



National Championships Policy

Standard Operating Procedure

Each Section is responsible for the operation of their respective National Championships

Clubs or organizations that host the National Championships are reimbursed up to a **maximum** of the following:

- Rifle: \$7500
- Pistol: \$7500
- Trap: \$3750
- Skeet: \$3750

The Shooting Federation of Canada will provide the following to each Section for the operation of their respective Championship:

- SFC National Championship Crests
- Equipment check stickers (where necessary)
- Equipment check forms (where necessary)
- Blank medals in Gold, Silver and Bronze

All medals will be unlabeled. It is the responsibility of the Match Director or Section Chair to ensure that the correct labels (National Champion, 1st Master, etc.) are created for the medals if necessary, prior to the event

DEADLINES:

Pre-event:

1. Match Directors will provide the official dates and schedule of events to the office for posting **no later than February 28th** the year of the event.
2. Match Programs must be produced and distributed in both official languages.
3. Registration fees must include administration fees.

4. Match Programs must contain an appropriate acknowledgement and recognition of both the Shooting Federation of Canada and the Government of Canada.

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|---|--|---|
|  | | www.sfc-ftc.ca |
| Financé par le gouvernement du Canada | Funded by the Government of Canada |  |
| | | https://www.canada.ca/en/services/culture/sport.html |

5. Match Programs must contain the following phrasing pertaining to Canadian Anti-Doping Program (CADP) activities:
“Anti-doping controls may be conducted at this National Championship”.
6. Match Directors will provide the office (Operations@sfc-ftc.ca) with the following, **no later than 8 weeks prior to the event**:

| Number of medals required | | | Equipment check | |
|---------------------------|--------|------|-----------------|----------|
| Bronze | Silver | Gold | Forms | Stickers |
| | | | | |

The office will courier all necessary materials to the Match Director no later than 4 weeks prior to the event.

Post-event:

1. Officials are to be paid their expenses directly by the Organizing Committee either at the Nationals or **no later than 30 days after the end of the event**.
2. Reimbursement of the SFC grant allocation to organizing committees is completed as follows:
 - a. All officials and volunteers of any capacity will submit an expense claim to their Match Director or Section Chair
 - b. The Match Director or Section will submit **ONE** expense claim to the VP Domestic & Operations (VPDO) with Officials and/or Range Rental Expense receipts equaling or more than the amount of the allocated grant.
 - c. The VPDO will approve all necessary expenses and notify the office to proceed with payment by e-transfer (via Plooto) for the approved expenses.
 - d. All expenses that exceed the amount of the grant are to be assumed by the organizing committee out of its own event budget (from registration fees or other revenue).

3. Match director will provide **ALL** of the following documentation to the office **no later than 60 days following the event:**
 - a. Completed [Post Program Report](#).
 - b. Full and final (signed) results, complete for posting
 - c. Full and final competitor list
 - d. Full and final financials
 - e. Expense Claim Form
 - f. Receipts to obtain the SFC grant

Beginning in 2020, SFC memberships will no longer be sold at any National Championships.

All shooters must provide proof of current membership at the time of registration; if the Match Director has not received proof of registration prior to the event, the shooter will be required to provide proof in another fashion (ex: current membership card, online membership profile, etc.) when registering at the National Championship.