. The Associated Coach shall be responsible to the Head Coach for the following:

- i. Coaching assignments as determined by the Head Coach.
- ii. For informing the Manager if athletes will not be with the team.
- iii. Other related duties as assigned.

7) Athletes

All athletes are part of the SAWA Team. Athletes are responsible to the Manager and the Coaches:

- i. For informing and getting approval for any deviation to the Manager and Coach's agenda.
- ii. To observe all requirements of the SAWA Policy and Procedures Manual and the Managers and Coaches rules during the trip.
- iii. To ensure that their activities reflect positively on SAWA.
- iv. To ensure that their activities do not hinder the performance of teammates.
- v. To prepare in advance of the Tournament. Maintain training and motivation. To come to the tournament to wrestle.
- vi. To tell the Head Coach of all problems that might hinder their performance. Including injury and overweight.

8) Officials

Officials shall work with the Manager and Head Coach.

The Officials shall specifically:

- i. Help in team management and organization by providing the latest rule interpretations and changes.
- ii. Advise coaches and wrestlers in all areas where your knowledge and perspective may assist in their performance.

9) Parents

Parents are an important part of wrestling. Their cooperation and enthusiasm are beneficial to the sport. Their cooperation and involvement in trips will only strengthen the Team.

To insure good communication, the parents are asked to:

- i. Be prepared to allow the child to participate fully in team functions.
- ii. Get the permission of the Head Coach and Manager if they wish to participate in any capacity other than a spectator.
- iii. To work with the Manager in determining times when your child will be away from the Team.
- iv. Be aware that their actions will reflect on SAWA

6.18.4 Chaperone Policy

AGM 1995:22

In order for SAWA to approve funding for a chaperone(s) to accompany the Provincial Team to the National Championships, the following must be fulfilled:

- 1) Two recommendations and/or references must be submitted to the VP Technical, along with the funding request, at least two weeks prior to the Board meeting preceding the start of the National Championship in question. The recommendations and references must clearly indicate the necessary qualifications by which to competently supervise school age athletes.

Please note that preference shall be given to those applicants who:

- i. Are active within the NCCP Program
- ii. Must be the age of majority
- iii. Have previous chaperone experience
- iv. Have extensive involvement in community activities or youth/wrestling programs
- v. Have provided a recent Criminal records check.

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- 2) The VP Technical must discuss with the prospective applicant, either by phone or in person, SAWA Team Travel Policy ensuring the prospective applicant understands the expectations for the supervision of school age athletes.
- 3) The VP Technical, upon concluding the interview of the prospective applicant, may decide to deny the request to chaperone, or recommend to the Board the request be approved. The Board must approve all recommendations.

6.18.5 Request to Travel

The following applies SAWA funding to tournaments and camps except funding of Provincial team members to inter-province events (i.e. the Western Canada Summer Games, Canada Summer Games and National Championships). For this policy these events shall be SAWA Sponsored Teams.

The Board shall select all SAWA Sponsored Teams in cooperation with the athlete's club and coach. The club shall be responsible for nominating the athlete to the team and for insuring that the athlete is in training for the event.

If an athlete withdraws from an event after having been sponsored by his club, the club shall be liable for any losses that SAWA may incur. These losses shall include unused airfare and

other travel expenses, unless there is a medical or personal reason.

Additional Requests

All requests for assistance are made in writing to the VP Technical. Requests will only be accepted if received before departure.

6.18.6 Ground Transportation

Due to the risk of lawsuit, only those individuals appointed by SAWA shall operate a vehicle rented by SAWA. The Manager and Coach shall operate these vehicles subject to any terms of the rental agreement. The Manager shall determine if additional drivers are required and gain approval from the SAWA office.

6.18.7 Coaching Honorarium

All coaches and managers for the Canada Games and Western Canada Summer Games shall receive an honorarium of \$1000 to cover their time and cost for training and the Games themselves. This is retroactive to the 2003 WCSG.

AGM 2003:36

6.19 Sask First Training Centre Criteria

6.19.1 Sask First Major Training Centre Criteria

AGM 1995:14

- 1) Eligibility:
In order to be eligible for funding as a Sask First Major Training Centre, a club must have met all of the Operational Criterion for two consecutive years.

