



**Alberta Skeleton Association**

**Operational Policies**

**October 5, 2006**

# Alberta Skeleton Association Operational Policies

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<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 1
<b>Policy Name:</b> Expense Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

Alberta Skeleton Association (ASA) shall reimburse any employee/volunteer for all reasonable business expenses incurred in the execution of his/her work, or while traveling on ASA business.

Throughout this policy the term 'individual' means both employees and volunteers.

All reimbursements are made in Canadian dollars regardless of which currency was used to pay expenses when traveling outside Canada on ASA business.

## **POLICY**

### **1. Travel**

Employees/ volunteers are reimbursed for travel based on the most direct, practical and cost effective route and mode of transportation to reach the destination.

### **2. Air Travel**

All air arrangements shall be made at the most economical rates available at the time of booking.

### **3. Use of Personal vehicles**

When use of a private motor vehicle is permitted, ASA will refund \$.40 per kilometre. The cost of insurance coverage and all other operating expenses are the individual's responsibility. Reimbursement of personal car use shall not exceed the equivalent of the most economical fare.

Employees/ volunteers may claim parking charges up to \$10.00 without receipt: over \$10.00 with receipt, while using their personal vehicle on ASA business.

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<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER – 1 cont'd
<b>Policy Name:</b> Expense Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

**4. Other Motor vehicle Travel**

While traveling on ASA business, rental vehicles shall be used only when other alternatives would be more expensive.

Rental contracts shall be written in the name of Alberta Skeleton Association and the Collision Damage Waiver option taken. Individuals driving a rental vehicle shall exercise the same care as they would exercise in driving their own vehicle.

With receipts, volunteers may claim taxi and limousine fares over \$10.00, long distance bus and rail fares, excess baggage charges where extra equipment is required because of duties being performed, ASA related telephone calls and electronic communication charges.

**5. Traffic Violations**

The cost of traffic violations (including parking tickets) incurred in a motor vehicle while traveling on ASA business is *not reimbursable*.

**6. Accommodations**

With receipts, volunteers traveling on ASA business may claim the actual cost of the room and applicable taxes.

**7. Meals**

The following domestic guidelines are not to be exceeded.

- Breakfast      \$10/person
- Lunch            \$15/person
- Dinner          \$20/person

Meals shall be reimbursed only with a receipt and only when meals are not otherwise provided by the ASA. Where meals for two or more individuals are included on one receipt, the names of each individual must be clearly indicated on the receipt.

<b>ALBERTA SKELETON ASSOCIATION</b>	
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<b>Policy Name:</b> Expense Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

**8. Other Expenses**

With receipts:

- Reasonable laundry and dry cleaning expenses may be claimed;
- Personal phone calls to spouse or family are permitted however every effort should be made to keep such calls to a reasonable frequency and duration. Personal phone calls must be receipted;
- Cost of travel medical insurance purchased for ASA business outside of Canada;
- Cost of purchasing traveler’s cheques for business related expenses outside of Alberta/Canada;
- Cost of medical attention and/or hospitalization when traveling on ASA business outside of Canada, in excess of Alberta Health Care Insurance and any purchased travel medical insurance.

**9. Travel Insurance**

ASA volunteers and team members are insured by ASA while traveling on ASA business.

**10. Expense Report**

Expenses are to be accounted for on an expense report claim form and are to be submitted within thirty (30) days of the trip or day of which the expenses occurred. Expenses will not be reimbursed unless submitted within thirty (30) days of the calendar year in which the expenses were incurred.

All claims must be accompanied by the required documentation and receipts. ***Please note that credit card slips are not receipts.***

**11. Exception**

Exceptions to this policy must be approved, in advance, by the ASA President and the Treasurer.

<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 2
<b>Policy Name:</b> Harassment Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

**1. Policy Statement**

1.1 ASA is committed to providing a sport environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by the *Canadian Charter of Rights and Freedoms* and by *Alberta Human Rights Commission*.

Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.

Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent, or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

ASA is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability.

1.2 This policy applies to all directors, officers, volunteers, coaches, athletes, officials, and members of ASA. ASA encourages the reporting of all incidents of harassment, regardless of who the offender may be.

1.3 This policy applies to harassment which may occur during the course of all ASA business, activities, and events. It also applies to harassment between individuals associated with ASA, but outside ASA business, activities, and events when such harassment adversely affects relationships within the ASA's work and sport environment.

1.4 Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER – 2 cont'd
<b>Policy Name:</b> Harassment Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

**2. Definitions**

- 2.1 Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.
- 2.2 For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature which is insulting, intimidating, humiliating, malicious, degrading or offensive.
- 2.3 Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual or such conduct has the purpose or effect of interfering with an individual's performance; or such conduct creates an intimidating, hostile, or offensive environment.
- 2.4 Types of behaviour which constitute harassment include but are not limited to:
  - written abuse or threats;
  - the display of visual material which is offensive or which one ought to know is offensive;
  - unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;
  - leering or other suggestive or obscene gestures;
  - condescending, paternalistic, or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions;
  - practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
  - unwanted physical contact including touching, petting, pinching, or kissing;
  - unwelcome sexual flirtations, advances, requests, or invitations.

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<b>ALBERTA SKELETON ASSOCIATION</b>	
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2.5 It is recognized that there may be a certain amount of physical contact inherent in coaching athletes. This contact may be related to teaching a new skill, spotting or other safety issues. This type of physical contact directly related to safety and skill acquisition is NOT harassment, providing it is welcomed by the athlete. If the athlete indicates that the touching is unwelcome then it must stop. Otherwise it will be considered harassment.

- 2.6 For the purposes of this policy, retaliation against an individual
- for having filed a complaint under this policy;
  - for having participated in an procedure under this policy; or
  - for having been associated with a person who filed a complaint or participated in any procedure under this policy; will be treated as harassment, and will not be tolerated.

**3. Responsibility**

The ASA President and Vice President are responsible for the implementation of this policy. In addition, the ASA President and Vice President are responsible for:

- discouraging harassment at all levels,
- investigating formal complaints of harassment in a sensitive, responsible, and timely manner;
- imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
- providing advice to persons who experience harassment;
- doing all in their power to support and assist any member of ASA who experiences harassment by someone who is not an member of ASA;
- making all members and employees of ASA aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
- informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;

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- regularly reviewing the terms of this policy to ensure that they adequately meet the organisation's legal obligations and public policy objectives;
- appointing harassment officers and providing the training and resources they need to fulfil their responsibilities under this policy; and
- appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfil their responsibilities under this policy.

Every member of ASA has a responsibility to play a part in ensuring that the ASA sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviours contrary to this policy. In addition, any member of ASA who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

In the event that either the ASA President or Executive Director is involved in a complaint which is made under this policy, the Board of Directors shall appoint a suitable alternate for the purposes of dealing with the complaint.

**4. Coach/Athlete Sexual Relations**

ASA takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, may have harmful effects on the individual involved, on other athletes and coaches involved, and on ASA's public image. ASA therefore takes the position that such relationships are unacceptable for coaches and team members. Should a sexual relationship develop between an athlete and a coach, ASA will investigate and take action which could include reassignment, or if this is not feasible, a request for resignation or dismissal.

**5. Disciplinary Action**

5.1 ASA volunteers, individual members and/or team members against whom a complaint of harassment is substantiated may be severely disciplined, up to and including volunteer dismissal or ineligibility for team selection in cases where the harassment takes the form of assault, sexual assault, or a related sexual offence.

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**6. Confidentiality**

ASA understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. ASA recognises the interests of both the complainant and the respondent in keeping the matter confidential.

