

BYLAWS OF THE SASKATOON STRAIGHT SHOOTERS



Official Constitution

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(Amended November 27, 2016 at the Annual General Meeting)

Article I. NAME

Section 1.01 This private voluntary club (see definition of 'private voluntary club') is named the Saskatoon Straight Shooters Archery Club as of January, 2007.

Section 1.02 The Saskatoon Straight Shooters Archery Club will be abbreviated within this document as SSSAC.

Article II. PURPOSES AND FORMATION

Section 2.01 The purposes of the SSSAC shall be:

Section 2.02 To promote, develop and advance the sport of archery for the youth and adults of Saskatoon, Saskatchewan and surrounding areas, while fostering and promoting sportsmanship.

Section 2.03 To promote physical and mental wellness in Saskatchewan residents, including our youth.

Section 2.04 To promote the understanding and appreciation of archery in Saskatchewan youth, namely through the Junior Olympic Program (herein stated as JOP).

Section 2.05 To regulate archery under its jurisdiction, host tournaments and competitions to assist in the determination of local, regional and provincial champions, both youth and adult, within the various target, field, FITA and 3D categories.

Section 2.06 To seek and work co-operatively with other organizations, groups, clubs and individuals with the same aims and objectives consistent with the SSSAC.

Section 2.07 To develop a program that continues to be not for profit, but continue to raise and reinvest funds to support the goals of the SSSAC.

Section 2.08 To promote and advance the use of archery as a legal and ethical way to hunt in Saskatchewan.

Section 2.09 In the event that the SSSAC dissolves, any assets or funds that are held by the organization will be distributed to another organization that the acting members of the Board of Directors see as meeting the same goals as the SSSAC by ordinary resolution.

Section 2.10 For the pursuit of specific sporting and social activities, members may establish sections with the approval of and subject to the general direction of the Board of Directors of the SSSAC. These sections shall have no powers other than those provided under the bylaws of the SSSAC.

Article III. DIRECTORS

Section 3.01 The management of the SSSAC shall be vested entirely in its Directors who shall form the Board of Directors for the SSSAC. The Directors shall be senior members in good standing and having been members of the SSSAC for no less than 1 full calendar year, except for the positions of President, Vice President and Treasurer which will have been members in good standing of the SSSAC for no less than 2 calendar years, and no member or group of members shall have authority to act on behalf of the SSSAC unless expressly authorized by majority vote of the Directors. As the Board of Directors is made up in its entirety of volunteers, any legal action made towards any or all of the board of directors regarding SSSAC business shall be funded by the SSSAC once approved by the remainder of the members of the board of directors.

The Directors of the SSSAC shall be elected by the general membership at Annual General Meetings to the following offices, namely:

- (a) President
- (b) Vice-President
- (c) Secretary/Communications Director
- (d) Treasurer
- (e) Membership Director
- (f) Junior Olympic Program Coordinator
- (g) Adult Program Director
- (h) Outdoor Program Director
- (i) SSSAC Past President

The following Directors will be Board-Appointed as necessary and at any time:

- (a) Junior Olympic Program Assistant
- (b) Adult Program Assistant
- (c) Volunteer Coordinator

Section 3.02 The Directors holding such offices shall fulfill duties as specified in law and Club bylaws.

Section 3.03 A Director may be removed from office for non-performance of duties or harassment (see Code of Conduct) upon the majority vote of all other Directors. The Director in question shall be notified prior to the disciplinary meeting of the possibility of disciplinary action and given the opportunity to defend their position via one email correspondence or via one letter correspondence. This vote may be called without the Director in question in attendance.

Section 3.04 The terms of office for Directors shall be two years.

Section 3.05 Any vacancy in the Board of Directors may, within 3 months time, be filled by a member in good standing appointed by majority vote of the remaining Directors. The position thus filled will remain in the Board of Directors' remaining term of office up to 2 years.

Article IV. POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 4.01 The SSSAC shall be governed by a Volunteer Board of Directors that is to act in good faith for its members to provide information and direction for the club to ensure its continued success.

Section 4.02 The Board can amend this Constitution in order to ensure the continued success of the SSSAC, upon approval by majority vote of the general membership present.

Section 4.03 To hold an Annual General Meeting. This meeting must be communicated to the other members at least one week (7 days) prior to the meeting.

