

Shooting Federation of Canada



Policy for Standing and Ad-Hoc Committees

Approved by:

Executive Committee

____July 14, 2014_____
Date

Posted to the SFC Website

Date

Scheduled Year of Review: 2016

Note Policies will be reviewed on an as needed basis or every two year cycle whichever comes first.

The Shooting Federation of Canada (SFC) at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice. Any conflict between policies or conflict between French and English versions of the policy should be brought to the immediate attention of SFC - Executive committee (EC). EC will either review and revise the conflicting policies or assign a committee or individual to do so. Once approved, this version of the policy supersedes all previous policies.

Contents

1	COMMITTEES IN GENERAL	3
1.1	Purpose	3
1.2	General Information	3
1.3	Operating Procedures	3
1.4	Membership and Roles	4
1.5	Financial requirements	4
1.6	Reporting requirements	4
2	BOARD OF DIRECTORS	5
2.1	Purpose	5
2.2	Operating Procedures	5
2.3	Membership and Roles	5
3	EXECUTIVE COMMITTEE (EC)	6
3.1	Purpose	6
3.2	Operating Procedures	6
3.3	Membership and Roles	6
4	AUDIT COMMITTEE (AC)	7
4.1	Purpose	7
4.2	Operating Procedures	7
4.3	Membership and Roles	7
5	AWARDS COMMITTEE	8
5.1	Purpose	8
5.2	Operating Procedures	8
5.3	Membership and Roles	8
6	MEMBERSHIP-MARKETING COMMITTEE	9
6.1	Purpose	9
6.2	Operating Procedures	9
6.3	Membership and Roles	9
7	NATIONAL OFFICIALS DEVELOPMENT COMMITTEE (NODC)	10
7.1	Purpose	10
7.2	Operating Procedures	10
7.3	Membership and roles	11
7.4	Renewal Criteria for Officials	11
8	NOMINATING COMMITTEE (NC)	13
8.1	Purpose	13
8.2	Operating Procedures	13
8.3	Membership and Roles	14
9	DOMESTIC AFFAIRS COMMITTEE	15
9.1	Purpose	15
9.2	Operating Procedures	15
9.3	Membership and Roles	15
9.4	Financial requirements	15
10	HIGH PERFORMANCE COMMITTEE (HPC)	16
10.1	Purpose	16
10.2	Operating Procedures	16
10.3	Membership and Roles	16

1 Committees in General

The SFC Executive Committee (EC) or Board of Directors can create and dissolve any committee for reasons the Executive deems justifiable. This policy is subject to Article XIII of the SFC by-laws however if this policy and those specific to a committee disagree, the specific committee policy shall supersede this document.

1.1 Purpose

Each committee will be given a Terms of Reference by the SFC EC if not identified in official policy documents.

1.2 General Information

Each committee will identify priorities to be addressed based on sport specific needs and available resources.

Each committee should establish linkages with other appropriate committees of the SFC and affiliated National provincial or territorial associations to ensure sharing of ideas, information and programs and reduce the likelihood of duplicating work

1.3 Operating Procedures

Teleconferences will be held as needed. Conference call or other electronic mechanisms will be made available to members to facilitate their participation and scheduling will attempt to ensure all members can participate.

Agendas will be developed prior to meetings and minutes will be taken at all meetings and available to the SFC EC and when feasible posted for SFC membership.

All decisions and recommendations of the committees will be made by consensus* of members unless otherwise identified. In the event that consensus cannot be achieved, the chair is responsible to present all views and their recommendation to the EC for vote and final decision.

*Definition of Consensus – All members of the committee agree to support the decision.

1.4 Membership and Roles

The chair and membership of the Board of Director, Executive Committee and Audit committee are defined in the SFC by-laws. The Chairs of the remaining committees are appointed by the EC. The other members of the committee will be recommended by the Chair for approval by the EC, unless otherwise specified in a committee's terms of reference. The National Office staff may be ex officio members of all committees unless specified otherwise by terms of reference. The Chair and members will serve for a period of one year unless otherwise specified in the committee's terms of reference. The Board of Directors may remove the Chair or any member of a committee at any time, at its sole discretion, for due cause. They shall hold office until replaced, or until they are removed for any of the reasons stated under the "Removal from office section of the Directors guidelines."

