

SASKATCHEWAN SAILING CLUBS ASSOCIATION

POLICIES AND PROCEDURES



April 2024

Table of Contents

	Page
1. SSCA Board Governance Policies Manual	3
1.1 Purpose and Principles	3
1.2 Funding	3
1.3 Sail Canada	3
1.4 Meetings	3
1.5 Directors' Job Descriptions	5
1.7 Sanctioned Events	5
1.8 Membership Assistance Program	5
1.9 Mobile Sailing School	5
1.10 Committees	5
1.11 Excellence	5
1.12 Annual Awards	5
1.13 Safe Sport	6
2. SSCA Racing Policies	7
2.1 Provincial Regattas	7
2.2 Provincial Race Squad and Race Team	7
3. SSCA Administrative Procedures Manual	9
3.1 Executive Director Job Description	9
3.2 New Procedures	10
3.3 General Administration	10
3.4. Accounting Procedures	12
3.5 Youth Fund Procedures	13
3.6 Annual Funding	13
3.7 Membership Assistance Program (MAP)	14
3.8 Provincial Awards	16
3.9 Capital Assets	17
3.10 Boat Lease Procedures	18
4. SSCA Technical Procedures Manual	20
4.1 Technical Director Job Description	20
4.2 Provincial Sailing Team Criteria	21
4.3 Sailing Squad	21
4.4 Equipment	22
4.5 Mobile Sailing School	22
5. Safe Sport Policy	24

1. SSCA Board Governance Policies Manual

1.1 Purpose and Principles

1.1.1 The Saskatchewan Sailing Clubs Association (SSCA or Sask Sailing) is a non-profit organization that serves as the Provincial Sport Governing Body of sailing.

1.1.2 The objectives of the SSCA are to develop, manage, coordinate and encourage all aspects of the sport of sailing, whether competitive, recreational or educational.

1.1.2 The Board will govern in the best interests of the entire provincial sailing community from a culture of candour, acknowledging and learning from mistakes and accepting comments as areas for improvement, not criticism. The following principles will apply: accountability, transparency, predictability, participation and engagement of all stakeholders.

1.2 Funding

The SSCA receives most of its funding from Sask Sport, with a fiscal year from November 1 to October 31. Self-help is an important additional source of revenue.

1.3 Sail Canada

The SSCA works closely with Sail Canada to further the interests of both organizations.

1.4 Meetings

1.4.1 The SSCA holds an Annual General Meeting, usually during the last week of January.

1.4.2 The Board of Directors is elected at that time for the positions of President, Vice President, Treasurer and Directors at Large.

1.4.3 The maximum number of Directors shall be the number of member organizations plus four. If possible, every Category A Member Club will have a representative on the Board of Directors.

1.4.4 Members of the SSCA may include Sailing Clubs (Category A), Provincial Class Associations, non-profit Sailing Schools, and Honorary Members, although the latter may not vote at the AGM.

1.4.5 The Board of Directors meets at the call of the President, Sask Sport requiring a minimum of 4 Board meetings per year.

1.5 Directors' Job Descriptions

1.5.1 President

1.5.1.1 The President is generally responsible for directing the overall operations of the Association. He/she is the Chief Executive Officer of the SSCA.

In particular, these responsibilities include:

1.5.1.2 Presiding at meetings of the Association and of Directors or assigning the vice-president to replace him/her.

1.5.1.3 Representing Saskatchewan on the Sail Canada Provincial Council and reporting to SSCA on Sail Canada activities. The President may also act on other Sail Canada committees as an individual, not as a Provincial Representative.

1.5.1.4 Participating as a member of all SSCA committees, except the Nominating Committee.

1.5.1.5 Ensuring that Officers carry out their duties.

1.5.1.6 Conducting correspondence on general policy with other organizations.

1.5.1.7 Representing the SSCA at meetings of Sask Sport and other organizations or delegating the duty to another Director.

1.5.1.8 Representing SSCA at Club activities, as much as possible.

1.5.1.9 Supervising all employees, including the Executive Director and the Technical Director.

1.5.2 Vice President

In particular, these responsibilities include:

1.5.2.1 Presiding at meetings of the Association and of Directors when the President is unable to do so.

1.5.2.2 Representing the SSCA at approved Regattas/Events.

1.5.2.3 Acting as a resource person for Club Executives.

1.5.3 Past President

1.5.3.1 The Past President is generally responsible for providing continuity and advice to the Board of Directors. It is not expected that he/she will become actively involved in Association initiatives unless he/she so chooses.

1.5.3.2 Responsibilities may include representing the President as requested.

1.5.4 Treasurer

1.5.4.1 The Treasurer is generally responsible for overseeing the financial records and operation of the SSCA and monitoring the management of the Association's funds.

