



OPERATIONS MANUAL OF

THE ALBERTA FISH AND GAME ASSOCIATION

Table of Contents

1.0 INTRODUCTION.....	5
1.1 PURPOSE	5
1.2 AFGA PROVINCIAL OFFICE.....	5
1.3 AMENDMENTS TO THE AFGA MANUAL.....	5
2.0 AFGA OVERVIEW	7
2.1 HISTORY AND INCORPORATION	7
2.2 AFFILIATIONS.....	7
2.3 MOTTO	8
2.4 GOALS	8
2.5 OBJECTS	8
2.6 MISSION STATEMENT.....	8
2.7 PRINCIPLES.....	9
2.8 PERSONAL INFORMATION PROTECTION ACT POLICY	9
3.0 GOVERNING STRUCTURE	10
3.1 AFGA SENIOR EXECUTIVE.....	10
3.2 RESPONSIBILITIES OF AFGA SENIOR EXECUTIVE	10
3.2.1 <i>President</i>	10
3.2.2 <i>Past President</i>	11
3.2.3 <i>1st Vice President</i>	11
3.2.4 <i>2nd Vice President</i>	11
3.2.5 <i>Finance Chairperson</i>	12
3.2.6 <i>Executive Director</i>	12
3.3 AFGA FULL EXECUTIVE	13
3.4 RESPONSIBILITIES OF REMAINING AFGA FULL EXECUTIVE MEMBERS	13
3.4.1 <i>Environment Committee Chairperson</i>	13
3.4.2 <i>Fishing Committee Chairperson</i>	14
3.4.3 <i>Hunting Committee Chairperson</i>	15
3.4.4 <i>Programs Committee Chairperson</i>	16
3.4.5 <i>Life Members & Past Presidents Representative</i>	17
3.4.6 <i>Zone Director</i>	17
3.5 COMMITTEES.....	18
3.6 MEDIA REQUESTS.....	18
4.0 MEMBERSHIP	20
4.1 TYPES OF MEMBERSHIP	20
4.1.1 <i>Direct Membership</i>	20
4.1.2 <i>Corporate Membership</i>	20
4.1.3 <i>Honourary Membership</i>	20
4.1.4 <i>Life Membership</i>	20
4.2 AFFILIATED CLUBS	20
4.2.1 <i>How to Become an Affiliated Club</i>	20
4.2.2 <i>Membership Affiliation Fees</i>	20
4.2.3 <i>Regular Member</i>	21
4.2.4 <i>Family Membership:</i>	21
4.2.5 <i>Youth Membership</i>	21
4.3 MEMBERSHIP BENEFITS.....	21

5.0	RESOLUTION, RECOMMENDATION & POLICY STATEMENT PROCEDURES	22
5.1	RESOLUTIONS	22
5.1.1	<i>Introduction</i>	22
5.1.2	<i>Types of Resolutions</i>	22
5.1.3	<i>Preparing Resolutions</i>	22
5.1.4	<i>Resolution Process at Club Level</i>	24
5.1.5	<i>Resolution Process at Zone Level</i>	25
5.1.6	<i>Resolutions Process at AFGA Full Executive Level</i>	26
5.1.7	<i>Resolutions Process at Conference</i>	27
5.2	RECOMMENDATIONS	28
5.3	POLICY AND PROCEDURE STATEMENT PROCESS	31
5.4	FOLLOW-UP AND ACTION ON RESOLUTIONS PASSED AT CONFERENCE	31
6.0	COMMUNICATION	32
6.1	OFFICIAL SPOKESPERSON	32
6.2	MEETING WITH YOUR LOCAL MLA	32
6.3	COMMUNICATION RESOURCES	32
6.3.1	<i>Website and e-mail</i>	32
6.3.2	<i>Brochures and Fact Sheets</i>	32
6.3.3	<i>Outdoor Canada West</i>	33
6.3.4	<i>Other Publications</i>	33
6.3.5	<i>News Releases</i>	33
6.3.6	<i>Inviting AFGA Full Executive or Staff Members to Your Club</i>	33
7.0	PROGRAMS AND SERVICES	34
7.1	HABITAT PROGRAMS	34
7.1.1	<i>Club-based Habitat Enhancement Projects (established 1984)</i>	34
7.1.2	<i>Habitat Steward Program (established 1984)</i>	34
7.1.3	<i>Heritage Farmstead Program (established 1985)</i>	34
7.1.4	<i>Operation Grassland Community (established 1994)</i>	34
7.1.5	<i>Wildlife Trust Fund (established 1983)</i>	35
7.1.5.1	<i>AFGA Wildlife Trust Fund – Constitution and Bylaws</i>	35
7.1.5.2	<i>The AFGA Wildlife Trust Fund – Referrals</i>	37
7.1.5.3	<i>Hide Collection Program (established 1983 – currently on hold)</i>	37
7.1.5.4	<i>Donations</i>	37
7.2	ANNUAL WILDLIFE AND FISH RECORDS AND AWARDS	37
7.2.1	<i>Awards Information</i>	37
7.2.2	<i>Awards Regulations</i>	38
7.2.3	<i>Photo Contest Rule and Regulations</i>	39
7.2.4	<i>Award Categories</i>	39
7.2.4.1	<i>Provincial Sportfishing Trophies *</i>	39
7.2.4.2	<i>Provincial Bird Game Trophies</i>	40
7.2.4.3	<i>Provincial Big Game Trophies</i>	40
7.2.4.4	<i>Provincial Photo Contest</i>	41
7.2.5	<i>Trophy Measuring Courses</i>	41
7.3	PHEASANT REARING PROGRAM	41
7.4	FISH-STOCKING PROGRAM	41
7.5	SPORTING COMPETITIONS	41
7.5.1	<i>Shooting Sports</i>	41
7.5.2	<i>Fishing Derbies and Days</i>	41
7.6	ZONE YOUTH CONSERVATION CAMPS	42

7.7	INSURANCE	42
7.7.1	General Club Liability	42
7.7.2	Range Liability.....	42
7.8	ANNUAL SERVICE AWARDS.....	42
7.8.1	Service Awards.....	43
7.8.1.1	AFGA Support Award	43
7.8.1.2	Archie Hogg Memorial Award	43
7.8.1.3	Budd Traver Outdoor Observer Trophy	43
7.8.1.4	Darwin Cronkhite Memorial Award	43
7.8.1.5	Dennis Hindbo Predator Control Award	43
7.8.1.6	Distinguished Service Award.....	43
7.8.1.7	Eileen Christensen Memorial Lady Conservationist of the Year Award	43
7.8.1.8	Fulton Award	43
7.8.1.9	George E. Watt Memorial Fund-Raising Award	43
7.8.1.10	G. E. Stevens Memorial Award.....	43
7.8.1.11	G. M. Spargo Memorial Award	44
7.8.1.12	Guy Blake Memorial Award	44
7.8.1.13	Henry Lembicz – Clean Air, Clean Land, Clean Water Award	44
7.8.1.14	J.B. Cunningham Memorial Award.....	44
7.8.1.15	J. D. Munroe Outdoor Activities Award	44
7.8.1.16	Junior Conservation Award	44
7.8.1.17	Life Membership	44
7.8.1.18	Lifetime Achievement Award.....	44
7.8.1.19	Neville Lindsay Memorial Award	44
7.8.1.20	Outdoor Canada West Communication Award.....	44
7.8.1.21	Outdoor Ethics Award.....	44
7.8.1.22	Rural Outdoor Education - Gerry Gibson Memorial Award	45
7.8.1.23	Urban Outdoor Education Award	45
7.9	CONSERVATION SCHOLARSHIP	45
7.10	MERCHANDISE	46
7.11	JUNIOR CONSERVATION	46

1.0 INTRODUCTION

1.1 PURPOSE

This is the Operations Manual (Manual) of the Alberta Fish and Game Association (AFGA) and it is intended for the use of the AFGA and its affiliated clubs. Other uses of the Manual or reproduced copies of any material are not permitted unless expressed written permission is granted by the AFGA President.

The objectives of the Manual are as follows:

- (a) Provide a central source of information to affiliated clubs of the AFGA.
- (b) Describe the purpose of the AFGA.
- (c) Describe the administrative operations and governing structure of the AFGA.
- (d) Provide procedural guidelines to affiliated clubs, AFGA Full Executive and staff for participating in the AFGA's programs/services and in fulfilling the expectations of membership/affiliation.
- (e) Provide a record of the AFGA's official position on important issues affecting the conservation and use of fish and wildlife resources.
- (f) Provide suggestions and guidance in governance, strategic planning, membership recruitment and fund raising to facilitate local club growth, development and integration within the provincial community of affiliated clubs.

Further information on any program, service, procedure or policy is available from the AFGA Provincial Office.

1.2 AFGA PROVINCIAL OFFICE

Address: 13045 156 Street NW,
Edmonton, Alberta
T5V 0A2

Telephone: (780) 437-2342

Fax: (780) 438-6872

Website: www.afga.org

Email: office@afga.org

1.3 AMENDMENTS TO THE AFGA MANUAL

Amendments to the Manual may occur as follows:

- (a) Amendments to Objects and Bylaws can only occur after ratification of a three-quarters (75%) majority vote of a Special Resolution at an AFGA Annual Conference.
- (b) Amendments to Policies and Procedures can only occur after ratification of a two-thirds (66.6%) majority vote of an Extraordinary Resolution at an AFGA Annual Conference.
- (c) Amendments, other than those listed above, can be adopted by the AFGA Full Executive.

2.0 AFGA OVERVIEW

The AFGA is a registered non-profit charitable organization of hunters, anglers and other conservationists. The AFGA was originally founded in 1908, and is currently (2018) represented by approximately 25,200 members in community-based clubs throughout the province, making it the oldest and largest volunteer conservation organization in Alberta. The AFGA has taken a leadership role in shaping many of today's provincial wildlife management goals, outdoor recreation regulations, and habitat conservation programs, and is officially recognized as "The Voice of Alberta's Hunters and Anglers".

2.1 HISTORY AND INCORPORATION

Shortly after Alberta became a province in 1905, and the first game laws to control hunting were enacted in 1907, a group of conservation-minded outdoor sports individuals came together to lobby government and educate citizens about the importance of wildlife conservation. The organization was known as the Calgary Game and Fish Protective League, and quickly established itself as a volunteer service club dedicated to enhancing Alberta's wildlife and its habitats through hands-on projects. Over the next ten years other local clubs established themselves throughout Alberta sharing a common commitment toward responsible outdoor usage, and sustainable wildlife management. By 1920, several Edmonton and area clubs consolidated their conservation efforts under the name "Northern Alberta Game and Fish Protective League". Soon thereafter, the need for a common voice representing all of Alberta's outdoor enthusiasts was recognized and the AFGA was formally registered in 1928 and then again under the Alberta Societies Act in November of 1946 (Society registration number 50001350. The AFGA is also a registered charitable organization. (Charitable registration number 0593202-54-25).

2.2 AFFILIATIONS

The AFGA exists for the purpose of supporting the conservation and sporting interests of its members. The AFGA is structured to facilitate communication and decision-making on three different scales; the local club, the zone, and the AFGA.