ASA shall not disclose the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

**7. Complaint Procedure**

A person who is experiencing harassment should seek the advice of the ASA President or Vice President.

7.1 The ASA President or Vice President shall inform the complainant of:

- the options for pursuing an informal resolution of his or her complaint;
- the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
- the availability of counselling and other support referred by ASA;
- the confidentiality provisions of this policy;
- the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
- the external mediation/arbitration mechanisms that may be available;
- the right to withdraw from any further action in connection with the complaint at any stage (even though ASA might continue to investigate the complaint); and
- other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.

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7.2 There are four possible outcomes to this initial meeting:

7.2.1 The complainant and ASA President or Vice President agrees that the conduct does not constitute harassment.

- If this occurs, the harassment officer will take no further action and will make no written records.

7.2.2 The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.

- If this occurs, ASA President or Vice President will assist the two parties to negotiate a solution acceptable to the complaint. If desired by the parties and if appropriate, the harassment officer may also seek the assistance of a neutral mediator.
- If informal resolution yields a result which is acceptable to both parties, ASA President or Vice President will make a written record that complaint was made and was resolved informally to the satisfaction of both parties. This record will be signed by both parties and will briefly outline the details of the complaint and resolution. This record will be kept on file in the ASA Office for a period of time as determined by the ASA President or Vice President. No further action will be taken.
- If informal resolution fails to satisfy the complainant, the complainant will reserve the option of laying a formal written complaint.)

7.2.3 The complainant brings evidence of harassment and decides to lay a formal written complaint.

- If this occurs, the ASA President or Vice President will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.
- The respondent will be given an opportunity to provide a written response to the complaint. The ASA President or Vice President may assist the respondent in preparing this response. (Note: The respondent is not obliged to respond in writing and may do so only if he or she should desire.)

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7.2.4 The complainant brings evidence of harassment but does not wish to lay a formal complaint.

- If this occurs, ASA President or Vice President must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.
- When the harassment officer decides that the evidence and surrounding circumstances require a formal written complaint, the harassment officer will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and the respondent.

7.3 As soon as possible after receiving the written complaint, but within 21 days, the ASA President or Vice President shall submit a report to the containing the documentation filed by both parties along with a recommendation that:

- no further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or
- the complaint should be investigated further.

A copy of this report shall be provided, without delay, to both the complainant and the respondent.

7.4 In the event that the ASA president or Vice President's recommendation is to proceed with an investigation, the ASA President or Vice President shall within 14 days appoint three members of ASA to serve as a case review panel. This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.

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<b>Policy Name:</b> Harassment Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

7.5 Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided the following procedures are followed.

- the complainant and respondent shall be given 24 days notice, in writing of the day, time and place of the hearing;
- members of the panel shall select a chairperson from among themselves;
- a quorum shall be all three panel members;
- decisions shall be by majority vote. If a majority vote is not possible, the decision of the chairperson will be the decision of the panel;
- the complainant and the respondent shall be both present at the hearing. Every effort is to be made to have both parties heard.
- the complainant and respondent may be accompanied by a representative or adviser;
- the harassment officer may attend the hearing at the request of the panel.

7.6 Within 14 days of the hearing, the case review panel shall present its findings in a report to the ASA Executive Director, which shall contain:

- a summary of the relevant facts;
- a determination as to whether the acts complained of constitute harassment as defined in this policy;
- recommended disciplinary action against the respondent, if the acts constitute harassment;
- recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment; and
- recommend course of action to prevent similar situations in the future.

If the panel determines that the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant.

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<b>ALBERTA SKELETON ASSOCIATION</b>	
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<b>Policy Name:</b> Harassment Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

A copy of the report of the case review panel shall be provided, without delay, to both the complainant and respondent.

7.7 When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:

- the nature of the harassment;
- whether the harassment involved any physical contact;
- whether the harassment was an isolated incident or part of an ongoing pattern;
- the nature of the relationship between complainant and harasser;
- the age of the complainant; and
- whether the harasser retaliated against the complainant.

