

Manual Introduction

PURPOSE OF THE MANUAL

The *Alberta Athletic Therapists Association Policy and Procedure Manual* provides policies and procedures for use by all Members of the Alberta Athletic Therapists Association (AATA) including:

- Board of Directors
- Officers of the Association, and
- Members of Standing and Ad-hoc Committees,

The purpose of the *Alberta Athletic Therapists Association Policy and Procedure Manual* is to:

1. provide policies and procedures specific to the Association in an easy to read, accessible format;
2. clarify and increase understanding of the operational functioning of the Association's Board of Directors and Committees through written procedures;
3. increase consistency of practice as well as consistency of application of approved Association policies and procedures; and
4. serve as an orientation tool for new Association Members.

MANUAL STRUCTURE

The *Alberta Athletic Therapists Association Policy and Procedure Manual* is divided into seven sections:

1. Introduction and Official Statements
2. Membership
3. Board of Directors
4. Financials
5. Meetings
6. Committees
7. Operations
8. Forms

ACCESS

This manual is available on the Association website at <http://www.aata.ca>. within the members section.

NEW AND REVISED POLICIES AND PROCEDURES

It is the responsibility of all Association Board of Directors and Committee Members to provide annual updates to their portions of the *Alberta Athletic Therapists Association Policy and Procedure Manual*.

1. Policies and procedures are recommended by Standing Committees or Certified Members:
 - a. Standing Committees are expected to recommend new or revised policies/procedures through the appropriate Committee Chairperson to the Board of Directors.
 - b. Certified Members are welcome to recommend new or revised policies or procedures directly to the Board of Directors.

2. When submitting a new or revised policy or procedure, the Policies and Procedures designate must:
 - a. revise the policy/procedure; and
 - b. following board approval, distribute the new/updated document to:
 - a. Board of Directors,
 - b. Officers of the Association,
 - c. Committee Members,
 - d. Certified Members

ORIENTATION

New members of the Association are encouraged to review the *Alberta Athletic Therapists Association Policy and Procedure Manual* as part of their regular orientation to the Association.

New Members of the Board and Standing Committees are required to review *Alberta Athletic Therapists Association Policy and Procedure Manual* as part of their orientation to the new position.

ADHERENCE

Members of the AATA are expected to maintain familiarity with and abide by the policies and procedures in this manual.

STORAGE OF OUTDATED POLICIES AND PROCEDURES

When policies and procedures are revised, the outdated documents are stored on the Association's Google Drive.

Official Documents

The following official documents of the Alberta Athletic Therapists Association (AATA) are maintained:

1. Alberta Athletic Therapists Association Policy and Procedure Manual
2. Course Hosting Contract
3. Alberta Education Initiative Information
4. Position Paper and Official Statement Disclaimer
5. Member Project Proposals

POLICIES AND PROCEDURE MANUAL

For information on accessing and updating the *Alberta Athletic Therapists Association Policy and Procedure Manual*, see “New and Revised Policies and Procedures” in *Manual Introduction*, #1-1.

COURSE HOSTING POLICY

The Course Hosting Policy is a signed agreement between the Association and the instructor contracted to host a course for the Association. See *Course Hosting Policy*, #7-4.

ALBERTA EDUCATION INITIATIVE INFORMATION

The Alberta Education Initiative is a partnership between the Association and Alberta Education. See *Alberta Education Initiative Information*, #7-5.

POSITION PAPER AND OFFICIAL STATEMENT DISCLAIMER

The Position Paper and Official Statement Disclaimer is a process for adoption of Position Papers and Official Statements endorsed by the Association. See the *Position Paper and Official Statement Disclaimer*, #7-6.

MEMBER PROJECT PROPOSAL

The Member Project Proposal is an application for Certified Members of the AATA in which the Association will provide sponsorship towards a special project. See the *Member Project Proposal*, #7-7.

Official Marks

NAMES AND TRADEMARKS

The Association's names and trademarks are the property of the Alberta Athletic Therapists Association. As such, the official marks may not be used in any testimonial or endorsement for a service, product, program, publication, or facility by an individual Association Member or a group of Members without express written consent of the Board of Directors.

LOGO

The name, logo, and/or insignia of the Alberta Athletic Therapists Association (AATA) may not be used in any testimonial and/or endorsement for a service, product, program, publication, or facility by an individual Member or group of Members of the Association without the express written consent of the Board of Directors of the AATA.

Conflict of Interest

Preamble

It is in the best interest of the Alberta Athletic Therapists Association (AATA) to be aware of and properly manage all conflicts of interest and appearances of conflict of interest. This conflict of interest policy is designed to help Directors, Officers, Members, and volunteers of the AATA identify situations that present potential conflicts of interest and to provide the AATA with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in the AATA.

Purpose

The purpose of this policy is to describe how Members of the AATA will conduct themselves in matters relating to conflicts of interest, and to clarify how the AATA will make decisions in situations where conflicts of interest may exist.

Description – Conflict of Interest

A conflict of interest exists where there is an arrangement or relationship between the Member or a related person or related corporation and a person, where a reasonable person could conclude that the exercise of the Member's professional expertise or judgment may conflict with or be influenced by the arrangement or relationship. A conflict of interest may be actual, potential, or perceived.

Application

This policy applies to Directors, Officers, consultants, Members, and volunteers and other decision-makers with the AATA (hereafter referred to as "Representatives" of the AATA).

Statutory Obligations

The AATA is governed by the AATA *Bylaws* in matters involving real or perceived conflict between the personal interests of a Representative (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the AATA.

Under the Bylaws, any real or perceived conflict, whether pecuniary or non-pecuniary, between a Representative and the interests of the AATA must at all times be resolved in favour of the AATA.

Disclosure of Conflict of Interest

1. On an annual basis, all Directors, Officers, and Committee Members will complete a written statement disclosing any real or perceived conflict of interest that they might have.
2. At any time that a Representative of the AATA becomes aware that there may exist a real or perceived conflict of interest, they shall disclose this conflict to the Board of Directors immediately.
3. Any person who is of the view that a Representative of the AATA may be in a position of conflict of interest may report this matter to the Board.

Resolving Conflicts in Decision-Making

Decisions or transactions that involve real or perceived conflicts of interest that has been disclosed by a Representative of the AATA may be considered and decided upon by the AATA provided that:

1. The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in minutes;
2. The decision or transaction is in the best interests of the AATA.

Conflicts Involving Litigation by a Representative

If a Representative initiates litigation of any kind against the AATA, its Directors, Officers, or Committee Members, that Representative shall be deemed to be unable to fulfill their duties with the AATA with impartiality, and in keeping with the values and ethics of the AATA, the Representatives shall be immediately removed from any position as an Officer or Committee Member with the AATA until such time as the litigation is resolved.