Affiliated clubs are often registered societies, but share a common mission of promoting responsible and sustainable use and conservation of Alberta's wildlife resources. They also must subscribe to the Objects of the AFGA. Local clubs also often share a similar name (The XYZ Fish and Game Association), and pay a proportion of their own membership fees to support their affiliation and eligibility to participate in the programs and services of the AFGA. See Appendix 5 for a complete list of current AFGA affiliate clubs.

To facilitate communication among local clubs the AFGA is divided into 6 geographical zones, each electing a Zone Director that also serves on the AFGA Full Executive. Each zone shares a common governance structure to that of the AFGA Full Executive and is the primary venue for facilitating dialogue on regional issues and developing project partnership opportunities among the local clubs within its service area. Zones also play an important role in refining the development of resolutions originating at the club or zone level to better reflect the perspectives of a greater proportion of the AFGA membership within the region.

The AFGA is a founding member of the Canadian Wildlife Federation in Ottawa and has two representatives on the Federation's governing body. In addition, the AFGA maintains a fraternal relationship with other provincial affiliates, including the Saskatchewan Wildlife Federation, Yukon Fish and Game Association, Ontario Federation of Anglers and Hunters, etc.

2.3 MOTTO

Our Motto: Defending All Outdoors

2.4 GOALS

Our Goals:

- (a) Healthy fish and wildlife populations
- (b) Clean Air, Clean Water, Unspoiled Land

2.5 OBJECTS

The objects of the AFGA, registered under the Alberta Societies Act, are as follows:

- (a) To promote conservation of our natural resources.
- (b) To foster and promote the non commercial harvest of fish and game as a legitimate part of an overall wildlife management program.
- (c) To develop and promote educational and recreational programs and activities.
- (d) To promote and assist in the sound long term management of Alberta's fish and wildlife in the best interest of all Albertans including future generations.
- (e) To insist on continued public ownership of all public lands and wildlife.
- (f) To obtain and maintain access to public lands.
- (g) To publicize the importance of fish and wildlife and proper resource management.
- (h) To work with government, industry and other organizations in local programs, supporting the enhancement, development and maintenance of habitat for all species of fish and wildlife in Alberta.
- (i) To lobby government and private agencies as necessary to safeguard the interests of fish, wildlife and other natural resources.
- (j) To promote outdoor ethics and safety.
- (k) To make Albertans aware of the dangers of all forms of pollution, to prevent pollution, and to co-operate with all groups with similar objectives.

2.6 MISSION STATEMENT

To promote, through education and programs, the conservation and utilization of fish and wildlife and to protect and enhance the habitat they depend upon.

2.7 PRINCIPLES

The AFGA adheres to the three international principles of resource conservation, developed by the World Conservation Strategy, and these are:

- (a) To maintain essential ecological processes and life support systems.
- (b) To preserve genetic diversity.
- (c) To ensure the sustainable utilization of species and ecosystems.

Volunteerism (Volunteers and active participation are fundamental to the functioning of the AFGA. The AFGA supports equal opportunity and inclusiveness of anyone interested in outdoor sportsmanship and the conservation of Alberta's wildlife resources)

Conservation (Habitat is the foundation of healthy wildlife populations. The obligation to give something back to the resource is the responsibility of all of us. Our conservation ethic goes beyond harvestable fish and game, and includes all of Alberta's biological diversity.)

Democracy (The AFGA has a long history of democratic decision making and freedom of speech. The AFGA values the participation of its members and strives toward fair representation of the opinions and interests of its membership).

Value of Alliances and Partnerships (We are only as strong as we are united. The AFGA is itself a network of affiliated local clubs each with their own interests and specialized expertise. Identifying common interests and engaging invested participation among our local affiliates and other organizations with shared values multiplies the effectiveness of our efforts.)

Stewardship for Future (You reap what you sow. We need to make the effort today to invest in the conservation of our natural resources and nurture the interest of our youth to ensure our efforts will not be lost, but provide a foundation for future growth.)

Responsibility and Accountability (Our responsibility is for the wise stewardship of the natural resource. Our accountability is to our members and the public.)

2.8 PERSONAL INFORMATION PROTECTION ACT POLICY

The Executive Director shall be responsible for ensuring that the AFGA complies with the Personal Information Protection Act as it relates to non-profit organizations. These duties may be delegated to one or more individuals by the Executive Director.

All information gathered is the property of the AFGA and will remain on the premises of the AFGA with the exception of a back-up copy which will be secured off-site.

Names and addresses for the purposes of mail-outs can be forwarded to the appropriate mailing contractors but will remain under the control of AFGA.

Membership files and lists will not be sold, bartered or traded to another party.

3.0 GOVERNING STRUCTURE

The business and affairs of the AFGA are governed by an elected voting AFGA Full Executive of 15 officers, one appointed Finance Chairperson, and one non-voting Executive Director. Elections are held by closed ballot, once a year at the annual AFGA Conference, with voting privileges extended only to appointed delegates from each club affiliate. Zone directors are elected at the zone level. The number of eligible voting delegates from each participating club is predetermined by the number of paid memberships registered in the previous year's membership roster. The exception is that life members may also vote as a delegate at large.

While the business affairs and implementation strategies of the AFGA are governed by the AFGA Full Executive, it is the local affiliate clubs and the regional zones which shape the direction and principle policies of the AFGA. In this regard the AFGA is fundamentally a grassroots organization where the major communication pathway is directed from the clubs to the AFGA Full Executive, and the accountability for implementation returns back from the AFGA Full Executive to the affiliated clubs.

3.1 AFGA SENIOR EXECUTIVE

The AFGA *Senior Executive* shall be comprised of the following positions:

- President
- Past President
- 1st Vice President
- 2nd Vice President
- Finance Chairperson
- Executive Director

3.2 RESPONSIBILITIES OF AFGA SENIOR EXECUTIVE

The AFGA Senior Executive is charged with the management of the AFGA. Please refer to By-laws 3.1 to 3.4 in Appendix 1 (attached) for further details.

3.2.1 President

Appointment:

- Elected at the AFGA's Annual Conference.
- Shall hold office until conclusion of next Annual Conference.
- Shall not serve more than two consecutive terms.
- Member of the AFGA Senior Executive.
- Ex-officio member of all AFGA Committees.

Responsibilities:

- Leader and goodwill ambassador of the AFGA.
- The official spokesperson for the AFGA.
- Signing officer of the AFGA.
- Presides at all meetings of the AFGA.
- Performs reviews of Executive Director.

- Should prepare regular reports for the AFGA's magazine, the Canadian Wildlife Federation, the Annual Conference Document, and other reports as required.
- Appoints committee representatives.
- Appoints conference parliamentarian.
- Approves agendas for all AFGA Executive meetings.
- Provides supervision to the Executive Director.

3.2.2 Past President

Appointment:

- Position is assumed by the President upon completion of his/her term(s).
- Shall hold office until the out-going President assumes the position.
- Member of the AFGA Senior Executive.

Responsibilities:

- Assists and advises the President.
- Acts as a liaison with the Life Member's Representative.
- Chairs meetings of the Past Presidents and Life Members group.
- Chair of the Nomination Committee.

3.2.3 1st Vice President

Appointment:

- Elected at the AFGA's Annual Conference; however, the designation of *1st Vice President* is determined by majority vote of the AFGA Full Executive.
- Shall hold office until conclusion of next Annual Conference.
- Member of the AFGA Senior Executive.

Responsibilities:

- Assumes the duties of the President if for any reason the President cannot perform his/her duties.
- Assists and advises the President.
- Can be a signing authority of the AFGA.
- Acts as a liaison to three Zones as designated by the President or AFGA Senior Executive.
- Coordinates activities of two of the four Committees.
- Should prepare regular reports for the AFGA's magazine, the Annual Conference Document, and other reports as required.
- Conference responsibilities.
- Chairs the resolutions session at the AFGA's Annual Conference.

3.2.4 2nd Vice President

Appointment:

- Elected at the AFGA's Annual Conference; however, the designation of *2nd Vice President* is determined by majority vote of the AFGA Full Executive

- Shall hold office until conclusion of next Annual Conference.
- Member of the AFGA Senior Executive.

Responsibilities:

- Assumes the duties of the President or 1st Vice President if for any reason they cannot perform their duties.
- Can be a signing authority of the AFGA.
- Assists and advises the President.
- Acts as a liaison to three Zones as designated by the President or AFGA Senior Executive.
- Coordinates activities of one of the four committees.
- Should prepare regular reports for the AFGA's magazine, the Annual Conference Document, and other reports as required.
- Conference responsibilities.

3.2.5 Finance Chairperson

Appointment:

- Appointed by the AFGA Senior Executive, in March of each year, based on his/her special ability to deal with financial matters of the AFGA.
- Appointment is reviewed annually or as required by the AFGA Senior Executive.
- Member of the AFGA Senior Executive.

Responsibilities:

- Provides advice on all financial matters of the AFGA.
- Coordinates activities of the audit committee.
- Shall have at all times, knowledge of the current financial status of the AFGA.
- Shall provide advice to the Executive Director when requested.
- Shall provide an annual report for the Annual Conference Document.
- Shall assist in the development of the annual budget of the AFGA.

3.2.6 Executive Director

The Executive Director is a non-voting member of the AFGA Senior Executive hired by the AFGA through the AFGA Senior Executive. Terms of employment are defined by the AFGA Senior Executive.

Responsibilities:

- Reports directly to the President of the AFGA.
- Primary point of contact for AFGA.
- Manages the planning, administration, and financing of the AFGA, including all AFGA staff.
- Facilitates the immediate and long-range planning for the Association through the development of the AFGA Business Plan and responsible for its execution.
- Develops and monitors the AFGA's annual budgets and cash flow plans

- Ensures all financial records of the AFGA are maintained according to recognized accounting principles and that all assets are recorded and adequately insured.
- Maintains the internal financial control documents, including regular financial reports for the AFGA Full Executive.
- Maintains positive relations with all government departments, other associations, agencies, the media, AFGA affiliate members, and the public.
- Facilitates the planning and management of province wide AFGA programs.
- Manages the Minister's Special License program.

3.3 AFGA FULL EXECUTIVE

The AFGA Full Executive is charged with the governance of the AFGA. Please refer to By-laws 3.1 to 3.4 in Appendix 1 (attached) for further details.

The *AFGA Full Executive* shall be comprised of the following positions:

- President
- Past President
- 1st Vice President
- 2nd Vice President
- Finance Chairperson
- Executive Director
- Environment Chair
- Fishing Chair
- Hunting Chair
- Programs Chair
- Life Members and Past Presidents Representative
- Zone 1 Director
- Zone 2 Director
- Zone 3 Director
- Zone 4 Director
- Zone 5 Director
- Zone 6 Director

Note: Clubs are kept updated of any changes of the AFGA Full Executive that may occur, through regular and special mail.

3.4 RESPONSIBILITIES OF REMAINING AFGA FULL EXECUTIVE MEMBERS

3.4.1 Environment Committee Chairperson

Appointment:

- Elected at the AFGA's Annual Conference.
- Shall hold office until conclusion of the next Annual conference.
- Member of the AFGA Full Executive.

