

Ontario Provincial Trapshooting Association

By-laws

As amended most recently by the membership by vote

July 9, 2023

By-Law #1

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Section 1 – General

1.01 Definitions

In this By-law, unless the context otherwise requires:

- a. “Act” means the Not-for-Profit Corporations Act, 2010 (Ontario), and where the context requires, includes the regulations made under it, as amended or re-enacted from time to time.
- b. “Association” is the Ontario Provincial Trapshooting Association (OPTA) that passed these By-laws under the Act.
- c. “ATA ” is the Amateur Trapshooting Association, the parent organization for the OPTA, located at 1105 East Broadway Street, PO Box 519, Sparta Illinois 62286. Its purpose is to promote and govern the sport of amateur trapshooting throughout the world.
- d. “Board” means the Board of Directors of the Association.
- e. “By-laws” means this By-law, including the schedules to this By-law, and all other By-laws of the Corporation as amended and which are, from time to time, in force.
- f. “Chair” means the Chair of the Board.
- g. “Committee” means a group set up to achieve certain objectives of the Corporation and may have authority granted by the Board of Directors that binds the Corporation.
- h. “Director” means an individual occupying the position of Director of the Corporation by whatever name that person is called.
- i. “Member” means a Member of the Association.
- j. “Members” means a collective membership of the Association.
- k. “Officer” means the President, Vice-President, Secretary or Treasurer of the Association.
- l. “OCS” is the Ontario Council of Shooters, Inc. and is the sole representative for sport shooting in the province for all matters relating to national and international shooting bodies and is located at 5600 Old Scugog Road, Box 118, Hampton, Ontario.
- m. “OPTA” is the Ontario Provincial Trapshooting Association.

- n. "Registered Competition" means a trapshooting event which is sanctioned by the ATA and approved by the OPTA for which the individual scores of Members are submitted to the ATA to maintain records of performance.
- o. "Registered Shoot" means a Registered Competition.
- p. "Quorum" for the purposes of Membership voting is ten (10) percent of the membership in person or by proxy, and for a Board meeting is at least half of the Directors.
- q. "Registered Target" is any target thrown during a Registered Competition.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the Not-for-Profit Corporations Act of Ontario (2010) (Act) shall have the meaning given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or Act, the provisions contained in the Articles or Act shall prevail.

1.04 Location of Head Office

The head office of the Association shall be in the City of St. Thomas in the province of Ontario. This location may be changed from time to time by majority vote of the Board.

1.05 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Association may be signed by any two of its Directors, provided at least one is an Officer. In addition, the Board may from time to time direct the manner in which, and the person by whom, a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal to the document. Any Director or Officer may certify a copy of any instrument, resolution, By-law or other document of the Association to be a true copy thereof.

Section 2– Directors

2.01 Election and Term

Any Ontario resident who is a member in good standing of the ATA and the OPTA for at least the last two (2) consecutive years and has registered at least 600 targets in the current year and the prior four (4) years, shall have the privilege of standing for office, subject to the approval of the Nominating Committee of the Board. The Directors shall be elected by the Members at the Annual General Meeting by ballot, hand vote, or acclamation.

The Board of Directors will comprise at least seven (7), and a maximum of ten (10) Directors.

The term of office of the Directors shall be two (2) years from the date of the meeting at which they are elected until their successors are duly elected or appointed and assume office. Directors may be elected for successive terms.

2.02 Election of Officers and Term

The Officers of the Association shall be: a President, who will also be the Chair; a Vice-President; a Secretary; and, a Treasurer.

The Officers will hold office for one year, or until their successors have been appointed and assumed office.

They will be appointed annually by the Directors at a meeting of Directors within fifteen (15) days following the Annual General Meeting.

2.03 Election of the Provincial Delegate and Alternate Delegate

The criteria for election as Provincial Delegate or Alternate Delegate are:

- actual physical residence within the boundaries of Ontario;
- in receipt of a life membership certificate from the ATA;
- a member in good standing of the OPTA;
- ATA member in good standing for at least five (5) consecutive years;

- active participation as evidenced by registration of at least 3,000 targets total (Single, Handicap, and Doubles combined) in current and previous four (4) years, and of at least 500 targets each year in the current and previous four (4) years; and,
- shall not have been suspended within the prior five (5) years or for a period of one (1) year or more.

Target registration may be waived for shooters with an extensive target history who, because of documented physical problems, are not currently able to participate. The criteria may change from time-to-time as determined by the ATA.

The Delegate, or Alternate Delegate in the Delegate's absence, in a properly called meeting, constitute the Board of Directors of the ATA and as such have the responsibility of overseeing the operations of the ATA.

The Provincial Delegate to the ATA and the Alternate Delegate shall be elected by a majority vote of Members in good standing in the OPTA at a meeting to be held at the Annual Provincial Shoot.

The ATA delegate is an ex-officio member of the Board and is entitled to vote. In the ATA Delegate's absence, the Alternate may assume the Delegate's role and vote on the Delegate's behalf.

2.04 Vacancies

The office of a Director shall be vacated immediately if the Director:

- a. resigns office by written notice to the Secretary, which resignation shall be effective at the time it is received by the Secretary or at the time specified in the notice, whichever is later;
- b. dies or becomes bankrupt;
- c. is found to be incapable of managing property by a court or under Ontario law;
- d. is removed by a resolution passed by at least a majority of the votes cast by the Members at any meeting of the Members removing the Director before the expiration of the Director's term of office;

- e. is removed by a majority vote of directors for dereliction of duty; or,
- f. has membership terminated under 8.04 of the By-laws.

2.05 Filling Vacancies

A vacancy on the Board shall be filled as follows:

- a. a quorum of Directors may fill a vacancy among the Directors;
- b. if there is not a quorum of Directors, or there has been a failure to elect the minimum number of Directors set out in the Articles, the Directors in office shall, without delay, call a Special Meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
- c. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and,
- d. by a majority vote of Members, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director.
After that, the appointee shall be eligible to be elected as a Director.

2.06 Duties

The Board of Directors shall have general charge of the affairs of the Association and may properly assume such other duties as are not specifically assigned to or performed by any other committee or Officers.

2.07 Committees

Committees may be established by the board as follows:

- a. the Board may appoint from their number a managing Director or a Committee of Directors and may delegate to the managing Director or Committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and,
- b. subject to the limitations on delegation set out in the Act, the Board may establish any Committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such Committee. The Board may dissolve any Committee by resolution at any time.

2.08 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director, provided that Directors may be:

- a. reimbursed for reasonable expenses they incur in the performance of the Director's duties; and,
- b. paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Association in their capacity as Directors, provided that the amount of any such remuneration or reimbursement is:
 - a. considered reasonable by the Board;
 - b. approved by the Board for payment by resolution passed before such payment is made; and,
 - c. in compliance with conflict-of-interest provisions in the Act.