7.8 In recommending disciplinary sanctions, the panel may consider the following options, singularly or in combination, depending on the severity of the harassment:

- a verbal apology;
- A written apology;
- A letter of reprimand from ASA;
- A fine or levy;
- Referral to counselling;
- Removal of certain privileges of employment;
- Demotion or a pay cut;
- Temporary suspension with or without pay;
- Termination of employment or contract; or
- Suspended from competition for a specified period of time.

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<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER – 2 cont'd
<b>Policy Name:</b> Harassment Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

7.9 Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the harassment officer's files. These files shall be kept confidential and access to them shall be restricted to the ASA President.

7.10 Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel file of the respondent and/or kept on file at the ASA National Office. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

## **8. Procedure Where a Person Believes a Colleague has been Harassed**

8.1 Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with Section 7 of this policy.

## **9. Appeals**

9.1 Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.

9.2 Permissible grounds for an appeal are:

- the panel did not follow the procedures laid out in this policy;
- members of the panel were influenced by bias; or
- the panel reached a decision which was grossly unfair or unreasonable.

9.3 In the event that a notice of appeal is filled, the ASA Executive Director shall, within 21 days, appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with the complainant, respondent or the previous case panel members, and no prior involvement in dispute between the complainant and the respondent.

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**ALBERTA SKELETON ASSOCIATION**

<b>Policy Type:</b> Operational	<b>Number:</b> OPER – 2 cont'd
<b>Policy Name:</b> Harassment Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

- 9.4 The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the reports of the harassment officer and the case review panel, and the notice of appeal.
- 9.5 Within ten days of its appointment, the appeal body shall present its findings in a report to the ASA Executive Director. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendation for disciplinary action or remedial measures.

A copy of the appeal body's report shall be provided without delay, to the complainant and respondent.

- 9.6 The decision of the appeal body shall be final.



<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 3
<b>Policy Name:</b> Provincial Championships	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

As the recognized body for the regulation of skeleton within the province of Alberta, ASA is in full control of all Alberta events with respect to skeleton.

The Provincial Skeleton Championships shall be held each year to designate the best skeleton racers in Alberta.

ASA shall follow F.I.B.T Skeleton Rules in any competition it sanctions or hosts.

<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 4
<b>Policy Name:</b> Fundraising	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

**Casinos**

The Association shall apply to conduct casinos annually or as often as available.

**Raffles**

Raffles may be conducted by ASA at any time for the purpose of raising funds for the Association. Raffles may include the sale of tickets for the purpose of conducting a draw.

**Promotional Sales**

ASA may sell product for the purpose of raising funds for the Association.

**Equipment Sales**

ASA may sell equipment for the purposes of raising funds. The Association or its members shall not assume any liability for equipment sold to any consumer.

**Special Events**

The Association and its member clubs may conduct special events for the purpose of raising funds. Events may be held in cooperation with other organizations.

**Sponsorships**

The Association may enter into sponsorships contracts with other private sector and/or public sector organizations. Sponsorship of ASA may be in the form of financial assistance or product support. All sponsorships must be detailed in writing and roles and expectations must be clearly identified. Discretion and ethical issues should be considered when determining affiliation with potential sponsors of ASA.

<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 5
<b>Policy Name:</b> Financial Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

**1 General - Financial**

- ASA is funded through membership fees, program fees and fundraising activities.
- The Board of Director's is responsible for developing a yearly budget and ensuring the organization operates within that existing budget.
- An accounting system shall be in place to record all receipts and disbursements in accordance with standard accounting practices.
- Accounts shall be maintained with a recognized bank or trust company.
- Alberta Skeleton Association's fiscal year is from May 1 to April 31.

**2 Signing Authority**

Signing officers shall be designated on behalf of the Association. Two signing officers are required for all disbursements. Generally the President, Vice President and Treasurer are designated signing officers.

