



## **SASKATCHEWAN POWERLIFTING ASSOCIATION POLICIES**

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### **SECTION 1: DEFINITIONS**

1. AGM - Annual General Meeting of the Members of the SPA
2. Board - is the Elected Directors of the SPA
3. Corporation - refers to the Saskatchewan Powerlifting Association Corp.
4. CPU - refers to the Canadian Powerlifting Union
5. IPF - refers to the International Powerlifting Federation
6. Simple Majority - at any meeting of the Board or members, unless otherwise specified in Policies, By-laws or Articles of the Corporation, simple majority is all that is required to pass a motion
7. SPA - refers to the Saskatchewan Powerlifting Association Corp.

### **SECTION 2: GENERAL PROVISIONS**

1. The policies of the SPA are reflected in the policy document. Where there is no specific policy defined, the SPA will defer to the CPU policies and procedures. Where there is no CPU policy or procedure, the SPA will defer to the IPF policies and procedures.
2. The policies of the SPA shall be thoroughly reviewed by the Board on a three year rotation using the SPA fiscal year as the time frame for each review, following the schedule included:
  - a. 2022-2023
    - i. General Provisions
    - ii. Officer Duties and Responsibilities
    - iii. Financial Management
    - iv. Competition Policy
  - b. 2023-2024
    - i. Teams and Clubs
    - ii. Provincial Referees
    - iii. Records and Awards
    - iv. Doping Control
  - c. 2024-2025
    - i. Equipment Policy
    - ii. Harassment and Discrimination Policy
    - iii. Policy on Appeals

### **SECTION 3: OFFICER DUTIES AND RESPONSIBILITIES**

1. Duties and Responsibilities of the President:
  - a. The President must be a current SPA/CPU member to hold this position and maintain their membership for the duration of their term
  - b. The President is the primary point of contact for CPU and any outside agencies currently working in association with the SPA or that wish to form an association with the SPA:
    - i. The President will receive communication sent by the CPU board and correspond as needed;
    - ii. The President will receive inquiries from outside agencies and respond appropriately. The President will act as a representative for the SPA.
  - c. The President represents Saskatchewan at meetings or matters requiring member provinces at the national level with the CPU:
    - i. At these meetings, the President will vote on behalf of the association;
    - ii. The President will also provide input or feedback in regards to any CPU matters which require member province involvement;
    - iii. The President will also put forward any proposed changes to the CPU policies, as voted on by the SPA board, and/ or inquire and clarify concerns which impact membership.
  - d. The President is responsible for the following in the association:
    - i. Oversees the incorporation of the association:
      1. Acts as an officer for the association
      2. Ensures that the address of the association is up to date on the incorporation information
      3. Ensures that all officer information for the association's incorporation is correct and up to date
      4. Ensures all board member information for the association's incorporation is correct and up to date
      5. Ensures the annual return for the association's incorporation has been completed for the year
      6. Monitors President and Saskpowerlifting email account regularly for inquiries from the membership or board members
    - ii. Supporting provincial members by addressing questions, concerns and providing guidance by:
      1. Checking and responding to inquiries on a regular basis via email and social media;
      2. Ensuring the appropriate information is available to membership through regular email and social media updates. This is done in conjunction with the Secretary and the Social Media Chair;
      3. Monitoring accurate and up to date information relevant to membership through email, website and social media
    - iii. Implement qualification criteria for athlete participation and eligibility for Provincial, Regional and National Championships;
      1. Review all registered athletes for Provincial Championships and ensure athletes have recorded a total at a local sanctioned competition; Confirm eligible athletes with the meet director(s) and CPU if needed.
      2. Review all registered athletes for Regional competitions and ensure that athletes have completed the regional qualifying totals for their respective age and weight class. Active membership will also be confirmed. The President will confirm eligible athletes with the meet director(s) and CPU, if needed;

3. Review all registered athletes for National competitions and ensure that athletes have completed the National qualifying totals and requirements for their respective age and weight class as well as the requirements to volunteer or lift at Provincials Championships preceding the National Championships. The President will confirm eligible athletes with the meet director(s) and CPU, if needed.
- iv. The President will issue all official notices of all meetings:
  1. Notices of board meetings should be done at least a week in advance;
  2. The President will coordinate with the Secretary for agenda items to be sent as well as calendar notification.
- v. Directs the debate and keeps order at the general meetings according to the SPA Bylaws.
  1. Develops the agenda for board meetings and Annual General Meeting (AGM);
  2. Provides CPU updates to the board at board meetings or as needed;
  3. Provides President updates and reports at executive meetings;
  4. Provides an annual President's report at the AGM;
- vi. Assist in guidance and direction to other board members, as needed:
  1. Support new board members with onboarding and orientating them to their roles and responsibilities;
  2. Remind board members of deadlines and tasks to be accomplished throughout the competition year;
- vii. Develop, delegate, and assist in projects to improve and grow the SPA
- viii. Put forward nominations for national awards and present these at the CPU AGM. Should the President be unavailable to attend the AGM, the Vice-President should take the President's place or the board may appoint a board member to present the nomination:
  1. Develop a proposal for each award nominee and submit the proposals to the CPU Secretary to be brought to the CPU AGM;
  2. Present award nominations to the CPU and member provinces at the CPU AGM.
- ix. Put forward changes to the CPU policies at the CPU AGM, as previously approved by the board:
- x. Accept national awards of Saskatchewan athletes at the National Championships, should they be absent from the National Championships Banquet. If the President is not available, the Vice-President should take the President's place or the board may appoint a board member to act on their behalf
2. Duties and Responsibilities of the Vice President:
  - a. The Vice- President must be a current SPA/CPU member to hold this position and maintain their membership for the duration of their term
  - b. The Vice-President is the secondary point of contact for CPU and any outside agencies currently working in association with the SPA or that wish to form an association with the SPA:
    - i. Alongside the President, the Vice-President will receive communication sent by the CPU board and discuss with the President as needed;
    - ii. The Vice-President will discuss and consult with the inquiries received by the President from outside agencies. The Vice-President will act as a representative for the SPA as needed and will fill the role of President should the President be unavailable
  - c. Monitors Vice-President and Saskpowerlifting email account regularly for general inquiries from the membership or board members
  - d. Attends CPU AGM along with President
  - e. The Vice President is responsible for the following in the association:
    - i. Acts as an officer for the association

