

# **SASKATCHEWAN SAILING CLUBS ASSOCIATION**

## **2016-2020 LONG RANGE PLAN**

*Mission Statement:*

*The Mission Statement of the Saskatchewan Sailing Clubs Association is to promote and support the development of sailing as a recreational pastime and a competitive sport in partnership with the member clubs.*

**Effective November 1, 2015**

# SASKATCHEWAN SAILING CLUBS ASSOCIATION

## 2016-2020 LONG RANGE PLAN

### I. ADMINISTRATION

#### **Strategic Statement:**

**The strategy of the administration component of the Saskatchewan Sailing Clubs Association is to ensure that services to the member clubs are provided in a timely and cost-effective manner. Emphasis will be given to human resources, financial management and communications.**

- (a) Human Resources
  - (i) Goal Statement:  
Ensure adequate, qualified staff resources are available to provide for office operations and information flow.
  - (ii) Objective/Action Statement:  
Annually review staff resources and identify any required changes or additions.
- (b) Finances
  - (i) Goal Statement:  
Ensure that the financial affairs of the SSCA are conducted in an efficient, effective and prudent manner.
  - (ii) Objective/Action Statement:  
Provide appropriate financial information at Board Meetings so that all Directors have a clear understanding of the finances of the SSCA.
  - (iii) Objective/Action Statement:  
Assess budget development, modification and implementation procedures with the intent of codifying the process for future application.
- (c) Office Operations
  - (i) Goal Statement:  
Develop and maintain integrated information databases on membership, programs and budget that can be used to improve administration of programs and services.
  - (ii) Objective/Action Statement:  
Maintain an up-to-date written inventory of office equipment, computer hardware and software. This will be reviewed annually, and evaluated in relation to needs, to ensure the administrative system is efficient and integrated.

- (iii) Objective/Action Statement:  
Maintain membership lists containing names, addresses, Club affiliations, and age ranges as prescribed by SSI.
- (d) Constitution and Bylaws
  - (i) Goal Statement:  
Ensure that the constitution and bylaws are responsive to changes in the sport and administration of the sport.
  - (ii) Objective/Action Statement:  
Review and update if required the constitution, bylaws, policies and procedures, at least annually.

## II. CAPACITY AND INTERACTION

### **Strategic Statement:**

**The SSCA will be responsive to the needs of the member Clubs, providing direction and support for the development of the sport in Saskatchewan.**

- (a) Long Range Plan Maintenance and Evaluation
  - (i) Goal Statement:  
Ensure that the long-range plan is reviewed and updated on an annual basis if required.
  - (ii) Objective/Action Statement:  
The SSCA Executive will regularly review the long-range plan and discuss possible changes as needed with Commodores at the SSCA Annual General Meeting.
- (b) Communication
  - (i) Goal Statement:  
Maintain communications among the SSCA Executive, the Sailing Clubs, and the membership.
  - (ii) Objective/Action Statement:  
The SSCA website will continue to be updated.
  - (iii) Objective/Action Statement:  
The SSCA will develop regular and systematic e-mail communication to Club Executive members including Commodores, Treasurers and Sailing School Coordinators.

- (c) Policy and Procedure Manual Development/Maintenance
  - (i) Goal Statement:  
Develop, maintain and update an administrative policy and procedures manual.
  - (ii) Objective/Action Statement:  
Review policies and procedures on an annual basis.
- (d) Organization Structure
  - (i) Goal Statement:  
Ensure the structure and roles of the SSCA Executive and committees reflect the needs of the association and of the membership.
  - (ii) Objective/Action Statement:  
Consider for review annually.

### III. PARTICIPATION

**Strategic Statement:**

**The SSCA will maintain a series of programs to encourage the development of sailing in partnership with member clubs. Emphasis will be on recreational and competitive sailing. Efforts will focus on developing sailing at the grass- roots level.**

- (a) Mobile Sailing School (MSS)
  - (i) Goal Statement:  
Continue to offer the MSS, including the Opti School, to Clubs and other interested groups.
  - (ii) Objective/Action Statements:  
Identify potential sailing coaches and refer them to training programs for certification.
  - (iii) Objective/Action Statement:  
Recognize the importance of the MSS, including the Opti School, to the development of sailing in Saskatchewan.
  - (iv) Objective/Action Statement:  
Continue to examine policies and procedures with respect to the MSS and modify as circumstances require.
  - (v) Objective/Action Statement:  
Evaluate the MSS by the use of questionnaires and on-site visits by Executive members.