**3 Donations/Contributions**

Donations and contributions may be made to the Association.

**4 Financial Audit**

An audit of the Association's financial records shall be completed each year in accordance with the Association's fiscal year.

**5 Investments, Bonds and Long Term Accounts**

The Association may from time to time, deposit funds into term investments and bonds as required. Funds not immediately required by the Association may be deposited into long term investments which are guaranteed by a bank, trust company or recognized financial institution. Investments may include: Bonds, GIC, Term Deposits or the like.

Long term investments should not exceed 75% of the Association's total funds on hand and should not be more than three years in duration.

**ALBERTA SKELETON ASSOCIATION**

<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 6
<b>Policy Name:</b> Purchasing Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

It is the policy of the Association to purchase equipment to further the sport of Skeleton in Alberta. Each purchase shall be for the benefit of all ASA members upon approval of the Board of Directors.

<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 7
<b>Policy Name:</b> Athlete's Code of Conduct	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

Every member of ASA shall, whenever appearing as a representative of the Association, adhere to the following general principles of conduct:

- behave in an exemplary manner exhibiting sportsmanlike conduct and will treat with respect all officials, coaches, volunteers, other athletes and members of the public;
- be responsible for the care of all assigned equipment and clothing;
- adhere to the guidelines provided by the Canadian Centre for Ethics in Sport (CCES) and abstain from the use of all banned substances and methods;
- know and abide by the regulations, policies and standards set down by the Alberta Skeleton Association;
- know the F.I.B.T. Skeleton Rules of the sport and rules related to doping, both national and international, and to abide by them; and
- refrain from the use of profane, insulting, harassing or otherwise offensive language.

<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER – 8
<b>Policy Name:</b> Discipline Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

When it is alleged that a member of ASA has violated any policy or code of conduct of ASA the following procedures shall be followed.

1. A written complaint shall be submitted to the Association's President within three days of the incident.
2. A committee of three members of ASA shall be struck within three days of receipt of the complaint at least one member of the committee shall be a current Director of ASA. The ASA Director shall chair the committee.
3. The committee shall convene and review the complaint within three days of being convened and determine an appropriate course of action.
4. If the committee determines that there should be a hearing then all parties involved will be given three days written notice of the date of the hearing.
5. All interested parties may provide written submissions to the committee which must be received no later than 24 hours prior to the hearing.
6. The Chairperson of the committee will send the written decision to all parties within three days of the decision. If the committee finds that a violation has occurred the decision will specify the unacceptable behaviour or activity and will specify the sanction(s) or penalty(s) to be imposed.
7. Penalties or sanctions may include, but are not restricted to, expulsion from ASA, suspension, fine, revocation of privileges or reprimand.
8. The committee is in charge of its' own procedure and may if appropriate amend the time within which things may be done.

<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 9
<b>Policy Name:</b> Grievance Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

Any member of ASA may file a grievance that directly affects him/her by following the procedures listed:

1. A grievance must be submitted in writing to ASA President within ten days of the issue and be accompanied by a non-refundable fee of \$100.00.
2. The grievance must clearly state the nature of the grievance, the parties involved, and the desired resolution and signed by the person filing the grievance.
3. The President (or person acting on behalf of the President) may request clarification of the grievance and will ensure that all other reasonable means to resolve the matter have been exhausted.
4. A committee of three members of ASA shall be struck within three days of receipt of the grievance. At least one member of the committee shall be a current Director of ASA. The ASA Director shall be the chair of the committee
5. The committee will ask all concerned parties to submit a written "Agreed Statement of Facts" to the committee within ten days of the request. The committee will meet within five days of receipt of the "Statement".
6. The Chairperson of the committee will send the written decision to all parties within three days of the decision.
7. The committee is in charge of its' own procedure and may if appropriate amend the time within which things may be done.

