



POLICIES OF THE MANITOBA TRAPSHOOTING ASSOCIATION

(Revised: May 3, 2026)

Financial Policy

“Organization” refers to: Manitoba Trap Shooting Association Inc.

Definitions

1. The following terms have these meanings in this Policy:
 - a. *“Representative”* – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization

Purpose

2. The Organization will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport.
3. The purpose of this Policy is to guide the financial management practices of the Organization.

Budget and Reports

4. The Organization’s Board will develop and approve an annual budget which will contain the Organization’s total anticipated expenditures and revenues.
5. The Treasurer (or designate) will, at each meeting of the Board or at minimum quarterly, present an interim comparative financial statement (which includes actuals for revenues and expenditures compared to budget) and a balance sheet to the Board for approval.
6. The Treasurer (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.
7. The financial statements of the Organization will be audited by an auditor appointed by the Board, if required by the *Manitoba Corporations Act*.
8. The Organization will file a T2 Corporation Income Tax Return each fiscal year.

Fiscal Year

9. The Organization’s fiscal year will be as described in the By-laws.

Banking - Revenue

10. Registration fees shall be reviewed annually by the Treasurer who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.
11. All money received by the Organization will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the Organization, as determined by the Organization’s Board.

POLICIES and PROCEDURES (CONT'D)

12. All money received by the Organization will be deposited, in the name of the Organization, with a reputable financial institution.

Bank Reconciliation

13. The Bank Statements will be reconciled to the general ledger on a monthly basis. On a quarterly basis, the Treasurer or other members of the Finance Committee will review and initial a copy of the Bank Reconciliation to indicate their review and approval.

Petty Cash

14. The petty cash fund will not exceed \$100 and shall be operated for small incidental cash purchases not to exceed \$15. When the cheque request is submitted for payment, it should indicate the total amount needed to bring the fund back up to \$100.

Signing Officers

15. All contracts, documents, or any other instruments in writing requiring the signature of the Association shall be signed by at least two of the following:

- a. President
- b. Treasurer
- c. A Director appointed by the Board as a signing authority
- d. A Staff member appointed by the Board as a signing authority

16. Any contracts, documents or any other instruments in writing which have been approved in the Organization's budget that are under \$10,000 are not subject to this section and may be executed by the Treasurer or any individual delegated such signing authority by the Board.

17. All cheques under \$10,000 require signatures from two (2) of the following:

- a. President
- b. A Director appointed by the Board as a signing authority

18. All cheques of \$10,000 or above require signatures from two (2) of the following:

- a. President
- b. Two Directors appointed by the Board as signing authorities

19. All cheques payable to any signing authority will not be signed by that signing authority.

Electronic Banking

20. Internet banking has become a very common banking practice that provides several distinct advantages, the Association will ensure internal controls related to online banking are in place to ensure all internet banking transactions are consistent and comply with the Associations financial procedures (such as the type of allowable uses for online banking transaction, number of signers). No one person should handle all of the transaction; the proper segregation of duties at all times must be followed. Authorized users need to consider the safe, secure and confidential storage of information and data, including the storage of PIN's and security tokens where applicable. Proper retention of all supporting materials and print out of transaction receipts must be maintained.

Expenses

21. Requests for purchases require the following:

POLICIES and PROCEDURES (CONT'D)

- a. All purchases must be approved by the Treasurer (or designate)
- b. Purchases over \$5,000 also require the approval of the Organization's Board

22. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the Organization's Treasurer.
23. Approved expenses are to be claimed and reported no later than thirty (30) days following the date of the expense. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon the Board's approval.
24. Any expenditure not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by the Organization unless determined otherwise by the Board.
25. For expenditures over \$100,000, the Board will exercise prudent due diligence and may seek quotes from multiple vendors and/or issue a request for proposal.

Accounts

26. Accounts receivable terms are net ninety (90) days from the date of invoice.
27. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

Credit Card

28. With the approval of the Board, the Organization may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of the Organization. The Board will determine who receives credit cards and what the credit card limits will be.
29. Credit card holders will be responsible for all charges made on credit cards issued in their name.
30. Credit cards must only be used for authorized payments that include:
- a. Payment of actual and reasonable expenses incurred on authorized Organization business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to the Organization
 - b. Purchase of goods or budgeted items
31. For the purposes of this Policy, expenses included in an annual Organization budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to an Organization credit card.
32. Credit cards are not to be used for any personal expenses and may not be used for meal purchases except with prior authorization.
33. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on

POLICIES and PROCEDURES (CONT'D)

Organization business.

34. Under no circumstances are cash advances to be drawn on Organization credit cards.

35. In addition, the following individuals have credit card responsibilities:

- a. Cardholders must:
 - i. not allow another person to use the card
 - ii. protect the pin number of the card
 - iii. only purchase within the credit limit of the card
 - iv. notify the credit card company if the card is lost or stolen
 - v. keep the card with them at all times, or in a secure location
 - vi. forward to the Organization's Treasurer, on a monthly basis, all receipts for expenses charged to the card in the previous month
 - vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
- b. The Organization's Treasurer must:
 - i. ensure that each credit card issued to an individual is paid in full on a monthly basis
 - ii. review and reconcile each credit card statement on a monthly basis
 - iii. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
 - iv. recover from the cardholder any funds owing for unauthorized expenses

Expense Claims

36. Representatives may submit expense claims to the Treasurer (or designate) for personal expenses incurred in performing their duties for the Organization. Generally, only expenses pre-approved by the Organization's Treasurer (or designate) will be reimbursed - and only within three months of the incurred expense. Expense claims must include:

- a. The exact amount each separate expense
- b. The date on which the expense occurred
- c. The place and location of the expense
- d. The purpose of the expense
- e. A receipt for the expense

37. Organization Representatives may submit expense claims to the Organization's Treasurer (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the Organization Treasurer (or designate).

38. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Treasurer for approval of the advance.