Section 4.04 The Board will ensure one Annual General Meeting each year is held following the Annual General Meeting of the Saskatchewan Archery Association.

Section 4.05 The Board shall adopt the financial statement of a year of operation prior to their presentation to the members at the Annual General Meeting. These records shall be kept for 3 years and must be handed off to the new treasure at term completion.

Section 4.06 At all meetings of the Board of Directors, decisions shall be made by majority vote of the Directors (quorum must be fulfilled, see definitions for 'quorum') except for the President. The President will only provide a deciding vote if necessary.

Section 4.07 Board meetings shall be held at the call of the President at least three times per year and additionally at the request of two or more Directors.

Section 4.08 The Board of Directors may from time to time enact and/or establish rules and regulations governing the conduct of members and staff and the use of SSSAC premises as deemed proper/necessary for the conducting of Club activities. These shall be made known by notice to the membership.

Section 4.09 Signing authority for monies in the general account of the SSSAC shall be with the Treasurer together with, either the President or Vice-President.

Section 4.10 No more than three members of the Board of Directors shall have this signing authority at any one time.

Section 4.10 Membership can be reviewed and denied by a majority vote by the Board of Directors by request of 3 or more members of the SSSAC in good standing, which includes Members of the Board of Directors.

Article V. DUTIES OF DIRECTORS

Section 5.01 President

- (a) The President shall chair all Board of Directors' meetings and the Annual General meeting.
- (b) The President or, in the absence of the President, the Vice-President, or in the absence of both, a Director appointed by the other Directors, shall chair all meetings of the members and the Board.
- (c) She/he shall enforce the observance of the bylaws, rules and regulations of the Club and shall have the power to temporarily veto or postpone the actions of any committee of the Club or section until the Board of Directors shall sit to consider the rule upon the actions in question and report or rule within reasonable time to the committee or section its ruling upon the aforesaid actions.

Section 5.02 Vice-President

- (a) The First Vice-President shall preside at all meetings in the absence of the President. The Vice-President shall give assistance to the President when necessary.

Section 5.03 Secretary/Communications Director

- (a) The Secretary shall attend all meetings of the Board.
- (b) The Secretary shall issue all notices, keep records and minutes of all meetings, and undertake correspondence. All records and minutes must be provided to the Board of Directors at the conclusion of the term in office.
- (c) The Secretary shall submit such documents as are required by the government and perform such other duties as the President and/or Directors may require.

Section 5.04 Treasurer

- (a) The Treasurer shall attend the meetings of the Board, oversee the receipt of all monies on behalf of the Club and deposit the same in a chartered bank or a trust company approved by the Directors.
- (b) The Treasurer shall pay or cause to be paid all accounts passed by the Directors.
- (c) The Treasurer shall submit quarterly statements of the Club's financial affairs to the Directors.
- (d) The Treasurer shall advise on the corporate status of the Club to ensure its non profit status.
- (e) The Treasurer shall present a financial statement at each Annual General Meeting, and perform such others duties as the President and/or Directors may require.
- (f) All expenditures, in accordance to allowance plans, must be accompanied by receipts, and must be ratified by the Treasurer.
- (e) The Treasurer shall present a financial statement at each Annual General Meeting, and perform such others duties as the President and/or Directors may require.
- (f) All expenditures, must be accompanied by receipts where applicable, and must be ratified by the Treasurer.

Section 5.05 Membership Director

- (a) The Membership Director shall attend the meetings of the Board, conduct matters of membership on behalf of the Board such as review of categories of membership, make recommendations to the Board on fees, admissions, demographic studies.
- (b) The Membership Director shall ensure all fees for memberships have been gathered.
- (c) The Membership Director shall ensure that all membership fees and names of paid members have been forwarded to the Saskatoon Wildlife Federation and the Saskatchewan Archery Association.
- (d) The Membership Director shall ensure that all funds gathered from the sale of memberships are forwarded to the Treasurer as soon as viable.
- (e) The Membership Director shall perform other duties as the President and/or Directors may require.