1.5 Financial requirements

No expenditures or commitments against the budget may be made without the authorization of the EC.

Each committee will provide an annual operations plan and budget for approval by the (EC) in March of each year.

Grants administered by committees must have adequate procedures and budgets approved by the EC.

1.6 Reporting requirements

Each committee chair is responsible to report to the EC on a quarterly basis in writing as to the progress of their operational plan.

2 Board of Directors

2.1 Purpose

Board members are collectively responsible for establishing guiding principles, policies and procedures to ensure the efficient management and continued development of the Federation in all its aspects.

2.2 Operating Procedures

The Board runs the Federation between annual meetings and its decisions may only be overruled by a majority vote of the members at an A.G.M. or Special Meeting of the Federation. The President of the SFC or designate as determined by the By-laws presides over all Board of Director meetings

2.3 Membership and Roles

Board members are defined in the federation By-laws Article VIII. All board members, by virtue of their office, are responsible for seeing that infractions of same are corrected by reporting cases in writing to the EC of the Federation when By-laws or rules are violated.

3 Executive Committee (EC)

3.1 Purpose

Executive Committee EC is responsible for ensuring that Federations mission is supported the decisions and resolutions of the Board of Directors are implemented.

3.2 Operating Procedures

This committee will be responsible for all sport federation interaction with other federations, government officials and games officials. The members make recommendations to the Board on policy matters, carry out the day to day business of the S.F.C., as well as other activities, specifically designated by the Board. The committee reports regularly to the Board on its activities.

3.3 Membership and Roles

The Executive Committee is made of up the SFC officers as defined in Article XI of the SFC by-laws.

4 Audit Committee (AC)

4.1 Purpose

The Audit committee (AC) is defined in Article VIII subsection VI in the SFC By-laws. The duties of the AC are to assist the Board of Directors in fulfilling its oversight responsibilities by reviewing and making recommendations with respect to:

- The external auditor's annual audit plan;
- The SFC's accounting policies;
- The audit findings and the audited annual financial statements, advising the Board on their acceptance;
- The system of internal controls and management of financial risks;
- The appointment of external auditors and their fees;
- The ethical standards that management and the Board have established;
- The procedures in place to ensure compliance with legal and regulatory requirements; and
- Such other matters as may be referred to the Audit Committee by the Board of Directors

4.2 Operating Procedures

The AC shall have unrestricted access to members of management, employees and all relevant information and may engage independent counsel and other advisors as necessary to carry out its responsibilities.

4.3 Membership and Roles

The VP of Administration shall be an ex-officio non-voting member of the Audit committee. The EC will appoint three (3) members of the Board of Directors to serve on the AC committee.

5 Awards Committee

5.1 Purpose

The Awards Committee shall identify suitable nominees, prepare application procedures and present all nominations for awards.

5.2 Operating Procedures

The Awards committee will meet twice annually at the summons of the Technical Director. First to prepare the solicitation of nominations and second to determine the award winners

5.3 Membership and Roles

The Awards Committee consists of 3 -5 regionally based members representing as many SFC disciplines possible given the volunteers. At least one member should be from the High Performance Program. All members shall be appointed to a one year term by the Board of Directors or the EC acting for the Board. The chairperson shall be elected by the Committee members.

6 Membership-Marketing Committee

6.1 Purpose

The Membership-Marketing Committee will co-ordinate all marketing activities (promotion, fund raising, public relations, licensing, market research, sales and advertising) of the Federation. It will do so within the policies, plans and priorities approved by the Board of Directors and will make decisions relating to these marketing activities, monitor implementation and evaluate them on a regular basis.

6.2 Operating Procedures

Teleconferences will be held as needed. Conference call or other electronic mechanisms will be made available to members to facilitate their participation and scheduling will attempt to ensure all members can participate.

All recommendations of the membership- marketing committee will be by consensus of members. In the event that consensus cannot be achieved, all views will be brought to the attention of EC for review and guidance and final decision.