Responsibilities:

- Maintains a close liaison with relevant government personnel, consulting with them on environmental issues brought to the attention of the AFGA.
- Monitors the degradation and contamination of our air, water, soil, wildlife, and wildlife habitat.
- Monitors agricultural, industrial, forestry, recreational and other activities that affect quality of our air, water, soil, wildlife and wildlife habitat.
- Monitors relevant Government Policies and relevant environmental status in Alberta and makes recommendations on AFGA policy changes as required.
- Promotes activities that conserve or enhance quality of air, water, soil, wildlife, and wildlife habitat.
- Promotes land use and other practices that maintain or enhance wildlife habitat and populations.
- Assists and advises the President.
- Coordinates with the assigned Vice President on committee activities.
- Holds meetings with Zone Representatives of the Environment Committee, as required, to ensure communication of relevant information to and from Clubs and Zones.
- Provides information to and expects to receive information from all other members of the AFGA Full Executive.
- Conducts research, as required, to ensure credible responses to government, industry, and all other agencies.
- Coordinates action on relevant recommendations and resolutions.
- Coordinates and reports on relevant resolutions at the AFGA's Annual Conference as required.
- Should prepare regular reports for the AFGA's magazine and Annual Conference Document, and other reports as required.
- May recommend for approval by the AFGA Senior Executive, a Vice-Chairperson who would be willing to work with the Elected Chairperson in the fulfilling of the role and responsibilities of the position and would have the same voting and representation authorities as the Chairperson in their absence.

3.4.2 Fishing Committee Chairperson

Appointment:

- Elected at the AFGA's Annual Conference.
- Shall hold office until conclusion of the next Annual conference.
- Member of the AFGA Full Executive.

Responsibilities:

- Monitors the quality of angling in Alberta.
- Monitors the conduct and activities of anglers in Alberta.
- Monitors changes in angling regulations and coordinates appropriate responses and recommendations.
- Monitors the allocation of resources and conduct of the Commercial Fishing Industry.
- Monitors the Aquaculture Industry.

- Monitors stocking efforts in Alberta's waters.
- Monitors relevant provincial and federal government fisheries policies, status and declaration of individual species, species management plans, and makes recommendations on AFGA policy as required.
- Maintains a close liaison with relevant government personnel and others, consulting with them on fishery issues brought to the attention of the AFGA.
- Assists and advises the President.
- Coordinates with the assigned Vice President on committee activities.
- Promotes programs that encourage ethical and responsible behavior of anglers.
- Holds meetings with Zone Representatives of the Fishing Committee, as required, to ensure communication of relevant information to and from Clubs and Zones.
- Provides information to and expects to receive information from all other members of the AFGA Full Executive.
- Conducts research, as required, to ensure credible responses to government, industry, and all other agencies.
- Coordinates action on relevant recommendations and resolutions.
- Coordinates and reports on relevant resolutions at the AFGA's Annual Conference as required.
- Should prepare regular reports for the AFGA's magazine and Annual Conference Document, and other reports as required.
- May recommend for approval by the AFGA Senior Executive, a Vice-Chairperson who would be willing to work with the Elected Chairperson in the fulfilling of the role and responsibilities of the position and would have the same voting and representation authorities as the Chairperson in their absence.

3.4.3 Hunting Committee Chairperson

Appointment:

- Elected at the AFGA's Annual Conference.
- Shall hold office until conclusion of the next Annual conference.
- Member of the AFGA Full Executive.

Responsibilities:

- Monitors the quality of hunting in Alberta.
- Monitors the conduct and activities of hunters in Alberta.
- Monitors changes in hunting regulations and coordinates relevant responses and recommendations.
- Monitors the allocation of resources and conduct of the guiding/outfitting industry.
- Monitors the commercial wildlife industry.
- Monitors introduction of relevant non-indigenous species.
- Monitors relevant provincial and federal government wildlife policies, status and declaration of individual species, species management plans, and makes recommendations on AFGA Policy as required.
- Monitors wildlife transplant efforts.

- Maintains a close liaison with relevant government personnel, and others, consulting with them on hunting issues to the attention of the AFGA.
- Assists and advises the President.
- Coordinates with the assigned Vice President on committee activities.
- Promotes programs that encourage ethical and responsible behaviour of hunters.
- Holds meetings with the Zone Representatives of the Hunting Committee, as required, to ensure communication of relevant information to and from Clubs and Zones.
- Provides information to and expects to receive information from all other members of the AFGA Full Executive.
- Conducts research, as required, to ensure credible responses to government, industry, and all other agencies.
- Coordinates action on relevant recommendations and resolutions.
- Coordinates and reports on relevant resolutions at the AFGA's Annual Conference as required.
- Should prepare regular reports for the AFGA's magazine and Annual Conference Document, and other reports as required.
- May recommend for approval by the AFGA Senior Executive, a Vice-Chairperson who would be willing to work with the Elected Chairperson in the fulfilling of the role and responsibilities of the position and would have the same voting and representation authorities as the Chairperson in their absence.

3.4.4 Programs Committee Chairperson

Appointment:

- Elected at the AFGA's Annual Conference.
- Shall hold office until conclusion of the next Annual conference.
- Member of the AFGA Full Executive.

Responsibilities:

- Coordinates activities of annual trophy competitions, Annual Trophy Ball, trophy measuring and measurers, and trophy measuring schools within the AFGA.
- Coordinates activities of angler, hunter and conservation education programs within the AFGA.
- Coordinates activities of firearms and boating safety programs, and other firearms related programs or activities including firearms legislation, within the AFGA.
- Coordinates National Wildlife Week activities within the AFGA.
- Coordinates activities of various youth conservation camps within the AFGA, or any other youth program within the AFGA.
- Coordinates activities of programs within the AFGA that promote responsible behaviour of outdoor enthusiasts.
- Any other program within the AFGA that is provincial in scope and not specifically coordinated by any others on the AFGA Full Executive or any of the AFGA's paid staff.
- Holds meetings with Zone Representatives of the Programs Committee, as required, to ensure communication of relevant information to and from Clubs and Zones.

- Assists and advises the President.
- Coordinates with the assigned Vice President on committee activities.
- Provides information to and expects to receive information from all other members of the AFGA Full Executive.
- Conducts research, as required, to ensure credible responses to government, industry, and all other agencies.
- Coordinates action on relevant recommendations and resolutions.
- Coordinates and reports on relevant resolutions at the AFGA's Annual Conference as required.
- Should prepare regular reports for the AFGA's magazine and Annual Conference Document, and other reports as required.
- Maintains a close liaison with other outdoor related organizations.
- May recommend for approval by the AFGA Senior Executive, a Vice-Chairperson who would be willing to work with the Elected Chairperson in the fulfilling of the role and responsibilities of the position and would have the same voting and representation authorities as the Chairperson in their absence.

3.4.5 Life Members & Past Presidents Representative

Appointment:

- Elected at the AFGA's Annual Conference by the attending Life Members and Past Presidents of the AFGA.
- Shall hold office until conclusion of the next Annual conference.
- Member of the AFGA Full Executive.

Responsibilities:

- Coordinates activities of Life Members and Past Presidents of the AFGA.
- Assists and advises the President.
- Coordinates and assists in the affairs of the Life Member's Trust Fund.
- Advises on matters of protocol with respect to all of the AFGA's affairs and functions.
- Should prepare regular reports for the AFGA's magazine, the Annual Conference Document, and other reports as required.

3.4.6 Zone Director

Appointment:

- Elected at the Zone Annual Meeting or other Zone Meeting, as is necessary, which shall be held every year prior to the AFGA's Annual Conference.
- Member of the AFGA Full Executive.

Responsibilities:

- Leader and spokesperson for the Zone.
- Assists and advises the President.
- Coordinates activities of Zone with respective Vice President.
- Convenes and chairs Zone Meetings at least twice annually.

- Organizes Zone executive, which need not parallel the AFGA Full Executive, but should ensure that Zone Representatives are elected or appointed to the AFGA Committees of: Hunting, Fishing, Environment and Programs.
- Supplies information to, and expects to receive information from Committee Chairpersons of Clubs, of the Zone, and of the AFGA Full Executive.
- Attempts to establish new Clubs.
- Assists Clubs, Club Programs, and problem solving with the Clubs.
- Visits Clubs, where possible, when requested by Clubs.
- Advises media and other organizations in the Zone about developments and programs.
- Advocates Alberta Fish and Game Policy wherever possible.
- Stays within Alberta Fish and Game Policy and keeps others in Zone within the same Policy wherever possible.
- Promotes a positive working relationship with Fish and Wildlife Division personnel and elected representatives.
- Should prepare regular reports for the AFGA's magazine, the Annual Conference Document, and other reports as required.
- Compile a list of award nominees from Clubs in their zone for AFGA provincial awards, annually.

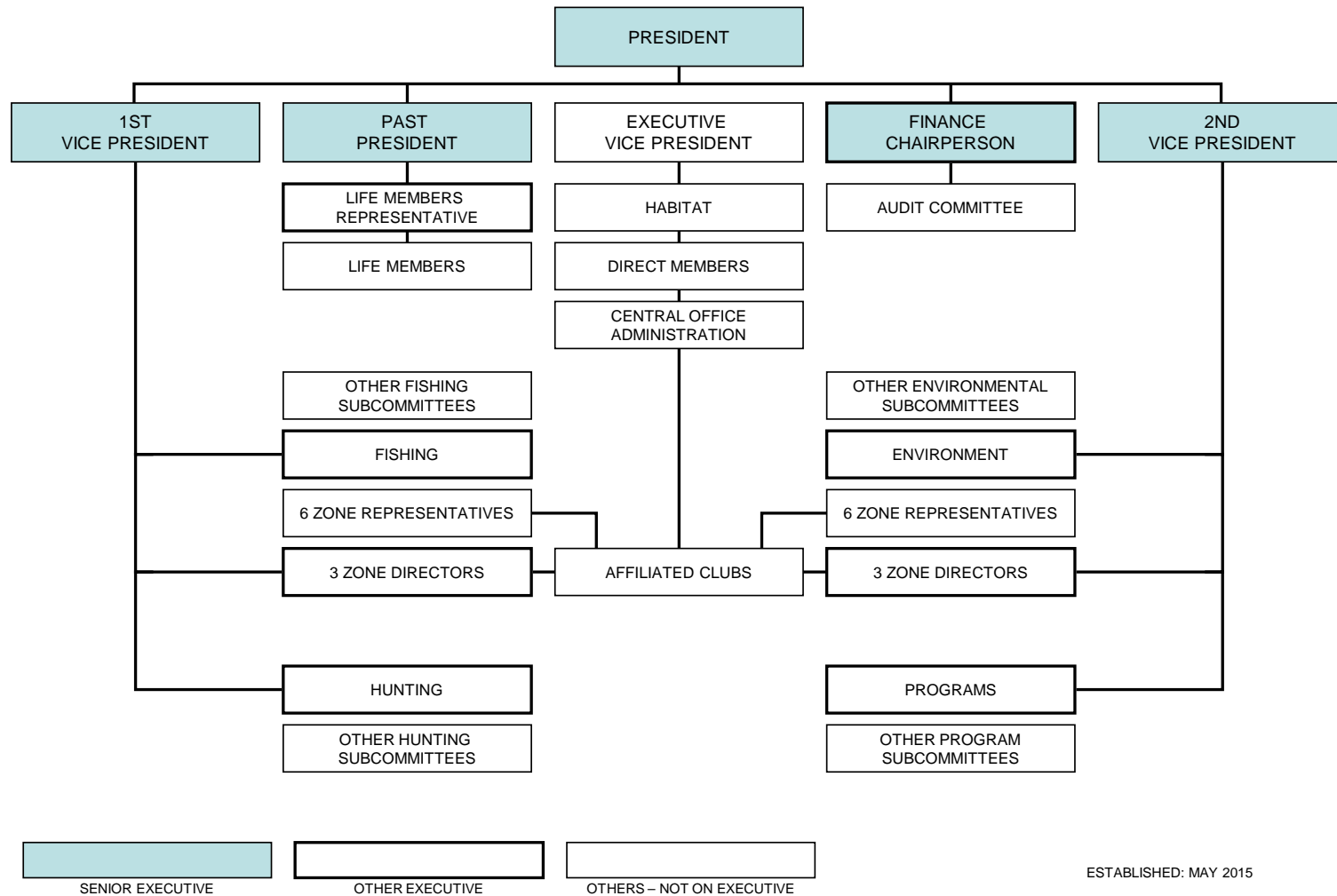
3.5 COMMITTEES

The AFGA has a number of standing and ad hoc committees as well as representing members' interests in many outside committees. Appointment is generally by the President unless it is a Government appointment whereby the AFGA nominates an individual to sit on a particular committee. The Chairs of the Environment, Hunting, Fishing and Programs Committees are elected yearly at the AFGA Annual General Meeting. To view the list of current committee members please see the Appendix included with this Manual.