Section 5.06 Junior Olympic Program (JOP) Coordinator

- (a) The JOP Director Coordinator shall attend the meetings of the Board of Directors, conduct matters of the JOP on behalf of the Board such as the status and determination of events to benefit the JOP.
- (b) The JOP Coordinator shall organize and assist the youth of our club to ensure maximum participation in the Junior Olympic Program.
- (c) The JOP Coordinator shall ensure all youth registered in the SSSAC JOP Program are advised of the core elements of the program and a record of said youth participation is kept and forwarded to the Saskatchewan Archery Association as necessary.
- (d) The JOP Coordinator shall ensure all JOP participants and parents are advised of the annual JOP tournament, and encourage participation in said tournament.
- (e) The JOP Director shall ensure all youth scores are submitted to the Saskatchewan Archery Association, and earned badges are distributed to the appropriate badge earner.
- (f) The JOP Coordinator shall promote and receive applications to sponsor annual tournaments.
- (g) The JOP-Coordinator shall perform such other duties as the President and/or Directors may require.

Section 5.07 Adult Program Director and Assistant Program Director

- (a) The Adult Program Director shall attend the meetings of the Board, conduct matters of adult programs on behalf of the Board such as the status and determination of events to benefit the adult aspect of the club, and perform such other duties as the President and/or Directors may require.
- (b) Shall prepare an Annual Budget for operation and implementation of the Adult Programs.
- (c) The Adult Program Director shall prepare an Annual Report on the operation and implementation of the Adult Programs.
- (d) The Adult Director shall perform such other duties as the President and/or Directors may require.

Section 5.08 Outdoor Director

- (a) The Outdoor Director shall attend the meetings of the Board, conduct matters of Outdoor tournaments on behalf of the Board such as the status and determination of events to benefit the FITA aspect of the club, and perform such other duties as the President and/or Directors may require.
- (b) Promote and receive applications to sponsor the annual Outdoor Tournaments.
- (c) Establish tournament regulations and classes of shooters that will encourage all ages of shooters to participate. The Outdoor tournaments are to be a family event, with classes to represent the abilities of each age group.
- (d) Prepare an Annual Budget for operation and implementation of the Outdoor tournaments.
- (e) Prepare an Annual Report on the operation and implementation of the Outdoor Tournaments.
- (f) Chair any meetings to set out the rules under which the Outdoor Championships shall be run. Any rule changes must be approved by the membership at an Annual Membership Meeting or by the Executive Committee in lieu of the former if time does not permit.

Section 5.09 SSSAC Past President

- (a) The SSSAC Past President shall attend a minimum of one the meetings of the Board of directors per year to stay current on SSSAC events.
- (b) Will be available for guidance and support for current President and members of the Board of Directors.
- (c) Must continue to promote SSSAC positively.
- (d) Will be given voting privilege during meetings of the Board of Directors which he/she attends.
- (e) Must be a member of the SSSAC in good standing.
- (f) Must have resigned or voted out from the position of President, as a member in good standing.

Section 5.10 Volunteer Coordinator

- (a) The Volunteer Coordinator shall attend the meetings of the Board of Directors, conduct matters of the volunteers needed for the smooth functioning of the SSSAC on behalf of the Board.
- (b) The Volunteer Coordinator shall organize and assist with determination and organization of volunteer needs of the SSSAC.
- (c) The Volunteer Coordinator shall prepare an annual volunteer needs report for operation and implementation of the SSSAC programs.
- (d) The Volunteer Coordinator shall perform such other duties as the President and/or Directors may require.

Article VI. ELECTION OF DIRECTORS

(a) Eligibility for Office

(i) Any member of at least one calendar year of the SSSAC in good standing is eligible to run for office for the Board of Directors, with exception of President, Vice-President and Treasurer which must be a member in good standing of the SSSAC for 2 calendar years.

(ii) As necessary, a single person may hold no more than two positions on the SSSAC Board. If a member holds more than one position on the Board of Directors, this member will have one vote on the Board for all votes and not one vote per position. In his/her absence, the President will take over these duties.

(iii) Elections to the Board of Directors shall be held at the Annual General Meeting of the SSSAC, after the presentation of reports by members of the out-going Directors.

(iv) The Vice-President shall be responsible for assembling an official slate of candidates, and he/she shall be chairman of the meeting during elections.

(v) Candidates for election to any position may make their names known to the Vice-President in writing, at any time prior to the vote being called, or nominations from the floor will be accepted. Candidates for election need not be present, but if they are not, a signed notice of intent to stand for office must be in the hands of the Vice-President prior to the vote being called.