Section 3 – Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, Vice-President or any two Directors at any time and any place on notice as required by this By-law.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this By-law to every Director of the Association not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none object to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Association.

3.04 Chair

The Chair shall preside at Board meetings. In the absence of the Chair, the Vice-President shall preside. If the President and the Vice-President cannot attend said meetings, a quorum of at least half of Directors present shall choose one of their number to act as the Chair.

3.05 Voting

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

If the Directors believe a particular motion requires unanimous approval by the Board, any absent Directors can be contacted by the Secretary via mail, email, or telephone to obtain their vote on the motion. A Director's vote so obtained, must be in writing and clearly be from that Director (a response by email would qualify as evidence of the Director's vote).

3.06 Participation by Telephone or Other Communications Facilities

If all the Directors participating consent, a Board meeting may be held by telephone, electronic or other communication facilities that permit all persons participating in the meeting to communicate adequately with each other at the same time. A Director participating by such means is deemed to be present at that meeting.

Section 4 – Financial

4.01 Banking

The Board shall from time to time designate the bank in which the money, bonds or other securities of the Association shall be placed for safekeeping by resolution. Such account is to be exclusively used to transact Association business and must be explicitly identified in the minutes or other records of the Association.

4.02 Financial Year

The financial year of the Association ends on August 31 in each year or on such other date as the Board may from time to time determine by resolution to coincide with the fiscal year of the ATA.

4.03 Audit

In compliance with the Act, the Association's financial records will be reviewed annually by a person permitted to do so under the *Public Accounting Act, 2004*, who must be independent of the Board.

The review will generally be a review engagement provided the Association's income qualifies for such a review. The Board of Directors will cause an audit of the financial statements at least triennially or earlier for cause.

4.04 Extraordinary Assessment

Should the Association's funds become exhausted, or funds be needed for extraordinary purposes, an equal assessment on all members may be levied provided such assessment is approved by a majority vote of Members at an Annual General Meeting or at a Special Meeting duly called for this purpose.

4.05 Funding and Accountability

a. Amateur Trapshooting Association

The OPTA is an associate member of the ATA. The ATA is organized under the Corporate Laws of the State of Illinois as a not-for-profit charitable corporation with the responsibility for promoting and governing the sport of amateur trapshooting throughout the world. The ATA has jurisdiction over all affiliated Associations.

Shooters in various states and provinces are organized into State and Provincial Associations, which, under the auspices of the ATA, control shooting in their respective territory and conduct State and Provincial championship tournaments. Shooters pay fees to the ATA and to the Association. The Associations receive assistance from the ATA for competitions in the form of trophies and cash refunds. Currently, the refund is \$3.00 US per member and can be adjusted by the ATA periodically.

The ATA formulates all of the rules relevant to shooting registered targets to ensure consistency and fairness to all shooters regardless of which affiliated club conducts a competition. The OPTA is accountable to the ATA for ensuring all registered competitions are conducted in accordance with ATA requirements and comply with all ATA rules.

b. Ontario Council of Shooters

The OPTA is a member of the Ontario Council of Shooters (OCS). The OCS is an association of volunteers dedicated to providing leadership in the growth and development of target shooting sports across various target shooting disciplines for all Ontarians.

The OPTA pays the OCS an annual flat rate as an Association to fund its activities. As a member of the OCS, the OPTA supports the OCS's values of accountability, excellence accessibility, innovation, fairness, respect and integrity, and implements the policies necessary to support those values. These policies are included in Schedule F and may change from time to time as determined by the Board of directors of both organizations.

The OCS in turn generates revenue by seeking opportunities in funding, grants and sponsorships which is allocated to the member organizations by a specified formula.

The OPTA is accountable for the funds provided by the OSC in a fiscally responsible and transparent manner.

Section 5 – Officers

5.01 Officers

The Board shall appoint from among the Directors: a President; Vice-President; Treasurer; and, Secretary at the first meeting following the Annual General Meeting of the Association. The office of Treasurer and Secretary may be held by the same person and may be titled the Secretary/Treasurer. The office of Chair and President may also be held by the same person. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

The Vice-President, in the absence of the President, shall discharge the duties of the President.

The Secretary and the Treasurer may receive a monthly stipend for their work on Association business. Such amount will be reviewed annually by the Board of Directors and may be adjusted by a majority vote of the Board.

5.02 Office Held at the Board’s Discretion

Any Officer shall cease to hold office upon resolution of the Board.

5.03 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance on any or all of such duties.

5.04 Duties of the Chair

The Chair shall perform the duties described in Sections 3.04 and 9.05 and such duties as may be required by law or as the Board may determine from time to time.

5.05 Duties of the President

The President shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

5.06 Duties of the Treasurer

The Treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

5.07 Duties of the Secretary

The Secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

Section 6 – Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is liable for:

- a. the acts, neglects or defaults of any other Director, Officer, or committee member through the insufficiency or deficiency of title to any property acquired by resolution of the Board or on behalf of the Association; or,

- b. the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Association shall be placed out or invested; or,
- c. any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any monies, securities, or effects shall be lodged or deposited; or,
- d. any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided they have:
 - a. Complied with the Act and the Association's Articles and By-laws; and,
 - b. Exercised their powers and discharged their duties in accordance with the Act and the By-laws of the Association.

The legal fees for any Director who is sued for activities undertaken by the Association, other than for fraud or criminal activities, shall be assumed by the Association. This applies after the Director's term has expired provided the litigation commenced over an action that occurred during that individual's term and that person is named in the litigation.

The Association will acquire insurance, such as errors and omissions coverage, to protect the Directors from civil liability arising as a result of their participation on the Board of the Association.

Section 7 – Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction or proposed contract or transaction with the Association, shall make the disclosure required by the Act. Except as provided by the Act, no such Director

shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Section 8 – Members

8.01 Members

Any resident of Ontario, who is not legally prohibited from being in the vicinity of firearms, and is a member in good standing of the ATA, can become a member of the Association.

The Board of Directors reserves the right to refuse any individual entry in the Association for cause.

8.02 Membership

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act. Becoming a Member of the Association is deemed confirmation that the individual will observe the By-laws and Rules of the Association and will be subject the Disciplinary proceedings for failing to fulfill this commitment.

8.03 Membership Fees

Membership dues are payable annually with the amount being fixed by a majority vote of the Board of Directors.

The OPTA submits an annual flat rate to the OCS. The fee is reviewed periodically and adjusted by the OCS's Board of Directors.

