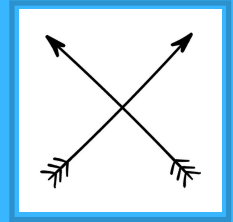


# BC ARCHERY

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ANNUAL REPORT  
FOR 2019





## AGENDA

1. Call to Order
2. Confirmation of Quorum and Voting Rules
3. Adoption of Agenda
4. Approval of Minutes of 2018 AGM
5. Reports from Board and Chairs
  - 5.1 Treasurer's report and Financial Statements
  - 5.2 Appointment of Auditor for 2020
  - 5.3 All other VPs and Chairs
6. Notices of Resolution
  - 6.1 Requires  $\frac{2}{3}$  majority of the votes cast to pass
    - 6.1.1 #1: Update voting thresholds to comply with new Societies Act
    - 6.1.2 #2: Correct references to Director(s) names/positions
    - 6.1.3 #3: Clarify when a Director's term starts and what happens if a position is not filled at the AGM
    - 6.1.4 #4: Modify & update positions & duties of Officers of the Society, recognizing the position of the Executive Director
7. Elections
  - 7.1 Appointment of scrutineers
  - 7.2 Elections
    - 7.2.1 VP-Finance
    - 7.2.2 VP-Administration
    - 7.2.3 VP-Technical
    - 7.2.4 Athlete Representative (1-year term)
  - 7.3 Destruction of Ballots
8. New Business / Good of the Society / Announcements
9. Next Meeting – August 28, 2020 (location to be determined)
10. Adjourn



MINUTES OF ANNUAL GENERAL MEETING

August 31, 2018 at 7pm

Silvertip Archers, Austin Rd Elementary School, 4543 W Austin Rd, Prince George

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1. Call to Order, 7:01pm
2. Confirmation of Quorum and Voting Rules
  - 21 in attendance, 2 under 17years of age
  - see attached list of attendees
3. Adoption of Agenda
  - Agenda adopted as circulated*
4. Approval of Minutes of 2017 AGM
  - Motion: to approve minutes*
  - Moved: Mary Ostermeier*
  - Second: Garry Hornsberger*
  - Vote: 18 approved*
  - Passed*
5. Reports from Board and Chairs
  - 5.1 Treasurer's report and Financial Statements
    - Treasurer's report will be filed as presented.*
  - 5.2 Appointment of Auditor for 2018
    - Raeleen recommends that we continue service with Terry at Kemp Harvey Craig
    - Motion: to reappoint KH Craig Inc as auditors for next year*
    - Moved: Garry Hornsberger*
    - Second: Mary Ostermeier*
    - Vote: 16 approved*
    - Passed*
  - 5.3 All other VPs and Chairs
    - (All reports were printed in the AGM package)
    - a) Question posed to VP-3D re K50 category, asking if it will be added to the 3D Team selection. VP-3D responded that it is still a 'trial' category with Archery Canada, therefore we cannot answer one way or the other at this point.
6. Notice of Resolution
  - To revise bylaws to remove the Zone Director positions and any related references. Proposed resolution was circulated with the Notice of AGM in August.
  - Motion: to accept the proposed Special Resolution*
  - Moved: Garry Hornsberger*
  - Second: Dale Chapplow*
  - Vote: 19 approved (100%)*
  - Passed*

7. Elections
  - 7.1 Appointment of scrutineers: Mary Ostermeier & Roger Walker
  - 7.2 Elections
    - 7.2.1 President: Ron Ostermeier by acclamation
    - 7.2.2 VP-Administration: David Sandquist by acclamation
    - 7.2.3 VP-Technical: Rick Scammell by acclamation
    - 7.2.4 VP-3D & Bowhunting: Al Campsall by acclamation
    - 7.2.5 Director-at-Large: Paul van Tassel by acclamation
    - 7.2.6 VP-Athlete Development: Linda Price by acclamation
    - 7.2.7 Athlete Representative: Mariessa Pinto by acclamation
  - 7.3 Destruction of Ballots: no ballots were cast
8. New Business
  - a) BC 3Ds to be held in Williams Lake again. BC Indoors to be held in Victoria again. Still looking for volunteer clubs to host the BC Outdoors.
  - b) Garry Hornsberger thanked the Board for their efforts, stating that in his opinion this is the best run board he has seen in 20 years, with the best development opportunities for the athletes and the best run shoots.
9. Next Meeting – August 30, 2019 (location to be determined)
10. Adjourn
 

*Motion:* to adjourn  
*Moved:* Rick Scammell  
*All approved.*  
 Meeting adjourned, 7:51pm

Attendance List: Name	Club affiliation
Sonia Schina	BC Archery / Maple Ridge Archery Club
Ron Ostermeier	SOSA
Rick Scammell	BC Archery / Maple Ridge Archery Club
Maxwell Sandquist (under 17)	HD Stafford / Langley Archery Association
Darcy Falk	Maple Ridge Archery Club / Starr Archery
David Sandquist	HD Stafford / Langley Archery Association
Mary Ostermeier	SOSA
Sonja Whyman	Silvertip Archers
Andy Fochuk	New Totem Archery Club
Tell Szoo	New Totem Archery Club
Jack Fochuk (under 17)	New Totem Archery Club
Michael Wiebe	Silvertip
Roger Walker	Cowichan Bowmen
Dale Chapplow	Quesnel Fiver Archers
Elissa Foley	Starr
Angela Foley	Semiahmoo
Raeleen Campsall	BC Archery
Al Campsall	Cariboo Archers
Garry Hornsberger	Silvertip
Linda Price	Starr
Charles Salmon	Silvertip

Total of 21 in attendance

**BRITISH COLUMBIA ARCHERY ASSOCIATION**

**FINANCIAL STATEMENTS  
(Unaudited)**

**MARCH 31, 2019**

# **BRITISH COLUMBIA ARCHERY ASSOCIATION**

## **FINANCIAL STATEMENTS (Unaudited)**

**MARCH 31, 2019**

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**STATEMENT A - Statement of Operations and Changes in Net Assets**

**STATEMENT B - Statement of Financial Position**

**STATEMENT C - Statement of Cash Flow**

**NOTES TO FINANCIAL STATEMENTS**



**KH Craig Inc.**  
Chartered Professional Accountant  
A Member of Kemp Harvey Group Inc.

Terry M. Craig, BA, CPA, CGA  
Tel: 250.495.3223  
Fax: 250.495.3559

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Board of Directors  
British Columbia Archery Association

We have reviewed the accompanying financial statements of British Columbia Archery Association that comprise the statement of financial position as at March 31, 2019, and the statements of operations and changes in net assets and cash flows for the year then ended, as well as a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### Conclusion

Based on our review, nothing has come to our attention causing us to believe that the financial statements do not present fairly, in all material respects, the financial position of British Columbia Archery Association as at March 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Osoyoos, BC  
July 30, 2019

*KH Craig Inc.*  
CHARTERED PROFESSIONAL ACCOUNTANT

**BRITISH COLUMBIA ARCHERY ASSOCIATION**  
**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31, 2019**  
(Unaudited)

STATEMENT A

	2019	2018	2017
<b>STATEMENT OF OPERATIONS</b>			
<b>RECEIPTS</b>			
Government grants	\$ 77,925	\$ 78,620	\$ 76,543
Memberships	84,488	88,823	88,044
Tournament and program	23,721	24,490	21,559
Clinic fees	11,521	18,654	7,121
America's Master Games	-	-	12,024
Interest and other	2,536	709	772
	<u>200,191</u>	<u>211,296</u>	<u>206,063</u>
<b>EXPENDITURE</b>			
Advertising and promotion	1,903	2,393	3,763
Amortization	7,050	8,631	9,818
Awards	23,778	38,649	47,991
Clothing	4,650	2,337	1,993
Consulting services	-	3,161	1,230
Federation of Canadian Archers' fees	32,943	37,664	35,562
Fees and dues	5,081	21,514	5,633
Honorariums	11,961	9,121	9,930
Interest and bank charges	1,670	1,180	1,082
Office and sundry	11,394	11,912	28,445
Professional fees	3,501	3,509	3,695
Rental	1,952	1,813	1,375
Repairs and maintenance	-	-	1,061
Telecommunications	1,736	3,257	2,718
Tournament host	19,522	16,002	10,783
Travel, food, and accommodation	36,696	44,154	45,789
Wages and benefits	53,794	53,858	53,840
	<u>217,631</u>	<u>259,155</u>	<u>264,708</u>
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER EXPENDITURE</b>	<b>\$ (17,440)</b>	<b>\$ (47,859)</b>	<b>\$ (58,645)</b>
<b>UNRESTRICTED</b>			
Beginning balance	\$ 175,833	\$ 223,692	\$ 282,337
Excess (deficiency) of receipts over expenditure	<u>(17,440)</u>	<u>(47,859)</u>	<u>(58,645)</u>
Ending balance	<b>\$ 158,393</b>	<b>\$ 175,833</b>	<b>\$ 223,692</b>