Conflicts Involving Employees

The AATA will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with the AATA, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with the AATA. Any determination as to whether there is a conflict of interest will rest solely with the AATA, and where a conflict of interest is deemed to exist, the employee may be required to resolve the conflict by ceasing the activity giving rise to the conflict.

Enforcement

Failure to adhere to this policy may give rise to discipline in accordance with the Association Bylaws.

Discipline

Pursuant to Article 3 of the Association Bylaws, the Board may, for each disciplinary matter, appoint a Discipline Committee to investigate, review and consider transgression(s), implement sanctions or measures, if found necessary, and prepare a written decision.

Conduct Warranting Discipline

Any Member who, in the opinion of the Discipline Committee, following investigation or review in accordance with the Policies established by the Board, has engaged in conduct that is:

1. improper or unbecoming of a Member;
2. contrary to the Act, the Bylaws, the Policies or any other rules or regulations;
3. established by the Board from time to time, including without limitation, non-payment of Fees; or
4. is likely to endanger the reputation or hinder the interests of the Association;

shall be subject to disciplinary action in accordance with these Bylaws, the Policies and any other disciplinary rules or regulations established by the Board from time to time.

Selection of the Discipline committee

1. If the Board determines to appoint a Discipline committee for investigation, the Board shall select three (3) Members who shall act as the committee.
2. The three (3) Members selected to the Discipline committee shall be exclusive of members Board of Directors.
3. The Discipline Committee shall upon hearing evidence presented decide whether Conduct Warranting Discipline has occurred. If the Discipline Committee determines that unprofessional conduct has occurred, the Judicial Subcommittee may make one or more of the orders listed in *section 32.1*.
4. The Discipline Committee shall name one (1) of the three (3) Members to act as Chair of the committee.
5. Any Member of the Discipline Committee who feels that he or she is in a conflict of interest or in a situation where there may be a reasonable apprehension of bias shall ask to be removed from the Committee. In such a case, the Board of Directors shall select another Member from the membership to sit on the Discipline Committee.
6. Eligible Members will be chosen by the Board of Directors in such a way as to reflect a diversity of practice settings, region of practice, backgrounds, gender, and experience.

Orders

If the Discipline Committee decides that the conduct of an investigated person constitutes unprofessional conduct, the Discipline Committee may make one or more of the following orders:

1. Caution the investigated person.
2. Reprimand the investigated person.
3. Impose conditions on the investigative person's practice, including conditions that the investigated person:
 - a. practice under supervision;
 - b. practice with one or more Certified Members;
 - c. not practice until the investigated person has successfully completed a specific course of studies or obtained supervised practical experience of a type described in the order; and
 - d. report on specific matters to the Discipline Committee or an individual specified in the order.
4. Direct the investigated person to satisfy the Discipline Committee, Board of Directors or an individual specified in the order that the investigated person is not incapacitated and suspend the investigated persons Association Membership until the Discipline Committee, Board of Directors or the individual specified is so satisfied.
5. Require the investigated person to take counseling or a treatment program that in its opinion is appropriate.
6. Direct that within the time set by the order the investigated person must pass a specific course of study, obtain supervised practical experience of a type described in the order or satisfy the Discipline Committee, Board of Directors or an individual specified in the order as to the investigated person's competence in the profession of athletic therapy.
7. Suspend the Association Membership of the investigated person for a stated period or until:
 - a. the investigated person has successfully completed a specific course or obtained supervised practical experience of a type described in the order; and
 - b. the Discipline Committee, Board of Directors or an individual specified in the order is satisfied as to the competence of the investigated person in the profession of athletic therapy.
8. Terminate the Association Membership of investigated person.
9. If, in the opinion of the Discipline Committee, the investigated person's fees for professional services were improper or inappropriate or the professional services were improperly rendered or required the complainant to undergo remedial treatment, the Discipline Committee may direct the investigated person to waive, reduce, raise or repay a fee for professional services provided by the investigated person.
10. Direct, subject to any section of this document or the *Alberta Athletic Therapists Association Policy and Procedure Manual*, that the investigated person pay within the time set in the order all or part of the expense of, cost of, and fees related to the investigation or hearing or both, including but not restricted to:

- a. legal expenses and legal fees for legal services provided to the Association, and its committees;
 - b. the cost of creating a record of the proceeding and serving notices and documents; and
 - c. any other expenses of the Association directly attributable to the investigation or hearing or both.
 - d. Direct that the investigated person pay to the Association within a time set in the order a fine not exceeding \$10,000.00.
11. Any order that the Discipline Committee considers appropriate for the protection of the association.

A fine or expense ordered to be paid under *section 2. Orders* are a debt due to the Association and may be recovered by the Association by an action in debt.

Ombudsperson

1. The Alberta Athletic Therapists Association Ombudsperson is elected by the Membership at the Annual General Meeting (AGM) for a three (3) year term.
2. The Ombudsperson reports directly to the President of the Association.
3. The role of the Ombudsperson is to ensure that policies and procedures are consistently and fairly applied. The role is primarily one of investigation and reporting on findings. It is not a policy-making office, nor will he/she replace or become any of the existing bodies of the Association. It is not intended that the office of the Ombudsperson be an automatic appeal avenue for those involved a disciplinary case.

TERMS OF REFERENCE

The Ombudsperson is independent of existing Association administrative structures and has the following functions:

1. **Investigate:** at the request of any Member of the Association, or upon the Ombudsperson's own initiative, any issues and/or any grievances that may arise against the Association or against any of the Directors of the Association.
 - a. Upon receipt of a complaint, the Ombudsperson will notify the President of the Association of the complaint, appoint an independent researcher if necessary, and estimate timelines of the investigation. The investigation is carried out in strictest confidence. Every concern brought to the attention of the Ombudsperson must be investigated to his/her best ability, and a pursuant report must be presented to both the complainant and the Board of Directors.
 - b. The Ombudsperson may appoint an independent researcher to investigate inquiries and report back. The Ombudsperson then reviews the information and provides details of the complaint, copies of the investigation and its findings, together with recommendations to the Board of Directors. Reasonable requests for information pertinent to the functions and purposes of the Office are honoured.
2. **Provide referrals:** where there is uncertainty regarding the appropriate Committee or individual to whom the concern or complaint should be presented, the Ombudsperson will refer the Member to the appropriate place.
3. **Forward findings and recommendations:** once recommendations have been brought forward, the Ombudsperson is removed from the situation, and it is the responsibility of the Board of Directors to react and respond according to their best judgment. Although not bound by the recommendations of the Ombudsperson, the Board of Directors is wise to follow said recommendations.

