



SASK FIRST Policies and Procedures

A. OBJECTIVES

To provide an environment in which high performance Saskatchewan lawn bowlers have the opportunity to achieve the highest level in the sport of bowls.

To offer and coordinate programs for high performance Saskatchewan bowlers that will enable them to achieve provincial, national and international success.

To support coaches to identify, prepare and coach our Sask First athletes, and to increase our coaches' opportunities for educational experience and exposure to a higher calibre of bowling.

To Commit to:

- a. The pursuit of excellence in bowls.
- b. Fostering teamwork, mutual respect and sportsmanship.
- c. Encouraging innovation and learning.
- d. Integrity, fairness and transparency in all aspects.
- e. A strong work ethic which is driven by enthusiasm and passion.

B. SASK FIRST COMMITTEE & RESPONSIBILITIES

1. Committee

- a. There shall be a minimum of four (4) members and a maximum of seven (7) member on the Sask First committee
- b. A Bowls Saskatchewan Vice-President will be appointed as an ex-officio member of the committee by Bowls Sask.
- c. The Committee will elect a Chairperson.
- d. The Chairperson will vote only in the case of a tie.
- e. A quorum will consist of more than 50% of the voting members.
- f. The Chairperson will report to the Bowls Sask Executive Committee when necessary.
- g. The committee members will be identified on the Bowls Sask website.

2. Roles and Responsibilities.

- a. Prepare an operational budget to be submitted to the Bowls Sask Executive by December 31st of each year.
- b. Review goals and objectives of the Sask First Program annually, to ensure Program is on target.
- c. Maintain a Policy and Procedures manual for the benefit of the athletes, coaches and committee.
- d. Review criteria for the selection and removal of Sask First Athlete Assistance athletes on an annual basis.
- e. To remind all high performance athletes twice annually of the need to complete a tournament record card if they attend an event out of province and wish to gain points – every April to the past seasons playdown participants and every October to the current season's playdown participants
- f. Review the tally of the Sask First points ensuring they are accrued based on the previous calendar year (Jan 1 – Dec 31).
- g. To review the athlete assistance applications, verify points, make the selection of those athletes to receive funding and notify all applicants.
- h. To annually review the list of sanctioned tournaments (Schedule E) which are eligible to receive funding for the Sask First Athlete Assistance Program and which may be used for points calculation for future Sask First applicants.
- i. Provide educational and training opportunities for those athletes identified as High Performance athletes (i.e., coaching, competition, fitness, and psychology, etc.).
- j. Organize additional competitive tournaments or events as may be required.
- k. In conjunction with the Sport for All Chair, the Coaching Chair, the Officials Chair and the Bowls Sask Office, prepare an annual Calendar of Events to send to the Bowls Sask Board for approval.
- l. Prepare a written report for the Annual General Meeting of the Association.

C. SASK FIRST ATHLETE IDENTIFICATION

1. Criteria for an Eligible Sask First Athlete

The following criteria will be used to determine a Sask First athlete in the sport of lawn bowling in Saskatchewan. The criterion is based on an athlete's achievements over the course of the past three (3) years in provincial playdowns, national championships, national and international tournaments.

The Athlete must:

- a. Be in current good standing as a member of an outdoor club of Bowls Saskatchewan Inc. and with Bowls Canada Boulingrin.
- b. Have achieved one of the following in the provincial playdowns in the previous 3 years:

Men's Outdoor Singles	Gold	Silver	Bronze
Women's Outdoor Singles	Gold	Silver	Bronze
Men's Indoor Singles	Gold	Silver	Bronze
Women's Indoor Singles	Gold	Silver	Bronze
Men's Pairs	Gold	Silver	Bronze
Women's Pairs	Gold	Silver	Bronze
Men's Fours	Gold	Silver	Bronze
Women's Fours	Gold	Silver	Bronze
Mixed Pairs	Gold	Silver	Bronze
Men's Senior Triples	Gold	Silver	Bronze
Women's Senior Triples	Gold	Silver	Bronze
Men's Youth Singles	Gold	Silver	Bronze
Women's Youth Singles	Gold	Silver	Bronze

Note: (Applies to entire chart above) - Four or more entries are required in each competition to receive the maximum gold, silver and bronze points. Half points will be awarded to gold, silver and bronze medalists if there are two or three teams or individuals entered in any particular competition.

