

**BY-LAWS AND POLICIES**  
**OF THE MANITOBA PROVINCIAL RIFLE**  
**ASSOCIATION**

The Manitoba Provincial Rifle Association Inc, (hereinafter referred to as the Corporation), in co-operation with its member clubs, serves to support the needs of all the Rifle shooters in the Province by promoting and regulating the sport of rifle shooting.

**MISSION STATEMENT**

To Promote and Encourage Safe Firearms Handling and Competitive Target Shooting in Manitoba.

**CRITERIA**

- A. To promote the sport of rifle shooting throughout the province and to affiliate with National, International and Local rifle organizations.
- B. To support its members and affiliated clubs on Provincial, National and International levels.
- C. To approve and sanction registered rifle competitions within the province.

**DISSOLUTION**

Upon dissolution of the Association, the assets which remain after satisfying all debts and liabilities shall be distributed to a charitable organization or organizations having purposes similar to those of the Association, as determined by the Association prior to dissolution.

# **BY-LAW NO. 1**

BE IT ENACTED AND IT IS HEREBY ENACTED AS A BY-LAW OF MANITOBA PROVINCIAL RIFLE ASSOCIATION INCORPORATED (hereinafter called the "Corporation") as follows:

## **PART ONE: DEFINITIONS:**

1. In this by-law of the Corporation and all other by-laws of the Corporation, unless the context otherwise specifies or requires:

(A) 'Act' means the Corporations Act of Manitoba, Statutes of Manitoba, 1976 C 225, as from time to time amended, and every Statute that maybe substituted therefor and, in the case of such amendment or substitution, any references in the by-laws of the Corporation shall be read as referring to the amended or substituted provisions therefor;

(B) 'By-law' means any by-law of the Corporation, including any special by-law, from time to time in force and effect;

(C) All terms contained in the by-laws and which are defined in the Act shall have the meanings given to such terms in the Act;

(D) Words importing the singular number only shall include the plural and vice versa; words importing the masculine gender shall also include the feminine; words importing persons shall include bodies corporate, corporations companies, partnerships, trusts and any number or aggregate of persons.

## **PART TWO: REGISTERED OFFICE:**

1. The registered office of the Corporation shall be in the City of Winnipeg, in the province of Manitoba and at such place therein as the directors of the Corporation may from time to time decide.

## **PART THREE:**

1. The seal, an impression whereof is stamped in the margin hereof, shall be the Corporate Seal of the Corporation.

## **PART FOUR** (BOARD OF DIRECTORS)

1. The affairs of the Corporation shall be managed by a board of not less than five Directors nor more than fifteen Directors, which board shall be known as, The Board of Directors, the majority of whom shall be resident Canadians, the composition of which shall be as follows;

(A) No less than eleven members, elected at the annual general meeting, of which ten will be equally split by each shooting discipline, fullbore and smallbore.

(B) The President of the Corporation;

(C) All Life Governors of the Corporation (ex-officio), unless elected to the Board of Directors.

### **2. QUALIFICATIONS:**

Every director shall be the age of majority in the Province of Manitoba (18), and no undischarged bankrupt, nor person of unsound mind so found by a court of competent jurisdiction, shall be a director.

### **3. TERM OF OFFICE**

A Directors term of office (subject to the by-laws of the Corporation) shall be from the date of the meeting at which he/she is elected or appointed until a successor is elected or appointed or their office declared vacant pursuant to the by-laws of the Corporation.

### **4. VACATION OF OFFICE**

The office of a Director shall be vacated subject to review by the Board of Directors for the following:

(A) If he/she becomes bankrupt or suspends or compounds with their creditors or makes an authorized assignment or is declared insolvent.

(B) If he/she is found to be of unsound mind.

(C) If by notice in writing to the Corporation resigns his/her office.

(D) If he/she dies;

(E) If being a resident Canadian Director he/she ceases to be a resident Canadian;

(F) If convicted of a criminal offence

5. **PLACE OF MEETING AND NOTICE**

Board meetings may be held either at the head office or elsewhere within or without Manitoba as the Directors may from time to time determine. The Chairman or any four Directors may convene a meeting of Board at any time and the Secretary by direction of the Chairman or such four Directors shall convene a meeting of Directors.

Notice of such meetings shall be delivered, mailed, telephoned, e-mailed or faxed to each Director not less than 10 days (exclusive of the day on which the notice is delivered, mailed, telephoned, e-mailed or faxed but inclusive of the day for which notice is given) before the meeting is to take place which states the time and place of the meeting.

Meetings of the Board may be held at any time without formal notice if all the Directors are present or those absent have waived notice or have signified their consent in writing to the meeting being held in their absence. Notice of any meeting or irregularity in any meeting or any Director therefor may waive notice.

After the election or appointment of the Directors at the Annual General Meeting, for the first meeting of the Board to be held immediately following such meeting, or in the case of a Director elected to fill a vacancy on the Board, no notice of such meeting shall be necessary to the newly elected or appointed Director or Directors in order to legally constitute the meeting, provided that a quorum of Directors be present.

The continuing Directors may not act notwithstanding any vacancy in the Board, but, if the number of Directors is reduced below the number necessary for a quorum the continuing Directors may act for the purpose of increasing the numbers to that number necessary for a quorum or for summoning a general meeting of the Corporation, but for no other purpose.

6. **QUORUM:**

Seven members of the Board shall form a quorum for the transaction of business at meetings of the Board.

7. **VOTING:**

Questions arising at any meeting of Board shall be decided by a majority of votes. In cases of an equality of votes on any question, the Chairman/President shall have the casting vote for a resolution of that tie vote only.

**8. POWERS OF BOARD:**

The Board may, in all things, administer the affairs of the Corporation and may make any description of contract, which the Corporation may, by law, enter into and without limiting the generality of the foregoing may:

- (A) Appoint and specify the duties and removals of all Officers and Servants of the Corporation and their remuneration.
- (B) Determine the fees and membership of the Corporation.
- (C) Fill vacancies occurring in Board and Committees from time to time.
- (D) Create such Committees of the Corporation as may be deemed necessary.
- (E) Conduct the general business of the Corporation and carry out its objectives and powers.

**9. RESPONSIBILITIES OF BOARD:**

The Board shall meet as soon as possible following the annual general meeting of the Corporation and shall:

- (A) Conduct such business as may be necessary.
- (B) Set policies and procedures for the operation of the Corporation.
- (C) Receive, review and approve committee reports.
- (D) Adjudicate disciplinary disputes.
- (E) Approve expenditures.

**10. REMUNERATION OF DIRECTORS:**

The remuneration to be paid shall be as such as the Board shall from time to time determine and such remuneration shall be in addition to the salary paid to any Officer of the Corporation who is also a member of the Board. The Directors may also by resolution award special remuneration to any director undertaking any special service on behalf of the Corporation other than the routine work ordinarily required of a Director by the Corporation and confirmation of any such resolution or resolutions by the members shall not be required. The Directors shall also be entitled to be paid their traveling and other expenses properly incurred by them in connection with the affairs of the Corporation;

**11. SUBMISSION OF CONTRACTS OR TRANSACTION FOR APPROVAL OF MEMBERS:**

The Board in its discretion may submit any contract, act or transaction for approval, ratification or confirmation at any annual or general meeting of the members and any contract, act or transaction that shall be approved, ratified or confirmed by a resolution passed by the majority of the votes cast at any such meeting (unless any different or additional requirement is imposed by the Corporations Act, or by the Corporation's Articles of Incorporation or any other By-law) shall be valid and binding upon the Corporation and upon all the members as though it had been approved and ratified by every member of the Corporation.

**12. FOR THE PROTECTION OF DIRECTORS AND OFFICERS:**

No Director or Officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or Employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the monies belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the financial bankruptcy, insolvency or tortious act of any person, Firm or Corporation including any person, Firm or Corporation with whom or which any monies, securities or effects shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any monies, securities or other assets belonging to the Corporation or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of this respective office or trust or in relation thereto, unless the same shall happen by or through his failure to exercise the powers and to discharge the duties of his office honestly in good faith and in the best interests of the Corporation, and in connection therewith to exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

The Directors for the time being of the Corporation shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name of or on behalf of the Corporation, except such as shall have been submitted to and authorized or approved by the Board of Directors. If any Director or Officer of the Corporation shall be employed by or shall perform services for the Corporation otherwise than as a Director or Officer or shall be a member of a firm or a shareholder, Director or Officer of a body corporate which is employed by or performs services for the Corporation, the fact of his being a Director or Officer of the Corporation shall not disentitle such Director or Officer or such firm or body corporate, as the case may be, from receiving the appropriate remuneration for such services.

### **13 INDEMNITIES TO DIRECTORS OR OTHERS**

Subject to the provisions of the Act, every Director or Officer of the Corporation and their heirs, executors, administrators and other legal personal representatives, and other persons acting on the instruction of the Corporation shall from time to time be indemnified and saved harmless by the Corporation from and against;

(A) Any liability and all costs, charges and expenses that he/she sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against him/her for or in respect of any thing done or permitted by him/her in respect of the execution of the duties of his/her office; and

(B) All other costs, charges and expenses, which he/she sustains or incurs in respect of the affairs of the Corporation.

## **PART FIVE                      OFFICERS:**

### **1. HONORARY:**

The Honorary Officers of the Corporation shall be:

- (A) The Patron.
- (B) The Vice-Patrons.
- (C) The Honorary President.
- (D) The Honorary Vice-Presidents.

### **2. ACTIVE**

The Active Officers of the Corporation shall be:

- (A) The President and Chair of the Board (ex Officio)
- (B) The Vice-President Fullbore
- (C)** The Vice-President Smallbore
- (D) The Secretary (ex Officio)Unless elected to the Board
- (E) The Treasurer (ex Officio)Unless elected to the Board
- (F) Five Nominated members Fullbore, Five Nominated members Smallbore.

**3. ELECTION AND APPOINTMENTS OF OFFICERS:**

- (A) The Patrons and Vice-Patrons of the Corporation shall be nominated and appointed at the annual general meeting.
- (B) The Honorary President and Honorary Vice-Presidents shall be nominated and appointed at the annual general meeting of the Corporation and shall hold office until their successors are nominated.
- (C) Its members shall elect the President, Vice President Fullbore and Vice President Smallbore at the Annual General Meeting.
- (D) The Secretary and Treasurer shall be elected at the Annual General Meeting.
- (E) Five members from Fullbore and five members from Smallbore shall be nominated and elected at the Annual General Meeting.

**4. ELIGIBILITY:**

No person shall be eligible for the election or appointment as an active officer of the Corporation unless he is a member in good standing at the time of his election or appointment.

**5. REMUNERATION AND REMOVAL OF OFFICERS:**

The remuneration of all Officers, Employees and Agents elected or appointed by the Corporation shall be determined from time to time by resolution of the Board. The fact that any Officer, Employee or Agent is a Director or member of the Corporation shall not disqualify him/her from receiving such remuneration as may be determined. All Officers, Employees or Agents in the absence of agreement to the contrary shall be subject to removal by resolution of the Board at any time, with or without cause, provided that a majority of the Board shall vote in favor thereof.

**6. DELEGATION OF DUTIES OF OFFICERS:**

In the case of the absence or inability to act of any Officer of the Corporation or for any other reason that the Board may deem sufficient the Board may delegate all or any of the powers of such Officers to any other Officer or to any other Director for the time being.

**7. PRESIDENT**

The President shall, in addition to his/her general responsibility to the Corporation for the overall superintendence of its affairs and concerns, be Chairman of the Board, Chairman of the Annual General Meeting, monthly and Special General Meeting, and shall, ex-officio, be a member of all committees.



8. **VICE-PRESIDENT FULLBORE:**

The Vice-President Fullbore shall;

- (A) Be Chairman of the Fullbore Management Committee
- (B) Be responsible to the President for the day-to-day activities of Fullbore operations
- (C) Be an ex-officio member of all Fullbore Committees

9. **VICE-PRESIDENT -SMALLBORE:**

The Vice-President Smallbore shall:

- (A) Be Chairman of the Smallbore Management Committee
- (B) Be responsible to the President for the day-to-day activities of Smallbore operations.
- (C) Be an ex-officio member of all Smallbore Committees.