- ii. Implement qualification criteria for athlete participation and eligibility for Provincial, Regional and National Championships alongside the President;
  - iii. Chair meetings in absence of President
  - iv. Provides Vice-President updates and reports at executive meetings
  - v. Collaborate on strategic initiatives with President on behalf of the SPA
  - vi. Supports the President in putting forward nominations for national awards and at the CPU AGM. Should the President be unavailable to attend the AGM, the Vice-President should take the President's place or the board may appoint a board member to present the nomination:
  - vii. Put forward changes to the CPU policies at the CPU AGM, as previously approved by the board:
  - viii. Provides an annual report of activities at the SPA AGM
- 3. Duties and Responsibilities of the Secretary:
  - a. The Secretary must be a current SPA/CPU member to hold this position and maintain their membership for the duration of their term
  - b. The Secretary is responsible for the following in the association:
    - i. Acts as an officer for the association;
    - ii. Monitors Secretary email account regularly for inquiries from the membership or board members;
    - iii. Assists in creating meeting agendas and updating/communicating these to the Board before meetings;
    - iv. Sets up calendar invites for meetings/emailing reminders to executive;
    - v. Takes and keeps the Official Minutes of all provincial and executive meetings;
    - vi. Supports with communication with the membership via mailchimp on all SPA official updates including, but not limited to:
      - 1. Upcoming events/competitions
      - 2. AGM business
      - 3. CPU updates
      - 4. Reminders, sponsorship opportunities, etc.;
    - vii. Maintains an up to date contact lists in mailchimp from new registration report provided by Registration Chair;
    - viii. Provides Secretary updates and reports at executive meetings
    - ix. Provides additional support to President/Vice President where required (ie:formatting documents, official communications to the membership, etc.);
    - x. Provides a Secretary annual report of activities at the SPA AGM
- 4. Duties and Responsibilities of the Treasurer:
  - a. The Treasurer must be a current SPA/CPU member to hold this position and maintain their membership for the duration of their term
  - b. The Treasurer is responsible for the following in the association:
    - i. Monitors the Treasurer email account regularly for inquiries regarding financial matters as well as inquiries from the membership or board members.
    - ii. Keeps records of all accounts, including bank, inventory, revenues, expenses, prepaid expenses, and payables.
    - iii. Safeguards assets of the association, including cash and other tangible assets
    - iv. Provides oversight and guidance on the financial assets of the association
    - v. Prepares and presents annual financial statements and budgets at the AGM
    - vi. Provides financial updates and reports at Board meetings
    - vii. Approves and disburses funds to various vendors for payment
    - viii. Prepares invoices and collect funds from meet directors and other customers of the SPA
    - ix. Provides payment for CPU fees
    - x. Ensures the annual return for the association has been completed

- xi. Ensures the annual insurance has been renewed and paid for
  - xii. Oversees any other general financial matters impacting the association
  - xiii. Provides a Treasurer's annual report of activities at the SPA AGM
5. Duties and Responsibilities Technical Chair:
- a. The Technical Chair shall be a minimum of a CPU National Referee in good standing to hold the position and must be a current SPA/CPU member. They must also maintain their membership for the duration of their term
  - b. The Technical Chair is responsible for the following in the association:
    - i. Monitors Technical Chair email account regularly for inquiries related to
    - ii. Technical rules and/or refereeing as well as technical inquiries from the membership or board members.
    - iii. Shall be responsible for all testing of provincial referees.
    - iv. Shall be in consistent communication with the National Officiating Chair and Western Technical Chair concerning developments which involve referees, and changes to the technical rules.
    - v. Collaborates with meet directors to organize the referees for their events and send out an open call to referees once the yearly schedule is set. Meet directors need to send flight information to the Technical chair no later than 21 days before the event. The Technical chair will work to ensure all referees are provided with a chance to referee.
      - 1. Leading Up to a Competition:
        - a. Schedule of Events: When the schedule of events is published, it should be shared with all active and prospective referees as soon as possible so referees can start planning out their year. The referee sign-up sheet should be updated with at least the event names, dates and locations.
        - b. Sixty Days Before: The Technical Chair should reach out to the meet director to get a rough idea of number sessions, start times, etc. The referee sign-up form should be updated at this point with the sessions and start times.
        - c. Thirty Days Before: The Technical Chair should reach out to the meet director to get the exact number of sessions, start times, and the age, weight and sex categories that will be included in each session. The referee sign-up form should be updated at this point with any new information. The Technical Chair must ensure that there is a female referee available to run the weigh-ins for any session with women. If a female referee is not available, a female volunteer can perform the actual weigh-in provided there is a referee available who can run the weigh-ins from outside of the weigh-in room.
        - d. Seven Days Before: Referees must be active members of the SPA in good standing. Email the final list of referees to the registration Chair to have their membership status verified by the Registration Chair and have the referees renew their membership if required.
      - 2. During a Competition
        - a. The Technical Chair has no specific duties during a competition and is not expected or required to attend every competition.
      - 3. After a Competition
        - a. The CPU maintains a referee database and requires that the provinces report all officiating. Access can be requested from the webmaster of the CPU website.