- c. Must have competed only for Saskatchewan at any national championships in the previous year.
- d. Have submitted an Athlete Tournament Record Card (Schedule C) for every out of province tournament for which he/she is claiming points by December 31 of the calendar year in which the points were earned. Failure to submit a card(s) prior to the deadline will result in athletes not being able to claim those points.
- e. The members of a team awarded a medal by default are eligible to receive the applicable Sask First points they would have earned if they had played and won.
- f. A point system is outlined on the Application Form (Schedule B) that is based on the following:
 - An individual will receive points for their best performance (if more than one, only one counts) each year in provincial playdowns for the three most recent years
 - Additional points will be accumulated from Canadian Championships, International Championship, and out of province tournaments.
 - If athletes are tied in points, the most recent year's results will be used as a tiebreaker.
 - Points can be earned in the following events, if the number of entries requirement is met as per Section C.1.b:

Tier 1 Event	Tier 2 Event
Men's Outdoor Singles	Mixed Pairs
Women's Outdoor Singles	Men's Senior Triples
Men's Indoor Singles	Women's Senior Triples
Women's Indoor Singles	U18 Men's Singles
Men's Pairs	U18 Women's Singles
Women's Pairs	U25 Men's Singles
Men's Fours	U25 Women's Singles
Women's Fours	

Points for Provincial Playdowns if the number of entries requirement is met as per Section C.1.b:

	1 st Place	2 nd Place	3 rd Place
Tier 1 Event	16	12	8
Tier 2 Event	8	6	4

Points for Canadian Championships

	1 st Place	2 nd Place	3 rd Place	4 th Place
Tier 1 Event	8	6	4	2
Tier 2 Event	4	3	2	1

Points for Out of Province Tournaments, if the number of entries requirement is met as per Section C.1.b.

	1 st Place	2 nd Place	3 rd Place
Championship Flight	8	6	4
Flight – 1 loss	4	3	2

* Athletes are placed in this flight by having only one loss. It could be the first, second, third, etc. game of the tournament. The athlete wins enough games in this flight to finish in 1st, 2nd or 3rd place.

Points for National Team's Competitions (excludes North American Challenge – NAC, if the number of entries requirement is met as per Section C.1.b):

1 st Place	2 nd Place	3 rd Place	4 th Place
16	12	8	4

2. Criteria for Removal of an Athlete

- Poor, declining or non-participation without just cause.
- Not attending Provincial Playdowns unless justification is provided.
- Misconduct.
- At the discretion of the Sask First Committee.

D. ATHLETE ASSISTANCE FUNDING

1. Application Process

Application Forms (Schedule B) will be sent via email or Canada Post by February 1st to the top 20 ranked athletes based on Sask First points accumulated who also meet the criteria as listed in Section C.1. Athletes may apply for Sask First Funding on their own initiative as long as they meet the criteria. Applications must be received by Bowls Sask by February 15th. A maximum of 10 athletes will be identified to receive funding. All applicants will be notified of the decision to fund or not to fund by March 1st. The funding is expected to be spent within the fiscal year (Apr. 1 - Mar. 31). Sask First funding will be divided equally among recipients. Depending on the number of athletes identified, a maximum of \$750.00 shall be awarded.

2. Athlete Acceptance and Reimbursement

- Should an athlete be chosen to receive Sask First funding, they will receive an offer from Bowls Sask.

- b. If an Athlete chooses to accept the funding, the Athlete must complete the Sask First Athlete Agreement (Schedule A) and return a signed copy to Bowls Sask by March 31st.
- c. An Athlete wishing to attend a tournament that isn't sanctioned must complete a Tournament Request Form (Schedule F). The form must be submitted to Bowls Sask for review by the Sask First Committee.
- d. Funds must be used by March 31 of the current fiscal year and grant reimbursement requests sent to Bowls Sask prior to March 31.
- e. A tournament record card must be submitted by December 31 for all competitions participated in during that year.
- f. All funding is in Canadian dollars.
- g. Bowls Sask will make payment to the athlete upon submission of an expense form and receipts.
- h. If an Athlete was selected to receive Sask First Funding, but does not use the funding, the Athlete must complete the Unused Funds Form (Schedule D) and return the completed form to Bowls Sask by March 31 of the current fiscal year. Athletes who do not use their funding may not be awarded funding in subsequent years.
- i. Funded athletes are required to complete the Tournament Record Card (Schedule C) at the end of the funded tournament outlining how the event was valuable to them, how the event will be valuable for other bowlers and include any additional information they obtained about the sport. The Bowls Sask Expense Claim must also be submitted to receive their funding along with copies of eligible expenses.