3.6 MEDIA REQUESTS

See Appendix 2, AFGA Policy Statements, page 11 for an outline on media requests.

AFGA ORGANIZATION STRUCTURE



4.0 MEMBERSHIP

Individual membership with the AFGA is contingent upon payment of an annual membership fee made directly to the AFGA or one of its affiliated clubs.

4.1 TYPES OF MEMBERSHIP

4.1.1 Direct Membership

Open to individual adults/youths, and families at a fee to be determined from time to time by the AFGA Senior Executive; provided that Direct Members shall not be entitled to send delegates or vote in the meetings of the AFGA. A Family membership consists of one regular member, his/her spouse, and any children under 18 years of age. A direct youth membership fee will be set at 50% of the direct regular membership and is available to any young person under the age of 18. See Appendix 3 for current fees.

4.1.2 Corporate Membership

Open to corporate businesses to provide financial assistance to the AFGA; of which the fee shall be determined by the AFGA Senior Executive. Corporations or interested individuals can join the AFGA by way of Corporate Membership and are not entitled to send delegates or vote at the Annual General Meeting. At present the corporate membership rate is \$250.00, plus applicable GST.

4.1.3 Honourary Membership

Awarded by the AFGA Senior Executive, such members shall not be entitled to send delegates or vote at the meetings of the AFGA or be required to pay annual memberships fees, but are entitled to participate fully in the AFGA's activities, and are entitled to receive notice of regular meetings.

4.1.4 Life Membership

Awarded by the AFGA Full Executive, such memberships shall be restricted to members of the AFGA who, through long service to the AFGA or through other contributions to the aims and objects of the AFGA, merit in the opinion of the AFGA, special recognition for their services. Every Life Member of the AFGA is permitted to attend, participate in, and vote as a delegate at large at any Annual Conference or Special General Meeting.

4.2 AFFILIATED CLUBS

4.2.1 How to Become an Affiliated Club

Club affiliation is available to any group of 20 or more individuals that subscribes to the objects of the AFGA and whose expressed aims are the renewal of our fish, wildlife, and natural resources and their conservation and management for the future. For further information and required forms please see Appendix 4, visit the AFGA website www.afga.org, or contact the AFGA Provincial Office.

4.2.2 Membership Affiliation Fees

Membership fees, also called affiliation fees, shall be renewable for a minimum of 20 members by January 31st each year by clubs or associations intending to continue their affiliation with the AFGA. See Appendix 3 for current fees.

At present the AFGA has a database of the membership submitted by affiliated clubs. This database can be used by the affiliated clubs to aid in renewing their own membership.

Clubs can submit memberships on an annual basis rather than as a calendar year (for example, a membership bought in October would be good until the following October). The Club membership chairpersons, if interested, should contact the AFGA Provincial Office for further information.

4.2.3 Regular Member

Anyone can be a regular member of an affiliated Club subject to individual Club by-laws. Clubs can have individual membership incentives.

4.2.4 Family Membership:

Open to affiliated club members. A Family membership consists of one regular member, his/her spouse, and any children under 18 years of age. All family members shall be clearly registered on membership records of the AFGA.

4.2.5 Youth Membership

Open to young people under 18 years of age with a fee to be 50% of the regular member affiliation fee.

4.3 MEMBERSHIP BENEFITS

- Regular, family-head and youth members receive six copies of the Outdoor Canada West magazine (bi-monthly), per year. This magazine covers a wide range of topics pertaining to western Canada with a center section devoted to AFGA news and updates.
- 10% discount on select Mark's merchandise
- \$5,000 Accidental Death and Dismemberment benefit while participating in hunting, fishing, trapping or authorized Club activities
- \$5,000,000 personal excess liability insurance
- Discounts on personal insurance through Allied Insurance Services Ltd.
- Participation in our annual Wildlife Awards competition
- Opportunity to participate in youth and women camps in Alberta
- Opportunity to participate on numerous conservation projects
- Access to over 40,000 acres of prime habitat without having to ask for permission
- Knowledge that you are supporting the largest conservation organization in Alberta

5.0 RESOLUTION, RECOMMENDATION & POLICY STATEMENT PROCEDURES

5.1 RESOLUTIONS

5.1.1 Introduction

One of the main reasons for the existence of the AFGA is to act as the voice of the organized outdoors people of the province and make their wishes, with respect to fish and wildlife management, known to government. Our main vehicle for doing this is through the resolutions that originate from the members of our clubs and proceed through the Zones, to the AFGA Senior Executive, to the annual conference, and hence to the government body concerned. The formulation, handling and presentation of resolutions are a very important part of our activities.

Resolutions are a key to providing grass roots participation by the membership of the AFGA in the affairs and direction of the AFGA. **A Resolution is a formal statement by members that must be considered.**

In order for a resolution to be effective, it must be clear, concise and factual. Many of the details described following are designed to achieve maximum effectiveness. They are not meant to be obstructions, but rather helpful guidelines. It is disheartening to a club to have their resolution rejected because of procedural problems, improper wording, or other problems. It would be in everyone's best interest to aid members and clubs in the resolutions process; thus, the following outline is presented.

A resolution is the written statement and proposed solution of a problem that is presented to an appropriate body for their consideration and action. **A resolution must always be presented in writing.** If it is presented orally, it becomes a motion, not a resolution.

5.1.2 Types of Resolutions

Special Resolution: Any Resolution which changes the objects or bylaws of the AFGA. It requires a minimum of a 21 day-notice to Clubs, and cannot be amended at the Annual Conference as per the rules outlined in the Societies Act, (S-18 [1.d]). It requires a three-quarters (75%) majority vote to pass.

Extraordinary Resolution: Any resolution which changes the policies or procedures of the AFGA. It requires a 21 day-notice to Clubs and can be amended at the Annual Conference. It requires a two-thirds (66.6%) majority vote to amend and/or pass.

Regular Resolution: Any resolution which is provincial in scope and does not change any aspect of the Manual is a regular resolution. Regular resolutions will be divided into five categories for presentation to the conference floor: ***General, Fisheries, Wildlife, Programs*** and ***Environment***. Amendments can be made to this type of resolution as per the guidelines in Section 5.1.7 below. A regular resolution requires a fifty percent plus one (50% +1) majority vote to amend and/or pass.

A resolution which is not provincial in scope and pertains to a specific area (e.g. WMU, or stream) and/or involves season length or bag limits should be presented as a **Recommendation**. Recommendations can be dealt with immediately by the AFGA Senior Executive and do not need to be presented or voted on at the conference.

5.1.3 Preparing Resolutions

It is desirable and preferable that a resolution be made up of two parts. The first part is the body of the resolution and states what is desired to bring about possible resolution of a problem and may suggest how the problem should be handled. The second part of the resolution is the brief, which outlines the problem and the reason for the resolution. The brief should include factual data, which supports the resolution.

BODY

- The statement of the resolution.

- Uses the words BE IT RESOLVED THAT to introduce the resolution.
- If the resolution is a Special or Extraordinary Resolution it must include the appropriate section numbers of the Manual that it is the intent to change.

BRIEF

- The statement of the problem.
- Make sure that the statements that are made about the problem are based on fact. If you have supporting information and/or figures to back up the facts, include them and the agency/source (e.g. biologists, applicable government department).
- Be clear and specific. Explain the problem sufficiently so that it can be readily understood by anyone who reads it.
- Be brief. Include only pertinent information.

As an example of how a resolution could be drawn up, embodying the above-mentioned points, consider the following hypothetical situation:

Burbot are not recognized as a game fish within the province of Alberta, and as such, the abundant wasting and mismanagement of the fish species has been noticed. It is the desire of a club to change this situation

A poorly worded resolution might read as follows:

BE IT RESOLVED THAT *the fishing regulations for Burbot be changed.*

BRIEF: *We believe that many people are wasting Burbot or taking large amounts of them, and they shouldn't be allowed to do that.*

Although the intent is there, the above resolution is far from being specific enough, and even if it were accepted through the process, it would be difficult for the AFGA Senior Executive to bring such an ill worded resolution to the appropriate government body, as coming from responsible sportspersons. Credibility would be lost.

The above resolution could be reworded as follows:

BE IT RESOLVED THAT *changes be put into effect to recognize Burbot as a game fish in the Province of Alberta and subsequently catch limits for Burbot be regulated. The suggested catch limit would be five (5) Burbot per day with no size limits.*

BRIEF: *Natural Resources Services in Red Deer has advised that Burbot has become a target species in some Central Alberta lakes. Presently Burbot are not recognized as a game fish in the Province of Alberta, and as a result there are no fishing regulations regarding the species.*

The rewording of this resolution has:

- Clearly stated the problem.
- Supported the statements with facts.
- Provided a relevant information source.
- Clearly identified the desired resolution of the problem.
- Suggested a way to resolve the problem.

This reworded resolution should then have clear sailing through the resolutions process, and should be a very acceptable and responsible resolution when presented to the government department involved. Credibility of the AFGA would be enhanced with this resolution, as it presents a responsible solution.

RESOLUTION FORM

BE IT RESOLVED THAT:

BRIEF:

CLUB ACTION ON RESOLUTION

Club Name: _____ Drafter: _____ Date: _____

Gov't Agency Contacted: _____ Person: _____ Date: _____

_____ Person: _____ Date: _____

Date submitted to Zone Director: _____ Director's Signature: _____

Action by Zone Director: _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

5.1.4 Resolution Process at Club Level

- (a) Members and/or Clubs may raise resolutions at any time of the year. These resolutions, once ratified by the Club, should be immediately forwarded to their Zone Director for consideration at the next Zone meeting.

