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1. SASK FIRST PROGRAM

A. OBJECTIVES

1. Mission Statement

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

2. Vision

To develop programs for talented Saskatchewan bowlers that will enable them to achieve provincial, national and international success.

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

3. Values

Commitment to:

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

B. SASK FIRST COMMITTEE

There shall be a minimum of four members on the Sask First Committee.

A Bowls Saskatchewan Vice-President will be appointed an ex-officio member of the committee.

The Committee will elect a chairperson.

The Chairperson will vote only in the case of a tie.

Three (3) Members will constitute a quorum.

The chairperson will report to the executive committee when necessary.

1. Roles and Duties

- a. Prepare an operational budget to be submitted to Bowls Sask Executive by **December 31st** of each year
- b. Review goals and objectives of the Sask First Program on an annual basis, to ensure program is on target
- c. Provide a Policy and Procedures manual for the benefit of the Players and itself
- d. Review criteria for the selection and removal of Sask First athletes on an annual basis
- e. Based on program eligibility criteria, determine the number of athletes eligible for the Sask First Program and send applications by **January 15th** of each year
- f. Select the top athletes from all applications received for the Sask First Program. Send letters to successful and non successful applicants
- g. Using the elite athlete rating scale, select the top 10 to receive Athlete Assistance funding

- h. Using the Team Saskatchewan selection criteria, choose athletes for the Challenges
- i. Review the list of sanctioned tournaments which are eligible to receive funding for the Athlete Assistance Program and which may be used for points calculations for future Sask First applications
- j. Provide educational and training opportunities for those athletes identified as High Performance athletes (i.e. coaching, competition, fitness, and psychology, etc)
- k. Organize Tri Province Challenge Events
- l. Prepare a written report for the Annual General Meeting of the Association

C. BUDGET

1. Administration

- a. Committee Meetings – facility rental, travel, meals, materials
- b. General – telephone (long distance), postage, photocopying

2. Training

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

3. Competition – Team Sask Challenges

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

4. Competition - National Championships

- a. Transportation
- b. Accommodation
- c. Meals
- d. Track suits

5. Coaching

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

6. Athlete Assistance Grants - minimum \$2,500 maximum \$5,000 (adjusted annually)

D. TEAM SASKATCHEWAN COMPETITIONS

1. In Province

- a. Determine venue, date and times
- b. Establish communication with participating province(s) regarding their accommodation requirements and make local arrangements
- c. Communicate with liaison from Host club to arrange for rental of facilities, green set up, meals, drinks, permit for alcohol and insurance, etc.
- d. Determine transportation and accommodation needs for Team Saskatchewan
- e. Ensure umpires will be available
- f. Contact selected athletes to determine availability and contact alternates if necessary
- g. In conjunction with 2 other athletes – arrange for composition of teams
- h. Provide Team Saskatchewan athletes with relevant information which may include: Team Saskatchewan roster, composition of teams, accommodations, travel arrangements, meals and team dress code
- i. Locate Trophy and ensure the engraving is up to date. Arrange to have it brought to the tournament
- j. Arrange for decals
- k. Arrange for a program to be printed through Bowls Sask office
- l. Arrange for a master score board
- m. Arrange for the Bowls Sask President and/or hosting club President to make short welcoming remarks
- n. Arrange for Sask First chairperson to give a short overview of the weekend

2. Out of Province

- a. Correspond with hosting province as to venue, date, times and our accommodation requirements
- b. Determine mode of transportation, and arrange pick up times/locations
- c. Contact selected athletes to determine availability and contact alternates if necessary
- d. In conjunction with 2 other athletes – arrange for composition of teams
- e. Send written correspondence to Team Saskatchewan athletes with all relevant information including: Team Saskatchewan roster, composition of teams, accommodations, travel arrangements, meals and team dress code
- f. Provide host province with details of team names and composition.
- g. Locate Trophy and ensure engraving is up to date. Arrange to have it brought to the tournament.
- h. Arrange for decals
- i. Arrange for Sask First representative, if playing, to give a short speech

E. SASK FIRST ELITE ATHLETES

1. Criteria for an Elite Athlete

The following criteria will be used to determine an “elite” athlete in the sport of lawn bowling in Saskatchewan. The criteria are based on an athlete’s achievements over the course of 3 years in provincial tournaments, playdowns, national championships, national and international tournaments. Bowls Saskatchewan will continually strive for excellence in its athletes and to increase the number of

elite athletes. Bowls Sask intends to achieve this goal by offering support in the areas of training, coaching, competition and funding.