10. **SECRETARY:**

The Secretary shall:

- (A) Be responsible for the efficient management of any Corporation offices.
- (B) Maintain records of the proceedings of the Corporation.
- (C) Maintain a correct register of the Members, Life Members or Honor Life Members and Life Governors of the Corporation.
- (D) Collect all membership dues and report on those members who are not paid up with their subscriptions.
- (E) Prepare all agenda papers and issue all notices of meetings.
- (F) Discharge all other duties pertaining to the office of Secretary.

11 **TREASURER**

The Treasurer shall,

- (A) Keep the books and accounts of the Corporation in accordance with generally accepted accounting principles.
- (B) Receive all monies payable to the Corporation and deposit them in a Financial Institution as may be prescribed.
- (C) Pay all remuneration due to Officers of the Corporation

- (D) and others in such a manner and at such times as may be directed.
- (E) Pay duly approved accounts and individual claims.
- (F) Annually, following the close of business, submit accounts and vouchers to the auditors for examination.
- (G) In co-operation with the auditor, prepare annual financial statements for the information of the Corporation.
- (G) Maintain a separate Bingo fund account and distribute funds to the respective Management Committees.

## **PART SIX**      **MEMBERSHIP AND AFFILIATION:**

### **1.    MEMBERS:**

Any person may become a Member of the Corporation for the current year with full membership privileges on payment of such membership fee as may have been decided upon by the Board for that year provided always that the Board shall be at liberty to disapprove the membership of any person on grounds of ineligibility or undesirability, and shall when canceling such membership, authorize the return of the membership fee for the current year.

### **2.    LIFE MEMBERS:**

A Life Membership may be purchased by or purchased for any person upon payment of such a fee as may be prescribed from time to time by the Board, provided always that the Board shall be at the liberty to disapprove such membership on grounds of ineligibility or undesirability, provided they do so within fourteen days of purchase and refund the Life membership fee.

### **3.    HONOR LIFE MEMBERS:**

The Board may elect as Honor Life Members any persons, who in its judgement, have rendered outstanding services to the Corporation. Honor Life Members shall have all privileges of membership.

### **4.    LIFE GOVERNORS:**

The Board may present, at any annual or semi-annual general meeting of the Corporation, for election as Life Governor, the name of any person who, in its judgement, rendered conspicuous and outstanding service to the Corporation. Life Governors shall have all the privileges of membership and shall be ex-officio members of the Board, unless they are elected to the Board of Directors.

Positions will be limited to three (3) living Life Governors.

**5. ANNUAL MEMBERSHIP**

(A) The Board shall determine annual membership fees.

(B) The annual membership fee shall be due on the first day of April of each year. Any person becoming a member shall continue to be a member and be liable for his annual membership fee unless due notice is given to the Secretary that the member wishes to withdraw from membership.

(C) Any person whose membership dues are more than 90 days in arrears may be struck from the membership rolls at the will of the Board

**6. ELIGIBILITY TO VOTE:**

Any person whose membership is unpaid at the time of any meeting of the Corporation shall not be eligible to vote. All voting must be in person and not by proxy. A member must be of age of majority for the Province of Manitoba (18).

**7. PRIVILEGES OF MEMBERSHIP:**

A Member, Life Member, Honor Life Member or Life Governor shall be entitled:

- (A) To vote at general meetings of the Corporation.
- (B) To shoot in the competitions of the Corporation, subject to the regulations of the governing bodies for Fullbore and Smallbore Shooting in Canada.
- (C) To receive a copy of the Annual Report of the Corporation.
- (D) To wear the Official Badge of the Corporation;

**8. AFFILIATION:**

(A) Any unit of the Canadian Armed Forces or Rifle Association of that unit or any division of the Royal

Canadian Mounted Police or Rifle Association of that division, subscribing the prescribed affiliation fee annually to the Corporation shall be considered as being an affiliate.

(B) Any Civilian Rifle Clubs subscribing the prescribed affiliation fee annually to the Corporation shall be considered as being an affiliate.

**9. ARREARS**

A Member may be suspended from the Association for failing to pay membership dues, where levied, by the deadline date prescribed by the Board. Should membership dues remain unpaid for an additional 90 days, the Member may be expelled from the Association.

## 10 DISCIPLINE

In addition to suspension or expulsion for failure to pay membership dues, a Member may be suspended or expelled from the Association in accordance with the Association's policies and procedures relating to discipline of Members.

## **PART SEVEN**

### **PROPERTY AND MATERIAL**

#### **1. PROPERTY**

All properties and materials purchased shall remain the property of the Corporation.

#### **2. FUNDS**

(A) The funds of the Corporation may be expended only for the benefit of the Members of the Corporation and for the purpose of furthering the powers, undertakings and objects of the Corporation.

(B) All funds received by the Corporation shall be deposited in a financial institution and accounted for in the manner prescribed by the Board.

(C) Except as prescribed in clause (D) of this paragraph expenditures of Corporation funds shall only be made upon the authority of the Board.

(D) Expenditures of approved funds to meet current expenses, which may be required by the Management Committees, shall be authorized by the signature of any two of either the President, both Vice-Presidents, and signed by the Treasurer or Secretary or designated Board members.

## **PART EIGHT**

### **GENERAL MEETING:**

1. The Annual General Meeting of the Members of the Corporation shall be held within 6 months from the end of the Financial year at the registered office of the Corporation or elsewhere in Manitoba and on such day as the Board may by resolution determine except as the Corporation Articles may otherwise provide. At this meeting the following matters shall be dealt with as and when required:

- (A) The election of officers as outlined in Part Five, Paragraph Three.
- (B) The election of a Board of Directors as outlined in Part Four, Paragraph One.
- (C) The election or recommendation of such Members as may be elected or recommended to the Board of the Dominion of Canada Rifle Association.
- (D) Appoint two members of each unit of the Canadian Armed Forces or Rifle Association of that unit (but not both), affiliated with the Corporation, to act as representatives on the Fullbore Management Committee.

- (E) Appoint one member of each Civilian Rifle Club, affiliated with the Corporation, to act as representatives on either of the Fullbore/Smallbore Management Committees, dependant on the shooting discipline they represent.
- (F) Appoint one member of each of the Manitoba Regions outside Winnipeg, these being as of 2001, Norman, Interlake, Parkland, West-man, Central Plains, Pembina Valley, East-man and Lakehead to act as representatives on either the Fullbore and/or Smallbore Management Committees.
- (G) The receipt of reports, including an audited Financial Statement.
- (H) Motions of appreciation.
- (I) Presentations or recommendations from the Board.
- (J) The discussion of matters of general interest and, when agreed upon, the submission or recommendations to the Board.

**2. SPECIAL GENERAL MEETINGS:**

Other meetings of the Members, whether special or general, may be convened by order of the President or by the Board at any time and at any place and for any purpose provided such purpose be specified in the notice of meeting.

**3. NOTICE:**

A printed, written or type written notice, fax or e-mail, stating the day, hour and place of meeting and the general nature of the business to be transacted, shall be delivered either personally or by sending such notice through the post in a prepaid wrapper or letter 15 days (exclusive of the day of mailing, but inclusive of the day for which notice is given) before the date of every meeting directed to such address as appears on the books of the Corporation or, if no address be given therein, to the last address of such person known to the Secretary. Any member thereof may waive before or after the meeting notice of any meeting or any irregularity in any meeting or in the notice. The accidental omission to give notice of any meeting or the non--receipt of any notice by any member shall not invalidate any resolution passed or any proceedings taken at any meeting. The auditor of the Corporation shall be entitled to attend any meeting of the members of the Corporation and to receive all notices and other communications relating to any such meeting that a member is entitled to receive.

**4. VOTING**

Every question submitted to any meeting of Members shall be decided in the first instance by a show of hands unless a poll be demanded by any Member, and in the case of an equality of votes the chairman shall, both on a show of hands and at a poll, have a casting vote in addition to the vote to which he may be entitled as a Member. At any meeting, unless a poll is demanded, a declaration by the Chairman that a resolution has been carried or carried unanimously or by any particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact. If at any meeting a poll is demanded, it shall be taken at once or as the Chairman directs. The result of a poll shall be deemed to be the resolution of the matter for which the poll was demanded. A demand for a poll may be withdrawn.

**6. ADJOURNMENT:**

The Chairman may with the consent of a majority of the Members present, adjourn any meeting from time to time to a fixed time and place, and no notice of such adjournment need be given to the Members. The persons who formed a quorum at the original meeting are not required to form the quorum at the adjourned meeting. If there is no quorum present at the adjourned meeting, the original meeting shall be deemed to have terminated forthwith after its adjournment. Any business may be brought before or dealt with at any adjourned meeting, which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

**7. QUORUM:**

Fifteen members personally present shall be a quorum of the Annual General Meeting or Special General Meeting of members of the Corporation.

# **PART NINE**

## **COMPETITIONS:**

### **1. FULLBORE:**

- (A) Plan and conduct an Annual Manitoba Fullbore Rifle Championship.
- (B) This prize meet shall be held at such time and under such regulations as may be determined by the Fullbore Committee.
- (C) Plan and conduct other Fullbore competitions as deemed necessary by the Match Committee.
- (D) Plan and conduct any smallbore matches, for Fullbore or Cadet competitors.

### **2. SMALLBORE:**

The Vice-President Smallbore and his/ her Committee shall conduct Annual Smallbore Championships, both Indoor and Outdoor and such regional and other Competitions and Championships as may be considered necessary and desirable under such general rules and regulations as may from time to time be enacted by the Smallbore Committee.

# **PART TEN**

## **GENERAL**

### **1. WITHHOLDING INFORMATION FROM MEMBERS**

Except as required by the Act or the By-Laws of the Corporation no Member shall be entitled to discovery of any information respecting any details or conduct of the Corporation's business, which in the opinion of the Board it will be inexpedient in the interests of the members of the Corporation to communicate to the public.

- (A) The Board of the Corporation shall keep minutes of its meetings and such minutes shall be open to inspection by any member of the Board.
- (B) The Fullbore and Smallbore Committees shall keep minutes of its meetings and such minutes shall be open to inspection by any member of their respective Committees and the Board.
- (C) The Financial Records of the Corporation shall be available for inspection by any member of the Board.



**2. CHEQUES, DRAFTS AND NOTES**

All cheques, drafts or orders for the payment of money and all notes and acceptance and bills of exchange shall be signed by such Officer or Officers of the Corporation in such manner as the Board may from time to time designate.

**3. FINANCIAL RECORDS**

Subject to the Act, the books of account of the Corporation may be kept either at the head office or at such other places in the Province of Manitoba or elsewhere in Canada, as the Board may from time to time determine or approve.

**4. CUSTODY OF SECURITIES**

All securities (including warrants) owned by the Corporation shall be lodged (in the name of the Corporation) with a financial institution or in a safety deposit box, or if so authorized by resolution of the Board, with such depositories or in such other manner as may be determined from time to time by the Board.

**5. EXECUTION OF INSTRUMENTS:**

Contracts, documents or any instruments in writing requiring the signature of the Corporation may be signed by the President and Secretary and all contracts, documents and instruments in writing so signed shall be binding upon the Corporation without any authorization or formality.

The Board shall have the power from time to time by resolution to appoint any Officer or Officer's, person or person's on behalf of the Corporation either to sign specific contracts, documents or instruments in writing.

- (A) The seal of the Corporation may when required be affixed to contracts, documents and instruments in writing signed as aforesaid by any Officer or Officer's or person or person's appointed by resolution of the Board.
- (B) The term "contracts, documents or any instruments in writing" as used herein shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property real or personal, immovable or movable, agreements, conveyances, transfers and assignments of shares, warrants, rights, stocks, bonds, debentures or other securities and all paper writings.

6. **AMMENDMENTS**

No alteration in this By-Law shall be made except by resolution duly passed at the annual general meeting of the Corporation or some adjournment thereof, and no such resolution shall be proposed unless a notice in writing of the terms of such resolution signed by two members as proposer and seconder thereof, shall have been given to the Secretary at least thirty days prior to the date of the annual general meeting of the Corporation at which the same is to be proposed, and it shall be the duty of the Secretary to immediately notify all members of the Corporation of such proposed amendment.

7. **FISCAL YEAR:**

The fiscal year of the Corporation shall terminate on the 31 day of March, in each year or at such other time as the members may from time to time determine by resolution.

ENACTED THIS 3<sup>rd</sup> Day of June, 2008

WITNESS the Seal of the Corporation

John Chapman  
President

Janet Stewart  
Secretary

CONFIRMED by resolution of the Members of the Manitoba Provincial Rifle Association Incorporated at a General Meeting of the Members held on the 3<sup>rd</sup> Day of June, 2008

## BY-LAW NO. 2

BE IT AND IT IS HEREBY ENACTED as a By-Law of MANITOBA PROVINCIAL RIFLE ASSOCIATION INC. that;

1. The Board may and it is hereby authorized from time to time to;
  - (A) Borrow money upon the credit of the Corporation;
  - (B) Limit or increase the amount to be borrowed;
  - (C) Issue bonds, debentures, debenture stock, or other securities and debt obligations of the Corporation and pledge or sell the same for such sums and at such prices as are deemed expedient, and;
  - (D) Charge, hypothecate, mortgage, pledge, present or after acquired real or personal property of the Corporation, or both, to secure any such bonds, debentures, debenture stock, or other securities and debt obligations and any money borrowed;
  - (E) Guarantee the repayment of the debts, delegations and liabilities of any other Corporation.
  
2. The Board is hereby authorized to delegate by resolution to one or more members and/or Officers of the Corporation specified in such resolution all or any of the powers hereinbefore conferred on them including, without reference to the borrowing of money as foresaid and as to the terms and conditions of the loan thereof and security therefore and as to the debt obligations to be given therefor, with power to vary or modify such arrangements, terms and conditions and debt obligations as the members of the Corporation may authorize and generally to manage, transact and settle the borrowing of money by the Corporation.
  
3. The Board may from time to time authorize one or more members, officers, employees of the Corporation for other persons, whether connected with the Corporation or not), to sign, execute and deliver on behalf of the Corporation all documents and agreements necessary or desirable for such purposes and to draw, make, accept, endorse, execute and issue cheques, promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments and all such documents, agreements and instruments (and all renewals thereof or substitutions therefor) so signed shall be binding upon the Corporation.
  
4. The powers hereby conferred shall be deemed to be in supplement to and not substitution for any powers to borrow money for the purposes of the Corporation possessed by its members or officers independently of a borrowing by-law.

# BY-Law NO.3

## POLICIES AND PROCEDURES

### CONFIDENTIALITY

All matters of the Corporation must be treated as confidential and must not be communicated to non-members, unless specifically directed by the Board of Directors. Breaches of confidentiality may lead to disciplinary action.

### APPEAL PROCEDURE

The following formal procedure shall be used to arbitrate any Members perception of the By-Laws, policies of the Corporation and the Fullbore and Smallbore Management Committees

- (A) Any Member of the Corporation, in good standing, may file a written appeal with the Corporation Secretary pertaining to any matter within the Fullbore/Smallbore Sections, and alleging a violation of any Provision of these By-Laws, Policies or Procedures.
- (B) Any appeal shall be signed under and witnessed by another Member in good standing. and shall allege with particularity the nature of the appeal and or each claimed violation of the aforementioned document by reference to specific paragraphs thereof, stating in concise language how when and where the alleged violation occurred. The factual allegations shall be set forth in numbered paragraphs, each paragraph containing a single factual allegation.
- (C) Upon receipt of an appeal, the Secretary shall promptly, (within 3 days) refer it to the appropriate Management Committee. Every effort will be made to resolve the appeal by either Management Committee, through informal means.
- (D) Any decision by the appropriate Management Committee may be appealed to the Board of Directors for review and adjudication, and all decisions of the Board are final.

# **MPRA HARASSMENT AND ABUSE POLICIES & PROCEDURES**

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**(We wish to acknowledge and thank the Canadian Hockey Association for allowing us to use CHA policies in developing this document)**

## **RECOGNITION AND PREVENTION OF ABUSE POLICY**

This policy sets out the principles and practices of the MPRA with regard to abusive behaviour towards participants. Each member association, club or league is responsible for adopting a similar policy and adapting it to reflect their specific needs.

### **1.1 Relationship to Harassment Policy**

Some behaviors that are defined as abuse when directed towards a child or youth may constitute harassment when directed towards a peer or when perpetrated between adults. The MPRA's Harassment Policy covers such behaviors. Together, the two policies address the entire spectrum of abusive and harassing behaviors.

### **1.2 MPRA's Mission**

The mission of the MPRA is to ensure its participants are provided meaningful opportunities and enjoyable experiences in a safe, sportsmanlike environment. This includes, among other things, a shared responsibility with parents to nurture the physical and emotional well being of all participants. The MPRA's primary interest is the well being of its participants.

### **1.3 Statement of Purpose**

The MPRA is part of the sporting community in our country that is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. The MPRA considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, the MPRA will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, we will send a clear message to all potential abusers and sexual predators that shooting participants are not easy targets. The MPRA is committed to the highest possible standards of care for its participants.

### **1.4 Policy**

It is the policy of the MPRA that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. The MPRA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

#### **1.4.1. Definitions of Abuse**

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care that causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. In Manitoba a child is considered any person under the age of 18.

#### **1.4.2. Emotional Abuse**

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.

### 1.4.3. Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

### 1.4.4. Neglect

Neglect is chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in Rifle shooting when injuries are not adequately treated or participants are made to play with injuries, weight loss or gain is required to “make weight”, equipment is inadequate or unsafe; no one intervenes when teammates are persistently harassing another participant, or road trips are not properly supervised.

### 1.4.5. Sexual Abuse

Sexual abuse is when an older child, adolescent or adult for his or her own sexual stimulation or gratification, uses a young person. There are two categories:

Contact	Non-Contact
<ul style="list-style-type: none"> <li>• touched or fondled in sexual areas</li> <li>• forced to touch another person's sexual areas</li> <li>• kissed or held in a sexual manner</li> <li>• forced to perform oral sex</li> <li>• vaginal or anal intercourse</li> <li>• vaginal or anal penetration with an object or finger</li> <li>• sexually oriented hazing</li> </ul>	<ul style="list-style-type: none"> <li>• obscene remarks on phone/computer or in notes</li> <li>• voyeurism</li> <li>• shown pornography</li> <li>• forced to watch sexual acts</li> <li>• sexually intrusive questions and comments</li> <li>• forced to pose for sexual photographs or videos</li> <li>• forced to self-masturbate or forced to watch others masturbate</li> </ul>

### 1.4.6. Harassment and Abuse – Differences and Similarities

	Abuse	Harassment
Types	Emotional, physical, sexual, lack of care	Emotional, physical, sexual; may be motivated by racial or other forms of prejudice
Victim	Any person under age of majority as determined by Provincial and Territorial Child Protection Acts; may be male or female	Person of any age; may be male or female
Offender	Any person who has power or authority over victim and/or breaches trust; may be male or female	May be peer or person with power or authority over adult victim; may be male or female
Investigation	External to organization; referred to child welfare or police	Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking)

Follow-up actions	Determined by Provincial and Territorial Child Protection Acts and Criminal Code; civil suits may also occur	Determined by organization's harassment policies, Criminal Code, labour tribunals, civil action and/or Provincial Human Rights Tribunals; may be used concurrently or alone
Philosophy	The victim is not to blame; offenders are responsible for their behaviour	The victim is not to blame; offenders are responsible for their behaviour

#### **1.4.7. Duty to Report**

Abuse and neglect are community problems requiring urgent attention. The MPRA is committed to help reduce and prevent the abuse and neglect of participants. The MPRA realizes that persons working closely with children and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Manitoba's young, by knowing their provincial protection acts and following through as required.

Manitoba has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently, it is the policy of the MPRA that any MPRA personnel (part-time and full-time staff, volunteer, participant, team official,) or MPRA partner (parent, guardian) who, has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. In Manitoba a child is considered anyone under the age of 18.

Those involved with the MPRA in providing Rifle shooting opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby, failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts.

By educating our provincial body, members and Rifle shooting association personnel, the MPRA is weaving a tighter safety web around our most precious resources... the participants!

## **1. MPRA HARASSMENT POLICY**

This policy sets out the principles and practices of the MPRA with regard to abusive behaviour towards participants. Each member association, club or league is responsible for adopting a similar policy and adapting it to reflect their specific needs.

### **2.1 Relationship to Recognition and Prevention of Abuse Policy**

Some behaviours that might be described as harassment when directed towards an adult, may constitute abuse when directed towards a child or youth by any person with power or authority over the person harassed. The MPRA's Recognition and Prevention of Abuse Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive and harassing behaviours.



## 2.2 Statement of Purpose

The MPRA is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination that is prohibited by human rights legislation in Canada. The MPRA supports the right of all its members, whether athletes, volunteers or employees, to participate in all MPRA activities free from any form of harassment. Further, the MPRA emphasizes the importance of eliminating harassment in Rifle shooting as a key element in ensuring the safety of young participants. A sport environment that actively discourages harassment and builds relationships based on trust and mutual respect is an environment that discourages the abuse of children and youth, and encourages the overall development of the individual.

In order to further these aims, the MPRA will make every reasonable effort to promote awareness of the problem of harassment among all its members, and to respond swiftly and effectively to complaints or disclosures of harassment.

## 2.3 Policy

It is the policy of the MPRA that harassment in all its forms will not be tolerated during the course of any MPRA activity or program. Accordingly, all MPRA personnel (staff, volunteers, participants, coaches or officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment and following local or national policy guidelines for reporting or responding to more serious complaints of harassment. Athletes and other participants are expected to refrain from harassing behaviour and are encouraged to report incidents of harassment.

2.3.1. **Definition of Harassment** Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (e.g.: player to player of the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g.: coach to player, sports administrator to employee).

The following is a non-exhaustive list of examples of harassment:

- Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation etc.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem
- Practical jokes which cause awkwardness or embarrassment, or may endanger a person's safety
- Any form of hazing
- Unwanted or unnecessary physical contact including touching, patting, pinching

- Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might on reasonable grounds be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement
- Sexual assault or physical assault

It is important to note that the behaviours described above, when directed towards a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours, for example, certain hazing practices. In such cases, the duty to report provisions of the Recognition and Prevention of Abuse Policy come into effect.

### 2.3.2 Harassment and Abuse – Differences and Similarities

	<b>Abuse</b>	<b>Harassment</b>
Types	Emotional, physical, sexual, lack of care	Emotional, physical, sexual; may be motivated by racial or other forms of prejudice
Victim	Any person under age of majority as determined by Provincial and Territorial Child Protection Acts; may be male or female	Person of any age; may be male or female
Offender	Any person who has power or authority over victim and/or breaches trust; may be male or female	May be peer or person with power or authority over adult victim; may be male or female
Investigation	External to organization; referred to child welfare or police	Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking)
Follow-up actions	Determined by Provincial and Territorial Child Protection Acts and Criminal Code; civil suits may also occur	Determined by organization's harassment policies, Criminal Code, labour tribunals, civil action and/or Provincial Human Rights Tribunals; may be used concurrently or alone
Philosophy	The victim is not to blame; offenders are responsible for their behaviour	The victim is not to blame; offenders are responsible for their behaviour

### 2.3.3 Response and Remedies

Harassment of all kinds has been tolerated for too long in sport, being accepted as a part of the culture of the game and used by individuals who would not condone such conduct out of the Rifle shooting environment. It is the position of the MPRA that harassment can be tolerated no longer. Harassment is unacceptable and harmful. The MPRA recognizes the serious negative impact of all types of harassment on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time, the MPRA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviours, and the response to harassment must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defense to the charges).

Minor incidents of harassment (e.g.: inappropriate jokes) should be corrected promptly and informally, taking a constructive approach and with the aim of bringing about a change in negative attitudes and behaviour.

More serious incidents (e.g.: a course of repeated taunting, any form of sexual or physical assault) should be dealt with according to the association policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

Anyone making a complaint, which is found to be clearly unfounded, false, malicious or frivolous, will be subject to discipline.

Procedures for the handling of complaints brought against national employees or volunteers of the MPRA are detailed in the “Harassment Complaint Procedures”

### **3 HARASSMENT COMPLAINT PROCEDURES**

Note: For convenience, this policy uses the term “Complainant” to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term “Respondent” refers to the person against whom a complaint is made.

#### **3.1 APPLICATION**

This policy applies to all MPRA directors, officers, employees, volunteers and members. It applies to harassment that may occur during the course of all MPRA business, activities and events.

#### **3.2 MINOR INSTANCES OF HARASSMENT**

This policy does not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behaviour that, in their view, constitutes a minor incident of harassment.

#### **3.3 REPORTING HARASSMENT**

A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to the policies of MPRA.

1. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the Complainant should request a meeting with an Official of MPRA. For the purposes of this Policy, an “Official” is any MPRA Harassment Advisor, Executive Director, Board Member or other individual occupying a position of authority within the MPRA.
2. Once contacted by a Complainant the role of the Official is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the Official considers that he or she is unable to act in this capacity, the Complainant will be referred to another suitable MPRA Official.
3. Where a person believes that a director, officer, employee, volunteer or member of MPRA has experienced or is experiencing harassment and reports this belief to an Official, the

Official will meet with the person said to have experienced harassment and proceed in accordance with these procedures.

4. Where an Official believes there is sufficient evidence to warrant laying a formal complaint but the Complainant does not wish to do so, the Official may lay a formal complaint and proceed in accordance with these procedures.

### **3.4 COMPLAINT PROCEDURE**

1. There are three possible outcomes to a meeting of Complainant and Official:
  - a. It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;
  - b. The Complainant may decide to pursue an informal resolution of the complaint, in which case a mediator as agreed to by both the complainant and the respondent will assist the two parties to negotiate or mediate an acceptable resolution of the complaint; or
  - c. The Complainant may decide to lay a formal written complaint, in which case the Official will receive the written complaint and will advise the President of the MPRA, or designate, who will appoint an independent individual to conduct an investigation of the complaint.
2. The Investigator will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the President, or designate, which will include a recommendation that:
  - a. No further action be taken because the complaint is unfounded or the conduct cannot be reasonably be said to fall within the MPRA's definition of harassment; or
  - b. The complaint has merit and should proceed to a hearing.
3. Within 10 business days of receiving the written report of the Investigator that recommends that there be a hearing the President, or designate, will appoint three individuals to serve as a Panel.
4. At the discretion of the President, or designate, the investigation may be waived and a Panel appointed within 10 business days of receipt of a formal complaint.

### **3.5 HEARING**

1. The Panel will hold the hearing as soon as possible, but not more than 15 business days after the Panel has been appointed.
2. The Panel will govern the hearing as it deems appropriate in the circumstances, provided that:
  - a. Members of the Panel shall select from among themselves a chairperson;
  - b. A quorum shall be all three Panel members;
  - c. Decisions shall be by majority vote where the chairperson carries a vote;
  - d. The parties may be accompanied by a representative;
  - e. The hearing will be held in private;

- f. The parties will be given 10 business days written notice of the day, time and place of the hearing;
  - g. The Respondent will receive a copy of the formal complaint;
  - h. The Complainant and Respondent will each receive a copy of the Investigator's report;
  - i. Both the Complainant and Respondent will be present at the hearing to respond to the Investigator's report, give evidence and to answer questions of the Panel. The hearing may proceed in the absence of either or both parties;
  - j. The Investigator may attend the hearing at the request of the Panel;
  - k. The Panel may request that witnesses to the incident be present or submit written evidence;
  - l. Once appointed, the Panel has the authority to abridge or extend timelines associated with all aspects of the hearing;
  - m. In the event that one of the Panel's members is unable or unwilling to continue with the hearing, the matter will be concluded by the remaining two Panel members who will make their decision unanimously.
3. In order to keep costs to a reasonable level the Panel may conduct the hearing by means of a telephone conference.

### **3.6 DECISION**

1. As soon as possible but in any event within 10 business days of the conclusion of the hearing, the Panel will provide its written decision to the President, or designate, with a copy provided to both the Complainant and Respondent. The decision will contain:
  - a. A summary of the relevant facts;
  - b. A determination as to whether the acts complained of constitute harassment as defined in this policy;
  - c. Disciplinary action against the Respondent, if the acts constitute harassment; and
  - d. Measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment.
2. If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, its report may direct that there be disciplinary sanctions against the Complainant.
3. Unless the Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.
4. The decision of the Panel will be final and binding upon the Complainant, the Respondent and the MPRA.

### **3.7 CONFIDENTIALITY**

The MPRA recognizes the sensitive nature of harassment matters and in particular, the difficulties associated with coming forward with a complaint of harassment and with being accused of harassment. The MPRA recognizes the interests of both the Complainant and the Respondent in keeping any matter being dealt with under this policy confidential, except where disclosure is required by a disciplinary proceeding or by law.

## **DRUG POLICY**

The Manitoba Provincial Rifle Association Inc. totally prohibits the use of any banned drug(s) or substance defined by the Canadian Center for Drug Free Sport, International Sport Shooting Union or International Olympic Committee, The Shooting Federation of Canada and The Dominion of Canada Rifle Association

### **WHAT IS DOPING:**

Doping is defined as the deliberate or inadvertent use by an athlete, of a substance or method banned by the above organizations. Encouraging or assisting athletes to use such substances or methods is unethical, and therefore equally forbidden.

### **DOPING CONTROL:**

Any athlete may be selected for Doping Control at any Competition or Training Camp with little or no notice.

### **PENALTIES:**

See Disciplinary Action

## **DISCIPLINARY ACTION**

### **INFRACTIONS**

If an accused member of the Corporation is found guilty of a breach of the By-laws, Policies and Procedures, the following disciplinary actions or punishments may ensue.

- (A) Verbal reprimand or counseling. A record will be kept.
- (B) Written reprimand, A record will be kept and may be considered in deciding disciplinary action for any subsequent violations.
- (C) Removal of a member from his/her Event or activity.
- (D) Suspension of the member from Corporation activities, competitions or events.
- (E) Loss of membership.

### **DRUGS :**

Any athlete who commits doping infractions will be subject to the following penalties:

- (A) 4 years suspension for first offense.
- (B) Lifetime ban for the second offence.

### **MARIJUANA :**

Although the use of Marijuana is not a banned drug as defined by Sport Canada or the International Olympic Committee, it is an illegal substance and if a member is found guilty for the use or possession, the Board of Directors will review the matter for disciplinary action.

## CONFLICT OF INTEREST

These guidelines may be cited as the M.P.R.A. Inc. conflict of interest guidelines.

### **GUIDELINES:**

1. It is by no means sufficient for a person in a position of responsibility in the Corporation to act within the law. There is an obligation not simply to obey the law, but to act in a manner so scrupulous that it will bear the closest public scrutiny. In order that honesty and impartiality may be beyond doubt, members should not place themselves in a position where they are under obligation to any person who might benefit from special consideration or favor on their part or seek in any way to gain special treatment from them. Equally a member should not have a pecuniary interest that could conflict in any manner with the discharge of his official duties.

2. No conflict should exist or appear to exist between the private interests of members and their official duties. Upon appointment to office, members are expected to arrange their private affairs in a manner that will prevent conflicts of interest from arising.

3. All members should exercise care in the management of their private affairs so as not to benefit, or appear to benefit, from the use of information acquired during the course of their official duties, which information is not generally available to the membership.

4. Members should not place themselves in a position where they could derive any direct or indirect benefit or interest from The Shooting Federation of Canada, Dominion of Canada Rifle Association, Manitoba Sports Directorate, Sport Manitoba or from any other Association contacts over which they can influence decisions.

5. All members are expected to disclose to the President, all business, commercial or financial interest where such interest might conceivably be construed as being in actual or potential conflict with the S.F.C. D.C.R.A, M.S.D., S.M. or any other organization which the M.P.R.A. Inc. is aligned with.

6. Members should not accord, in the performance of their official duties, preferential treatment to relatives or friends or organizations in which they or their relatives or friends have an interest, financial or otherwise.

7. A Director, Officer or member of a committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Association shall disclose fully and promptly the nature and extent of such interest to the Board or committee, as the case may be; shall refrain from voting or



speaking in debate on such contract or transaction; shall refrain from influencing the decision on such contract or transaction; and shall otherwise comply with the requirements of the Act regarding conflict of interest.

## **CODE OF CONDUCT**

This Code of Conduct is the responsibility of each Member of the M.P.R.A. (Corporation). as well as the procedures and penalties that apply in the case of violations of the code.

Each Member is a "Goodwill Ambassador" for and representatives of Canada, the Province of Manitoba and the Manitoba Provincial Rifle Association Inc. and the Sport of Rifle Shooting.

Each Member whether they are a Competitor, Official, Coach or Volunteer is expected to set a positive example, both as a citizen and as a shooting sport participant.

It is the responsibility of each participant to know and comply with competition rules applying to a competition, including all applicable rules and regulations of the particular discipline they compete in.

Participants must conduct themselves in a sportsmanlike manner, demonstrating ethical and courteous behavior towards opponents, officials, and spectators when attending or participating in competitions or activities.

### **PERSONS/ACTIVITIES COVERED BY CODE**

Persons subject to the provisions of this code include all athletes (shooters), Official's, Coaches, Volunteers and other persons who participate, compete or train members of the Corporation. Family members, relatives or friends accompanying a participant at a program or activity may also be subject to this code and abide by its provisions.

### **RESPONSIBILITY FOR CODE ADMINISTRATION**

The Board of Directors, Fullbore and Smallbore Management Committees, or any person in charge of a Team or training activity is responsible for immediate enforcement of this code and for initiating any disciplinary action herein.

### **CONDUCT SUBJECT TO DISCIPLINARY ACTION**

- (A) Verbal or physical abuse towards any competition or team official, other athletes, spectators, fellow team members or other persons.
- (B) Destructive behavior resulting in damage to a range, range equipment, living quarters, program facilities or other private or public property.

- (C) Violation of curfew, if any is imposed by the person in charge of a program or activity.
- (D) Inappropriate, indiscreet, or overindulgence use of alcohol, whether or not such use results in improper behavior. Use of alcohol in such a manner as to impair or jeopardize a team members training or competition performance, or which results in embarrassment to the Manitoba Provincial Rifle Association Inc.
- (E) Other misconduct unbecoming a participant, or detrimental to the sport.
- (F) Aiding or abetting any conduct, or actions, cited in the Code of Conduct.

## **M.P.R.A. - DISPUTE RESOLUTION POLICY**

### **Preamble**

1. The M.P.R.A supports the principles of Alternative Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, mediation and arbitration as effective ways to resolve disputes with and among Members and to avoid the uncertainty, costs and other negative effects associated with litigation.

### **Scope**

2. This policy applies to disputes with and among members, where the term "Member" refers to all categories of members within the MPRA. as well as to all individuals engaged in activities with or employed by the MPRA. including but not limited to: athletes, coaches, officials, volunteers, directors, officers. team managers. team captains, medical and paramedical personnel. administrators and employees (including contract personnel).

3. This policy does not apply to disputes relating to

- a) Matters of employment:
- b) Infractions for doping offences. which are dealt with pursuant to the *Canadian Policy on Doping in Sport* and the *Canadian Doping Control Regulations*;
- c) The rules of Target Shooting, which may not be appealed; and
- d) Discipline matters arising during events organized by entities other than the M.P.R.A., which are dealt with pursuant to the policies of these other entities.

## **Negotiation**

4. The M.P.R.A. encourages all Members to communicate openly and to collaborate in using problem -solving and negotiation techniques to resolve their differences. In almost all cases a negotiated settlement is preferable to any outcome achieved through other dispute resolution techniques and negotiated resolutions to disputes with and among Members are strongly encouraged.

## **Facilitation and Mediation**

5. Opportunities for facilitation and mediation may be pursued at any point in a dispute within the M.P.R.A. where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial.

6. Where mediation is pursued, it will be done so in accordance with standard mediation practice using trained mediators who are acceptable to the parties.

## **Appeals**

7. Appeals within the M.P.R.A. will be dealt with under the M.P.R.A Appeals Policy.

## **Arbitration**

8. In the event that a dispute persists after internal avenues of decision-making, negotiation, facilitation, mediation and/or appeals have been exhausted, opportunities for independent arbitration may be pursued by the parties.

9. Where such independent arbitration is pursued, it will be done so in accordance with standard arbitration practice using trained arbitrators who are acceptable to the parties

10. The parties involved in a dispute may also mutually agree to bypass internal avenues of dispute resolution and may directly pursue opportunities for independent arbitration.

11. Where a dispute is referred to arbitration, all parties to the original dispute will become parties to the arbitration.

12. The parties to arbitration will enter into a written Arbitration Agreement that will specify that the decision of the arbitrator will be final and binding upon the parties and not

subject to any further review by any court or any other body.

### **No Legal Action**

13. No action, application for judicial review or other legal proceeding will be commenced against the M.P.R.A. respecting a dispute, unless the remedies afforded by this policy have been exhausted.

### **Approval**

14. This policy was approved by the M.P.R.A Inc. Board of Directors on June 22, 2003. It will be reviewed on an annual basis and may be amended, deleted or replaced by a resolution of the Board.

## **MANITOBA PROVINCIAL RIFLE ASSOCIATION (MPRA)** **PRIVACY POLICY**

### **Purpose of this Policy**

1. Privacy of personal information is governed by the *Personal Information Protection and Electronics Documents Act* ("PIPEDA"). This policy describes the way that the MPRA collects, uses, retains, safeguards, discloses and disposes of personal information, and states ABC's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and the MPRA's interpretation of these responsibilities.

### **Background**

2. Our organization, MPRA, is the governing body for the sport of Rifle Shooting in Manitoba, and provides these services to members and the public:

*To Promote and Encourage Safe Firearms Handling and  
Competitive Target Shooting in Manitoba*

## **Personal Information**

3. Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business information (e.g., an individual's business address and telephone number), which is not protected by privacy legislation.

## **Accountability**

4. Murray Sloane is the Privacy Officer and is responsible for the monitoring information collection and data security, and ensuring that all staff receive appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address: 73 Lindenwood Drive E, Winnipeg, Mb. R3P 1M8

## **Purpose**

5. Personal information will only be collected by MPRA to meet and maintain the highest standard of organizing and programming the sport of Rifle Shooting. MPRA collects personal information from prospective members, members, coaches, referees, participants, managers and volunteers for purposes that include, but are not limited to, the following:

- a) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of communicating about MPRA's programs, events and activities.
- b) NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.
- c) Credit card information for registration at conferences, travel administration, and purchasing equipment, coaching manuals and other products and resources.
- d) Date of birth, athlete biography, and member club to determine eligibility, age group and appropriate level of play.

- e) Banking information, social insurance number, criminal records check, resume, and beneficiaries for MPRA's payroll, company insurance and health plan.
- f) Criminal records check and related personal reference information for the purpose of implementing MPRA's volunteer screening program.
- g) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
- h) Athlete information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.
- i) Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purposes of out-of-competition drug testing.
- j) Body weight, mass and body fat index to monitor physical response to training and to maintain an appropriate weight for competition.
- k) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.
- l) Passport numbers and Aeroplan/frequent flyer numbers for the purposes of arranging travel.
- m) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.
- n) [Spare]

6. If a purpose has not been identified herein, MPRA will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

## **Consent**

7. Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. MPRA may collect personal information without consent where reasonable to do so and where permitted by law.

8. By providing personal information to MPRA, individuals are consenting to the use of the information for the purposes identified in this policy.
9. MPRA will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
10. An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to MPRA. The Privacy Officer will advise the individual of the implications of such withdrawal.

### **Limiting Collection**

11. All personal information will be collected fairly, by lawful means and for the purposes as specified in this policy. MPRA will not use any form of deception to obtain personal information.

### **Limiting Use, Disclosure and Retention**

12. Personal information will not be used or disclosed by MPRA for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.

13. Personal information will be retained for certain periods of time in accordance with the following:

- a) Registration data and athlete information will be retained for a period of three years after an individual has left a program of MPRA, in the event that the individual chooses to return to the program;
- b) Parental/family information will be retained for a period of three years after an individual has left a program of MPRA, in the event that the individual chooses to return to the program;
- c) Information collected by coaches will be retained for a period of three years after an individual has left a program of MPRA, in the event that the individual chooses to return to the program.
- d) Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.

- e) Personal health information will be immediately destroyed when an individual chooses to leave a program of MPRA.
- f) Marketing information will be immediately destroyed upon compilation and analysis of collected information.
- g) As otherwise may be stipulated in federal or provincial legislation.

14. Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

15. MPRA may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where MPRA has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.

16. Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety. When hardware is discarded, MPRA will ensure that the hard drive is physically destroyed.

### **Accuracy**

17. MPRA will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

### **Safeguards**

18. Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

19. Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption and firewalls.

20. The following steps will be taken to ensure security:

- a) Paper information is either under supervision or secured in a locked or restricted area.



- b) Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
- c) Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.
- d) Electronic information is transmitted either through a direct line or is encrypted.
- e) Staff are trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with this policy.
- f) External consultants and agencies with access to personal information will provide MPRA with appropriate privacy assurances.

### **Openness**

21. MPRA will publicize information about its policies and practices relating to the management of personal information. This information is available through this policy, on MPRA's web site or upon request by contacting the Privacy Officer.

22. The information available to the public includes:

- a) The name or title, address and telephone number of MPRA's Privacy Officer.
- b) The forms that may be used to access personal information or change information.
- c) A description of the type of personal information held by MPRA, including a general statement of its approved uses.

### **Individual Access**

23. Upon written request, and with assistance from MPRA, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

24. Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal cost relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

25. If personal information is inaccurate or incomplete, it will be amended as required.

26. An individual may be denied access to his or her personal information if:

- a) This information is prohibitively costly to provide;
- b) The information contains references to other individuals;
- c) The information cannot be disclosed for legal, security or commercial proprietary purposes;
- d) The information is subject to solicitor-client or litigation privilege.

27. Upon refusal, MPRA will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

### **Challenging Compliance**

28. An individual may challenge MPRA's compliance with this policy and PIPEDA, by submitting a challenge in writing.

29. Upon receipt of a written complaint, MPRA will:

- a) Record the date the complaint is received;
- b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three days of receipt of the complaint;
- d) Appoint an investigator using MPRA personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint.
- e) Upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to MPRA.
- f) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, within 30 days of receipt of the complaint.

30. An individual may appeal a decision made by MPRA under this Policy, in accordance with MPRA's policies for appeals.

# MPRA PRIVACY OFFICER JOB DESCRIPTION

**Position:** Privacy Officer

**Immediate Supervisor:** The President, MPRA

**Purpose:** The Privacy Officer oversees all the activities related to the development, implementation, maintenance and adherence to MPRA's privacy policies and procedures. These policies cover the collection, use, disclosure and privacy of personal information in compliance with the *Personal Information Protection and Electronic Documents Act* (PIPEDA) and any relevant provincial legislation.

**Responsibilities:** The Privacy Officer is a person within an organization whose job it is to:

- Develop and implement privacy policies and procedures to ensure MPRA's compliance with the Ten Principles outlined in PIPEDA for the protection of privacy;
- Create appropriate consent forms, authorization forms, and information notices and materials reflecting current legal requirements and organizational practices.
- Respond to requests for access to and correction of personal information, and respond to general inquiries relating to personal information;
- Provide education and training to all employees, contractors and volunteers whose roles involve dealing with personal information;
- Implement internal operational systems relating to information privacy and security, including information technology systems;
- Develop procedures to review contracts and partnership agreements to ensure third-party compliance with privacy legislation.
- Establish and administer procedures for receiving, documenting, tracking and resolving complaints concerning personal information;
- Maintain current knowledge of federal and provincial privacy legislation and regulations;
  
- Manage public perception of data protection and privacy practices for the organization; and
- Cooperate with the offices of provincial and federal privacy commissioners during any investigation of a privacy complaint against MPRA.

**Skills:** The Privacy Officer will require the following skills to effectively perform these tasks:

- Change management and project management;
- Organization and facilitation skills;
- Communications and public relations skills;
- Knowledge of relevant privacy laws, regulations and standards;  
and
- Experience in policy development and training;

The Privacy Officer will also require a sufficient understanding of information technology and data management systems to ensure proper security systems are in place to protect personal information in computers, transmitted by e-mail and communicated or collected via web sites.

# **Manitoba Provincial Rifle Association, Inc.**

## **Respect in Sport Policy**

### **Purpose of the Policy:**

1. The Manitoba Provincial Rifle Association is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment and abuse.
2. The Manitoba Provincial Rifle Association requires that all coaches participating in Rifle have completed the online Respect in Sport as required by Sport Manitoba.

### **Scope and Application:**

1. The policy applies to all coaches registered with; or named on an official sport roster; or under the jurisdiction of the Manitoba Provincial Rifle Association.
2. Any coach not having completed the program or maintained certified status in the timeframe established by the Manitoba Provincial Rifle Association may be removed as a coach until such time that the course is completed.
3. The Board of Directors M.P.R.A. is responsible for setting out the communication and timing of course completion and recertification.

### **Cadet Coaches:**

1. The MPRA realizes that we have no direct control over Cadet Instructors. Annual liaison with the Common Training Officer, Manitoba, to encourage certification among instructors, is required.
2. The Common Training Officer will direct Cadet organizations to encourage their Rifle instructors to complete the certification.

### **Enforcement:**

Non-compliance of this policy may result in further discipline as determined by the Board of Directors or in accordance with M.P.R.A policy.

### **Review and Approval:**

This policy was approved by the Board of Directors on June 3 2008 and will be reviewed on an annual basis.

# MANITOBA LOTTERIES FOUNDATION

## BINGO FUNDING POLICY

Affiliated clubs must apply annually to the Manitoba Provincial Rifle Association Inc. for approval to provide volunteers and share in the profits of bingo.

A signed proposal outlining the purpose for which the bingo proceeds are to be used must be submitted to the Fullbore/Smallbore Management Committees and approved by the Board of Directors.

Allocation of Bingo dates, the type of bingo and the number of volunteers required to work are decided at the discretion of the Manitoba Lotteries Foundation on a quarterly basis. The M.P.R.A. Inc. cannot guarantee any minimum profit to be made working the bingo.

The following criteria will be used for allocation of volunteers and bingo profits:

1. The bingo chairperson will advise the contact of each MPRA discipline /affiliated club of the number of volunteers required to work the assigned bingo.
2. If the affiliated club/ members cannot attend the bingo, they must contact the Bingo Chairperson 48 hours prior to the bingo. Failure on the part of the Association to provide the required number of volunteers, may result in suspension from future bingo events.
3. Bingo proceeds will be allocated on a ratio basis. Each affiliated club/ discipline will be allocated funds depending on the number of volunteers supplied.
4. The M.P.R.A. Inc. is the officially designated authority on these bingo's as far as the Manitoba Lotteries Foundation is concerned. We must, as an Association, comply with the Manitoba Lotteries regulations.
5. Each Management Committee will decide how much each individual will receive for working a Bingo.
6. The Treasurer will hold the bingo monies in a separate financial institution account. The Manitoba Lotteries/Sport Manitoba will make the payment in the name of the Corporation.
7. Each Management Committee/ Affiliated Club, will ensure that their respective Treasurer or designate keeps an accurate record of individual bingo accounts and all expenditures. Expenditures must be submitted on MPRA Bingo Fund Application forms and receipts must be attached.

## **SPORT MANITOBA FUNDING**

For Sport Manitoba Rules and Regulations on funding for Travel and Bingo see Appendix 111.

At the Manitoba Provincial Rifle Association's fiscal year end (March 31) it is a requirement that each affiliated club submit to their respective Management Committee a statement of expenditures and revenues related to the bingo proceeds received. This statement must be received no later than April 10 in each year.

All records of Travel and Bingo fund expenditure shall be maintained for examination by one or all of the following groups.

Manitoba Lotteries Foundation;  
Sport Manitoba  
Manitoba Provincial Rifle Association Inc. Board of  
Directors

ENACTED this 3rd Day of June, 2008

WITNESS the Seal of the Corporation

John Chapman  
President

Janet Stewart  
Secretary



## **FULLBORE SECTION**

### **OBJECTIVES:**

- A) To establish a Fullbore Management Committee.
- (B) To promote and encourage competitive Fullbore target rifle shooting in the Province of Manitoba.
- (C) To establish, regulate, control and conduct the annual Fullbore Rifle Championships, and any other such competitions and championships as may be considered necessary and desirable under such general rules and regulations as may be from time to time enacted.
- (D) To promote the safe handling of Firearms.
- (E) To conduct these championships at or near the City of Winnipeg or such other location in Manitoba as may be necessary.
- (F) To provide assistance, guidance and advice to affiliated Rifle Clubs and Cadet Organizations
- (G) To affiliate with such governing bodies for shooting and other sports governing bodies as may be considered necessary and desirable.
- (H) To promote and co-ordinate competitive development, including the operation of Provincial Teams.
- (I) To promote Cadet and Junior Development, Coaching, and Officiating.
- (J) Annually forward five nominations for appointment to the Board of Directors.

## **FULLBORE MANAGEMENT COMMITTEE**

### **ELECTION AND APPOINTMENTS**

The Vice-President Fullbore and the five fullbore Members from the Board of

Directors, nominated and voted at the Annual General Meeting will be automatic members of the Fullbore Management Committee. All other Fullbore members of good standing will be eligible to attend Committee meetings.

The Fullbore Management Committee will be elected by its Members at a meeting that will be held as soon as possible following the Annual General Meeting.

## **APPOINTMENTS**

The Secretary, Treasurer and all other required officers will be appointed at the meeting following the Annual General Meeting. The Secretary and Treasurer shall receive such remuneration for their services as may be decided upon by the Fullbore Management Committee.

## **OFFICERS:**

The Committee may be composed as follows.

- (A) President of the Corporation (Ex-Officio)
- (B) Vice-President Fullbore.
- (C) Secretary.
- (D) Treasurer.
- (E) Match Director.
- (F) Coaching.
- (G) Team Selection Committee (3 Members)
- (H) Two representatives from each of the Military Rifle Clubs.
- (I) One representative from each of the Provincial Regions.
- {J} Other Members, ie. The Bingo representative.

## **DUTIES AND RESPONSIBILITIES**

### **1. Vice-President**

See page 9, Paragraph 8.

### **2. Secretary**

The Secretary shall:

- (A) Be responsible for the efficient management of the Fullbore Committee offices.
- (B) Maintain records of the proceedings of the Committee.
- (C) Maintain a correct register of Fullbore Members, Life Members or Honor Life Members and Life Governors.
- (D) Prepare all agenda papers and issue all notices of meetings.
- (E) Discharge all other duties pertaining to the office of Secretary.
- (F) Forward a copy of the minutes to the President and Secretary of the Board and all members who attended the meeting.

### **3 Treasurer**

The Treasurer shall:

- (A) Keep the books and accounts of the Fullbore section in accordance with generally accepted accounting principles.
- (B) Receive all monies payable to the Fullbore section and deposit them in a Financial Institution as may be prescribed.
- (C) Pay accounts and individual claims.
  
- (D) Annually, following the close of business, submit accounts and vouchers to the auditors for examination.
- (E) In co-operation with the auditor, prepare annual financial statements for the information of the Corporation and Fullbore section.
- (F) Maintain a separate Bingo funds account.

#### **4 Match Director**

The Match Director shall:

- (A) Be responsible for the Booking of Ranges.
- (B) Schedule competitions and the Annual Championship.
- (C) Organize Cadet competitions.
- (D) Organize Fullbore member/Cadet .22 competitions
- (E) Co-ordinates that the required targets are available for all competitions
- (F) Ensure that the Range is conducted in accordance with Military/DCRA regulations.
- (G) Arrange the availability of range lookouts.
- (H) Keep accountable books for the payment of sentries and Range user fees.
- (I) Request a cash float at the beginning of the outdoor season.

#### **5. Coaching and Officials**

The Coaching and Officials person shall:

- (A) Be responsible for organizing coaching and officials courses whenever available.
- (B) Endeavor to increase the level of coaches within the Fullbore section.

#### **6. Provincial Team Commandant**

The Provincial Team Commandant will be nominated by the Fullbore Committee and will be responsible for the Provincial team in Ottawa at the National Championships.

**ELIGIBILITY**      See Page 8, Paragraph 4.

#### **VOTING**

Questions arising at any meeting of the Committee shall be decided by a majority of votes. In cases of an equality of votes on any question, the Vice- President shall have the casting vote for a resolution of that tie vote only.

**ELIGIBILITY TO VOTE** See Page 11, Paragraph 6.

**QUORUM**

Five members shall form a quorum for the transaction of business at meetings of the Fullbore Management Committee.

**RESIGNATION OR INCAPACITY** In addition to Page 3, Paragraph 4.

The position of any Board or Committee member shall be automatically vacated if:

- (A) A Board or committee Member resigns his office by delivering a written resignation to the Secretary or the President, or the Vice-President Fullbore.
- (B) At a meeting of the Fullbore Management Committee, they may, by a three-quarters majority vote, approve the removal from office of any Fullbore Committee Member.

**POWERS OF THE FULLBORE MANAGEMENT COMMITTEE**

- (A) Create such sub-committees as required to run the Fullbore section.
- (B) Fill vacancies occurring on the Committee
- (C) Determine such fees as required to hold competitions.
- (D) Appoint, remove officials and members as required

**RESPONSIBILITY OF THE FULLBORE MANAGEMENT COMMITTEE**

- (A) Conduct such business as may be necessary.
- (B) Keep minutes of its meetings and such minutes shall be open to inspection by any member of the Corporation providing they are of good standing.
- (C) Forward any matters from Committee meetings that are of interest to the Corporation, or that require Board decisions, to the Board of Directors Meetings.
- (D) Ensure that all travel related requests are submitted to the Board, prior to the event, for approval.
- (E) Assist in the completion and submission of the Annual Game Plan to Sport Manitoba.
- (F) Assist the Board of Directors in developing and submitting accurate

expenditure forecasts for the forthcoming year.

- (G) Forward nominations to the Secretary, of those names to be put up for election to the Board at the Annual General Meeting.

### **FULLBORE MANAGEMENT COMMITTEE MEETINGS**

These meetings should be held monthly. It is the intention that both Fullbore and Smallbore Management Committees hold meetings on the same night, followed by the Monthly meeting of the Board of Directors.

### **PROPERTY AND FUNDS**

#### **CHATTEL**

- (A) Property and Materials, purchased by the Fullbore Committee, for use by members, such as Firearms, Shooting aids, Office equipment, Targets and accessories, flags and any other materials, shall be retained by the Committee,
- (B) The Vice-President, Secretary and Treasurer will ensure that a register is kept of such Property and Materials.
- (C) Violation of Paragraph A. may result in the removal of range privileges, loss or suspension of membership or a fine.
- (D) Any member purposely damaging equipment will be referred to the Fullbore Management Committee for investigation and decision.

**FUNDS** See Page 13.

In addition the Committee will vote on all expenditure for the Fullbore Section funds. Expenditures of funds to meet current expenses, shall be authorized by the signature of any two of either the President, Vice-President and co-signed by the Treasurer or Secretary or designated Committee members.

### **FISCAL YEAR INFORMATION**

- (A) The fiscal year-end of the Corporation is March 31.
- (B) The fiscal year-end for Sport Manitoba is March 31.
- (C) The fiscal year-end for the DCRA is March 31.

**ANNUAL SUBSCRIPTION** See page 11

The DCRA membership subscription, shall be due on April 1.

### **ELIGIBILITY:**

All members of the MPRA or other Provincial Rifle Association who

are also conjoint members of the DCRA, are eligible to compete in all matches provided the necessary registration and entry fees are paid in advance.

**CLASSIFICATION:**

Unless they have a Manitoba classification, out of Province shooters must use the higher of their Provincial or D.C.R.A. Classification. In case of a dispute, the decision of the Match Committee will be final.

**REGULATIONS:**

Unless otherwise specified in the program or posted on the notice board at the Rifle Range, D.C.R.A. regulations will apply in all cases where a ruling is necessary.

**IGNORANCE OF REGULATIONS:**

Competitors must make themselves acquainted with the conditions of any match for which they are entered, as in no case will a plea of ignorance of regulations be accepted.

**COMPETITION COMMITTEE**

All Competitions shall be conducted by a Competition Committee of not less than three members, appointed by the Fullbore Committee, three to form a quorum, and such Committee shall have the power to hear and determine all matters arising at the Competitions, submitted in writing for its consideration and its decision or the decision of the majority of it shall be final, conclusive and binding; but it or the majority of it may, at its discretion, refer any question to the Fullbore Committee, in which case the decision of the Fullbore Committee shall be final.

**RIFLE - TR and F Class COMPETITIONS:**

- (A) Any Rifle as issued to the Canadian Forces.
- (B) Any approved D.C.R.A. target rifle.
- (C) Any approved D.C.R.A. F Class rifle

**ARGUMENTS:**

Any Competitor making a nuisance of themselves by persistent delaying argument may be disqualified. All argument must cease on command of the Range Officer.

**SAFETY PRECAUTIONS:**

All safety precautions as outlined in the D.C.R.A. regulations and as outlined in Range Standing Orders will be strictly enforced. Competitors must fully acquaint themselves with these regulations.

## **D.C.R.A ANNUAL FULLBORE COMPETITION (OTTAWA)**

### **ELIGIBILITY:**

The Manitoba Team will consist of shooters defined by D.C.R.A. regulations.

Only Canadian citizens who are resident in the Manitoba/Lakehead area, are eligible.

### **SELECTION:**

Selection of the Official Manitoba Team to compete in the D.C.R.A. Annual Fullbore Competitions will be made as follows.

Competitors, in order of merit, from the Ottawa Aggregate at the M.F.R.C. and in such numbers and classification as may be laid down in D.C.R.A. regulations from year to year

In selecting the team the Fullbore Committee reserves, on behalf of the Corporation, the right to pass over any of the winners of places and, subject to the D.C.R.A. regulations, to cancel, amend, alter or add to the rules under which previous teams have been sent to Ottawa.

Each member, by their acceptance, must shoot or assist in all Provincial Team Matches and, if eligible, shoot in the final stage of the Governor General's Match.

### **TEAM COMMANDANT (OTTAWA)**

The Fullbore Committee will select a Team Commandant from among the shooting members of the Ottawa Team. A shooting or non-shooting Adjutant may also be selected to assist in managing the affairs of the Team.

Any member on the Ottawa Team is required by the Association to submit to the direction of the Team Commandant.

**BINGO POLICY** See page 45.

### **WITHDRAWAL OF BINGO FUNDS**

Bingo funds can only be withdrawn to offset the following:

- (A) Shooting equipment.
- (B) Ammunition and reloading components.
- (C) Out of Province/Country travel expenses, match fees, accommodation, gas, vehicle rental, in order to attend matches.
- (D) To access Bingo funds, the expenditures must be incurred

prior to withdrawal and invoices must be submitted to the Treasurer for acceptance.

**HARASSMENT**            See page 21

**DRUG POLICY**           See page 32

**DISCIPLINARY ACTION**        See page 33

**CONFLICT OF INTEREST**       See page 34

**CODE OF CONDUCT**            See page 35



## **SMALLBORE SECTION**

### **OBJECTIVES :**

- (A) To establish a Smallbore Management Committee.
- (B) To promote and encourage competitive Smallbore target rifle shooting in the Province of Manitoba.
- (C) To establish, regulate, control and conduct annual Smallbore Championships, both Indoors and Outdoors and such regional competitions and championships as may be considered necessary and desirable under such general rules and regulations as may be from time to time enacted.
- (D) To conduct these championships at or near the City of Winnipeg or such other location in Manitoba as may be necessary.
- (E) To promote the safe handling of Firearms.
- (F) To provide guidance, information and assistance through the M.P.R.A. Smallbore Committee, and encourage annual and other regional competitions and championships for each of the regions as established by the Province of Manitoba and to help develop programs within the stated regions.
- (G) To affiliate with such governing bodies for shooting and other sports governing bodies as may be considered necessary and desirable.
- (H) To promote and co-ordinate competitive development, including the operation of the Provincial Team.
- (I) To promote Junior Development, Coaching and Officiating
- (I) Annually forward five nominations for appointment to the Board of Directors and nomination of Vice-President.

## **SMALLBORE MANAGEMENT COMMITTEE**

### **ELECTION AND APPOINTMENTS**

The Vice-President Smallbore and the five Smallbore Members from the Board of Directors, nominated and voted at the Annual General Meeting will be automatic members of the Smallbore Management Committee. All other Smallbore members of good standing will be eligible to attend Committee

meetings.

The Smallbore Management Committee will be elected by its Members at a meeting that will be held as soon as possible following the Annual General Meeting.

### **APPOINTMENTS**

The Secretary, Treasurer and all other required officers will be appointed at the meeting following the Annual General Meeting. The Secretary and Treasurer shall receive such remuneration for their services as may be decided upon by the Smallbore Management Committee.

### **OFFICERS**

The Committee may be composed as follows.

- (A) The President of the Corporation (Ex-Officio)
- (B) Vice President Smallbore
- (C) Secretary
- (D) Treasurer
- (E) Team Selection Committee (3 Members)
- (F) Match Director
- (G) Officials Chair
- (H) Provincial Team Representative
- (I) Head Coach
- (J) Bingo Representative
- (K) One (1) representative from each Provincial Region
- (L) One (1) representative from each affiliated Club

### **DUTIES AND RESPONSIBILITIES:**

- **VICE-PRESIDENT** see page 9, para. 9.
  - In addition
    - Ensure committees successfully complete the tasks assigned.
    - Accept reports from committees as necessary.
    - Annually, as soon as possible following his election set up a Smallbore Committee.
- **SECRETARY**
  - The Secretary will keep accurate records of the proceedings.

- Prepare all agenda papers and issue all notices of meetings.
- Forward a copy of the minutes to each member that attended the meeting, the President and Board secretary.

- **TREASURER**

- Keep the books and accounts of the Smallbore section in accordance with generally accepted accounting principles.
- Keep accurate accounts of receipts and disbursements and balance the books monthly, ready to present at the meeting.
- Pay all bills by order of the voting membership.
- Prepare and submit an annual financial statement.
- Maintain a separate Bingo funds account.

- **TEAM SELECTION COMMITTEE**

- Committee consists of three members, none of whom can be competitors in the Smallbore Section.
- Responsible to select Provincial Teams, as set forth in the Policies and procedures Manual.
- As directed by the Smallbore Section Committee.

- **MATCH DIRECTOR**

- The Match Director shall be responsible for: Scheduling competitions and Provincial Championships for the Indoor and Outdoor seasons.
- Co-ordinate with the Officials Chairperson to make sure all required Officials will be at the competitions.
- Co-ordinate all competition Targets both Indoor and Outdoor as required for Competition.
- Ensure that the Range meets all requirements of the I.S.S.F. and M.P.R.A. Smallbore Committee Rules that are in currently in effect.

- **OFFICIALS CHAIR**

- The Technical Director shall insure that all M.P.R.A. Smallbore Competitions are governed by rules that are set out by I.S.S.F. and M.P.R.A. Smallbore committee.
- The Head Official is responsible to:
- Maintain a correct register of all active rifle coaches and Officials in the Province of Manitoba.

- Schedule official training programs and evaluations.
- Co-operate with Match Director in providing qualified Officials for Smallbore matches and competitions.

- **PUBLICITY**

- Act as a liaison for the Smallbore/Fullbore Committee with the news media.
- Send the Provincial, National, and International results to all media sources.
- This position may be filled by a Fullbore or Smallbore member.

- **PROVINCIAL TEAM REPRESENTATIVE**

- The Team representative is selected by the Team Members to represent them at the Smallbore Meetings.
- Act as a liaison, when an athlete or parent presents a grievance.

- **HEAD COACH:**

- The Head Coach must hold or be working towards achieving a Certified Level three N.C.C.P. certificate to hold the position as Head Coach.
- Written coaching reports will be read at each M.P.R.A. Smallbore Committee meeting.
- Ensure that at the end of the program, all M.P.R.A. owned equipment is returned in good working order.
- In the event that any equipment requires repairs or maintenance, the coach will advise the M.P.R.A. Smallbore Committee as soon as possible so arrangements can be made to ensure the repairs are completed.
- To schedule coaching training programs and conduct evaluations, as recommended by N.C.C.P.

- **REGION OR CLUB REPRESENTATIVE**

- Only one (1) Provincial Region representative per region to represent the Region.

- Only one (1) Affiliated Club Representative per Club.

**ELIGIBILITY** See Page 8, paragraph 4.

- **VOTING** See page 4.

Questions arising at any meeting of the Committee shall be decided by a majority of votes. In cases of an equality of votes on any question, the Vice- President shall have the casting vote for a resolution of that tie vote only.

**ELIGIBILITY TO VOTE** See Page 11, Paragraph 6.

**QUORUM**

Five members shall form a quorum for the transaction of business at meetings of the Smallbore Management Committee.

**RESIGNATION OR INCAPACITY** in addition to page 3, paragraph 4.

The position of any member of the Smallbore committee shall be automatically vacated:

- If the Committee member resigns his office by delivering a written resignation to the Secretary or the Vice-President of the Smallbore Committee.
- If at a meeting of the Smallbore committee, by a three-quarters majority vote, approves the removal from office of such committee member.
- If he dies or becomes too ill to continue his duties.

**POWERS OF THE SMALLBORE MANAGEMENT COMMITTEE**

- (A) Create such sub-committees as required to run the Smallbore section.
- (C) Fill vacancies occurring on the Committee
- (D) Determine such fees as required to hold competitions.
- (E) Appoint, remove officials and members as required

- (F) The Smallbore Committee shall keep minutes of its meetings and such minutes shall be open to inspection by any member of the M.P.R.A. and the Smallbore Committee.

#### **RESPONSIBILITY OF THE SMALLBORE MANAGEMENT COMMITTEE**

- (A) Conduct such business as may be necessary.
- (B) Keep minutes of its meetings and such minutes shall be open to inspection by any member of the Corporation providing they are of good standing.
- (C) Forward any matters from Committee meetings that are of interest to the Corporation, or that require Board decisions, to the Board of Directors Meetings.
- (D) Ensure that all travel related requests are submitted to the Board, prior to the event, for approval.
- (E) Assist in the completion and submission of the Annual Game Plan to Sport Manitoba.
- (F) Assist the Board of Directors in developing and submitting accurate expenditure forecasts for the forthcoming year.
- (G) Forward nominations to the Secretary, of those names to be put up for election to the Board at the Annual General Meeting.

#### **SMALLBORE MANAGEMENT COMMITTEE MEETINGS**

These meetings should be held monthly. It is the intention that both Fullbore and Smallbore Management Committees hold meetings on the same night, followed by the Monthly meeting of the Board of Directors.

#### **PROPERTY AND FUNDS:**

##### **CHATTEL:**

- The Smallbore Committee shall retain property and material purchased by the Smallbore Committee for members' use, such as Firearms, shooting mats, coaching aids, videos, Office equipment, targets and any other items. All property to be labelled with a Smallbore Committee numbered label.
- The Vice-President Smallbore, Secretary, Treasurer shall retain a register of such property and materials.

**BINGO FUNDS** See page 45.

**WITHDRAWAL OF INDIVIDUAL BINGO FUNDS**

Bingo funds can only be withdrawn to offset the following:

- (A) Shooting equipment.
- (B) Ammunition and reloading components.
  
- (C) Out of Province/Country travel expenses, match fees, accommodation, gas, vehicle rental, in order to attend matches.
- (D) To access Bingo funds, the expenditures must be incurred prior to withdrawal and invoices must be submitted to the Treasurer for acceptance.

**FUNDS** See Page 13.

In addition the Committee will vote on all expenditure for the Smallbore section funds. Expenditures of funds to meet current expenses, shall be authorized by the signature of any two of either the President, Vice-President and co-signed by the Treasurer or Secretary or designated Committee members.

**FISCAL YEAR INFORMATION**

- The fiscal year for year-end of the M.P.R.A. is March 31.
- The fiscal year for year-end of the Sport Manitoba is March 31.
- The fiscal year for year-end of the Shooting Federation of Canada is December 31.

**APPEAL PROCEDURE** See page 20.

## **POLICIES AND PROCEDURES OF THE SMALLBORE SECTION**

### **RANGE EQUIPMENT:**

- All range equipment, target frames, wind flags, etc. are the property of the Smallbore Section and are for Competitions and training only and cannot be used unless duly authorized by the Vice-President or the Smallbore Committee.
- Violations of may result in removal of range privileges, fine or loss of membership.
- Any member purposely damaging any equipment will be referred to the Smallbore Committee for action and penalty.

### **ACCOUNTABILITY:**

It is the policy of the Manitoba Provincial Rifle Association Smallbore Section that:

Member Clubs, Individuals, sub- associations and any other groups receiving funds from the Smallbore Section must provide such receipts and other documentation as required by the Smallbore Section in support of any funds received.

**HARASSMENT:** See Page 21.

**DRUG POLICY** See Page 30.

**DISCIPLINARY ACTION** See Page 31.

**INFRACTIONS:**

**CONFLICT OF INTEREST** See Page 32.

**CODE OF CONDUCT** See Page 33.



**APPENDIX 11.**

**GUIDELINES FOR SELECTION OF THE MANITOBA  
PROVINCIAL SMALLBORE RIFLE TEAM**

ISSF Rifle                    3 Position  
ISSF Rifle                    Prone

ISSF Air Rifle

Sporting Rifle                3 Position  
Sporting Rifle                Prone

**TO BECOME A TEAM MEMBER**

1. Prior to a qualifying match, any person may sign a Provincial Team Agreement. Anyone wishing to tryout for more than one team may do so; however, a Team Agreement must be signed for each discipline and witnessed by an Executive Member.
2. The MPRA Smallbore Committee requires participation in a minimum of 50% or more of the qualifying matches as well as the Provincial Championships to be eligible for the Provincial Team.
3. Each member of the Provincial Team must be in good standing with the Manitoba Provincial Rifle Association Inc. and the Shooting Federation of Canada.
4. The team selection for attending out of province matches will be made by the Head Coach and Smallbore Committee. Disputes will be forwarded to the Team Selection Committee. The number of team members elected to attend will depend on available funding and on any other specifications as specified by the host committee of the event, and criteria determined by the Head Coach and Executive.

**MANITOBA PROVINCIAL RIFLE TEAM SMALLBORE**  
**COMMITTEE CRITERIA FOR SELECTION**

1. PARTICIPANTS MUST SIGN a Provincial Team Agreement, prior to the qualifying match in their chosen discipline.
2. Each participant will be validated by the scores shot in each of the disciplines (Match Rifle Prone, Match Rifle 3-Position, Sporting Rifle Prone, Sporting Rifle 3-position, and Air Rifle.) Placing will be determined by averaging out the scores shot in each of the disciplines.
3. Participants that have signed a team agreement are required to fully participate in both indoor and outdoor seasons, and must shoot the Provincial Championships in order to be considered for the traveling team. Exceptions for illness, injury or obligations to the National Team or Provincial Team will be considered by the Head Coach and Smallbore Committee.
4. A qualifying match will be a Shooting Federation of Canada sanctioned match for that discipline. The Manitoba Rifle Association will have a list of the qualifying matches for each discipline and whether it can be used toward Provincial qualifying scores.
5. The Smallbore Provincial Team will be chosen on the highest scores for each discipline in conjunction with recommendations from the Head Coach and the Smallbore Committee. The Team Selection Committee will resolve all conflicts. The Team Selection Committee decisions are final and cannot be appealed.
6. All of the above is subject to the team member taking responsibility to practice, train and compete in accordance with the "Manitoba Provincial Rifle Association-Smallbore Committee Team Members Agreement." A copy of this agreement is attached but is subject to change by motion by the Smallbore Executive and/or joint meeting with provincial team members.
7. The expiry of the team agreement coincides with the end of our Provincial Championships each year.

## **SMALLBORE COMMITTEE**

### **TEAM MEMBERS AGREEMENT**

As a representative of the Province of Manitoba, it is my intention to represent my club, association, province and the Shooting Federation of Canada with dignity and with a positive image both on and off the shooting range. With this in mind, **I understand and will conform to the following Manitoba Team guidelines, code of conduct, drug policy, athletic commitment and other obligations of the Manitoba Provincial Rifle Association Inc.,** the Head Coach and any other individuals who may be working on behalf of the Manitoba Provincial Rifle Association Inc.

### **ATHLETIC COMMITMENT**

1. I will adhere to a supervised training program as per the MPRA Head Coach or Delegate Coach, and will keep a training diary and competition log, either of which may be requested any time by the Head Coach or the Association.
2. I will participate in all designated MPRA sanctioned matches subject to paragraph 3 of the Rifle Team Smallbore Committee Criteria for Selection.
3. **I must notify the Match Director, one week prior to the match to state my intentions.** If I am unable to attend a team match or function, I must notify the Match Director, at least 48 hours prior to the event.
4. I shall attempt to please the press and never make statements **against any team member, coach, official or the MPRA,** and I am aware of the disciplinary action that will be taken. I will attend media events when called upon.
5. I shall at all times abide by the rules of the Manitoba Provincial Rifle Association Inc. and the Shooting Federation of Canada.
6. I will **pay my own expenses** in all team or individual activities with the understanding that the Manitoba Provincial Rifle Association-Smallbore Committee may obtain financial assistance for part of these activities.

7. **I will attend fundraising and promotional activities**, e.g.:  
Bingo, to help increase funds available for team funding.  
NOTE: consideration will be given for out of town members.

8. I understand that this agreement must be renewed yearly.

The Manitoba Provincial Rifle Association Inc. will not be held responsible for injuries or liable for any actions taken by team members, members, volunteers and officials.

## **DRUG POLICY**

The Manitoba Provincial Rifle Association Inc. Smallbore Committee totally prohibits the use of any banned drugs(s) as listed by the Canadian Center for Drug Free Sport, ISSF or the International Olympic Committee and The Shooting Federation of Canada.

### **WHAT IS DOPING**

Doping is defined as the deliberate or inadvertent use by an athlete, of a substance or method banned by the above organizations. Encouraging or assisting athletes to use such substances or methods is unethical, and therefore equally forbidden.

### **DOPING CONTROL**

Any athlete may be selected for Doping Control at any competition or training camp with no notice.

## **CONDUCT SUBJECT TO DISCIPLINARY ACTION**

- It is the responsibility of each participant to know and comply with competition rules applying to a competition, including all applicable rules and regulations of the particular discipline they compete in.
- Participants must conduct themselves in a sportsmanlike manner, demonstrating an ethical courteous behaviour to opponents, officials, and spectators when attending or participating in activities or competitions
- NO verbal or physical abuse at any competition to team officials, other athletes, spectators, fellow team members or other persons.

- Destructive behaviour resulting in damage to range, range equipment, living quarters, program facilities or other private or public property.
- Violation of curfew, if imposed by the person in charge of any program or activity.
- Inappropriate, indiscreet, or overindulgent use of alcohol, whether or not such use results in inappropriate behaviour. Use of alcohol in such a manner as to impair or jeopardize a team member's training or competition performance, or which results in embarrassment to the Manitoba Provincial Rifle Association Inc.
- Other misconduct unbecoming a participant, or detrimental to the sport.
- Aiding or abetting any conduct, or action, cited in the Code of Conduct.

### **DISCIPLINARY ACTION**

#### **INFRACTIONS**

If any athlete is found guilty of a breach of the By-laws, Policies or Procedures then disciplinary actions or punishment that may be taken are:

- Verbal reprimand or counseling. No record will be kept.
- Written reprimand, a record will be kept and may be considered in deciding disciplinary actions for any subsequent violations.
- Written reprimand and fine.
- Suspension of the member from Smallbore activities, competitions or events.
- Suspension from the Manitoba Provincial Rifle Association Inc.

#### **DRUGS**

Any athlete who commits doping infractions will be subject to the following penalties:

- Four years suspension for first offense.
- Lifetime suspension ban for the second offense.

## SMALLBORE TEAM AGREEMENT

I, the undersigned, have read and understand the Smallbore Provincial Team Agreement.

I hereby wish to advise the Manitoba Provincial Rifle Association Inc., Smallbore section of my intent to try out for the Provincial Smallbore Rifle Team(s). I agree to abide by the regulations and guidelines of the team agreement.

PLEASE PRINT

NAME: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TEL: res: \_\_\_\_\_ bus: \_\_\_\_\_ cell: \_\_\_\_\_

e-mail \_\_\_\_\_

MEMBERSHIP NUMBERS: MPRA: \_\_\_\_\_ SFC: \_\_\_\_\_

I will be trying out for the following team(s):

ISSF Rifle – Prone \_\_\_\_\_

ISSF Rifle – 3 Position \_\_\_\_\_

Sporting – Prone \_\_\_\_\_

Sporting 3 Position \_\_\_\_\_

ISSF Air Rifle \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

CONTACT IN EVENT OF EMERGENCY:  
\_\_\_\_\_

MB HEALTH NUMBERS: \_\_\_\_\_ (6 DIGIT) \_\_\_\_\_ (9 DIGIT)

FAMILY DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(If team member is under 18 years of age, parental consent is required)

Smallbore Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix 111.

## SPORT UMBRELLA EXPENDITURES POLICY

### DEFINITIONS

For the purposes of this policy,

<b>M.L.C.</b>	means the Manitoba Lotteries Corporation
<b>P.M.</b>	means the Province of Manitoba
<b>S.M</b>	means the Sport Manitoba Inc.
<b>Funding or funds</b>	means monies received from the S.M. through grants or directly from M.L.C. through bingos.
<b>Master Funding Agreement</b>	means the Master Funding Agreement for Sport Umbrella between the S.M. and the Province of Manitoba.
<b>Recipient</b>	means any sport organization that receives grants or bingo proceeds through the Master Funding Agreement.

### STATEMENT OF POLICY

Under the Master Funding Agreement, S.M. is responsible for allocating funds and bingo proceeds to recipients and for ensuring that the funds and bingo proceeds distributed are expended in accordance with the stated needs of the recipients as set out in their applications for funding. To fulfill this responsibility, S.M. will require the recipients to maintain proper books and records and to provide sufficient and reliable game plans to the S.M. to account for funds requested and to provide sufficient information to account for the funds expended in accordance with the following policy.

The stated needs of the organizations should be for the benefit of sport in the Province of Manitoba. The disposition of funds received shall be acceptable for the following:

1. Purchase or rental of equipment, furnishings and supplies.
2. Travel, accommodation and meal costs as set out in the S.M. "Travel Policy".
3. Wages, salaries and fees for services, if such expenses are an integral part of providing a benefit to sport and cannot be reasonably provided by voluntary effort and/or past practice.
4. Capital or rental costs as set out in the S.M. "Facility Development Policy".

The disposition of funds received shall not be acceptable for the following:

1. Wages, salaries and fees for services of volunteers.
2. Alcoholic beverages and restricted drugs.
3. Travel, accommodation and meal costs which have not been approved by Recipient Executive prior to incurring the costs.
4. "Out of Canada" travel, accommodation and meal costs which have not been approved by S.M. prior to incurring the costs. (To be submitted on the S.M. application)

## **PROGRAM FUNDING PLANS**

To assist sport organizations in their planning process, the S.M. is providing general guidelines for the expenditure of these funds.

The following areas are set out as some which sports may consider in developing their program needs:

### **Capital Expenditures**

Facilities	Refer to "Facility Development Policy"
Equipment Purchase	Should be duly noted as the property of the recipient
Research/Survey	

### **Program Expenditures**

Facilities/Equipment Rental	All contracts should be at arms' length. Related party transactions should be minimized and separately documented
Travel	Refer to "Travel Policy"
Sport Equipment & Clothing	Should be duly noted as the property of the recipient

### **Provincial Team Training**

Hosting/Hospitality	Should compliment the athletic image and not include alcohol
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### **Games Development**

Technical Costs	May include salary and other related costs. Must comply with the "Personnel Administration" program
Promotions & Public Relations	Should be seen to promote and develop the sport in Manitoba
Regional Sport Development Programs	Should be in co-ordination with the Regional Sport Associations

### **Administration Expenditures**

Meetings	Should be approved by the recipient
Professional Fees/Audit Fees	As required to meet funding requirements
Salaries	Must comply with the "Program Administration" program
General Sport Development	
Coaching and Officials Development	



## FACILITY POLICY

The S.M. Board of Directors approved the following recommendation on the subject of "Facility Development Policy",

That the Board of Directors adopt the following policy concerning the development of amateur sport community for the training of athletes and staging of athletic competition adheres to the following policy:

- 5) The primary role of the S.M. in facility development shall be that of an active advocate on behalf of its sport partners and the sport community in general.
- 5) The S.M. shall provide funding through its normal budget process to support the necessary research and planning required to fulfill the advocacy role.
- 5) Sport Partners and other Sport Associations receiving grants provided through S.M. may expend those funds on an annual basis towards:
  - 5) The renewal and upgrading of existing amateur sport facilities,
  - 5) Acquiring or construction of new facilities.

Providing that these projects are clearly established as priorities by the associations upon application to the S.M.

- 5) Sport Partners and other Sport Associations making application for grants may by choice accumulate funds "in trust" up to a maximum of five years for future expenditure towards the construction of new or improved amateur sport facilities providing these projects are prioritized with the application to S.M.
- 5) The S.M. may through its normal budgeting process allocate and expend funds for the purpose of acquiring or enhancing an "Administrative Centre Facility" concept.

## TRAVEL POLICY

The S.M. Board of Directors approved the following recommendation on the subject of "Travel Policy".

That the Board of Directors adopt the following policy concerning the expenditure of grants for travel purposes:

"The use of grants, for travel purposes, must relate directly to a recipient's goals and objectives, as laid out in their constitution, and must be either:

a) An integral part of the association's normal, on-going, developmental/organizational activities

or

b) an opportunity gained as a result of application or qualification to advance to, or attend, a superior level of training and/or competitive activity, sanctioned by the recipient.

Grants shall only be used for travel expenses when related to the delivery of a recipient's program, project, event or service. Grant revenue may be used to cover the costs of registration, transportation, meals and accommodation related to an actual activity or event. Only the expenses of participants and participating support personnel may be paid. Travel for social or recreational purposes is not considered to be an eligible use of grants.

Grants may be used for travel within Manitoba and Canada,

If extraordinary opportunities present themselves, grant revenue may be used for travel outside of Canada subject to prior approval by S.M. of an application submitted by the recipient".

This application must be submitted to SM. at least 10 days prior to the date of the event and must include the Sport Partner's meeting minutes showing:

- a) Approval of the individuals /clubs/ teams /groups traveling.
- b) Identification and approval of travel costs related to the event

"Out- of-Canada" Travel Application

This application must be submitted and approved for each trip "Out-of- Canada" prior to S.M. grant revenue being used towards travel costs. Please refer to the "Sport Umbrella Expenditure Policy Travel Policy" for details. This Application must be submitted 10 days prior to the date of the event.

Name of Sport Partner: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date Of Event: \_\_\_\_\_

Location of Event (s): \_\_\_\_\_

Provide a brief description of the event and benefits expected from the participation. (In the case of a competitive event, include verification that the event is sanctioned by the appropriate governing body).

Name of the Individual/Club/Team/Group involved \_\_\_\_\_

Number of Participants; travelling: \_\_\_\_\_ Number of support personnel: \_\_\_\_\_

Identify responsibilities of the support personnel: \_\_\_\_\_

Total estimated expenses:

Transportation (Air/van/personal car/ \_\_\_\_\_ ) \$ \_\_\_\_\_

Accommodation (\$ \_\_\_\_\_/days \_\_\_\_\_) \_\_\_\_\_

Meals (\$ \_\_\_\_\_/days \_\_\_\_\_) \_\_\_\_\_

Other exp. ( \_\_\_\_\_ ) \_\_\_\_\_

Other exp, ( \_\_\_\_\_ ) \_\_\_\_\_ \$ \_\_\_\_\_

Recovery: Participants \_\_\_\_\_

Association/Clubs/Leagues/ \_\_\_\_\_ \$ \_\_\_\_\_

Grant funds allocated ~ the event: \$ \_\_\_\_\_

\_\_\_\_\_ (Name of contact) \_\_\_\_\_ (Position in Association)

\_\_\_\_\_ (Telephone number) \_\_\_\_\_ (Date of application)

\_\_\_\_\_ President's Signature/Authorization

Date Received \_\_\_\_\_ Reviewed by \_\_\_\_\_ (Name) Approved ( yes/no )

Acknowledge forwarded to Association ( Date )