In particular, these duties include:

1.5.4.2 Leading in the preparation of the annual budget and budget adjustments.

1.5.4.3 Overseeing SSCA spending at a high level, and informing the Board of substantial variance from the budget.

1.5.4.4 Vetting and approving submissions for grants sought from Sask Sport.

1.5.4.5 Examining and approving financial statements.

1.5.4.6 Assisting the Auditor as needed.

1.5.4.7 Assisting the Executive Director in the preparation and submission of grant follow-up reports.

1.5.5 Secretary

The Board will appoint a recording secretary at the first meeting of the year. Responsibilities include preparing minutes for all Board meetings and distributing copies soon after the meeting.

1.6 Staff

The SSCA has two staff members who fill the roles of Executive Director (ED) and Technical Director (TD). These individuals work under the direct supervision of the President, reporting to the Board as required.

1.7 Sanctioned Events

For Sask Sport liability insurance purposes, the SSCA maintains an annual calendar of sanctioned events. The Club will notify the SSCA Executive Director in writing before the event is held, with details such as dates, times, participants and activities planned. The ED will add the event to the annual calendar which will be posted on the website from time to time.

Regattas must be conducted according to *The Racing Rules of Sailing*. It is normal practice for a Club to ascertain that regatta entrants are members of a sailing club.

Emergent events arise from time to time. For these to be sanctioned, a responsible club official will record the details of the event as outlined above. A note shall be emailed to the SSCA Executive Director as soon as practicable that such a sanctioned event has been held. The club will ensure that the written details are kept on file in case there is a claim.

1.8 The SSCA distributes **Membership Assistance Program** grants to each member.

1.9 A **Mobile Sailing School** is provided to members, including boats and instructors.

1.10 The Board supports the formation of **committees** to assist the ED and TD as required. Volunteers for these positions will be appointed by the Board and screened according to the Safe Sport Policy. Examples of committee areas are training, policy and procedures revision, communication/website, racing, budgeting, Sask Sport liaison.

1.11 The Board recognizes the importance of developing **excellence** in competitive sailing, especially through the development of the sailing team and selection from the training squad. This includes the introduction of new athletes to the sport through the Mobile Sailing School. The SSCA Board will approve specific procedures, including selection, training, venues, and boat classes, as developed annually by the Technical Director.

1.12 The SSCA presents **annual awards** to recognize excellence and contributions to sailing by competitors and volunteers.

Approved by the SSCA Board, April 24, 2024

1.13 The SSCA has adopted the **Safe Sport Policy** as approved by Sask Sport and Sail Canada. See Part 5 of this document.

2. SSCA Racing Policies

2.1 Provincial Regattas

2.1.1 Sask Sailing shall select regattas to designate as Provincial Regattas. These are typically provincial championships organized by the Member Clubs with the assistance of Sask Sailing staff and volunteers.

2.1.2 The list of classes, locations and dates for Provincial Championships shall be approved by the President on the recommendation of the TD and ED (and with consultation with host clubs) and shall be reported to the Board of Directors.

2.1.3 The names of Provincial Champions shall be reported to the Board of Directors and shall appear in their meeting minutes.

2.1.4 Provincial Regattas shall be governed by the current version of the Racing Rules of Sailing.

2.1.5 Provincial Regattas shall comply with the current version of the Sask Sailing Safe Sport Policies.

2.2 Provincial Race Squad and Race Team

2.2.1 The TD will establish a Race Squad of athletes training under the TD's direction. The Provincial Race Team will be selected from this Squad as necessary.

2.2.2 The TD shall establish an annual plan for the Race Squad and Provincial Race Team. This plan shall be submitted to the President and Board. The Squad is the pool of athletes training with the TD. The Provincial Race Team will be selected from the Squad.

2.2.3 Long-range plans for the Race Squad and Provincial Race Team must be submitted to the President and Board every four years.

2.2.4 The TD shall be responsible for recruitment and selection of the Provincial Sailing Team, with the administrative support of the ED. The TD shall establish a procedure for the unbiased selection of Team Members and athletes to attend regattas with limited entries, which should contain the ability for appeals to be brought to the President.

2.2.5 The TD and ED shall establish procedures governing the use or charter of SSCA boats to encourage recreational racing and non-competitive sailing.

2.2.6 The TD and ED shall establish procedures to encourage Clubs to organize recreational racing at the Club level.

2.2.7 The TD and ED shall establish procedures to assist Member Clubs in organizing racing at the Club level. Assistance may take the form of funding for equipment, training race officials and judges, providing staff assistance, or other measures. These procedures will be reported regularly to the Board.

3. SSCA Administrative Procedures Manual

3.1 Executive Director Job Description

The Executive Director (ED) is responsible for the planning and general management of all activities to accomplish the goals of the SSCA as described in the current version of SSCA Long Range Plans. The ED is responsible for performing or delegating off-water activities, and ensuring the performance of on-water activities, in consultation with the Technical Director (TD). The SSCA Board of Directors will provide support for permanent and temporary employees.