39. Expenses will be reimbursed in amounts outlined in the following table:

Expense	Rate	Notes
Travel – Personal Vehicle Mileage Rate	\$0.40 per kilometre	
Travel – Air	Lowest economy	Prior approval required

POLICIES and PROCEDURES (CONT'D)

Breakfast within Province	\$7.00	Receipts not required
Lunch within Province	\$10.00	Receipts not required
Dinner within Province	\$16.00	Receipts not required
Full Day within Province	\$33.00	Receipts not required
Breakfast out of Province	\$10.00	Receipts not required
Lunch out of Province	\$15.00	Receipts not required
Dinner out of Province	\$25.00	Receipts not required
Full Day out of Province	\$50.00	Receipts not required
Accommodation	Double occupancy	All personnel unless specified
Accommodation	Single occupancy	Only the President
Accommodation with Friends or Family	\$40.00 / day	Receipts not required
Incidental expenses	Actual cost	Receipt required

40. The Organization will not reimburse for costs above the specified rates without prior approval of the Treasurer. Where costs above the specified rates are approved, receipts must be provided.

Travel and Accommodation Expenses

41. Air travel is to be booked through the Organization whenever possible. Air travel including fares and itineraries is to be approved in advance by the Treasurer. In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this Policy and will not exceed cost of available economy airfare. Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel. For car rentals, it is the responsibility of the renter to ensure that adequate Collision, Comprehensive and Third-Party Liability Insurance properly covers the vehicle. Whether insurance is purchased through the rental agency, MPI, or by way of credit card, the renter must ensure that the type of vehicle rented and/or its intent use does not conflict with the rental company or credit card provided insurance guidelines.

42. Whenever possible, the Representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses.

43. Accommodation will be reimbursed based on single occupancy for the Organization's President. All other accommodation will be reimbursed based on double occupancy. Reimbursement for accommodation will be limited to reasonable amounts in the particular circumstances with consideration given for proximity to business events and for location of events. Hotel receipts will be required for reimbursement, as a charge card slip does not provide sufficient information.

44. The Organization will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.

POLICIES and PROCEDURES (CONT'D)

45. A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Per-diem rates are listed in the above table and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

Entertainment Expense

46. Entertainment expenses are reimbursable when the expense is directly related to business. These expenses include the purchase of a meal for a business associate or associates while conducting business. A senior employee shall pay the bill and submit it on his/her expense report. Original receipts must support all claims and include names of attendees and purpose of the expense. Maximum allowable tip amount shall not exceed 15%

Other Expenses

47. Organization Representatives may be reimbursed for long distance telephone calls provided the expenses were the Organization-related. Expense claims for telephone expenses must include the name of the person called, their connection to the Organization, and the purpose of the call. Telephone expenses in excess of \$80.00 will not be reimbursed.

48. Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed. Receipts must be provided for all such expenses.

Signing Authority – Other Documents

49. In the absence of any resolution to the contrary passed by the Board, the deeds, contracts, securities, bonds and other document(s) requiring the signature of two signing officers. The Board may authorize other persons to sign on behalf of the Organization.

50. Copies of all deeds, contracts, securities, bonds and other document(s) requiring the signature of the Organization will be made available for review by the Board if requested.

NSF Charges

51. The Organization will charge a twenty-five-dollar (\$25.00) charge on NSF Cheques. The penalty will be waived if the cheque was returned in error from the Bank (written confirmation required). Waiver of penalty for reasons other than bank error shall be considered on a case-by-case basis. An individual who has a repeat occurrence of a returned cheque will not be allowed to pay with a cheque in the future. Accepted methods of payment will be cash, certified cheque or money order

Replacement Cheques

52. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.

53. Cheques that need to be replaced due to loss will be assessed a five-dollar (\$5.00) administration fee.

54. Lost or missing cheques that have not been claimed by the Organization's year end will not be reissued.

Equity/Operating Reserve

POLICIES and PROCEDURES (CONT'D)

55. The target for the minimum operating reserve fund or minimum equity level is three months of the Association's average operating costs. The calculation of average monthly operating costs includes all ongoing committed expenses, for example salaries & benefits, rent, storage, office admin costs like phones, internet, and set programming costs. The amount of the equity / operating reserve will be reviewed annually after the fiscal budget is approved.

PSO Board of Directors Approval Date:	<u>April 27, 2025</u>
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START-UP GRANTS

It is the Policy of the Manitoba Trapshooting Association that:

- 1) Grants for start-up of clubs will be limited to \$500.00 dollars per club and a maximum of 3 clubs per year. Actual grant amounts will be based on availability of funds as determined by the Board of Directors.
- 2) These grants are to be on a matching (1 for 1) basis. Receipts required.
- 3) No grants will be given unless the Club owns or has a suitable lease on the land in question.

Procedures:

- 1) Applications to be submitted to MTA by end of August of year prior to planned expenditure.
- 2) Manitoba Trapshooting Association to reply by end of May in the year of the planned expenditure.
- 3) Work must be done and receipts submitted prior to any funds being released by the Manitoba Trapshooting Association.

CLINICS OR COACHING COURSES

It is the Policy of the Manitoba Trapshooting Association that:

- 1) The Club scheduling the clinic should contact all other clubs in advance so as not to conflict with their activities.
- 2) All eligible members have equal opportunity to attend all Clinics without prejudice.
- 3) All Coaching Clinics be reviewed by Board of Directors for all eligible participants prior to the Clinic.
- 4) Any member in good standing who passes Theory and Technical courses will be reimbursed.

PROVINCIAL CHAMPIONSHIP SHOOT (A.T.A.)