- b. The Technical Chair must report who officiated every session of any SPA sanctioned competition to the SPA Treasurer so that referees can be compensated according to the Financial Management Policy
  - vi. The Technical Chair shall maintain an up-to-date list of all referees provincially registered referees, with current contact information.
  - vii. The Technical Chair oversees the recruitment and training of new referees
    - 1. Provincial Referees
      - a. Recruiting: Any Class A or Class D Member in good standing can take the Provincial Referee exam. SPA members wishing to become Provincial Referees must complete a written exam and a practical exam where they will run weigh-ins and sit in the head chair. The Technical chair shall administer both the written and practical exams.
      - b. SPA referees must attend a rules clinic per election period of the Technical Chair. They may attend a clinic at a National, Regional or Provincial Championship.
      - c. The Technical Chair must host or have another National referee host a rules clinic at the SPA Provincial Championships. The most recent rules clinic presentation can be obtained by contacting the CPU Officiating Chair.
      - d. The Technical Chair is responsible for overseeing the performance, professionalism, and training of Provincial Referees.
    - 2. National Referees
      - a. Recruiting. Provincial referees who wish to write the National Referee exam must have been Provincial referees for at least 2 years and must be recommended by the Technical Chair. The decision to recommend a Provincial referee to take the National referee exam should consider the referee's knowledge of the IPF Technical rules, their ability to run a competition, and their judgment and acuity in judging attempts. Should a provincial referee be interested in writing the National Referee exam, they must:
        - i. Fill out an application form and submit it back to the SPA Technical Chair who will endorse their application and submit it to the CPU Officiating Chair
        - ii. Complete an CPU/IPF rules clinic delivered by the SPA Technical Chair
        - iii. Complete an online written exam overseen by the SPA Technical Chair and achieve a grade of 90% or higher,
        - iv. Complete a practical exam at a Regional or National Championship where they will run weigh-ins and sit in the head chair.
      - b. The Technical Chair is responsible for ensuring that there are enough National referees (6+) for the SPA Provincial Championships. Should there not be enough National referees, the Technical Chair will be responsible for bringing in an out of province referee
      - c. National Referees training is the responsibility of the CPU Officiating Chair; however, the SPA Technical Chair should inform the CPU Officiating Chair of any gaps, concerns, etc.
      - d. Oversight of National Referees is the responsibility of the CPU Officiating Chair, but the SPA Technical Chair should inform the CPU Officiating Chair of any gaps, concerns, etc.

- viii. Oversees SPA's strategies and initiatives for recruitment, training and retention of current and prospective referees
  - ix. Provides Technical Chair updates and reports at executive meetings
  - x. Provides a Technical Chair annual report of activities at the SPA AGM
- 6. Duties and Responsibilities Registration Chair:
  - a. The Registration Chair must be a current SPA/CPU member to hold this position and maintain their membership for the duration of their term
  - b. The Registration Chair is responsible for the following in the association:
    - i. Monitors the Registration email account regularly for registration related inquiries from the membership or board members.
    - ii. Maintains an up to date list of all provincially registered members
    - iii. Prior to a meet occurring, coordinates with meet director to verify all lifters registered are current SPA members and have up to date on CCES certificate
    - iv. Sends a list of up to date/new memberships to the Secretary monthly for email database.
    - v. Sends an annual email to registered clubs in the province to maintain an updated list with current contact information for all registered clubs. Coordinates with the Treasurer and Social Media Chair to ensure current registered club information is correct and listed as such
    - vi. Verifies or edits CPU member's club affiliation online as needed.
    - vii. Provides Registration Chair updates and reports at executive meetings.
    - viii. Prepares Registration Chair report for SPA AGM Annual
    - ix. Oversees any other registration related activities on behalf of the SPA.
- 7. Duties and Responsibilities Records Chair:
  - a. The Records Chair must be a current SPA/CPU member to hold this position and maintain their membership for the duration of their term
  - b. The Records Chair is responsible for the following in the association:
    - i. Monitors Records email account regularly for records related inquiries from the membership or board members.
    - ii. Updates and maintains a current list of accurate Provincial Records in all Classic and Equipped Powerlifting Divisions, which include 3-Lift and Bench-Only categories
    - iii. Maintains a current Provincial Ranking List in the Classic and Equipped Powerlifting Divisions based on the current scoring system used in the IPF.
    - iv. Shall be responsible for creating and providing Provincial Record Certificates for individual provincial records holders
    - v. Provides Records Chair updates and reports at executive meetings.
    - vi. Prepares Records Chair report for SPA AGM Annual
    - vii. Oversees any other records related activities on behalf of the SPA.
- 8. Duties and Responsibilities Social Media Chair:
  - a. The Social Media Chair must be a current SPA/CPU member to hold this position and maintain their membership for the duration of their term
  - b. The Social Media Chair is responsible for the following in the association:
    - i. Monitors Social Media email account regularly for inquiries from the membership or board members.
    - ii. Monitors Facebook, Facebook Messenger and Instagram for messages, inquiries and/or comments from the membership or board members.
    - iii. Shall regularly maintain current and up-to-date information on social media platforms where the association maintains accounts, including the website, regarding powerlifting events, news, and information.



