

# Saskatchewan Amateur Trapshooting Association

Long Range Plan  
Covering the fiscal years of  
2015/2016 to 2019/2020

## Mission Statement

To promote trapshooting in Saskatchewan by supporting participation and involvement in the sport through the responsible administration of funds, facilities and programs available, and by the governing of competitions.

## Vision Statement

To maintain or increase the membership of the Saskatchewan Amateur Trapshooting Association through continued support of the existing clubs and members, while still actively promoting trapshooting within the province during this period of demographic shift and urbanization within all the Sask Sport Zones.

# Values

## **COMPETENCE:**

The maintenance of current levels of knowledge and practice for the particular field of endeavor.

## **Value Statements:**

1. members will enhance their own level of expertise;
2. members will enhance the efficient and effective operation of their provincial sport organization and the applicable NSO's.
3. members will contribute, through their organizational competence, to the betterment of sport in Saskatchewan.

## **JUSTICE:**

Credible and legitimate reasons will be established to resolve any dispute or deviation from equal and just treatment for all members.

## **Value Statements:**

1. members will respect and treat with dignity the rights of all individuals engaged in the administration and performance of sport;
2. members will encourage the development and maintenance of a just sport environment for all;
3. members will develop and maintain their provincial sport organization as an example of corporate and social justice.

## **RESPONSIBILITY:**

Personal responsibility will be taken for organizational decisions and actions under the control and intent of decision makers.

## **Value Statements:**

1. members must be accountable for their own behavior as decision makers in the sport system;
2. members must be accountable for decisions made by their subordinates and volunteers reporting to them;
3. members must develop and maintain a supportive environment which provides for individual creativity, responsibility, and personal initiative;
4. members are ultimately accountable for the quality and nature of sport in Saskatchewan.
5. members voting on sport issues are to act in the best interest of the long-term viability of the sport.

## **INTEGRITY:**

Conduct which is honorable and honest.

### **Value Statements:**

1. members must ensure that their behavior is beyond reproach in terms of what the organization deems right and good.
2. members must treat one another and stakeholders with the utmost respect and propriety;
3. members must behave in a manner which supports the high organizational integrity of provincial sport organization.

## **LEADERSHIP:**

The provision of ethical, educational and technical leadership at all levels of the province's delivery system.

## **Value Statements:**

1. members must demonstrate ethical, educational, and technical leadership in their capacity as leaders in sport;
2. members must provide ethical, educational and technical guidance for those under their responsibility;
3. members must behave in a manner which places their sport organization in an ethical, educational and technical leadership role.
4. members should show initiative to stay informed of the continuing evolution of the sport at both the provincial, national and international levels.

## **COOPERATION:**

Partnership with other organizations for the enhancement of sport in Saskatchewan.

## **Value Statements:**

1. members will develop and maintain active relations with other sport organizations;
2. members will work toward a sport environment where active sharing of resources and information take place.
3. members will continue to promote and build relationships with organizations whose goals and objectives are either directly or indirectly compatible with our specific sport.

## Areas of Emphasis

### Administration

- **Work with federal & provincial organizations on shoot sport related issues**
- **To have the documentation of the association available to members**
- **To responsibly administer the funds of the organization**
- **To provide additional funding for the operation of the SATA**

### Organizational Development/Capacity Interaction

- **To enhance communications between directors, clubs and members**
- **To implement, maintain and evaluate our long term planning process**
- **To maintain and review the Constitution/Articles of Incorporation**
- **To maintain our policy and procedures manual**

## Grassroots/Participation

- **To promote and introduce clay target sports to new participants.**
- **To provide information on training facilities for new shooters.**
- **To ensure that all participants are properly equipped and trained to safely engage in the sport.**
- **To insure the continued participation at the grassroots level.**
- **To provide adequate opportunities and avenues to develop competent officials.**
- **To provide continued support for the development and upgrading of coaching through the nationally recognized programs.**