 - 2) Operational Criterion:
 - i. Each Sask First Major Training Centre must:
 - a. Be a full club member of SAWA (Affiliate clubs are not eligible).
 - b. Maintain a coach with an NCCP Level 3 Certification.
 - c. Have all coaches and athletes registered with SAWA.
 - d. Have a minimum of 30 athletes registered with SAWA and competing each year.
 - e. Operate a training program at least ten months over the competitive season (September to August), open to all SAWA athletes.
 - f. Have a minimum of ten athletes compete at the Provincial Championships.
 - g. Host a SAWA or CAWA sanctioned tournament once every two years.
 - h. Have a minimum of five athletes in each of the following age groups:
Senior (20 and older)
Junior (19-20 years)

Juvenile (17-18 years)
- AGM 1997:15**
AGM 1997:15
- 3) Selection:
 - i. Should more than two clubs meet the eligibility criteria, priority shall be given to clubs in the following order:
 - a. National Regional Training Centres.
 - b. NCCP Coaching Level 4 or greater.
 - c. Number of carded athletes.
 - d. Number of registered athletes in the Senior, Junior and Juvenile age groups.
 - e. Other criteria at the discretion of the Board.
-
- 4) Distribution of Funds:
 - i. Funding will be provided to a maximum of two Sask First Major Training Centres at 50% of the budgeted funds each. Any remaining funds shall be allocated to other high performance programs such as training camps, tournaments, travel, guest coaching, and etc., at the discretion of the Board.

6.19.2 Grassroots Development Centres

AGM 1996:12

- 1) Eligibility:
 - i. In order to be eligible for funding as a Grassroots Development Centre a club must have met all of the Operational Criterion for two consecutive years.

- 2) Operational Criterion:
 - i. Each Grassroots Development Centre must:
 - a. Be a full club member of SAWA (Affiliate clubs are not eligible).
 - b. Maintain a coach with a NCCP Level 2 Certification.
 - c. Have all coaches and athletes registered with SAWA
 - d. Have a minimum of 20 athletes registered with SAWA and competing each year.
 - e. Operate a training program at least six months over the competitive season (September to August), open to all SAWA athletes in the Grassroots target age groups.
 - f. Have a minimum of fifteen athletes compete at the Provincial Championships.
 - g. Host a SAWA sanctioned tournament once every two years.
 - h. Have a minimum of five athletes in each of the following groups:

AGM 1997:15

Cadet
Elementary (which includes Freshie, Novice, Peewee, and Bantam;
note five athletes are required in the four age groups combined)

- 3) Distribution of Funds:
 - i. There is no limit to the number of eligible clubs. Budgeted funds shall be distributed equally amongst all eligible clubs to a maximum of 1/3rd of the total funds. Any remaining funds shall be allocated to other grassroots developmental programs such as training camps, tournaments, travel, and guest coaching, at the discretion of the Board.

6.20 SAWA Weigh - In Policy

All tournaments that are sanctioned by the SAWA (Provincial Championships, carding tournaments and tournaments in receipt of a Developmental Tournament Hosting Grant) shall conform to these policies unless specific permission is received prior to the event from the SAWA Board.

The weigh-in is as much as part of the tournament as the actual wrestling itself. It must be treated as such and conform to the following rules and policies:

- 1) Weigh-ins shall be conducted on the evening prior to the event taking place. (Exceptions shall be SHSAA events where weigh-ins begins at noon and wrestling commences at 3:30 p.m. that same day.)

If phone-in weigh-in is to be used, the club must notify the tournament director of its intention and adhere to the following conditions:

- i. A provincially ranked official from the club's provincial association must be present to conduct the weigh-in.
 - ii. Once the weigh-in has concluded, the official present must sign the weigh-in sheet and fax it immediately to the SAWA office and to the tournament director.
- 2) Weigh-ins shall be for a maximum one hour time limit per team at SAWA sanctioned tournaments, or whatever is specified within the tournament information package. The weigh-ins at the Provincial Championships will last for only one half (1/2) hour per age class. If a club contacts the tournament director and makes special arrangements due to extenuating circumstances (distance of travel, exams, medical reasons, etc....) they may be allowed to weigh-in at a different time. The tournament director must contact the head official of the event to make the proper arrangements and may be charged accordingly.
- 3) Weigh-ins shall be conducted by a certified official of the SAWOA. Part of the officials' fees for the tournament includes taking part in the weigh-ins. Any discrepancies are to be reported to the head official. The head official in conjunction with a SAWA representative, has the final word in regards to any problems that arise from the weigh-ins (not the tournament director).
- 4) In the absence of medical personnel at the weigh-ins, an athlete with an apparent contagious disease can weigh-in, but will not be allowed to wrestle in the tournament unless a doctor's note (on official letterhead) can be produced prior to the start of the tournament to ensure that the condition is not considered contagious. Any member of the SAWA who knowingly wrestles or permits an athlete to wrestle with a contagious disease shall be censured.
- 5) For on site weigh-ins, lot numbers shall be drawn immediately after the athlete has made weight. No one is allowed to look at the weight division until completion of the weigh-ins.
- 6) The weights must be certified by someone other than a coach, official or parent that is involved with the club. The weights can be emailed to the tournament but the certified signature must be brought to the tournament before it begins.

