

COMMUNICATIONS

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1.0 INTRODUCTION

1.1 RESPONSIBILITY

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

- 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 SBA staff must ensure effective systems are in place for communications among SBA Board members, SBA leagues, and teams.

2.2 MEETING NOTICES

Meeting notices are to be sent out in accordance with the Bylaws 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 Executive Director noting who is eligible to receive minutes of SBA meetings.

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

3.0 NEWSLETTER

3.1 NEWSLETTER

One membership newsletter still exists.

Membership newsletters are ***Emailed*** directly to S.B.A. members.

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 SBA ADVERTISING POLICY

Advertisers must provide a photocopy ready copy ad to the SBA. 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 SBA by the prescribed deadlines.

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

All advertisers must complete an advertising contract.

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 the SBA takes advantage of these opportunities.

4.1 SASK SPORT RECOGNITION AWARDS

The basis of consideration for the Sask Sport awards is for outstanding performance or series of performances during the calendar year January 1 to December 31. Nominations may be made by Active and Affiliate members of Sask Sport Inc., but the media and general public are also encouraged to bring forward any nominations to a Provincial Sport Governing Body for their consideration.

AWARD CATEGORIES

4.1.1 Athlete of the Year

Nominations can be made in the categories of Master, Youth-Male, Youth-Female, Male, Female, and Team. The award is open to athletes who make their primary home in Saskatchewan and are a member in good standing with their Provincial Sport Governing Body.

4.1.2 Volunteer Recognition Awards

The Volunteer Recognition Awards are designed to honour individuals who devote their time and effort toward the development of sport. Volunteers may be nominated for service within the province and/or at the national/international level. Service to sport within the province will be the most important factor in the process.

4.1.3 Coaching Awards

The Coaching Awards aim to recognize and celebrate the outstanding achievements and significant contributions coaches have made to their athletes and their sport through coaching in Saskatchewan. The selection of recipients is based on their exceptional contribution to sport through the continued development of their athletes.

Coach of the Year Award

The Coach of the Year award reflects outstanding event performances or a series of performances a coach has achieved with his/her Saskatchewan athlete(s) or team(s) within the given year (January - December). The intent of this award is not to recognize long-standing service but it is designed to recognize outstanding results or performances in a given year (similar to the Athlete of the Year awards).

Coaching Dedication Awards

The Coaching Dedication Awards are designed to recognize & honour the outstanding accomplishments and contributions that a male & female coach have made to his/her sport, athletes, and community over a number of years. This award is dedicated to recognizing history and dedication to coaching. The award will be presented to one male and one female coach.

4.1.4 Officials' Awards

The Officials' Awards aim to recognize and celebrate the outstanding achievements and significant contributions of male and female officials to amateur sport. The selection of the recipients is based on their dedication, history, and achievements in officiating.

4.2 SASK SPORT DELEGATES

The SBA is a member of Sask Sport. As such, the SBA is 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 SBA shall have a policy of nominating and selecting SBA 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 SBA 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 INFORMATION AND CRITERIA CONCERNING NOMINATIONS TO THE HALL OF FAME

Eligible sport candidates for induction must meet (I) of the guidelines below, and additionally meet two (2) of the remaining three (3) criteria II-IV as outlined below.

(I) It is physical, competitive and adheres to standard rules.

(II) It is a member of, or affiliated with, a provincial or national sport federation.

(III) It is included in multi-sport events: (i.e.) Olympics, Pan-American, Canada Games, Provincial Games, etc.

(IV) It is, or has been, recognized on Sask Sport Inc.'s list of provincial sports.

In 2006 the Board of Directors confirmed that no "special category" designation would be established to include any candidates that do not meet the eligibility criteria as defined above.

Eligibility of Athletes for Nomination - The nominee must have represented sport with distinction in athletic competition; both in Saskatchewan and outside the province; or whose example has brought great credit to the sport and high respect for the individual; and whose conduct will not bring discredit to the SSHF.