8.04 Disciplinary Act or Termination of Membership for Cause

The Board of Directors has the authority to conduct investigations or hearings relative to any complaints against any Member for:

- a. un-sportsman like conduct;
- b. harassment or aggressive behaviour;
- c. use of alcohol, mood altering, or performance improving drugs, prescription or other;
- d. unsafe use of a firearm;
- e. violating the By-laws of the Association;
- f. violating the Rules of the ATA;
- g. failure to pay fees; and,
- h. such other causes as may be considered by the Board to be detrimental to the OPTA's endeavours.

A Member found to have violated any of the above, may be disciplined in accordance with the Board's findings. More detail regarding these violations are located in the Policies in Section F. These violations are consistent with those required by the ATA and OSC and may be modified from time to time by the Board of Directors.

Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.

The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than five (5) days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

If the Board's final decision is termination of membership, the Member will be notified within ten (10) days of the Board's decision and will have ten (10) days from the notification to request an appeal to the Secretary. The Board must then call a Special Meeting of Members to hear the appeal within 30 days of the request for appeal. The majority vote of Members at the Special Meeting, or by proxy, will determine the outcome and the decision will be binding on the Association and the Member.

The above does not prevent an Affiliated Member from prohibiting a Member of the OPTA, who has violated Club Rules, from shooting at the Club in an OPTA approved event.

8.05 Affiliated Membership (Club Membership)

Any organized gun club in the Province of Ontario which has ten (10) or more members shall be eligible to become an Affiliated Member of the Association. Affiliated membership will allow the Club to hold Registered Shoots in the province on dates approved by the OPTA. To qualify for affiliated membership, the Club must:

- a. submit an application;
- b. be approved by:
 - a. The Provincial Delegate to the ATA; and
 - b. The President or Vice President and the Board of Directors of the OPTA; and,
- c. pay a fee consisting of an initiation fee of \$10.00 in the first year and dues of \$20.00 per year thereafter.

If an affiliated member fails to pay dues for a year, its affiliated membership will lapse and it must repeat the approval process. In that case, it will be re-assessed the initiation fee as well as the dues.

The initiation fee and dues can be changed at any time by majority vote of the Board of Directors.

The duties of Affiliated Members are specified in Schedule D. Said duties may be periodically modified by majority vote of the Board of Directors to improve the efficiency, quality and safety of the Registered Shoot to competitors, trap staff, and spectators.

Affiliated Members have no voting privileges in the affairs of the Association.

The Board of Directors reserves the right to refuse any Club from becoming an Affiliated Member for cause.

The Board of Directors has the authority to conduct investigations or hearings relative to any complaints against any Club for failing to maintain a safe shooting environment, tolerating un-sportsman like conduct, failure to pay fees, or violating the OPTA By-laws and discipline said Club in accordance with its findings.

The Secretary shall receive for each entrant (amateur, professional, resident, or non-resident) participating in a Registered Shoot in Ontario, the daily sum as approved by a majority vote of the Board of Directors from time to time. It shall be this person's duty to collect and receive the daily fees and other assessments from the Club holding the Registered Shoot. All monies due to the Association are due at the close of the competition and the revenue becomes the property of the Association. Remittance shall be made to the Treasurer by Member Clubs immediately upon the close of each Registered Shoot.

Section 9 – Members' Meetings

9.01 Annual General Meeting

The Annual General Meeting will be held at the host club for the Ontario Provincial Championships which rotates between the Hamilton Gun Club and the St. Thomas Gun Club. In years ending in an even number, the event will be held at the Hamilton Gun Club. In years ending in an odd number the event will be held at the St. Thomas Gun Club.

If for some reason one of the above clubs is not able to host the competition in a given year, the alternate club will have the option of hosting the event but it will not alter the sequence. Hence, the alternate club will host the event for two consecutive competitions.

This By-law does not preclude any other Affiliated Member that qualifies to host the Ontario Trapshooting Competition from applying to do so. Such club should indicate whether it would like to be included in the rotation.

If the club does not wish to enter the rotation and is successful in obtaining approval to host the event, the rotation will recommence as specified in the first paragraph. Hence, either the Hamilton Gun Club or the St. Thomas Gun Club will forfeit their turn in the rotation.

Should the club wish to be included in the rotation, a revised schedule will be negotiated. The business transacted at the annual meeting shall include:

- a. acceptance of agenda;
- b. receipt of minutes of the previous annual and subsequent special meetings;
- c. consideration of the financial statements;
- d. report of the auditor or person who has been appointed to conduct a review engagement;
- e. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
- f. Reports;
 - a. ATA Delegate;
 - b. Canadian Trapshooting Association;
 - c. Committees;
- g. location of the following year's Provincial Tournament;
- h. election of Directors; and,
- i. such other or special business as may be set out in the notice of the meeting.

No other item of business shall be included on the agenda for the Annual General Meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of Annual General Meeting.

9.02 Special Meetings

The President, or in his absence, the Vice-President and a quorum of at least six (6) Directors may call a Special Meeting of the Members.

The Board shall convene a Special Meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the

Association that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

9.03 Notice

Fifteen (15) days written notice of any annual or Special Members' meeting shall be sent out by the Secretary to Members at their last known address and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgement on the decision to be taken and no other business shall be transacted. Notice of each meeting must remind the Member of the right to vote by proxy.

9.04 Quorum

A quorum for the transaction of business at a Members' meeting is ten (10) percent of the Members entitled to vote at the meeting, whether present in person or by proxy. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.05 Chair of the Meeting

The Chair shall be the chair of the Members' meeting. In the Chair's absence, the Vice-President will assume Chair and if no Director is present or if all of the Directors present decline to act as Chair, the Members present shall choose one of their number to Chair the meeting.

9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-laws provided that:

- a. each Member shall be entitled to vote at any meeting, including by proxy;
- b. votes shall be taken by a show of hands among all Members present and the Chair of the meeting, if a Member, shall have a vote;

- c. an abstention shall not be considered a vote cast;
- d. before or after a show of hands has been taken on any question, the Chair of the meeting may require, or any member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the Chair of the meeting shall direct;
- e. if there is a tie vote, the Chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and,
- f. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the Chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. 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.

9.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Association (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the Articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 10 – Notices

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Association and to the auditor or person who has been appointed to conduct a review engagement at their business address, or if no address be given then to the last address of such Members or Director known to the Secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing by the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error of Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

Section 11 – Dissolution of the Association

11.01 Dissolution

In the event that the Association is dissolved, the Assets of the Association will first be applied to reimburse existing creditors with a valid claim at the time of filing. Remaining assets will be distributed to other public benefit corporations with a similar purpose. Should there be no other public benefit corporation with a

similar purpose, the remaining funds will be allocated by the Board of Directors in office at the time of dissolution to advance the sport of trapshooting, including but not limited to, allocating the funds to existing not-for-profit Trapshooting Clubs to enhance their shooting facilities.