It is the Policy of the MTA that:

- 1) Regarding Provincial shoots:
 - Each member Club with four or more traps be granted the right to host the Provincial Shoot on the following rotation wherever possible.
 - Winnipeg
 - Pembina Triangle
 - Brandon
 - A New Club applying to be included will be inserted behind the current year hosting Club.
- 2) If a Club due to host the Provincial in rotation is unable to host it in its allocated year, they may interchange with the next Club in rotation that is willing to host the Provincial.
- 3) Manitoba Trapshooting Association training assistance will be provided as follows, subject to available funding (check the shoot program):
 - \$500.00 training assistance for five classes in Saturday singles Championship (200 birds) to be divided \$100 per class AA through D all entrants are eligible (60-40 high gun system).
 - \$300.00 training assistance for top three guns in Sunday's Handicap Championship (100 birds) to be divided \$100 per guns, all entrants are eligible.
 - \$500.00 training assistance for five (5) classes in Sunday's Doubles Championship (100 birds) to be divided \$100, per class AA through D all entrants are eligible (60-40 high gun system).
- 4) The Manitoba Trapshooting Association shall provide a hosting assistance of \$1000.00 to the Club hosting the Provincial Championships.
- 5) Championship awards will be provided to champions (singles, handicap, doubles) and category winners (sub-junior, junior, lady, sub veteran, veteran, senior-veteran, novice).
- 6) Provincial Championships shall consist of:

Event 1	Class Championship Singles 100 targets. –
Open. Event 2	Handicap 100 targets – Open.
Event 3	Class Championship Doubles 100 targets – Open.
Event 4	Singles Championship 200 targets – Resident and Open.
Event 5	Doubles Championship 50 pair of targets – Resident and
Open. Event 6	Handicap Championship 100 targets – Resident and
Open.	
- 7) The host Club shall provide open Lady for Event 4, Singles 200 target.
- 8) Duty and shipping costs incurred on A.T.A. trophies shall be reimbursed to host club by M.T.A. upon submission of receipts.

POLICIES and PROCEDURES (CONT'D)

- 9) Provincial team competitions shall be based on;
- | | |
|---------|--------------------------|
| Event 4 | 200 Singles targets. |
| Event 5 | 50 Pair Doubles targets. |
| Event 6 | 100 Handicap targets. |
- Five person teams from the regions as defined by Sport Manitoba Inc. and selected by each such region shall compete for the Provincial Regional Team Championship. The MTA shall provide medals for first place category as listed above.
- 10) The Provincial Championships shall not be in conflict with other major shoots, the date will be set in conjunction between the M.T.A. and the possible host club.
- 11) **Classification or appeals** at the Provincial Championship shall be done by members of the M.T.A. Board of Directors, prior to event being shot.

PROVINCIAL (M.J.S.A.) CHAMPIONSHIP

It is the Policy of the Manitoba Trapshooting Association that;

1. The M.J.S.A. Provincial Championship Shoot be awarded funds decided upon by the MTA.
2. That the M.J.S.A. Championship Team is sponsored by the M.T.A. for the singles event at the Provincial Shoot for targets, daily fees and shells.

SANCTIONING SHOTS

It is the Policy of the Manitoba Trapshooting Association that:

- 1) All A.T.A. registered shoots must be approved by MTA prior to submission to A.T.A.
- 2) The majority of shoot dates are to be set at the Annual General meeting of the MTA.
- 3) A registered shoot can be held on any number of traps (meeting A.T.A. rules) as long as three (3) or more registered shooters compete.
- 4) A Registered Shoot Application, must be forwarded to MTA Secretary at least 14 days prior to shoot. Failure to submit in time frame may result in disqualification.

MEETINGS

Annual Meeting: is to be held on the last Sunday of October, as per Constitution. **Winter Policy Review Meetings:** Board of Directors held in February of each year. **Finance and Budget Meeting:** Board of Directors, held in January each year.

Semi-Annual Meeting: Board of Directors, to be held at the Provincial Championship.

Planning Meeting: Board of Directors, to be held at the Discretion of the MTA Board.

DELEGATES

CTA Delegate: is to be elected by the members at the Annual General Meeting.

ATA Delegate: is to be elected by the members at the Provincial Summer Shoot.

DAILY FEES AND SHOOT REPORTS

It is the Policy of the Manitoba Trapshooting Association that:

- 1) Daily fees for sanctioned competitions to be set by the Board of Directors. The cost will be per shooter per day be collected and forwarded to the Manitoba Trapshooting Association within 15 days of the completion of the shoot.
- 2) The shoot report and copy of the financial report (A.T.A. form) be sent to the Manitoba Trapshooting Association within 15 days of the competition of the shoot.
- 3) A late submission fee of \$25.00 be assessed clubs for each report not meeting the 15 day requirement.

Procedures:

A shoot report shall include:

- Copy of M.T.A. shoot report form.
- Photocopy of A.T.A. shoot financial report.
- Copy of Trap and Field report.
- Copy of pay sheet.
- Send the secretary copies of **all** A.T.A. shoot report forms.

ACCOUNTABILITY

It is the Policy of the Manitoba Trapshooting Association that:

Member Clubs, individuals, any other groups receiving funds from Manitoba Trapshooting Association must provide such receipts and other documentation as required by the Manitoba Trapshooting Association in support of any funds prior to being received.

TROPHIES AND AWARDS

It is the Policy of the Manitoba Trapshooting Association that:

- 1) Each club may in each year receive trophy costs up to 50% or a maximum of \$300.00 per day to a maximum of three days as funds are available.
- 2) Receipts substantiating amounts spent must be submitted to the Manitoba Trapshooting Association prior to any consideration.
- 3) Buffalo pins will be awarded for the first 100 straight shot at registered shoots in Manitoba.
- 4) All Star Provincial Teams will receive awards on Men's 1st and 2nd teams and Lady Team based on all targets shot in the year and calculated on an average of averages basis.
- 5) Each shooter must shoot the minimum targets in the Province at a minimum of three affiliated MTA clubs to qualify.

MEN
700 Singles
500 Handicap
200 Pair Doubles

WOMEN
400 Singles
200 Handicap

The Provincial Award Schedule to be based on available funds.

