**Horseshoe Canada Association Bylaws**

**Schedule A Financial**

**2023**

1. The fiscal year end of Horseshoe Canada is May 31.

2. Signing officers for cheques shall be two of the Directors. The treasurer should be one of the signing officers unless the cheque is made out to the treasurer or spouse. Other signing officers should be President, Secretary and one other board member, none of which are related.

3. Honorariums for time shall be paid following criteria set out below.

 a. Must be a member in good standing for the term of office.

 b. Must have fulfilled the job duties as set out in Schedule of Duties.

 A. President $200

 B. Treasurer $200

 C. Secretary $200

 D. Tournament Director $500

 E. Web master $200

 F. Game Related Sales Director $200

 G. Hall of Fame Director $200

 H. Vice-President $200

 (when fully participating and assisting the President)

If one person holds more than one position, that individual is entitled to all amounts as above.

4. The following Directors may be paid travel assistance to attend the AGM and the Canadian Championships. When 2 or more directors travel together in one vehicle, only one will be paid. If they are flying, then both airfares may be considered. If a person holds two positions they will only be paid one travel allowance.

Payment will be based on 25 cents per kilometer as per Google Maps to a maximum of $700.

 A. President

 B. Treasurer

 C. Secretary

 D. Tournament Director

 E. Vice-President if fulfilling the duties of the President

 F. Games Related Sales Director

5. The tournament director shall receive a flat fee of $100 for incidental direct expenses, with no receipts required.

6. Reasonable Directors and Committee chairs expenses may be reimbursed upon presentation of satisfactory receipts to the treasurer. These will be paid prior to the end of the tournament.

Any out-of-pockets expenses not presented during the tournament must be submitted to the treasurer within 14 days of the tournament.

7. The tournament director may be reimbursed for accommodations up to $500 with receipts, if the tournament is more than 50 kilometers from home.

8. Membership fees for each Member Association are $5.00 per individual of the Member Association. These fees are payable based on membership as of December 31 and due to the treasurer by June 30 each year as per the Constitution.

9. Horseshoe Canada will provide membership cards to Member Associations to be issued by the provincial membership director to the players.

10. Horseshoe Canada is recognized as a Canadian Amateur Athletic Association, under the terms and conditions as set out by and enforced by the Canada Revenue Agency. This enables HC to issue tax-deductible receipts for donations received.

11. Game related items will be for sale at each Championship. The prices will be set by the Game Related Sales Director.

12. The fee for sanctioning shoes shall be $50, payable to Horseshoe Canada.

13. $20 of each adult entry fee will be set aside to be used to pay scorekeepers and judges.

 Scorekeepers will be paid $10 per shift per court. (if, in the event, a person must keep score for 2 games because of a shortage of qualified scorekeepers, that person shall receive $20 per shift.

 Judges will be paid $10 per shift.

This money will be distributed during the shift by the treasurer or tournament director.

14. All reasonable invoices will be paid upon receipt.

15. An accounting firm will be appointed at the AGM to review the books and provide confirmation that the accounts are in order. The fee will be negotiated by the treasurer prior to the firm starting the review. This fee should be not less than $200 or more than $500.

16. Horseshoe Canada will be responsible for the costs of transporting the annual trophies to the Championships and back to Calgary each year. If a member from the Calgary area is able to transport the trophies, they may be reimbursed up to $100 for Calgary to Eastern Canada or $50 to Western Canada.

17. Horseshoe Canada will be responsible for the costs of transporting the Game Related Sales items (suitcases and boxes) to the tournament and returning the unsold items to storage in Calgary. If a member from the Calgary area is able to transport the items, they may be reimbursed a flat fee of $100 in Western Canada and $300 for Eastern Canada.

18. Horseshoe Canada will be responsible for the engraving of plates and any repairs to the trophies on display at the Horseshoe Canada Hall of Fame in the Calgary Horseshoe Club.