Section 12 – Adoption and Amendment of By-laws

12.01 Amendments to By-laws

The Members may from time to time amend the By-laws by a majority of the votes cast. The Board may from time to time, in accordance with the Act, pass or amend the By-laws other than a provision respecting the transfer of a membership or to change the method of voting by Members not in attendance at a meeting of Members.

These By-laws were accepted by a majority vote of the Members of the Ontario Provincial Trapshooting Association at the Annual General Meeting on July 28 in the year 2020 at Stoney Creek, Ontario.

President: _____

Robert Blackburn

Secretary: _____

Pamela Muma

Vice-President: _____

Lori Cantelo

Directors:

B J Jackman: _____

Bill Drikos: _____

Emily Brown: _____

Peter Tsementzis: _____

Richard Bootsveld: _____

Ron Rowe: _____

Verne Higgs: _____

Schedule A

Position Description of the President

Role Statement

The President provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The President coordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors of the Association. The President ensures the Board discusses all matters relating to the Board's mandate.

Responsibilities

Agendas. Establish agendas aligned with annual Board goals and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

Direction. Have general charge and supervision over all business of the Association; preside over all meetings of the Association, and all meetings of the Board of Directors; be a member of all committees.

Representation. Serve as the Board's primary contact with the public.

Reporting. Report regularly to the Board on issues relevant to its governance responsibilities.

Board Conduct. Set a high standard for Board conduct and enforce policies and By-laws concerning Director's conduct.

Mentorship. Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

Succession Planning. Ensure succession planning occurs for the Board.

Committee Membership. Serve as a member on all Board committees.

Schedule B

Position Description of the Treasurer

Role Statement

The Treasurer works collaboratively with the President and Officers to support the Board in achieving its fiduciary responsibilities.

Responsibilities

Custody of Funds

The Treasurer shall:

- a. have the custody of the funds and securities of the Association;
- b. keep full and accurate accounts of all assets, liabilities, receipts and disbursements for the Association in the books belonging to the Association;
- c. deposit all monies, securities and other valuable effects in the name and to the credit of the Association in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time;
- d. disburse the funds of the Association as may be directed by proper authority taking proper vouchers for such disbursements;
- e. ensure financial statements are reviewed annually in accordance with the By-laws;
- f. shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Association;
- g. have the authority to spend up to \$250 on affairs pertaining to the Association with all cheques being approved by two (2) of three (3) designated officers and cheques in excess of \$1,000 being approved by the President in addition; and,

- h. perform such other duties as may from time to time be directed by the Board.

Board Conduct. Maintain a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on fiduciary responsibilities.

Mentorship. Serve as a mentor to other Directors.

Financial Statements. Present to the Members at the annual meeting as part of the annual report, the financial statement of the Association approved by the Board together with the report of the auditor or the person who has conducted the review engagement, as the case may be.

Schedule C

Position Description of the Secretary

Role Statement

The Secretary works collaboratively with the President to support the Board in achieving its fiduciary responsibilities.

Responsibilities

Board Conduct. Support the President in maintaining a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on fiduciary responsibilities.

Document Management

The Secretary shall:

- a. keep a roll of the names and addresses of the Members;
- b. ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees;
- c. attend to correspondence on behalf of the Board;
- d. have custody of all minute books, documents, registers and the seal of the Association and ensure that they are maintained as required by law;
- e. arrange for appropriate insurance coverage for Directors;
- f. provide a schedule of Registered Shoots being held in the province and prepare a program for the Ontario Trapshooting Championships;
- g. authorize ad hoc (penny-pincher) registered shoots; and,
- h. ensure that all reports are prepared and filed as required by law or requested by the Board.

Meetings. Give such notice as required by the By-laws of all meetings of the Association, the Board and Board committees. Attend all meetings of the Association, the Board and Board committees.

Newsletter. Co-ordinate the production and mailing to Members of a newsletter at least 4 times per year updating them regarding activities of the OPTA and ATA and providing them with other information which may be of interest.

Schedule D

Obligations of Affiliated Members

Role Statement

Affiliated members work collaboratively with the OPTA to advance the sport of trapshooting in the Province of Ontario by supporting the purpose of the OPTA and providing a safe and well organized venue for Registered trapshooting events.

Requirements

Affiliated Members hosting Registered Competitions must comply with the following requirements:

- 1) The Club must complete the qualifications for affiliated membership and remit the required dues on an annual basis.
- 2) The Club must provide a safe shooting environment for competitors and is authorized to remove a competitor's privileges at the Club immediately for any violation of the Club's safety rules or OPTA By-laws.
- 3) The Club must ensure all trap personnel are provided with and use effective eye and hearing protection in the vicinity of the shooting line which includes the spectator area;
- 4) The Club must charge the required fees of competitors and remit the appropriate amounts to the OPTA.
- 5) The Club must supply and pay the necessary cashiers and other staff required to run an efficient and well organized competition.
- 6) The Club must remit the fee approved by the Board of Directors for each Registered Target thrown during the event (Note: the Affiliate Member may throw targets for practice purposes that are not Registered and are not subject to fee requirements).
- 7) May not hold a Registered shoot in the province that conflicts with an OPTA conducted shoot date.

- 8)** The Club will not be permitted to hold an ad hoc (penny-pincher) registered shoot on the same day within eighty (80) kilometers from another authorized Registered Shoot in the Province of Ontario.
- 9)** If the OPTA has a rebate reduced by the ATA as a result of the delinquency of an Affiliated Club in remitting monies and reports to the ATA, the OPTA Secretary shall invoice the Affiliated Club for the amount of the reduction. If the invoice is not paid within twenty (20) days from the date of the invoice, all future shoots at said Club shall be cancelled and it will be ineligible to hold another Registered shoot until it has been re-instated by the Board of Directors.

The necessary requirements to hold a Registered Shoot include:

- a.** a clean clubhouse with proper restroom and kitchen facilities;
- b.** if camping facilities are provided and charged for, they must be clean and presentable;
- c.** well maintained electric trap machines;
- d.** trap fields must be set in accordance with the ATA Rule Book;
- e.** all traps will be equipped with coloured flags for the safety of trap personnel for loading the machines, making repairs, adjusting the flight path, etc.;
- f.** safe walkways to the fields;
- g.** the host club must supply and pay the necessary number of cashiers and qualified trap personnel to load machines and score the event;
- h.** the host club must collect any outstanding OPTA and/or ATA annual fees;
- i.** provision and compensation for other help which may be required to run the shoot in a safe and efficient manner; and,
- j.** the Board of Directors will be responsible for the purchase of any trophies for an OPTA sponsored shoot.