Trophies Event	Closed	Open
1 --- Class Singles		AA --- A --- B --- C --- D
2 --- Preliminary Handicap		Champion --- Runner Up --- Third
3 --- Class Doubles		AA --- A --- B --- C --- D
4 --- Singles Championship	Champion --- Runner Up --- Lady 1 --- Lady 2 --- Sub Vet --- Vet --- Senior Vet --- Junior Gold --- Junior --- Sub Jr --- AA --- A --- B --- C --- D	AA --- A --- B --- C --- D --- Junior --- Vet --- Lady
5 --- Doubles Championship	Champion --- Runner Up --- Lady 1 --- Lady 2 --- Sub Vet --- Vet --- Senior Vet --- Junior Gold --- Junior --- Sub Jr --- AA --- A --- B --- C --- D	AA --- A --- B --- C --- D --- Junior --- Vet --- Lady
6 --- Handicap Championship	Champion through 6th --- Lady 1 --- Lady 2 --- Sub Vet --- Vet --- Senior Vet --- Junior Gold --- Junior --- Sub Jr	Open Champion --- Junior --- Vet --- Lady
High All Around	Champion	Open Champion
High Over All		Open Champion
Provincial Teams	Recognition but medals discontinued	

DEVELOPMENT GRANTS

It is the Policy of the Manitoba Trapshooting Association that:

A developing Club is defined as a Club which is a member of the MTA and is still in the process of developing its basic facilities and membership, with the goal of becoming a hosting Club for regular registered competitions.

Affiliated Clubs may apply to the MTA for Development Grants. The amount of any development grant shall be determined by the Board of Directors, considering:

- Availability of Funds
- Merit of proposal received from developing club.
- Not to exceed \$1000.00 per year.

Procedures:

- 1) Applications to be submitted to MTA by end of August of the year prior to planned expenditure.
- 2) MTA to reply by end of May in the year of the planned expenditure.
- 3) Work must be done and receipts submitted prior to any funds being released by the MTA.

FUNDING OF MANITOBA SHOOTERS TO MAJOR SHOOT

It is the policy of the Manitoba Trapshooting Association that:

- 1) The CURRENT Manitoba Champion in MTA sanctioned matches as defined below, shall be eligible for funding to compete in the Canadian Championships, Grand American, World Events (Olympic Style).

SINGLES Champion or highest available *runner-up * MTA approval
DOUBLES Champion or highest available *runner-up * MTA approval
HANDICAP Champion or highest available *runner-up * MTA approval
JUNIOR (SINGLES)

A. Champion or highest available ***runner up*** MTA approval required.

B. In the event of a Junior becoming an adult shooter due to birth date, the next runner-up Junior will also qualify for funding to attend.

LADY (SINGLES) Champion or highest available *runner-up * MTA approval

- 2) Champions in more than one of the above classifications shall be eligible for funding for each such classification.
- 3) The MTA may fund alternate shooters based on performance and availability of funds.
- 4) The amount of funding (if any) for assistance to compete at the Canadian Championships shall be determined by the MTA Board of Directors as funds are available.

Procedures:

- Expenses for travel, accommodation, entry fees and ammunition are eligible for reimbursement. All expenses submitted must be accompanied by receipts for acceptance.
- Provide data sheet showing scores and number of entries in each event entered.
- Champions, when informed of their eligibility for funding, must confirm their intention to compete in the Canadian Championships to the MTA within a reasonable time (as set by the MTA).
- Failure to confirm their intention to compete within the time set by the MTA may result in funding for which they are eligible being passed to an alternate shooter.

PROVINCIAL CHAMPION ASSISTANCE

- To provide assistance to previous years Provincial Shoot Champions.
- Amount to be determined by MTA Board of Directors.
- Provincial Champions = Singles, Handicap, Doubles and Lady JR.
- MTA Olympic Style Champions = Singles, Hi Lady , Hi Junior

When funds are available.

ATHLETE ENHANCEMENT POLICY

- To provide assistance to high performance athletes with an enhancement subsidy for athletes who attend major out-of-Province events such as Grand American, C.T.A. Championships and World Events.

When funds are available, but may be limited to one major event.

NOVICE SHOOTERS

It is the policy of the Manitoba Trapshooting Association that:

- 1) For the purpose of this section, a NOVICE is defined as a **Resident of Manitoba** who has not shot registered A.T.A. targets anywhere.
- 2) Novices, not playing any money, shall not pay daily fees for their first day of registered shooting.
- 3) Novices, not playing any money, shall be charged no entry fees for their first 100 targets.
- 4) Novice's, after having their first 100 16-yard singles registered targets and entry fees paid by the MTA, shall, have the cost of their 16-yard singles targets reduced by 50% at A.T.A. registered shoots in the current ATA year (Sept 1 to August 31st) he/she is a Novice. (does not include Daily Fees)
- 5) The MTA shall reimburse the host club the entry fees and daily fees as published.
- 6) Other than as specified by A.T.A. rules, any shooter benefiting from these subsidies must enter as a Novice, and cannot play any money.
- 7) All other events are the Novice's responsibility, and duly classified.
- 8) Membership in the A.T.A. is required, and is the shooter's responsibility.

Procedures:

- Host clubs to submit a copy of the Novice's entry card showing "no charge" for daily fees at his/her very first Shoot. The shooter must retain his copy of the ATA registration form which must read "NOVICE" to show at the next Club for Target reduction eligibility.
- Entries "after" the first shoot must show the reduced amount and submitted to the MTA with the shoot report, along with daily fees.
- The amount claimed as reimbursement under this policy shall be clearly shown on the MTA shoot report form. This amount shall be deducted from the amount payable to the MTA.

JUNIOR AND LADY SHOOTERS

It is the policy of the Manitoba Trapshooting Association that:

- 1) Manitoba resident Lady, Junior and Sub-Junior shooters, as defined by the MTA shall shoot for 50% entry fee in the 16-yard singles registered event in which they do not play any money.
- 2) The MTA shall reimburse the host club for the difference between the 50% fee and the regular fee.
- 3) Other than as specified by A.T.A. rules, any shooter benefiting from these subsidies must enter as a Lady, Junior or Sub-Junior only.
- 4) The Manitoba Trapshooting Association will subsidize the Amateur Trapshooting Association membership for Juniors under this program.

Procedures:

- Host Clubs to submit a copy of the shooter's entry card showing the classification and the amount charged for entry and daily fees.
- The amount claimed as reimbursement under this policy shall be clearly shown on the MTA shoot form. This amount shall be deducted from the amount payable to the MTA.

JUNIOR INSTRUCTION PROGRAM

Each of the affiliated Trap Clubs is eligible for funding under this program after submitting participating form. Other affiliated Clubs will be considered as funds are available. This may be a combination of Ammunition and Targets.

- 1) Program will run from May 1st to June 30th.
- 2) Each Club to set up a Junior Instruction Program for Juniors under the age of 18 years as of September 1st of the previous year.
- 3) Each Club to maintain a enrollment list, record of attendance an rounds fired.
- 4) All Juniors must be Junior members of the affiliated Club to qualify.
- 5) Clubs can charge entry fees for Instructional programs.
- 6) The Manitoba Trapshooting Association will provide on a matching basis contingent upon available funds.
- 7) All Clubs **MUST** submit record of program and expenses by **September 15th**.

Advertising:

- The Manitoba Trapshooting Association will provide up to \$100.00 per major Club that runs a Junior Instruction Program.
- This will allow each Club to run advertising in the local Media to help attract new Juniors in the program.
- To qualify: submit a copy of your Advertising and paid invoice, the MTA will reimburse you directly.

TRAP LEAGUE PROMOTIONAL PROGRAM

- 1) The Manitoba Trapshooting Association has continued the Trap League Promotional Program that will benefit the Clubs and all Trap shooters who participate.
- 2) The Program will run from April 1st to August 31st, inclusive and/or an approved program by the MTA.
- 3) It will be the Club's responsibility to organize and operate the Trap League.
- 4) The Club shall maintain a record of Shooters names and participation on the enclosed form.
- 5) DEADLINE: To be submitted for reimbursement by September 15th, each year to qualify.
- 6) The Club will be reimbursed up to \$10.00 per person on league targets.

When funds are available.

Advertising:

- The Manitoba Trapshooting Association will provide up to \$500.00 per Club that runs a Trap League Promotional Program.
- This will allow each Club to run advertising in the local Media to help attract new Shooters into the program.
- To qualify: submit a copy of your advertising and paid invoice, the MTA will reimburse you directly.

When funds are available.

CLUB COACHING CLINIC PROGRAM

- 1) The Manitoba Trapshooting Association has endeavored to support a Coaching Program that will benefit the Clubs and all students who participate.
- 2) The Program will run from April 1st to August 31st, inclusive and/or an approved program submitted and accepted by the MTA.
- 3) It will be the Club's responsibility to organize a Coaching Program that will encompass Novice students and Developmental students within the parameters outlined below.
- 4) The Club shall maintain a record of student participation, since the MTA will subsidize target costs by 50% up to a maximum of \$300.00 per club as follows:
 - To provide assistance to Novice, Developmental and ATA Class A – D registered students.
 - Deadline for submission September 15th. in current year to qualify.
 - This does not include Juniors (18 and under), since they have a separate program.
 - All coaches must be registered with the MTA and have Level 1 participation.

COACHING HONOURARIUM

This policy has been set up to give a Honourarium to dedicated MTA Registered Coaches who have a level one participation.

Coaches must keep their coaching record up to date and duly signed by the Club Executive to qualify.

The amount will be decided by the MTA Board of Director's, ***when and if funds are available.***

1. To complete form provided
2. Form to be signed by Club Executive for acceptance by MTA
3. Form to have student's name, rounds and hours coached.

Note: Different forms for Junior and Development; forms to be developed.

PROVINCIAL CHAMPIONSHIP SHOOT (OLYMPIC STYLE)

It is the Policy of the MTA that:

- 1) To host the Olympic Style Championship, the Club must have either:
 - International Wobble Target Thrower.
 - 15 Target Machine Thrower Bunker.
- 2) The Manitoba Trapshooting Association shall provide \$300.00 training assistance to be split as follows:
 - 1st - \$150.00
 - 2nd - \$100.00
 - 3rd - \$50.00
- 3) The Manitoba Trapshooting Association shall provide a Shoot assistance of \$500.00 on a matching basis.
- 4) Provincial Championship shall be as per International Shooting Sports Federation guidelines;
- 5) The Manitoba Trapshooting Association to provide assistance for out of town officials more than 100 Km's.

TRAINING A.T.A. OFFICIALS

To support and train Trap Officials in Manitoba.

- 1) Each Club is to organize and set up a training clinic or seminar.
- 2) Training should be completed prior to first registered shoot.
- 3) Each club will be allowed a maximum of \$300.00 for training.
- 4) Training roster showing officials names and addresses, hours trained.
- 5) Must be submitted before September 15th to qualify.

When funds are available.

TRAVEL ASSISTANCE: OFFICIALS

For working officials

- 1) To provide support for out of province travel expenses, for MTA recognized officials, such as Canadian Championship, Grand American and World Events if not otherwise covered.
- 2) All officials must apply to the MTA for prior approval 30 days in advance.
- 3) All expenses must be listed, (exc. meals) and be submitted immediately on return
- 4) Report must be submitted on officiating.
- 5) Amount refunded will be determined by Board of Directors based on available funds and number of official's that submitted.

When funds are available.

HALL OF HONOUR

It is the policy of the Manitoba Trapshooting Association that;

- 1) Any five members of Manitoba Trapshooting Association in good standing may nominate a candidate to the Hall of Honour.
- 2) Such nomination shall be reviewed by the Board of Directors. The Board of Directors decision is final.
- 3) A candidate may be nominated any number of times.

Procedures:

- Those five persons nominating a candidate shall provide to the Board of directors a written description of the candidates career and achievements along with their reasons for recommendation. All information on potential inductees to the Hall of Honour must be sent to the executive of the MTA.
- Once elected to the Hall of Honour a candidate shall:
 - Have their name added to the Hall of Honour as maintained by each Club.
 - Receive a suitable plaque or scroll commemorating their induction.
 - Announcements and presentations shall be made at the next following Provincial Championship.

MANITOBA HALL OF FAME

It is the policy of the Manitoba Trapshooting Association that ANY MEMBER IN GOOD STANDING WHO MEETS THE FOLLOWING CRITERIA BE ELIGIBLE FOR NOMINATION.

- 1) Have competed in registered competition for at least 10 years.
- 2) Have accumulated at least 20 points:
 - Points to be awarded as follows, Provincial Title: TWO (2) i.e.: Singles, Doubles, Handicap, HAA, ATA.
 - National or International Olympics. FIVE (5)
- 3) Exceptions to "2" above may be considered for exceptional individual accomplishments. This should be used sparingly and for titles such as Olympic Medals and Grand American Championships. A unanimous vote would be required for entrance under this circumstance.

Procedures:

To be the same as Hall of Honour

Conflict of Interest Policy

“Organization” refers to: Manitoba Trap Shooting Association Inc.

Definitions

1. The following terms have these meanings in this Policy:
 - a. “*Conflict of Interest*” – Any situation in which a Representative’s decision-making, which should always be in the best interests of the Organization, is influenced or could be influenced by personal, family, financial, business, or other private interests
 - b. “*Pecuniary Interest*” - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
 - c. “*Non-Pecuniary Interest*” - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
 - d. “*Representatives*” – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization

Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the Organization. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Organization. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Organization is connected to their own personal interests. That would be a conflict-of-interest situation.

Purpose

3. The Organization strives to reduce and eliminate nearly all instances of conflict of interest at the Organization – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest, and will clarify how Representatives shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Representatives.

Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of the Organization, shall always be resolved in favour of the Organization.
6. Representatives will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Organization, unless such business,

transaction, or other interest is properly disclosed to the Organization and approved by the Organization

- b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
- c. In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
- d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Organization, if such information is confidential or not generally available to the public
- e. Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Organization, or in which they have an advantage or appear to have an advantage on the basis of their association with the Organization
- f. Without the permission of the Organization, use the Organization's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Organization
- g. Place themselves in positions where they could, by virtue of being an Organization Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
- h. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Organization Representative

Disclosure of Conflict of Interest

7. On an annual basis, all the Organization's Directors and candidates for election to the Board, Directors, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Organization.
8. Immediately upon becoming aware that a conflict of interest may exist, all Representatives must disclose any real or perceived conflict of interest as follows:
 - a. Directors, Officers, Committee Members, candidates for election to the Board, and the senior staff person (when employed) must disclose real and perceived conflicts of interest to the Board
 - b. Employees must disclose real and perceived conflicts of interest to the senior staff person or, in the absence of a senior staff person position, to the Board
 - c. Coaches, volunteers, managers, and other Representatives must disclose real and perceived conflicts of interest to their immediate supervisor (e.g., team manager, staff person, another volunteer, etc., as applicable)
9. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

Minimizing Conflicts of Interest in Decision-Making

10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by

an Organization Representative will be considered and decided with the following additional provisions:

- a. The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
- b. The Representative does not participate in discussion on the matter
- c. The Representative abstains from voting on the decision
- d. For board-level decisions, the Representative does not count toward quorum
- e. The decision is confirmed to be in the best interests of the Organization

11. For potential conflicts of interest involving employees, the Organization's Board will determine whether there is a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Organization will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Organization or give rise to a conflict of interest.

Conflict of Interest Complaints

12. Any person who believes that a Representative may be in a conflict-of-interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Organization's Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest, if conflict is determined:

- a. Removal or temporary suspension of certain responsibilities or decision-making authority
- b. Removal or temporary suspension from a designated position
- c. Removal or temporary suspension from certain teams, events and/or activities
- d. Expulsion from the Organization
- e. Other actions as may be considered appropriate for the real or perceived conflict of interest

13. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Organization to be addressed under the Organization's *Discipline and Complaints Policy*.

14. Failure to comply with an action as determined by the Board will result in automatic suspension from the Organization until compliance occurs.

15. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

PSO Board of Directors Approval Date: _	<u>April 27 2025</u>
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Privacy Policy

“Organization” refers to: __Manitoba Trap Shooting Association Inc__

For not-for-profit organizations in Manitoba, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the Organization

Definitions

1. The following terms have these meanings in this Policy:

- a. *“Commercial Activity”* – any particular transaction, act or conduct that is of a commercial character.
- b. *“Participants”* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
- c. *“Personal Information”* – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions
- d. *“Stakeholder”* – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization

Purpose

2. The Organization recognizes Participants’ right to privacy with respect to their Personal Information. This Policy describes the way that the Organization collects, uses, safeguards, discloses, and disposes of Personal Information.

Application of this Policy

3. This Policy applies to all Stakeholders and Participants in connection with personal information that is collected, used or disclosed during Organization activity.
4. Except as provided in PIPEDA, the Organization’s Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

5. The Organization is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.
6. In addition to fulfilling the legal obligations required by PIPEDA, the Organization’s Stakeholders will not:
 - a. Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Participant
 - b. Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information

- c. In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest
- d. Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the Organization
- e. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information

Accountability

7. The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Bart Gloor, 2 Kennedy Place, Brandon, MB, R7A 6L9.

8. Duties - The Privacy Officer will:
 - a. Implement procedures to protect personal information
 - b. Establish procedures to receive and respond to complaints and inquiries
 - c. Record all persons having access to personal information
 - d. Ensure any third-party providers abide by this Policy
 - e. Train and communicate to staff information about the Organization's privacy policies and practices.