3. Eligible Expenses (subject to Bowls Sask criteria)

- a. Sanctioned tournament competition costs:
 - Transportation
 - Luggage (one checked bag per flight per person)
 - Accommodation
 - Entry Fees
 - Meals
- b. National Team Camp costs:
 - Transportation
 - Luggage (one checked bag per flight per person)
 - Accommodation
 - Meals

4. Ineligible Expenses

- a. Equipment.
- b. Clothing.
- c. Babysitting expenses.
- d. Extra medical insurance.
- e. Lost wages.
- f. Off continent travel (including Hawaii). Sask Sport does not fund off-shore expenses.

5. Conditions

- a. Funds can be used to offset costs to attend any of the approved sanctioned tournaments (Schedule E).
- b. Should a tournament not be listed, the athlete can complete the Sanctioning Tournament Request Form (Schedule F) to get approval.
- c. Bowls Sask will not refund money which is not out of pocket expenses of the athlete.
- d. Athletes must reside in Saskatchewan in order to claim expenses under the Sask First Program.
- e. Hotel Rooms – See Section K.
- f. Athletes will be reimbursed for travel expenses for the lesser of: mileage costs per ground travel or cheapest airfare available.
- g. The start date of a tournament will determine which fiscal year the expenses will be charged (April 1 thru March 31 fiscal year).
- h. Special requests for any expenses must be made to the Sask First Committee.

E. SASK FIRST BUDGET

The Sask First Committee will draft a yearly budget to provide to Bowls Sask each year. This will include the following;

1. Administration

- a. Committee Meetings. Facility rental, travel, meals, materials.
- b. Office supplies

2. Training

- a. Facility rental
- b. Materials
- c. Honorariums
- d. Transportation
- e. Accommodation

3. Competitions

- a. Transportation
- b. Accommodation
- c. Meals

4. Competition – National Championships (subject to Bowls Sask policy)

- a. Transportation – airfare from home city to host city and a maximum of \$25.00 per person each way from host airport to host club and return (not to exceed the total cost of a shared vehicle)
- b. Luggage (one checked bag per flight per player)
- c. Accommodation
- d. Meals
- e. Uniforms

5. Coaching

- a. CAC National Coaching Certification Program Clinics.
- b. Coaching Opportunities. Transportation, accommodation.

F. CODE OF ETHICS

All members of Bowls Sask who receive funding and/or represent Bowls Sask and the Province of Saskatchewan at Provincial, National and International events shall abide by the Code of Ethics (in the Bowls Sask Risk Management Policies & Procedures).

G. CODE OF CONDUCT

All members of Bowls Sask who receive funding and/or represent Bowls Sask and the Province of Saskatchewan at Provincial, National and International events shall abide by the Code of Conduct (in the Bowls Sask Risk Management Policies & Procedures).

H. HIGH PERFORMANCE COMPETITIONS AND TRAINING

Sask First and Bowls Sask will provide training programs, clinics, etc., for Sask First Athletes.

1. In and Out of Province

- a. Determine venue, date and time.
- b. Communicate with liaison from Host Club to arrange for rental of facilities, green set up, meals, drinks, permit for alcohol and insurance, etc.
- c. Determine transportation and accommodation needs for Team Saskatchewan.
- d. Ensure umpires will be available if required
- e. Contact selected athletes to determine availability and contact alternatives if necessary.
- f. Sask First Committee establishes the selection criteria and arranges composition of teams.

- g. Provide Team Saskatchewan athletes with relevant information which may include, but not limited to: Team Saskatchewan roster, composition of teams, accommodations, travel arrangements, meals and team dress code.
- h. Arrange for a program to be printed through Bowls Sask office.
- i. Arrange for a master score board.
- j. Arrange for the Bowls Sask President and/or hosting President to make short welcoming remarks.
- k. Arrange for Sask First Chairperson to give a short overview of the weekend.

2. Clinics

Date and location will be determined by the Sask First Committee. The following are general guidelines for organizing a clinic.