## Elite/Excellence

- **To develop and assist national level athletes and officials.**
- **Promote the achievements of Saskatchewan trapshooters at the provincial, national and international levels.**

## Long Range Plan Action Chart

**Area of Emphasis: Administration**

**Goal: Work with federal & provincial shooting sport organizations on firearm related Issues**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
Gun Control Legislation	Various letters & correspondence with organizations that have direct interest regarding this legislation	SATA Executive	Ongoing	
Cross-Border Gun Transportation	Help the membership apply for a form 6N1A so they can compete in the USA	SATA Executive	Ongoing	
Range Approvals & Gun Club Registrations	Help gun club meet range approval criteria	SATA Executive	Ongoing	
Shooting Organizations at Large (PITA, ATA, Handgun, Black powder, Skeet, Sporting Clays, Etc.)	Work with all other shooting organizations for the betterment of shooting	General Membership	Ongoing	

## Long Range Plan Action Chart

**Area of Emphasis: Administration**

**Goal: To have the documentation of the association available to members**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
Have documents available after AGM, financial audit and all other meetings	Mail all correspondence to the directors and gun club representatives after each meeting	Secretary/Treasurer	Ongoing	
List all meetings in the yearly program	Advertise the annual meetings in the shoot program	Program Committee	Annual	
All clubs will have a copy of the SATA policy and procedure manual	Reprint the updated policy and procedures manual and mail to all the clubs	Secretary/Treasurer	Every time a new club joins	
Ensure all clubs have a copy of the Dispute Resolution Document/Harassment Policy	Reprint the updated Dispute Resolution/Harassment Policy and mail to all the clubs	Secretary/Treasurer Harassment Committee	Every time a new club joins	
Send newsletters out quarterly	Send, email or fax out to all clubs and directors	Secretary/Treasurer	Quarterly	
Have the audited financial report available to the general membership at the AGM	Have documents ready for the auditor in a timely fashion so we can have the report available for the AGM	SATA Executive	Annual	

## Long Range Plan Action Chart

**Area of Emphasis: Administration**

**Goal: To responsibly administer the funds of the organization**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
To provide yearly budgets	Use the same accounting company on an ongoing basis so they are familiar with our procedures and provide monthly updates to streamline audit process	Accountant Finance Committee	Annually	
To provide interim financial statements at meetings	Supply up-to-date financial statements at all meetings so the general membership is aware of our financial situation	Secretary/Treasurer	Quarterly	
To provide monthly financial statements to the executive	Review monthly statements with the executive to ensure all funds are being properly handled	Secretary/Treasurer	Monthly	
Bond all officers	Pay premiums to the insurance carrier used to bond the signing officers on our executive	Financial Committee	Annually	
Carry appropriate insurance at all times	Pay all premiums for the liability insurance to the carrier selected by Sask Sport	SATA Executive	Annually	

## Long Range Plan Action Chart

**Area of Emphasis: Administration**

**Goal: To provide additional funding for the operation of the SATA**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
GST rebates	Apply on a yearly basis for GST rebate	Secretary/Treasurer	Annually	
Hosting Grants	Completing forms as required by Sask Sport	SATA Executive	As Applicable	
Affiliation & Daily Fees	Charge all clubs and members' fees at shoots throughout the province to help offset operating costs	Club Executives SATA Directors	Annually	
Term Deposits & GIC	Optimize returns on reserve funds to work towards self sufficiency	Financial Committee	Annually	

## Long Range Plan Action Chart

**Area of Emphasis: Organizational Development/Capacity Interaction**

**Goal: To develop enhanced communications between directors, clubs and members**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
Distribute a shoot program yearly	Mail each member a book and deliver books to all the clubs to distribute to new shooters or shooters that were missed	Secretary/Treasurer and President	Annually	
Hold open meeting in various locations around the province	Plan meetings in different locations around the province so that all members have a chance to attend yearly meetings	SATA Executive	Quarterly	
Maintain a website so the general public have access to our information	Continually update website with pertinent information	Secretary Treasurer under Board Direction and Website Developers Advise	Ongoing	
Maintain numerous committees to look after various issues of the SATA	Have each director head up a committee and then recruit some of the general members to help them handle any situations that arise during the year	SATA Executive General Membership	Annually	
Send correspondence regularly	Send all material from meeting, shoots and Sask Sport Memos and newsletters to all clubs and directors throughout the year	Secretary/Treasurer	Ongoing	
Attend conference and symposiums	Encourage attendance to Sask Sport and sport specific meetings by reimbursing costs incurred by members when attending on our behalf	SATA Executive	Ongoing	

## Long Range Plan Action Chart

**Area of Emphasis: Organizational Development/Capacity Interaction**

**Goal: To develop, implement and evaluate a long term planning process**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
Evaluate and update a long term plan process to ensure our goals are being met and make necessary changes when required	Review the plan annually and make changes if necessary to be filed every 5 years	SATA Executive with guidance from the general membership	On Going	

## Long Range Plan Action Chart

**Area of Emphasis: Organizational Development/Capacity Interaction**

**Goal: Develop and implement a process for reviewing the Constitution/Articles of Incorporation**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
To maintain a committee to review the constitution	To review the constitution and make any recommendations for changes before the AGM	Board of Directors	Annually	
Update the constitution and articles of incorporation as needed	Attend the AGM and note any changes that should be made	Secretary/Treasurer	Annually	
Update new and existing policies a	As Sask Sport develops new policies, have our board review and adopt to our current policy manual	Secretary/Treasurer and Board of Directors	On Going	

## Long Range Plan Action Chart

**Area of Emphasis: Organizational Development/Capacity Interaction**

**Goal: To maintain our policy and procedures manual**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
Maintain a committee to review, update and disburse the Policy and Procedures Manual	Make note of changes or updates made throughout the year, and send the revisions out the all directors and gun clubs to update their manuals	Secretary/Treasurer	Ongoing	

## Long Range Plan Action Chart

**Area of Emphasis: Grassroots/Participation**

**Goal: To develop a mechanism to recruit new shooters**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
To increase yearly membership	Have each shooter bring a new shooter out to the clubs with them during the year	General Membership	Ongoing	
To promote the sport of trapshooting throughout the province	Use posters, yearly programs and the website to promote the sport and invite more people out to try it and get involved in our organizations events	Promotions Committee	Ongoing	
To insure each club has access to a certified instructor	Pay for the general membership to enroll in coaching courses each year	Secretary/Treasurer General Membership	Ongoing	
Provide clubs with financial help to promote the sport	Pay each club \$10 per new shooter and/or graduates of hunter's safety to provide them with an introductory round of trapshooting	Secretary/Treasurer Gun Clubs	Ongoing	
Promote the sport to target groups within the province	Work with various organizations to introduce the sport to target groups such as ladies, children and aboriginals	Gun Clubs	Ongoing	
Additional Funding for target groups	Continue to promote programs that help make the sport feasible for various target groups	Board of Directors	Ongoing	

## Long Range Plan Action Chart

**Area of Emphasis: Grassroots/Participation**

**Goal: To provide training facilities and equipment for new shooters**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
Provide guidance, training and equipment for new shooters	Have coaches available for new shooters along with access to the proper equipment and facilities	Coaching Committee Portable Trap Committee	Ongoing	
Provide a membership and round of shooting for new shooters	Offer new shooters their first year membership free and their first 100 registered targets	Gun Clubs	Ongoing	
Provide half-price targets for all target groups (ladies and children)	Rebate clubs half of the entry fees for targets groups so that shooting may be more affordable	Secretary/Treasurer Gun Clubs	Ongoing	
Provide clinics throughout the province	Have coaches put on clinics around the province so that people can come out and try the sport	Coaching Committee	Ongoing	
New club incentives	Provide new clubs with financial assistance in order to host their first shoot	SATA Executive	First time basis	

## Long Range Plan Action Chart

**Area of Emphasis: Grassroots/Participation**

**Goal: To insure the continued participation at the grassroots level**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
Ensure existing recruiting programs are monitored and evaluated	Directors and Gun Clubs have to submit yearly reports to the Executive of the SATA	SATA Executive Gun Clubs	Annually	
Offer programs to keep shooters active and moving through the recreation-participation level to the competition level and then elite	Offer subsidized targets to ladies and children	SATA Executive	Annually	
Offer an enhanced prize package at the Provincial Championships	To help offset the prize package cost for the hosting club, to entice more shooters to attend	SATA Executive	Annually	
Keep the national organization informed of current activities and memberships	Remit fees to the national organization to keep our membership and performance records updated	Secretary/Treasurer Club Executives	Ongoing	

## Long Range Plan Action Chart

**Area of Emphasis: Grassroots/Participation**

**Goal: To develop competent officials**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
Encourage active shooters to continue upgrading their coaching levels	Distribute tests from the office to the shooters and have the secretary/treasurer correct	Secretary/Treasurer General Membership	Ongoing	
Update the coaching test yearly	Develop a committee to review the exam each year and make changes as necessary	Coaching Committee	Annually	
Yearly testing of the rules and regulations of the sport	Have a committee develop annual exams to test the knowledge of the membership in regards to ATA rules	Board of Directors	Annually	
Provide financial assistance for all courses	Ensure the shooters aren't out personal funds to help develop out coaches and officials by providing financial assistance	Secretary/Treasurer and Board of Directors	Ongoing	

## Long Range Plan Action Chart

**Area of Emphasis: Grassroots/Participation**

**Goal: To develop coaches through the NCCP**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
Have qualified coaches participate in the coaching program as possible	Reimburse the registration fees and expenses that the membership may incur attending the courses	General Membership SATA Executive	Ongoing	
Offer the practical and technical component on a yearly basis	Have our qualified coaches put on clinics for the up and coming coaches in the province free of charge	Coaching Committee	Annually	
Encourage membership with the national body	Pay annual membership fees to The Shooting Federation of Canada for all certified active coaches	Secretary/Treasurer	Ongoing	

## Long Range Plan Action Chart

**Area of Emphasis: Elite/Excellence**

**Goal: To develop and assist national level athletes**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
To make funding, coaching and equipment available to elite athletes	Recognize the top 22 shooters in the province and help them further their shooting career based on criteria set in the policy and procedures manual	SATA Executive	Annually	
Assist athletes to attend the national competition	Develop requirements to qualify for funding to attend the national championships and allocate the funding	SATA Executive	Annually	
Help shooters become international level shooters	Sponsor shooters to assist them in attending shoots at the international level in hopes they will attend the Olympics	SATA Executive	Annually	
Assist athletes to attend world shoots when necessary	Develop requirements to qualify for funding to attend the national championships and allocate the funding	SATA Executive	As Necessary	

## Long Range Plan Action Chart

**Area of Emphasis: Elite/Excellence**

**Goal: Promote the achievements of Saskatchewan trapshooters**

<b>Target Areas</b>	<b>Action Plan/Resources</b>	<b>Responsibility</b>	<b>Timeline</b>	
Contact the media to inform them of recent achievement of our athletes	Contact local newspapers, radio stations and TV stations to inform them when events are going on and who the winners were	Promotion Committee	Ongoing	
Have each club report shoot results to local media, the provincial organization and the national organization	Each club is required to report their winners to the provincial organization and from there results will be forwarded to the national organization and this is in direct conjunction with receiving any MAP funding	Gun Clubs Secretary Treasurer	Ongoing	
Reward performance at the national championships	Provide a monetary award to the winning participants as per guidelines under the policy and procedures manual	SATA Executive	Annually	
Reward yearly excellence	To acknowledge on the perpetual trophy with an option of purchased embroidered sportswear for the members that qualify under the All-Star Team and Special Categories requirements	Secretary/Treasurer and President	Annually	