- iv. The Social Media Chair will work in conjunction with the President and the Secretary for SPA announcements. Newsletters from the Secretary should coincide with Social Media Posting
- v. The Social Media Chair will oversee social media content to ensure that materials are representative of the association, with no bias to clubs or individuals, and aligns with the policies on discrimination and harassment
- c. Provides Social Media Chair updates and reports at executive meetings.
- d. Prepares Social Media Chair report for SPA AGM Annual
- e. Oversees any other Social Media related activities on behalf of the SPA.

#### **SECTION 4: FINANCIAL MANAGEMENT**

1. The Corporation will prepare annual financial statements in compliance with Accounting Standards for Non-Profit Organizations (ASNPO)
2. The annual operating budget will be developed by the Treasurer and approved by the Board prior to the AGM. The operating budget will then be presented at the AGM and voted on by the membership.
3. All items coming forward for purchase after the budget has been established must be approved by the Executive, and funding must be secured prior to purchase.
4. Signing authority will be given to the President and Treasurer.
5. An independent review of the SPA financial statements prepared by a qualified accountant, bookkeeper or accounting firm will be conducted annually, unless waived by the Members by way of simple majority of a motion at the AGM in accordance with the Non-Profit Act of Saskatchewan.
6. Purchase Authorization
  - a. Purchases made by members on behalf of the organization are to be reimbursed upon approval at the appropriate level.
    - i. Reimbursements up to and including \$200 can be authorized by the Treasurer or President
    - ii. Reimbursements exceeding \$200 but not exceeding \$499 are to be authorized by both the Treasurer and the President.
    - iii. Reimbursements of \$500 or greater are to be authorized by Board motion either relating to the reimbursement, or the purchase giving rise to the reimbursement.
  - b. A Board member cannot authorize an expense reimbursement payable to themselves.
  - c. Expenses should be reasonable in nature and serve the Association in an economic capacity.
  - d. When a purchase is to be made, either by way of budgeting or by board motion (outside the scope of the annual budget) that exceeds \$500, at the minimum, two quotations for the product or service should be obtained and reviewed by the Board. Factors to be reviewed in consideration include price, geographical location, timeliness of delivery, experience with the vendor, and the vendor's involvement with the Association. If the purchase is not captured within the scope of the annual budget, the expense shall be put to a motion at a meeting of the Board with a simple 50% majority.
7. Board Expenses
  - a. As per the By-laws, Board members shall be reimbursed expenses but shall not receive remuneration
  - b. Reimbursement Rates
    - i. Mileage Rate: current CRA rate for the year of the expense
    - ii. Expenses to attend the CPU AGM should the AGM be held in person:
      1. President (or Designate): \$400
      2. Vice-President (or Designate) \$400
8. Special Projects
  - a. If the SPA undertakes any special projects, a distinct project budget will be developed from which the spending on the project will be determined. All special projects are to be presented to the



membership at the AGM. For a special project to move forward, it must be approved by the membership at the AGM by simple majority.

- b. 75% of the associated costs will be in place before moving forward with a special project.
- c. All expenses associated with special projects will be tracked separately by the Treasurer. The special projects will be reported separate from the operating budget at the AGM. The special projects financial report will be presented to the membership at the following AGM.

9. Donations

- a. All donations to the SPA will be receipted by the Treasurer. The SPA is not a charitable organization so cannot give income tax gift receipts for any donations made, however a receipt of donation will be given.
- b. Donations made will go to the yearly operational expenses, unless specifically marked for any special fundraising that is occurring as directed by the Executive.

10. Membership Fees - As defined in the Bylaws, the fees for Membership in the SPA shall be set as follows and will be a per year rate:

- a. Class A Regular Member
  - i. \$30, plus the current cost of the CPU portion of the CPU membership
- b. Class B Special Member
  - i. \$10, plus the current cost of the CPU portion of the CPU membership
- c. Class C Youth Member
  - i. \$10, plus the current cost of the CPU portion of the CPU membership
- d. Class D Provincial Referee
  - i. \$10
- e. Class E Affiliate
  - i. No cost

11. Other Fees

- a. SPA Club Affiliation Fee
  - i. \$25/year
- b. Sanctioned Competition Fee
  - i. \$50/competition

12. Referee Compensation

- a. Compensation for referees will be paid as follows and will be collected from the meet director:
  - i. Daily amounts:
    - 1. First Bench Only session: \$20
    - 2. First 3 lift session: \$40
    - 3. Second session either bench only or 3 lift: \$80

13. SPA Sponsorship for CPU or IPF Championships

- a. Should a Class A Regular Member be the meet director of the following Championships, the SPA shall sponsor those Championships at the amounts as set out:
  - i. CPU Western Canadian Championship \$500
  - ii. CPU National Championship \$500
  - iii. IPF North American/Commonwealth Championship \$500
  - iv. IPF World Championship \$500

## SECTION 5: COMPETITION POLICY

1. Technical Rules

- a. The SPA shall abide by the technical rules laid down by the CPU and the IPF.
- b. Only certified SPA Provincial or higher level referees shall be used at all sanctioned contests within the province. The exception to this is if the third referee is writing their SPA practical exam, in which case they will be allowed to referee without being a certified referee for the purpose of completing the Practical Exam.