The necessary requirements to hold the Ontario Trapshooting Championships include the items in (j) above plus:

- a.** a written contract between the Club and the OPTA outlining the respective duties of both parties;
- b.** a minimum of 10 traps for the competition as well as 2 traps for practice throughout the event set to accommodate the event scheduled to be shot (singles, handicap, doubles);
- c.** ensure a qualified trap machine mechanic is available throughout the competition;
- d.** provide voice activated release machines for each trap which are maintained in working order throughout the tournament with an adequate supply of fresh batteries to ensure prompt replacement and minimum downtime when wireless equipment is used;
- e.** in addition to (j)(f) above, the host club must provide:
- f.** score sheet runners, trap hustlers and major brands of ammunition for all events;
- g.** trap personnel and designated runners for a minimum of four (4) trap machines to accommodate the shoot-offs;
- h.** pay \$1,500, or such amount as periodically determined by the Board, plus associated expenses to the OPTA for computerized classification, scoring and daily awards system support if the OPTA is required to run the equipment, and a consultant if deemed necessary;
- i.** provide adequate trap field lighting for shoot-offs if natural daylight is inadequate;
- j.** provide a secured room for trophy storage until they are awarded;
- k.** provide cool drinking water for contestants on the shooting line;

- l.** ensure an executive member of the Club is available throughout the shoot;
- m.** provide shaded rest areas near the shooting fields;
- n.** submit a financial report for the competition including;
- o.** the number of targets thrown per day per event;
- p.** the daily fees paid per event;
- q.** the number of targets thrown;
- r.** a listing of all expenses incurred specific to the competition (note: routine machine and field maintenance should not be shown);
- s.** provide personnel to post shoot and shoot-off results, trophy awards, money won and yardage gained in a central location;
- t.** assume responsibility for the payment and distribution of all option, Lewis, Purse money, etc. in accordance with ATA Rules and provide a summary within 10 days following the competition;
- u.** announcements over the loud speaker must be made after the shooting is complete unless it pertains to the Event that is underway or for safety reasons;
- v.** provide facilities to accommodate the Annual General Meeting to be held on the final day of the competition between the doubles and handicap events.

Schedule E

Amendments to By-laws (specify: date; approver – such as majority vote of the board or majority vote by the membership; statement of the amendment; limitation, if any):

August 3, 2015 – Annual General Meeting held in Stoney Creek – by majority vote the membership ratified the revised By-laws for the Corporation to comply with Ontario’s Bill 65.

August 3, 2015 – Hamilton Gun Club – Section 9.02 Location of Annual General Meeting

September 30, 2020 – Mail in ballot vote – Section 9.02 Location of Annual General Meeting

August 2, 2011 – 4.05b updated to reflect current funding practices.

July 9, 2023 - 1.01 (p) “Quorum” for the purposes of Membership voting is ten (10) percent of the membership in person or by proxy, and for a Board meeting is at least half of Directors.

2.01 Election and Term “...The Board of Directors will comprise at least seven (7), and a maximum of ten (10) Directors.”

2.03 Election of the Provincial Delegate and Alternate Delegate: REMOVE
“...Neither the ATA Delegate nor the Alternate can be elected to any Executive Offices of the Board.”

3.04 Chair: “...quorum of at least half of Directors present shall choose one of their number to act as the Chair.”

Schedule F

Policy Statements

The following policy statements are endorsed by the OPTA and may be modified by the Board of Directors from time to time.



Ontario Provincial Trapshooting Association

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| CONCUSSION AWARENESS, PREVENTION AND MANAGEMENT | |
| Policy Developed by: Pam Muma | Policy Approved by: Neville Henderson |
| Date of Approval: February 9, 2016 | Date of Latest Review: |

OBJECTIVE

This policy has been developed to provide a foundation for the OPTA to support and promote concussion prevention and management strategies within sport, recreation and physical activity providing organizations in the Province of Ontario.

This policy has been prepared for general informational purposes only. It is not intended to and should not constitute any medical or legal advice and does not contain any medical diagnoses, symptom assessments or medical opinions.

DEFINITIONS

A concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and,
- cannot normally be seen on X-rays, standard CT scans or MRIs

**This definition adopted from the Ontario Ministry of Tourism, Culture and Sport Concussion Guidelines document available at: http://www.health.gov.on.ca/en/public/programs/concussions/docs/mtes_concussion_guide_en.pdf*

POLICY DEVELOPMENT PRINCIPLES

The OPTA takes seriously the health and well-being of all participants in sport and recreation activities and is committed to helping all Canadians lead safe, healthy, active lives.

Although our sport does not have any reported cases of concussion, the OPTA has a role to play in ensuring the safety of those participating in physical activity within our sport and for encouraging and motivating participants and activity-providing agencies to assume responsibility for their own safety and the safety of others.

Recognizing and responding properly to concussions when they first occur can help prevent further injury, permanent brain damage or even death. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complications.

A concussion is a clinical diagnosis made by a medical doctor. It is critical that someone with a suspected concussion be examined by a medical doctor or nurse practitioner.

Concussion prevention and management should be positioned within broader injury management strategies that are adopted by organizations that provide sport, recreation and physical activity opportunities in their policies or action plans.

POLICY STATEMENT

OPTA is committed to ensuring that all its stakeholders, including staff, volunteers and board members:

- Have knowledge on concussion prevention, detection and treatment
- Work, volunteer and manage an environment which minimized the risk of concussion
- Shares concussion information with its partners

PROCEDURES/PROVISIONS

The OPTA has adopted the following guidelines from the Play Safe Initiative, available on their website at: <http://www.playsafeinitiative.ca/>

In order to better prevent the occurrence of concussions and manage the trauma if and when it occurs, organizations that provide sport, recreation and physical activity opportunities should:

1. Be ready for an emergency

Create, communicate and practice an emergency medical plan. These plans often include contact information for local emergency medical responders and the location of trauma centres, if available.

Identify appropriately trained health care professional(s) for matches and training sessions to help assess and manage concussion and other injuries.

2. Ensure safety during activity

Although these measures may not particularly apply in general to our sport, they should be kept in mind during participation in all activities:

Recognize that an athlete may need to be assessed for limited activities during practices and matches after a concussive incidence, in particular for younger participants.

Modify rules to limit the use of certain practice drills or techniques to help reduce the risk of injury.

Check equipment often. Make sure equipment fits well, is in good condition, is stored properly, and is replaced according to manufacturers' instructions.

3. Build the science

Collect and analyze data from the number of concussions reported by participants during the calendar competitive season.

Study or evaluate changes in concussion knowledge, awareness and action among coaches, parents and participants before and after policies are instituted or changed.

4. Focus on education

Post information for all participants in sport and recreation facilities and/or have information pamphlets on site should the information be required. Posted information may include concussion signs and symptoms, as well as what to do if concussion occurs.

The organization may choose to host or mandate education sessions and invite participants, parents, coaches, officials and healthcare professionals.