6.3 Membership and Roles

The Membership-Marketing Committee is appointed by the Board of Directors or the EC in their place. The committee will identify a chair.

7 National Officials Development Committee (NODC)

7.1 Purpose

The function of the National Officials Development Committee (NODC) is to ensure that an adequate number of properly trained and qualified officials are available to supervise and conduct target shooting in all SFC disciplines at Club, Provincial and National levels throughout Canada, and to nominate suitable officials for ISSF events or international competitions organizing committees as may be appropriate. The NODC submits nominations to the EC for ISSF and official's cards.

7.2 Operating Procedures

The National NODC is responsible for:

Conducting and or coordinating training courses for officials at the National and coordinating ISSF International level courses in Canada.

Developing programs for training, examining and qualifying officials in all active disciplines at the National level and assisting the Provinces in developing their system for certification at Club and Provincial levels

Development of training manuals, lesson plans, training aids and printed material for use by training course instructors as required.

Establishing a cadre of instructors to conduct National level training courses.

Coordination of Club and Provincial training and qualification programs, acting through representatives appointed by the SFC-affiliated Provincial and Territorial Governing Associations.

Recommending officials to conduct Regional and National Championships, and for International competitions as may be applicable.

Establishing and conducting training programs for major and support officials, as circumstances may require in connection with International competitions conducted in Canada.

Periodically reviewing the performance of National level officials to determine whether their certification should be renewed and/or to decide on recommendations to the ISSF for International Judges' licenses.

Establishing the period of validity for officials' certification and to recommend to the EC fees to be charged for training course participation, officials' materials and certification.

Annually, the Chairman of the NODC shall present to the EC of the SFC through the Vice-President of Domestic and Operations a list of current and practicing:

Nationally certified Officials (discipline specific)

International Officials (discipline specific)

7.3 Membership and roles

All members of the NODC shall be nationally certified and currently practicing as national or international officials in at least one shooting discipline..

Members are appointed for a period of one year by the Board of Directors or the EC acting for the Board. The Chairperson shall be elected from the members of the Committee. The SFC Technical Director and the ISSF delegate of the SFC shall act as ex-officio to NODC.

The NODC will maintain liaison with affiliated National Associations and Provincial or Territorial Governing Associations, and will act to coordinate Officials' training and qualifying programs conducted by these associations.

The NODC will also be in close and regular contact with Sport Canada or other National agencies concerned with Officials development and certification.

The SFC Technical Director and ISSF delegate will act as the NODC's liaison officer, and will provide support services to the Committee through the facilities of the SFC office.

7.4 Renewal Criteria for Officials

In order to be eligible for issue or renewal of National or International licenses, all candidates are encouraged to provide verification of active participation as an on line Official, Judge, or Jury member at his/her appropriate National, Regional, or Provincial Championships or club activity.

Such verification should be provided by presentation of the National Officials card, appropriately signed by the Chief Range Officer or Tournament Director in charge of the event, to the Technical Director of the SFC. At the SFC national office the Technical Director shall monitor the participation of all National and International Officials.

8 Nominating Committee (NC)

8.1 Purpose

The actions of the NC are to put a general call out for nominations, actively recruit nominees and ensure nominations and elections are conducted in accordance with the SFC by-laws (See By-laws Section VI).

8.2 Operating Procedures

8.2.1 Nominating committee (NC) will be created at least 3 months in advance of the Annual Membership Meeting (AMM) by the SFC Board of Directors.

8.2.2 The NC will be provided a list of all board and executive positions up for election by the Board of Directors at the upcoming AMM.

8.2.3 The NC will ensure the SFC posts these positions and the process for nomination on their website two months in advance of the AMM

8.2.4 The NC will contact all PSO's (TSO's) requesting nominations for provincial and territorial board member candidates.

8.2.5 NC will contact appropriate sections requesting nominations for section board member positions available.

8.2.6 NC will contact the High Performance Athletes through email and electronic polling (assisted by the Technical Director) requesting nominations for either the male or female athlete representative nomination (depending on the year). This will be a two-step procedure: 1) asking eligible athletes interested to submit their names, 2) HP athletes reducing their nomination to a single individual through a majority vote. If there are two candidates in a particular election, the published voting procedure policy will be used to determine a winner.