<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 10
<b>Policy Name:</b> Appeal Policy	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

The ASA appeal process is available to any member who considers that a decision by ASA directly affecting him/her was made using unfair procedures or was influenced by bias.

1. Whether or not unfair procedure or bias had an impact on the outcome of the decision are the only grounds for an appeal. An appeal is not for re-deciding issues.
2. All appeals must be submitted in writing to the ASA President within ten days of the issue and accompanied by a non-refundable fee of \$100.00.
3. A committee of three members of ASA shall be struck within three days of receipt of the appeal. At least one member of the committee shall be a current Director of ASA. The ASA Director shall be the chair of the committee
4. The committee may hear statements from the parties.
5. The Chairperson of the committee will send the written decision to all parties within three days of the decision.
6. If the appellant's case is not successful the cost of hearing the appeal may be imposed.
7. The committee is in charge of its' own procedure and may if appropriate amend the time within which things may be done.
8. The committee's decision is final and binding on all parties.



<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 11
<b>Policy Name:</b> Coaching Development	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

It is the policy of ASA to provide all athletes competing in the sport of skeleton at the provincial level, with coaching, which will allow the athlete to achieve their full performance potential.

All coaches are required to be members of ASA and must abide by its rules and regulations. All coaches are accountable to the Board of Directors.

It is the responsibility of ASA to:

- ensure that coaches are available to the athletes during ASA programs where coaching is appropriate and desired;
- ensure that coaches are qualified according to standards set by the Board of Directors;
- determine coaching development needs and provide development opportunities for coaches to meet them;
- review the performance of ASA coaches on an annual basis; and
- all coaches must have a good knowledge of the F.I.B.T. rules.

**ALBERTA SKELETON ASSOCIATION**

<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 12
<b>Policy Name:</b> Coach's Code of Conduct	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

Every coach within ASA shall adhere to the following general principles of conduct:

- be a positive role model;
- treat all individuals with respect at all times;
- not discriminate on the grounds of gender, marital status, race, color, disability, sexuality, age, occupation, religion or political opinion;
- communicate with and provide feedback to athletes in a manner which reflects respect and caring;
- promote fair play;
- keep up with the latest coaching techniques and seek continual improvement;
- provide a safe environment. Check that the equipment and facilities are safe;
- avoid any form of harassment; and
- refrain from the use of profane, insulting, harassing or otherwise offensive language.

<b>ALBERTA SKELETON ASSOCIATION</b>	
<b>Policy Type:</b> Operational	<b>Number:</b> OPER - 13
<b>Policy Name:</b> Conflict of Interest	<b>Original Effective Date:</b> October 5, 2006  <b>Date of Last Amendment:</b>

ASA members shall not place themselves in a position of conflict of interest. This policy applies to all members of Alberta Skeleton. Members who fail to meet this standard will be subject to discipline in accordance with the Alberta Skeleton Association Code of Conduct Policy.

A conflict of interest will be deemed to exist:

- when a member places him/herself or can be perceived to have placed him/herself in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favour;
- when a member seeks or perceived to seek, gain, receive or benefit financially from preferential treatment in the discharge of their duties and responsibilities to ASA;
- when a member participates in the selection process of any ASA team if a member of the individual's family is a potential candidate for selection;
- when a member advocates or expresses an opinion, either verbally or in writing, which is contrary to the stated policies, decisions or positions of ASA;
- if a member is in a position to determine the allocation of funds to specific projects in which a family member could be perceived to be deriving benefit; or
- when a member behaves in such a manner as to embarrass Alberta Skeleton or bring the name of Alberta Skeleton into disrepute.

If a member is faced with a situation involving an existing or potential conflict of interest, or is in any doubt about the application of this policy, the circumstances must be reported to the President or a member of the Board of Directors immediately.

This policy is not intended to prohibit the payment of any honoraria by ASA to individuals who are entitled, by virtue of services performed or rendered to receive such honoraria.