For phone-in weigh-ins, it is up to the discretion of the draw master to randomly select the wrestlers for creation of the pools or placements in the bracket draw.

6.21 SAWA Annual General Meeting AGM Policy

AGM 1997:23

The SAWA AGM shall set a time limit of two hours after the start of the meeting for registration of voting delegates, after which no new delegates will be allowed to register to vote. The business portion of the meeting can start at any time.

6.21.1 Board of Director Nominations

AGM 1997:28

Any member of SAWA wishing to run for the Board is required to sign a nomination form indicating his/her acceptance of the nomination. This form will be circulated with the AGM information package, or posted at the AGM.

6.21.2 Mileage Reimbursement

AGM 1997:16

Mileage reimbursement shall be provided to those SAWA clubs attending the AGM who are not SAWA Major/Grassroots Development training centres.

6.21.3 AGM Rotation

AGM 2003:20

A rotation of the SAWA AGM from Saskatoon to Regina to rural city every year. The rural city needs an adequate hotel, catering and banquet services. The rotation will begin at the 2003 SAWA AGM.

6.21.4 AGM Minutes

AGM 2004:18

Minutes of all SAWA meetings are recommended to come out within 5 working days after a meeting.

6.22 SAWA Provincial Championships

6.22.1 Competitor Eligibility

AGM 2004:07

The SAWA provincial championships are closed to all competitors who are not a Canadian citizen or landed immigrants of Canada.

6.22.2 Small Team Award

AGM 2004:24

The a small team award in the provincial freshie to peewee age group will be awarded for teams under 12 total athletes at the freshie to bantam provincials.

6.23 SAWA Tournament Guidelines

6.23.1 SAWA Modified Hip-toss rule

AGM 2004:20

The rule applies to the Freshie, Novice, Pee Wee and Bantam age groups.

A standing "hip-toss" (head & arm throw) may be executed a maximum of 2 times in a match by each wrestler.

Upon using the hip-toss:

- The match is stopped, with no possibility of a pin,
- Points (3) are awarded for the throw.
- The match is restarted in the standing position.
- Should a wrestler use the hiptoss a third time in a match, the official should warn the offending athlete. If the wrestler continues to use the hiptoss after a warning, a caution may be given and points awarded to the other wrestler at the discretion of the official.

6.23.2 SAWA Rules for Freshie to Bantam Age Groups

AGM 2004:20

1. No Backward bending throws.
2. No West-Point
3. No body slams
4. The Clinch rule is not applied.

6.23.3 SAWA Rules for Freshie Age Group Events

AGM 2004:23

For Freshie age-group tournaments, SAWA recommends eliminating pins to end the match, score keeping, defining winners and losers. Freshie wrestlers should be allowed to wrestle the full match time. SAWA recommends this be used during the season, but regular wrestling rules will be used at the SAWA Provincials.

6.23.4 SAWA Rules for Multi-Sport Team Selection

The SAWA will hold a tournament, in the late fall of the year prior to the Games, at a site decided upon by a bid process at the Annual General Meeting in the year prior to the tournament. This tournament will set the ladder for the team selection trials, which will occur in the spring of the year of the Games. The team trials will take place at a site decided through a bid process at the AGM in the year prior to the Games. The team trials will occur no earlier than two weeks after the National Championships and no later than two weeks prior to the date of submission of team names to the Games Organizing Committee/Council for inclusion at the Games.

AGM 2007:25

6.24 SAWA 1989 Jeux Canada Games MAT GRANTING CRITERIA

- Club must be SAWA member in good standing at the time of the application and must remain a member in good standing during possession of the mat.
- Mats will be placed for two (2) year periods.
- Application for mat placement must be made in writing fourteen (14) days before a SAWA Board of Directors meeting.
- Application should show relevance as to how mat will help program.

- Transportation of mat to location and insurance is the responsibility of club granted usage.
- Proof of insurance must be provided to Board office within 14 days of receipt of mat. Failure to do so voids granting contract, the Board may remove the mat at its discretion.
- Request for extension of use may be made. First consideration will be given to any new applications for use.
- Significant damage to the mat will be the responsibility of the granted club.