

# COMMUNICATIONS

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**1.0 INTRODUCTION****1.1 RESPONSIBILITY**

The S.B.A. Secretary is the key figure in the communications area. Working closely with the Executive Director, President, Promotion's Chairperson, and volunteers, it is his/her responsibility to ensure that the following areas are adequately handled:

**1.2 MAJOR CONCERNS**

- a. Association and Program Marketing and Promotion
- b. Newsletter
- c. Records - minutes, documents, etc.
- d. Internal and external communications
- e. Volunteer Recognition
- f. Sport History

**2.0 INTERNAL AND EXTERNAL COMMUNICATIONS****2.1 RESPONSIBILITY**

The Secretary in conjunction with S.B.A. staff must ensure effective systems are in place for communications among S.B.A. Executive members, S.B.A. leagues, and teams.

**2.2 MEETING NOTICES**

Meeting notices are to be sent out in accordance with bylaw requirements to all voting delegates and required meeting participants. In addition, whenever possible, meetings are advertised in advance in the minutes, newsletter, and through other periodic mail outs.

**2.3 MINUTES**

An up-to-date list should be maintained by the Secretary and E.D. noting who is eligible to receive minutes of Association meetings.

In general, only voting delegates receive minutes unless those attending as observers or invited guests specifically request copies.

**2.4 TALK MAIL**

The SBA employs the services of Talk Mail. This system allows us to communicate quickly, via taped messages, to the various organizers in the association. There is no charge to receive a message.

The SBA will, when available free of charge, update the Talk Mail system for any new team reps that may have joined our association.

New teams, and changes of an existing rep, will be responsible to ensure they are on the system. New teams will submit the bill to our office for reimbursement. Existing teams will be allowed to change at the start of the year only, after this they will not be reimbursed.

All usage charges are the responsibility of the user (excluding Executive members who can claim them).

It is the responsibility of chairpersons/committee heads to ensure that the SBA office is updated on which reps should be on the Talk Mail list.

In an emergency the Talk Mail system will be used to transmit important messages. A mail out confirmation will not occur in most cases

Members who refuse Talk Mail will need to receive updates from their league rep. The SBA will not be responsible for circumstances that may arise when Talk Mail is refused.

## 2.5 INTERNET

The S.B.A. will pay for half of the initial hook-up costs and half of the monthly costs for all executive who wish to become on-line. This applies to home use computers only.

## 3.0 NEWSLETTER

### 3.1 NEWSLETTER

Two types of newsletters exist; membership newsletters and poster newsletters.

Membership newsletters are mailed directly to S.B.A. members.

Poster newsletters are produced in limited quantity and intended to be hung in the arenas that S.B.A. members participate in. They are produced during the competitive season as need dictates; a minimum of twice annually and as often as monthly.

The membership and Executive are encouraged to provide articles and items of interest for the Newsletter. S.B.A. staff is responsible for production; however, the S.B.A. secretary in conjunction with category chairpersons are responsible for the content.

### 3.2 S.B.A. ADVERTISING POLICY

Spotlite advertisement rates are as indicated below:

SIZE	PER ISSUE	DISCOUNT RATE
Full Page	\$100.00	\$280.00/4 issues
1/3 page	\$ 75.00	\$210.00/4 issues
1/2 page	\$ 50.00	\$140.00/4 issues
1/4 page	\$ 25.00	\$ 70.00/4 issues

Advertisers must provide a photocopy ready copy ad to the S.B.A. Ads should, where possible, be reduced to the appropriate size. The paper size used is 8 1/2 x 11. Advertisers wishing to use P.M.T.'s must provide them, at their cost to the S.B.A. by the prescribed deadlines.

Advertising rates are for Membership newsletters only. Where possible, the S.B.A. shall attempt to recognize their current advertisers on the poster newsletters at no cost to them.

All advertisers must complete an advertising contract (see appendix).

### 3.3 CONTENT

In each newsletter, all Chairpersons and Committee heads (where applicable) shall be responsible to provide an article regarding items of interest to their members. Whenever possible, it is strongly encouraged that the newsletter should be composed of a majority of items from volunteers.

## 4.0 RECOGNITION AND AWARDS

### 4.0 RESPONSIBILITY

The promotions chairperson is responsible for the area of recognition of volunteers and executive members. As well, there are a number of awards in place that the association should be involved in. It is the responsibility of the promotions chairperson and committee to ensure that we take advantage of these opportunities.

#### 4.1 SASK SPORT RECOGNITION AWARDS

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

##### SPECIAL CRITERIA

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

#### 4.2 SASK SPORT DELEGATES

The S.B.A. is a member of Sask Sport. As such, we are entitled to participate in the various Sask Sport functions including voting rights at the Annual General Meeting, the Sask Sport Fall Conference, and the Hall of Fame Induction Dinners.

The S.B.A. shall have a policy of nominating and selecting S.B.A. representatives to officially attend these functions. Delegates attending the S.S. A.G.M. and Hall Of Fame Banquet will be nominated at the May meeting. Delegates for the Sask Sport Symposium will be nominated at the fall meeting. Wherever possible, delegates will be volunteers. Staff will attend as observers upon the invitation of the President or where program content is deemed relevant.

The S.B.A. shall also endeavour to nominate and support a candidate to run for a position on the Board of Directors of Sask Sport Inc.

#### 4.3 SASKATCHEWAN HALL OF FAME ELIGIBILITY OF CHAMPIONSHIP TEAMS

Saskatchewan teams winning a National, International, or World Championship may be eligible for installation in the Saskatchewan Sports Hall of Fame. The final decision respecting the eligibility of such teams is made by the Board of Directors on the basis of established criteria. The installation will be in the form of a suitable photograph of the team in the Championship Teams Sections.