The Athlete Must:

- a. Be in current good standing with a member club of Bowls Saskatchewan Inc, with Bowls Saskatchewan Inc. and with Bowls Canada Boulingrin
- b. Have achieved one of the following in the Provincial Playdowns in the previous 3 years

Men's and Women's singles	Gold	silver (4 or more entries)	bronze (6 or more entries)
Men's and Women's pairs	Gold	silver (4 or more entries)	bronze (6 or more entries)
Men's and Women's triples	Gold	silver (4 or more entries)	bronze (6 or more entries)
Men's and Women's fours	Gold	silver (4 or more entries)	bronze (6 or more entries)
Mixed pairs	Gold	silver (4 or more entries)	bronze (6 or more entries)
Sr. triples Men's and Women's	Gold	silver (4 or more entries)	bronze (6 or more entries)
Jr. Men's and Women's singles	Gold	silver (4 or more entries)	bronze (6 or more entries)
Men's and Women's indoor singles	Gold	silver (4 or more entries)	bronze (6 or more entries)

OR

- c. Be on the national team **and** selected to play in a tier 1 or 2 event or have qualified to represent Canada by winning an event, and finish in the top 4.
 - d. Have submitted an Out of Province Tournament Card for every out of province tournament for which he/she is claiming points (revised Feb 2015)
2. Criteria for removal of an athlete
- a. Poor, declining or non-participation without just cause
 - b. Not attending Provincial Playdowns unless justification is provided
 - c. Misconduct
 - d. At the discretion of the Sask First Committee

3. Application Process (added February 2015)

Applications will be sent to all athletes who meet the criteria as listed in section E. 1 by January 15th with a return deadline of March 1st.


There will be a point system on the application form and it will be based on the following:

- a. An individual will receive points based on their 3 most recent years for their best performances in provincial playdowns.
- b. Additional points will be accumulated from Canadian Championship, International Championships, and out of province tournaments.
- c. If tied in points the most recent year's results will be used as a tiebreaker.

Points can be earned in the following events, if the number of entries requirement is met.

Points for Provincial playdowns will be given to individuals as follows:

SASK FIRST ELITE ATHLETE PROGRAM APPLICATION

	Bowls Saskatchewan Inc. 1860 Lorne St. Regina S4P 2L7 bowsask@sasktel.net Fax: 781-6021
---	--

Date

Name			
Address	Street		
	City	Postal Code:	
Home Phone #		Work #	
Email			
Fax #			

Home Club		Coach		# yrs bowling
Lawn Bowling Involvement (Previous Year)	<input type="checkbox"/> Club Executive	<input type="checkbox"/> Provincial Executive	<input type="checkbox"/> National Executive	<input type="checkbox"/> Coach Level _____
	<input type="checkbox"/> Club Committee	<input type="checkbox"/> Provincial Committee	<input type="checkbox"/> National Committee	
	Other involvement			

Comments

In the next section: Please circle and add only the HIGHEST LEVEL achieved each year for sections A, B, C and D.

Provincial Playdowns

The athlete finishes in:	Name of event:	20__	20__	20__	Total
bronze medal at a tier 1 event		8	8	8	

silver medal at a tier 1 event		12	12	12	
gold medal at a tier 1 event		16	16	16	
bronze medal at a tier 2 event		5	5	5	
silver medal at a tier 2 event		7.5	7.5	7.5	
gold medal at a tier 2 event		10	10	10	
TOTAL					

Canadian Championships

The athlete finishes in:	Name of event:	20__	20__	20__	Total
4th place at a tier 1 event		4	4	4	
bronze medal at a tier 1 event		8	8	8	
silver medal at a tier 1 event		12	12	12	
gold medal at a tier 1 event		16	16	16	
4th place at a tier 2 event		2.5	2.5	2.5	
bronze medal at a tier 2 event		5	5	5	
silver medal at a tier 2 event		7.5	7.5	7.5	
gold medal at a tier 2 event		10	10	10	
TOTAL					

Bowls Sask (Out of Province) SANCTIONED TOURNAMENTS

Tournament Record Card MUST have been submitted to receive credit	20__	20__	20__	Total
The athlete wins the championship flight of a tournament	5	5	5	
The athlete finishes 2nd in the championship flight of a tournament	3	3	3	
The athlete finishes 3rd in the championship flight of a tournament	1	1	1	
The athlete wins any flight of a tournament with only 1 loss	1	1	1	
TOTAL				

