

Saskatchewan Amateur Trapshooting

Association Inc.

(SATA Inc.)

# Policy and Procedures Manual

*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. ---June 1992---*

**2021**

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# 1.0 TERMS & ABBREVIATIONS

*AGM - Annual General Meeting*

*AST - All Star Teams*

*ATA - Amateur Trapshooting Association*

*CTA - Canadian Trapshooting Association*

*MAP - Membership Assistance Program*

*NCCP - National Coaching Certification Program*

*PSGB - Provincial Sports Governing Body (SATA)*

*Registered Event - under auspices of ATA*

*Sanctioned Event - any activity sanctioned by SATA  
Inc. (meetings, clinics, etc.)*

*SATA - Saskatchewan Amateur Trapshooting  
Association Inc.*

*SSI - Sask Sport Inc.*

## 2.0 MEMBERSHIP

Clubs can be registered with SATA Inc. for the yearly affiliation equivalent to \$2 per member or a minimum of \$50.00. This fee is due January 15 of each year, and is to be sent to the office of the secretary, together with a complete list of the officers and directors of the club, and a complete list of the previous years membership.

Membership in SATA Inc. assures each club insurance, minutes of meetings, newsletters, votes at meetings, participation in grant programs, and the provincial sanctioning of registered tournaments.

SK ATA shooters that participate in provincial registered shoots must pay a \$20 annual membership to the SATA. This is also mandatory to be eligible to receive funding from SATA.

Note: Saskatchewan residents who shoot practice or registered targets must be a member of a registered SATA club for that club to maintain its insurance status.

SATA Inc. will ensure that member clubs are aware of, and comply with, all policies related to provincial and federal firearms laws and regulations.

SATA Inc. will retain memberships in:

Non-Profit Corporation Act (\$10.00)

Sask Sport Inc. - active membership (\$50.00)

Canadian Trapshooting Association (CTA) - \$1.00 per registered  
ATA shooter

Memberships are due January 15 of each year. Late filing by any club will result in a \$25.00 surcharge. Clubs not paying the \$25.00 surcharge will be deemed to be in arrears and will receive no grant moneys or sanctioned programs until such surcharge is paid.

## 3.0 ADMINISTRATION

### **Duties of officers and directors**

As per Articles of Incorporation.

### **Votes**

SATA limits the votes at all open meetings to 2 votes per affiliated club, the directors of the SATA and the executive of the SATA on all voting matters.

### **Meetings**

As per Articles of Incorporation, meetings will be held in whatever format makes the most sense at the time the meeting is called.

### **Expenses**

All expenses (directors, committees, and club delegates) must be submitted on the appropriate form and will be paid on a per diem rate as approved by the board.

---See Schedule "A"---

### **Eligible Meetings**

Directors will be paid a travel allowance to all duly called meetings, club delegates will be paid one vehicle per club to the spring and annual meeting.

Mileage will be paid at the rate of 30 cents per kilometer round trip.

No one will be paid any expenses to the meeting in conjunction with the provincial championship. Club representatives will be paid per diems to the annual meeting only. When a general meeting is held, directors and/or voting members shall be expected to carpool or mileage payments may be pro-rated at the discretion of the finance committee. Room double-ups are expected where practical.

### **Insurance**

SATA Inc. will carry the basic policy with an appropriate agency as per Sask Sport Inc. requirements.

#### **Coverage Summary**

General Liability	\$5,000,000.00
Participants Liability	\$5,000,000.00
Directors and Officers	\$2,000,000.00
Employees/Volunteer Bonding	\$250,000.00

NOTE: Liquor related events must be submitted in writing to the appropriate underwriter to be covered under this policy.

## 4.0 REGISTERED TOURNAMENTS

- All ATA rules shall govern competitions.
- The registration form for holding a registered competition is to be filled out by the club, then sent to the secretary of SATA Inc. for a signature and he/she will forward it to the ATA office.
- Shoot dates are usually decided prior to the current year AGM. Any club deciding to host a registered completion after that meeting must get approval from the SATA office and, if in conflict with another club, permission from that club as well.