See accompanying notes to financial statements

**KH Craig Inc.**



**BRITISH COLUMBIA ARCHERY ASSOCIATION**  
**STATEMENT OF FINANCIAL POSITION**  
**MARCH 31, 2019**  
(Unaudited)

STATEMENT B

	2019	2018	2017
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash	\$ 122,399	\$ 142,530	\$ 177,631
Accounts receivable and prepaids - Note 3	<u>11,739</u>	<u>3,527</u>	<u>10,003</u>
	134,138	146,057	187,634
<b>CAPITAL ASSETS - Notes 1 &amp; 4</b>	<u>26,755</u>	<u>32,276</u>	<u>39,728</u>
	<u>\$ 160,893</u>	<u>\$ 178,333</u>	<u>\$ 227,362</u>

**LIABILITIES**

**CURRENT LIABILITIES**

Accounts payable - Note 5	\$ 2,500	\$ 2,500	\$ 3,670
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**NET ASSETS**

<b>UNRESTRICTED - Statement A</b>	158,393	175,833	223,692
	<u>\$ 160,893</u>	<u>\$ 178,333</u>	<u>\$ 227,362</u>

APPROVED ON BEHALF OF ASSOCIATION

 \_\_\_\_\_, Director

 \_\_\_\_\_, Director

See accompanying notes to financial statements

KH Craig Inc.

**BRITISH COLUMBIA ARCHERY ASSOCIATION**  
**STATEMENT OF CASH FLOW**  
**FOR THE YEAR ENDED MARCH 31, 2019**  
(Unaudited)

**STATEMENT C**

	2019	2018	2017
<b>OPERATIONS</b>			
Receipts from various sources	\$ 173,934	\$ 186,096	\$ 183,733
Receipts from other income	27,411	24,045	22,332
Payments to suppliers for goods and services	(166,136)	(189,701)	(202,345)
Payments to and on behalf of employees	(53,794)	(55,028)	(53,871)
Changes in sales taxes	<u>(19)</u>	<u>666</u>	<u>536</u>
<b>CASH USED</b>	<b>(18,604)</b>	<b>(33,922)</b>	<b>(49,615)</b>
<b>INVESTMENTS</b>			
Acquisition of capital assets	<u>(1,527)</u>	<u>(1,179)</u>	<u>(4,078)</u>
<b>DECREASE IN CASH</b>	<b>(20,131)</b>	<b>(35,101)</b>	<b>(53,693)</b>
<b>CASH BALANCE, BEGINNING OF YEAR</b>	<u><b>142,530</b></u>	<u><b>177,631</b></u>	<u><b>231,324</b></u>
<b>CASH BALANCE, END OF YEAR</b>	<b>\$ 122,399</b>	<b>\$ 142,530</b>	<b>\$ 177,631</b>

See accompanying notes to financial statements

**KH Craig Inc.**

**BRITISH COLUMBIA ARCHERY ASSOCIATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**MARCH 31, 2019**  
**(Unaudited)**

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**PURPOSE OF THE ORGANIZATION**

The British Columbia Archery Association was formed to perpetuate, foster, and manage the practice of archery and without limiting the generality of the foregoing; to adopt, interpret, and enforce rules for the practice of archery in all its forms; to hold annual tournaments for the purpose of determining the Champions for the British Columbia Archery Association; and to act in general as the supreme governing body in all matters that pertain to archery in the Province of British Columbia, Canada. The Association is registered under the Society Act of British Columbia and is not subject to income tax. The Association is not a registered charity under the Income Tax Act and therefore cannot issue charitable donation receipts.

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**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**a) Basis of Presentation**

The Association prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

**b) Use of estimates**

When preparing financial statements according to ASNPO, estimates and assumptions are made relating to reported amounts of revenue and expenditure, assets and liabilities and disclosure of contingent assets and liabilities. Assumptions are based on a number of factors, including historical experience, current events, actions that the Association may undertake in the future, and other assumptions that are believed to be reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates are used when accounting for certain items such as useful lives of capital assets and impairment of long-lived assets.

**c) Capital assets**

The capital assets are recorded at cost. Amortization is provided annually at rates and methods over the estimated useful lives as follows, prorated for the number of months of ownership. The estimates of the useful lives of the assets are reviewed every year and adjusted on a prospective basis, if needed.

Equipment	20 %	Declining balance method
Computer equipment	30 %	Declining balance method
Computer software	100 %	Declining balance method

Impairment of capital assets is reviewed whenever events or changes in the circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognized for the excess of the carrying value over the fair value of the asset, during the year the impairment occurred.

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**Note 2 FINANCIAL INSTRUMENTS**

The Association's financial instruments consist of cash, accounts receivable, and accounts payable. Unless otherwise noted, it is the opinion of management that the Association is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

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**Note 3 ACCOUNTS RECEIVABLE AND PREPAIDS**

	2019	2018	2017
Accounts receivable	\$ -	\$ 1,154	\$ -
Goods and Services Tax receivable	1,270	1,253	1,919
Prepaid expenses	<u>10,469</u>	<u>1,120</u>	<u>8,084</u>
	<b>\$ 11,739</b>	<b>\$ 3,527</b>	<b>\$ 10,003</b>

**Note 4 CAPITAL ASSETS**

	Cost	Accumulated Amortization	2019	Net Book Value 2018	2017
Equipment	\$ 71,505	\$ 49,523	\$ 21,982	\$ 27,478	\$ 34,346
Computer equipment	21,532	16,759	4,773	4,798	5,382
Computer software	<u>1,012</u>	<u>1,012</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>\$ 94,049</b>	<b>\$ 67,294</b>	<b>\$ 26,755</b>	<b>\$ 32,276</b>	<b>\$ 39,728</b>

**Note 5 ACCOUNTS PAYABLE**

	2019	2018	2017
Accounts payable	\$ 2,500	\$ 2,500	\$ 2,500
Payroll deductions payable	<u>-</u>	<u>-</u>	<u>1,170</u>
	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 3,670</b>

**Note 6 RELATED PARTY TRANSACTIONS**

The Association paid the directors \$18,191 for services rendered (\$13,740 in 2018, \$6,340 in 2017). These amounts are included in honorariums and awards.

## **Report of the Executive Director**

Progress. This word embodies the theme of this past year at BC Archery.

As you read through the Reports of the Directors, take note of the developments they are discussing, either directly or implied. Many coaching clinics were held this year training dozens of new Instructors and Coaches. New Officials have been trained and certified this year. JOP participants are earning certificates and achievements and are breaking records at the national level. BC athletes are earning spots on National Teams, and in the case of 3D, are a dominating force making the rest of Canada nervous. This is progress.

The new Strategic Plan has recently been finalized with goals and programs aimed at improving athlete development, broadening our membership, and strengthening the administration of our organization. Several policies were developed and published this year with a focus on providing members with a safe environment in which to practice the sport, outlining avenues for resolution and expectations of conduct for participants at all levels. With increased pressures from top sport agencies, such as Sport Canada, viaSport and Archery Canada, we can expect more changes coming about in the areas of SafeSport, Gender Balance, Conduct and Dispute Resolution, and BC Archery is preparing itself to align with these requirements through policy development and updated programming. BC Archery participated in an Organizational Foundations workshop hosted by viaSport which helped us to identify necessary improvements regarding risk management, policy development, organizational readiness and communication. This is progress.

The BC Games (through former president Kelly Mann) recognized that BC Archery has continuously provided a memorable event experience for our athletes without asking for much or any assistance from the Games, and thus nominated us to receive a grant through the Powering Potential Fund. This allowed us to purchase a net hanging system, like that used at the Vegas Shoot, with a value of \$5500. iSPARC has acknowledged BC Archery as a key partner in the delivery of programs that have benefitted Indigenous communities, and in turn has shared with us their Premier's Award for Organizational Excellence. For the 5<sup>th</sup> year in a row, KidSport has invited BC Archery to host a station at their prime fundraising event, the Corporate Kids Challenge at Ritchie Bros, as we are the most popular event station. All these recognition items show the value we are providing to our partners in the community. This is progress.

And even with all this progress, we recognize that we still have far to go. In the coming year, there will be many committees formed to determine and develop improvements to new or existing programs. Please consider volunteering some of your time and experience to one of these committees—your input is valuable to ensure well-rounded, collaborative change. This is a small commitment from you with large gains for everyone.

I want to thank all the Directors, Chairs and Coordinators for their hard work and dedication to the Association and for their passion in improving the sport of archery in BC. Without them, this Board could not offer the programs and services that we do, nor could we attempt to develop programming that would benefit the membership.

Respectfully submitted,  
Sonia Schina  
Executive Director

Membership statistics, as of August 4, 2019:

Membership has remained relatively constant since the end of the Hunger Games movie series.