##### 4.3.1 INFORMATION AND CRITERIA CONCERNING NOMINATIONS TO THE HALL OF FAME

Nominations may originate with an individual, club, or association and must be signed by the nominator. Nominations should be forwarded to the Saskatchewan Sports Hall of Fame, 2205 Victoria Avenue, Regina, Saskatchewan SK S4P 0S4.

Nominations should outline as much factual information as possible, giving details of the accomplishments of the nominee. Where possible, the claimed accomplishment or service record should be supported by documentary evidence.

Nominations must be accompanied by a head and shoulders photograph (5" x " minimum size) of the nominee. In the case of an athlete, this should be from his/her competitive days. The photograph will be used for making a portrait to hang in the Hall of Fame should the nominee be accepted for induction.

Nominations must be submitted to the Hall of Fame by September 1st for consideration that year.

##### ELIGIBILITY OF ATHLETES FOR NOMINATIONS

An athlete (either male or female) must:

- a) Be a Saskatchewan native; or a Saskatchewan resident during the period for which outstanding performance is claimed.
- b) Have represented sport with distinction in an athletic competition either in Saskatchewan or outside the Province, or whose example has brought great credit to the sport and high respect for the individual.
- c) Have compiled an outstanding record which extends over a period of time in one or more sports.
- d) Under normal conditions an athlete must have retired for at least three years from active competition.

#### .2 ELIGIBILITY OF SPORTSMEN OR SPORTSWOMEN FOR NOMINATION TO BUILDERS' SECTION

- a) Be a Saskatchewan native or resident during the period for which outstanding service is claimed.
- b) Have meritoriously served sport for a period of at least ten years; not necessarily consecutive.
- c) Have a career which combines, wholly or in part, the qualities mentioned in section (b) above, in such a way as to make his/her contribution to sport of an outstanding nature.

#### 4.4 S.B.A. RECOGNITION AWARDS

The S.B.A. shall honour volunteers with awards to recognize their dedication and to recognize their contributions.

##### 4.4.1 The following individuals shall receive recognition:

- a. League Reps serving a full two year (or more) term
- b. Executive Members serving a full two or three year term - engraved glass plaque
- c. Executive Members serving four or more years - clock
- d. Presidents Award - gavel, also would receive .1, .2, .3 if they qualify, given to the outgoing President regardless of the length of term they have served
- e. Athletes of the Year - all divisions, Male and Female (where applicable)
- f. **Harold Clarke Memorial Award for Service - for outstanding service in the past & continued involvement** **09/07**
- g. Volunteer of the Year
- h. Hall of Fame - for outstanding contributions in the past
- i. Other individuals deemed by the E.C.M. to have significantly contributed to the programs of the S.B.A., regardless of length of term.

##### 4.4.2 Other details:

- a. The Secretary shall investigate appropriate awards that may be given out on an ongoing basis in each category. As well, he/she shall attempt to secure sponsors for all S.B.A. awards.
- b. Awards will be presented upon Executive members resignation.
- c. Each year the SBA will have a member group host the Annual Awards Night

##### 4.4.3 Deadlines

- a. Send/Open nominations March 1st
- b. Close nominations at the A.G.M.
- c. Meeting May 15th - Short list each Category (to 3)
- d. Aug. 1st send voting package to a list of individuals - Board, Teams Reps, league reps, etc.
- e. Aug. 15th deadline for voting on award winners.
- f. Awards at the fall meeting.

**5.0 MARKETING AND PROMOTIONS****5.1 PROMOTIONS COMMITTEE****5.1.1 Mandate**

The promotions committee is in place to design and carry out promotions that will portray the association and its programs favourably and provide much needed exposure for the game of broomball and the S.B.A. Should a volunteer not be forthcoming these duties fall to the Secretary.

**.2 Membership**

Chairperson - appointed from membership. Failing this, the responsibility falls to the Secretary. Members are encouraged to become involved in this committee. Three to five are recommended.

**.3 Objectives**

- a. To design effective promotional tools which will enhance the image of the association and game.
- b. To promote or ensure the promotion of all S.B.A. sanctioned events.
- c. To recognize in a formal way the contributions of S.B.A. volunteers.
- d. To nominate worthy individuals for any non S.B.A. awards which S.B.A. members may be eligible for.

**6.0 SPORT HISTORY****6.1 SPORT HISTORY COMMITTEE****6.1.1 Mandate**

The sport history committee exists to ensure Broomball's past is recorded and maintained for the future. Should this committee not be in place all duties fall to the Secretary.

**.2 Membership**

Chairperson - appointed from membership. This is an ideal committee for retired members to keep involved in the game in a non competitive way. No size recommendations exist for this committee.

**.3 Objectives**

- a. To research and record Broomball's history.
- b. To administer the Sport History grant.
- c. To ensure effective systems are in place for the recording and maintenance of all current records or events of historical significance.

**7.0 RECORDS****7.1 MINUTES**

It is the responsibility of the S.B.A. Secretary to ensure that accurate minutes are taken at all S.B.A. meetings and committee meetings. A standard format should be used. The storage of these records is the responsibility of S.B.A. staff.

**7.2 SIGNIFICANT DOCUMENTS**

All documents of historical significance or items which are required to be maintained by law are to be kept in storage at the S.B.A. office. The care and handling of these records is the responsibility of the Executive Director.

The following are examples of items which must be maintained in proper order: Audit Reports, Annual Returns, Grant Submissions and Follow Ups, Raffle Follow Ups, etc.

7.3 VIDEO

All video taped games of some significance should be maintained for posterity.

7.4 PHOTOGRAPHS

Each season the team photo for all provincial medal winners shall be obtained and maintained.