National Team Competitions (excludes North American Challenge – NAC)***

The athlete finishes in:	Name of event:	20__	20__	20__	total
4th place at an international event		2	2	2	
bronze medal at an international event		4	4	4	
silver medal at an international event		6	6	6	
gold medal at an international event		8	8	8	
TOTAL					

*** If an athlete medals in multiple international events in the same year, they will receive points for each event.

Total of all for each year	Total
Provincial Playdowns	
Canadian Championships	
Bowls Sask (Out of Province) SANCTIONED TOURNAMENTS	
National Team Competitions	
Grand Total	

F. ATHLETE CODE OF ETHICS

1. Definition

- a. The principles of honour and morality; the accepted rules of conduct; the moral principles of character, manners and ideals of excellence of an individual
- b. Skill in, or knowledge of sport conduct, characteristic or worthy of a sportsperson
- c. Simply defined, good etiquette is good sportsmanship

2. Principles

- a. Shake hands with opponents before and after a game
- b. Do not distract your opponent when he/she is standing on the green preparing to deliver a bowl
- c. Do not obstruct your opponent's view of the path of a bowl in course
- d. Comment on a good bowl whether delivered by your opponent's team or your team
- e. Do not openly criticize the green when visiting a club
- f. Protect the green, your own and your hosts. Do not bounce bowls. Get down to deliver bowls
- g. Always follow the dress code and wear the correct foot wear on the green
- h. Be a gracious winner
- i. Be a good loser
- j. Always play as a team and be supportive of all team members
- k. Show leadership as a Skip and do not comment negatively to team-mates
- l. Keep current on the Laws of the Sport of Bowls
- m. Know when to call on an Umpire to resolve issues, and always accept and respect their decision(s)

G. ATHLETE CODE OF CONDUCT

1. All members of Bowls Saskatchewan Inc. (Bowls Sask) who receive funding and/or represent Bowls Sask and the Province of Saskatchewan at Provincial, National and International events shall abide by the Code of Conduct in Item 4. **RISK MANAGEMENT POLICIES F. CODE OF CONDUCT.**

SASK FIRST ATHLETE AGREEMENT

Whereas the athlete receives funding from Bowls Saskatchewan Inc. (Bowls Sask) and/or represents Bowls Sask and the Province of Saskatchewan at Provincial, National and International events;

Whereas the athlete is a resident of the Province of Saskatchewan, a member in good standing of Bowls Sask and a member of an affiliated club;

Whereas Bowls Sask recognizes the need to clarify the relationship between Bowls Sask and the athlete by establishing his or her respective rights and obligations;

Whereas funding for the athlete by Bowls Sask may take the form of coaching, training, travel, competition and administrative support; and

Whereas the athlete and Bowls Sask recognize the involvement and support of all members which include volunteers, members, staff, sponsors, and the support of the public in the athlete development process;

Now therefore, the parties agree to the following:

Bowls Saskatchewan Inc. Shall:

Select athletes who will receive funding under various programs such as Athlete Assistance

Publish selection criteria for the various programs

Organize and provide funding for various programs to support athlete development

Provide funding for training camps, coaching and competition

Provide a hearing and appeals process that conform to the generally accepted principles for natural justice and due process with respect to any dispute the athlete may have with Bowls Sask in accordance with the appeals process established by Bowls Sask, a copy of which is attached to the Agreement

The Athlete Shall:

Be a member in good standing of a Bowls Sask member club, Bowls Sask and Bowls Canada Boulingrin

Abide by Bowls Sask Code of Ethics and Code of Conduct

Adhere to instructions issued by the Executive, Staff, and Committees of Bowls Sask

Maintain a training diary and **must** maintain a performance record

Participate in scheduled training camps, seminars and competitions as agreed upon by the Committees of Bowls Sask

Be obliged to notify Bowls Sask throughout the year of any injury and/or illness that may prevent the athlete from participating in scheduled camps and future competitions

Adhere to the dress code as set by Bowls Sask or other sanctioned bodies when competing (e.g. Bowls Canada Boulingrin dress code when competing in National Championships)

Abstain from alcohol consumption during training and competitions which would cause

impairment in the Athlete's ability to perform, speak, walk, or cause the athlete to behave in a disruptive manner