(vi) Elections for the SSSAC Board of Directors shall be held in the following order:

- 1) Outdoor Program Director
- 2) Adult Program Director
- 3) Junior Olympic Program Coordinator
- 4) Membership Director
- 5) Treasurer
- 6) Secretary/Communications Director
- 7) Vice-President
- 8) President

(vii) Voting Privileges

(1) Any member in good standing, eighteen years of age or over, is entitled to a single vote. Members under the age of majority shall have their parents/legal guardian cast a vote on their behalf. In the case where there is more than one child in a family, only one vote shall be cast on their behalf. All voting shall be by open ballot or as necessary by secret ballot.

(2) At the Annual General Meeting, no ballots shall be distributed until election speeches are completed.

(3) The Vice-President shall verify that all persons receiving ballots are members in good standing on that date.

(4) Should there be no nomination for a vacancy in the Board of Directors received according to these requirements; the Board shall appoint a member in good standing to such vacancy.

(5) On upcoming even calendar years, the President, Secretary, JOP Coordinator and Outdoor Program Director positions will be voted upon. On upcoming odd calendar years the Vice-President, Treasurer, Adult Program Director, and Membership Director positions will be voted upon, as the above noted positions are two year terms.

Article VII. MEMBERSHIP

Section 7.01 Members, to be of good standing in the SSSAC, will be:

- (a) Up to date in payment of all requisite fees, will have signed the membership waiver, and provided requisite information on their application, and will not have their membership under suspension.
- (b) Not been suspended or expelled from membership.
- (c) Not subject to a disciplinary investigation or action of the SSSAC.
- (d) Not been suspended or expelled from membership to the Saskatoon Wildlife Federation.
- (e) Not been suspended or expelled from membership to the Saskatchewan Archery Association.
- (f) Have not had a harassment complaint against them for which they have been disciplined by a member of the SSSAC within one full calendar year, as per the SSSAC Code of Conduct.

Section 7.02 Year:

- (a) Unless otherwise determined by the Board, the membership year of the SSSAC shall be January 1 to December 31 of the same year.
- (b) September 1 to August 31 will be our financial fiscal year to accommodate our registration for the following year.

Section 7.03 Dues:

- (a) Membership dues for each category of individual membership shall be determined by Ordinary Resolution at the Annual General Meeting.
- (b) Dues once set shall remain in effect unless changed, and if changed, the new dues will be effective commencing the next membership year.
- (c) Deadline -- The Board shall determine the deadline date by which all membership dues, where levied, must be paid. Membership fees may be paid directly to the SSSAC, or may be paid to a member club, in which case the club must forward the fees prior to the specified deadline, and prior to individual memberships being recognized.

Section 7.04 Withdrawal, Suspension and Termination of Membership:

Section 7.05 Arrears -- A Member may be suspended from the SSSAC for failing to pay membership dues, where levied, by the deadline date prescribed by the Board. Should membership dues remain unpaid for an additional 90 days, the Member may be expelled from the SSSAC.

Section 7.06 Discipline -- In addition to suspension or expulsion for failure to pay membership dues, a Member may be suspended or expelled from the SSSAC in accordance with the SSSAC's policies and procedures relating to discipline of Members.

Section 7.07 Members of the Board of Directors will receive an honorarium for the year that they are serving on the Board of Directors in the form of payment of yearly dues on their behalf. This will include SSSAC yearly dues, SAA yearly dues and SWF yearly dues.

Article VIII. MEETINGS OF MEMBERS

Section 8.01 An Annual General Meeting of the members shall be held no later than the 31st day of December in each year.

Section 8.02 The following business shall be conducted at each Annual General Meeting:

- (a) Approval of the Minutes of the previous Annual General Meeting.
- (b) Presentation of the Treasurer's report and the financial statement with respect to the previous fiscal year.
- (c) Presentation of the President's report.
- (d) Election of the required number of Directors.
- (e) Such other business as may properly come before the meeting.
- (f) Special Meetings may be called by the President when she/he considers it necessary in the best interests of the Club or shall be called upon the signed written request of fifteen members in good standing.
- (i) Such a request shall state clearly the purpose of such a meeting.
- (ii) Written notification of a Special Meeting shall be provided to each member at least 15 days prior to such a meeting with a statement of purpose for such meeting and a description of any proposed action.