- (vi) Objective/Action Statement:  
Implement the *MSS Coach's Manual* and update as necessary.
- (b) Officials Development
  - (i) Goal Statement:  
Initiate an officials development program to develop Race Officers and Judges.
  - (ii) Objective/Action Statement:  
Ensure that each club continues to support development of race management officials at every level.
  - (iii) Objective/Action Statement:  
Increase the number of race officials.
  - (iv) Objective/Action Statement:  
Develop programs to attract, train and retain race officials at all levels.
- (c) Athlete Development
  - (i) Goal Statement:  
Develop a community awareness program to encourage participation in sailing events and athlete development in each of the (9) provincial zones.
  - (ii) Objective/Action Statement:  
Conduct Mobile Sailing Schools at member clubs and encourage/consider requests by other organizations.
  - (iii) Objective/Action Statement:  
Develop the Optimist fleet by providing an Opti School at every Club that requests one and by establishing a Provincial Optimist Championship to be held annually.
- (d) Competition
  - (i) Goal Statement:  
Ensure that each club has adequate equipment, officials, rescue personnel, coaching and facilities to host one open regatta of a competitive nature per year.
  - (ii) Objective/Action Statement:  
Encourage and support each club in hosting at least one annual open regatta.  
Continue discussion about how best to do this at Board Meetings and the AGM.

- (e) Under-represented populations
  - (i) Goal Statement:  
Promote sailing among persons with disabilities and among native youth.
  - (ii) Objective/Action Statements:  
Provide financial support to the sailing club for the disabled (Wings on my Wings Sailing Club) to enable them to promote sailing for athletes with disabilities.
  - (iii) Objective/Action Statement:  
Develop the 2.4 mR class for sailors with disabilities through the program at Blackstrap Sailing Club and by encouraging participation at Club regattas.
  - (iv) Objective/Action Statement:  
Encourage participation in the Mobility Cup.
  - (v) Objective/Action Statement:  
Promote sailing instruction to native youth through the Outdoor Education program which includes inner-city schools.
- (f) Emergent groups
  - (i) Goal Statement:  
Recognize and accommodate emerging groups or classes, such as kiteboarding.
  - (ii) Objective/Action Statement:  
In consultation with groups such as the Saskatchewan Wind Riders Club, determine the current state of these aspects of sailing in Saskatchewan and develop programs to further their development.

#### IV. EXCELLENCE

##### **Strategic Statement:**

**The SSCA will implement sailing development programs that produce athletes competitive at the national level (e.g. Canada Games).**

- (a) Coaching Development
  - (i) Goal Statement:  
Provide high-quality coaching for youth and provincial team members.
  - (ii) Objective/Action Statement:  
Have a Provincial Coach accredited as a Competition Development Coach.

- (b) Athlete Development
  - (i) Goal Statement:  
Implement programs to develop athletes in all Canada Games classes to their highest potentials.
  - (ii) Objective/Action Statements:  
Develop a system of athlete identification to encourage youth to try out for the provincial team.
  - (iii) Objective/Action Statement:  
Schedule events to maximize participation.
  - (iv) Objective/Action Statement:  
Encourage competition inter-provincially and at the national level.
- (c) Athlete Assistance
  - (i) Goal Statement:  
Encourage students and young persons to participate in the sport of sailing on a competitive basis by ensuring some funding assistance through the Athlete Assistance Program and to ensure that the persons who participate in the program are actively pursuing a position on the provincial sailing team and/or the national sailing team.
  - (ii) Objective/Action Statement:  
Develop sound criteria for persons eligible for athlete assistance program evaluation.
- (d) Program Evaluation
  - (i) Goal Statements:  
Develop a system to review the coach's performance, obligations and duties annually.  
Allow athletes, parents and member clubs to provide input into the evaluation of the Saskatchewan Sailing Team and the Excellence program.
  - (ii) Objective/Action Statement:  
The SSCA President will assist the Provincial Coach to develop an annual Work Plan as a basis for annual performance review.
  - (iii) Objective/Action Statement:  
The Provincial Coach will hold a pre-season meeting with athletes and parents.
  - (iv) Objective/Action Statement:  
A post-season questionnaire will be developed for athletes and parents.