- a. Have posters made up by Bowls Sask which should include criteria (open to Bowls Sask members who have entered any playdown the previous year or who plan on entering a playdown in the current year). Poster will be distributed with the other Bowls Saskatchewan materials at the spring annual meeting. Include a sign up sheet with the poster.
- b. Engage the services of a coach (level II minimum) or a former National Team member to run the clinic. Arrange for experts in the field of nutrition, sport psychology, exercise physiology, etc. to give presentations.
- c. Confirm with host club that facility is available for dates selected. Or, find an alternate location.
- d. Provide general guidelines to the coach on content (e.g., skill shots, strategic sessions, sport psychology sessions, video viewing, game situations, etc.).
- e. Assist the coach in tracking expected numbers and determine ahead of time the acceptable minimum number in order to run a clinic.
- f. Forward final numbers to the coach once the deadline for application to attend has passed.
- g. Assist coach, if necessary, in running the clinic.
- h. In the event of inclement weather, have a back up plan in place.
- i. Training sessions may include nutrition, mental and physical training, sport medicine, skill shots and fitness testing. Videos, books, self-assessment booklets, training and fitness diaries and mentoring activities are a few of the resources that should be available to the athlete. Experts from the Sport Medicine & Science Council of Saskatchewan should be accessed.

I. CANADIAN CHAMPIONSHIPS & OTHER COMPETITIONS

1. Challenges and Other Competitions – Selection Criteria

Team members will be selected by a selections criteria policy as developed by the Sask First committee (e.g. an inter-province event).

2. Athlete Selection Criteria

- a. Gold Medal winners of each provincial playdown will represent Saskatchewan at the National Championships.
- b. The gold medal winning player/team must be willing and able to attend the respective Canadian Championship. If a singles player or one member of a team enters the provincial playdown knowing that they will not be able to attend the Canadian Championship, the singles player or the entire team will be disqualified.
- c. Should an entire team not be able to attend, the number of substitutions allowed will be the same as the conditions of play issued by Bowls Canada Boulingrin. The teams have until the Bowls Canada deadline for submitting the names of the players on their teams to name their substitute(s). Substitutes are to have played in the provincial playdown for the event where substitutes are required. If this is not possible (explanation needs to be provided to the Bowls Sask Board) then the substitutes may be chosen from any Bowls Sask member in good standing. All substitutes need to be approved by the Bowls Sask Board. The substitute player(s) will be allowed to wear the official Team Saskatchewan jacket and shirt. If they have not won a jacket or shirt they can borrow one from previous winners or Bowls Sask.
- d. If an individual player or member of a team will be travelling internationally prior to the start of a Canadian Championship, they must be back on the continent at least three (3) days prior to the start of play. If the player is delayed due to extenuating circumstances beyond his/her control, the team may request a substitution – otherwise the entire team will be disqualified.

3. Manager/Coach Selection Criteria

- a. Prior to the Canadian Championships, a request will go to all clubs asking interested parties to apply for the position of Team Manager/Coach for the Major Championships (fours and pairs) as well as for the Outdoor Singles, U18 and U25 Championships. One manager/coach for the U18 and U25 Championships plus one for the Majors and/or Outdoor Singles Championships.
- b. Selection of the Manager(s)/Coach(es) will be made by the Bowls Sask Board and must be certified (level to be identified by Bowls Canada) to coach at a Canadian Championship.
- c. Manager/Coach Duties at the Host City – Prior to Start of Event Play
 - i. Attend team manager/coaches meeting.
 - ii. Be familiar with the current “Conditions of Play” and tie breaker format as disseminated by Bowls Canada Boulingrin.
 - iii. Be familiar with the “Code of Conduct” and “Code of Ethics” that each Saskatchewan athlete and manager/coach is required to sign prior to participation.
 - iv. Call a team meeting to disseminate the information and material coming from the Team Managers/Coaches meeting.
 - v. Ensure all athletes, in particular, the skips, have read and are familiar with the “Conditions of Play”.
 - vi. Ensure all athletes have their bowls and shoes inspected.
 - vii. Introduce the team at the opening reception. This may be done by a team member, if necessary.
 - viii. Collect and have in their possession the medical forms for all athletes attending the championship.
- d. Manager/Coach Duties During Event
 - i. Participate in the opening ceremonies with the team if requested by the organizing committee.
 - ii. Lead the team in team building exercises.
 - iii. Check to ensure teams/athletes are aware of where they are supposed to be, especially when there are multiple venues.
 - iv. Discuss with team/athletes, prior to play, what they feel comfortable with regarding input from the team manager/coach.
 - v. Pay close attention to the needs of the singles athletes, both physical and mental. If there is a perception that their game is in trouble, call them aside for a few words.
 - vi. Watch for signs of team discord, lack of team spirit, etc., and address via the skip.
 - vii. Scout out opposition when requested by athletes.
 - viii. Maintain up-to-date statistics on event so all athletes are aware of where they stand, and/or what they have to do.
 - ix. Should a medical emergency arise, take responsibility for obtaining the necessary transportation of the athlete for treatment and accompany them if necessary.
 - x. When the round robin is over, be prepared to advise teams/athletes on their status in the event tie-breaker(s) are required.
 - xi. If there are any of the teams involved in a tie-breaker situation, the team manager/coach will be available for the duration.
 - xii. In the event there is a dispute between your team and an opponent, the manager/coach must be prepared to be called upon for advice.
 - xiii. Know the substitution rule. In the event an athlete is unable to play, advise team/athlete and discuss options.
 - xiv. When a team/athlete has a bye, ensure their transportation needs are met.
 - xv. Ensure all athletes get to their meals in a timely manner, recognizing that some of them may opt for some ‘quiet’ time away from others.
 - xvi. Ensure all athletes participate in the ‘mandatory’ social items such as opening reception, opening and closing ceremonies, banquet. Athletes do not have to participate in non-mandatory social events.
- f. Manager/Coach Duties when Event is Over
 1. Return sealed medical forms to all athletes
 2. Provide a summary on the event including recommendations or suggestions on ways to improve. Submit report, in writing, to Bowls Sask.