Identifying Purposes

9. The Organization may collect Personal Information from Participants and prospective Participants for purposes that include, but are not limited to:

Communications

- a. Sending communications in the form of e-news or a newsletter with content related to the Organization's programs, events, fundraising, activities, discipline, appeals, and other pertinent information
- b. Publishing articles, media relations and postings on the Organization's website, displays or posters
- c. Award nominations, biographies, and media relations
- d. Communication within and between Stakeholders and Participants
- e. Discipline results and long-term suspension list
- f. Checking residency status

Registration, Database Entry and Monitoring

- a. Registration of programs, events and activities
- b. Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
- c. Database entry to determine level of officiating certification and qualifications
- d. Determination of eligibility, age group and appropriate level of play/competition
- e. Athlete Registration, outfitting uniforms, and various components of athlete and team selection

- f. Technical monitoring, officials training, educational purposes, sport promotion, and media publications

Sales, Promotions and Merchandising

- a. Purchasing equipment, coaching manuals, resources and other products
- b. Promotion and sale of merchandise

General

- a. Travel arrangement and administration
- b. Implementation of the Organization's screening program
- c. Medical emergency, emergency contacts or reports relating to medical or emergency issues
- d. Determination of membership demographics and program wants and needs
- e. Managing insurance claims and insurance investigations
- f. Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
- g. Video recording and photography for promotional use, marketing and advertising by the Organization
- h. Payroll, honorariums, company insurance and health plans

10. The Organization's Stakeholders may collect Personal Information from Participants and prospective Participants for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Participants or prospective Participants.

Consent

11. By providing Personal Information to the Organization, Participants are implying their consent to the use of that Personal Information for the purposes identified in the **Identifying Purposes** section of this Policy.

12. At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, the Organization will obtain consent from Participants by lawful means. The Organization may collect Personal Information without consent when it is reasonable to do so and permitted by law.

13. In determining whether to obtain written or implied consent, the Organization will take into account the sensitivity of the Personal Information, as well the Participants' reasonable expectations. Participants may consent to the collection and specified use of Personal Information in the following ways:

- a. Completing and/or signing an application form
- b. Checking a checkbox, or selecting an option (such as 'Yes' or 'I agree')
- c. Providing written consent either physically or electronically
- d. Consenting orally in person
- e. Consenting orally over the phone

14. The Organization will not, as a condition of providing a product or service, require Participants to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.

15. A Participant may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The Organization will inform the Participant of the implications of withdrawing consent.
16. The Organization will not obtain consent from Participants who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.
17. The Organization is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Participant's knowledge or consent, only if:
 - a. It is clearly in the Participant's interests and the opportunity for obtaining consent is not available in a timely way
 - b. Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law
 - c. An emergency threatens a Participant's life, health, or security
 - d. The information is publicly available as specified in PIPEDA
18. The Organization is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.
19. The Organization may disclose Personal Information without the Participant's knowledge or consent only:
 - a. To a lawyer representing the Organization
 - b. To collect a debt that the Participant owes to the Organization
 - c. To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction
 - d. To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law
 - e. To an investigative body named in PIPEDA or a government institution, if the Organization believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if the Organization suspects the Personal Information relates to national security or the conduct of international affairs
 - f. To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
 - g. In an emergency threatening a Participant's life, health, or security (the Organization will inform the Participant of the disclosure)
 - h. To an archival institution
 - i. 20 years after the individual's death or 100 years after the record was created
 - j. If it is publicly available as specified in PIPEDA
 - k. If otherwise required by law

Accuracy, Retention, and Openness

20. In order to minimize the possibility that inappropriate Personal Information may be used to make a

decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.

21. Personal Information will be retained as long as reasonably necessary to enable participation in the Organization programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
22. The Organization's Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the Organization's *Confidentiality Policy*.
23. Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
24. Personal Information that has been used to make a decision about a Participant will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
25. The Organization will make the following information available to Participants:
 - a. This *Privacy Policy*
 - b. Any additional documentation that further explains the Organization's *Privacy Policy*
 - c. The name or title, and the address, of the person who is accountable for the Organization's *Privacy Policy*
 - d. The means of gaining access to Personal Information held by the Organization
 - e. A description of the type of Personal Information held by the Organization, including a general account of its use
 - f. Identification of any third parties to which Personal Information is made available

Access

26. Upon written request, and with assistance from the Organization after confirming the Participant's identity, Participants may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Participants are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has been disclosed.
27. Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Participant, at no cost to the Participant, within thirty (30) days of receipt of the written request.
28. Participants may be denied access to their Personal Information if the information:
 - a. Is prohibitively costly to provide
 - b. Contains references to other individuals
 - c. Cannot be disclosed for legal, security, or commercial proprietary purposes
 - d. Is subject to solicitor-client privilege or litigation privilege

29. If the Organization refuses a request for Personal Information, it shall inform the Participant the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

Compliance Challenges

30. Participants are able to challenge the Organization for its compliance with this Policy.

31. Upon receipt of a complaint, the Organization will:

- a. Record the date the complaint is received
- b. Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint
- d. Appoint an investigator using the Organization's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel
- e. Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Organization
- f. Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures

32. The Organization will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any the Participant who:

- a. Challenges the Organization for its compliance with this Policy
- b. Refuses to contravene this Policy or PIPEDA
- c. Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Participant

PSO Board of Directors Approval Date: _	<u>April 27, 2025</u>
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ADMINISTRATION EXPENSES FOR EXECUTIVE AND DIRECTORS

It is the Policy of the Manitoba Trapshooting Association Inc. that:

1. The President shall receive remuneration of \$400.00 per year to be paid at end of last quarter.
2. The Treasurer shall receive remuneration of \$250.00 per month paid quarterly, effective October 1, 2012. This was increased to \$300.00 per month effective October 1, 2017.
3. The Secretary shall receive remuneration of \$100.00 per month paid quarterly, effective November 1, 2011.
4. The Directors who attend meetings shall receive a mileage subsidy of 40 cents per kilometer paid quarterly with a minimum of \$35.00/meeting per Director. Directors from Clubs as listed: Brandon, Lundar, Pembina, Winnipeg and Virden. The subsidy is subject to change as a result of the price of gasoline.