- The nominee must have compiled an outstanding record in one or more sports.*
- The nominee must be an individual with substantial connections to Saskatchewan.*
- The nominee does not first have to be recognized by a local satellite hall of fame, if available.*
- The "junior" level of competition will be the minimum level of accomplishment considered for nomination eligibility.*
- Regardless of age, if an individual competes in an open competition, a nomination will be considered.*

Eligibility of Builders for Nomination

- The nominee must have served sport for a period of years not necessarily consecutive.*
- The nominee must have had a career which combines wholly or in part, the qualities specified for athletes (above) in such a way as to make their contribution to sport of an outstanding nature, and whose conduct will not bring discredit to the SSHF.*
- The nominee must be an individual with substantial connections to Saskatchewan.*
- The nominee does not first have to be recognized by a local satellite hall of fame, if available.*
- The term builder should be defined to illustrate a variety of functions including coach, official, administrator, patron, media (journalist/broadcaster) and sports medicine.*
- The individual inducted as an athlete who then goes on to become an administrator in the same sport should not be inducted as a builder in the same sport.*

Eligibility of Teams for Nomination

- Saskatchewan teams winning a national, international, or world championship, or reaching the ultimate level of achievement in their sport, and whose conduct will not bring discredit to the SSHF, may be eligible for entry into the Hall of Fame.*
- The nominee does not first have to be recognized by a local satellite hall of fame, if available.*
- Generally speaking, in a sport where athletes compete in individual events the team will not be eligible for a team induction.*
- A team is not a team if the team result is derived on the basis of a calculation of individual scores.*

- ***The "junior" level of competition will be the minimum level of accomplishment considered for a team nomination.***
- ***Regardless of age, if a team competes in an open competition, a nomination will be considered.***

Waiting Period

- ***Athletes should generally not be inducted for at least three (3) years after they have finished competing (retired).***
- ***The three year term would not generally apply to builders.***
- ***Teams comprised of the same personnel must wait three (3) years before they are eligible for induction.***
- ***A team of a specific year should generally not be inducted for at least three (3) years after their accomplishment.***

Nomination Deadline

- ***The nomination deadline is September 1st, annually.***
- ***Nominations should be sent by mail or courier. Faxed and e-mailed nominations are not acceptable.***
- ***All nominations should include a 4x5 inch (10.12x12.65 cms) black and white head and shoulders photograph of the nominee. Photographs should be face forward with no shadow effects. Photographs must include the name of the photographer on the back. A letter from the photographer must accompany all photographs authorizing the Saskatchewan Sports Hall of Fame to use the photograph in its galleries and for publicity purposes as it applies to the Induction Dinner. The Saskatchewan Sports Hall of Fame will acknowledge the photographer for every use. Please be aware that photographs are not returned to the nominator.***
- ***Forms are available on the Sask Sports Hall of Fame and Museum website <http://www.sshfm.com/nominations.html>***

4.4 SBA RECOGNITION AWARDS

The SBA shall honour volunteers with awards to recognize their dedication and to recognize their contributions.

4.4.1 The following individuals shall receive recognition:

- a. Board Members serving a full two- or three-year term - engraved glass plaque
- b. Board Members serving four or more years - clock
- c. President's Award - gavel, given to the outgoing President regardless of the length of term they have served
- d. Athletes of the Year - all divisions, Male and Female (where applicable)
- e. Harold Clarke Memorial Award for Service - for outstanding service in the past & continued involvement (Service Award)
- f. Volunteer of the Year
- g. Hall of Fame - for outstanding contributions in the past
- h/ Other individuals deemed by the Board to have significantly contributed to the programs of the SBA, 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, they shall attempt to secure sponsors for all SBA awards.
- b. Awards will be presented upon a Board Member's resignation, retirement, or failure to be re-elected.
- 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 May 1st.**
- c. Meeting to take place 2nd weekend in May.
- d. Awards at the fall meeting.

4.4.4 SBA Hall of Fame Committee – Guidelines to come

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 SBA, 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 SBA sanctioned events.
- c. To recognize in a formal way the contributions of SBA volunteers.
- d. To nominate worthy individuals for any non SBA awards which SBA 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 SBA Secretary to ensure that accurate minutes are taken at all SBA meetings and committee meetings. A standard format should be used. The storage of these records is the responsibility of SBA 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 SBA 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 videotaped 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.