- c. During any Provincial level competition or lower, should a lifter fail to succeed in either or both of the squat or bench press disciplines, the lifter may continue to compete for the remainder of the contest but will not record a total, placing or be eligible for a provincial record.
2. Sanction
  - a. An Open Meet, which has been sanctioned by the SPA Board, is open to all CPU card holders who are in good standing.
  - b. The Provincial Championship shall come under full scrutiny of the SPA Board. The Provincial Championship is a closed meet and only CPU members who are also SPA members are eligible to compete. There are to be no guest lifters. The SPA reserves the right to withdraw its sanction at any given point up to and throughout the championship.
  - c. Meet directors for Provincial Championships or for Western Canadian Championships held within Saskatchewan must have prior experience holding contests, or must be "co-director" with an experienced meet director.
  - d. All competitions held within the province at a Provincial level or lower must receive sanction from the SPA Board. All sanctioned competitions must include Powerlifting and Bench Press Only competitions. Prior approval from the SPA Board is required to hold a sanctioned competition without Powerlifting or Bench Press Only. Meet directors must complete and submit a completed SPA Sanction Form to receive a sanction for the competition.
  - e. Meet directors must submit their meet logo and/or marketing material for approval by the Board.
  - f. Meet directors will be required to pay the Sanction Fee for each competition.
3. Qualifications
  - a. Any athlete wishing to lift at their first SPA Provincial Championship must qualify for the provincial championship. The qualification standard shall be recording a total in a lower level competition. Recording a 3 lift total shall qualify the athlete for 3 lift and bench only while recording a bench only total shall only qualify the athlete for bench only.
  - b. For the Canadian National Championships, all competitors must attain the qualifying total as specified in the CPU Constitution and Bylaws for their respective Age and Weight classes.
  - c. All competitors wishing to participate in the CPU National Championships must, in addition to part b), compete or volunteer at the Saskatchewan Provincial Championships in the year preceding the National Championship.
    - i. Volunteering is considered any activity which can be assigned by a meet director or SPA Board member, which is needed to be able to hold a meet. Coaching is not considered volunteering.
    - ii. If a competitor applies for an exemption from the above 3.C. to be able to participate in CPU Nationals, the competitor must submit their application at least one month prior to the current year's provincial championships to the SPA President. The application must identify:
      1. Reason for exemption as it pertains to 3.C.
      2. Previous year's competition and volunteering history.
4. Provincial Championships
  - a. The annual Provincial Powerlifting and Bench Press Championships will take place between September 1<sup>st</sup> and October 31<sup>st</sup>.
  - b. The SPA Provincial Championships is open to any Saskatchewan resident that holds a Class A, B or C member, and no others.
  - c. At every provincial championship, there will be a team/club competition included in the contest. Teams or clubs are defined in the SPA policies. A keeper plaque or award will be given to the winning team/club to keep at their training centre.
    - i. For the purposes of the team/club competition at Provincials, a team will be comprised of the top two (2) Classic Powerlifters, one (1) Equipped Powerlifter, one (1) Classic Bench Only, and one (1) Equipped Bench Only combined, using the current IPF scoring

system (two of the Powerlifting scores must be from the opposite gender) combined to give the team score. This is the maximum, but a team can contain less than stated and still compete in the team/club contest.

- d. The SPA will offer reimbursement for transportation of the platform equipment if the distance being travelled from the location the equipment is being kept to the location of the Provincial Championship is greater than 50 kilometers. The platform equipment the SPA shall provide for each Provincial Championship is as follows: the competition rack, competition set of weights, competition bar, competition collars, competition weight trees, light system, deadlift helper, and scale.

#### **SECTION 6: TEAMS AND CLUBS**

1. Teams or clubs are required to register with the SPA as an official team or club in January of each year. To register, teams or clubs must provide the Registration Chair with the Club Registration Form.
2. The Club Registration Form must be accompanied by a yearly registration fee.
3. Each team or club must submit their logo with the Club Registration Form for approval of the logo by the Registration Chair.
4. Team or club shirts with the official, registered club logo may be worn at any SPA Provincial or lower contest. Any other logos must follow the IPF Technical Rules on logos.
5. Each lifter who trains as part of a team or club will have that team or club name written on their CPU card each year.
6. A team or club is defined as:
  - a. being registered with the SPA.
  - b. any number of lifters training together on a regular basis (at least once a week).
7. A SPA member may only be an official member of one team or club.