### Rules and Regulations Regarding Provincial Championship

- Contact - See Schedule "E"
- Hosting: Clubs shall apply to host the next years Provincial Competition at the meeting held in conjunction with the current years Provincial Competition. The location of the Provincial Competition shall be awarded on a rotational basis. Clubs which are not in the rotation will be given top priority two years after their declaration of intention.  
  
---This should be done at the provincial ---
- An example of the previous statement would be ---if a club not in the current rotation declares their intent to host the provincial at the 2020 provincial competition, they will not normally host it until 2022.

## 5.0 COACHES/OFFICIALS/CLINICS

### Coaches

#### A. NCCP

SATA Inc. takes part in the NCCP (National Coaches Certification Program). There are several levels of certification and each level may have up to 3 components - Theory, Technical and Practical.

#### Organization Chart

Level - Old levels 1 & 2

COMMUNITY SPORT- Initiation or Ongoing Participation

COMPETITION - Introduction

INSTRUCTION - Beginners or Intermediate Performers

Level - Old levels 3, 4 & 5

COMPETITION - Development or High Performance

INSTRUCTION - Advanced Performers

The Theory component is offered by the Zones in the province. The Technical component is sport specific and is offered by the National/Provincial Shooting body. The practical is hands on experience in coaching. Contact the coaching committee for details or further information.

#### B. Coaching Committee

This position will be filled annually with an appointment by the board.

#### Duties:

- Liaise with NCCP
- Delegate coaches to do clinics
- Keep records of clinics held, participant's names, coaches, etc. and advise the secretary-treasurer of completed details so payments can be made.

#### C. Coaches will be urged to upgrade their level of certification. An honorarium will be paid for clinics held, and registration fees for NCCP courses reimbursed.

D. Clinics

I. SATA's Responsibilities:

- a) SATA will host clinics at SATA affiliated clubs only to SATA affiliated shooters; those clinics will be known as "Club Clinics".
- b) SATA may appoint a clinic coordinator and coaches at any given directors meeting.
- c) SATA will keep on file all records pertaining to clinics.

II. Coach Coordinator responsibilities:

- a) Sanctioning clinic(s) and organizing coach's schedule.
- b) Keep and update library of all coaching aids/books and training material.
- c) Reporting to SATA on all follow-ups.

III. SATA affiliated clubs' responsibilities:

- a) Request clinic through coach coordinator.
- b) Identify a minimum of 5 clinic participants, and a maximum of 10.
- c) Arrange for all club and trap help facilities.
- d) Liaise with coaches regarding expenses.
- e) File a report to SATA on the Club Clinic Forms as soon as possible.
- f) Pay coach expenses in the event of a cancellation.



NOTE: SATA affiliated clubs will be entitled to:

- a) A maximum of 2 clinics per ATA calendar year.
- b) If money is left in the clinic fund clubs may be reimbursed for part of their expenses to a maximum of \$150.00

IV. Coach's Responsibilities:

- a) Performing clinic/sessions with a minimum of 6 hours of group instruction.
- b) File a report with the coach coordinator

NOTE: Coaches will be entitled to \$150.00 per clinic from SATA

E. Library-video/printed material.

SATA Inc. has a collection of materials available to clubs, coaches, and members. These can be borrowed from the video library. (A deposit is required.)

F. Equipment

- a) SATA Inc. owns 9 trap guns and hearing protectors which may be borrowed for clinics providing proper permits are in place.

G. Officials

SATA Inc has Level I, II, III, and IV officials' tests. These tests have been sanctioned by the CTA and ATA. It is the intention that each club has at least 2 certified Level I and II officials and 1 Level III. It is further recommended that all SATA Inc. directors are certified at Level IV. The tests, which are open book, can be obtained from the office of the secretary-treasurer, who marks and records names and levels of certification.

### **Duties of Zone Sport Contacts**

- A. Represent trapshooting within their zone.
- B. Provide, or have access, to technical information involving trapshooting.
- C. Identify need in their zone and work with SATA Inc. and the Zone Sport Council to ensure that the needs are met.
- D. Responsible for ensuring necessary clinics are run within the Zone to meet the sport needs.
- E. Act as liaison between the PSGB and Zone Sports Council.
- F. Act as the zone sport contact for Saskatchewan Games and in cooperation with the Zone Sport Council ensure that trapshooting is represented at the Saskatchewan Games.