Not possess or use banned substances as itemized on the International Olympic Committee list

Promote the sport of bowls and the efforts of Bowls Sask by volunteering to participate in promotions, fund raising and general support

Not use abusive actions and language towards other athletes, officials, volunteers and spectators

Be a good ambassador of the sport and shall not act in a manner which would bring discredit to the athlete, Bowls Sask or the Province

Penalties for Infractions

If it is determined by Bowls Sask Executive that the Athlete is in breach of any term of this agreement, or in breach of any term of the Athlete Code of Conduct of Bowls Sask, then the penalty for such breach shall be determined by the Bowls Sask Executive and without limiting the generosity of the foregoing, may range from a letter of reprimand, fine, payment of any costs involved by the infraction of the athlete(s), suspension or expulsion from Bowls Sask

AGREEMENT BETWEEN: _____

Of the City of _____ In the **Province of Saskatchewan.**

Herein referred to as the "Athlete"

AND: BOWLS SASKATCHEWAN INC. Having its office at

102 - 1860 Lorne Street, Regina, Saskatchewan S4P 2L7

Herein, referred to as "Bowls Sask"

THIS AGREEMENT will remain in effect from _____ to _____

SIGNED this _____ day of _____, 201 _____ .

ATHLETE

Bowls Sask OFFICIAL



SASK FIRST SANCTIONED TOURNAMENTS

A) NATIONAL

1. BILL BOETTGER MEMORIAL (Kitchener, ONTARIO)* MEN'S PAIRS
2. WOBA (ONTARIO)* OPEN FOURS / SINGLES
MEN'S & WOMEN'S PAIRS
3. Open National Championships – includes Singles, Junior Forster Lang and U25 Qualifier (added Oct/15)
4. B Team at a National Championships (added Oct/15)

*** Kitchener and WOBA will be considered one tournament if they are all held in conjunction with one another**

B) INTERNATIONAL

1. U.S. OPEN (MEN/WOMEN) FOURS/TRIPLES, PAIRS & SINGLES
2. ANY U.S. DIVISIONAL FOURS/TRIPLES, PAIRS & SINGLES
3. THOMPSON ZIVEC (ARIZONA) * OPEN PAIRS
4. ARIZONA RINKS (ARIZONA) * MIXED FOURS
5. SALISBURY SINGLES (ARIZONA) * OPEN SINGLES

*** The three Arizona Tournaments constitute one tournament**

C) Team Canada Training Camps

NOTE: If a tournament is not on the approved list, it can be submitted for sanction consideration by the Sask First Committee. Competitor list, tournament schedule, Drawmaster name and email address, and tournament results must be submitted.

A Tournament Record Card must be filled out for every out-of-province tournament for which you will claim funding or points for future applications

OUT OF PROVINCE TOURNAMENT RECORD CARD



Out of Province
Tournament Record Card



Player Name: _____

Tournament Name: _____

Date: _____ City: _____

Event (i.e. Men's Pairs) _____

Number of Entries: _____

Final Position

Flight: _____ Placing: _____

Drawmaster

Name: _____

Phone: _____

Email: _____

Signature: _____

Results Webpage: _____

This card **MUST** be submitted for each out of province tournament for which you would like to claim points on future applications.

H. TRAINING

1. Clinics

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

- a. Have posters made up by Bowls Sask office – which should include criteria (open to Bowls Sask members who have entered any playdown the previous year or who plan on entering a playdown in current year). Poster will be distributed with other Bowls Saskatchewan materials at the spring semi annual meeting – include with poster a sign up sheet.
- b. Engage the services of a coach (level II minimum) or a former National Team member to run the clinic. Arrange for experts in the field of nutrition, sport psychology, exercise physiology etc. to give presentations.
- c. Confirm with host club that facility is available for dates selected.

- d. Provide general guidelines to the coach on content - e.g. skill shots – strategy sessions – sport psychology session – video viewing – game situations.
- e. Assist the coach in tracking expected numbers and determine ahead of time, the acceptable minimum number in order to run a clinic.
- f. Forward final numbers to coach once deadline for application to attend has passed.
- g. Assist coach if necessary in the running of clinic.
- h. In the event of inclement weather, have a back up plan in place!
- i. Training sessions may include nutrition, mental and physical training, sport medicine, skill shots and fitness testing. Videos, books, self-assessment booklets, training and fitness diaries and mentoring activities are a few of the resources that should be available to the athlete. Experts from the Sport Medicine & Science Council of Saskatchewan should be accessed.