The Ombudsperson conducts operations of the Office by:

1. Maintaining files and records of any inquiries, complaints, findings, and recommendations which are accessible only to the Ombudsperson and the President of the Association.
2. Conducting business on a first come, first served basis. Exceptions may be made by the Ombudsperson for matters of major importance.
3. Reporting to the President every complaint brought to the Ombudsperson.
4. Preparing an annual report for presentation to the Membership at the AGM. The report includes the number of contacts made to the Ombudsperson during the year and outlines the types of issues brought forward.
5. Attending (except in extenuating circumstances) the AGM to answer questions by Members about the report provided the rules of the office are not compromised.
6. Upon request of the Board of Directors, attending meetings of the Board of Directors, especially where the creation or modification of major policy or procedure is anticipated because of an investigation by the Ombudsperson. The Ombudsperson is not routinely expected to attend meetings of the Board of Directors or committees.

The Ombudsperson takes special interest in the following:

1. Decisions affecting Members of the Association are made with reasonable promptness.
2. Procedures used to reach decisions are adequate and that the criteria and rules on which the decision is based are documented and appropriate.
3. Gaps and inadequacies discovered in Association policy and procedure, during the investigation of complaints or concerns are brought to the attention of the Board of Directors. It is not the function of the Office of the Ombudsperson to devise new rules or procedures, but rather to make recommendations for their formulation and/or improvements.

The Ombudsperson has unrestricted access to all Association authorities, Board of Directors, Committee Chairpersons, Committee Members, official files, and other information required to fulfill the function of the Office. Requests by the Ombudsperson for information must receive priority from every Member of the Association.

Although authorized to function in the widest possible context and with a minimum of constraints, the Ombudsperson is not to:

1. Exercise authority beyond the legal authority of the Association.
2. Hold any other elected office of the Association. On the request of the Board of Directors, the Ombudsperson may serve in a non-voting capacity and represent the Association at various functions.

3. Make or replace established policy or procedures. Notwithstanding, policies and procedures may be investigated or questioned and recommendations made for their improvement and efficient functioning.
4. Release any information regarding personal records unless written permission has been received from the affected individuals.
5. Refuse the request of individuals seeking help because they requested anonymity.

AUTHORITY

The President of the Association shall inform all Directors of the Board, Committee Chairpersons, Committee Members, and those individuals over whom the Board of Directors has authority, about the authority of the Ombudsperson to seek information from them. The President shall instruct the above individuals to treat requests from the Ombudsperson with the highest possible priority.

CONFLICT OF INTEREST

The Ombudsperson must maintain an arm's length relationship with all Committees of the Association.

The Ombudsperson must remain neutral and refrain from conflict of interest situations. If the Ombudsperson at any time feels unable to remain unbiased in an investigation, or feels unsure of being the appropriate individuals to investigate a claim, the Ombudsperson must notify the Board of Directors requesting release from the investigation. The Board of Directors then appoints a temporary Ombudsperson to investigate that case.

Membership Categories

MEMBERSHIP CATEGORIES:

Definitions of each class of membership can be found in the Association By-laws.

Members of the Alberta Athletic Therapists Association may be:

1. ***Certified Members*** – voting Members of the Association who are able to practice as Certified Athletic Therapists.
2. ***Certification Candidates*** – non-voting Members who are current students or graduates of accredited athletic therapy programs in Canada, but do not meet the criteria of a Certified Member.
3. ***Members Emeritus*** – non-voting, previously Certified Members who have been nominated into emeritus due to prior contributions to the profession of athletic therapy.

Status is maintained for Certified Members and Certification Candidates if they have paid their current Membership dues and any other monies owed to the Association.

MEMBER EMERITUS

This award recognizes the prior contributions of a Member who may still be contributing to the fields of athletic therapy or sports medicine, but who is no longer actively engaged in the day-to-day of an athletic therapist due to retirement from active employment or a shift in career focus.

Qualifications for Member Emeritus

The nominee must:

1. be a Certified Member of the Association who actively participated in the Association for fifteen (15) or more years;
2. have a recognized and documented contribution to the advancement of the objectives of the Association; and
3. be nominated by a currently Certified Member.

The nominator will:

1. submit a letter which documents contributions to the Association and attests to status as a Certified Member for 15 or more years.

To be selected, the nomination must be:

1. reviewed and ratified by the Board of Directors.

Nature of the Award

Member Emeritus Award recipients:

1. do not pay annual dues;
2. are not required to submit maintenance of certification;
3. receive all Association mailings and documents; and
4. are not eligible
 - a. to vote, except where permitted within the Association Bylaws;
 - b. to become an Officer of the Association.

New Member Applications

MEMBERSHIP PROCESSES:

New Member Application

Application for new Membership:

1. Indicate the class of membership desired
 - a. Certified Therapist Member
 - b. Candidate Member
 - c. Emeritus Member
2. Indicate if applicant holds any other current Athletic Therapy association membership.
3. Desired date of effect.

Procedure for new Membership application:

1. Submission of *New Membership Application Form (2-3)*.
2. Approval based on criteria for new applicants.
 - a. If approved, the date of submission shall be recorded as the date of admission.
3. Contact the applicant and advise on the result of the application.
4. Pay Membership fee, as applicable.
 - a. New Members that apply between September 1 and December 30 are not required to pay dues for the current year, but will be invoiced and required to pay annual dues for the subsequent year by December 31 as per the membership renewal process.
 - b. New members that apply between January 1 and August 31 are required to pay the membership fees for the current year.
 - c. New members who hold another current Athletic Therapy association membership may be, with board approval, absolved of fee payments for the application year, but will be invoiced and required to pay annual dues for the subsequent year by December 31 as per the membership renewal process.

Please complete the form below and submit to Secretary@aata.ca

Name:	
CATA Number:	
Mailing Address:	
Phone Number:	
Email Address:	

Membership Category Selection:

- Certified Member*** – voting Member of the Association who is able to practice as a Certified Athletic Therapist.

- Certification Candidate*** – non-voting Member who is a current student or graduate of accredited athletic therapy programs in Canada, but does not meet the criteria of a Certified Member

AATA Membership Declaration

By completing AATA membership form, I pledge to abide by the AATA's bylaws, policies and procedures or any other rules and regulations as deemed necessary by the Board of Directors. I understand that violations of such may subject me to disciplinary action.

Application Approval

New Member Application Policy 2-2 outlines the application process, submission of this form does not constitute membership acceptance.

Membership Renewals

Membership Status

Status is maintained for Certified Members and Certification Candidates if they have paid their current Membership dues and any other monies owed to the Association.

Dues

Annual Membership dues are determined by a majority vote of Members present at the Annual General Meeting (AGM).

Membership fees are due by December 31 of each year (*see Fees of the Association, #1-5*).

1. By the first week of November of each year, Membership renewal invoices are emailed to those Members who have maintained certification.
2. Upon receipt of Membership renewal dues, forward receipts to members.

If dues are not paid by December 31, reinstatement fees and processes apply.