The responsibilities of the ED include, but are not necessarily restricted to the following:

- a) In consultation with the President, Treasurer, and Technical Director, to develop and submit for approval an annual operational plan covering all SSCA programs, including all competitions, travel plans, team training periods and cycles, clinics and camps, coach and officials development, training for grassroots sailors, and appropriate national and international presenters;
- b) To design operational strategies and budgets to implement the Association's Long Range Plan including under-represented groups, disabled sailors, elite athletes and Club sailors;
- c) To report, in writing and orally, to the SSCA Board of Directors as required;
- d) To maintain accurate financial reports in keeping with generally accepted accounting principles;
- e) To coordinate the preparation of the SSCA's annual grant request, and any special grants as applicable, to Sask Sport and other funding agencies;
- f) To arrange the purchase, maintenance and storage of team and sailing school equipment, in consultation with the TD;
- g) To deal with correspondence with and act as liaison among sailing clubs, other local organizations interested in sailing, other provincial sailing bodies, Sail Canada, and other national organizations;
- h) To develop plans for increasing the presence of learn to sail programs in schools and public recreational areas;
- i) To develop plans and administer programs related to donations, sponsorships, the sale of items, advertising, other fundraising and marketing;
- j) To periodically assess and evaluate the budgets, plans and goals of the SSCA and the degree to which they are being attained, thereafter to suggest and implement means of enhancement and improvement;
- k) To perform all duties and responsibilities in a manner reflecting accountability to the SSCA Board of Directors and ensuring adherence to the Association's goals, policies and procedures relating to coaching, athlete training, financial operations, and personnel management;
- l) To plan and engage in appropriate professional development activities needed to maintain or extend qualifications applicable to this job description;

- m) To perform logistical and administrative tasks related to Mobile Sail School, including the Opti School, and Provincial Race Team in consultation with the TD;
- n) To advertise, interview and recommend employees as required (in consultation with TD as appropriate) and ensure that all HR and payroll activities are performed.

3.2 The Executive Director may approve new procedures subject to Board approval when practicable.

3.3 General Administration

3.3.1 Memberships

3.3.1.1 The Association maintains memberships as it deems necessary.

3.3.1.2 Sail Canada is the National Sport Governing Body. Membership fees are payable based on the number of Club members.

3.3.1.3 Sask Sport is the Federation of Provincial Sport Governing Bodies and SSCA's main funding source. The membership fee is invoiced to SSCA yearly.

3.3.2.1 Reports must be filed with various bodies as part of our funding requirements, memberships, and legal requirements.

3.3.2.2. The Non-Profit Corporations Act Annual Return must be filed annually with the Corporate Registry at Information Services Corporation, following the completion of the fiscal year-end. Forms are normally forwarded to us when due by ISC. A copy of the Association's Financial Statement and Auditor's Report must be forwarded with the return.

3.3.2.3 An annual report on the Association's activities should be submitted to Sail Canada in mid-September, to be incorporated with Annual Meeting materials.

3.3.2.4 Sask Sport Annual Follow-up reports are due 90 days after year-end for all funds received. Reports are required for annual funding and MAP grants.

3.3.3. Meetings

3.3.3.1 SSCA Meetings

3.3.3.1.1 The AGM is scheduled for the end of January each year. It is usually held in Saskatoon, as it is most central to all members or will be hosted via Zoom allowing all members from across the Province to attend virtually.

3.3.3.1.2 SSCA Board meetings are held monthly, as required.

3.3.3.2 Sail Canada Meetings The AGM is held in the Fall of each year, in locations as determined from year to year.

3.3.3.3 Sask Sport Meetings The AGM is held on the 3rd weekend of June, in Regina.

NOTE: It is a policy of Sask Sport that attendance at the Annual Meeting is mandatory. Any member, who without reasonable cause, fails to attend the AGM, will be placed on one-year probation. Organizations failing to attend two consecutive AGMs without reasonable cause will remain on probation for another year. Additional action may be taken, depending on the circumstances surrounding the organization not meeting the criteria. This further action could include withdrawing certain privileges associated with membership or an adjustment being made to the association's grants.

3.3.3.4 Small-Group and Committee Meetings are held as required, remotely (e.g. Zoom) and in both Saskatoon and Regina.

3.3.4 Insurance

3.3.4.1 SGI provides automotive insurance, which includes any vehicles or trailers owned by the Association.

3.3.4.2 An insurance broker currently provides coverage for other property such as boats, radios, marks, etc.

3.3.4.3 Sask Sport provides liability coverage for sanctioned Events and makes a copy of the policy available to the SSCA.

3.3.4.4 Adequate insurance for the Association is critical to its well-being, and for the protection of its Directors. The ED should review all the insurance policies with the Board at least once a year.

3.3.5 Personnel Procedures

3.3.5.1 Employees shall be considered to be hired by the SSCA only after a letter of offer, signed by the President or authorized Director, has been issued to a prospective employee, signed by that employee and returned to the Board.

3.3.5.2 A letter of offer to a prospective employee shall include the following:

- a) The title of the position to be filled.
- b) The salary of the position, and how it is to be paid (monthly, etc.).
- c) The holidays applicable to the employee, and how they are to be taken.
- d) The chain of supervision.
- e) Any benefits available to the employee, including vacations.

3.3.5.3 An employee of the Association shall agree to use his/her best effort in the performance of duties for the Employer. He/she also shall agree not to undertake any activities of any kind, either for payment or volunteer which, in the opinion of the Employer, will interfere or prejudice the carrying out of Association duties.

3.3.5.4 Employees shall receive reimbursement for all reasonable, actual out-of-pocket travel and accommodation expenses incurred by the Employee in connection with his employment and on condition that same are authorized by the Employer, in advance.

Approved by the SSCA Board, April 24, 2024

3.3.5.5 In the event the Employee is required to be out of the city in which he/she usually resides, he/she shall receive a per diem meal allowance at such rate as is set from time to time by the Employer.

3.3.5.6 If the Employee is required to travel in the performance of his duties and uses their own vehicle, then they will be reimbursed a mileage rate as set from time to time by the Employer.

3.3.5.7 Employees of the Association may be required to work on public holidays, taking alternate days in lieu as their job allows.

3.3.5.8 The Employer may terminate the employment of any Employee at any time, without notice, for just cause. Termination without just cause shall follow the conditions as set out by the Saskatchewan Labour Standards Act.

3.3.5.9 Performance reviews will be conducted at least annually.

3.3.5.10 Employees shall agree that during their employment and at all times thereafter all information concerning the business or affairs of the Employer shall be kept in confidence. Any such information shall not be disclosed to any person, firm or corporation, and shall not be used during the term of employment or thereafter for his/her own purposes, without the express consent of the Employer.

3.3.5.11 Upon termination of employment, the employee shall return to the Employer all files, materials, equipment or supplies obtained by the Employee in the course of his employment with the Employer.

3.3.5.12 Any agreement for special situations entered into with the Employee (for example, education leave, special leave of absence), shall be confirmed in writing, and signed by both the employer and the employee before the start of the situation.

3.3.5.13 Employees of the Association will not partake in alcoholic beverages while at Team training or competitive Events or while working with Team members. The use of non-prescription or illegal drugs is expressly forbidden. Failure to comply with this provision can result in dismissal.

3.4. Accounting Procedures

3.4.1 The Treasurer and Executive Director will conduct the financial affairs of the organization according to generally accepted practices.

3.4.2 All cheques for the SSCA will be signed by two of the Executive Director/Coach, the Treasurer and the President. If any of these individuals are not within the

Saskatoon area, then other Board members may be authorized as signing officers and must be approved by the Board.

3.4.3 Pre-authorized expenses will be reimbursed, according to Association procedures.

3.4.3.1 All expenses must be authorized, with limits, prior to being undertaken.

3.4.3.3 All receipts must be kept and submitted.

3.4.3.4 Requests for reimbursement must be on SSCA forms, with complete details of all expenses.

3.4.4 Any request for expense reimbursement which has not been pre-authorized must be approved by the Board of Directors.

3.4.5 A Sask Sailing Visa card will be purchased under the Executive Director's name and the ED will have full use of the card for SSCA purchases only. The card will have a limit of \$5000.00 and must be paid off monthly. Receipts are to be kept for all purchases and submitted to the bookkeeper monthly.

3.4.6 The fiscal period of the SSCA shall be from November 1 to October 31

3.4.7 The books and accounts of the SSCA shall be examined at the end of the fiscal year, before the next Annual Meeting. The Auditor's Report shall be presented at the Annual Meeting. A copy of the audited Financial Statement shall be made available to all member clubs.

3.4.8 A duly qualified auditor shall be appointed at the Annual General Meeting for the net year's audit.

3.5 Youth Fund Procedures

3.5.1 The Youth Fund was established through the kind donation of the remaining funds of the Saskatoon Junior Sailing School in 1985. The fund was added to in 1987 through the donation of the remaining funds of the Prairie Sailing Club.

3.5.2 The donations were made on the condition that the funds be utilized for Saskatchewan junior sailors. The decision was made to establish a fund where only the interest would be used to provide an ongoing legacy.

3.5.3 The revenue has been utilized for such things as Youths, Western Intermediates, etc., but is not restricted to these events.

3.6 Annual Funding

3.6.1 Annual operating funding is available to the Association through Sask Sport Inc. The funding currently covers expenses such as administration, officials' development, athlete training, competitive travel, special projects and sport science.

Approved by the SSCA Board, April 24, 2024

3.6.2 The Association has a fiscal year of November 1 - October 31. We currently apply for funding at the October 14 deadline. A follow-up report is required within 90 days of the Association's year-end.

3.6.3 There is a formula in place which sets the limits to the amount of funding the Association will receive in a given year. The formula takes into account the three-year average of things such as size of membership, number of officials, amount of self-help, growth and performance, and total budget.

3.6.4 The funding request must have the official approval of the Board of Directors.

3.6.5 Very careful review is given each year to the SSCA's budget submission, which is also a planning document for the year, as well as the follow-up report which outlines which of the Association's plans were met and where we fell short.

3.6.6 At the time of submission, the Association is also advised of any general cuts in funding that may be seen across the board.

3.6.7 Complete details of the budget are available to Clubs by request.

3.7 Membership Assistance Program (MAP)

3.7.1 The purpose of MAP (Membership Assistance Program) is to provide financial assistance to our affiliated Sailing Clubs so that they may operate programs that will encourage and promote membership for their Clubs. This grant is made available to the SSCA through the assistance of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, which derives proceeds from the sale of lottery tickets in Saskatchewan. The MAP grant from Sask Sport is based on factors such as membership numbers, number of coaches and officials, and athletes' performance at Regional and National events.

3.7.2 Funds will be available to all SSCA member Clubs in good standing.

3.7.3 In the interest of fairness to all member Clubs, at its first meeting after the AGM, the SSCA Board will establish a funding schedule for all Clubs based on a payment per member.

3.7.4 If a Club does not have an appropriate funding program, SSCA will reallocate their portion of the funds.

3.7.5 Application forms (MAP Spending Plan) should be signed by the Club Commodore or Chairperson, and emailed to director@sasksailing.ca.

3.7.6 Some expenditures are NOT eligible for MAP Funding. These include the construction, upgrading and maintenance of clubhouse, docks and other property, social events (banquets, barbecues, lunches, food, drink, etc.), full-time wages, expenses paid for by other grant funds, cash prizes, research or feasibility studies, out-of-province travel, Provincial Team expenses.

3.7.7 Acknowledgment of Sask Lotteries support should be made for all projects and at all events supported by MAP funding. The SSCA office can supply Sask Lotteries logos for newsletters and programs.

3.7.8 All applications are subject to approval by the Executive Director.

3.7.9 Each Club requiring assistance should be able to provide some self-help towards the funding of their project.

3.7.10 All funds must be used within the current fiscal year of the SSCA, November 1 to October 31.

3.7.11 A Club is eligible to submit a MAP application upon payment of SSCA annual dues in January or later.

3.7.12 The MAP application must be received in the SSCA office no later than April 1 of the applicable year.

3.7.13 A Club may receive 75% of the MAP grant upon approval of the application.

3.7.14 A Club will receive the remaining 25% of the MAP grant upon approval of the follow-up report. The follow-up report must include details of the project expenses, including receipts, and be signed by the Commodore or Chairperson. **THE DEADLINE FOR RECEIPT OF MAP FOLLOW-UP REPORTS IS SEPTEMBER 15.** Receipts must include the name of the recipient of the funds, a description of the goods or services provided, the amount of payment received, the date on which the goods or services were purchased, and include third-party verification such as supplier logo on an invoice, signature of recipient on expense claim, or, rarely, a copy of the cheque with bank clearing stamp on the back. Legible copies of relevant documents are accepted, with the originals to be kept by the Club applying.

3.7.15 MAP funds are paid to Clubs with the understanding that they are to be used only for the purposes outlined in the application.

3.7.16 In the event funds are unused or do not adhere to these guidelines, they will be required to be returned.

3.8 Provincial Awards

The Board will annually select recipients for the following awards.

3.8.1 Athlete/Sailor of the Year (Lauri Olenius Trophy)

- 1) Must have a record of outstanding achievement in Provincial, National or International competitions in the previous twelve months which has provided recognition to Saskatchewan Sailing.
- 2) Through his/her behaviour and manner has set an example for other competitors.
- 3) Has demonstrated leadership and sportsmanship and has gained the respect of fellow sailors.
- 4) Must be a resident of Saskatchewan.

3.8.2 Volunteer of the Year

- 1) Has contributed to the betterment of sailing in Saskatchewan generally and specifically to the SSCA and its member clubs.
- 2) The contribution can be for specific activities by the candidate for a period of years or a major contribution to a specific event during one particular year.
- 3) Nominations will be made by member Clubs or members of the SSCA.
- 4) Nominations should be accompanied by an outline of why the candidate is deserving of the award.

3.8.3 John Merz Series Cup

Awarded to the top sailors in each year in the following categories: Windsurfer; Keel; Paralympic; Youth, Dinghy; Female, Dinghy; Male, Dinghy; Master, Dinghy; Crew, Dinghy.

The SSCA Series Cup is to promote SSCA member club regattas and its member racing sailors. The SSCA Series Cup will recognize excellence on the provincial circuit and recognize sailors of different classes, ages, sexes, and skipper or crew. John Merz, past president of the SSCA, the SSC and LDYC and Founder of the CYA Sail West Regatta always promoted the provincial and Prairie sailing circuit. The SSCA was given permission by the Merz family to honour John Merz on the John Merz Memorial SSCA Series Cup.

3.8.4 Lammens Coach of the Year

3.8.4.1 The coach has contributed extensively to the sailing youth program in the Sask Sailing Squad or the Mobile Sailing School programs.

3.8.4.2 The coach has demonstrated leadership and sportsmanship and gained the respect of youth sailors.

3.8.4.3 Nominations should be accompanied by an outline of why the candidate is deserving of the award.

3.8.4.4 Nominations can be made by members of clubs or participants of SSCA sailing programs. The Board of Directors will vote on the winner.

3.9 Capital Assets

3.9.1 Definition

A “Capital Asset” is a piece of property that meets all the following requirements:

1. The asset is tangible and complete.
2. The asset is used in the operation of the organization’s activities.
3. The asset has a useful life of longer than the current fiscal year.
4. The asset is deemed to be of significant value, per the table under the heading “Capitalization of Assets”.

3.9.2 Purchase Authorization of Assets

3.9.2.1 All Capital Asset purchases must be approved in the budget and will be authorized following the policy for authorization of purchases.

3.9.2.2 Capital Assets may be acquired through purchase or donation or may be self-constructed.

3.9.3 Capitalization of Assets

The following significant values will be used to determine capitalization of assets for different classes:

Class of Property, Plant and Equipment	Significant Value
Boats, Trailers, Automobiles	\$1000
Buildings & Building Improvements	\$1000
Furniture and Other Equipment	\$1000
Computer Equipment	\$500
Computer Software	\$1000
Land	Any amount

3.9.4 Depreciation of Assets

The straight-line method of depreciation will be utilized for Capital Assets except for land, over the estimated useful lives of the related assets principally as follows:

Class of Property, Plant and Equipment	Estimated Useful Life
Boats, Trailers, Automobiles	8 years
Buildings & Building Improvements	20 years
Furniture and Equipment	8 years
Computer Equipment	4 years
Computer Software	3 years

Depreciation will be calculated utilizing the “Half-Year Rule.” One-half of a full year’s depreciation is allowed for the asset in its first year placed in service, regardless of when it was placed in service during that year.

3.9.5 Disposition of Assets

3.9.5.1 When Capital Assets are sold or otherwise disposed of such as being recycled or thrown away, the cost of the asset and the associated accumulated depreciation are removed from the asset continuity listing and general ledger.

3.9.5.2 Assets will be removed on an annual basis in conjunction with the annual update.

3.9.5.3 The appropriate depreciation will be taken for the year of disposal.

3.9.5.4 The Sale of Capital Assets to non-arms-length individuals must be approved by the board.

3.9.5.6 Assets of Less Than “Significant Value”

Assets that are purchased with a value less than the “Significant Value” for the asset type (as defined above) will not be capitalized. These assets will be expensed when incurred.

3.10 Boat Lease Procedures

3.10.1 The SSCA, in its mandate to develop Youth Sailors and Canada Games sailors, has made ILCAs, Optimists, Fevas, 420s, and 29ers available to interested club members that are Canada Games, Western Canada Games and National Youth Championships eligible or Sask Sailing Squad participants. The SSCA owns all classes that are recognized World Sailing International classes and are raced at the Canada Games Youth or Olympic level.

3.10.2 Boat Charter Procedures

Boats will be chartered to sailors who aspire to sail on the representative teams at Regional and National regattas. A condition of the SSCA boat lease is that the boats are used for training and provincial, regional and national regattas.

The terms of the rental are \$300 for the sailing season to offset the expenses with repairs on the boats.

Sailor will be responsible for small repairs under the guidance of the coaching staff.

Boats are examined for major defects before rental to ensure the boat is seaworthy and all parts are usable.

Athletes with the Sask Sailing Squad will receive the best hulls, foils, mast, and tiller, still available, and depending on the sails, one of the best sails available.

All supplied boats will have ratchet blocks.

Boats will be received by athletes at SSCA-sanctioned regattas or a SSCA Club location.

Boats will be returned at the end of the sailing season to the Club location, staff person at the regatta site or where it was agreed upon at the end of the year.

Remaining boats that are not used by the Sask Sailing Squad for regattas are then available to club members on a first come first serve reservation. No guarantees are given that a boat will be available at a regatta.

Mobile Sailing School boats have been made available to the general membership for regattas.

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3.10.3 Fee Schedule

Introductory Level Boats not used for the provincial team.

Optimist

- may be chartered by the day, weekend, or week when not used by the sailing school.
- \$15.00 per day, \$25.00 per weekend, see ED for weekly.
- renter must sign a rental agreement to assume responsibility for equipment.
- renter must agree to repair/replace lost or damaged items.
- a checklist will be signed for items used.

Provincial Team Boats: Optimist, ILCA, 29er

a) May be chartered by the season.

- \$300 per season.
- sailor must be a member of the Sask Sailing Squad or sailing competitively.
- renter must sign a rental agreement to assume responsibility for equipment.
- renter must agree to repair/replace lost or damaged items.
- a checklist will be signed for items used.

b) May be chartered by the day, weekend or week.

- \$35.00 per day, \$60 per weekend, \$100 for week: ILCA, 29er.
- must be used at regattas or for training purposes.
- renter must sign a rental agreement to assume responsibility for equipment.
- renter must agree to repair/replace lost or damaged items.
- subject to availability
- a checklist will be signed for items used.

Mobile Sailing School Boats: Feva, 420

- \$15.00 per day, \$25.00 per weekend, for older 420 boats at a time when not used by the sailing school; new 420 boats \$35 per day (no spinnaker.)
- racing a regatta with spinnaker \$60 per weekend.
- availability will depend on location of boats for the MSS season.
- sailor must be a member of a Sask Sailing provincial club
- renter must sign a rental agreement to assume responsibility for equipment
- renter must agree to repair/replace lost or damaged items
- subject to availability. -checklist will be signed for items used.

4. SSCA Technical Procedures Manual

4.1 Technical Director Job Description

The Technical Director is responsible for performing or delegating all on-water activities and for ensuring the performance of planning and administration of on-water activities, in consultation with the ED. The TD is responsible for the selection and supervision of Coaches and Sail School Instructors, with the support of the ED in hiring and administration. The SSCA Board of Directors will provide support for permanent and temporary employees.

The responsibilities of the TD include, but are not necessarily restricted to, the following:

- a) To be Head Coach of the Provincial Sailing Team at any competitions (including those held outside Canada) preparing the team or its members for national competitions and at national competitions, managing the needs of the Team in conjunction with competition requirements, including those of the Canada Games, Western Canada Games and Sail West;
- b) To supervise additional personnel as may be required to assist with these competitions;
- c) To be responsible for Coaches and Team conduct and discipline on and off the water while they represent Saskatchewan;
- d) To perform all coaching duties for competitions at which the Saskatchewan Sailing Team competes;
- e) To develop criteria and methods for athlete identification and selection in the development of the Provincial Team;
- f) To maintain a database of Provincial and prospective athletes;
- g) To develop and administer a Team training program that includes on-water, off-water, and year-round activities;
- h) To develop and administer programs for enhancing grass-roots sailing programs in the province, including providing seminars and training opportunities for Club sailors at all stages of development;
- i) To support the development of instructors and coaches of provincial and national calibres;
- j) To organize special youth training seminars and provincial championships;
- k) To take technical responsibility for the planning and delivery of Mobile Sailing School (including Opti School) and other introductory programs, including hiring term Instructors and supervising their adherence to program policies and procedures. This includes acting as or delegating the role of head instructor;
- l) To develop and implement plans for increasing the presence of instructional programs in schools;
- m) In consultation with the ED, to design operational strategies and budgets to implement the Association's Long Range Plan including under-represented groups, disabled sailors, elite athletes and Club sailors.

4.2 Provincial Sailing Team Criteria

4.2.1 Specific procedures including selection, training, venues, and boat classes will be determined annually by the TD and approved by the Board.

4.2.2 The SSCA recognizes that there are opportunities for members of affiliated clubs to compete in Sail Canada events such as Sail West and National Class Championships. These events serve to develop competitors from Saskatchewan and elite sailors in general.

4.2.3 To help promote excellence in this area, the SSCA has designated criteria to assist sailors with funding, coaching and possible equipment use to represent the Province of Saskatchewan at national and regional championships.

4.2.4 To be selected for the Saskatchewan Sailing Team, a sailor:

- a) Must be a member in good standing of an SSCA-affiliated club.
- b) Must have competed regularly and recently in provincial regattas and have a competitive training program.
- c) Must meet the age criteria for Canada Games and be actively campaigning one of the Games classes; or
- d) Must be actively campaigning Canada Games class boats.
- e) Must be a resident of Saskatchewan.
- f) Must have completed an application form including a training program.
- g) Must have signed the Athlete Code of Conduct.

The SSCA reserves the right to withhold funding, tax receipting, or boat use if it is felt that the behaviour of the athlete at Sailing Team functions violates the SSCA athlete code of conduct.

4.3 Sailing Squad

4.3.1 The Technical Director will identify and recruit qualified athletes to form the Sailing Squad.

4.3.2 The TD will develop annually a detailed training and competition plan for the Sailing Squad. This plan will be submitted to the Board in writing for approval before the start of the sailing season.

4.3.3 The TD, under the supervision of the Board, will select the Saskatchewan Sailing Team for the Canada Summer Games, Sail West and other Sail Canada Events from the Sailing Squad.

4.3.4 If other Club sailors qualify for attendance at Sail Canada Events, the TD and ED will endeavour to assist them with transportation and equipment availability as practicable.

4.4 Equipment

4.4.1 The TD will make Canada Games, Sail West, and National Youth Championships class boats available for regular organized sailing at the Blackstrap Sailing Club and the Saskatoon Sailing Club. This will extend to the Prince Albert Sailing Club and Regina Sailing Club when practicable.

4.4.2 In consultation with the ED, the TD will ensure that enclosed storage is used for winter storage of boats, sails, spars, blades, clothing and other equipment.

4.4.3 The TD, in consultation with the ED, will maintain a written inventory of equipment and storage location.

4.4.4 The TD, in consultation with the ED, will identify race management equipment owned by the SSCA and make it available for loan to Clubs requiring support for regattas.

4.4.5 The inventories of all equipment will be maintained in the SSCA office.

4.5 Mobile Sailing School

4.5.1 The Mobile Sailing School (MSS) program operates as a partnership between the provincial organization and its member clubs. It is also offered to non-member organizations such as summer camps and sailing clubs. The aim is to provide sailing instruction to Sail Canada standards, in a structured program with certification that is recognized nationwide. The MSS is offered annually to Association members and Saskatchewan residents in general.

4.5.2 The MSS program has two parts, the MSS and the Opti School, differentiated by student age. The MSS uses 420 and Feva dinghies and is available to students who are 12 years of age or older. Optimist boats are used for the Opti School, which is for students 8-12 years of age.

4.5.3 Both schools have certified Sail Canada Instructors.

4.5.4 The Schools use CANSail curricula, under the direction of the SSCA Instructors. The Instructors (Coaches) are directly responsible to the Executive Director.

4.5.5 The SSCA will determine the number of boats, the maximum number of students, the age restrictions, and the schedule of lessons. Club requests regarding schedules will be accommodated if practicable. These designations may not be altered by the clubs or by the Instructors.

4.5.6 The Executive Director in consultation with the Technical Director may make exceptions to these designations if their knowledge of the situation is deemed sufficient to do so. For example, a younger student who has sailing experience may be permitted to enroll in the MSS.

4.5.7 If CANSail 3, 4 or 5 certification is requested, special arrangements must be made.

4.5.8 As with any outdoor sport, it is understood that weather conditions may dictate specific circumstances of the MSS and OS on a day-to-day basis. The weather situation will be considered by the Instructor(s), and it is at his/her discretion as to whether or not on-water instruction will continue. If time is lost due to weather, every effort will be made to make up time, where appropriate and where it does not interfere with the integrity of the program. Additional days will not be added to the MSS or OS.

4.5.9 The Coaches (Instructors) must ensure the safety of all participants. This will include controlling the length of the instructional day, as well as ensuring there is appropriate time allotted for boat repairs and other tasks. The Coaches (Instructors) will adhere to all procedures outlined in the MSS Coaches' Manual.

4.5.10 The MSS is usually offered as a five-day School from Monday to Friday unless a booking is made for June. The OS is a two-day or three-day school. Travel time must be considered when setting the School schedules. Special scheduling requests will be considered.

4.5.11 MSS and OS booking dates from the previous year will be reserved until the SSCA AGM in January. After that, bookings will be made on a first-come, first-served basis with SSCA having the final decision in case of conflict.

4.5.12 The costs of the Schools to the booking organizations will be set by the SSCA no later than the first Board meeting following the AGM of each year, for the following season.

4.5.13 Each Club or other organization that requests a MSS or an Opti School will be responsible for advertising the school at their own expense to the best of their abilities.

4.5.14 If a Club/Organization cancels their scheduled school, the Club/Organization will be responsible for paying to the SSCA an amount equal to half the Coaches' (Instructors') wages. If a school is cancelled, the Instructors (Coaches) will be paid for a 40 hour week, with alternative work being scheduled.

4.5.15 There will be a fee to cover all costs associated with the transportation of boats to the site of the MSS.

4.5.16 It should be noted the cost to SSCA of the Sailing School covers Instructor salaries, all Instructor expenses, Instructor training & certification, boat maintenance and repair, trailer licensing and repair, etc. It should also cover a contingency fund for boat replacement as required. The cost for member Clubs will be the basic cost, as above. Other groups and organizations booking a School may be charged a retail rate.

4.5.17 The hosting Club/Organization will have the responsibility for ensuring safe and adequate areas to conduct the School and to store the equipment overnight. Provision must be made for securing items such as outboard motors in a locked facility.

4.5.18 Each Club/Organization will designate a MSS Coordinator as contact person.

4.5.19 Each Club/Organization will have on-site volunteers present when the MSS or OS are on site. The Instructors (Coaches) will coordinate their arrival so someone is at the site to open up for them. They require assistance in unloading and loading boats on trailers. This will be done under the direction of the Instructors (Coaches).

4.5.20 Club volunteers will not be on-site to help instruct. They may be needed for supervision on shore and providing safety boats.

4.5.21 It is strongly suggested that Clubs have all School participants sign waivers.

4.5.22 Coaches (Instructors) must comply with the Safe Sport Policy.

5. Safe Sport Policy

The SSCA has adopted the Safe Sport Policy as approved by Sask Sport and Sail Canada. This document is posted separately on the website.