## 6.0 MAP GRANTS

The MAP is assistance that is available to our affiliated membership for the promotion and development of our sport of trapshooting. This grant is made available through Sask Trust which derives proceeds from the sale of lottery tickets in Saskatchewan.

MAP grants will not be paid for events carried over 2 days.

### Eligibility

- Clubs must be members in good standing with SATA Inc.
- Special programs would be considered by the board.  
Some programs could be:
  - Costs incurred hosting coach/officials clinics.
  - Purchase of promotional materials.
  - Any other programs or advertising employed to promote and develop trapshooting at the grass root level.

### Policy and Procedures

- a) One completed application form is required to each type of assistance required. Contact the SATA Inc. office if more forms are required.
- b) Capital expenditures such as construction, upgrading and maintenance, registrations, wages, cash prizes, social events are not regarded as eligible expenses.
- c) All applications are subject to the approval of the SATA Inc. Board.
- d) Each club requiring assistance should be able to provide some self-help.
- e) Applications where there is duplicate or deficit funding will not be approved.
- f) No MAP grant will be paid until all the completed paper has been received by the committee.

### **How to Apply**

Applications must be submitted on a MAP Spending Plan form, signed by club president or chair by August 31st of current year. Late or improperly completed requests will be returned to the applicant.

### **Payment of Grants**

- a) Successful applicants will be notified shortly after the fall meeting. Members will be informed of the type of program approved and the amount of funding assistance that will be provided.
- b) After completion of the project/event, a follow-up form must be submitted complete with actual receipts and signed by the club president or chairperson. Follow-up reports must be returned within 2 weeks of fall meeting.
- c) MAP funds approved by SATA Inc. will be dispersed to all successful applicants once completed follow-up reports with supporting receipts are received.
- d) Grants that are approved are paid to your club with the understanding that funds are to be used for the purpose as outlined.
- e) When SATA Inc. provides moneys through the MAP grant to clubs for the purpose of purchasing equipment and such equipment is in turn sold by said club the moneys provided by SATA Inc. shall be repaid to SATA as follows:

During the first year	100%
After 1 year	80%
After 2 years	60%
After 3 years	40%
After 4 years	20%
After 5 years	0%

### **Awareness of MAP for Members**

Member clubs are informed of MAP as follows:

- a) Information in minutes/newsletters of SATA Inc.
- b) Direct mail out of guidelines and application forms to each club.  
---See Schedule D---

## 7.0 TRAVEL GRANTS

Through the grant program of Sask Sport, all athletes attending the national championship out of province are eligible to receive some assistance to help defray the cost of travel and competition.

The amount allocated to travel is budgeted by the finance committee. Payments of travel grants will be approved at the September directors meeting.

To receive funding, athletes must:

- (a) Shoot 1,200 singles, 800 handicap, and 800 doubles targets in Saskatchewan by the end of current year (August 31) at 3 Saskatchewan Clubs.

Lady, Junior, Sub Junior, Vet, Sr. Vet must shoot 600 singles, 400 handicap, 400 doubles targets at 3 Saskatchewan Clubs.

- (b) Shoot all 400 of the championship targets at the Canadian. (200 singles, 100 handicap, 100 doubles)
- (c) Submit expense claim form (Schedule C) to the secretary/treasurer by Sept 17 with all receipts attached.

NOTE: International Shooters - must shoot 400 registered targets in current year prior to Canadian at 3 shoots.

## 8.0 SASK FIRST/HIGH PERFORMANCE

### ELIGIBILITY

20 ATA and 2 International shooters must meet minimum elite criteria.

Both ATA and International shooters must attend their respective national championship. (ATA shooters must shoot all 400 of the championship targets)  
This program is administered by the SATA Executive and Board of Directors.  
The dollar figure attached to this program is pre-determined by Sask Sport and indicated to SATA prior to grant application in October.

Payout will be made after the Sask First athlete has attended his/her respective Canadian Championship. If one on the Sask First list does not attend the Canadian, that portion of the funding will be equally divided among the others. (If unable to attend the Canadian for a just reason as deemed by committee, the Grand may qualify.)