New: 505, Renew: 875 ("new" includes those that have not been members in 3+ years)

<b>Zone</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Total</b>	<b>Grand Total</b>									
<b>Clubs</b>	2		7		7		2		7		5		4		3		37		
<b>Gender</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	
<b>Master</b>	11	5	36	11	28	14	16	6	20	6	84	12	19	7	44	14	258	75	333
<b>Senior</b>	11	10	24	12	28	20	23	18	22	14	58	24	27	19	41	34	234	151	385
<b>Junior</b>	1	1	4	4	3	2	6	8	4	3	5	2	2	2	11	5	36	27	63
<b>&lt;=Cadet</b>	16	21	12	8	73	53	36	38	24	14	17	11	28	18	114	79	320	242	562
	39	37	76	35	132	89	81	70	70	37	164	49	76	46	210	132	848	495	
	76		111		221		151		107		213		122		342		1343		
<b>Certified Judges</b>	0	2	3	3	1	2	1	0	2	1	4	1	0	0	8	4	19	13	32
<b>Judge Candidates</b>	0	1	1	0	0	0	2	0	3	1	4	0	1	1	4	2	15	5	20
<b>Certified Coaches</b>	2	2	7	4	4	5	4	5	10	3	10	2	4	1	11	5	52	27	79
<b>Coaches in Training or Expired</b>	7	6	8	2	9	5	5	7	8	7	15	2	10	5	11	5	73	39	112

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## **Report of the President**

This year we have faced extra challenges with a slight reduction in our funding from the government and we have had to make changes in how we do business to continue getting the needed funding. Without the continuing efforts of our Executive Director (Sonia), I don't feel that we could have kept up with all the required changes. As before, my work as the President has gone from a daily task consuming many hours of work down to daily checking my email and sorting out what comes across my desk determining who would be the best to handle the new challenge, of which, most goes directly to our ED. This summer also added extra work as I was away for 2 months on an extended holiday in Europe. Even though I tried to stay in touch, there was extra work for Sonia.

Our many programs are still skillfully handled by the Chairs and the Directors that oversee them. We are asked to continually update the different organizations that are our funding partners, and since we receive the much-needed funding to make our programs work, we strive to be on top of all the requests.

Since the removal of Zone Reps our organization has not seen any problems and this year we will be asking the head coach for the different zones to organize the trials for the BC Winter Games. As such, we need to get our coaches in place early.

As President I am involved with all the committees but usually there is no need to get involved with the dedicated people we have doing the work.

Respectfully submitted  
Ron Ostermeier

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## **Report of the VP-Administration**

It has been a fascinating year learning the ropes of the BC Archery Board. Last year I came on as the Director at Large and due to the outgoing Director's awesome job, had little to do in my first year on the Board. In the shift to the VP- Administration position, I found my hands full as I was tasked with drafting the new Strategic Plan for our Association for the next five years. I was also asked to try to simplify the plan to help our Directors to stay on target and increase our likelihood of meeting our goals. I attended a workshop put on by Vantage Point to learn how to craft a Strategic Plan and met directors from other not-for-profit organizations. I came out of that workshop with a better understanding of the enormity of the undertaking I was about to start. I poured over various strategic plans of other sports organizations and other not-for-profit organizations and came up with some ideas for streamlining our own plan.

After our Spring Budget Meeting, I met with the Board in a brainstorming session and we discussed our new goals and came up with a framework for our Actions to meet our goals. Over the last few months I crafted a visual document that will be shared with the membership, and a detailed Implementation Plan to guide the Board's Strategic directions through 2024. Most recently I attended a workshop put on by viaSport and learned new ways to help improve our Organizational Readiness. It has been a steep learning curve, but I hope the work that I and our fellow Board members have done will help us to meet our goals moving forward.

The coming term will require more work as we implement the Strategic Plan, and I anticipate some time spent assisting the board's Directors and Committee Chairs to complete their work on that plan. I hope to continue the work we have begun and look forward to meeting the challenges ahead as I continue to find my way.

Respectfully submitted,  
David Sandquist (23 July 2019)

---

## **Report of the VP-Athlete Development**

### **Canada Winter Games (CWG) 2019 Red Deer**

Athletes: Emma Chylinski CW, Spencer Gamache CM, Adi Shapira RW, Adam Deane RM.

Head Coach: Linda Price

Team manager: Paul Van Tassel

Indigenous Apprentice Coach: Curt Smecher

Following a very exciting final selection event held on November 24-25 in Oliver BC, our team of 4 athletes and 3 staff headed to the Canada Winter Games hosted in Red Deer Alberta. Our team performed well bringing home 3 Individual medals. This year the Canadian Coaching Association (CAC) also provided coaches with professional development opportunities.

CWG is a great multisport opportunity for our athletes within the Long-Term Athlete Development (LTAD) plan. Following each Games, the sports are involved in a core sport review process to ensure the sports are aligned with the mission, vision and values of the Canada Games and the Canadian Sport System. We are very pleased that Archery has been included in the next 2023 Games hosted by PEI. A review of the selection process for 2023 is underway to look at ways to be inclusive, provide developmental opportunities and have the best team available to represent BC.

### **BC Winter Games 2020 Fort St John**

The upcoming BC Winter Games (BCWG) will be hosted in Fort St John Feb 20-23, 2020. We have already been involved in many planning meetings to secure a venue and additionally enhancing our relationship with Indigenous Sport, Physical Activity & Recreation Council (ISPARC) to improve the opportunities for Indigenous athlete participation. We are excited to be a sport available at this entry level multi-sport games to develop BC athletes in their high-performance goals as part of the LTAD. The fee to participate for athletes is \$175.00, this includes travel and accommodations. In the past BC Archery has been able to fund a portion of the registration fee, but participants should always be prepared to cover the costs themselves by fundraising or applying for a KidSport grant.

### **Archery Canada's Target Objective Performance (TOP) and Development ID (DEVID) Program**

A TOP/DEVID clinic for athletes and coaches will be hosted in the Lower Mainland in October of this year. Shawn Riggs and Joan McDonald from the Archery Canada Coaching team will be presenting at this clinic and hoping to see some up and coming BC athletes! It is important that we in BC work closely with Archery Canada to be aware of the opportunities that are available to athletes and their coaches who want to be successful on a higher level. More information to follow when the dates and venue are secured.



## **Athlete Development/ High Performance Program**

As part of our goal to receive Excellence Funding from viaSport, we are continuing to develop a better system to identify and monitor our athletes through long term athlete development (LTAD). This includes a clear pathway of how BC competitions and other developmental clinics are offered and how that ties into Archery Canada's LTAD and Canada's Sport for Life (CS4L). The participation in programs such as the Targeted Athlete Program and the development of the benchmarks for Targeted athletes through Athlete Funding and BC Team selections was part of this ongoing development. Archery Canada's lanseo tournament system allows for easier monitoring of athlete scores from registered tournaments for tracking and monitoring our athletes.

## **Targeted Athlete Program (TAP) -Canadian Sport Institute/Pacific Sport**

Report submitted by Targeted Athlete Chair: Emma Hughes

For the 2019 Nomination cycle, based on performance in 2018, Archery nominated 8 athletes, male and female, recurve and compound. The list of athletes and their coaches is posted on the BC Archery website and includes our 2 National Sport Organization (NSO) carded athletes. Benchmarks and combined eligibility introduced with the 2018 nomination cycle will be reviewed annually and modified as applicable. Sports are assessed for their eligibility to receive viaSport Excellence funding based on uptake of programs like these and the conversion rates of athletes moving through the developmental levels. It is important for athletes to take advantage of the programs available to them and for coaches to be aware of those opportunities.

BC TAP athletes represented Canada at Netherlands World Championships, Pan Am Games and the upcoming Madrid Youth World Archery Championships.

As part of TAP, Pacific Sport/CSI offers medical resources, grants and bursaries, Sport Performance Speaker Series, and other athlete resources to develop our athletes mentally, nutritionally and provide access to resources to assist with promoting and fundraising. Additionally, the TAP Program offers a community partnership between local restaurants/grocery stores that can provide affordable options for healthy eating (discounted products/services). Pacific Sport also offers the IGNITE Athlete Development program for a high-performance training environment.

## **BC Performance Program (Nationals)**

Report submitted by BC Performance Program Chair: Garrett Johnson

For the 2019 year, 11 athletes applied for the BC Performance Program. 6 of those athletes will be representing BC at Canadian Nationals in Prince Albert. As this was my first year handling this role as the BC Performance Program Coordinator, I am getting a feel for the process and looking for ways to streamline and automate where possible. I will also look at ways to reach out to athletes to see what they may be interested in receiving in addition to the Team BC shirt.

## **High Performance Funding**

Report submitted by High Performance Funding Chair: Garrett Johnson

In the spring of 2018, the funding criterion was redeveloped to include baseline benchmarks and event requirements for Target and 3D. Establishing benchmarks for funding eligibility fits into the Long Term Athlete Development and moves BC Archery closer to being eligible for Excellence funding.