- (b) No resolution will be considered unless submitted in writing to the club president prior to that portion of the meeting considering resolutions.
- (c) Upon being passed by the club, a resolution may be dealt with by:
 - (i) The Club executive if the resolution is pertaining to a Club matter, or
 - (ii) Forwarding the resolution to the Director of the Zone.

5.1.5 Resolution Process at Zone Level

The duty of the Zone in regard to resolutions is to debate the content and intent of the resolution, endorse the resolution by a majority of the club representatives at the Zone meeting and forward the ratified resolution to AFGA Provincial Office, or defeat and withdraw the resolution at Zone level.

- (a) A resolution may be considered at any Zone meeting and in order that the Zone executive is provided with sufficient time to do their study, resolutions should be delivered to the Zone Director or Zone Secretary, at least seven days prior to the time announced for the commencement of the Zone meeting.
- (b) In order for a resolution to be considered at a Zone meeting, the club presenting the resolution should have representation present at the Zone meeting. If the presenting Club is unable to attend, they should ensure that adequate background information accompanies the resolution to ensure complete understanding and clarity of the issue at hand.
- (c) The Zone Director or designate may:
 - (i) Wish further clarification and research. Any of the following could be consulted: the originating club, Natural Resources Service personnel, others with experience on the resolution's subject matter or a relevant AFGA Full Executive member.
 - (ii) Determine if the resolution could be better presented as a recommendation, and if so, after the following procedures outlined for recommendations (see Section 5.2 below), forward the recommendation to the AFGA Full Executive for appropriate action.
 - (iii) Ask the Zone meeting for debate and endorsement of any resolution that pertains to a Zone matter. Immediate action on the resolution will then be determined by the Zone meeting.
 - (iv) Combine and consolidate resolutions that are similar in nature.
 - (v) Withdraw a resolution that is contrary to the AFGA's Manual, unless it is the stated intent of the resolution to change, create or delete bylaws and/or objects (Special Resolution) and/or change, create or delete policy/procedure statements (Extraordinary Resolution) and is presented as such, with proper Manual section numbers included.
- (d) If the resolution is withdrawn, combined or changed to a recommendation and referred as such, prior to the Zone meeting, then the Zone Director shall inform the Zone meeting of the action taken.
- (e) If the resolution is of a kind that would lead to a policy, a policy change, or statements that would generate worthwhile public debate or changes in legislation or regulation applicable to the province, it should be forwarded to AFGA Provincial Office. Such a resolution must first be presented at a Zone meeting where the representatives present shall:

- (i) Ensure that the resolution is clear, concise and has all required information included in the resolution and brief. The brief should include pertinent statements and factual data from reliable sources e.g. Natural Resources Service officers and biologist etc., which support the resolution.
 - (ii) Have the opportunity to add relevant information to the resolution and brief, if by doing so the resolution is clarified and strengthened.
 - (iii) Question the necessity of the resolution; i.e. is the resolution already in place?
 - (iv) Vote on forwarding the resolution to AFGA Provincial Office. This vote is to be based on the resolution satisfactorily meeting the requirements of a resolution as outlined above, and on the content and intent of the resolution. If the resolution is passed by the Zone meeting, it should then be submitted to AFGA Provincial Office as a Zone resolution with the name of the originating Club listed as well. Resolutions which are defeated are withdrawn and not submitted to AFGA Provincial Office.
- (f) The Zone executive may draft and submit resolutions pertaining to issues which arise out of Zone meetings. These resolutions must be ratified by the representatives at the Zone meeting prior to being submitted to AFGA Provincial Office as a Zone resolution.
 - (g) The Zone Director is responsible for notifying the originating Club as to the outcome of the resolution at the Zone level.
 - (h) Defeated resolutions may be appealed by the originating Club to the President of the AFGA with a written explanation justifying the appeal only if significant new information can be provided supporting the resolution. The additional information must not have been presented at the Zone meeting, and must be of a nature that could seriously influence the outcome of the vote. The President will have the power to contact the Zone Director and other relevant information sources. If the President deems that the resolution is of an important and imminent nature that cannot wait to be presented at a future Zone meeting, and that the resolution should be presented at the Annual Conference, he/she may overrule the decision of the Zone Director and/or Zone. The decision of the President shall be final.

5.1.6 Resolutions Process at AFGA Full Executive Level

- (a) Upon receipt of resolutions from Zones, the 1st Vice President may take further steps to clarify and research resolutions received.
- (b) The President of the AFGA will annually inform the AFGA Full Executive of a resolutions meeting.
- (c) The AFGA Full Executive may draft and submit executive resolutions to the resolutions meeting.
- (d) The AFGA Full Executive at the resolutions meeting can:
 - (i) Withdraw any resolution that is contrary to the objects, bylaws, policies and/or procedures of the AFGA as outlined in the Manual, unless it is the stated intent of the resolution to change the existing objects/bylaws (Special Resolution) or policies/procedures (Extraordinary Resolution).
 - (ii) Combine and consolidate resolutions, and re-title if deemed necessary.
 - (iii) Withdraw resolutions that are already in effect.

- (e) Secure re-writing, including additions, to either the body or brief of any resolution that is not clear. The Senior Vice-President or his designate must approve all re-writes prior to them being forwarded to the conference.
- (f) Refer the resolution back to the originating Zone if the resolution is on a matter confined to the Zone, with or without an indication of associated action taken, or to be taken, by the AFGA Full Executive .
- (g) Place the resolution on the agenda for the conference to debate.
- (h) Refer the resolution to the appropriate AFGA Full Executive person for action if the resolution better fits the definition of a recommendation.

It is the duty of the AFGA Senior Executive to report to the originating club, and/or Zone in due course, the final status of each resolution.

5.1.7 Resolutions Process at Conference

- (a) Resolutions to be presented at the Annual Conference should be printed in the Conference book and made available to the Clubs as soon as possible after the December AFGA Full Executive meeting.
- (b) Upon calling the resolutions session at the Annual Conference to order, a resolution is moved on to the floor by the Chair, or by the presenting Club or Zone, and seconded.
- (c) Only registered voting delegates may speak to the resolution, with an imposed three-minute time limit. Each delegate may speak to the resolution only once, except for the presenter of the resolution who may open and close debate. Persons with expert knowledge may be asked to speak, and may do so if a three-quarters (75%) majority vote of the delegates so permits.
- (d) The first speaker to a resolution must speak in opposition to the resolution.
- (e) If there is no discussion opposing the resolution, discussion supporting the resolution does not necessarily need to be heard.
- (f) Amendments: Any voting delegate may move to amend a resolution as long as the amendment does not change the intent of the resolution. Special resolutions cannot be amended, as they require 21 days notice to Clubs (as per the governing rules outlined in the Societies' Act pertaining to bylaws of an organization). The presenting Club or Zone is asked to concur to the amendment. If an amendment is questioned as to whether it changes the intent of the resolution, the Parliamentarian's decision is final. A vote is called to accept the amendment. This vote requires a majority vote of fifty percent plus one (50% +1) to pass. If a majority vote is achieved, discussion of the resolution as amended commences. If a majority vote is not achieved, the amendment is defeated and the resolution is debated in its original format.
- (g) If the delegation feels that a resolution lacks enough information to be properly presented, debated, and voted upon, a motion to table the resolution may be made. A motion to table requires a fifty percent plus one (50% +1) majority. If the resolution is tabled it is to be brought back to the Conference floor as soon as the new information is provided.
- (h) After debate of the resolution, the presenting Club has the right to speak last to the resolution and close the debate.
- (i) The Chair will call for a vote on the resolution. Only registered delegates may vote, and must display their voting cards to do so. Votes in support of the resolution will be counted first, and then votes in opposition will be counted.

- (j) Any voting delegate may ask for a vote by secret ballot on any resolution if it is felt that opinion could be swayed by an open vote.
- (k) For Special Resolutions, a three-quarters (75%) majority of the votes is needed to pass. General Resolutions require a fifty percent plus one (50% +1) vote to pass.
- (l) Any resolution that is defeated is considered dead. A carried resolution becomes active and becomes the responsibility of the AFGA Full Executive to ensure that the resolution is properly documented and actioned.

It is one of the duties of club delegates to the Annual Conference to record Conference consideration and disposition of resolutions and report these proceedings to their Clubs.

5.2 RECOMMENDATIONS

Resolutions can be changed into recommendations and carry the same weight as resolutions, but differ as recommendations are not provincial in scope. Recommendations are aimed at changing hunting and fishing seasons and bag limits in localized area. The recommendation process is designed to allow concerns regarding local seasons and limits to be dealt with in a timely manner whereas if presented as a resolution, the concern would need to be held until the next Annual Conference of the AFGA to be ratified by the voting delegation. The resolution process is often not expedient enough to allow for these concerns to be dealt with and actioned prior to the next hunting/fishing season.

To be considered as a recommendation certain conditions must be met. These include:

- (a) The recommendation must not change the objects, bylaws, policies or procedures of the AFGA as outlined in the Manual.
- (b) The recommendation change must not be provincial in scope.
- (c) The recommendation must have pertinent documented support from relevant sources (e.g. Natural Resources Service, local landowners, hunters, anglers, biologists, etc.).

Members and Clubs may draft and submit recommendations to their Zone Director at any time of the year. Recommendations should be drafted using the same format as used for resolutions (as outlined in Section 5.1.3 above). The recommendation should then be presented at a Zone meeting for ratification by the Zone, if time and circumstances permit. The Zone Director or his/her designate shall research and verify the information in the recommendation prior to forwarding it to the AFGA Provincial Office. If the recommendation subject is of an urgent nature the Zone Director may immediately forward it, after verifying the contents and supporting evidence, to the AFGA Provincial Office to be considered at the next meeting of the AFGA Full Executive.

A Zone may draft and also submit recommendations to the AFGA Provincial Office, for consideration at the next AFGA Full Executive meeting, at any time of the year. These recommendations should first be ratified at a Zone meeting.

A full report of the action taken by the AFGA Full Executive on any recommendation will be forwarded to both the originating Zone and Club.

An example of a properly worded and formatted recommendation would be as follows:

BE IT RECOMMENDED THAT Natural Resources Service take steps to reduce the size of the White-tailed Deer herd in WMU 250 to reflect the carrying capacity of the range. It is suggested that in order to accomplish this goal a two-week extension to the regular White-tailed Deer hunting season be implemented for the general season.

BRIEF: There has been a large increase in the White-tailed Deer herd in WMU 250 as indicated by the most recent survey conducted by Natural Resources Service Personnel. This survey shows a White-Tailed Deer herd concentration of 24 deer per square kilometre. Natural Resources Service biologists have determined that a concentration of over 16 deer per square kilometre will permanently damage the range by over browsing.

The recommendation clearly states the problem species, local area of concern, and offers a feasible solution to the problem. This recommendation can be dealt with in a timely manner and forwarded to the appropriate government agency for immediate action.

Recommendations act as an important avenue for information key to regulation changes and updates. It is important for Clubs to understand how to use this route to quickly and effectively pass local concerns onto the proper authorities.