8.2.7 Ensure nominations for the board are available to the membership one month in advance of the AMM.

8.2.8 Test technology for satellite meeting locations for the AMM prior to the meeting

8.2.9 Arrange required document templates and back up technology failure procedures with PSO's (TSO's) interested in operating a satellite location for the annual general meeting should the technology fail.

8.2.10 The NC will oversee the voting and election during the AMM

8.3 Membership and Roles

The Nominating Committee (NC) consists of at least three members in good standing with the SFC, appointed by the Executive Committee and will stand from several months before the Annual Meeting of the Members until the completion of the elections and voting arising at that meeting, including the validation of any voting at OSL locations if necessary.

9 Domestic Affairs Committee

DAC fosters and supports the perpetuation of the target shooting sports throughout Canada. It is their duty when possible to support provincial associations that also support competitive and non-competitive shooting and promote safe and responsible use of firearms.

9.1 Purpose

Reporting to the EC, the DAC will develop, recommend and assist in implementation of options to: encourage and coordinate leadership development (coaches, officials, volunteers); Increase participation in the shooting sports; Help provinces develop a progression of developmental shooting programs from introductory fundamentals to high performance and through active for life participation.

9.2 Operating Procedures

Teleconferences will be held as needed. Conference call or other electronic mechanisms will be made available to members to facilitate their participation and scheduling will attempt to ensure all members can participate.

All decisions and recommendations of the DC will be taken by consensus of members. In the event that consensus cannot be achieved, all views will be brought to the attention of EC for review and guidance and when necessary, final decision.

9.3 Membership and Roles

Membership consists of VP of Domestic and Operations (VP DO) and at least one other member appointed by the Board of Directors. The VP DO may recommend the appointment of non-Directors to the committee

9.4 Financial requirements

Grants that are administered by DAC will require timely meetings to meet the deadlines within those Granting programs

10 High Performance Committee (HPC)

10.1 Purpose

The foremost mission of the High Performance Committee (HPC) is to assist the VPHP in managing the High Performance Plan for Olympic and Paralympic disciplines, develop the annual Athlete Selection criteria, Major Games criteria and to facilitate the highest level of achievement of all our National Teams internationally and in accordance with LTAD plan and SFC policies

It is also the HPC duty to improve communication and manage the exchange of information among the shooting disciplines through their representatives.

10.2 Operating Procedures

Meetings of the High Performance Committee shall be held at least 6 times a year but preferable monthly by teleconference to implement and evaluate the progress of the High Performance Plan. The committee members are responsible to provide technical insight to influence policy and procedures related to the HP plan and disseminate an understanding of the plan to their respective disciplines and colleagues. All decisions and recommendations of the HPC will be made by majority of members. In the event that the VPHP cannot agree with a committee decision, the chair is responsible to present all views and their recommendation to the EC for final decision.

10.3 Membership and Roles

The HPC members shall be confirmed by the Board of Directors or the EC on behalf of the Board of Directors annually.

Named to the Committee shall be the Head Coaches (or designate) of the Olympic and Paralympic disciplines (Rifle, Pistol, Shotgun), the director elected to represent SFC athletes (as per article VIII of the SFC By-laws) and a representative from the Junior Developmental Program, or designate. The Technical Director of the SFC shall be ex-officio to the Committee and act as secretary. Should no head coach be identified, the VPHP will be responsible for nominating the representative with no apparent conflict of interest for that discipline.

The (VPH) shall be responsible for the administration of shooting activities related to the national team; high performance training centers; athlete assistance programs; leading the hiring national team coaches; supporting coaching certification at the national team level; international liaison and for other such responsibilities as may be directed from time to time by the Board and/or Executive Committee. VPH will be appointed as the Chairperson of the HP Committee by the Board of Directors, or the EC acting in their place, and shall serve a term of four years which will coincide with the quadrennial plan. The reappointment of any such Chairperson would be subsequent to a performance review of his/her previous term by the EC. The VPH is accountable to the SFC executive for development, and delivery of the HP plan in accordance with the SFC strategic plan.