This funding year I processed 14 athlete funding applications: 4 Recurve, 4 Compound and 6 3D. Additionally 3 coaches received funding. A total of \$18,055 was paid out directly to these athletes and coaches to support their high-performance achievements. The current criteria have been reviewed for the event requirements and benchmarks. Athletes are required to send in supporting documentation with the applications which helps to enhance their development as an athlete and their relationship with their coach. The funding criteria is built around showing progression as an athlete. I have an almost fully automated system ready for the upcoming funding year. Once I tweak it and fix any problems that arise, handling of funding applications will be fully automated other than review of supporting documents.

## **Para-Archery**

Report submitted by Para-Archery Chair: Kevin Evans

Currently we have one new athlete that has been classified and has meet the criteria set out by Archery Canada's national program. Rhys Leidal age 18 has just graduated from high school he has been active with the Cranbrook Archery Club for the past 5 or 6 years. He was selected to travel with the national team first to Salt Lake City, then Dubai and then to the world championships in s'Hertogenbosch Netherlands. With his dedication to training and his passion for archery he will have a long and soon successful shooting career.

If there are any clubs or coaches working with or have knowledge of anyone with a disability that would like to participate in archery, please forward their contact info onto me or pass my contact onto them. I would be more than willing to help or direct them with information they may require to become classified as a para archer.

I can be reached at [parasport@bcarchery.ca](mailto:parasport@bcarchery.ca)

250-421-7090

Regards Kevin Evans

**JOP Chair Mary Ostermeier**

Refer to separate report

Respectfully submitted

**Linda Price, ChPC**

BC Archery Athlete Development VP and TOP Agent for BC

[athlete-dev@bcarchery.ca](mailto:athlete-dev@bcarchery.ca)

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## **Report of the VP-3D and Bowhunting**

3D archers continue to do very well in Canadian Championships and there are many communities/clubs hosting indoor and outdoor fun 3D shoots across the province attracting thousands of participants.

This year, Brandon, Manitoba hosted the 2019 Canadian Indoor 3D Championships with six BC archers attending; four reaching the podium. It was a well-run event with many challenging scenarios. 169 archers from across Canada attended.

The 2019 BC 3D Championships were again hosted by the Cariboo Archers in Williams Lake. By all accounts, it was a tremendous event with a good mix of challenging shots, animal variety and terrain. 132 archers attended. At these BC Championships, the eight-person BC Team and four alternates were chosen using a handicapping system. These archers will share in the \$10,000 funding from BC Archery. Half of the money will go to the BC Team to defray travel costs and the other half will be split among those team members and alternates who reach the podium in Prince Albert, Saskatchewan. All 12 of the team and alternates heading to Prince Albert have a valid chance to reach the podium at the Canadian Championships! It is a very strong squad. Last year, eleven of twelve made the podium in Nova Scotia and we expect a similar result this year. In total, 37 archers applied for the 2019 BC Team.

The method of choosing of the BC Team continues to evolve. With the majority of the team reaching the podium at each of the last five Canadian Championships, our selection system is working fairly well. However, I am still working to make it as fair as possible. Through education of the host clubs, instituting team alternates and the fact that the alternates have an equal chance to share in 50% of the money through their performance, the inevitable course inequities are felt less harshly. I continue to monitor and strive to improve the process.

No International Bowhunter Education Program (IBEP) courses were held this past year.

Respectfully Submitted,  
Al Campsall

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### **Report of the VP Technical**

2021 Canadian Championships formal request for bids were sent to member clubs. BC Archery Association has recommended to Archery Canada that Victoria Bowman Association host the Canadian Target and Field Championship in Victoria and Cranbrook Archery Club host the Canadian 3D Championship in Cranbrook. Thank you to both of these Clubs for stepping up. Further information will be communicated once we have received acceptance of the bids from Archery Canada.

The Association received a grant from Powering Potential Fund to purchase a second self-supported system of nets. This means that each of our tournament trailers are complete with butts, stands and a netting system, along with other tournament items.

I participated in the development of the Strategic Plan. In addition, attended the viaSport PSO Foundation Initiative Workshop this past June.

Archery continues to be the most sought-after sport activity at the KidSport Corporate challenge. We will continue to support this initiative. This one single event raises over \$100,000 toward helping kids participate in organized sport.

Respectfully submitted,  
Rick Scammell

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### **Report of the Director-At-Large**

This was my first year on the board and through the early part of the year I acted primarily in a support role and focused on my position as the Canada Winter Games Assistant Coach/Manager while I got up to speed with the inner workings of the board. Throughout the year, I have participated in the BC Archery teleconference meetings as well as both the Budget and Strategic Plan Meetings which took place in Victoria during the BC Indoor Championships.

In my role as the Director-at-Large, my primary focus has been on procuring new/updated medals for the three BC Championship events. Currently I am in process of this task with the research stage for the design of the medals having been completed. My next step for this project will be to contact medal suppliers to work to come up with a design for the medals that is stylish and current while remaining financially responsible. As long as I do not hit any roadblocks with communication with medal suppliers, I plan to have design options for medals to present to the board by the end of 2019.

In addition to the updated medal project, I have two other tasks in progress. I have begun work on researching diversified options for funding/revenue for BC Archery and for this project I am in the initial stages of research of the funding models of other PSO's. It is my intention to bring the results of my research along with other potential options for revenue generation to the board for discussion and direction for the next step in implementation. I am also working with the VP-Technical and VP-3D/Bowhunting on a potential Triple-Crown Championship.

For 2020, I plan to continue to complete the tasks that have been reported on and support the other directors where needed.

Respectfully Submitted,  
Paul Van Tassel

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### **Report of the Athlete Representative**

This year was my second year as athlete rep for the province. Although I was out of province for the majority of the year, I have used my absence from BC as an opportunity to gather knowledge from other associations and see how they run different aspects such as membership, competition, etc., in order to build and sustain a larger archery community. I also made a point to attend as many of the meetings as possible to voice the opinion and thoughts of BC athletes as their representative.

Going forward, we must work at ensuring members are aware of how they can voice their opinions or recommendations through this position.

Take care,

Mariessa Pinto  
BC Archery Association  
Athlete Representative

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### **Report of the JOP Chair**

My report is pretty well the same as the last one. JOP doesn't change much.

Both the mail match, JOP Regionals and the JOP indoor championships were well attended.

The JOP Outdoor Championships not so much with only 3 participants on the Island and a total of 41.

This can't be helped; I guess not many clubs shoot outdoors.

I mailed out lots of achievement awards and it is so good to see the young people earn their plates and certificates. I hope this keeps going in the upcoming season. I always try to get the certificates done right away but sometimes personal life gets in the way and you might have to wait a little longer. I want to thank everyone for being patient while Ron and myself enjoyed family, friends and did a lot of traveling in Europe this summer. It was a fantastic trip.

Please for the clubs:

If you have a new coordinator taking over the JOP duties, let me know asap so I can change the contact details before I start sending out info.

Also the BC Winter Games will be in Fort St. John in February and the trials for those should be held in the very beginning of December at the latest. We will again have 8 spots for Indigenous youth, but they will have to be part of your trials to qualify to go. Ages for the Games is 15-17 at December 31, 2020.

I hope we will have enough archers from all zones at the Games so please start advertising this early in the season.

Yours in Archery,  
Mary Ostermeier

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## Report of the Coaching Chair

When you take a clinic, you have one year to complete the course which involves completing the portfolio/workbook for Instructional Beginners and Instructional Intermediate. The numbers below include those who took the training from Sept 1, 2018 to Aug 31, 2019.

Let's start with the numbers:

- **Instructional Beginner:** 73 members took the training. So far 10 have completed the course from Sept 1, 2018 to Aug 31, 2019
- **Instructional Intermediate:** 32 people took the training from Sept 1, 2018 to Aug 31, 2019, with 7 having completed their training.
- **Comp Dev workshop 1:** 9 people have taken the course. This course is more involved, and it requires two weekends, approximately one year apart, unless it can be shown that the coach-in-training doesn't require the full year to complete the tasks.

Requests for clinics are member driven. We try to accommodate our member clubs: we still only require 6 spots to be guaranteed by the club which makes them responsible to pay for those 6 even if the minimum number is not reached. We would like the participation numbers to increase as one learning facilitator can handle 12 – 14 participants.

Please remember that our LF's will only work with current members so you must maintain your membership for us to process your work. Coaching certifications are only recognized for members-in-good-standing.

Anyone who has taken training in the past should check your records in The Locker:

<https://thelocker.coach.ca/account/login?mode=login>. In order to maintain your certification, you must report your involvement annually, which would mean acquiring Personal Development Points (P.D. Points). PD points are achieved by taking ongoing training, attending conferences and actively coaching. Research this for yourself in The Locker where the requirements are fully explained: <https://www.coach.ca/maintenance-of-certification-s16745>. Some of you may be receiving the message that your status is about to expire or has expired due to the lack of ongoing training. This new system is designed to make sure coaches try to remain current.