RECOMMENDATION FORM

BE IT RECOMMENDED THAT:

BRIEF:

CLUB ACTION

Club Name: _____ Drafter: _____ Date: _____

Gov't Agency Contacted: _____ Person: _____ Date: _____

_____ Person: _____ Date: _____

Date submitted to Zone Director: _____ Director's Signature: _____

Action by Zone Director: _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

5.3 POLICY AND PROCEDURE STATEMENT PROCESS

- (a) Resolutions for new policy statements or changes to the intent of existing ones are to be introduced and voted upon at the AFGA's Annual Conference, and must be presented as Extraordinary Resolutions.
- (b) At the resolutions meeting of the AFGA Full Executive only those proposals that are presented in writing will be considered.
- (c) Policy and Procedure Statements must receive a two-thirds (66.6%) majority approval of delegates attending and voting at an Annual Conference.
- (d) A Policy Statement or Procedure Statement shall remain in effect until a motion to delete it is passed in at the Annual Convention by a two-thirds (66.6%) majority vote. Sub-sections of a policy statement may be similarly deleted or amended without deleting the whole statement.
- (e) The above procedures are not to prevent the rewriting or rewording of a policy and procedure statements where the intent is not changed. Rewrites or wording changes can be recommended by committee and accepted by simple majority without discussion at the annual conference. The President's ruling shall be final if a wording change is challenged as changing a policy statement's meaning.
- (f) A resolution passed three (3) times in a five (5) consecutive year period at the annual general meeting(s) shall be deemed a *position of the AFGA. *subject to change

5.4 FOLLOW-UP AND ACTION ON RESOLUTIONS PASSED AT CONFERENCE

Resolutions ratified by the majority of delegates attending conference are forwarded to the AFGA Full Executive for follow-up, and/or implementation. Resolutions directed to the provincial government will be forwarded to the appropriate Ministry within 30 days of ratification. A request for follow-up and/or a formal response to the resolution will be submitted to the receiving Ministry six months following its acknowledgement of receipt. A report on the status of the Ministry's consideration of the resolution will be returned to the zone and club from which it originated prior to the following year's fall zone meeting.

Passed resolutions intended to amend policy statements, and/or procedures will be incorporated into the appropriate AFGA documents prior to the following conference.

6.0 COMMUNICATION

6.1 OFFICIAL SPOKESPERSON

The AFGA President is the official spokesperson for the AFGA views and response to current affairs. In the President's absence, the First Vice President, Executive Director or the President's designate may provide public statements on behalf of the AFGA. Similarly, the Zone Director is the official spokesperson for issues and concerns specific to the zone. Club executive members in turn may speak on behalf of the specific concerns expressed by the local club. As an affiliate of the AFGA, it is the responsibility of each club, zone director, or zone executive member to ensure their public statements are consistent with the Objects and Principles of the AFGA. Statements contrary to the values of the AFGA must be explicitly identified as the perspective of the individual and not one of a club, zone or the AFGA.

6.2 MEETING WITH YOUR LOCAL MLA

The AFGA encourage members to be politically active in their communities by personally informing their local government representatives of the issues that concern them most. You may also wish to invite an elected official to a large club event to let them see for themselves what your club and the AFGA represents in both community values and membership. The AFGA Provincial Office keeps a record of current AFGA news releases to help you with the issues that also concern the greater hunting and angling community.

The AFGA have funds available to all clubs who entertain their local Member of the Legislative Assembly (MLA). Direct contact with your MLA is a very good way of getting your ideas across to the government even if your MLA sits in opposition.

To be eligible for funding, affiliated clubs should:

- (a) Submit a short report of:
 - (i) Who attended,
 - (ii) Items discussed,
 - (iii) Any conclusions or commitments of the MLA
- (b) Submit bills up to a maximum of \$100.00.
- (c) Keep the meeting to items of interest to Fish and Game.

6.3 COMMUNICATION RESOURCES

6.3.1 Website and e-mail

The AFGA maintains a website [as](#) described in Section 1.2. This website is also at the Clubs disposal to communicate with the world. This can be done by simply submitting the applicable information to the webmaster, via the links provided on the website.

Reciprocal links are provided to clubs that maintain their own websites and these links are provided at no charge.

6.3.2 Brochures and Fact Sheets

A number of brochures and fact sheets outlining AFGA programs are available for Clubs to use to promote the AFGA's mission and membership. These can be obtained through the AFGA Provincial Office.

6.3.3 Outdoor Canada West

The Outdoor Canada West magazine is sent directly to all regular, head of family, youth and direct members, 6 times per year. The Outdoor Canada West is a premium Western Canadian outdoor magazine in which the AFGA has access to significant space to give members up-to-date news and information, as well as special merchandising opportunities.

Members and clubs wishing to submit materials for the magazine should contact the AFGA Provincial Office for copy deadlines.

6.3.4 Other Publications

Other publications have provided the AFGA free space to promote its programs and activities to the larger hunting and fishing community in Alberta. Clubs wishing to share stories on projects or issues that concern outdoor sportsmanship and conservation in Alberta should contact the AFGA Provincial Office for deadlines and submission requirements.

6.3.5 News Releases

The AFGA Full Executive, via the President, issues news releases on programming activities and position statements of the AFGA in response to current issues. These releases are sent to all Clubs via mail and e-mail to those Clubs that have registered an address with us. The AFGA Provincial Office maintains an archive of these releases for reference and referral purposes. These are also posted on the AFGA website.

6.3.6 Inviting AFGA Full Executive or Staff Members to Your Club

The AFGA Full Executive and Staff are here to serve the interest and programming needs expressed by its membership. With over 80 local clubs, it is often difficult to visit our local affiliates at regular meetings even once per year. However, if you are planning a club event, and would like to have representation from the AFGA Full Executive or staff to discuss issues or promote programming opportunities for your area, please contact the AFGA Provincial Office or the respective AFGA Full Executive member well in advance of your event.

7.0 PROGRAMS AND SERVICES

7.1 HABITAT PROGRAMS

7.1.1 Club-based Habitat Enhancement Projects (established 1984)

With a volunteer force of approximately 25,200 members, (2017), clubs take on a variety of projects each year. These projects range from building and maintaining nesting structures for songbirds, raptors and waterfowl to projects that enhance browse and food supplies for elk, moose and deer. Other projects include enhancing and creating fish spawning beds to lake aeration projects. AFGA clubs often partner with local community organizations, youth camps and industry on projects from tree planting to lakeshore and roadside cleanups in the name of conservation and enhancing habitat.

7.1.2 Habitat Steward Program (established 1984)

The Habitat Steward Program was initiated to assist local affiliated fish and game clubs throughout the province to recognize landowners who have a lifelong interest in preserving upland, big game, waterfowl and fisheries habitat on their lands.

The name of the program, “Habitat Steward”, reflects responsible land management practices, which include areas set aside for wildlife and fisheries. Many landowners desire to have wildlife on their land and we now have an opportunity to say “thank you” to these responsible stewards.

Responsible landowners who manage habitat on their land often reap the added benefits of soil and water conservation.

Candidate landowners will receive a yard sign and wall plaque recognizing them as “Habitat Stewards” – responsible landowners whose diligent efforts and thoughtfulness have contributed so much to the fish and wildlife resources of Alberta.

If members or affiliated clubs would like to recognize Habitat Stewards please contact the Habitat Coordinator at the AFGA Provincial Office.

7.1.3 Heritage Farmstead Program (established 1985)

In many of the settled areas of Alberta, the only homes left for wildlife are abandoned farmsteads where the remnant shelterbelts, yards and old buildings provide food and cover. The Heritage Farmstead program recognizes landowners for retaining this type of habitat.

Recognition signage is provided by the AFGA through referrals from affiliated local clubs. The signs recognize the current landowners, the pioneer family who settled the farmstead, as well as the local club.

Members or clubs wishing to recognize local landowners for retaining this type of habitat should contact the Habitat Coordinator at the AFGA Provincial Office.

7.1.4 Operation Grassland Community (established 1994)

Operation Grassland Community (OGC) is aimed at promoting awareness of prairie wildlife and conservation issues concerning Alberta’s grasslands. OGC works directly with landholders to conserve native prairie habitat through voluntary agreements. Operation Burrowing Owl (OBO) (established 1989) is a stewardship program, which involves landholders in conserving nesting habitat for Canada’s endangered burrowing owls. Currently over 200 landholders are voluntarily conserving tens of thousands of hectares of native prairie habitat through OGC and OBO. Participants receive a gate sign and annual newsletter about burrowing owls and other prairie wildlife.

7.1.5 Wildlife Trust Fund (established 1983)

The AFGA Wildlife Trust Fund was established for the purpose of perpetually preserving and maintaining wildlife habitat throughout this province. Now it is possible for all conservation-minded Albertans, some having spent a lifetime preserving their land holdings for wildlife, to donate to the Wildlife Trust Fund such monies, bequests or properties as they deem fit, knowing their donations will be used to the fullest possible extent for the preservation of wildlife habitat.

Albertans are fortunate to have a wide diversity of wildlife species; however; this diversity is threatened by continuing habitat losses. There is a great need for areas to be set aside for wildlife habitat and the Wildlife Trust Fund is one way to accomplish that end.

A volunteer Board of Trustees chosen from the AFGA administers the Wildlife Trust Fund. Individuals donating over ten dollars to the Fund are furnished with tax-deductible receipts. Affiliated clubs often have made donations to the fund also, and a portion of the annual conference of the AFGA is set-aside for clubs to announce their contributions to the Fund.

Significant holdings of land have already been purchased or leased through the fund and this is constantly being added to. An up-to-date listing of Wildlife Trust Fund holdings is given in the annual conference document and is available from the AFGA Provincial Office.

7.1.5.1 AFGA Wildlife Trust Fund – Constitution and Bylaws

Article I – Goals

- (a) To acquire important wildlife habitat areas in Alberta.
- (b) To provide an opportunity for people, agencies, corporations, governments, or other organizations to dedicate lands for the benefit of future generations.
- (c) To enhance hunting and fishing opportunities through the acquisition and development of suitable areas for the benefit of wild species.
- (d) To provide sanctuaries or preserves for the protection of wild species.

Article II – Contributions

- (a) Donations to the AFGA Wildlife Trust Fund of money, real or personal property, may be accepted.
- (b) Donations will receive a charitable donation receipt subject to legal qualifications.

Article III – Trustees

- (a) The business of the Wildlife Trust Fund shall be managed by a Board of seven trustees.
- (b) Five trustees at a meeting shall constitute a quorum.
- (c) A Trustee's term of service shall be renewed annually.
- (d) The trustees shall be:
 - (i) Any two of the following who shall be appointed by AFGA President:

- The President,
- The 1st Vice President,
- The 2nd Vice President.
- An AFGA Full Executive member.

(ii) Five members elected by the AFGA Full Executive.

- (e) In the event that one of the trustees cannot fulfill his/her duties, the Board of Trustees may appoint a successor until a regular member (new trustee) can be appointed as per ARTICLE III (d).
- (f) A trustee can be removed from his/her position by a 75% vote of the trustees.
- (g) The trustees shall present a complete audited report of completed projects for presentation at the annual meeting of the AFGA that gives an accurate description of all assets (land and money) of the Wildlife Trust Fund.