I. COMPETITIONS

1. Tri Province Challenge – Selection Criteria

a. Potential Team Members:

- Must be a member of the Sask First Program in the current year
- The top 8 men and top 8 women based on the elite athlete rating scale
- Athletes based on their placing in provincial playdown events

2. Team Saskatchewan National Championships

- a. Gold Medal winners of each of the playdowns will represent Saskatchewan at the National Championships
- b. A self-help fee will be required for Gold Medalists travelling to a Canadian Championship. (Revised Dec 2014)
- c. A team jacket and shirt will be provided for first time winners of a provincial championship. Additional shirts may be purchased. If the player is a provincial winner in a subsequent year, a second shirt will be provided. (Revised Dec 2014)
- d. If a second team is invited by the host to attend the Canadian Championships, the silver team will be allowed to go but will not receive funding from Bowls Sask. (Revised Dec 2014) Should an entire team not be able to attend, the number of substitutions allowed will be the same as the conditions of play issued by BCB allows. Where possible these substitutes should have played in the playdown for that event and must be approved by the Executive of Bowls Sask. Any team or player attending a Canadian Championship under these conditions are responsible for all of their own expenses and will be allowed to wear the official Team Sask jacket and shirt. (revised Oct/15)
- e. The gold medal winning player/team must be willing and able to attend the respective Canadian Championship. If a singles player or one member of a team enters the playdown knowing that they will not be able to attend the Canadian Championship, the singles player or the entire team will be disqualified. (Revised Dec 2014)
- f. If an individual player or member of a team will be travelling internationally prior to the start of a National Championship, they must be back on the continent at least 3 days prior to the start of play. If the player is delayed due to extenuating circumstances beyond his/her control, the team may request a substitution – otherwise the entire team will be disqualified.

- g. Junior National Championship and Forster Lang Pairs. The winners of the Junior Provincial Singles will be funded to attend the Forster Lang Pairs following the Junior National Championships. This funding will be 1 extra day of accommodations (host hotel rate) and meals provided by the host club. Bowls Sask will not provide a coach/manager for the Forster Lang Pairs or assist with chaperone expenses. (added Dec 2014)

J. TEAM SASKATCHEWAN UNIFORM POLICY (moved from Sport for All Dec 2014)

A team jacket and shirt will be provided for first time winners of a provincial championship. Additional shirts may be purchased. If the player is a provincial winner in a subsequent year, a second shirt will be provided. (revised Dec 2014) Should a junior winner grow such that their jacket can no longer be worn then a new one will be provided, but this will only be allowed every three years and the previous jacket will be returned to Bowls Sask. It is recommended that for juniors, they borrow a jacket until such time they are not changing in size. For other players a new jacket may be provided only with reasonable justification (added Oct/15) and the original jacket should be returned to Bowl's Saskatchewan.

K. ATHLETE ASSISTANCE PROGRAM

Purpose: To select 10 athletes annually and provide financial assistance to cover costs incurred while attending sanctioned competitions or training sessions. Grant amounts are \$500/athlete

Application Process: Complete and submit the Sask First Program Application Form by the deadlines as outlined in Section E. 3. (added Feb 2015)

1. Criteria for selection

- a. Must be on the Elite Athlete list
- b. Must be eligible for, and have applied to, the Sask First Program
- c. Must have competed only for Saskatchewan at any national competitions in the previous year
- d. Must finish in the top 8 of all applicants according to the elite athlete ranking scale

2. Eligible Expenses

- a. Sanctioned tournament competition costs (transportation, accommodation, entry fees, and meals)
- b. National Team Camp costs (transportation, accommodation, assessment fees, and meals)
- c. Lost wages due to attendance at training sessions or competitions
- d. Airport taxes

3. Ineligible Expenses

- a. Equipment
- b. Clothing
- c. Babysitting expenses
- d. Extra medical insurance
- e. Off Continent travel (added Feb 2015)

4. Expense Reimbursement

- a. The athlete assistance program will provide funding for 10 athletes to attend one tournaments each

- b. All athletes must submit an expense claim form
- c. Bowls Saskatchewan will make payment for the first tournament upon submission of receipts.
- d. Any portion not covered by receipts will not be reimbursed