We have also started to work with new LF's to get them trained to be able to deliver courses as needed. This is a process that requires a Master Coach Developer (MCD) to work with the individuals to make sure they are ready to deliver what is required at different coaching levels. Currently I am the only certified MCD in BC, with a couple more getting ready to become an MCD.

Respectfully,  
Ron Ostermeier

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## **Report of the Judge Chair**

The Judge Chair resigned his position on 27-Nov-18. The VP Technical and President took over the duties temporarily until a new Chair could be recruited. Unable to find a willing volunteer, and aware of the breadth of changes needed to update the BC program, I have assumed the responsibilities of Judge Chair as of July 18<sup>th</sup>.

The following Candidates were certified from September 2018 to August 2019.

Stu Murray	Indoor Target	Outdoor Target	Field	3D
Curt Smecher	Indoor Target			
Leon Bresler	3D			
David Sandquist	Indoor Target			
Angela Foley	Indoor Target	Outdoor Target		
Tammy Moyer	Indoor Target			
Deb Reed	Outdoor Target			
Bob O'Brien	Indoor Target			

During this period no Judging Clinics were conducted, and seven individuals completed the home study course.

In the fall of 2019, I will form a committee to implement improvements to the program. This may include assistance in the development of a nationally standardized provincial judge certification program with Archery Canada. If you are interested in participating on the committee, please contact me.

Respectfully submitted,  
Rick Scammell

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## **Report of the Senior Games (55+) Coordinator**

2018 55+ Games were held in Cranbrook. The participants were treated to a rare opportunity, one that will be difficult to repeat. The hosts, Cranbrook Archery Club, took full advantage of their facility just outside the city to put on a 40-target 3D and 12 Target Field set up in the woods.

The 2019 Games will be held in Kelowna. The Games will have the most sports ever offered, including 2 new sports, for a total of 30. This results in all sports having very tight budgets. This year the Games are holding fast to the "Rule of Three" for archery and all other sports.

From General Rules Book "7. (f) At the close of registration, sport categories with FEWER than 3 entries will be cancelled. The affected participants will be notified and given 3 days to enter a different sport or category, or to place their name on the cross-zone list, being assured of a refund. 80+ participants are not affected by this rule."

In addition, The Games Rules Committee had taken a different interpretation of the Archery Specific rule: "3. Participation: (a) One man and one woman in each age category per equipment category. If any of these events are not filled, then additional participants, men or women, may be allocated to any of the four categories until a maximum of 24 zone men and women participants is reached. (b) In each age category, a participant will only compete in one equipment category." Their interpretation is limited to the first line of 3(a).

The "Rule of Three" and the Games interpretation of the Participation rule would have eliminated 17 participants. Due to the considerable effort of the BC Archery Executive Director, all 17 are confirmed as competing. This year we'll have 61 participants. The Executive Director has fielded a large number of inquiries from participants, both members and non-members of BC Archery, concerning the Games. Under the Games Rules, contact with the participants is solely the responsibility of the Games and not the PSO. The Games are run under their rules and not BC Archery rules.

It is my intention to present suggested rule changes to the participants at the end of the Games to ensure continued participation levels and fairness for the athletes.

I took over the responsibility of Archery Sports Chair for the 2019 Kelowna Games in mid-July. This position is normally the responsibility of an archery volunteer living in or near the Host City and not a member of the BC Archery Board. Having been unsuccessful at maintaining a willing volunteer, I once again took over this role. The next Games will require a willing volunteer in each of the Host Cities (Richmond, Victoria and Abbotsford) as it would be too costly for the Association to have me travel to the half dozen meetings held for each event. As BC Archery does not get any funding or support for these Games, there is no room in the budget to support this, especially since there is no requirement for participants to be members of BC Archery. If you live in one of these 3 cities, please consider volunteering for the Sport Chair position. I have a complete package of templates that could make the job simple for you. Please see me for more details if you are interested.

Respectfully submitted,  
Rick Scammell



The following Notices of Resolution are being presented to the membership for their consideration:

- Notice of Resolution #1: necessary change to update the voting thresholds in order to comply with the New Societies Act
- Notice of Resolution #2: housekeeping update to refer to the proper titles of Directors throughout the bylaws
- Notice of Resolution #3: further clarification of what happens when a Director is voted in or out, or if a position is unfilled
- Notice of Resolution #4: establishing the position of the Executive Director and of Officers in the bylaws

Draft bylaws follow the Notices of Resolution as a reference to the impact of the revisions if all 4 resolutions are accepted by the members. Changes are listed in **red**.



In accordance with the bylaws, notice is hereby given that the following bylaw amendments will be considered at the Annual General Meeting on August 30, 2019 at 7pm in Prince George, BC.

**Special Resolution #1:** To update the voting thresholds of resolutions to comply with the new Societies Act.

Current Bylaw	Bylaw with Amendments Words inserted or added are <u>underlined</u> ; Words removed are <del>struck-out</del>	RATIONALE
<p>Part 1 – Interpretation</p> <p>“<b>Ordinary Resolution</b>” ii) a resolution that has been submitted to the members of the Society and consented to in writing by 75% of the members who would have been entitled to vote on it at a general meeting of the Society,</p> <p>“<b>Special Resolution</b>” means a resolution passed in a general meeting by a majority of not less than 75% of the votes cast of those members of the Society who, being entitled to do so, vote</p>	<p>Part 1 – Interpretation</p> <p>“<b>Ordinary Resolution</b>” ii) a resolution that has been submitted to the members of the Society and consented to in writing by <u>75% 2/3</u> of the members who would have been entitled to vote on it at a general meeting of the Society,</p> <p>“<b>Special Resolution</b>” means a resolution passed in a general meeting by a majority of not less than <u>75% 2/3</u> of the votes cast of those members of the Society who, being entitled to do so, vote</p>	<p>The New Societies Act stipulates that special resolutions may not have a voting threshold higher than 2/3, and we therefore must comply with the Act.</p> <p>Also changing the voting threshold for Ordinary Resolutions in order to reduce confusion.</p>

To be decided by a **2/3** majority of voting members present at the AGM.

Questions and concerns may be forwarded to  
 Sonia Schina, Executive Director  
 778-241-2724  
[execdirector@bcarchery.ca](mailto:execdirector@bcarchery.ca)



In accordance with the bylaws, notice is hereby given that the following bylaw amendments will be considered at the Annual General Meeting on August 30, 2019 at 7pm in Prince George, BC.

**Special Resolution #2:** To approve the proposed amendment to Bylaw #27 to update the names of the VP-Athlete Development and VP-Technical and remove reference to the Secretary, to reflect the positions of Directors in Bylaw #25.

Current Bylaw	Bylaw with Amendments Words inserted or added are <u>underlined</u> ; Words removed are <del>struck-out</del>	RATIONALE
<p>27. Subject to bylaw 28), the directors shall be elected by the members of the Society and shall hold their offices for a term of two years from election at an annual general meeting, and</p> <p>i) the terms of office of the President, Vice President – 3D &amp; Bowhunting, Director at Large and Secretary shall be concurrent, and</p> <p>ii) the terms of office of the Vice President – Administration, Vice President – Technical &amp; Athlete Development and Vice President – Finance shall be concurrent.</p>	<p>27. Subject to bylaw 28), the directors shall be elected by the members of the Society and shall hold their offices for a term of two years from election at an annual general meeting, and</p> <p>i) the terms of office of the President, Vice President – 3D &amp; Bowhunting, Director at Large and <del>Secretary</del> <u>Vice President-Athlete Development</u> shall be concurrent, and</p> <p>ii) the terms of office of the Vice President – Administration, Vice President – Technical &amp; <del>Athlete Development</del> and Vice President – Finance shall be concurrent.</p>	<p>This is a housekeeping update to ensure the titles of the directors are accurate throughout the bylaws.</p> <p>Bylaw 25: 25. The following positions are the directors of the Society:</p> <ul style="list-style-type: none"> <li>i. President</li> <li>ii. Vice President – Administration</li> <li>iii. Vice President – Technical</li> <li>iv. Vice President – Finance</li> <li>v. Vice President – 3D &amp; Bowhunting</li> <li>vi. Director at Large</li> <li>vii. Vice President – Athlete Development</li> </ul>

To be decided by a **2/3** majority of voting members present at the AGM.

Questions and concerns may be forwarded to  
 Sonia Schina, Executive Director  
 778-241-2724  
[execdirector@bcarchery.ca](mailto:execdirector@bcarchery.ca)



In accordance with the bylaws, notice is hereby given that the following bylaw amendments will be considered at the Annual General Meeting on August 30, 2019 at 7pm in Prince George, BC.