Article IV – Meetings

- (a) The Board of Trustees shall meet at least once per year.
- (b) The Chairperson shall be elected from within and by the Trustees of the Wildlife Trust Fund Board and shall preside at all meetings.
- (c) The Chairperson may call meetings in addition to the annual meeting provided at least fifteen (15) days notice of the meeting is provided.
- (d) The Vice Chairperson shall be elected from within and by the Trustees of the Wildlife Trust Fund Board and will preside in the absence of the Chairperson.
- (e) The Secretary/Treasurer of the Wildlife Trust Fund shall be elected by the Trustees of the Wildlife Trust Fund.
- (f) Out of pocket expenses for Trustees attending meetings and conducting Wildlife Trust Fund business shall be paid by the Wildlife Trust Fund.

Article V – Signing Authority

- (a) Contracts, documents or any instruments in writing that require the signature of the Wildlife Trust Fund shall be signed by the President of the AFGA and one (1) other Trustee.
- (b) The Board of Trustees shall take such steps as they may deem necessary to enable the Wildlife Trust Fund to receive donations and benefits of every type to further the goals of the Wildlife Trust Fund.
- (c) The Board of Trustees shall have the power to authorize expenditures on behalf of the Wildlife Trust Fund and the right to hire employees, consultants or advisors as required to further the goals of the Wildlife Trust Fund.
- (d) The Board of Trustees shall have the power to buy any property subject to Clause (e), ARTICLE V. There shall be no sale of AFGA-owned properties without the approval of the AFGA Full Executive.
- (e) The Trustees of the Wildlife Trust Fund shall obtain approval from the AFGA Full Executive for expenditures that require borrowing or the use of money in excess of the contents of the fund.
- (f) All transactions in excess of \$100,000.00 shall be approved by the AFGA Full Executive .

Article VI – Amendments to be reviewed Dec 04 at WTF

- (a) The bylaws of the AFGA Wildlife Trust Fund may on recommendation of the Trustees be enacted, repealed or amended by a 75% majority vote of the AFGA Full Executive .

Article VII – Dissolution

- (a) In the event of dissolution of the AFGA Wildlife Trust Fund, all assets shall be retained by the AFGA.

7.1.5.2 The AFGA Wildlife Trust Fund – Referrals

Referral forms have been developed for land referrals, potential donations, purchasing of properties and management plans and are available from the AFGA Provincial Office.

If members or affiliated clubs wish more information on the Wildlife Trust Fund or have potential sites to be referred for donation or purchase please contact the Habitat Coordinator or the Executive Director at AFGA Provincial Office.

7.1.5.3 Hide Collection Program (established 1983 – currently on hold)

After much deliberation, the Board of the Wildlife Trust Fund voted on April 25th, 2010 to suspend the Hide Collection Program for 2010. This program has long been a cornerstone of Wildlife Trust Fund fund-raising efforts but numerous global changes in the hide and leather industries have reduced the profitability of the program to a point where it is no longer feasible. Prices for raw hides have dropped considerably due to the Asian influence on the market and local costs of picking up hides province wide have increased dramatically.

7.1.5.4 Donations

Clubs, corporations, other conservation groups or individuals can and do make donations to the AFGA Wildlife Trust Fund throughout the year. During the Annual General Meeting an additional opportunity presents itself to make a monetary contribution during the “Parade of Donations” where donors are given recognition in front of the whole assembly.

7.2 ANNUAL WILDLIFE AND FISH RECORDS AND AWARDS

7.2.1 Awards Information

The AFGA is the official records keeper of fish and big game in Alberta. An annual Alberta trophy competition is held to enable people to submit entries into the AFGA so these records can be maintained.

The AFGA and its affiliated clubs sponsor this annual Alberta trophy competition. The competition is open to anyone legally taking a fish, bird or big game species in the province of Alberta.

This contest was created to recognize the biggest fish, best bird or largest big game taken in a given year. There is also a non-current category to recognize a big game species that has never been entered before and that may never have been recorded, for instance, if it did not previously have a class in which to be entered.

To enter this competition, a properly witnessed entry form for fish, bird game or big game can be presented directly to the AFGA Provincial Office . Please read the regulations attached to this entry form.

The best way for an entry to get into the Alberta competition is through an affiliated local fish and game club. We encourage all entries to be submitted in this manner. Contestants, however, do not have to be a Fish and Game member.

Most affiliated fish and game clubs hold their own trophy competitions (entrants may have to hold a valid membership in that club, however). When these clubs find their respective winners, they are asked to turn them into AFGA Provincial Office before February 28th, in order for them to qualify in the Alberta competition.

The competition runs from January 1st to December 31st, in any given year. The deadline for receiving entries is February 28th of the following year. The extra two months is to give the antlers of big game sufficient time to shrink and for the individual clubs to establish their winners, so they can be forwarded to AFGA Provincial Office for the competition.

Winners of the provincial competition will receive their trophy and complementary dinner for two at the Annual Trophy Ball usually held during the last part of April.

For any further information please consult the AFGA Provincial Office.

7.2.2 Awards Regulations

- (a) Fish, bird game or big game entries must be on an official AFGA entry form (score sheet), with the contestant's name, address, phone number, postal code, location of kill (nearest town), WMU of kill, and all trophy measurements clearly marked. The trophy owner must sign all entries. Official entry forms are available from the AFGA Provincial Office.
- (b) All fish, bird game or big game must be taken, legally, in Alberta and by ethical sporting and fair chase methods (netting of fish is not considered an ethical sporting method).
- (c) Fish are measured from the tip of the pinched tail to the tip of the mouth, and the girth is measured around the largest portion of the fish, excluding fins.
- (d) Birds cannot be weighed while frozen.
- (e) Birds are weighed in pounds and ounces or kilograms. Pheasants, however, must be measured from the tip of the beak to the end of the longest tail feather. The length counts first, on pheasant only, with the weight being used only to break a tie if needed.
- (f) Bird entries must be weighed on a scale, which has been government- inspected and tested within the past twelve (12) months. Birds should be entered on AFGA entry forms with a signed weigh slip attached to the entry form.
- (g) All big game measurements must be taken with a one-quarter inch wide metallic tape measure.
- (h) All big game (antlers, horns or skulls) entries must be scored by the Boone and Crockett scoring system on the official AFGA, or equivalent, score sheet and entry form and sent to the AFGA Provincial Office.
- (i) Big game entries cannot be measured until sixty (60) days from date of kill and must be kept in normal atmospheric conditions during this time.
- (j) Trophies, including antlers, horns, skulls, and tusks, which have been damaged and not repaired, may be brought to the attention of the Records Committee by Official Measurers for consideration for inclusion in the Club's Awards Program. (Boone & Crockett, August 2004)
- (k) Hide or other material covering the skulls between horns or antlers must be removed, if requested, for measuring.
- (l) All skulls, antlers and horns must be available for three (3) months after the announcement of ultimate winners for re-measuring by the AFGA Trophy Committee.
- (m) All big game entries will be scored by an official Boone and Crockett, Pope and Young or AFGA Official measurer. Names of nearby official measurers can be obtained from the AFGA Provincial Office.
- (n) To enter the sportfishing competition, a picture of the fish beside a measuring device such as a ruler or tape measure must be submitted along with the signature of a witness testifying as to the date, location and live release of the fish.

- (o) Entries will not be accepted after February 28th.
- (p) All final decisions will be made by the AFGA Trophy Committee at the AFGA Provincial Office.

7.2.3 Photo Contest Rule and Regulations

- (a) The competition is open to any member of the AFGA and affiliated clubs.
- (b) Only non-professional contestants can enter (a non-professional is a person that does not normally receive remuneration for any photos but particularly one who does not receive any remuneration of any kind for any photos entered).
- (c) There are three categories in which to enter:
 - (i) wildlife of Alberta
 - (ii) nature scenery of Alberta
 - (iii) Trail Camera (see item 5 below)
- (d) For the first two categories the medium can be black and white or colour print. Preferred size is 8" by 10" but 5" by 7" can also be entered; no other sizes. Entries must be unframed and hardcopy only for these 2 categories. Emailed entries will not be accepted.
- (e) The third and newest category is the Trail Camera contest whereby the animal takes its own picture and you, the camera owner submit the photo to the AFGA office clearly marked "TRAIL CAM ENTRY". Hardcopy photos will be accepted, however, digital submissions are encouraged for this category only, to office@afga.org. All submissions will be put on social media and the picture with the most "likes" will be deemed the winner. If you're not a social media type don't worry, we'll take care of it.
- (f) All entries may be used by the AFGA, as necessary, for promotion and will be returned to the contestant upon request.
- (g) Contestants can submit more than one entry if they wish, but winning entries may not be submitted again.
- (h) All decisions of the AFGA Trophy Committee will be final.
- (i) No entry will be accepted after February 28th.

7.2.4 Award Categories

Various trophies are available depending upon category, species, etc. These trophies are sponsored by various affiliated clubs. The following is a current listing of available trophies:

7.2.4.1 Provincial Sportfishing Trophies *

- | | |
|-------------------|----------------------|
| • Arctic Grayling | • Lake Whitefish |
| • Brook Trout | • Mooneye |
| • Brown Trout | • Mountain Whitefish |
| • Bull Trout | • Northern Pike |
| • Burbot | • Rainbow Trout |

- Cisco (Tullibee)
- Cutthroat Trout
- Golden Trout
- Goldeye
- Lake Sturgeon
- Lake Trout
- Sauger
- Tiger Trout
- Walleye
- Yellow Perch
- Largest Trout Taken with a Fly
- Master Fish

**Effective January 1, 2018, all fish trophies will be awarded based on length only, regardless of the fish being kept or released.*

7.2.4.2 Provincial Bird Game Trophies

- Canada Goose
- Mallard Duck
- Pheasant
- Snow Goose
- Wild Merriam's Turkey
- White Fronted Goose

7.2.4.3 Provincial Big Game Trophies

- American Elk (Typical)
- American Elk (Non-Typical)
- Bighorn Sheep
- Bison
- Black Bear
- Canada Moose
- Cougar
- Grizzly Bear
- Mule Deer (Typical)
- Mule Deer (Non-Typical)
- Pronghorn Antelope
- Rocky Mountain Goat
- Whitetail Deer (Typical)
- Whitetail Deer (Non-Typical)
- Wolf
- Largest Big Game - Archery
- Largest Big Game - Black Powder
- Master Big Game
- Non-Current Big Game
- Chase Heck Memorial Award, Largest Big

7.2.4.4 Provincial Photo Contest

- Scenery
- Wildlife
- Trail-cam

Note: Affiliated clubs will be kept updated as to which affiliated club is sponsoring these various trophies.

7.2.5 Trophy Measuring Courses

The AFGA offers instructional courses on trophy measuring when the enrolment demand is sufficient to warrant a workshop. Enrolment should normally consist of about 25 to 30 individuals.

Club members, wishing to take the course, should register their names through a local club. A maximum of 5 from each club is normally permitted per workshop to assist in adequate distribution of measurers throughout the province.

Enrolment and instruction schedules are available from the AFGA Provincial Office. Course content is basically the standard Boone and Crockett measuring system.

A complete list of qualified Alberta Trophy measurers is available from the AFGA Provincial Office, as are official measuring and entry forms.