#### **SECTION 7: PROVINCIAL REFEREES**

1. A SPA referee must write and pass the Provincial Referee exam, both written and practical before being certified as a Provincial Referee. A SPA referee must hold either a Class A or Class D membership in the SPA.
2. A Provincially Certified Referee must sit as a referee at a minimum of three times per election period with any level of meet counting towards this requirement and attend a rules clinic per election period of the technical chair. One session may be a Bench Only session and one session may be as a Technical Controller. Failure to meet this requirement shall result in the loss of referee certification.
3. A Provincial Referee who is interested in writing their National Referee Exam must communicate their intention to the SPA Technical Chair a minimum of 6 weeks prior to the Regional or National Championship. The Technical Chair will determine if the Provincial Referee is of the caliber to be nominated to write their National Referee Exam.
4. Referees shall be compensated as per the payment schedule in the Financial Policy. The SPA will invoice the meet director and issue cheques for compensation.
5. A referee is not allowed to referee three 3 lift sessions in one day.

#### **SECTION 8: RECORDS AND AWARDS**

1. Records
  - a. Only current holders of Class A, B or C SPA memberships shall be able to set SPA Provincial records.
  - b. Records shall be kept by the Records Chair for individual records set for all ages and sex categories laid out by the IPF or CPU according to the authenticated official results of the competition.
  - c. Records shall be kept by the Records Chair for Open Special Olympic Records in the Squat, Bench Press, Deadlift, 2-lift total and 3-lift total.
  - d. Records shall be kept for all Youth age categories.

- e. Records can only be set in the category of lifting that the athlete is registered in.
  - i. As a further definition, lifters who register as a Classic lifter in a meet and set a Classic record that is also higher than the Equipped record may not claim the equipped record.
- 2. Awards
  - a. SPA Hall of Fame - The SPA Hall of Fame will consist of two categories, Athlete and Builder, with criteria defined below:
    - i. Athlete – This award will be presented to an athlete who best exemplifies the perseverance, dedication and excellence needed to compete in powerlifting. The athlete must have lifted for a minimum of 5 years with the SPA, with a lifetime clean doping control record.
    - ii. Builder – This award will be presented to a person who has committed to building the SPA and promoting powerlifting within the province. The builder will have been committed to the SPA for a minimum of 5 years, focusing on the growth and development of the sport of powerlifting in Saskatchewan.
  - b. Nominations shall be submitted to the President at least twenty one (21) days prior to the AGM. The SPA Board will determine the award winners.
  - c. An award to honour the recipients will be presented at the Provincial Championships.
  - d. These awards will not necessarily be given out each year if there are no suitable nominations.
  - e. A current member of the SPA Board may not be nominated for the athlete or builder award.

#### **SECTION 9: DOPING CONTROL**

- 1. The SPA follows the CPU Doping Control policies.
- 2. The SPA uses CCES for all doping control testing.

#### **SECTION 10: EQUIPMENT POLICY**

- 1. The Saskatchewan Powerlifting Association (SPA) owns equipment that is used by meet directors to host sanctioned competitions. The equipment is housed at the training centres of SPA Board members residing in the North and the South, which can be loaned for use at sanctioned competitions.
- 2. This policy establishes a process for the loaning and use of the SPA's competition equipment for sanctioned competitions in Saskatchewan.
- 3. Competition equipment refers to ER Racks, Eleiko plates, Eleiko bar, Eleiko collars, Referee light system, SPA banner and any other equipment that may be utilized to facilitate a competition.
- 4. Process
  - a. The meet director hosting a sanctioned SPA competition will contact either the President or Vice President to coordinate the loaning of the competition equipment required.
  - b. The meet director will clearly indicate which equipment they want to loan and coordinate a date and time to pick up the agreed upon equipment. At the time the equipment is loaned, a return date shall be established that allows reasonable duration following the competition for the equipment to be returned.
  - c. The meet director will also provide a refundable deposit of \$200 to the SPA Treasurer. Once the loaned equipment has been returned and determined to be in reasonable condition and has not incurred damages beyond regular wear and tear, the SPA Treasurer will return the deposit to the meet director.
  - d. Once the equipment has been loaned and the deposit has been paid, the Board member and the meet director will complete, sign and date the "SPA Equipment Loan Form" (Appendix A) to be kept as a record of the exchange.
  - e. Upon return of the loaned equipment, the same form is to be reviewed by the Board member and the meet director to ensure all equipment has been returned in reasonable condition and all items are accounted for. At this time, the form will be signed by both parties and the deposit shall be returned to the meet director.

- f. If it is determined that the meet director has not returned the equipment in reasonable condition or has not returned the loaned equipment by the agreed upon date and time, the deposit may not be returned to the meet director. In the event the loaned equipment has incurred damages which exceed the value of the deposit paid, the meet director will be held responsible for the cost of repairs exceeding the deposit, up to the replacement value of the equipment as determined by the SPA Board..
- g. Exceptions
  - i. Where due to unforeseen circumstances beyond the reasonable control of the meet director, as determined by the SPA Board, damage has been incurred to the loaned equipment;
  - ii. Where due to unforeseen circumstances beyond the reasonable control of the meet director, as determined by the SPA Board, they are unable to return the competition equipment by the agreed upon date and time;
  - iii. In both of the above circumstances, it is the meet director's responsibility to communicate in a timely fashion with either the President or Vice President with whom they have made the equipment loan arrangements. The meet director must communicate the circumstances that lead to either the damaged equipment or the inability to return the loaned equipment as agreed upon. Failing to communicate as outlined above may result in not having the deposit returned to the meet director.
  - iv. The training facility where the equipment is housed will permit access to the competition equipment as coordinated by the President or Vice President. It is the responsibility of the President or Vice President to coordinate the removal and return of the loaned equipment with the facility where it is held. The meet director will be responsible for the physical delivery (removal and return) of the loaned equipment.
  - v. In the event of the absence of the President or Vice President, coordination of loaning competition equipment may be made with other SPA Board members.

#### **SECTION 11: HARASSMENT AND DISCRIMINATION POLICY**

1. The SPA is devoted to the idea that all people have the right to frequent an environment that is free of discrimination or harassment based on a person's age, sex, race, ethnicity, religion or sexual orientation.
2. The SPA encourages all members who feel that they are experiencing harassment to inform the harasser that such behavior is offensive and is contrary to the practices of the SPA. In addition all individuals who are being harassed should report the incident through the appropriate channels.
3. Discrimination is the process of differentiating people by means of age, sex, race, ethnicity, religion or disability and using such distinction to deny any member of the said classes a service or opportunity. Distinctions based on skill or achievement (i.e. National team selections) must not be interpreted or treated as discrimination.
4. Harassment can refer to a broad field of offensive behavior. It most often refers to conduct that is found offensive and threatening such as any verbal threats or abuse and/or physical intimidation or abuse. When harassment is of a sexual nature, involving lewd suggestions, comments, gestures, requests as well as, but not limited to, invitations of sexual touching or any physical encroachment or abuse, it is known as sexual harassment.
5. Harassment and discrimination should never be confused with discipline in training as the latter is necessary to excel in powerlifting as a high performance sport. It is the responsibility of all members of the SPA to be wary of crossing the line between inspiration and encouragement to behavior which is discriminatory and/or harassing.
6. Due to the seriousness with which the SPA views discrimination or harassment occurring within the SPA and the organizations commitment to a sporting environment free of such occurrences, **ALL** instances of harassment and discrimination within the SPA should be reported immediately to the appropriate persons following the complaint procedure. All complaints shall be treated as legitimate and thus, handled with the same importance. The procedure for the reporting of complaints is as follows:

- a. The victim of any instances of harassment or abuse, hereinafter called the complainant, shall report such occurrences to either:
    - i. The president of the SPA
    - ii. A current member of the SPA Board
  - b. The complainant should be prepared to submit a signed statement that outlines the time, date, location, details of the occurrence and the identity of the member who has allegedly committed an act of harassment or abuse and if applicable, any witnesses.
  - c. In the case that the complainant is not a current member of the SPA, a complaint may still be reported provided that a current member signs the written statement declaring their belief that the complaint in question is legitimate.
  - d. In the case that a complaint involves the current president of the SPA, the instance of harassment or discrimination should be reported to the current vice-president of the SPA or any other member of the executive.
7. All reports of harassment shall be allowed the most confidentiality that can be reasonably provided within the means of the SPA. If a case of discrimination or harassment warrants legal intervention, the SPA shall fully cooperate with any and all legal authorities involved in the investigation. In cases where harassment of a minor is alleged, the SPA will report the incident to the appropriate legal authorities.
8. The member of the SPA executive who receives the complaint is required to immediately forward the complaint and all evidence on to the president of the SPA, or in cases where the complaint involves the president; the vice president shall be informed of the complaint, the president or vice-president of the SPA, hereinafter referred to as the president shall then initiate the investigation process.
9. The president shall inform the complainant of the intention to begin an investigation into the matter within 2 weeks of receiving the complaint and will then investigate the matter how they see fit and report back to the SPA executive all developments and findings. The subject of the complaint will be informed of an impending investigation within 2 weeks of the SPA receiving the complaint. The president shall act in the best interests of both parties and will investigate the complaint with the utmost neutrality and professionalism. If a complaint is lodged against an SPA executive member, that member will be excluded from the investigation.
10. If at any time during the investigation, the subject of the complaint or the complainant wishes to retain legal counsel, they may do so at their own cost.
11. The president may decide not to initiate investigation of a complaint if more than 9 months has passed between the alleged happening of events and the report of the complaint.
12. Previous complaints of harassment or discrimination against a member must not influence the outcome of an investigation on an unrelated complaint and will not be considered at the investigation stage. Previous valid complaints of harassment or discrimination may be considered by the disciplinary panel. Each separate incident shall be investigated by a different investigative official if possible.
13. A complaint of harassment or discrimination can be resolved at any point. Any settlement should be in writing and signed by all involved persons.
14. If the president determines through the course of the investigation that a legitimate case of discrimination or harassment has occurred, they shall present their investigation report to the SPA Board, including all particulars of the incident. The SPA Board will:
  - a. Approve the report if they are satisfied that a fair fact finding investigation has taken place
  - b. Convene a disciplinary committee to rule on possible disciplinary actions and corrective measures.
  - c. Inform the member accused of discrimination or harassment that they will be allowed to present any further evidence during disciplinary committee deliberations as well as present the evidence against them.
15. The disciplinary committee may include any or all members of the Board not directly related to the complaint and will deliberate the case at hand without delay through a special meeting. Disciplinary committees are recommended to be no larger than 5 members OR half the currently serving Board and must include either the President or the Vice-President so as to allow the formation of a separate appeals

tribunal in the case of an appeal. Disciplinary committee members must be different individuals than those involved in the investigation of the complaint.