4. Fees

A self-help fee will be required for the provincial Gold Medalists travelling to a Canadian Championship. Refer to the Fees Schedule of Provincial Events in the SPORT FOR ALL POLICIES.

The manager/coach will be required to pay a self-help fee to attend Canadian Championships.

Bowls Sask will set an amount of funding provided for each event and the costs eligible so as to share with the athletes and manager/coach at the start of each season.

5. Travel & Registration

Athletes and Manager/coach are responsible to book rooms, transportation, meal packages, registration to BCB etc. Any costs covered by Bowls Sask are as per the annual budget and shared with the coaches at time of application. The Bowls Sask Office Manager will assist, if possible, with securing hotel rooms in advance for each championship for which athletes or manager/coach may choose to use or not

J. TEAM SASKATCHEWAN UNIFORM POLICY

1. A team jacket and shirt will be provided to first time winners of a provincial championship. Additional shirts or pants may be purchased. If the athlete is a provincial winner in a subsequent year, a second shirt will be provided. If size has changed or previous shirt is no longer in good condition a new shirt will be provided. A new jacket may be provided only with reasonable justification and the original jacket should be returned to Bowls Saskatchewan.
2. All athletes participating at the Canadian Championships must wear Team Sask shirt during all official events at Nationals. For those who were not provided one complimentary, they must borrow or purchase a Team Sask shirt.
3. Each coach selected by Bowls Sask to attend a Canadian Championship (Youth, Pairs, Fours and Outdoor Singles) are provided a jacket and shirt if they do not already have them.
4. Team Sask wind pants can also be worn when competing at Canadian Championships. These are to be purchased from Bowls Sask and are at the athlete's and coaches' own expense.

K. HOTEL ROOM POLICY

1. Pairs – 1 shared room is funded by Bowls Sask., additional room charges are the responsibility of the players
2. Fours – 2 shared rooms are funded by Bowls Sask., additional room charges are the responsibility of the players
3. Singles – 1 room each is funded by Bowls Sask., additional room charges are the responsibility of the players
4. Mixed Pairs – 1 room each (if required) is funded by Bowls Sask., additional room charges are the responsibility of the players
5. Senior Triples – 1 shared room and 1 single room is funded by Bowls Sask., additional room charges are the responsibility of the players
6. Youth (U25) – 1 room each is funded by Bowls Sask., additional room charges are the responsibility of the players
7. Youth (U18) – 1 room each is funded by Bowls Sask., chaperone is allowed to share room at no cost, additional room charges are the responsibility of the players/chaperone
8. Any person or persons sharing a room with one provincial winner will be responsible for one half of the room cost as well as any additional room charges incurred by them.
9. Any person or persons sharing a room with two provincial winners will be responsible for any extra room costs as well as any additional room charges incurred by them.