7.3 PHEASANT REARING PROGRAM

Some clubs raise and release pheasants. Please call the AFGA Provincial Office for contact information and assistance.

7.4 FISH-STOCKING PROGRAM

Some clubs stock fish. Please call the AFGA Provincial Office for contact information and assistance.

7.5 SPORTING COMPETITIONS

7.5.1 Shooting Sports

The AFGA have a long history of supporting the shooting sports and many of its affiliated clubs own and maintain gun ranges. Over the years many programs have been offered to encourage safe use of firearms and development of qualified instructors. Some of these programs are jointly operated with government or in conjunction with conservation camps or with other shooting sports organizations.

Please contact the Programs Chair through the AFGA Provincial Office if your affiliated club is interested in taking instruction or developing a firearms program, so appropriate help can be designated for your benefit.

7.5.2 Fishing Derbies and Days

Clubs are free to use fish derbies as per AFGA policies.

Clubs are encouraged to offer Fishing Days for those unable to go fishing such as youth, disabled, seniors.

7.6 ZONE YOUTH CONSERVATION CAMPS

Some Zones of the AFGA currently operate Youth Conservation Camps, usually during the summer months. These camps give instruction to youth on many topics of value in future outdoors activities. Emphasis has been placed on the safe way to do many outdoor activities. The hunter-training program is also taught at these camps with certification given to successful candidates.

These conservation camps are fun for the youth involved as instruction includes hands-on training for them. These camps provide the youth with very valuable information and training to enable them to enjoy safe outdoor activities for years to come.

Affiliated clubs can send youth in their membership to any one of these camps if they so wish. Entry may be limited, so it is often best to contact the Zone Director early in the year to indicate your club's interest. Often news of these youth conservation camps and availability to all clubs is sent to affiliated clubs in their regular mail outs from the AFGA Provincial Office.

7.7 INSURANCE

Affiliated clubs receive general liability insurance while those clubs with gun ranges pay an extra fee to cover range activities. See Appendix 11 for more information.

7.7.1 General Club Liability

To ensure that clubs have adequate insurance coverage, they should advise the AFGA office, in writing, if they think any of their activities may fall outside "normal" AFGA activities. Some examples of activities not considered "normal" are land ownership, gravel operations, amusement facilities and snowmobile races.

To get up-to-date coverage, contact the AFGA Provincial Office for a policy summary.

Certificates of Insurance are also available from the AFGA Provincial Office should a Club require one.

Claims:

Report all incidents likely to give rise to a claim to the AFGA Provincial Office.

Do not create or confer any contractual or other rights. All rights with respect to coverage for an affiliated Club will be governed solely by the actual insurance contract lodged at the AFGA Provincial Office.

7.7.2 Range Liability

Clubs with gun ranges should advise the AFGA Provincial Office that they have gun range(s). The coverage, as detailed above, remains the same for clubs with gun ranges but because of a perceived added risk a gun range operation must be declared by the club to be covered by the insurance and an additional per year rate must be paid by the club.

7.8 ANNUAL SERVICE AWARDS

The AFGA grants a number of awards for outstanding achievements in the areas of conservation, membership service and volunteer commitment. Any AFGA member can submit nominations in writing to the regional zone director or directly to the AFGA Provincial Office prior to the fall meeting. Zones then forward supported nominations to the AFGA Provincial Office by the first of December to be eligible for the award presentations made at conference in February of the following year

A provincial selection committee will select the recipients from the nominations made by the Zones.

The provincial selection committee shall consist of:

The AFGA Senior Executive,

Executive Director,

Staff as required. (Staff are non-voting.)

All nominations referred to the provincial selection committee shall be fully discussed and a vote taken on each award where a simple majority shall prevail.

The provincial selection committee may nominate clubs or individuals for awards and/or change the nominations to a better-suited award.

Life Members are decided upon by the AFGA Full Executive after recommendation by the Life Members and Past Presidents committee.

7.8.1 Service Awards

7.8.1.1 AFGA Support Award

Given to the group, corporation or individual who has made a significant financial or other contribution to the operation of The AFGA.

7.8.1.2 Archie Hogg Memorial Award

Awarded to the club or individual, which has promoted the best publicity program to bring environmental issues to the public's attention.

7.8.1.3 Budd Traver Outdoor Observer Trophy

Awarded for contributions made to aiding in the prevention of game law violations.

7.8.1.4 Darwin Cronkhite Memorial Award

Awarded to the club that has done the best job with regard to bird rejuvenation, e.g. habitat, stocking, introduction of species, or disease research.

7.8.1.5 Dennis Hindbo Predator Control Award

Awarded to the club or individual who has made an outstanding contribution to predator control.

7.8.1.6 Distinguished Service Award

Awarded to individuals contributing to the welfare of the AFGA in any way for outstanding work.

7.8.1.7 Eileen Christensen Memorial Lady Conservationist of the Year Award

Awarded to the sports lady of the year who has contributed the most to conservation, and/or the AFGA.

7.8.1.8 Fulton Award

The highest award of the AFGA. Awarded to the individual who has made the most outstanding, long term contribution to conservation and the well-being of the AFGA. This trophy is not necessarily awarded each year.

7.8.1.9 George E. Watt Memorial Fund-Raising Award

Awarded to the club or member who makes the highest financial contribution, or raises the most funds toward fish & wildlife projects, habitat enhancement or donates such funds to organizations that do that type of work.

7.8.1.10 G. E. Stevens Memorial Award

Awarded to the club or individual who has contributed the most to firearm safety. Criteria for selection may include the following: instructing in the program, coaching in the program, development of facilities and other programs with direct application to shooting sports.

7.8.1.11 G. M. Spargo Memorial Award

Awarded to the club that has the best junior program for youth, resource education, and outdoor education or has given great support to youth groups in their area, e.g. Forest Wardens and other junior programs.

7.8.1.12 Guy Blake Memorial Award

Awarded to the club with the best club project, e.g. habitat, advocacy, or promotion.

7.8.1.13 Henry Lembicz – Clean Air, Clean Land, Clean Water Award

Awarded to the club or individual who has done the most outstanding job toward pollution control or cleaning up of our environment.

7.8.1.14 J.B. Cunningham Memorial Award

There are two awards presented annually.

(a) Awarded to the club who has contributed the most to membership based on the highest percentage of increase from the previous year.

(b) Awarded to the club who has contributed the most to membership based on a total member increase from the previous year.

7.8.1.15 J. D. Munroe Outdoor Activities Award

Awarded to the club or individual with the best project to ensure the future of healthy fish and game population.

7.8.1.16 Junior Conservation Award

Awarded to a junior citizen or a junior group for an outstanding effort in conservation.

7.8.1.17 Life Membership

Awarded by the AFGA Full Executive, such memberships to be restricted to members of the AFGA who, through long service to the AFGA or through other contributions to the aims and objects of the AFGA, merit in the opinion of the AFGA, special recognition for their services. Every Life Member of the AFGA is permitted to attend, participate in and vote as a delegate at large at any Annual Conference or Special General Meeting.

7.8.1.18 Lifetime Achievement Award

Presented to the member(s) of the AFGA who, through long service to the Associated Clubs and through other contributions to the aims and objectives of the AFGA at the Club level merit, in the opinion of the AFGA, special recognition for their lifetime service and achievement.

7.8.1.19 Neville Lindsay Memorial Award

Awarded to the club or individual for completing the best fisheries project.

7.8.1.20 Outdoor Canada West Communication Award

Awarded to the club who uses the best method of informing their membership, e.g. newsletters, club handbooks, local newspapers, etc.

7.8.1.21 Outdoor Ethics Award

Presented to the club or individual who makes a significant contribution to promoting hunting and/or fishing ethics. Such promotion could come through education, programs, field signage, landowner – hunter relations work, etc.

7.8.1.22 Rural Outdoor Education - Gerry Gibson Memorial Award

Awarded to the rural club or individual that has done an outstanding job teaching outdoor education programs in Alberta.

7.8.1.23 Urban Outdoor Education Award

Awarded to the urban club or person that has done an outstanding job teaching outdoor education programs in Alberta.

7.9 CONSERVATION SCHOLARSHIP

The AFGA offers a conservation scholarship of \$1,500.00 to eligible students pursuing a post secondary education in wildlife conservation/management. The following is a list of eligibility guidelines and application requirements. Deadline for submissions is February 28th at 5:00 P.M.

Criteria for Scholarship Eligibility:

- (a) The applicant must be enrolled in a minimum one-year environmental sciences or related program at an accredited Alberta post-secondary institution.
- (b) The applicant or their parent must be a member of the AFGA or an affiliated fish and game club.
- (c) The applicant will not be paid directly; the scholarship will be paid to the educational institution in the student's name upon acceptance into the program.
- (d) The applicant must be 21 years of age or younger as of January 1st of the year the scholarship is awarded.
- (e) It is the intention of the AFGA to award one scholarship of \$1,500.00 per year. If a suitable recipient is not found in any given year, the scholarship will not be awarded that year, but rather, carried over to the next year when two will be issued if suitable applications are submitted.
- (f) An outline of the program and all course requirements are to be sent with the application form to the AFGA Provincial Office. Proof of acceptance to the program must be submitted to the AFGA Provincial Office prior to the scholarship funds being forwarded to the educational institution.
- (g) The scholarship will not necessarily go to the student applying with the highest grades. Past experience and involvement with the AFGA or other related-interest organizations (i.e. Junior Forest Wardens, Scouts, etc.) will be given great consideration.
- (h) Candidates are asked to submit a minimum 500-word essay to the AFGA outlining why they should be chosen and future goals. The essay should include information on any involvement with AFGA or other clubs or organizations which are involved in maintenance of wildlife habitat, outdoor and firearms education (i.e. Hunter Education, Firearms Safety, Scouts, Cadets, etc.)
- (i) Financial need will be a consideration.
- (j) A phone interview of the top five applicants will be conducted in March by a judging panel appointed by the President.

The chosen scholarship recipient will be notified prior to April 1st. A presentation will be made to the winner at the AFGA's Alberta Wildlife Awards Dinner in April. It is asked that the recipient attend.

7.10 MERCHANDISE

The AFGA stocks some merchandise items and also provides other opportunities for affiliated clubs and members to receive quality merchandise at very competitive pricing.

When affiliated clubs and members take advantage of merchandise opportunities from the AFGA, they help to put funds back into developing more programs and services of benefit to the membership. Affiliation fees can also be kept at low levels if members and clubs support these merchandise opportunities.

7.11 JUNIOR CONSERVATION

Objectives

- (a) In teaching and fostering a program in junior conservation the following objectives are to be considered:
- (b) To foster a comprehensive program of training for young people between the ages of 8 and 12 years.
- (c) To know and appreciate the aesthetic values of Alberta.
- (d) To encourage youth to form their own conservation clubs and movements for the betterment of all Albertans.
- (e) To guide and teach them the basic principles of wildlife, bird and fish identification and conservation.
- (f) To guide and teach them how to defend themselves against land, water and air pollution.
- (g) To give them guidance and education in the field of drug education or pollution of the mind.
- (h) To guide and teach them in the protection of forests and the land resources management.
- (i) To guide and help them develop into responsible conservation conscious youngsters.
- (j) To guide and teach them good sportsmanship, survival and proper firearm safety.