1. On January 1, a \$50.00 Administrative Service Charge is added to all unpaid dues.
2. On February 1, a second and final invoice to any Members who did not pay their dues by December 31 will be delivered.
 - a. This invoice will include the administrative service charge of \$50.00 and notification that their Membership will be suspended if their payment is not received by March 1.
3. Members who are delinquent in the payment of dues, by March 1, shall be Suspended.
4. Suspended Members are subject to reinstatement fees as set out below.

MEMBERSHIP SUSPENSION FOR FAILURE TO PAY PROVINCIAL MEMBERSHIP DUES

Any Member of the Association, who is delinquent in payment of his/her dues after February 28 (February 29 if the year is a Leap year) of the year concerned, is automatically suspended from the Association, losing all rights and privileges of Membership until reinstated by the Board of Directors.

Any Member suspended from the Association for failure in payment of dues two months after January 1, must meet the following criteria for reinstatement:

1. petition to the Board of Directors;
2. payment of the late fee;
3. payment of an additional reinstatement fee equal to 50% of the annual dues for the Member's category of Membership; and

4. payment of dues for the current year as well as any dues owing from past years.

Resignation

If Members of the Alberta Athletic Therapists Association wish to resign their membership, they must:

1. Submit written notice to the Secretary of the Association.
 - This resignation shall take effect immediately upon delivery.
 - Resignation shall not release the Member from any liability for any Fees owing to the Association as of the date of resignation, unless otherwise determined by the Board of Directors.

Members who have resigned, may re-apply for membership by following the New Member Application (*New Membership Applications 2-2*).

Board of Directors

The Directors of the Association are the individuals elected or appointed to the Board of the Association pursuant to the Association Bylaws. The Board of Directors shall be comprised of no fewer than four (4) individuals and no more than twelve (12). The Officers of the Association shall ex-officio hold office as Directors and shall at all times comprise the minimum four (4) directoral seats required by the Bylaws. Should the membership raise the required number of directors beyond the minimum of four (4), these Directors shall be known as Directors at Large.

Board of Directors Mandate

The Board of Directors of the Association provides leadership and vision to the Membership, employees and Committees through support and facilitation in an environment of accountability, integrity, and focus.

GENERAL RESPONSIBILITIES

1. Administer the Association's policies and procedures.
2. Supervise and evaluate Association employees.
3. Ensure the duties and responsibilities of the mandates assigned to them are carried out, either personally or through effective, documented delegation.
4. Annually complete and submit a Volunteer and Conflict of Interest form.
5. Approve and affect policy changes to the *Alberta Athletic Therapists Association Policy and Procedure Manual*.
6. Review project proposals and establish priorities as they relate to the Association's strategic plan of action.
7. Meet collectively at least four times a year (more meetings or conference calls can be requested at the Board of Director's discretion).
8. Establish and maintain an open line of communication within Standing Committees.
9. Conduct follow-up activities pursuant to decisions made by the Board of Directors and Committee programs, and report to the general Membership on these activities at the Annual General Meeting (AGM).
10. Review award applications and choose successful candidates.

SPECIFIC RESPONSIBILITIES

Policies and Procedures

1. Maintain the *Alberta Athletic Therapists Association Policy and Procedure Manual*.
2. Ensure that all documents are kept up-to-date, and reflective of the operation of the Association.
3. Make needed revisions to the *Alberta Athletic Therapists Association Policy and Procedure Manual* and distribute the most up-to-date documents to the:
 - a. Board of Directors, and
 - b. Committee Chairpersons.
4. Ensure that the most up-to-date version of the *Manual* is distributed to Members of the Association at least twenty one (21) days prior to the AGM.

Association Documents

1. Ensure that all official documents of the Association are kept current and up-to-date.
2. Make any changes to official documents in a timely manner.
3. Maintain a record of previous official documents for reference.
4. Ensure that all potential changes are forwarded in the AGM package at least twenty one (21) days prior to the AGM.
5. Ensure that all changes made at the AGM are published in the appropriate publications.
6. Ensure that the most current version of the documents is made available to Members of the Association.

Minutes

1. Ensure that minutes are recorded for each Board of Director meeting, including timelines and individuals responsible for assigned actions.
2. Distribute draft copy of minutes to the Board of Directors and Committee Chairpersons within three (3) weeks of any Board of Directors meeting.
3. Ensure that corrections made by Members of the Association are forwarded to the Board of Directors prior to the meeting at which minutes will be ratified.
4. Once ratified, ensure minutes are circulated to the Board of Directors within one (1) week.

5. Ensure that any motions voted by email are recorded in the minutes of the next meeting.
6. Maintain a file of previous year's minutes for reference.

Communication

1. Work with Board of Directors and Committee Chairpersons to prepare documents for circulation at the AGM including Committee reports, financial statements, and bylaw amendments.
2. Prepare for the AGM including proper setup for the meeting and roll call for establishment of quorum.
3. Perform responsibilities for any electoral process during the AGM including the explanation of due process and counting of ballots.
4. Adhere to email etiquette. See *Email Etiquette, #6-5*.

Committee Liaisons

Members of the Board of Directors may also serve as Committee Liaisons on one or more of the following Committees as outlined in *The Board of Directors, #3-1*, and as follows:

1. Communicate with Committee Chairperson on a regular basis.
2. Report to the Board of Directors at scheduled meetings including:
 - a. motions presented for ratification; and
 - b. policy changes.
3. Ensure strategic plans of the Association are incorporated into the Committee's plans.
4. Review minutes of committee meetings.

Officers of the Board of Directors

The Officers of the Alberta Athletic Therapists Association (AATA) shall be comprised of the following:

1. President,
2. Vice-president,
3. Treasurer, and
4. Secretary.

PRESIDENT:

The President:

1. is elected by the Membership at the Association's Annual General Meeting (AGM);
2. holds office for a two year term;
3. is elected on even-numbered years;
4. is the official external representative of the AATA; and
5. is responsible for the Association's internal administrative function.

The President's function is one of initiation, motivation, coordination, and public relations. The President must have a solid grasp of the Association and its separate Committee structures. The President must develop goals and objectives for the future. The President must ensure that there is a coordinated and informed strategic plan involving all of the Committees. The President must be prepared to serve as the official representative of the Association and foster public relations by his/her involvement with outside agencies. In short, the President must display confidence in him/herself and the Association, by providing strong leadership and administration, as well as being a diplomat.

Administrative Functions

1. Ensure the stability and function of the Board of Directors and the Standing Committees.
2. Review the minutes of the Board of Director meetings and AGM.
3. Assess and develop goals and objectives for the Association.
4. Review, revise, and update the Association's strategic plan.
5. Administrate business of the Association:
 - a. provide oversight into the hiring and performance of Association employees or contractors;
 - b. evaluate the implementation of the plan of action; and
 - c. continually reassess the goals of the Association and alter the administrative plan of action as necessary.