To initiate payment, the shooter must complete the required Sask First form which is the documentation of all shooting - practice and competition - leading up to the Canadian - Schedule "C". Shooters who have qualified for high performance funding will have these forms forwarded to them by the secretary treasurer. These forms must be completed and returned to the secretary no later than September 17<sup>th</sup> to receive payment. Funding will be paid on actual receipts for shells, targets, components, travel, etc.

## **Athlete Assistance**

The dollar figure attached to this portion of Sask First is also determined by Sask Sport and indicated to SATA prior to October.

The athlete assistance awards will be administered by a committee who will have the flexibility to determine:

- a) eligibility and bursary amounts for the 1<sup>st</sup> category.
- b) funding splits between 1st and 2nd category.

1st Category: Full-time (Saskatchewan) students attending post-secondary educational institution to receive 1st diploma or degree who have shot 1000 ATA or 400 international targets in the previous target year (or a combination thereof).

2nd Category: Top performing shooters in following order:

- a) ATA - Canadian Champion/runner-up  
(Singles, Doubles, Handicap, High All Around)  
International - on National Team (Top 6)
- b) Open Champion/runner-up
- c) ATA - Canadian Champion  
(Sub Jr, Jr, Ladies, Vet, Sr Vet, Class)  
International = on Developmental Team (next 4)
- d) If tied - or not enough we will go to high average with minimum of 800 Singles, 500 Handicap, or 500 Doubles.

Applications to be received by September 17<sup>th</sup> of new target year.

## **ELITE ATHLETE**

- ATA

88% pick-me average on  
1200 singles  
800 handicap } Minimum SK Targets at 3 SK Clubs  
800 doubles

- International

Minimum average  
Male singles 86%  
Male doubles 80% } Minimum of 3 shoots  
Female doubles 70%

## 9.0 ALL STAR TEAM/HIGH PERFORMANCE

### **All-Star Team**

Each year, the top 10 shooters will make up our "ALL STAR TEAM".  
Criteria will be set at the Annual Meeting  
--Schedule "C"---

### **Special Category**

Each year, the high book average shooter (with target requirements determined at previous annual meeting) in the following categories will be recognized.

Age as of beginning of target year

Sub Junior, Junior, Junior Gold, Lady, Senior Veteran, Veteran, Sub Veteran  
600 Singles, 400 Handicap, 400 Doubles

### **High Average**

Each year, the high book average shooter in singles, doubles and handicap, as well as top rookie will be recognized.

NOTE: Rookie must shoot all 3 events, unless other requirements are determined by SATA Inc. directors.



## 10.0 ARTICLES OF INCORPORATION

### SASKATCHEWAN AMATEUR TRAPSHOOTING ASSOCIATION INCORPORATED

As submitted under the Non-Profit Corporations Act - December 1981.

#### **The Objectives of the Association are:**

The promotion and development of trapshooting in Saskatchewan and all matters related to it.

#### **Terms used in this document are:**

1. SATA Inc means Saskatchewan Amateur Trapshooting Association Incorporated.
2. CTA means Canadian Trapshooting Association.
3. ATA means Amateur Trapshooting Association.

#### **Classes of Membership:**

Membership in the SATA Inc is open to any Saskatchewan resident or trapshooting club who is a member of the ATA or any association who meets the objectives of the SATA Inc as approved by the members at the annual meeting.

- a) personal membership fees (daily target fees or association fees) shall be prescribed by the members at the membership meeting.
- b) club membership fees (affiliation fees) shall be prescribed by the voting delegates at the general meeting.
- c) honorary members as may be deemed by the Board of Directors with no more than one bestowed each year.

**Meetings:**

1. The membership meeting will be held as per ATA rules.
2. Notice of the annual meeting shall be given to the members by means of notices sent to affiliated clubs two weeks in advance. This meeting is to be held early in the new trapshooting year. At this meeting, an audited financial statement will be presented, The elections for President, Vice-President, 2<sup>nd</sup> Vice-President, Secretary-Treasurer and directors will be held. Business pertaining to the well-being of SATA Inc will also be conducted at this time. There should be two voting delegates per affiliated club at this meeting.
3. There will be a general meeting of the voting delegates in the spring of each year. (Two members per affiliated club.)
4. There will be a semi-annual meeting each year at the Provincial at which time the CTA and ATA delegates will be elected.
5. There will be a fall meeting each year to finalize the revenue and expenses For the fiscal year.

**BYLAWS OF THE SATA INC****Board of Directors**

1. The Board of Directors shall consist of the President, Past President, Vice-President, 2<sup>nd</sup> Vice-President, Secretary-Treasurer, and a minimum of 4 elected directors or a maximum of 6 elected directors. Out of the elected directors, a 2<sup>nd</sup> Vice-President will be chosen. (CTA Delegate and ATA Delegate shall sit with and have same voting rights as directors, elected at Provincial meeting.)

**Terms of Office:**

1. President 2 years, Past President until the next President steps down  
Director's terms of office shall be for one year.
2. The office of director shall automatically be vacated:
  - a) if a director resigns his/her office by delivering a written resignation to the Secretary of SATA Inc.
  - b) if, at a special meeting of members, a resolution is passed by  $\frac{3}{4}$  of the members present that he/she be removed from office.
3. A retiring director or officer shall remain in office until the

dissolution or adjournment of the meeting at which their successor is elected.

4. The directors shall have the power to make expenditures for the purpose of furthering the objects of SATA Inc.
5. The directors shall hold their meetings:
  - a) upon notice sent to each director at least one week prior to the date of the meeting.
  - b) or may meet on regular dates without notice.
  - c) or may meet, by mutual consent, at any time without notice.
  - d) by any means necessary based on the situation at the time of the meeting.
6. A director may be a salaried employee of the SATA Inc.

**Officers:**

1. The board of directors may appoint such agents and engage such employees as it shall deem necessary from time to time and such person shall have the authority and shall perform such duties as shall be prescribed by the board at the time of such appointment.
2. The remuneration, if any, of all agents and employees shall be fixed by the board of directors.
3. Any employment contracts shall have force and effect only until the next annual or special general meeting of members when it shall be confirmed by resolution of the members

**1. Duties of Officers:**

- a) The president shall be chief executive officer of the SATA Inc.
- b) The president shall preside at all meetings of the SATA Inc.
- c) The president shall be responsible for the general and active management of the business of the SATA Inc. and an ex-officio of all committees.
- d) The president shall see that all orders and resolutions of the board are carried into effect and he/she or the secretary or other officers appointed by the board for the purpose shall sign all by-laws and other documents requiring the signature of the officers of the SATA Inc.
- e) The vice-president shall assist the president in the administration of his/her office.
- f) The treasurer shall have the custody of the SATA Inc. funds and securities and shall keep full and account of receipts and disbursements in books belonging to the SATA Inc. and shall

deposit all moneys and other valuable effects in the name and to the credit of the SATA Inc. and in such depositories as may be designated by the board of directors from time to time.

- g) The secretary-treasurer shall disburse the funds of the SATA Inc as may be ordered by the board, taking proper vouchers for such disbursements and shall render to the president and directors at the regular meeting of the board, or whenever they may require it, an account of all his/her transactions as treasurer and of the financial position of the SATA Inc. Cheques shall carry two (2) signatures, that of the secretary-treasurer and either the president or first vice-president. The signature of the secretary-treasurer alone can transfer funds across SATA Inc. accounts.
- h) The secretary-treasurer shall also perform such other duties as may from time to time be determined by the board.
- i) The secretary-treasurer shall attend all meetings of the board and of the members and record all votes and minutes of all proceedings in the books to be kept for that purpose and shall perform such other duties as may be prescribed by the board of directors or president, under whose supervision he/she shall be.
- j) The secretary-treasurer shall update the policy and procedures manual.
- k) The CTA Delegate will represent the SATA Inc on the board of directors of the CTA and shall be the liaison officer between the CTA and the SATA Inc. board of directors.
- l) The ATA delegate will perform all duties and functions prescribed in the official Rules and Regulations of the ATA.

## **2. Eligibility for Board of Directors**

- a) In all cases, except that of secretary-treasurer, those persons elected to this board of directors shall be people who are active participants in the sport.
- b) The people elected to the board of directors shall attend at least 75% of the meetings of the board or could be removed from the board immediately and not eligible to run in the next election.

## **3. Meetings of the Board of Directors**

- a) At least four (4) meetings of the board of directors shall be held each year one (1) in the spring and one (1) in conjunction with the Provincial Championship shoot, one (1) in the Fall and one (1) in conjunction with the annual meeting.
- b) Additional meetings to those named above may be held as required.
- c) CTA and ATA delegates sit with directors.

**4. Registered Tournaments:**

- a) All registered trapshooting tournaments held in Saskatchewan will be conducted in compliance with the official Rules and Regulations of the ATA.
- b) Provincial - Awarded on a rotation basis

**5. All-Star Team Selection:**

- a) SATA Inc shall recognize an All-Star Team.
- c) The all-star team shall consist of a five person first team and a five person second team.
- c) Criteria to determine the all-star teams will be determined at the annual meeting.

**7. Code of Ethics - See attachment.**

**8. ATA delegate will receive \$900.00  
CTA delegate will receive \$100.00**

- both are contingent upon attending their respective meetings and carrying out their prescribed duties---

A required meeting for the ATA delegate is the general meeting held at the Grand American Shoot.

A required meeting for the CTA delegate is the general meeting held at the Canadian Championship Shoot.

The President, Secretary and required Directors or Delegates shall be paid a round trip kilometer rate of 30 cents per kilometer for attending meeting dealing with business which is pertinent to the SATA. Examples of these are Sask Sport AGM, Symposiums, Small Group and General Business Meetings.

The President will be allotted \$3600 annual to conduct business on behalf of the SATA.

## INTRODUCTION

An established code of ethics stipulates and clarifies how organizational members should conduct themselves in various situations. This preferred mode of conduct exceeds what is generally required by law. In addition, a code provides members with an educational framework from which desired conduct may be understood and promoted. Its dominant purpose is to guide - it is not to threaten. The following code of ethics has been developed to be used as a document to assist the sport community in understanding and encouraging ethical behavior on the part of athletes, coaches, officials, volunteers, and professional administrators.

The code of ethics is presented below as a series of principles and value statements. Each set of value statements have been written to consider individual ethical behavior, organizational duty, and societal responsibility.

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## 11.0 CODE OF ETHICS FOR SPORT IN SASKATCHEWAN

### **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 Federation.
3. members will contribute, through their organizational competence, to the betterment of sport in Saskatchewan.

## **JUSTICE:**

Credible and legitimate reasons will be established for 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.

## **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 stockholders with the utmost respect and propriety.
3. members must behave in a manner which supports the high organizational integrity of provincial sport organization.  
[i.e. coarse language]

## **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.
1. 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.

## **COOPERATION:**

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

### **Value Statements:**

1. members will develop and maintain active relations with allied Organizations.
2. members will work toward a sport environment where active sharing of resources and information take place.



## **GLOSSARY**

<b>ETHICS</b>	for the layperson ethics and morality are synonymous. The term refers to "right" conduct that is desired by the society in general. Academically, ethics refers to the study of morals.
<b>MORALS</b>	as above. In an academic sense, morals are specific codes, rules and/or regulations of "right" conduct.
<b>COMPETENCE</b>	to be properly skilled-qualified to do one's appointed task.
<b>JUSTICE</b>	the exercise of authority in maintenance of right, of fairness.
<b>INTEGRITY</b>	to be honest and upright.
<b>RESPONSIBILITY</b>	to be morally and legally accountable for one's actions.
<b>LEADERSHIP</b>	to provide guidance and vision to followers, to develop and maintain a positive organization culture.
<b>EQUALITY</b>	to treat all individuals on equal terms.

# MEMBERSHIP/AFFILIATION RENEWAL

SASKATCHEWAN AMATEUR TRAPSHOOTING ASSOCIATION  
3118 7<sup>TH</sup> AVENUE EAST  
REGINA SK  
S4N 5V4

RON TODD - SECRETARY/TREASURER

CLUB NAME

---

CONTACT  
PERSON

---

ADDRESS

---

PHONE -  
HOME

WORK

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MEMBERSHIP FEE ENCLOSED \$100 ANNUALLY OR \$50 ANNUALLY

CLUB MEMBERS (PLEASE LIST YOUR CLUB MEMBERS ALONG WITH THEIR AGE, ADDRESS,  
CONTACT INFORMATION AND SPECIAL CATEGORY IF IT APPLIES)