5. Manage return to sport

Should a participant suffer a concussion, the organization would be wise to insist upon medical clearance before such participant returns to reengaging in their sport and/or any physical activities. This restriction should be assessed on an "as needed" and individual basis.

In addition, the OPTA recommends to its affiliated sport organizations to reference the recommendations of the Canadian Concussion Collaborative (CCC) for policy development regarding sport-related concussion prevention and management in Canada as posted on their website at: <http://casem-acmse.org/education/ccc/>



Ontario Provincial Trapshooting Association

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| ALL STAR | |
| TEAM SELECTION | |
| Policy Developed by: Pam Muma | Policy Approved by: Neville Henderson |
| Date of Approval: September 30, 2020 | Date of Latest Review: |

OBJECTIVE

This policy has been developed to provide a foundation for the OPTA to recognize those shooters with the highest averages in our sport over the course of each shooting year. A shooting year is September 1 thru August 31.

POLICY STATEMENT

To annually recognize men, women and youth shooters with the highest provincial average.

PROCEDURES/PROVISIONS

A shooter must be a member in good standing with the Amateur Trapshooting Association as well as the Ontario Provincial Trapshooting Association.

They must shoot 1500 registered Singles targets of which 700 must be shot in Ontario;
They must shoot 1300 registered Handicap targets of which 600 must be shot in Ontario;
They must shoot 1000 registered Doubles targets of which 500 must be shot in Ontario and;
They must shoot each championship event at the Provincial Championships;
They must shoot at a minimum of 2 Ontario clubs;
They must have an composite average of 90.0% for Men's Team and 85.0% for all age related categories.

The ATA will send out the shooters data with all targets shot after the end of the shooting year (August 31). Members of the OPTA Board of Directors will review the data and determine the members of the All Star Teams following the criteria listed above.

All Star Teams will consist of

Men's Team, , Senior Veteran Team (shooters over the age of 70), Veteran Team (shooters between that age of 65 to 69), Sub Veteran Team (shooters between the age of 55 to 64) Lady I Team (female shooters between the age of 23 to 54), Lady II Team (female shooters over the age of 55 , Junior Gold Team (shooters between the age of 18 to 23 Junior Team (shooters between the age of 15 to 18) and Sub Junior Team (shooters under the age of 15).

The shooter with the highest Singles, Handicap, Doubles and Composite average will be the All Star for each of the disciplines.



Ontario Provincial Trapshooting Association

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| Code of Conduct Policy | |
| Policy Developed by: Pam Muma | Policy Approved by: Neville Henderson |
| Date of Approval: February 12, 2018 | Date of Latest Review: |

DEFINITIONS

1. The following terms have these meanings in this Code:
 - a) “Individuals” – All categories of membership defined in OPTA’s By-laws, as well as, all individuals engaged in activities with OPTA, including but not limited to, clubs, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the OPTA, spectators of OPTA events and parents or guardians of OPTA members.
 - b) OPTA – Ontario Provincial Trapshooting Association

PURPOSE

1. The purpose of this Code of Conduct (“Code”) is to ensure a safe and positive environment (within OPTA programs, activities and events) by making all individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the values of the OPTA.
2. OPTA is committed to providing an environment in which all individuals are treated with respect. OPTA supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of the OPTA that include fairness, integrity, accountability, excellence, accessibility, innovation and respect.
3. Conduct that violates this Code may be subject to sanctions pursuant to OPTA’s By-law Section 8.04.

APPLICATION OF THIS CODE

1. This Code applies to conduct that may arise during the course of OPTA’s business, activities, and events, including but not limited to: its office environment, competitions, practices, training camps, tryouts, travel and any meetings of the OPTA.
2. This Code also applies to the conduct of individuals that may occur outside of OPTA’s business, activities, events, and meetings when such conduct adversely affects relationships within the OPTA (and its work and sport environment) and is detrimental to the image and reputation of the OPTA. Such applicability will be made by the OPTA in its sole discretion.

RESPONSIBILITIES

1. All Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of OPTA's members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status.
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership and ethical conduct.
 - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory.
 - v. Consistently treating individuals fairly and reasonably.
 - vi. Ensuring adherence to the rules of shooting and the spirit of those rules.
 - b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats or outbursts.
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances.
 - iii. Unwelcome remarks, jokes, comments, innuendo or taunts.
 - iv. Leering or other suggestive or obscene gestures.
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions.
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
 - vii. Any form of hazing where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior team-mate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any team-mate based on class, number of years on the team, or athletic ability."*
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing.
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations.
 - x. Physical or sexual assault.
 - xi. Behaviour such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.
 - xii. Retaliation or threats of retaliation against an individual who reports harassment to the OPTA.
 - c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
 - i. Sexist jokes.

- ii. Display of sexually offensive material.
 - iii. Sexually degrading words used to describe a person.
 - iv. Inquiries or comments about a person's sex life.
 - v. Unwelcome sexual flirtations, advances or propositions.
 - vi. Persistent unwanted contact.
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the OPTA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction, pursuant to OPTA's Discipline and Complaints Policy. The OPTA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the OPTA or any other sport organization.
 - e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive shooting, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).
 - f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - g) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with OPTA events.
 - h) Respect the property of others and not willfully cause damage.
 - i) Promote shooting in the most constructive and positive manner possible.
 - j) Adhere to all federal, provincial, municipal and host country laws.
 - k) Comply at all times with the bylaws, policies, procedures, rules and regulations of the OPTA, as adopted and amended from time to time

PARENTS/GUARDIANS AND SPECTATORS

1. In addition to paragraph 7 of OPTA's Code of Conduct (above), parents/guardians of Individuals and Spectators at events will:
 - a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence.
 - b) Never ridicule a participant for a poor performance or practice.
 - c) Respect the decisions and judgements of officials and encourage athletes to do the same.
 - d) Not question the judgement or honesty of an official or an OPTA staff member.
 - e) Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport.
 - f) Keep off of the competition area and not interfere with events or calls.

APPROVAL

Code of Conduct policy approved by Ontario Provincial Trapshooting Association Board of Directors on February 12, 2018.



Ontario Provincial Trapshooting Association

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| Confidentiality Policy | |
| Policy Developed by: Pam Muma | Policy Approved by: Neville Henderson |
| Date of Approval: February 12, 2018 | Date of Latest Review: |

PURPOSE

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Ontario Provincial Trapshooting Association (OPTA).

APPLICATION OF THIS POLICY

This Policy applies to all categories of membership defined on OPTA's Bylaws as well as all individuals employed by, or engaged in activities with, the OPTA. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the OPTA (hereinafter "OPTA Representatives").

CONFIDENTIAL INFORMATION

1. The term "Confidential Information" includes, but is not limited to, the following:
 - a) Personal information of OPTA Representatives including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Police Vulnerable Sector Checks
 - b) OPTA intellectual property, proprietary information, and business related to the OPTA's programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.
2. Confidential information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.