Article IX. DISCIPLINE

Section 9.01 Upon receipt of a written complaint that a member or guest has exhibited behavior whether on Club premises or while representing the Club that fails to comply with SSSAC rules or regulations or is considered improper, unbecoming or illegal, or likely to endanger the welfare, interest or reputation of the Club or its members, that a member has not fulfilled her/his duties on behalf of a section of the Board of Directors or fails to adhere to the Code of Conduct and/or the Conflict of Interest Policy, the President shall appoint a committee comprising of three directors who are without conflict of interest to review the complaint.

Section 9.02 In the event of a complaint regarding the President, matters pertaining to a discipline hearing shall be conducted by the Vice-president and the vice-president shall assume the duties of President upon a vote by the Board of Directors until such time as a hearing is held and a ruling made.

Section 9.03 Any persons including members and staff of SSSAC, SAA and/or SWF may give testimony at a discipline hearing as to facts pertaining to a complaint, such testimony to be disclosed in full to the member.

Section 9.04 After the hearing, the discipline committee shall make a decision regarding the complaint and may exonerate or apply such sanctions as the committee deemed appropriate, including termination of membership and/or removal from the SSSAC Board of Directors and shall have the Secretary/Communications Director issue any written decisions. Written decisions may be supplied to the sanctioned member via email, regular mail or written notice delivered in person.

Section 9.05 A confidential record of discipline matters pertaining to members will be kept by the Board of Directors.

Article X. CAPITAL EXPENDITURES

Section 10.01 Plans for expenditures are to be made known to and are required to be approved in advance by the Board by majority vote.

Article XI. GRANTS

Section 11.01 Application to government bodies or private organizations for grant monies may be made by the Board of Directors, on behalf of the Club. All materials submitted for such application shall be approved by the Board in advance of submission.

Article XII. USE OF CLUB NAME

Section 12.01 The use of the Club name, Saskatoon Straight Shooters Archery Club shall not be used for any other purpose other than that authorized by the Board of Directors.

Article XIII. AMENDMENTS OF BYLAWS

Section 13.01 Amendments to bylaws of the SSSAC shall be proposed in writing by the Board of Directors and shall be voted on by the membership at the next general meeting.

(a) Bylaws may be amended, altered or replaced through an approval vote at the general meeting with the members present.

Article XIV. DEFINITIONS

Private Voluntary Club: An organization composed of people who voluntarily meet on a regular basis for a mutual purpose other than educational, religious, charitable, or financial pursuits. A club is any kind of group that has members who meet for a social, literary, or political purpose. Voluntary clubs are not partnerships, since the members do not join them for profit-making purposes and, unlike partners, are not responsible for the acts of each other.

Ordinary Resolution: is a resolution passed by the general membership of the SSSAC by a simple or bare majority (more than 50% of the vote) at a convened meeting of SSSAC Club members.

Board of Directors: Shown in this document as “Board”, “the Board”, “Volunteer Board of Directors”, “Directors”, all of these terms may be used interchangeably.

Quorum: The number of members of the SSSAC required to be present to transact business legally. For the SSSAC quorum of the Board of Directors is defined specifically as half plus one of the currently filled and active positions, for example: 7 of 12 Board Members in attendance. A meeting of the Board of Directors must meet quorum. No motions can be made without quorum present.

Conflict of Interest: A situation in which someone who has to make a decision in an official capacity stands to profit personally from the decision.

Majority Vote: Is more than 50% half of the votes cast of the members present.

Member in Good Standing: a member who is current in the payment of their fees and not in violation of the Constitution or Code of Conduct. Those members who are delinquent and/or have been found to be in violation of the governing documents Constitution or Code of Conduct, and following due process are deemed "Not in Good Standing."

Article XV. Code of Conduct
SSSAC

Code of Conduct

[August 28, 2016]

SSSAC Code of Conduct

Definitions

1. The following terms have these meanings in this Code:

- a) "SSSAC" – Saskatoon Straight Shooters Archery Club) "Individuals" – All categories of membership defined in the Association's Bylaws, as well as all individuals engaged in activities with the SSSAC including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the SSSAC
- c) "Harassment" – Behaviour that constitutes harassment is defined in Section 7(b)
- d) "Workplace Harassment or Workplace Violence" – Behaviour that constitutes workplace harassment and workplace violence is defined in Section 7(c)
- e) "Sexual harassment" – Behaviour that constitutes sexual harassment and workplace violence is defined in Section 7(d)

Purpose

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

Application of this Code

3. This Code applies to Individuals' conduct during the SSSAC's business, activities, and events including, but not limited to JOP, Club nights, competitions, practices, tryouts, training camps or travel associated with the SSSAC's activities, and any meetings.