Responsibilities

1. Maintain a constant flow of information among the Board of Directors and the Association's Committees.
2. Serve as the official voice of the Association on matters of policy, special programs, and external activities (although other Members may be delegated to perform certain tasks).

3. Serve on various Committees and agencies as an Association official. These may include:
 - a. Chairperson of the Association's Board of Directors; and
 - b. Chairperson of the Association's AGM (can be delegated at the President's discretion).
4. Serve as Committee Liaisons to the Ad-hoc Committee and Ethics Committee.
5. Work closely with the Ombudsperson.
6. Work closely with the Treasurer regarding fiscal/financial issues including the state of the Association's investments.
7. In conjunction with the Board of Directors, maintain and update the the *Alberta Athletic Therapists Association Policy and Procedure Manual*.
8. Be aware and informed of constitutional changes of the Canadian Athletic Therapists Association.
9. Set the AGM date and oversee the distribution of the AGM package.
 - a. The following documents must be made available at least forty two (42) days prior to the AGM:
 - i. the weekend schedule,
 - ii. past AGM minutes,
 - iii. Board of Directors and Committee Chair reports,
 - iv. the preliminary agenda for the AGM, and
 - v. call for applications for any vacant positions.
 - b. The following documents must be made available at least twenty one (21) days prior to the AGM:
 - i. the annual budget, and
 - ii. the formal agenda.
 - c. All information listed above will be posted on the Association's website in PDF format.
 - d. Members must receive by email: the agenda, budget, weekend schedule (with the registration forms for all courses), and application forms.
 - e. All other documents can be posted on the website and Members notified of their location via email.
10. Be the Association's CATA Liaison.
11. Organize Board of Directors meetings monthly.
 - a. Create and distribute the agenda for Board of Directors meetings seven (7) days prior to meeting.
 - b. Organize Board and Committee Member Joint meetings every 3 months; and
12. Oversee the activities of the Association.
13. Be one of two signing authorities of the Association's bank accounts and investments.
14. Maintain a copy of all documents on the Association's portable hard drive or Google Drive with file name references.
15. Represent the Association at the AGM Research Day as a Member of the judging panel. The actual Research Day is organized by the Vice President and the Education Committee.
16. Produce Director's report to be included in the AGM package.
17. Be the AATA contact person to Alberta Education for any information they require with regards to the joint collaboration regarding High School Sports Medicine classes in the province of Alberta.

18. Upon completing the President's term:
 - a. Spend one day reviewing files with the incoming President.
 - b. Create and transfer all computer administrative files.
19. Maintain constant contact with the Membership and public via the President's email account at president@aata.ca.

VICE- PRESIDENT:

The Vice-President:

1. is elected by the Membership at the Association's AGM;
2. is elected on odd-numbered years;
3. holds office for a two year term; and
4. has all the powers and perform all the duties of the President if the President is absent or unable to serve as the President.

The Vice-President's role is one of assistance, collaboration, and maintenance. The Vice-President must serve as a bridge being between the Board of Directors and Members of the AATA. The Vice-President must be ready to assist the President in all aspects and have a solid grasp of Presidential roles and responsibilities. The Vice-President must also act as a check and balance to the President. The Vice-President must be prepared to serve as a representative of the Association when needed, in order to develop, foster, and promote athletic therapy as a profession.

Administrative Functions

1. Provide administrative assistance to the President where needed.
2. Assist in developing goals and objectives of the Association.
3. Develop, foster, and establish educational opportunities, innovations, and initiatives.
4. Develop and establish academic and research scholarship requirements and criteria.

Responsibilities

1. Work closely with the President on matters of policy, special programs, and external activities.
2. Develop familiarity and understanding of Presidential roles, responsibilities, and mandates.
3. In the absence or incapacitation of the President, shall assume powers and duties of the President.
4. Assume duties as the President dictates.
5. Provide leadership and vision on academic mandates to help promote teaching, learning, and research in the field of athletic therapy. Efforts are to be aimed at facilitating more academic/research scholarships, research days, and discovery of knowledge in regards to current research, innovations, and initiatives.
6. Foster an open relationship with Members of the Association.

7. Serve as a liaison with Certification Candidates.
8. Serve as Committee Liaisons to the Education and Marketing Committees.
9. Serve on various committees and agencies as an Association official. These include:
 - a. Allied health professions and consumer groups when requested; and
 - b. Chairperson of the Association's Annual Research Day.
10. Plan the Annual General Meeting by:
 - a. Finding and booking appropriate classrooms;
 - b. Organizing the AGM schedule and package; and
 - c. Oversee AGM weekend duties including organization of courses, social, food, and prizes.
11. Plan and organize the AATA Research Day in conjunction with the AGM weekend by:
 - a. Initiating application process;
 - b. Organizing sponsors, food, and prizes;
 - c. Sending out a call for presenters;
 - d. Liaising with applicants;
 - e. Recruiting a three (3) person judging panel (*i.e.*, President, Education Chair, and 1 Certified Member with status maintained); and
 - f. Chair the event.
12. Upon completing the Vice-President's term:
 - a. Spend one day reviewing files with the incoming Vice-President; and
 - b. Create and transfer all computer administrative files.
13. Maintain constant contact with the Membership and public via the Vice-President's email account at vicepresident@aata.ca.

TREASURER:

The Treasurer:

1. is elected by the Membership at the Association's AGM;
2. holds office for a two year term;
3. is elected on odd-numbered years; and
4. is responsible for the Association's financial administrative function.

The role of the Treasurer shall include the responsibility for custody of the Association's funds and securities; the keeping of full and accurate accounts of receipts, disbursements, and books belonging to the Association; and the depositing of monies and other valuable effects in the name of and to the credit of the Association.

Responsibilities

1. Oversee all bank accounts located at the TD Canada Trust, Brentwood Branch: 3630 Brentwood Rd NW, Calgary, Alberta, T2L 6Z2.
2. Oversee all short-term and long-term investments with CIBC Wood Gundy, 1800 Manulife Place, 10180-101 Street, Edmonton, Alberta, T5J 3S4.