**Special Resolution #3:** To modify Bylaw 28.a) when a Director's position terminates after an election at the AGM, and Bylaw 28.d) to redefine what happens if no successor is elected.

Current Bylaw	Bylaw with Amendments Words inserted or added are <u>underlined</u> ; Words removed are <del>struck out</del>	RATIONALE
<p>28. a) The directors must retire from office at each annual general meeting when their successors are elected.</p> <p>d) If a successor is not elected, the person previously elected or appointed continues to hold office.</p>	<p>28. a) The directors must retire from office at <del>each</del> <u>the end of the</u> annual general meeting when their successors are elected.</p> <p>d) If a successor is not elected, <del>the person previously elected or appointed continues to hold office</del> <u>one may be appointed pursuant to Bylaw 29).</u></p>	<p>To clarify that a successor Director does not start their role until the end of the AGM, and not immediately after the vote. This allows for the business of the AGM to continue with Directors that are knowledgeable with the Association's current activities.</p> <p>To allow for appointing a Director if no successor is elected (either by vote or by acclamation) as an individual cannot be forced to continue to hold office as suggested by the current wording.</p>

To be decided by a **2/3** majority of voting members present at the AGM.

Questions and concerns may be forwarded to  
 Sonia Schina, Executive Director  
 778-241-2724  
[execdirector@bcarchery.ca](mailto:execdirector@bcarchery.ca)



# BC Archery

## Notice of Resolution

Dated August 15, 2019

In accordance with the bylaws, notice is hereby given that the following bylaw amendments will be considered at the Annual General Meeting on August 30, 2019 at 7pm in Prince George, BC.

### **Special Resolution #4:**

To modify Part 7 – Duties of Officers, Bylaws 39 through 42 to update responsibilities and definitions of Officers, and to repeal Part 8 – Executive Committee, Bylaws 43, 44 and 45.

### **Rationale:**

To establish the position of the Executive Director into the bylaws, to implement the positions of Officers of the Society (a legal term used to identify those with powers to sign legal documents and commit to contracts on behalf of the Society), and to redefine the responsibilities of the Directors within the definition of their position as an Officer. Part 8 – Executive Committee and Bylaws 43 through 45 become redundant with the changes requested for Part 7 and can therefore be deleted.

Definitions for references to the Board and to Officers must be established in the bylaws as they are referenced in the revision for Bylaws 39 through 42.

See Current and Revised Bylaws on following page.

To be decided by a **2/3** majority of voting members present at the AGM.

Questions and concerns may be forwarded to  
Sonia Schina, Executive Director  
778-241-2724  
[execdirector@bcarchery.ca](mailto:execdirector@bcarchery.ca)

Current Bylaws	Revised Bylaws
<p><b>Part 7 – Duties of Officers</b></p> <p>38. The President is the chief executive officer of the Society and must supervise the other officers in the execution of their duties.</p> <p>39. The Vice President – Administration must carry out the duties of the President during the president’s absence.</p> <p>40. The Secretary must:</p> <ol style="list-style-type: none"> <li>a) conduct the correspondence of the Society;</li> <li>b) issue notices of meetings of the Society and directors;</li> <li>c) keep minutes at all meetings of the Society and directors;</li> <li>d) have custody of all records and documents of the Society except those required to be kept by the Vice President - Finance;</li> <li>e) have custody of the common seal of the Society; and</li> <li>f) maintain the register of members.</li> </ol> <p>41. The Vice President – Finance must:</p> <ol style="list-style-type: none"> <li>a) keep, or cause to be kept, the financial records of the Society, including books of account, necessary to comply with the <i>Society Act</i>, and</li> <li>b) render, or cause to be rendered, financial statements to the directors, members and others when required;</li> </ol> <p>42. In the absence of the Secretary from a meeting, the directors present must appoint another person to act as secretary at that meeting.</p> <p><b>Part 8 – Executive Committee</b></p> <p>43. Despite bylaw 33), the directors may appoint an Executive Committee charged with the daily management of the Society and consisting of:</p> <ol style="list-style-type: none"> <li>a) the President,</li> <li>b) the Vice President – Finance, and</li> <li>c) one other director as determined by the directors from time to time.</li> </ol> <p>44. In appointing the Executive Committee, the directors may specify duties, terms and conditions for the committee, and the Executive Committee must conform to such rules.</p> <p>45. The Executive Committee must report every act or thing done in exercise of its duties to the earliest meeting of the directors held after the act or thing has been done.</p>	<p><b>Part 1 – Interpretation</b></p> <p>“Board” means the Board of Directors of the Society</p> <p>“Officer” means an individual appointed to serve as an officer of the Society in accordance with these bylaws</p> <p><b>Part 7 – Duties of Officers</b></p> <p>38. <b>The Officers of the Society are the President, Vice-President Finance, Secretary and the Executive Director.</b></p> <p>39) The Vice President – Administration must carry out the duties of the President during the President’s absence</p> <p>40) <b>The position of Secretary will be held by the Executive Director unless the Directors determine otherwise.</b></p> <ol style="list-style-type: none"> <li>a) <b>The Directors may appoint a Secretary, who need not be a Director. The process used to appoint the Secretary will involve voting by Directors and the Secretary will be supervised by the Executive Director.</b></li> </ol> <p>41) <b>The Officers will have the following responsibilities:</b></p> <ol style="list-style-type: none"> <li>a) The President <ol style="list-style-type: none"> <li>i) <b>is responsible for the supervision of the Directors and Officers,</b></li> <li>ii) <b>is responsible for the general affairs of the Society, and</b></li> <li>iii) <b>will perform such other duties as may from time to time be established by the Board.</b></li> </ol> </li> <li>b) The Secretary must: <ol style="list-style-type: none"> <li>i) conduct the correspondence of the Society;</li> <li>ii) issue notices of meetings of the Society and directors;</li> <li>iii) keep minutes at all meetings of the Society and directors;</li> <li>iv) have custody of all records and documents of the Society except those required to be kept by the Vice President - Finance;</li> <li>v) have custody of the common seal of the Society;</li> <li>vi) <b>maintain the register of members; and</b></li> <li>vii) <b>will perform such other duties as may from time to time be established by the Board.</b></li> </ol> </li> <li>c) The Vice President – Finance must: <ol style="list-style-type: none"> <li>i) keep, or cause to be kept, the financial records of the Society, including books of account, necessary to comply with the <i>Societies Act</i>, and</li> <li>ii) render, or cause to be rendered, financial statements to the directors, members and others when required; <b>and</b></li> <li>iii) <b>will perform such other duties as may from time to time be established by the Board.</b></li> </ol> </li> <li>d) <b>The Executive Director is the Chief Executive Officer of the Society and will be responsible for the management and supervision of the operations of the Society.</b></li> <li>e) In the absence of the Secretary from a meeting, the directors present must appoint another person to act as secretary at that meeting</li> </ol> <p>42) <b>The Board may, from time to time and subject to the Act, vary, limit or add to the powers and duties of any Officer.</b></p> <p><b>Part 8 – Executive Committee</b></p> <p>43) <b>to 45) is repealed</b></p>

# The British Columbia Archery Association

## Constitution

The name of the society is: "The British Columbia Archery Association," hereafter referred to as the Society.

The purpose of the Society is to perpetuate, foster and manage the practice of archery, in all its forms, in British Columbia, including, and without limiting the generality of the foregoing:

1. adopting, interpreting and enforcing rules for the practice of archery,
2. holding annual tournaments to determine the champions of the Society, and
3. acting in general as the supreme governing body in all matters that pertain to archery in the province of British Columbia, Canada.

## Bylaws

### Part 1 – Interpretation

1) In these bylaws, unless the context otherwise requires:

**"Affiliate"** means every archery organization that becomes and remains an affiliate in accordance with these bylaws;

**"Archery Organization"** means a club, having a president, vice president and secretary; an association; or a private concern offering an archery program to its members;

**"Board"** means the Board of Directors of the Society

**"Directors"** means the directors of the Society for the time being;

**"Document"** means a written instrument, including a notice, order, certificate, register, letter, report, return, account, summons or legal process;

**"Member"** means every person who becomes and remains a member in accordance with these bylaws;

**"Officer"** means an individual appointed to serve as an officer of the Society in accordance with these bylaws;

**"Ordinary Resolution"** means

- i) a resolution passed in a general meeting by a simple majority of the votes cast, or
- ii) a resolution that has been submitted to the members of the Society and consented to in writing by ~~75%~~ 2/3 of the members who would have been entitled to vote on it at a general meeting of the Society, and a resolution so consented to is deemed to be an ordinary resolution passed at a general meeting of the Society;

**"Registered Address"** of a member means the member's address as recorded in the register of members, and may consist of a mailing address or an e-mail address;

**"Societies Act"** means the *Societies Act* of British Columbia from time to time in force and all amendments to it;

**"Special Resolution"** means

- i) a resolution passed in a general meeting by a majority of not less than ~~75%~~ 2/3 of the votes cast of those members of the Society who, being entitled to do so, vote

- (1) of which the notice that the bylaws provide, and not being less than 14 days' notice, specifying the intention to propose the resolution as a special resolution has been given, or
  - (2) if every member entitled to attend and vote at the meeting agrees, at a meeting of which less than 14 days' notice has been given,
  - ii) a resolution consented to in writing by every member of the Society who would have been entitled to vote on it at a general meeting of the Society, and a resolution so consented to is deemed to be a special resolution passed at a general meeting of the Society.
- 2) Words importing the singular include the plural and vice versa, and words importing a male person include a female person.