4. This Code also applies to Individuals' conduct outside of the SSSAC's business, activities, and events when such conduct adversely affects relationships within the SSSAC and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the SSSAC. Such jurisdiction will be determined by the SSSAC at its sole discretion.

5. An Individual who violates this Code may be subject to sanctions pursuant to the SSSAC's Discipline and Complaints Policy.

6. A General Member or a Member of the Board of Directors of the SSSAC found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the SSSAC's Constitution. Violations could result in a suspension or removal of the member's SSSAC membership.

Responsibilities

7. Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of the SSSAC members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the SSSAC
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules

b) Refrain from any behaviour that constitutes harassment. Types of behaviour that constitute harassment include, but are not limited to:

- a. Written or verbal abuse, threats, or outbursts
- b. The display of visual material which is offensive or which one ought to know is offensive
- c. Unwelcome remarks, jokes, comments, innuendo, or taunts
- d. Leering or other suggestive or obscene gestures
- e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- g. Any form of hazing
- h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
- i. Unwelcome sexual flirtations, advances, requests, or invitations
- j. Physical or sexual assault
- k. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- l. Retaliation or threats of retaliation against an individual who reports harassment

c) Refrain from any behaviour that constitutes Harassment or Violence, where harassment is defined as conduct against a member of the SSSAC that is known or ought reasonably to be known to be unwelcome; and where violence is defined as the exercise of physical force by a person against a member of the SSSAC, that causes or could cause physical injury to the member; an attempt to exercise physical force against a member that could cause physical injury to the member; or a statement or behaviour that it is reasonable for a member to interpret as a threat to exercise physical force against the member that could cause physical injury to the member. Club matters should not be confused with legitimate, reasonable management actions of the Board of Directors that are part of the normal club function.

Types of behaviour that constitute workplace harassment or workplace violent include, but are not limited to:

Club Harassment

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

Club Violence

- ix. Verbal threats to attack a member
 - x. Sending to or leaving threatening notes or emails
 - xi. Making threatening physical gestures
 - xii. Wielding a weapon
 - xiii. Hitting, pinching or unwanted touching which is not accidental
 - xiv. Blocking normal movement or physical interference, with or without the use of equipment
 - xv. Sexual violence
 - xvi. Any attempt to engage in the type of conduct outlined above
- d) Refrain from any behaviour that constitutes Sexual Harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact
- e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the SSSAC adopts and adheres to the Canadian Anti-Doping Program. The SSSAC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the SSSAC or any other sport Association
- f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- h) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in SSSAC programs, activities, competitions, or events. In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the SSSAC's events
- i) Respect the property of others and not wilfully cause damage
 - j) Adhere to all federal, provincial, municipal and host country laws
 - k) Comply, at all times, with the SSSAC's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
 - l) When driving a vehicle with an Individual:
 - i. Not have his or her license suspended
 - ii. Not be under the influence of alcohol, illegal drugs or substances
 - iii. Have valid car insurance

m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.

Board/Committee Members

8. In addition to section 7 (above), SSSAC's Directors and Committee Members will have additional responsibilities to:

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

Coaches

9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- d) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate

- e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g) Act in the best interest of the athlete's development as a whole person
- h) Report to the SSSAC any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l) Dress professionally, neatly, and inoffensively
- m) Use inoffensive language, taking into account the audience being addressed
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) Not engage in a sexual relationship with an athlete under 18 years old or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- p) Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities.
- q) Refrain from conduct that causes physical or emotional harm to Individuals
- r) Prevent the use of power or authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity.

Athletes

10. In addition to section 7 (above), athletes will have additional responsibilities to:

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

Officials

11. In addition to section 7 (above), officials will have additional responsibilities to:

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

Parents/Guardians and Spectators

12. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:

- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
- b) Condemn the use of violence in any form
- c) Never ridicule a participant for making a mistake during a performance or practice
- d) Provide positive comments that motivate and encourage participants continued effort
- e) Respect the decisions and judgments of officials, and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athletes coach
- f) Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
- g) Respect the decisions and judgments of officials, and encourage athletes to do the same
- h) Never question an officials' or staffs' judgment or honesty
- i) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- j) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- k) Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators