

# **SKA POLICY and PROCEDURE MANUAL**

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## **1.0 Introduction**

### **1.1 Function of the Policy Manual**

The Policy Manual is designed to provide the Board of Directors Committee, Chairman and Committee Members with a simple and concise explanation of the policies and procedures that govern the Saskatchewan Karate Association (SKA). The ultimate objective behind developing the manual is to promote better communication within the SKA through a clear definition of all policies and procedures relating to its function.

Additional reference should be made to the Constitution and Bylaws of the SKA.

### **1.2 Update and Maintenance**

The Executive Director of the SKA will, under the direction of the Board of Directors, be responsible for the update and maintenance of the Policy Manual.

## **2.0 Background**

### **2.1 Mission Statement**

#### **SKA Mission Statement**

The goal of the Saskatchewan Karate Association is to promote and facilitate the development of Traditional Karate as a Martial Art and as a Sport throughout the Province by encouraging participation from as diverse an area and population as possible; standardizing and supervising the quality of karate instruction throughout the province, instruction of “karate-do” (the karate way); examination and registration of student ranking and other technical qualifications; sponsoring seminars and other events, developing qualified coaches, instructors and officials; cooperating with organizations for development of karate; such other activities as may assist in achieving the above goal. (07:07:19)

The SKA Policy of membership is an open-door policy that is targeting as potential members, anyone who has an interest in Karate (styles deemed recognized by the SKA under section 8.1) in Saskatchewan. (08:23:20)

Additional reference should be made to the Constitution and Bylaws of the SKA.

### **2.2 Forward Planning**

The SKA has a 3 year multi-plan in place in order to set goals and objectives of the Association. This plan is monitored at board meetings and revised as appropriate. (07:07:19)

## **3.0 Board Policies and Procedures**

### **3.1 Make-up of the Board of Directors**

The Executive of the Board of Directors shall consist of the President, First Vice President, Second Vice President, Treasurer, and Secretary. These are elected positions for two-year terms and shall be assumed immediately following the Annual General Meeting of the Association.

All SKA board positions continue as two-year terms but that every year will become a voting year with half of the terms expiring on even years and half on odd years. (20.3.16)

The President, Second Vice President and Secretary shall be elected on EVEN years (04:15:18).  
The First Vice President and Treasurer shall be voted on ODD years. (04:15:18)

Example of even years – 2018, 2020, 2022  
Example of ODD years - 2019, 2021, 2023

This change shall come into effect in 2018 with all positions elected. The positions of First Vice President and Secretary will only be one-year terms for the 2018 election year to put the schedule change into action.

Board of Directors positions may be extended beyond the three consecutive two-year terms if agreed upon by the majority of the board. (08:23:20)

Additional reference concerning the SKA Volunteer structure and SKA Board of Directors' job descriptions for the elected positions are contained in Appendix 1-A and 1-B respectively.

Board Members missing three meetings in a calendar year will be considered unable to perform their duties and may be replaced at the discretion of the remaining board members. (07:07:19)

The remaining Board is comprised of a representative from each of the nine Sport, Culture and Recreation Districts. Rep positions are limited to three consecutive two-year terms but exceptions may be made if there is no one running for this position. (07:07:19)

District Rep positions are either elected within the district or appointed by the district. If one person is seeking a position, then they may be appointed but an election is required if more than one person is seeking a position in the same district.

The election for two or more reps will be decided amongst the districts who have reps in the running. The Board will need to approve the method of election they have agreed on before the election occurs.

Both methods of election must be approved by the Board of Directors at a board meeting or AGM.

District Reps must pay their SKA Membership fees under the district they represent.

Additional reference concerning the SKA Volunteer structure and SKA Board of Directors' job descriptions for the elected positions are contained in Appendix 1-A and 1-B respectively.

### **3.2 Committees**

The Board shall recruit individuals from the general membership for any committee work that is deemed necessary. (08:23:20).

Committees should set meeting dates with the Board of Directors meeting dates in mind. Enough time should be given between committee meetings and Board of Directors meetings to prepare reports.

Committee members should be aware of SKA policies and procedures. (Board and Committee Orientation)

### **3.3 Financial Policies**

#### **a) Board of Directors Meetings/Committee Meetings**

Form: (white) "Individual Expense Claim Form" (Appendix 2-F). This form is to be completed and signed by any Board member or committee member when claiming travel and/or sustenance.

The mileage rate shall be 61 cents per kilometer and not to exceed more than 5,000 km (04:03:22). Car-pooling is required. The Treasurer reserves the right not to pay a claim should this policy not be adhered. (10:17:06)

Sustenance rates shall be \$50.00 per day; or \$25.00 per half day.

Breakfast: \$15.00 max

Lunch: \$15.00 max

Supper: \$20.00 max

Or \$50.00/day per diem (03:18:12)

A half day is deemed to be from 1:00 pm on.

Individuals will be required to share accommodation when the opportunity is available.

b) On Continent - Official Delegates (08:23:20)

Transportation covered will include return economy airfare or return mileage at a rate of 61 cents per kilometer and not to exceed more than 5,000 km (04:03:22) to a maximum of the return economy airfare. (11:18:92). All air travel is to be booked based on the least expensive airfare available where possible.

Sustenance will be paid to a maximum of \$50.00 per day with submission of expense receipts. (07:07:19)

Individuals will be required to share accommodation when appropriate.

The Treasurer reserves the right not to pay a claim should this policy not be adhered.

#### **4.0 Financial Policies and Procedures**

##### **4.1 Fiscal Year**

The fiscal year of the SKA is January 31st to February 1<sup>st</sup> (03:20:11)

##### **4.2 Signing Authorities**

The signing authorities of the SKA operating bank account shall be any two of the following: the President, Treasurer, Vice President(s), Secretary, or the Executive Director. (6:25:91)

On-line banking transactions may be conducted by the Executive Director with signatory approval of the Treasurer via email "or" on-line transactions may be conducted by the Executive Director without two signatures required as long as all bills paid on-line are sent to the Treasurer as they are paid. (08:23:20)

All signing authorities shall be bonded prior to being granted signing authority.

##### **4.3 Financial Statement and Budget Control Policy**

Financial statements will be drawn up on a monthly basis by the Executive Director for review by the Treasurer. (08:23:20)

Budgets will be drawn up by the Treasurer and President, jointly or can be drawn up by the Executive Director. If drawn up by the Executive Director, both the Treasurer and President are to approve suggestions before being presented/approved at a Board Meeting. (07:07:19)

Presentations to the membership and/or the Board of Directors will be made by the President, Treasurer or Executive Director. (07:07:19)

##### **4.4 Control of Finances**

The day to day accounting of the SKA shall be the responsibility of the Executive Director. Day to day refers to writing cheques, making bank deposits, writing receipts, keeping ledgers, and developing financial statements.

The Executive Director's action will be monitored on a regular monthly basis by the Treasurer and daily by the President.

The Executive Committee (President, Vice President, and Treasurer) shall be given the power to move SKA monies to receive the best investment, restricted to interest bearing accounts.

#### **4.5 Audit**

The general membership shall appoint the Auditors at the Annual General Meeting of the Association.

#### **4.6 Purchase Approvals**

SKA President and /or Treasurer to approve any purchases that exceed \$250.00.

Any purchases that exceed \$1,000 will require SKA Board Approval. (03.29.09)

#### **5.0 Annual General Meeting**

The Annual General Meeting of the Association shall be held each year within fifteen months of the previous Annual General Meeting at such a place within Saskatchewan as the Board shall decide.

Any constitutional changes must be ratified by a two-thirds majority of regular members at the Annual General Meeting of the Association or a special meeting called for that purpose.

All members must receive 14 days' notice prior to the Annual General Meeting.

#### **6.0 Personnel Policies and Procedures**

Additional reference should be made to the SKA staff Policies and Procedures Manual. (Appendix 1-C)

#### **6.1 Executive Director**

The President shall monitor the work plan on a regular basis.

The mileage rate is 61 cents/km and not to exceed more than 5,000 km (04:03:22).

#### **7.0 Affiliations with other Organizations**

##### **7.1 Provincial Government**

The provincial government department in which the SKA is affiliated (whose name will vary from time to time) provides the SKA with recognition as a provincial sport governing body.

##### **7.2 Sask. Sport Inc.**

Sask. Sport Inc. is a non-profit, non-government organization representing amateur sport in Saskatchewan. The SKA is a regular member of Sask. Sport Inc. with full membership privileges.

##### **7.3 Administration Center for Sport, Culture and Recreation**

The Administration Center was developed to provide provincial recreation, culture, and sport organizations with office space, administration, secretarial service, audio visual services and printing services at the lowest possible cost.

##### **7.4 Sask. Sport Hall of Fame**

The Sask. Sport Hall of Fame is a non-profit organization whose purpose is to recognize the achievements of outstanding Saskatchewan amateur figures and to maintain archives of the Saskatchewan sport.

##### **7.5 National Sport Governing Body**

SKA will retain membership in a National Body or shall belong to National Bodies as the board deems necessary. Need to retain membership to at least one National Body as required by Sask Sport. (01:12:14)

#### **8.0 S.K.A. Membership**

##### **8.1 Technical Criteria**

Notwithstanding the provisions for membership embodied in the SKA constitution, the following serves to clarify the technical requirements.

1. The individual must be currently training in a traditional karate system (29.3.09).

For the purpose of definition, a system of Karate is a method of training an athlete chooses in traditional Karate that provides a systematic and progressive educational approach, the result of which significantly distinguishes it from another system of training. They must be eligible for participation in SKA affiliated International & National Bodies. (03:8:13)

They employ standards of ranking athletes which are universally applied on an international basis and are not independent approaches, but rather are educational bodies designed to maintain traditional Karate. They include but are not limited to:

- ❖ Goju – Ryu
- ❖ Wado – Ryu
- ❖ Chito – Ryu
- ❖ Shito – Ryu
- ❖ Shotokan

2. The individual must be able to verify training in one of the above systems and must provide a copy of his/her Certificate of Rank. Should there be any questions as to the authenticity of the rank, the individual must satisfy the SKA and/or its National Bodies Technical Committee as to qualifications held. (29:03:09)

3. The individual must be eligible for membership in International & National Sport Governing Body. (03:29:09)

4. The system of training followed by the individual must have an internally accepted process of examination and grading of athletes and of qualifying examiners which can be submitted and reviewed by the Technical Committee for approval.

5. Suspension from a system of training shall mean automatic suspension from the SKA. The SKA shall follow the terms and conditions of suspension as outlined by the representatives responsible for the system of training issuing the suspension.

6. Upon review by the SKA Technical Committee and approval by the Board of Directors, new members shall serve a probation period as determined by the Board. If involvement in the SKA is non-satisfactory, probation may be extended. (03:18:12)

7. Once a club is accepted to be recognized as a club in the SKA and in accordance with the constitution it will continue to be recognized as a club provided it meets all its obligations and remains in good standing with the association even if its numbers fall below the minimum number for application. (10:12:94)

8. Clubs "returning" to the SKA need to reapply and pay the New Club Fee. If accepted, they will be placed back on probation. (07:07:19)

9. SKA Instructors/Coaches instructing children (18 years of age or younger) in any capacity must submit a Vulnerable Sector Check/Criminal Record Check to the SKA. This check is good for 5 years. (07:07:19)

## **8.2 Fees**

Regular membership in the SKA shall be \$30.00 per member as of November 1, 2005. (06:26:05)

Club membership in the SKA shall be \$100.00 for new first year clubs and \$25.00 for second and subsequent years, payable at the beginning of the SKA fiscal year. Clubs shall be invoiced accordingly by the Provincial Office of the SKA. (03:15:95)

The SKA memberships collected by affiliated clubs shall be payable to the SKA and must be submitted within 60 days. (10:10:97)

Updated club membership lists shall be sent to all clubs from the provincial office on a monthly basis identifying those members who are expiring at the end of each month. (03:17:95)

Form: (white) "SKA Membership Registration". (Appendix 2-A) All members shall complete and sign a SKA Membership Registration form to become members of the Association.

### **8.3 Suspensions**

Additional reference should be made to the Constitution and Bylaws of the SKA.

SKA members shall be allowed a grace period for payment of membership monies and thereby retain full membership status in the Association. Following the 60 day grace period members shall be suspended from the SKA. Affiliated clubs not supporting this policy shall be subject to suspension. Membership monies collected by clubs must be forwarded within 60 days, or no later than the end of the fiscal year. (08:23:20)

### **9.0 Club Fundraising Responsibilities**

The SKA fundraising commitment of \$25,000.00 (06:17:01) shall be the responsibility of affiliated clubs to raise on a per capita basis, calculated on their percentage of the SKA membership from the previous fiscal year as recorded in the SKA audited financial statement. (09:06:86). This percentage of membership shall include all out of reach clubs for which they are responsible.

All new clubs shall have their fundraising commitments and grants prorated in the year that they become full members in good standing, according to the date of their acceptance in the SKA.

All probationary clubs shall be exempt from fundraising in their first year as members of the SKA and are ineligible for MAP and Club Development Grants.

Clubs who do not submit fundraising cheques by the deadline will not be able to access any grant money for that year. (03:20:11).

### **10.0 Funding**

All funding is based on regular membership numbers from the previous fiscal year as recorded in the SKA year end audit. (07:07:19)

For the purpose of funding, regular members are individuals who pay a \$30 membership fee to the SKA and who train regularly. Members not included for funding purposes are those who pay the special fee or who are participating in introductory sessions only and not training regularly.

### **10.1 Club Participation Development Funding**

Club Participation Development Funding shall be paid out to clubs based on a per capita basis calculated on their percentage of the SKA membership from the previous fiscal year as recorded in the SKA audited financial statement. (01:12:14)

Club Participation Development Funding was increased with \$35,000 based on SKA club membership numbers and a flat rate of \$2,000 per club for eligible SKA Clubs. (04:03:22)

This flat rate grant is not based on SKA membership numbers. Clubs must be a regular member of the SKA for a period of two years before being eligible to receive this funding. Expenses in question will be decided by the SKA Executive. This will be put into effect for the 2022 – 2023 grant year. (04:03:22).

Combine Zone Grant with Club Grant and call it Club Participation Development Funding.(01:12:14)

Eligible SKA Clubs are able to access Club Participation Development Funding after May 30<sup>th</sup> of each year. Clubs are able to access ½ of this funding upon submission of a Club Participation Development

Funding Application, ½ of their fundraising, and sufficient expense receipts. Expense receipts must be equal to or more than the approved amount the club is to receive.

Receipts for funding expenses must adhere to the Club Participation Development Funding list of eligible expenses.

The second half of this funding will be paid out upon submission of the remainder of their fundraising, a second Club Participation Development Funding application and sufficient expense receipts. The deadline to submit fundraising, Club Participation Development Funding applications and expense receipts is December 31<sup>st</sup>. No funding will be paid out after this time. (01:12:14)

## **10.2 Membership Assistance Program (MAP) Grant (08:26:18)**

### **Purpose of MAP**

The Membership Assistance Program (MAP) is a grant which is intended to provide financial assistance to clubs who are members of the Saskatchewan Karate Association (SKA). MAP funds are to be used to support community and club-level sport development. Funding for MAP is provided through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and is derived from proceeds of lottery ticket sales in Saskatchewan.

Refer to Membership Assistance Program (MAP) Policy for more information.

## **10.3 Athlete Assistance Funding**

A Technical committee shall be formed to oversee the Athlete Assistance Program.

Form: Athlete Assistance Application (Appendix 2-J), Athlete Assistance Agreement (Appendix 2-K), Athlete Assistance Application shall be sent to all clubs for distribution to its members, along with an Athlete Assistance Agreement form in order to prioritize athletes for grants.

Athletes shall be prioritized based on the SKA Elite Athlete Criteria (Appendix 1-D). The Technical Committee shall provide its recommendations for the grant recipients to the Board of Directors for ratification.

Athlete Assistance recipients must sign an “SKA Athlete Assistance Agreement” (Appendix 2-K), agreeing to the conditions of the program in order to be eligible for the grant. (03:20:95)

If, upon receiving the grant, any of the contracts cannot be satisfied, the athlete must notify the Head Coach of the Provincial Team or the Board of Directors in writing prior to an event to which they are unable to attend. i.e. team training, competitions, special events, etc.

Form: “Athlete Assistance Follow-up Report”. (Appendix 2-L) Athletes shall submit a completed and signed follow-up report along with their receipts for expenditures.

Future funding assistance requests from Athlete’s shall be accessed by applying using the Athlete Funding Application Form. (09:14:14).

## **10.4 Coaches / Officials Funding (09:14:14)**

Future funding assistance requests from Coaches/Officials shall be accessed by applying using the Coach/Official Funding Application Form. (09:14:14)

## **11.0 Provincial SKA Excellence Programs (01:12:14)**

### **11.1 Funding to Clubs**

Funding may be accessed from time to time for programs including but not limited to Summer Camps & Athletic Development (formerly Team Training). The amount of funding to be determined and approved by the SKA Technical Committee. (01:12:14)

## **12.0 Tournaments**

### **12.1 Registration**

Registration for tournaments will be defined following the rules and regulations of Traditional Karate with categories which may be defined from time to time by the Board of Directors. (01:12:14)

Team Kata events at provincial tournaments shall include either male or female or mixed teams, and all age combinations and ranks (except black belts). Clubs may only enter one Team Kata per club.

All tournament registrations shall be due to the SKA two weeks prior to the tournament date, or as determined by the Board of Directors.

### **12.2 Safety**

Mouthguards are not mandatory for anyone in Ippon Kumite but are mandatory for Jiyu-Kumite and Jiyu-Ippon Kumite. (98-01:11)

No restrictions shall be placed on the type of mouthguard to be used. (i.e. boil and bite versus dentist fit).

The mouthguard policy shall be reviewed on an annual basis, assessing any information that comes available to the SKA through medical reports or through recommendations of attending physicians or dentists.

SKA approved fist protectors are mandatory for all kumite competitors. (01:12:14)

All tournaments shall have qualified medical personnel in attendance whose qualifications are at the discretion of the Technical Committee. (07:07:19)

The SKA shall purchase any medical supplies for provincially operated tournaments as outlined by the Provincial Medical Director.

Any kind of eyeglasses may be worn during kata events, soft contact lenses may be worn for kumite. Eyeglasses of any kind will not be allowed in kumite matches. (4:26:92)

### **12.3 Rules of Competition**

All provincial tournaments shall be run using Provincial Sport Governing Body rules of competition that will follow National rules as determined by the SKA Technical Committee. (01:12:14)

Kumite rules to be determined by the SKA Technical Committee. (01:12:14)

### **12.4 Fees**

Provincial tournament fees shall be \$25 for adults and \$20 for youth (17 years and under) (11:14:04), which shall include both a kata and kumite event. (05:07:94)

Team Kata fees shall be \$10 per team.

### **12.5 Athlete Funding**

Amounts for athlete funding at the National/International level (within North America) are determined each year at the SKA Budget Meeting. (08:23:20)

Due to clubs belonging to various NSO's, funding is to be divided amongst those qualified and approved by the SKA. Funding allocation will be based on the number of competitions and qualified/SKA approved athletes competing at the excellence level. Each NSO may be given half of the funding once all criteria are met. If any funding is left over after two months following the fiscal year end, NSO's may receive the remainder of the funding following proper application. (08:23:20)

Clubs are required to submit a funding form which must be approved by the majority of the SKA Board of Directors and signed by the club instructor. (08:23:20)

Funding will not be paid out until sufficient expense receipts are submitted. (08:23:20)

## **12.6 Hosting**

The SKA shall assume all financial responsibility for the hosting of a provincial tournament, as authorized in advance by the Board of Directors.

The SKA will cover facility rental, transportation of tournament equipment and mats, officials' expenses (for designated officials only), medals, medical, and posters. (04:17:94)

The SKA shall assume all gate revenues, tournament registrations, grants (where applicable), and resale revenues.

Recognizing the Clubs need to fundraise, T-shirt sales will be excluded from the policy. (05:07:94)

Clubs will have the option to supply T-shirts at the tournament they host and retain 100% of the revenue. It is understood the cost of supplying T-shirts is entirely that of the club. (03:09:95)

Clubs that provide concessions hosted by the Dojo will retain revenues from the concession.

Clubs shall provide all volunteer manpower for the operation of the tournament.

Clubs are also responsible for supplying water for officials, ordering lunch and supplying ice for medical, etc. A full list of responsibilities is sent to the hosting club ahead of time. (07:07:19)

All tournament draws shall be the responsibility of the Executive Director prior to the start of the tournament.

## **12.7 Officials**

The SKA will cover the expenses of only designated officials to attend the provincial karate championships. The designated list is the responsibility of the chief official.

Designated officials for each tournament to accommodate two rings and receive official's mileage (61 cents per kilometer (04:03:22), hotel and banquet ticket, but no per diem. (10:08:95). Car-pooling and shared accommodations will be required should this opportunity be available.

### **Officials Reimbursements**

\*\* Qualified Officials (competing or non-competing): 100% reimbursement

\*\* Learning Officials: (level C or D: competing or non-competing): mileage only

**Hotel:** One night hotel (shared accommodations) to be paid for invited officials (06:05:16).

**NOTE:** Officials to pay own meal expenses. Officials are also expected to pay for their expenses and seek reimbursement by submitting an individual expense claim. (10:20:02).

## **13.0 Provincial Athletic Development Program (formerly Team Training)**

The Provincial Athletic Development program is open to all styles of traditional karate. The program shall be directed by the High Performance Coach.

Provincial Athletic Development instruction is more than one instructional period. Demonstration is a one-time thing and the person does not need to be registered. Instruction is defined as involving the same people for more than one instruction period. (12:10:94)

### **13.1 Membership**

The Provincial Athletic Development program shall be open to all participants 14 years and up purple/green belt and up. (02:08:97)

Fees for Provincial Athletic Development shall be due at the beginning of each fiscal year, prior to the first Provincial Athletic Development session. Annual fees are \$200 per member for yearly fees and \$50.00 for weekend session fees. (01:12:14)

Participants are not eligible to receive reimbursements unless yearly Athletic Development fees are paid in full. (01:12:14)

Provincial Athletic Development coaches will not have to pay Provincial Athletic Development fees, commencing November 1, 1995. (07:05:95)

Provincial Athletic Development coaches will be supplied with a uniform free of charge. (07:06:95)

Provincial Athletic Development athletes attending designated camps approved by the Technical Committee will receive reimbursement at \$50.00/day per diem for a maximum of 3 days (\$150.00). (01:12:14)

Form: (white) "Provincial Athletic Development Expense Claim" (Appendix 2-M)

The SKA shall reimburse all out-of-town Provincial Athletic Development members \$20 per day for accommodation expenses. A per diem of 61 cents per kilometer and not to exceed more than 5,000 km (04:03:22) for the driver of a vehicle, where car-pooling is utilized to the fullest, shall be in place for all out-of-town participants. (08:23:20)

### **13.2 Facilities**

The SKA shall pay \$100 per day for rental of a Provincial Athletic Development facility, subject to acceptance by the Dojo. (03:29:09). The fee for rental of a facility for the Provincial Athletic Development facility will remain at \$100 per day for half days or full days (03:19:17).

### **13.3 Instruction**

The SKA shall pay \$300 per day for the Provincial Athletic Development provincial instructor. A day will be a minimum of 4 hours. Less than 4 hours/day will be ½ day rate. (01:12:14)

### **14.0 Sanctioning of Events**

All events \*(i.e. regularly scheduled classes and seminars) will be sanctioned by the SKA. Clubs hosting tournaments or special events must receive specific sanction from the SKA, as outlined in the SKA Constitution and By-laws. (09:11:88)

### **15.0 Dispute Resolution Policies and Procedures**

(See Dispute Resolution Polices & Procedures documents)

### **Club Membership**

Upon payment of the prescribed fee which may from time to time be determined by The Board a club is eligible for membership into the Association however;

A club will be considered eligible for club membership into the Saskatchewan Karate Association when it has an instructor and 10 additional members active for a minimum of three months prior to the application. The club must demonstrate to the Board of Directors that all of its members including the instructor are eligible for regular membership into the Saskatchewan Karate Association and its national counterpart.

(20/03/2016) Minimum of 10 active members per district made up of 1 or more clubs with a minimum 10 members in each club. (08:23:20)