

# Shooting Federation of Canada



## Policy for Sections

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**Approved by:**

**Board of Directors / Executive Committee** \_\_\_\_\_ 2014/04/17 \_\_\_\_\_  
Date

**Posted to the SFC Website** \_\_\_\_\_ 2014/05/05 \_\_\_\_\_  
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 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.

43 **1 Sections**

44 **1.1 General Information**

45 Each Section operates under terms of reference established by the Board of Directors and  
46 under the direct supervision of the Executive Committee (EC), according to the Federations  
47 operating By-Laws.

48 The Shooting Federation of Canada currently includes 3 sections.

49 They are: Rifle Pistol Shotgun

50 Should any qualified discipline hold events at more than one National Championships (ie Shotgun  
51 -skeet and trap) then these *Subsections* that operate each event must work collaboratively.

52 Additionally subsections must submit to the VP Domestic and Operations for EC approval:

- 53 1. Procedures to confirm they are operating independently
- 54 2. Procedures confirming how the subsection will come together every two years to  
55 nominate their section representative to run as the Vice President for that Section for  
56 the SFC board and executive.

57 For the purpose of this manual any approved subsection must follow the requirements for a  
58 Section as listed below.

59 **1.2 Purpose**

60 Each Section is responsible for elections of their committee, organization and for the acceptance  
61 of the bid and ensuring the conduct of national matches, postal matches and classification criteria.  
62 They are also responsible for nomination of the SFC Vice President – Section each two year term  
63 as identified in the SFC By-laws. These terms are limited in that authority for final approval shall  
64 rest with the EC acting on a recommendation of the Section.

65 The Section is responsible for recommending all rule changes where ISSF rules do not apply  
66 unless the change happens at a match in which the rule change is the responsibility of the match  
67 jury. It is also responsible for the development and introduction of new programs, keeping records  
68 of scores and general items of concern to its particular discipline.

69 **1.3 Operating Procedures**

70 An annual Section meeting shall be held during the National Championships or Matches, or at  
71 another appropriate date. The annual section meeting shall be convened by the Section Chair.  
72 Agendas should be circulated at least fifteen (15) days prior to each meeting. Other section  
73 committee meetings can be called at any time by the chair or 5 or more section committee  
74 members and should have two weeks' notice and encourage maximum participation through the  
75 provision of phone, or internet conferencing.

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77 **1.4 Membership and Roles**

78 Section membership is limited to SFC members in good standing that have participated at the  
79 national Championships within the last 3 years either as an athlete, coach or an official.

80 Members of the Section Committees are elected by the Section members at their annual meeting.  
81 They shall hold office each year elected until such time as they are removed for any of the  
82 reasons stated under the "Removal from office" section of the Board of Directors' guidelines. They  
83 must also comply with the Directors' guidelines, under the "qualifications" section.

84 The Section Chair shall ensure the VP-DO (via the Federation's office) and membership receives  
85 a copy of the minutes of any section or section committee meeting within 30 days of the meeting  
86 preferably my email.

87 The Committee should consist of a Chair, Vice-Chair, one representatives from each active  
88 provinces and up to a maximum of four (4) other members with specific tasks and responsibilities.

89 The Section Chair shall organize the work of the Section, delegating duties amongst members of  
90 the Committee in order to take full advantage of their capabilities with due regard to Section  
91 responsibilities. The Chair shall remain in close liaison with the Federation's Vice-President  
92 Domestic and Operations and respond to any requests of the SFC office staff in a timely  
93 manner.

94 For the names and addresses of the Section contacts, please refer to the web site or contact the  
95 SFC office.

96 **1.5 Financial requirements**

97 Sections may have their own accounts separate from the SFC and spend that money towards  
98 their sport as the section membership sees fit. Committees and Sections shall not enter any  
99 negotiations with any party leading to either a financial obligation or other commitment by the  
100 Federation.

101 Section/Committee members may be reimbursed for pre-APPROVED out-of-pocket expenses for  
102 required attendance at SFC meetings. Pre-Approval can only be granted by the SFC Executive  
103 Committee. All expenses incurred must be within a pre-determined budget, incorporated into the  
104 Federation's annual operating budget, unless directly funded by another agency, such as the  
105 C.O.C. or C.A.C. or N.C.C.P. Any expenses outside this budget must be approved in advance by  
106 the SFC Executive Committee.

107 **1.6 Reporting requirements**

108 The direct line of authority from the Section shall be to the Vice-President Domestic and  
109 Operations VP-DO. Proposals of the Section shall be submitted in complete detail for review by  
110 the VP-DO who will submit all proposals for EC approval. Section Reports are to be submitted to  
111 the National Office annually, one month prior to the Annual General Meeting. These will then be  
112 reviewed for acceptance by the board of directors. All motions/decisions relating to SFC policy or  
113 finances may not go into effect until ratified by the Executive Committee.