5. Conditions

- a. Bowls Sask will not refund money, which is not out of pocket of the athlete (i.e. free aeroplane flights or airmiles)
- b. You must reside in Saskatchewan in order to claim expenses under the Sask First Program. The exception is an athlete who will reside outside of Saskatchewan for a period of time and is attending an approved tournament on the way to this residence. The equivalent of ½ the airfare seat sale ticket may be claimed as an expense.
- c. Bowls Sask will pay for one room for every two athletes. The exception will be if an odd number of athletes are attending the same tournament.
- d. In the event that athlete(s) are traveling by car as opposed to flying they will receive the lesser of the mileage rate or the cheapest airfare per vehicle. If more than one athlete is traveling, they will receive accommodation and meals equal to 800 kilometres per day.
- e. The start date of a tournament will determine which fiscal year the expenses will be charged to (i.e. if a tournament starts on March 31 and finishes on April 3, the expenses will be charged to the March fiscal year.
- f. Special requests for any expenses must be made to the Sask First Committee.
- g. Meals are to be claimed in Canadian dollars only.

L. TEAM SASKATCHEWAN MANAGER

1. Prior to departure all matters relating to the team are the responsibility of the Member at Large and/or the association.

2. Team Manager/Coach Selection Prior to Canadian Championships a request will go to all clubs asking interested parties to apply for the position of Team Manager/Coach for the Major Championships as well as for Junior Championships. Selection of the Manager/Coaches will be made by the Executive Committee of Bowls Saskatchewan with first preference going to certified coaches with previous experience at a Canadian Championship.

3. Manager duties at the host city - prior to start of event play

- a. Attend team managers meeting
- b. Be familiar with the current “Conditions of Play” and tie breaker format as disseminated by Bowls Canada Boulingrin
- c. Be familiar with the “Code of Conduct” that each of the Saskatchewan players is required to sign prior to participation
- d. Call a team meeting to disseminate the information and material coming from the Team managers meeting
- e. Ensure all players, in particular the skips, have read and are familiar with the “Conditions of Play”
- f. Ensure all players have their bowls and shoes inspected

g. Introduce team at the opening reception - this may be done by the Member at Large

4. Manager duties during event

- a. Participate in the opening ceremonies with the team if requested by the organizing committee
- b. Lead the whole team in team building exercises
- c. Check to ensure teams are aware of where they are supposed to be – (especially when there are multiple venues)
- d. Discuss with each team, prior to play, what they feel comfortable with regarding input from the team manager
- e. Pay close attention to the needs of the singles players – physical and mental. If there is a perception their game is in trouble - call them aside for a few words (what is for lunch?)
- f. Watch for signs of team discord, lack of team spirit etc., and address via skip
- g. Scout out opposition when requested by players
- h. Maintain up to date stats on event, so all players are aware of where they stand, and/or what they have to do
- i. Should a medical emergency arise, take responsibility for obtaining the necessary transportation of the player for treatment and accompany them if necessary
- j. When round robin is over – be prepared to advise teams on their status in the event tie-breaker(s) are required
- k. If there are any of the teams involved in a tie-breaker situation team manager will be on hand for duration
- l. In the event there is a dispute between your team and an opposition, be prepared to be called upon for advise
- m. In the event a player(s) is unable to play – know the substitution rule for that situation and in conjunction with team members discuss options as to who will substitute
- n. When team has a bye, ensure their transportation needs are met
- o. Ensure all players get to their meals in a timely manner – recognizing that some of them may opt for some ‘quiet’ time away from others
- p. Ensure all players participate in the ‘mandatory’ social items – such as opening reception, opening & closing ceremonies, banquet. Players can do their own thing around non-mandatory social events – such as “drive & draw” night

5. Manager duties when event is over

- a. Provide a summary on the event including recommendations, suggestions on ways to improve

M. HOTEL ROOM POLICY

Anyone sharing a room with a provincial winner attending a national championship, for which Bowls Sask is paying the expenses, will be required to pay for their portion of the cost of the room. The exception to this is the Canadian Junior Championships (18 and under) for which Bowls Sask will pay for a chaperon to share the room with the player. Should additional expenses be incurred with additional persons sharing any room then they will be required to pay the additional expense. A definition for "their portion of the cost of the room" is if a person or persons share a room with a (one) provincial winner then

they would be responsible for one half of the room. If two provincial winners share a room and an additional person or persons share the room they would only be responsible for any extra costs