## **Part 2 – Membership and Affiliation**

- 3) The classes of membership and affiliation, including associated rights and privileges, must be determined by the directors; different classes of membership or affiliation may have different rights and privileges, except no class of affiliate shall have any right to vote at any meeting of the Society.
- 4) The amount of the annual membership and affiliation dues, including any discounts or rebates, must be determined by the directors; different classes of membership or affiliation may have different dues, discounts and rebates.
- 5) A person may apply to the directors for membership in the Society and on acceptance by the directors is a member.
- 6) An archery organization may apply to the directors for affiliation with the Society and on acceptance by the directors is an affiliate.
- 7) Every member and affiliate must uphold the constitution and comply with these bylaws.
- 8) A person ceases to be a member of the Society
  - a) by delivering his resignation in writing to the secretary of the Society,
  - b) on his death,
  - c) on being expelled, or
  - d) on being a member not in good standing.
- 9) An archery organization ceases to be an affiliate of the Society
  - a) by delivering its resignation in writing to the secretary of the Society,
  - b) on its dissolution,
  - c) on being expelled, or
  - d) on being an affiliate not in good standing.
- 10) a) The directors, by resolution and in accordance with these bylaws, may expel a member or affiliate.  
 b) The directors must determine the procedures for expelling a member or affiliate, including:
  - i) the giving of notice of, and reasons for, the proposed expulsion to the person or archery organization who is the subject of the proposed expulsion;
  - ii) the opportunity for the person or archery organization to be heard by the directors before the resolution is put to a vote; and
  - iii) the opportunity for the person or archery organization to appeal the decision of the directors to the members, and for the members to uphold or reverse the decision of the directors; and these procedures must be approved by an ordinary resolution passed at a general meeting.
- 11) All members and affiliates are in good standing except one who has failed to pay the current annual membership or affiliation fee, or any other subscription or debt due and owing by the member or affiliate to the Society, and the member or affiliate is not in good standing so long as the debt remains unpaid.



### **Part 3 – Meetings of Members**

- 12) General meetings of the Society must be held at the time and place, in accordance with the *Societies Act*, that the directors decide.
- 13) Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 14) The directors may, when they think fit, convene an extraordinary general meeting.
  
- 15) a) Notice of a general meeting must specify the place, day and hour of the meeting and, in case of special business, the general nature of that business.  
b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 16) An annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

### **Part 4 – Proceedings at General Meetings**

- 17) Special business is:
  - a) all business at an extraordinary general meeting except the adoption of rules of order, and
  - b) all business conducted at an annual general meeting, except the following:
    - (i) the adoption of rules of order,
    - (ii) the consideration of the financial statements,
    - (iii) the report of the directors,
    - (iv) the report of the auditor,
    - (v) the election of directors,
    - (vi) the appointment of an auditor, and
    - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the reports of the directors issued with the notice convening the meeting.
- 18) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
- 19) A quorum is three members present or a greater number that the members may determine at a general meeting.
- 20) Subject to bylaw 21), the directors present at a meeting must choose one of their number to be the chair at that meeting.
- 21) If no director is present within 15 minutes after the time appointed of holding the meeting, the members present at a meeting must choose one of their number to be the chair at that meeting.
- 22) a) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.  
b) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution does not pass.
- 23) a) A member in good standing present at a meeting of members, and being at least 16 years of age, is entitled to one vote.  
b) Voting is by show of hands.  
c) Voting by proxy is not permitted.

## Part 5 – Directors and Officers

- 24) a) The directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless, to:
- i) all laws affecting the Society,
  - ii) these bylaws, and
  - iii) rules, not being inconsistent with these bylaws, that are made from time to time by the Society in a general meeting.
- b) A rule, made by the Society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 25) The following positions are the directors of the Society:
- i) President
  - ii) Vice President – Administration
  - iii) Vice President – Technical
  - iv) Vice President – Finance
  - v) Vice President – 3D & Bowhunting
  - vi) Vice President – Athlete Development
  - vii) Director at Large
- 26) a) Not more than one director position may be held by one person.
- b) Notwithstanding bylaw 26) a), a director may hold one or more other positions in the Society.
- 27) Subject to bylaw 28), the directors shall be elected by the members of the Society and shall hold their offices for a term of two years from election at an annual general meeting, and
- i) the terms of office of the President, Vice President – 3D & Bowhunting, Director at Large and ~~Secretary~~ **Vice President-Athlete Development** shall be concurrent, and
  - ii) the terms of office of the Vice President – Administration, Vice President – Technical ~~& Athlete Development~~ and Vice President – Finance shall be concurrent.
- 28) a) The directors must retire from office at ~~each the end of the~~ annual general meeting when their successors are elected.
- b) Separate elections must be held for each office to be filled.
  - c) An election may be by acclamation; otherwise it must be by ballot.
  - d) If a successor is not elected, ~~the person previously elected or appointed continues to hold office one may be appointed pursuant to Bylaw 29).~~
- 29) a) If a director resigns his office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
- b) A director so appointed holds office only until the next annual general meeting of the Society, but is eligible for re-election at the meeting.
  - c) A director elected at this meeting holds office until the normal term of office expires in accordance with bylaw 27) i) and ii).
  - d) An act or proceeding of the directors is not invalid merely because there is fewer than the prescribed number of directors in office.
- 30) a) The members may, by special resolution, remove a director, before the expiration of his term of office, and may elect a successor to complete the term of office
- b) If the members do not elect a successor, one must be appointed pursuant to bylaw 29).
- 31) A director must not be remunerated for being or acting as a director, but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaging in the affairs of the Society.

## Part 6 – Proceedings of Directors

- 32) a) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.  
b) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.  
c) The directors present at a meeting must choose one of their number to be the chair at that meeting.  
d) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
- 33) a) The directors may delegate, as they see fit, any, but not all, of their powers to committees consisting of at least one director.  
b) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- 34) a) The members of a committee may meet and adjourn as they think proper.  
b) The members of a committee present at a meeting must choose one of their number to be the chair at that meeting.
- 35) Questions arising at a meeting of the directors or a committee must be decided by a majority of votes.
- 36) a) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.  
b) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution does not pass.  
c) Voting is by show of hands.  
d) Voting by proxy is not permitted.
- 37) A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors. An affirmation sent by electronic means from the director's registered address qualifies as a signature.

## Part 7 – Duties of Officers

- 38) ~~The Officers of the Society are the President, Vice-President Finance, Secretary and the Executive Director.~~
- 39) The Vice President – Administration must carry out the duties of the President during the President's absence
- 40) ~~position of Secretary will be held by the Executive Director unless the Directors determine otherwise.~~  
a) ~~The Directors may appoint a Secretary, who need not be a Director. The process used to appoint the Secretary will involve voting by Directors and the Secretary will be supervised by the Executive Director.~~
- 41) The Officers will have the following responsibilities:  
a) ~~The President is the chief executive officer of the Society and must supervise the other officers in the execution of their duties~~  
i) ~~is responsible for the supervision of the Directors and Officers,~~  
ii) ~~is responsible for the general affairs of the Society, and~~  
iii) ~~will perform such other duties as may from time to time be established by the Board.~~  
~~iv) The Vice President – Administration must carry out the duties of the President during the President's absence.~~  
b) The Secretary must:

- i) conduct the correspondence of the Society;
  - ii) issue notices of meetings of the Society and directors;
  - iii) keep minutes at all meetings of the Society and directors;
  - iv) have custody of all records and documents of the Society except those required to be kept by the Vice President - Finance;
  - v) have custody of the common seal of the Society; ~~and~~
  - vi) maintain the register of members; ~~and~~
  - vii) will perform such other duties as may from time to time be established by the Board.
- c) The Vice President – Finance must:
- i) keep, or cause to be kept, the financial records of the Society, including books of account, necessary to comply with the *Societies Act*, and
  - ii) render, or cause to be rendered, financial statements to the directors, members and others when required; ~~and~~
  - iii) will perform such other duties as may from time to time be established by the Board.
- d) The Executive Director is the Chief Executive Officer of the Society and will be responsible for the management and supervision of the operations of the Society.
- e) In the absence of the Secretary from a meeting, the directors present must appoint another person to act as secretary at that meeting
- 42) The Board may, from time to time and subject to the Act, vary, limit or add to the powers and duties of any Officer.