3. OPTA Representatives voluntarily publish or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for a long as it is available publicly.

RESPONSIBILITIES

1. OPTA Representatives will not, either during the period of their involvement/employment with the OPTA or any time thereafter, disclose to any person or organization any Confidential information acquired during their period of involvement/employment, unless expressly authorized to do so.
2. OPTA Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of the OPTA.
3. OPTA Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of the OPTA.
4. All files and written materials relating to Confidential Information will remain the property of the OPTA and, upon termination of involvement/employment with the OPTA or upon request of the OPTA, the OPTA Representative will immediately return all written or tangible Confidential Information, as well as copies and reproduction, and any other media containing Confidential Information.

INTELLECTUAL PROPERTY

Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the OPTA will be owned solely by the OPTA, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The OPTA may grant permission for others to use its intellectual property.

ENFORCEMENT

A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to the OPTA's By-law Section 8.04.

APPROVAL

Confidentiality Policy approved by Ontario Provincial Trapshooting Association Board of Directors on February 12, 2018.



Ontario Provincial Trapshooting Association

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| Doping in Sports Policy | |
| Policy Developed by: Pam Muma | Policy Approved by: Neville Henderson |
| Date of Approval: February 12, 2018 | Date of Latest Review: |

PREAMBLE

The Ontario Provincial Trapshooting Association does not condone the use of performance enhancing substances or devices but does recognize the need for prescription medication and/or devices to maintain quality of life.

Where International Olympic Committee (IOC) and/or International Sport Shooting Foundation (ISSF) rules apply, the Doping Policy as developed by the National Sport Organization (NSO) (Shooting Federation of Canada) shall be in effect.

SHOOTING FEDERATION OF CANADA'S POLICY ON DOPING IN SPORTS

The SFC has adopted Canadian Anti-Doping Program (CADP), as approved by the CCES, and as amended from time to time.

INDIVIDUALS SUBJECT TO CONTROL

The SFC will consult with the CCES regarding the selection of individuals for testing, based upon the following principles:

That Announced Testing (defined as pre-scheduled doping control tests that are conducted at designated training camps, competitions or other sporting events) and Unannounced Testing (defined as tests that are conducted at any time on a short notice or no-notice basis) be conducted year-round in compliance with the CADP.

Individuals subject to controls at any time are:

- All Athlete Assistance Program, carded athletes;
- All national senior and junior team members;
- All members of any national team pool;
- All espoir or development team athletes;
- All athletes receiving direct or indirect financial assistance from the SFC;
- Top ranked and/or identified athletes as selected by the SFC not meeting the above criteria who are member a member of the SFC or a member provincial Sport Organization or member League/Club so registered within the SFC's jurisdiction.

- All coaches, managers and team assistants.

When possible, controls are recommended:

- During all National Championships and at all major domestic competitions involving World Championship and Olympic shooting disciplines;
- During the time frame immediately preceding the departure from Canada of selected athletes for international, World Championship and Olympic competitions with such testing done sufficiently in advance to allow the SFC to select and send alternates;

Randomly at each Canada Winter Games.

DISCLOSURE

Doping infractions are a matter of public record; however, positive test results and infractions will not be disclosed by the SFC until after all appropriate parties, including the affected athlete, are first informed. Nonetheless, the SFC recognizes that the CCES has the right to disclose information concerning an infraction, if reasonable attempts to notify the athlete have been unsuccessful and such disclosure is in the interests of drug-free sport.

EDUCATION PROGRAM

On a regular basis, the SFC will provide information on Canadian and international anti-doping policies and programs to its athletes, general membership, Ontario Council of Shooters and Ontario Trapshooting Association.

Whenever possible, the SFC will organize presentations on drug-free support to athletes and coaches, at competitions and training camps.

The SFC will assume a supportive and rehabilitative role in dealing with members who test positive and are sanctioned for the use of banned substances or methods.

ACKNOWLEDGEMENT

The Ontario Provincial Trapshooting Association would like to thank the Shooting Federation of Canada and the Ontario Council of Shooters' in the development of the Ontario Provincial Trapshooting Association Anti-Doping Policy.

APPROVAL

Doping in Sports policy approved by Ontario Provincial Trapshooting Association Board of Directors on February 12, 2018.



Ontario Provincial Trapshooting Association

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| Inclusion Policy | |
| Policy Developed by: Pam Muma | Policy Approved by: Neville Henderson |
| Date of Approval: February 12, 2018 | Date of Latest Review: |

PREAMBLE

The Ontario Provincial Trapshooting Association is committed to ensuring that inclusion and access is incorporated across all activities of the Ontario Provincial Trapshooting Association and Member Organizations. As the Provincial Sport Organization, we will work with Affiliate Clubs to develop programs and services in sport shooting in accordance with Human Rights Legislation.

Sport is based on equity and access. Sport is welcoming and inclusive, offering an opportunity to participate without regard to age, gender, race, language, sexual orientation, disability, geography, or economic circumstances. Participants have access to affordable sport opportunities that are appropriate to the level of activity chosen and provide opportunities for personal achievement.

PURPOSE

The purpose of this policy clearly identifies the Ontario Provincial Trapshooting Association's commitment inclusion and access in all programs, services, and operations. Actions to be taken in the event of violation of this policy are addressed in the participant specific Code of Conduct Policies.

POLICY

1. The policy of the Ontario Provincial Trapshooting Association is to respect the rights, dignity, and work of every person and will treat everyone equally regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
2. The Ontario Provincial Trapshooting Association will support inclusion and access for all participants that include population sectors that are identified by Sport Canada and Ontario as under-represented populations. Under-represented populations of Ontario – includes women and girls, children in low income families, Indigenous people, people with disabilities, older Ontarians, newcomers to Canada and members of the Lesbian, Gay, Bisexual, Trans and Queer (LGBTQ) communities.
3. The Ontario Provincial Trapshooting Association will ensure that the concerns and needs of all people are identified, promoted, and supported. The achievement of equal opportunity is a key consideration when developing, updating or delivering programs and services. The Ontario Provincial Trapshooting Association is committed to everyone

having a responsibility to oppose discriminatory behaviour and promote equity of opportunity.

4. The Ontario Provincial Trapshooting Association will ensure that its governance structure encourages and promotes the full and equal participation and access.
5. The Ontario Provincial Trapshooting Association is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
6. The Ontario Provincial Trapshooting Association will deal with any and all incidences of discriminatory behaviour according to the participant specific Code of Conduct.

RESOURCES

Canadian Sport Policy <http://canadiansportforlife.ca/resources/canadian-sport-policy>
Charter of Rights and Freedoms
Ontario Human Rights Code
Ministry of Tourism, Culture and Sport – Sports Recognition Policy

APPROVAL

Inclusion policy approved by Ontario Provincial Trapshooting Association Board of Directors on February 12, 2018.