16. The disciplinary committee shall make a decision no more than 24 days after the start of deliberations.
17. The disciplinary committee may choose, after weighing all the facts of the incident, to apply one or more of the following options which may be progressive in the case of repeated offences:
  - i. An apology, either written or verbal
  - ii. A fine
  - iii. Demotion, in the case of a Board member
  - iv. A suspension from membership within the SPA and a recommendation to the CPU Board for suspension from the CPU
  - v. Permanent expulsion from the SPA and a recommendation to the CPU Board for permanent expulsion from the CPU
18. The member being disciplined has seven days from the official ruling of the disciplinary committee to comply with its decree or appeal the decision using the official appeals procedure. If the time elapses with neither course of action taken, the member is subject to further discipline including, but not limited to, permanent expulsion from the SPA.
19. All evidence, reports and minutes taken from disciplinary committee deliberations shall be kept and filed with a serving member of the executive for seven years.

## **SECTION 12: APPEALS POLICY**

1. Any member of the SPA who is affected by a decision of an official committee or decision making body within the SPA has the right to appeal that decision. A member may not appeal any items that relate to the rules of competition, or elections held for Board positions.
2. Appeals committee will adhere to procedures based on due process and will include access to independent arbitration through the Sport Dispute Resolution Centre of Canada (SDRCC)
3. A member who wishes to launch an appeal, hereinafter referred to as the appellant, shall:
  - a. Submit a written notice of their intention to appeal to the SPA president no more than seven days after the announcement of the decision that is being appealed
  - b. Submit, along with the notice of intention to appeal, a \$100 fee which will be refunded to the appellant if a ruling is made in their favor
4. An appeal may only be requested if sufficient grounds for an appeal are present. Such situations include:
  - a. Instances where flagrant contraventions of standing policy are present
  - b. Where the decision in question was made by a body with no authority or jurisdiction in the matter
  - c. Instances where the decision is obviously influenced by bias not including decisions made based on ones performance compared to another
  - d. Evidence or information used in the decision making process was incomplete or missing except when the information that was incomplete or not presented to the discipline committee was within the knowledge and or control of the Appellant who chose not to present the information to the discipline committee.
  - e. Information considered immaterial was used in rendering a decision
5. An appeals committee shall be formed by the Board as per the Bylaws upon the receipt of a request for an appeal. Appeals committees must consist of:
  - a. No more than 3 members of the Board
  - b. Either the president or the vice-president
  - c. No members who deliberated on the decision which is being appealed, unless absolutely necessary.
  - d. The SPA reserves the right to seek external assistance so as there is no overlap between investigation, discipline and appeals committee members.
6. It is the duty of the appeals committee to review the request for the appeal and decide if sufficient grounds exist. The decision of whether or not to proceed cannot be appealed.



7. If it is found that sufficient grounds for an appeal exist then the appeals committee shall inform the appellant and any other appropriate parties that the committee will re-deliberate the issue seven days from the time of the announcement.
8. Within the seven day period the appellant must submit a written report of their argument as well as any additional evidence to the appeals committee.
9. Appeals committee will then deliberate the matter at the end of the seven day period in a special meeting. Deliberations shall only be open to the appeals committee after all evidence has been collected and will be conducted by documentary review. Only in extremely serious matters shall appeal committee hearings be conducted in person and in such a case, the seven day period can be extended up to, but no more than two months.
10. The appeals committee may also interview any involved parties to better render a decision on the matter at hand. Should the appeals committee feel that it is necessary to interview any of the involved parties or witnesses they will notify them as soon as possible to make arrangements for the interview to occur. Only members of the appeals committee shall be present for the interview and the interviews shall be kept confidential. Neither the complainant nor the subject of the complaint will be present for the interview nor will they be allowed to question the interviewee. However, the substance of the interview shall be recorded by way of written minutes to preserve a record thereof.
11. At the conclusion of deliberations, the appeals committee shall inform the appellant and any involved parties of its decisions, with reasons attached. It is within the power of the appeals committee to:
  - a. Void, vary or confirm the decision being appealed; or
  - b. Require any involved parties to change their previous decision.
12. A written copy of the decision shall be provided to the appellant as well as any other parties related to the appeal. All evidence, reports and minutes taken from disciplinary committee deliberations shall be kept and filed with a serving member of the executive for seven years.
13. If the appeals process of the SPA fails to resolve the issue, final arbitration can be passed on and be conducted through the SDRCC. Any decision made by the SDRCC on the matter shall be final and not open to appeals or intervention by the SPA.



## **Appendix A - Equipment Loan Form**

Equipment loaned: \_\_\_\_\_.

\_\_\_\_\_.

Loaned to: \_\_\_\_\_.

Date loaned: \_\_\_\_\_.

Purpose of loan: \_\_\_\_\_.

Expected return date: \_\_\_\_\_.

Deposit paid (\$200): \_\_\_\_\_ Y or N

### **Signatures:**

Meet Director: \_\_\_\_\_.

SPA Executive Member \_\_\_\_\_.

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## **Return form:**

Equipment returned: \_\_\_\_\_.

Returned by: \_\_\_\_\_.

Date returned: \_\_\_\_\_.

Deposit returned (\$200): \_\_\_\_\_ Y or N

### **Signatures:**

Meet Director: \_\_\_\_\_.

SPA Executive Member