#### **Part 8 – Executive Committee**

- ~~43) Despite bylaw 33), the directors may appoint an Executive Committee charged with the daily management of the Society and consisting of:~~
- ~~a) the President,~~
  - ~~b) the Vice President – Finance, and~~
  - ~~b) one other director as determined by the directors from time to time.~~
- ~~44) In appointing the Executive Committee, the directors may specify duties, terms and conditions for the committee, and the Executive Committee must conform to such rules.~~
- ~~45) The Executive Committee must report every act or thing done in exercise of its duties to the earliest meeting of the directors held after the act or thing has been done.~~
- 43) to 45) is *repealed*

#### **Part 9 – Zone Representatives**

46) to 50) is *repealed*

#### **Part 10 – Policies**

- 51) The directors, by resolution and in accordance with these bylaws, must make, and may change from time to time, policies with respect to:
- a) the procedures for the election of directors;
  - b) *repealed*;
  - c) the responsibilities of each director;
  - d) *repealed*;
  - e) the responsibilities of any paid staff;
  - f) tournaments sponsored by the Society;
  - g) the rules to be used at tournaments sponsored by the Society; and
  - h) provisions to transition the Society to these bylaws in the shortest time practicable.

- 52) The directors, by resolution and in accordance with these bylaws, may make and change from time to time, policies with respect to:
- a) the qualifications of directors, volunteer positions and paid staff;
  - b) the responsibilities of volunteer positions; and
  - c) any other matter.

#### **Part 11 – Seal**

- 53) The directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
- 54) The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the President and Secretary.
- 55) Despite bylaw 40 e), the directors may by resolution appoint a custodian of the seal, other than the Secretary, for purposes specified in the resolution.

#### **Part 12 – Borrowing**

- 56) In order to carry out the purposes of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
- 57) A debenture must not be issued without the authorization of a special resolution.
- 58) The members may, by special resolution, restrict the borrowing powers of the directors, and a restriction so imposed expires at the next annual general meeting.

#### **Part 13 – Auditor**

- 59) At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting
- 60) An auditor may be removed by ordinary resolution.
- 61) An auditor must be promptly informed in writing of their appointment or removal
- 62) A director or employee of the Society must not be its auditor
- 63) The auditor may attend general meetings.

#### **Part 14 – Notice to Members**

- 64) A notice must be given not less than 14 days prior to the date
- a) on which a general meeting is to be convened, or
  - b) by which a written response is due in the case of a resolution submitted in writing to the members of the Society.
- 65) A notice may be given to a member, either personally, by mail or by electronic means to the member at the member's registered address.
- 66) A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 67) A notice sent by electronic means is deemed to have been given on the first day following the day on which the notice is sent, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and successfully sent.
- 68) a) Notice of a general meeting must be given to
- i) every member shown on the register of members on the day notice is given, and

- ii) the auditor.
- b) No other person is entitled to receive a notice of a general meeting.

**Part 15 – Dissolution of the Society**

69) Should the Society cease to operate, all funds and assets at the time of dissolution will revert to the Government of British Columbia for disposition by the Minister responsible for sports.

**Part 16 – Bylaws**

70) On being admitted to membership, each member is entitled to, and the Society must provide without charge, a copy of the constitution and bylaws of the Society.

71) These bylaws must not be altered or added to except by special resolution.

## Vice-President - Administration

The VP-Administration shall:

- a) Perform the duties of the President during the absence or inability of the President
- b) Maintain and update the Strategic Plan
- c) Oversee and guide the harassment complaints process

### Budgets

The Administrative VP is responsible for the following budgets:

- General administrative items of the Association

All reasonable administrative expenses will be paid by the Society.

### Meetings

The Administrative VP is expected to attend and participate in:

- BC Archery Board Meetings
- BC Archery Annual General Meeting (AGM)

### Reporting Responsibilities

- To the President bi-monthly, or to the Board at scheduled meetings, whichever occurs more frequently
- To the Membership at the AGM

### Program Tasks

- a) Leadership
  - Give direction to and supervise committees under portfolio
  - Present issues under portfolio to the Board
- b) Planning
  - Develop short and long term planning for areas under own portfolio
- c) Development
  - Initiate changes and updates to the Strategic Plan
- c) Evaluation
  - Annually assess progress for the past year

### Supervision Responsibilities

Overall operations and productivity of the BC Archery committees in portfolio

### Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

## Vice-President - Technical

The VP Technical is also responsible for establishing and supervising the following committees:

- a) Coaching
- b) Officiating
- c) Tournaments & Awards
- d) Act as a member ex-officio on all committees in this portfolio

### Budgets

The VP Technical is responsible for monitoring expenditures of committees under his/her portfolio, and is responsible for the following budgets:

- a) Coaching Chair
- b) Officials Chair

All reasonable administrative expenses will be paid by the Society.

### Meetings

The Technical VP is expected to attend and participate in:

- BC Archery Board Meetings
- BC Archery Annual General Meeting (AGM)
- Executive Meetings as required

### Reporting

- To the President bi-monthly
- To the Board
- To the Membership at the AGM

### Program Tasks

#### a) Leadership

Supervise recruiting of volunteers for committee positions  
Supervise orientation and training of volunteers for their roles  
Communicate with VPs and the general membership

#### b) Planning

Participate in planning seminar to develop short- and long-term planning  
Establish clinic needs

#### c) Implementation

Major events BC Archery Championships

#### d) Evaluation

Annually assess programs and results for the past year

### Supervision Responsibilities

Overall operations and productivity of the BC Archery committees in portfolio

### Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio
- Review job descriptions for committee positions



## Vice-President - Finance

The VP Finance shall:

- a) Keep full and accurate account of all receipts and disbursements of the Society in proper books of account
- b) Receive and deposit all monies or other valuables in the name and to the credit of the Society in a financial institution as may from time to time be designated by the Executive Committee
- c) Ensure that all disbursements to be made by the Society are paid by cheque
- d) Disburse the funds of the Society under the direction of the Board of Directors, taking proper vouchers
- e) Lead the Board in the annual preparation of a Budget
- f) Render to the Board, at the regular meetings and at other times as directed by the President, an account of the transactions of the Society and the financial position of the Society
- g) Have an official audit done on the society's books annually
- h) Send an audited statement, society paperwork, and payment to the Provincial government annually
- i) Print a financial statement for each Board Meeting, Executive Meeting, and the AGM
- j) Submit a financial information to viaSport for government reporting purposes
- k) Request a certified copy of the Certification of Incorporation from the Corporate Registry and remit payment for same

### Budgets

All reasonable administrative expenses will be paid by the Society.  
Expense claim forms are included in the Regulations Manual.

### Meetings

The VP Finance is expected to attend and participate in:

- BC Archery Board Meetings
- BC Archery Annual General Meeting (AGM)
- Executive Meetings as required
- Financial meetings as required

### Reporting

- To the Executive Committee as required
- To the Board of Directors at Board Meetings
- To the Membership at the AGM
- To Sports and Recreation with the audited financial statement

### Program Tasks

- a) Leadership
  - Communicate with the Executive and the Board
  - Communicate with the Auditor in the annual audit
  - Invest bank deposits as required
- b) Planning
  - Participate in planning committee to develop short and long term plans, including budgets
- c) Development
  - Assist in development of any grants
- d) Implementation
  - Accept fees, and deposit monies in a bank
  - Pay out expenses as required
- e) Evaluation
  - Annually assess programs and results for the past year
  - Assist in the summary reporting system of provincial grant monies

### Supervision Responsibilities

Ensure that all Board members and Committee Chairs and Course Conductors report properly when asking for or turning in funds.

### Performance Review System

Identify milestones for current year

Outline annual task list and/or work plans for the portfolio

## **Athlete Representative**

The role of the Athlete Representative is as a spokesperson for high performance archers in the province, ensuring their views, comments and opinions reach the BC Archery Board and Athlete Development committee.

The Athlete Representative shall:

1. Act as an ombudsman on behalf of the athletes
  - a. Communicate with high performance archers, coaches and BC Archery membership in general
2. Correspond with the Archery Canada Athlete Representative to establish an improved line of communication between the athletes, BC Archery, and Archery Canada
3. Attend meetings as required or as requested by the Board
4. Submit an annual report to the Board for presentation at the AGM
5. Report to / communicate with the Executive Director to ensure that athlete comments/concerns are directed to the appropriate directors/chairs

### Budgets

All reasonable administrative expenses will be paid by the Society.

### Meetings

As requested by the Board

### Reporting

- To the Executive Director as required
- To the Board as required

### Program Tasks

#### a) Leadership

Communicate with Executive Director

Communicate with the appropriate Provincial Government personnel

Communicate with the Athlete Representative of Archery Canada

#### b) Evaluation

Annually assess programs and results for the past year

### Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio