



**Alberta Federation of Shooting Sports**

**DELEGATE'S HANDBOOK**

**Revised: April 16, 2016**



## **What does the Alberta Federation of Shooting Sports do?**

Since 1974 the Alberta Federation of Shooting Sports has promoted, fostered and perpetuated all shooting sports in the Province. It provides administrative support/liaison between levels of government in obtaining funding for Alberta's organized and recognized shooting sports community. As well, AFSS Liaisons with other organizations to provide a medium for dealing with legislative issues, and in promoting shooting in general which has embarked on offering general safety-related programs to individual clubs. The Alberta Federation of Shooting Sports is represented by a voting delegate on the Board of Directors of the Shooting Federation of Canada.

The Alberta Federation of Shooting Sports office is located at  
11759 Groat Road, Edmonton, AB T5M 3K6  
Phone: 780-415-1775  
Fax: 780-415-1777  
E-mail: [afss@abshooters.org](mailto:afss@abshooters.org)  
Website: [www.abshooters.org](http://www.abshooters.org)

Hours of Operation: Monday thru Friday 9:00 a.m. – 01:00 p.m.

## **Who is the Alberta Federation of Shooting Sports?**

The Alberta Federation of Shooting Sports is a non-profit organization, which provides athlete and leadership programs both directly and indirectly (through the member discipline associations) to individual shooters/clubs. Each member discipline association is a registered society responsible for representing the development and enhancement of their recognized sport. Each member discipline has its own membership, board of directors, and organizational structure, through which administrative, leadership and athlete programs are delivered. **AFSS Members are:**

Alberta Black Powder Association (ABPA)  
Alberta Frontier Shootists Society (AFS)  
Alberta Handgun Association (AHA)  
Alberta International Skeetshooting Association (AISA)  
Alberta International Style Trapshooting Association (AISTA)  
Alberta Metallic Silhouette Association (AMSA)  
Alberta Full Bore Rifle Association (AFRA)  
Alberta Smallbore Rifle Association (ASRA)  
Alberta Sporting Clays Association (ASCA)  
Alberta Skeet Shooting Association (ASSA)  
International Practical Shooting Confederation-Alberta (IPSC)

## **How does our Membership work?**

**The Federation shall have one category of membership: Association Representative.**

**Representative Members (voting members)** – Provincial Associations shall be a member in good standing as an Alberta Federation of Shooting Sports Representative Member in Alberta if it:

- a) Consists of the Provincial Governing Body of its particular aspect of the shooting sports whose members reside throughout the province of Alberta and involves the use of firearms as per the Canadian Firearms Act.

- b) Meets the full requirements as a Representative Member as established by the Federation.
- c) Has been reviewed by the Federation's Board and the Society has recommended it for full status as a Representative Member.
- d) Is a Member in Good Standing with the Federation.

**Objectives of the Alberta Federation of Shooting Sports**

- To promote, foster and perpetuate the Shooting Sports in Alberta.
- To coordinate and assist, where possible, shooting competitions and championships in Alberta.
- To organize and administer those parts of Provincial Games insofar as they apply to the Shooting Sports.
- To speak as a united voice insofar as shooting Sports are concerned.
- To act as a liaison body between the government and the established provincial shooting organizations with regard to aiding the administration, financing and co-ordination of the activities of the bodies.
- To act as a liaison body between the Alberta Shooting Sports Associations and the National Shooting Organizations.
- To advocate, encourage and coordinate the design and construction of shooting ranges and auxiliary facilities to desirable specifications.
- To stimulate public opinion in favor of proper accommodation, adequate facilities and sufficient opportunities for the natural development of shooting as a major sport in Alberta.

**How does the Board of Directors work?**

The Alberta Federation of Shooting Sports operates with a Self Governance Board. This Board is responsible for making important decisions and implementing policies with guidance from the Staff. The Staff and his/her Assistant, other delegates and the Executive Committee implement management of all day-to-day affairs and future planning set out in the Bylaws of the Society.

**Board of Directors**

Yearly, affiliated associations appoint a delegate from within their membership to act as a representative on the Alberta Federation of Shooting Sports Board of Directors, which elects the Executive Committee.

**Executive Committee**

**President**

Responsible for the general and active management of the business the Federation is involved with and acts as a spokesperson to the public alongside the Staff.

**Vice President**

Responsible for performing the duties of the President when absent, acts as a liaison with special programs ongoing within Alberta, coordinates fundraising, research, plans and strategies to solicit donations.

**Treasurer**

Responsible for all financial affairs of the AFSS, preparation of long and short budgets and preparation and submission of all grant applications.

## **AFSS Paid Staff**

Administrative Assistant

### **What is your job as a Delegate?**

Responsibilities include:

- Be familiar with the work the Federation does.
- Attend meetings twice a year and exercise your right to express your viewpoint.
- Prepare a Year End Written Report on activities your Association was involved in during the year.
- Keep your Association informed of all activities the AFSS is involved in.
- Ensure that the AFSS Grant submissions are current and up-to-date (see section on Grant Reporting Expectations).
- Ensure all grant expectations are made available to the appropriate person(s) responsible for grant submission (Association President, Treasurer).

### **Each Delegate Agrees to:**

- Act honestly and in good faith, with the best interest of the Federation in mind.
- Commit to a definite minimum length of service, usually 12 months.
- Immediately indicate if there is a potential conflict of interest.
- Participate in all relevant training sessions and attend meetings when appropriate.
- Resign from the Board if unable to fulfil commitment as a delegate.
- Accept dismissal on grounds of poor attendance for Board Meetings and the Annual General Meeting.
- Not use for personal advantage, information gained during or after term of office.
- Support the growth and development of the AFSS.
- Never exercise authority as an AFSS Board member except when acting in a meeting with the full Board or as authorized by the Board.
- Know and support the organization's beliefs, vision, mission, target, and aims statements.
- Read pre-meeting material before each meeting.
- Be familiar with the policies of the Board.
- Be familiar with the minutes of the Board and assigned committees.
- Know the responsibilities and functions of the Board and its committees.
- Know who is authorized to sign cheques, and for what amounts.
- Monitor the community's response to the organization's programs and services.
- Participate in approving the annual budget, audit, annual financial report, and periodic financial statements.

### **The Alberta Federation of Shooting Sports agrees to:**

- Provide orientation, both initial and on-going training, and supervisory support for all delegates.
- Provide a written manual, updating changes.
- Be receptive to suggestions offered by the Delegates to improve the services of the Alberta Federation of Shooting Sports.
- Treat every Delegate as an equal partner ensuring that each volunteer's contribution to the AFSS Board is recognized and appreciated.

- Reimburse mileage for any delegate travelling more than thirty (30) kilometres one-way (see Board Member Meeting Expense Policy).

### **AFSS Grant Expectations**

In order for AFSS to be an effective partner, certain expectations will help insure that both partners realize maximum potential. As an Association/partner you are responsible to provide:

- The current year Executive List, complete with names, addresses and phone numbers.
- The current year Club Membership List, complete with our members name and area where they reside,
- Completion of a yearly Sport Questionnaire,
- The most current year-end financial report/statement,
- Year-end report of matches, club activities and special events.
- Association information, program summary and signed declaration (see attached example).
- Confirmation of yearly Society Annual Return - please ensure your copy is stamped "Paid by the Alberta Corporate Registries Office" (Proof of Filing).
- Description of programs offered to the membership.
- Pay the yearly membership fees as set by the AGM which may change from time to time.

**Deadline for these documents are to be received in the office no later than April 15th<sup>t</sup>. Failure to do so will result in a 25% penalty charge against all grants the first year. If the documents are not received in the office within the next year, membership will be cancelled.**

### **Preparing your application for processing**

This section applies to the person(s) submitting grant applications. All applications are required to follow this outline before forwarding your claims to the AFSS office:

1. Submit a Post Program Analysis report for each claim, except Canada Winter Games Program.
2. Complete an Expense Report
3. Summarize expense Report on Form D
4. Have claim approved by your Association President

Additional reminders:

- AFSS allows fifty cents (.50) per km for vehicle mileage – receipts not required
- As per attached original receipt, a maximum of ninety dollars (\$90.00) per night for accommodation.
- AFSS will reimburse up to thirty-five dollars (\$35.00) daily for meals – receipts not required
- Present the information as indicated above.

Funds will be disbursed in the following areas:

## **Alberta Federation of Shooting Sports Grant Programs:**

### **Athlete Development Program**

**Sport Outreach** - sport opportunities that provide qualified instructors to introduce a shooting discipline to the community or assist in the upgrading of athletes.

**Talent Identification** - opportunities (camps, scouting, testing) whereby athletes can engage in the progressive screening of athletes who display the greatest potential for excellence; i.e., picking team players from match trials.

**Training High Performance Athletes** - conducting training camps/competitions for ongoing development of high performance athletes (i.e. Mental Training Clinic).

**Canadian Championships** - support for the expense that clubs incur while representing Alberta in sanctioned Canadian Championships (i.e. National Championships).

### **Leadership Development**

*Available to all Associations upon written request by the Provincial Shooting Sports Association*

**Coaching Clinics** - opportunities to provide coaches with specialized training/clinics, in addition to the NCCP and Master Coach program (i.e. NCCP - Technical Courses, National Coaches Seminars, SFC Course Conductors and Master Coaches).

**Officials Clinics** – funding opportunities for Range Officials, scoring judges and other officials to upgrade their skills.

### **Hosting Grant**

Available to all Associations upon application process. Grants awarded per year (subject to change based on budgetary needs).

### **High Performance Program**

This program is designed to provide financial assistance to Game Plan Disciplines (AHA, AISTA, AFRA, ASRA, AISA) High performance athletes in Alberta, in order that they may achieve national team ranking and team Game Plan sports, as well as those sports that participate in world championships or a recognized international equivalent.

(Sports recognized in this latter category must have a sanctioned world or equivalent international championship that is held at least bi-annually.)

### **Canada Winter Games Program**

Financial assistance given to Alberta Handgun and Alberta Smallbore Rifle Association's who manage the Junior Airgun Program participating in the Canada Winter Games. Athletes selected for the Pistol and Rifle Teams have the opportunity to participate in events such as training camps and competitions leading to their preparation for the Canada Games.

**Alberta Handgun Association and Alberta Smallbore Rifle Association are the only Provincial Shooting Sports Associations who qualify for this grant.**

## **Other Grant Sources**

Other Grant Opportunities are available for Associations needing support for hosting, equipment, summer staff, training camps, etc. Clubs applying for these grants are responsible for preparing the application and submitting it to the appropriate funder. The Alberta Federation of Shooting Sports cannot submit applications on your behalf; but can only act as an adviser and assume no responsibility for lost or misdirected applications. If you are unsure about applying for these grants, contact the office for assistance.



### **Alberta Sport Connection**

10055 106 Street Northwest, Suite 500

Edmonton, AB T5J 1G3

Telephone: (780) 415-1167 Fax: (780) 415-0308

[www.albertasport.ca](http://www.albertasport.ca)

The Alberta Sport Connection manage and assist in the implementation of Multi-sport programs that maximize the participation and performance of Albertans. Please contact Adam Sollitt by:

Email: [adam.sollitt@albertasport.ca](mailto:adam.sollitt@albertasport.ca)

Phone: 780-427-5132 Fax: 780-415-0308

Web site: <http://www.albertasport.ca/sport/coaching-development/about-nccp.aspx>

Please also visit the Coaching Association of Canada's web site at [www.coach.ca](http://www.coach.ca)

## **NCCP Overview**

The National Coaching Certification Program (NCCP) is a coach training and certification program for all coaches in more than 60 sports. The NCCP has moved towards a competency-based approach where coaches are:

- Trained in NCCP outcomes relevant to the participants that they are coaching;
- Evaluated by demonstrating coaching outcomes to a specified standard.

### **Competencies & outcomes**

**Five core competencies are woven into the training and evaluation components of the NCCP. They are:**

1. Valuing
2. Interacting
3. Leading
4. Problem-solving
5. Critical thinking

**These core competencies are integral to the seven generic coaching outcomes which are:**

1. Make ethical decisions
2. Provide support to athletes in training

3. Plan a practice
4. Support the competitive experience
5. Analyze performance
6. Design a sport program
7. Manage a program

The new structure of the NCCP is based on the participant's needs, which are identified within streams and contexts:

<u>Community Sport Stream</u>	<u>Competition Stream</u>	<u>Instruction Stream</u>
Initiation Context	Introduction	Beginners Context
Ongoing Context	Development	Intermediate Context
	High Performance	Advanced Performers

Please see the documents illustrating the new NCCP model, and Multisport Modules for Competition – Introduction Part A & B.

Competition - Development Modules include:

- Developing Athletic Abilities
- Prevention & Recovery
- Leading Drug Free Sport
- Managing Conflict
- Coaching and Leading Effectively
- Psychology of Performance

## NCCP Training & Certification Overview

The new NCCP model defines a coach as:

- ***In training*** when some required training has been completed
- ***Trained*** when all required training is complete.
- ***Certified*** when all training and evaluation requirements have been met.

The new NCCP model distinguishes between training and certification. Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context as defined by the sport. However, to become certified in a coaching context, coaches must be evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training, and support to participants in competition.

Certified coaches enjoy the credibility of the sporting community and of the athletes they coach because they have been observed and evaluated “doing” what is required of them as a competent coach in their sport. They are recognized as meeting or exceeding the high standards embraced by more than 60 national sport organizations in Canada. Fostering confidence at all levels of sport, certification is a benefit shared by parents, athletes, sport organizations, and our communities.



## What do I need to be able to do?

Within each context, coaching outcomes are defined by the Shooting Federation of Canada (SFC) and the National Coaching Certification Council (NCCC) that clearly outline what a coach must be able to do in order to meet the needs of participants in that context.

Contact the Shooting Federation of Canada to find out what context is relevant to you and what you need to do to get trained and achieve accreditation.

Each sport and province/territory determines their own fee structure for the NCCP learning experiences. Contact your Provincial Sport Association for details on the sport specific learning experiences.

## Course Information

For more information on the program, please visit the Coaching Association of Canada's web site for the NEW NCCP [www.coach.ca](http://www.coach.ca)

Lost your coaching certification number or require clarification or proof of your coaching certification, please contact; [ngillespie@coach.ca](mailto:ngillespie@coach.ca) or phone Coaching Association of Canada at 613-235-5000 or Coach Services at [coach@coach.ca](mailto:coach@coach.ca)

## Hosting Program

Alberta Games and Marketing Section  
101, 525 - 11 Avenue SW  
Calgary, AB T2R 0C9  
Phone: 403-297-2909  
Fax: 403-297-6669

<http://www.cd.gov.ab.ca/asrpfw/programs/funding/hosting/index.asp>

The purpose of the Hosting Program is to encourage the development of sport, recreation, parks and wildlife programs by providing financial support to communities and associations to assist them in hosting major events thereby promoting economic growth throughout the province.

## Eligibility

- Applications will be accepted for the following **Sporting Events**:
  - World Championships -
  - World Cups/International Events -
  - Canadian/North American Championships/Cups -
  - Western Canadian Championships/Cups -
  - Pre-event expenses and bid preparation for Multi Sport Events - Olympic Games, Pan Am Games, Commonwealth Games as well as International Championships and Events
  - **Non Sporting Events**
  - International Events
  - Canadian/North American Events -
  - Western Canadian Events –
  - **AGMs, Seminars etc.**
  - based on number & origin of delegates

- **International Championships and Events** are sanctioned by the International governing body. In the case of a sporting event, the international body will declare an international champion or the event will lead to the declaration of an international champion.
- **Canadian/North American Championships and Events** are those that include representation from **no less than seven provinces/territories/states**. (Teams or individuals may have earned the right through playoffs to represent more than one province, territory/state) In the case of a sporting event, a Canadian or North American Champion is declared for that year. Such events require sanction by the National Organization.
- **Western Canadian Championships and Events** are those that include representation from **no less than four provinces/territories**. In the case of a sporting event, a Western Canadian Champion is declared for that year. Such events require sanction by the Provincial Association.

Amount based on event being hosted – Maximum \$40,000 awarded to one sport group in a fiscal year.

Applications will be reviewed on their individual merit based on the objectives of the ASRPWF, the financial resources available, and the following parameters:

- Funding amounts are **maximum** levels and may be adjusted depending on the number of applications received.
- Priority will be given to programs for the development of youth.
- Events receiving funding must be open events that are not restricted to members of a certain group or club. Standards, age categories or categories of disability may be established for such events.
- If more than one Alberta group is bidding to host the same event, funding may be available only after the Alberta representative has been determined.
- Annual community based or provincial events are not eligible for funding.
- Priority will be given to applicants that have not received hosting funding in previous years.
- Financial assistance towards pre-event expenses and bid preparation will constitute a portion of the total hosting funding if the bid is successful.
- Funding totaling \$30,000.00 is the maximum awarded to any one sport, association or group in any fiscal year.

## Coach and Official Initiatives

The new Coach and Official Development Initiatives provide opportunities to further coaching and officiating development in Alberta. These initiatives parallel the priorities identified in both the Alberta Sport Plan and the Federal-Provincial/Territorial Priorities for Collaborative Action that was developed as part of the Canadian Sport Policy. The initiatives are:

***Above and Beyond*** provides support to coaches and officials to pursue educational or developmental opportunities.

***Visitation*** provides support to Provincial Sport Associations and their clubs to offset travel and accommodation costs to host an out of province or out of country coach or official.

## Development Initiatives Program

Marvin Dobish, Sport Consultant

Sport Consultant

10055 106 Street Northwest, Suite 500

Edmonton, AB T5J 1G3

Phone: (780) 644-3616

e-mail: [marvin.dobish@gov.ab.ca](mailto:marvin.dobish@gov.ab.ca)

### Purpose of the Program

The purpose of the **Development Initiatives Program** is to provide support to Albertans working in the areas of sport, recreation, parks and wildlife for project and program related endeavors.

### Eligibility - Who Can Apply?

Eligible applicants include, but are not limited to:

1. Community not-for-profit groups registered (and in good standing) under one of the following:
  - Societies Act
  - Agricultural Societies Act
2. Non-registered not-for-profit groups providing up to date financial statements and support documentation
3. Municipalities, First Nations and Métis Settlements
4. Educational institutions
5. Individuals
6. Organizations and individuals conducting research.

### For-profit organizations will not be considered for funding.

Application deadlines are January 1, May 1 and October 1 each year.

For further information, please download the application form.



The Community Facility Enhancement Program is funded by the Alberta Lottery Fund. More information on lottery-funded programs is available at [www.albertalotteryfund.ca](http://www.albertalotteryfund.ca).

Each year thousands of non-profit, volunteer organizations in Alberta require funding for a variety of projects and initiatives. This year, the Alberta Lottery Fund will re-invest \$1.5 billion in communities across the province. Some of this funding is available to these organizations through various lottery-funded grant programs.

For example, the Alberta Gaming and Liquor Commission administer the Community Facility Enhancement Program (CFEP), and the Community Initiatives Program (CIP). The five other foundations fall under the Ministry of Tourism, Parks, Recreation and Culture: Alberta Sport, Recreation, Parks and Wildlife Foundation, Alberta Foundation for the Arts, Wild Rose Foundation, Alberta Historical Resources Foundation, and the Human Rights, Citizenship and Multiculturalism Education Fund.

Community Facility Enhancement Program  
Alberta Tourism, Parks, Recreation and Culture

50 Corriveau Avenue  
St. Albert, AB T8N 3T5  
Tel: 1-800-642-3855  
Fax: (780) 447-8903



## Community Facility Enhancement Program

The Community Facility Enhancement Program (CFEP) provides financial assistance to build, repair, renovate or otherwise improve Alberta's extensive network of community-use facilities.

### Applicants:

- Community non-profit groups (see list of registry qualifications in application)
- Community organizations that are not registered may have a sponsor apply on their behalf (see application)
- Social Services Sector, and Regional Children's Authorities
- Municipalities
- First Nations and Métis Settlements

The CFEP application form can be downloaded and printed, and submitted anytime throughout the year. Visit:  
<http://albertalotteryfund.ca/pdf/alf/CIP.pdf> <http://albertalotteryfund.ca>



**Community**  
Initiatives Program

## Community Initiatives Program

The Community Initiatives Program (CIP) provides funds from the Alberta Lottery Fund to enhance and enrich project-based community initiatives throughout Alberta. Funding is based on local needs and priorities, in accordance with provincial guidelines.

### Applicants:

- Community non-profit groups (see list of registry qualifications in application)
- Community organizations that are not registered may have a sponsor apply on their behalf (see application)
- Social Services Sector, and Regional Children's Authorities
- Municipalities
- First Nations and Métis Settlements The CIP application form can be downloaded and printed, and submitted anytime throughout the year. <http://albertalotteryfund.ca>

**DELEGATE'S AGREEMENT**

I, \_\_\_\_\_ have received the Delegates Package for the Alberta Federation of Shooting Sports. I fully understand that in accepting the Delegates position on the Board of Directors, I am required to abide by the procedures and regulations as outlined in this package and perform my duties in a responsible manner.

\_\_\_\_\_  
Delegate

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date