Selection Policy (Team)

“Organization” refers to: Manitoba Trap Shooting Association Inc.

Note: Sport Manitoba requires that Provincial Sport Organizations have a policy in place that clearly defines Provincial Team selection for athletes, teams and coaches, where applicable.

SPORT: Trap Shooting

EVENT: National Championships

POLICY: Team Selection Policy

SECTION 1 – PURPOSE

The purpose of this document is to set out the process that will be used by the Organization to select teams to represent the Organization at the **National Championships**.

SECTION 2 – OBJECTIVE

The objective of this selection policy is to select ten athletes for the creation of two teams that will participate in the National Championships. There is one team in each of the following categories:

- 1st Team 5 athletes
- 2nd Team 5 athletes

SECTION 3 – ELIGIBILITY

To be eligible for selection, the team’s athletes must be:

- Must be at least 18 years of age
- Canadian Citizens, or eligible for Canadian Citizenship and actively pursuing either Citizenship Certificates or Canadian Passports
- Members in good standing with the Organization
- Agree to adhere to the Organization’s policies
- Must be a member of the ATA.

Once selected, the team’s athletes will be expected to be training towards, and meet the physical standards expected by, the National Championships.

SECTION 4 – SELECTION PROCESS

Athletes participate in registered Trap Shooting events throughout the competitive season in order to qualify for team selection. Athletes cannot be exempted or pre-selected from this process. A total of ten athletes will be selected for the two teams.

Tryouts

Athletes will compete at registered ATA competitive trap shooting events throughout the season in Manitoba.

Ten athletes will be chosen for the two teams.

ATA registered trap shooting events including singles, handicap, and doubles competitions. A minimum of 700 singles targets, 500 handicap targets, and 400 doubles targets must be attempted.

The athlete's qualifying score will be the average of the average score achieved in the three events, as recorded on the official ATA web site.

The athlete must compete at a minimum of 3 registered Manitoba events to achieve the minimum number of qualifying targets.

The MTA compiles the average of average scores and determines which athletes are selected for the 1st and 2nd teams.

Tie-Breaking

If a tie occurs the tie breaking criteria will be the athlete with the higher number of competitive targets shot that season.

Timelines

The registered competitive events shall be held within a time period, determined by the Organization before the National Championships.

Unforeseen Circumstances

If unforeseen circumstances arise which do not allow for this selection process to be implemented as outlined in this document, the Organization reserves the right to identify an alternate process or alternate timelines. Should this occur, all candidates for selection will be notified of these changes in a timely manner.

SECTION 5 – AUTHORITY FOR SELECTION

The Organization shall appoint member(s) to be responsible for managing the selection of athletes and teams to the National Championships. The member(s) shall be known as a Selection Committee and are responsible

for monitoring the competitive events and liaising with the selected **athletes and teams**.

The Selection Committee must be free from actual and perceived conflict of interest and, where conflict of interest may exist, Committee members must identify the conflict and excuse themselves selection decisions where there is a conflict. Parents of athletes, or other individuals deemed by the Organization to have special interest in the selection process, are not permitted to be members of the Selection Committee.

Using the criteria outlined in Section 4, the Selection Committee will select **five athletes** for each category of team that will attend the National Championships, and shall designate alternate athletes for each team.

SECTION 6 – DISMISSAL FROM A TEAM

An athlete may be dismissed from a team if the athlete:

- Fails to remain a member in good standing with the Organization
- Fails to meet performance expectations
- Fails to train towards, or meet the physical standards expected by, the National Championships.
- Exhibits conduct that is detrimental to the image of the Organization
- Is unable to perform due to injury, illness or other medical reasons as determined by the Organization's medical staff

When necessary and appropriate, an athlete may be replaced by an alternate athlete (provided the alternate athlete is still eligible) from among the alternate athlete designated by the Selection Committee. Replacement athletes are selected at the discretion of the head coach.

SECTION 7 – APPEALS

Appeals of selection decisions will be heard and decided in accordance with the Organization's *Appeal Policy*.

SECTION 8 – INJURED and REPLACEMENT ATHLETES

The coaches and/or the Selection Committee may apply to the Organization's Board to remove any athlete from any stage of the athlete selection process. Reasons for removal can include: becoming no longer eligible for participation (under Section 3), injury, illness, or misconduct. Reasons for removal will be communicated by written letter to the athlete from the Organization.

The Selection Committee shall designate alternate athlete in each category. Alternate athletes may be selected if one or more of the originally selected athletes are dismissed prior to the National Championships.

If the alternates have not kept up their physical fitness or are unavailable or uninterested, the Selection Committee may approach other athletes who attended the competitions to be named as alternates. Alternate athletes may be included in any training or competitions taking place prior to the National Championships so that they are prepared if called upon.

SECTION 9 – COACH SELECTION PROCESS

The Organization has the authority to select the coaches who will attend the National Championships

The Organization shall appoint member(s) to be responsible for selecting coaches for National Championships. The member(s) shall be known as a Coach Selection Committee. The Coach Selection Committee must be free from actual and perceived conflict of interest and, where conflict of interest may exist, Committee members must identify the conflict and excuse themselves from selection decisions where there is a conflict. Parents of athletes, or other individuals deemed by the Organization to have special interest in the selection process, are not permitted to be members of the Coach Selection Committee.

The Coach Selection Committee shall select **coaches** to attend the National Championships. The Coach Selection Committee reserves the right to select coaches from outside the pool of applicants.

The Coach Selection Committee reserves the right to dismiss a coach if, in its estimation, the coach is not sufficiently preparing the athletes for the National Championships or if there are other legitimate reasons, as determined by the Coach Selection Committee or the Organization, for dismissal.

PSO Board of Directors Approval Date:	<u>April 27, 2025</u>
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