

GENERAL

**TABLE OF CONTENTS**

<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>2</b>
1.1	MAIN DOCUMENTS .....	2
1.2	UPDATE AND MAINTENANCE .....	3
<b>2.0</b>	<b>AFFILIATION WITH OTHER ORGANIZATIONS .....</b>	<b>3</b>
2.1	SASK SPORT INC. ....	3
2.2	SASKATCHEWAN LOTTERIES TRUST FUND.....	3
2.3	ADMINISTRATION CENTRE FOR SPORT, CULTURE AND RECREATION .....	3
2.4	SASKATCHEWAN SPORTS HALL OF FAME AND MUSEUM.....	4
2.5	SPORT, CULTURE AND RECREATION DISTRICTS .....	4
2.6	CANADIAN BROOMBALL FEDERATION (CBF) .....	4
<b>3.0</b>	<b>DEFINITIONS .....</b>	<b>4</b>

## **1.0 INTRODUCTION**

### **1.1 MAIN DOCUMENTS**

In general, the affairs of the Saskatchewan Broomball Association (here after referred to as the SBA) are governed by the Bylaws and the Policy and Procedure Manual.

These documents interrelate in the following ways:

#### **.2 The Bylaws**

The Bylaws outline how a person may become a member. As a member, each person has a right to express their concerns, and this process, the democratic process of the association, is also outlined in the Bylaws.

The bylaws also outline what specific requirements an individual or team must fulfil before they are considered a member in good standing with the SBA. Once in good standing, a member may then participate in SBA programs.

Just as the associations members continually change, so do its bylaws and as such they can be amended at each meeting of the Board of Directors and then subsequently ratified at a meeting of the members.

#### **.3 The Policy and Procedure Manual**

The Policy and Procedures Manual is designed to provide members with a simple and concise explanation of the policies and procedures that govern the Saskatchewan Broomball Association. The ultimate objective behind developing the manual is to promote better communication within the Association through a clear definition of all policies and procedures relating to its functions. Another objective is to ensure fair and consistent decision making. This document is the basis from which the SBA Executive makes their decisions regarding the enforcement of the bylaws and the day-to-day decisions necessary to operate the association.

The Board of Directors is responsible for the future of the association. It is their mandate to ensure that the goals and objectives of the association are met. It is through policy that their instructions are handed down to staff and committees of the association. As such, all policies must eventually be approved by the Board of Directors.

During a season's events occur which result in new policy being made between meetings. This decision will then become policy. Care should be taken when making day to day decisions because they will guide the Board somewhat in future decision making. All policies should be reviewed for final acceptance by the Board of Directors.

The Board of Directors and staff are responsible to ensure that policy decisions are documented and presented to the Board at the first opportunity.

#### .4 The Appendix

Another useful section is the appendix. The appendix contains forms which members may be required to use as well as complete details on any lengthy policies or SBA programs which may be too large for the Policy and Procedures Manual.

### 1.2 UPDATE AND MAINTENANCE

The Executive Director of the Saskatchewan Broomball Association will, under the direction of the Board, be responsible for the update and maintenance of the Policy and Procedures Manual. Major policy decisions which have been made throughout the year will be summarized for review and approval by the Board.

## **2.0 AFFILIATION WITH OTHER ORGANIZATIONS**

### 2.1 SASK SPORT INC.

***Sask Sport Inc. administers funding through the Sport Section of the Saskatchewan Lotteries Trust Fund. These funds are made possible from the sale of lottery tickets in Saskatchewan.***

***Sask Sport Inc. offers a wide range of funding opportunities that support the growth and development of amateur sport in Saskatchewan. Funding is channelled through eligible Provincial Sport Organizations who support extensive participation towards excellence.***

### 2.2 SASKATCHEWAN LOTTERIES TRUST FUND

***The Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation was established in 1974 by Sask Sport Inc., pursuant to the Inter-provincial Lotteries Act (1974), for the purpose of granting funds to eligible, non-profit volunteer organizations in the areas of sport, culture and recreation.***

***The Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation distributes Saskatchewan Lotteries proceeds to eligible sport, culture and recreation organizations in Saskatchewan. These eligible organizations are designated by the Minister of Culture, Youth and Recreation. These eligible organizations range from provincial sport, culture and recreation groups to Tribal Councils and First Nation Band Councils. Today, there are over 1,200 groups which receive direct funding support and through them, more than 12,000 affiliated organizations receive some form of support.***

### 2.3 ADMINISTRATION CENTRE FOR SPORT, CULTURE AND RECREATION

***The Administration Centres for Sport, Culture and Recreation (located in Regina and Saskatoon) provide convenient, quality office space, administrative services and other common support services, at the lowest possible cost to assist in increasing the efficiency and effectiveness of volunteer non-profit organizations in sport, culture and recreation.***

## 2.4 SASKATCHEWAN SPORTS HALL OF FAME AND MUSEUM

The Saskatchewan Sports Hall of Fame and Museum is a non-profit organization whose goal it is to preserve the rich heritage of sport in the province. The location of the Hall of Fame is 2205 Victoria Ave. Regina. The Hall of Fame operates an annual induction dinner each June.

## 2.5 SPORT, CULTURE AND RECREATION DISTRICTS

***There are nine Sport, Culture and Recreation Districts in Saskatchewan. Each District is a non-profit organization governed by a volunteer board of directors. The mandate of the District organizations is to facilitate community development and coordinate District networks with the aim of enhancing access to sport, culture and recreation programs and services in the province. District staff can help communities assess their needs and provide services and information to help them access a wide range of the sport, culture and recreation programs and services that can enhance quality of life and community vitality through increased participation.***

## 2.6 CANADIAN BROOMBALL FEDERATION (CBF)

The Canadian Broomball Federation (***also referred to as Broomball Canada***) is a National Sports Organization whose reason for being ***is to provide leadership by promoting and developing broomball in Canada***. The S.B.A. is an active member of the CBF. Information on the operation and bylaws of the CBF are available on their website [www.broomball.ca](http://www.broomball.ca).

## 3.0 DEFINITIONS

The following pages outline many of the definitions, abbreviations, or acronyms which are used throughout this manual.

SBA	Saskatchewan Broomball Association
S.S.	Sask Sport
CBF	Canadian Broomball Federation
PSGB	Provincial Sport Governing Body
A.A.	Athlete Assistance
M.A.P.	Membership Assistance Program
L.O.A.	League Official's Association
H.P.	High Performance
N.C.	Non-Contact
E.D.	Executive Director
T.D.	Technical Director
R.I.C.	Referee in Chief