Ontario Provincial Trapshooting Association

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| Screening | |
| Policy Developed by: Pam Muma | Policy Approved by: Neville Henderson |
| Date of Approval: | Date of Latest Review: |

PREAMBLE

Screening is a process that helps match people with volunteer positions while improving the quality and safety of the programs and services offered by the Ontario Provincial Trapshooting Association (OPTA).

It's an ongoing 10-step process performed by the OPTA to ensure that volunteers' involvement is meeting the needs of the Association they serve and the volunteers themselves.

Screening involves much more than police record checks. While police record checks are one of the 10 Steps of Screening, screening is a comprehensive process that begins long before a volunteer is selected and continues beyond his or her involvement with the Association.

PURPOSE

The Ontario Provincial Trapshooting Association has a moral, legal and ethical responsibility to the people they reach.

This includes members, clients, employees and volunteers. Screening is especially important for organizations that work with vulnerable people. Vulnerable people may include children, people with disabilities and senior adults.

The following factors affect the Ontario Provincial Trapshooting Association's obligations for screening volunteers:

- Mandate
- Population served
- Volunteer opportunities offered
- Jurisdiction

Each volunteer position has its own set of requirements, risks and benefits. OPTA Board of directors set screening policies that suit the range of roles within the Association.

Screening is:

- a) ongoing during a volunteers' involvement, and
- b) involves ongoing monitoring and quality assurance.

This approach benefits the OPTA and the volunteer, by ensuring that the volunteer role is meeting the needs and expectations of both.

BENEFITS

The benefits of screening are:

- People's skills and experience are better matched to the needs and opportunities of the OPTA,
- The quality and safety of volunteer programs are improved,
- The risks and liability for OPTA are reduced.

Screening helps find the right roles for their volunteers. The screening process takes into account the skills, experience and qualifications needed for a volunteer role. Through the process, OPTA learns about the applicant's interests and goals.

At the same time, screening improves the quality and safety of the Ontario Provincial Trapshooting Association. Screening policies help to lay out the responsibilities of both OPTA and the volunteers.

Screening practices play a role in fulfilling the Ontario Provincial Trapshooting Association's moral, legal and ethical responsibilities to the people it reaches. This includes members, clients, participants, employees and volunteers. This obligation is even greater when the OPTA is working with vulnerable people, including children, youth, people with disabilities and senior adults.

10 STEPS OF SCREENING: AN ONGOING PROCESS

Screening practices begin when the Association creates a new position.

Screening is used to select volunteers for specific roles, and it should continue as long as a volunteer is involved with the Association.

The 10 Steps of Screening give clear guidelines for developing screening policies. These policies show the Association's commitment to safe and meaningful volunteer engagement.

1. Assessment
2. Position – Assignment
3. Recruitment
4. Application
5. Interview
6. References
7. Police Checks
8. Orientation and Training

9. Support and Supervision
10. Follow-up and Feedback

APPROVAL

Screening policy approved by Ontario Provincial Trapshooting Association Board of Directors on February 12, 2018.



Ontario Provincial Trapshooting Association

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| Social Media Policy | |
| Policy Developed by: Pam Muma | Policy Approved by: Neville Henderson |
| Date of Approval: February 12, 2018 | Date of Latest Review: |

PREAMBLE

Ontario Provincial Trapshooting Association and Member Organizations (hereinafter referred as “Ontario Provincial Trapshooting Association”) encourages individuals to engage with social media but cautions that such engagement must meet the standard of conduct and behaviour outlined by Ontario Provincial Trapshooting Association’s Code of Conduct. Conduct and behaviour falling short of this standard may be subject to Ontario Provincial Trapshooting Association’s By-Law Section 8.04.

In particular, athletes who engage with social media must understand that, though they are representative of Ontario Provincial Trapshooting Association, they do not represent Ontario Provincial Trapshooting Association. It should be clear to persons following an athlete’s social media activity that the athlete is not speaking on behalf of Ontario Provincial Trapshooting Association.

DEFINITIONS

The following terms have these meanings in this Policy:

- a) “*Social media*” – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr and Twitter.
- b) “*Individual*” – National Participants as defined in the Ontario Provincial Trapshooting Association Bylaws, as well as all individuals employed by or engaged in activities with Ontario Provincial Trapshooting Association, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators, and employees.
- c) “*Case Manager*” – The person or organization appointed by Ontario Provincial Trapshooting Association to oversee management and administration of complaints.

APPLICATION

This Policy applies to all Individuals as defined in the Definitions.

CONDUCT AND BEHAVIOUR

Per the Ontario Provincial Trapshooting Association By-law Section 8.04 and Code of Conduct Policy, the following social media conduct may be considered minor or major infractions at the discretion of the Case Manager:

- a) Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at an individual, at Ontario Provincial Trapshooting Association, or at other persons connected with Ontario Provincial Trapshooting Association.
- b) Posting a picture, altered picture, or video on social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at an Individual, at Ontario Provincial Trapshooting Association, or at other persons connected with Ontario Provincial Trapshooting Association.
- c) Creating or contributing to a Facebook group, webpage, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about Ontario Provincial Trapshooting Association, its stakeholders, or its reputation.
- d) Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email; regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour and/or participating in any negative or disparaging remarks or commentary relating to race, creed, gender, religion, hate mongering, etc. as outlined in the Human Rights Act.

All conduct and behaviour occurring on social media may be subject to the Ontario Provincial Trapshooting Association By-law Section 8.04 at the discretion of the Case Manager.

INDIVIDUAL RESPONSIBILITIES

Individuals acknowledge that their social media activity may be viewed by anyone; including Ontario Provincial Trapshooting Association and the Individual's provincial associations or local clubs.

If the Ontario Provincial Trapshooting Association unofficially engages with an Individual in social media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask the Ontario Provincial Trapshooting Association to cease this engagement.

When using social media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with Ontario Provincial Trapshooting Association.

Removing content from social media after it has been posted, (either publicly or privately) does not excuse the Individual from being subject to the Ontario Provincial Trapshooting Association By-law Section 8.04

A person who believes that an Individual's social media activity is inappropriate or may violate Ontario Provincial Trapshooting Association policies, procedures and By-laws should report the matter to Ontario Provincial Trapshooting Association in the manner outlined by the Ontario Provincial Trapshooting Association s By-law Section 8.04.

ACKNOWLEDGEMENTS

The Ontario Provincial Trapshooting Association would like to thank Canada Basketball in the development of the Ontario Provincial Trapshooting Association Social Media Policy.

APPROVAL

Social Media policy approved by Ontario Provincial Trapshooting Association Board of Directors on February 12, 2018.