3. Maintain records of all transactions utilizing proper accounting methods, and software.
4. Liaise with accountant MC Professional Accountant, Phil Mutanho: CGA Suite 220, 1201 5th Street SW, Calgary, AB., T2R 0Y6, (403) 450-8388.
5. Make funding applications available to the Board of Directors and Standing Committees.
6. Receive and forward to the Board of Directors all major funding applications for review. Major funding applications include amounts over \$250.
7. Maintain budget and advise the Board of Directors and Committee Chairpersons as to financial position on a quarterly basis including the state of all investments.
8. This will include regular communication with all banking and investment institutions as deemed necessary.
9. From time to time, the Membership or the Board may decide to appoint a Member of the Association with greater financial or investment knowledge of the Treasurer to serve in an advisory capacity with the Treasurer to aid in decisions regarding the investments of the association.
10. It will be at the discretion of the President and Treasurer as to the authority this Member will have over the investment funds of the association (*e.g.* decision-making authority, signing authority).
11. Work closely with the president on the Annual Operating Budget to be presented at the AGM.
12. Oversee fundraising endeavors on behalf of the Association.
13. Apply for different funding sources (*e.g.* Lotteries Foundation).
14. Be one of two signing authorities for the Association's financial accounts.
15. Maintain capital budget listings.
16. Administration of Membership Dues:
 - a. Administer the invoices and receipts of the annual Membership dues as outlined below:
 - i. Create generic invoices to Members of the association (status as found on the National Membership database) to be emailed in the month of November; and
 - ii. Create Member receipts to be mailed to individual Members as their dues are received.
 - b. Receive Association Membership fees and deposit them into the Association's account.
 - c. Create individual Member receipts to be sent to Members as their dues are received.
 - d. Receive the Membership list from the CATA and cross reference them to Members with fees owing.
 - e. Report discrepancies to the Board of Directors.
 - f. Maintain a copy of the paid Membership list in conjunction with the CATA and forward to Board of Directors.
17. Date and file correspondences received.
18. Receive applications for 3rd Party billing
19. At the end of every fifth year, oversee a financial audit to be completed at each fiscal year ending in a 0 or 5 (*e.g.* 2010, 2015, 2020...).

20. Produce annual Budget report of previous and current years to be included in the twenty one (21) day AGM package.
 - a. Please note that negative numbers in the budget sheet are to be recorded in brackets in red print.
21. Oversee that the bills of the Association are continually paid on time.
22. Ensure Taxes are filed annually with Canada Revenue Agency.
23. Ensure GST is filed annually with Canada Revenue Agency.
24. Maintain the Paypal system and account.
25. Maintain budget and advise Board and Committee Members as to financial position on a monthly basis including the state of all investments.
26. Oversee that the post office box of the Association is maintained, and that either the Treasurer or Secretary is regularly retrieving mail and distributing it to the required parties.
 - a. This expires annually on September 1.
 - b. The AATA mailbox is currently located at the Shoppers Drug Mart at Box 61115 Kensington RPO, Calgary, Alberta, T2N 4S6.
27. Request submissions of projected budgets for the upcoming year for each Standing Committee to be submitted prior to the November Board of Directors meeting. The Treasurer will review the budgets with supporting documentation, and make the final decisions for the November meeting.
28. Upon completing the Treasurer's term:
 - a. Spend one day reviewing files with the incoming Treasurer;
 - b. Be open and available to help incoming Treasurer with any questions they may have; and
 - c. Create and transfer all computer administrative files.
29. Maintain constant contact with the Membership and public via the Treasurer's email address at treasurer@aata.ca.

SECRETARY:

The Secretary:

1. is elected by the Membership at the Association's AGM;
2. holds office for a two year term;
3. is elected on even-numbered years; and
4. is responsible for the Association's administrative function.

The Secretary is responsible for the administrative functions of the Association and liaises with the CATA on matters of Membership.

Responsibilities

1. Ensure that all records of the Association are maintained and up to date.
2. Ensure the register of Members is maintained, up to date, and archived.
 - a. The register of Members shall include:
 - i. the full name and street address or postal address;
 - ii. the date on which the person is admitted as a member;

- iii. the date on which the person ceases to be a member;
 - iv. the class of membership of the person.
3. Record, type, and distribute the minutes of all Board and Annual General meetings, and forward them to the Board for review.
4. Once minutes are ratified, circulate minutes to the Board of Directors for record purposes.
5. Include a copy of the AGM minutes in the forty two (42) day AGM package to the general Membership prior to the upcoming AGM.
6. Receive Membership information from the Treasurer and update the database for the Association.
7. Maintain close communication with the Treasurer in regards to Membership matters.
8. Work with the Board of Directors and Committee Members to update the:
 - a. Website (Marketing & Education Committees); and
 - b. Membership (Treasurer & National Office).
9. Maintain a record of all Association documents approved by the Membership.
10. Maintain stock and distribution of administrative supplies as needed.
11. Liaise with Members of the Association and the general public
12. Maintain soft copies of all association forms, templates, and logos.
13. Work with the web designer to maintain and update the www.aata.ca.
14. Distribute electronic communications with respect to announcements, job postings, course information, and other points of information.
15. Date all correspondence received.
16. Be the liaison for applications for the Alberta Education Athletic Therapy Certificate (see *Alberta Education Documents, #7-5*). Upon obtaining the necessary documents from the students and the fees for the certificates, the certificates will be printed and signed by a Member of the Board of Directors.
17. Upon completing the Secretary's term:
 - a. Spend one day reviewing files with the incoming Secretary;
 - b. Create and transfer all computer administrative files.
18. Monitor the Association's email and forward to appropriate Members of the Association; and maintain constant contact with the Membership and public via the Secretary's email account at secretary@aata.ca

Fees of the Association

Annual Membership dues are determined by a two-thirds majority of Members present at the Annual General Meeting (AGM). All Certified Members and Certification Candidates will be invoiced by the first week of November of each year. Membership renewal invoices for Alberta Athletic Therapists Association (AATA) Provincial chapter dues will be emailed to those Members who have maintained certification in all Membership categories. It is the responsibility of the Member to ensure that their current email address is updated on the website of the Canadian Athletic Therapists Association in order to receive their invoice in a timely manner. Provincial Membership fees for the upcoming year are due by December 31 of the expiring year. Refer to *Membership Renewals, #2-4* for information regarding Membership processes.

FEES OF THE ASSOCIATION:

Annual Membership Fee:

1. The Fees for the next preceding Membership Year shall be determined by Voting Members at the AGM.
2. The current annual fee is:
 - a. \$ 288.75 Certified Member
 - b. \$ 75.10 Certification Candidate

Late Fee:

1. If Membership fees are post-marked and received after December 31 of the expiring year, a \$50.00 late fee will be applied to all late Membership dues. Failure to pay the annual Membership fee and the late fee will result in the suspension of rights and/or privileges of any Member.

Reinstatement Fee:

1. Reinstatement fee equal to 50% of the annual dues for the Member's category of Membership

Leave of Absence Fee:

1. Members approved for a leave of absence are required to pay 50% of their annual provincial dues each fiscal year for educational or maternity/paternity/long-term disability leaves, this fee does not include any other applicable fees. (see *Leave of Absence, #7-1*)

Annual Operating Budget

CATEGORIES

The Annual Operating Budget consists of three main categories:

1. **Monies from a Transaction Account:** is a deposit or chequing account held at the Association's bank, which is currently TD Canada Trust (home branch: Brentwood Branch: 3630 Brentwood Rd NW, Calgary, Alberta, T2L 6Z2), for the purpose of securely and quickly providing access to funds on demand for Association business.
2. **Monies held in a Special Project/Contingency Fund:** is approximately 5% of the Annual Operating Budget to be held in a savings account apart from the Annual Operating Budget and grown through interest accumulated through the Association's bank account.
3. **Monies held in A Legal Fund:** is maintained at \$10,000.00, to be held in a savings account, apart from the Annual Operating Budget and grown through interest accumulated through the Association's bank account.

At the end of each fiscal year, any excessive monies remaining in the chequing account of the Association shall be transferred into investment funds as decided by the Treasurer and the President.

INVESTMENT FUND

An annual contribution to the Association Investment Fund should be made to the order of \$10 per Certified Member and \$5 for Certification Candidates. Monies are distributed to the investment funds on an annual basis. All short-term and long-term investments are currently held in trust by CIBC Wood Gundy, 1800 Manulife Place, 10180-101 Street, Edmonton, Alberta, T5J 3S4.

INTERPRETATION OF FINANCIALS SPREADSHEET CATEGORIES

The financials spreadsheet can be divided into three categories: income, expenses, and investments. In the document, under:

1. Income Categories:

- a. "Membership fees" means all fees paid by all categories of membership to the Association over the course of the year.
- b. "Course income" means all monies made from courses held by the Association, including the Annual General Meeting (AGM) course weekend.

- c. “Marketing income” means all monies made from marketing initiatives such as the sale of marketing items.
- d. “Advertisement income” means all monies made from the sale of advertisement space owned or distributed by the Association.
- e. “GST refund” means monies received from the government as GST refund money.
- f. “Cash forward from previous year” means monies held in the regular chequing account of the Association from the closing balance from the previous year.
- g. “Interest income” means a total of all interest made from the chequing account of the Association.
- h. “Miscellaneous Income” means all monies collected which are not designated to another Income Category (ie: Alberta High School Project).

2. Expense categories

- a. "Board of Directors" means all expenses incurred by the Board of Directors including meeting expenses.
- b. “Marketing committee” means all costs of the Marketing Committee, such as meeting, advertising, travel, and conference exhibiting expenses.
- c. “Education Committee” means all costs of the Education Committee, such as meetings, travel, and course hosting expenses.
- d. “Ethics committee” means all costs of the Ethics Committee meeting and travel expenses. It does not include legal expenses.
- e. “Ad-hoc Committee” means all costs of the Ad-hoc committee such as meeting and travel expenses.
- f. “Office of the Ombudsperson” means all costs of the Ombudspersons office such as meeting and travel expenses.
- g. “Office expenses” include items such as the Association mailbox fee, paper, envelopes, and stamps.
- h. “Special projects” refers to expenses as outlined from projects deemed special projects by the Board of Directors.
- i. “Contingency fund” refers to the 5% of the Operating budget that is moved to the Special project/Contingency fund.
- j. “Accounting” refers to accountant fees and audit fees.
- k. “Liability and professional dues” includes the Volunteer Canada Membership of the Association and the Officers and Directors Liability Insurance.
- l. “Legal fees” includes all legal fees for all Committees and areas of business of the Association.
- m. “Marketing Projects” includes all funds used for marketing projects, as well as website fees, renewal fee for the domain name, and any additional expenses for work done on the Association website.
- n. “Bank charges” includes all costs over the year for the bank account of the Association, as listed on the bank statements, and fees incurred by Paypal subscription.
- o. “Investment Expense” includes monies withdrawn from the chequing account and put toward the Association investment fund.

- p. “AGM Expenses”- any expenses to host the annual AGM or for the Executive Directors to attend.
 - q. “Honorariums” includes all remuneration given to Members as deemed necessary by the Board of Directors.
 - r. “Awards/Donations” includes all monies donated to various awards or organizations as approved by the Board of Directors. (ex. MRU award, research awards and supervisory awards).
 - s. “Courses/Education” includes all monies paid by the Association to host a course.
 - t. “Reimbursements” any reimbursements to members on their fees.
 - u. “Contractor fees” includes all annual costs for the payment of Association contractors, including the Executive liaison position.
- 3. Investments**
- a. “Investments” includes all short-term and long-term investments currently held in trust with CIBC Wood Gundy, 1800 Manulife Place, 10180-101 Street, Edmonton, Alberta, T5J 3S4.

Rules and Procedures for Annual Meetings

OFFICERS

1. The President of the Association will serve as Chairperson and shall preside at the Annual General Meeting (AGM).
2. The President may, if he or she wishes, designate an adjudicator or other Officer to preside over the AGM.
3. The President may, if he or she wishes, designate an adjudicator or other Officer to preside over individual meetings or over parts of meetings.
4. When an Adjudicator or Officer is acting as Chairperson, he or she shall have the same powers and duties as the Chairperson.

SECRETARIAT

1. The Secretary of the Association will be responsible for recording the minutes of the meeting.

ATTENDANCE

1. Attendance at the AGM is limited to Members of the Association having maintained status (see *Membership Categories, #2-1*).
2. Only Certified Members, having maintained status, are eligible to vote on matters of the Association.
3. Special guests of the Association may be asked to attend and present on relevant matters.
4. In order to conduct Association business, quorum is set to 20% of voting Members present.

CONDUCT OF THE MEETING

1. The Chairperson shall declare the opening and closing of each plenary session of the meeting and have overall control of the proceedings. As the first order of business, the Chairperson shall review the rules and procedures for the meeting and seek approval of them. Any voting Member, at this time, may move that a rule should be changed and the matter shall then be put immediately to the vote.

2. The Chairperson shall direct the discussion, accord the right to speak, put questions to the vote, and announce decisions. The Chairperson shall rule on points of order and call a speaker to order if the remarks are not relevant or if they are exceeding the allotted time.
3. When a matter is not covered in these rules of procedure, Roberts Rules of Order shall apply.
4. The Chairperson shall rule on any point of order raised during the meeting by a voting Member. If the Member appeals against the Chairperson's decision, the matter shall be put to a vote. The Member raising the point or order may not speak on the matter under discussion. The Chairperson's ruling shall stand unless over-ruled by a majority of those present and voting.
5. Under normal circumstances, proposals and amendments shall be written in a prescribed format and distributed to all voting Members in advance of the meeting. In some circumstances, the Chairperson may, at his or her discretion, permit the discussion of proposals and amendments when they are not in writing.
6. When a proposal has been adopted or rejected, it may not be reconsidered unless it is proposed by a Member who voted in favour of the original proposal, and was agreed by a two-thirds majority of those present and voting.

VOTING

1. Each Certified Member, with status maintained, shall have one vote (see *Membership Categories, #2-1*).
2. Certification Candidates, or Emeritus Members shall not have the right to vote.
3. Voting shall be by a show of hands.
4. When an amendment to a proposal is moved, the amendment shall be voted on first. When more than one amendment is moved to a proposal, the amendments shall be taken in order. When one amendment necessarily implies the rejection of an earlier one, it shall not be put to the vote.
5. The meeting may decide, by ordinary resolution, that the voting for an election or on some other matter should be held by secret ballot.
6. Voting can be cast in the following categories:
 - a. In favour – positive vote;
 - b. Against – negative vote; and

- c. Abstention – refusal to vote either for or against a motion. Members are not obliged to vote and the records of the AGM take no official notice of such as refusal unless the Member wishes to do so.

Adjudicator for Annual General Meeting

The Board of Directors may request an adjudicator to preside over the Annual General Meeting (AGM) of the Association.

The adjudicator:

1. must be familiar with Robert's Rules of Order and *Rules and Procedures for Annual Meetings, #5-1*;
2. may be a person external to the Association; and
3. does not have a vote, unless he/she is a Certified Member with status maintained with the Association, in which case he/she retains the right to vote.

If possible, the Board of Directors should choose an adjudicator who resides near the location of the AGM.

Awards

The Awards of the Association will be administered by the Board of Directors with advice and collaboration from Committee Chairpersons. The goal for the management of Awards is to ensure a fair and equitable process for all Members of the Association.

POLICIES

1. Association awards are awarded annually with the exception of the Benevolent Fund.
2. The Benevolent Fund may be awarded to more than one recipient annually, and dispersed according to what is in the best interest of the applicant.
3. Applications/nomination forms will be completed by proposed deadlines depending on the Award.
4. All award recipients are ratified by the Board of Directors.

PROCEDURES

1. A Member of the Board of Directors will collect, evaluate, and select applications and recipients for the following awards:
 - a. **Special Recognition Award**
 - b. **Outstanding Mentor Award**
 - c. **Benevolent Fund**
2. Faculty members of the Mount Royal University Athletic Therapy program will evaluate and select applications and recipients for the following awards and notify the Board of Directors of the outcome of their deliberations:
 - a. **Leadership and Service Scholarship**
3. A Member of the Board of Directors will notify the winners and make arrangements for their presentation of the awards at the Annual General Meeting (AGM).
4. The applications for association awards will be reviewed each year to ensure accuracy.

DETAILS OF AWARDS

SPECIAL RECOGNITION AWARD

This award is presented to an Association Member in recognition of truly distinguished contributions to athletic therapy.

Qualifications for Special Recognition Award

The nominee must:

1. be a Member of the Association in good standing;;

2. demonstrated outstanding service in the area of athletic therapy, sport medicine education, or research;
3. have known excellence in the field of athletic therapy; and
4. be nominated by at least one Member.

The nominator will:

1. complete the online Special Recognition Award application form (found at www.aata.ca).

To be selected, the nomination must be:

2. reviewed and ratified by the Board of Directors.

Nature of the Award

The recipient is honoured at the AGM and is presented with a gift card.

OUTSTANDING MENTOR AWARD

This award is given to an Association Member with demonstrated distinct leadership and commitment. Members will be selected for this award and must have contributed significantly to the growth and development of Certification Candidates.

Qualifications for Outstanding Mentor Award

The nominee must:

1. be a Certified Member of the Association who has maintained their status;
2. provided guidance, leadership, and learning opportunities for one or more certification candidate(s); and
3. be nominated by at least one Certified Member or Certification Candidate.

The nominator will:

1. complete the online Outstanding Mentor Award application form (found at www.aata.ca).

To be selected, the nomination must be:

1. reviewed and ratified by the Board of Directors.

Nature of the Award

The recipients are honoured at the AGM and are presented with a gift card.

BENEVOLENT FUND

This bursary will be provided to a Certified Member or Certification Candidate requiring financial assistance in extenuating circumstances. Assistance is available through the Benevolent Fund for the following:

1. rehabilitation following mental or physical disability;
2. compassionate circumstances requiring immediate and urgent assistance.

Qualifications for the Benevolent Fund

The applicant must:

1. be a Certified Member or Certification Candidate of the Association;
2. demonstrate extenuating circumstance(s);
3. meets eligibility criteria (as stated above); and
4. have not received assistance from the AATA in the past 12 months.

The applicant will:

1. complete the online Benevolent Fund form (found at www.aata.ca).

To be selected, the nomination must be:

1. reviewed and ratified by the Board of Directors.

Nature of the Award

The use of this award will be announced at the AGM, recipients may choose to maintain anonymity.

LEADERSHIP AND SERVICE SCHOLARSHIP

This award is given to a Certification Candidate with demonstrated distinct leadership and commitment. Two Candidates will be selected for this award. Both must have demonstrated leadership and initiative in the classroom, field, and clinical settings.

Qualifications for Leadership and Service Scholarship

The nominee must:

1. be a Certification Candidate of the Association who has maintained their status; and
2. be a student of the Mount Royal University Athletic Therapy program.

The nominator:

1. must be an instructor of the Mount Royal University Athletic Therapy program.

To be selected, the nomination must be:

1. reviewed and ratified by instructors of the Mount Royal University Athletic Therapy program.

Nature of the Award

The recipients are awarded a \$1500 scholarship by Mount Royal University.

Committees

ORGANIZATION STRUCTURE

There are two types of Committees in the Association: Standing Committees, and the Discipline Committee.

Standing Committees

Standing Committees and subcommittees of Standing Committees, act on behalf and report directly to the Board of Directors (see *General Committee Responsibilities*, #6-3).

The Association's Standing Committees are:

1. Marketing Committee (see *Marketing Committee*, #6-4)
2. Education Committee (see *Education Committee*, #6-5)
3. Ad-hoc Committee (see *Ad-hoc Committee*, #6-6)

Discipline Committee

As per the Association Bylaws, for each disciplinary matter the Board of Directors may appoint a Discipline Committee to investigate, review and consider transgression(s), implement sanctions or measures. (see *AATA Bylaws Article 3.*)

NOMINATIONS AND APPOINTMENTS (STANDING COMMITTEES)

Committee Chair

Standing committees may recommend a Chairperson by motion to the Board of Directors. This recommendation shall be ratified by the Board of Directors. Where no recommendations are forthcoming, the Board of Directors, at their discretion, appoints the Chairperson. All Chairpersons of Standing Committees must be Certified Members who have maintained their status with the Association.

Committee Members

Each year the Chairperson of the Standing Committees make a general call for nominations for new Committee Member appointments.

The nominees:

1. May be either voting, non voting, or emeritus Members of the Association, as per Association Bylaws, who have maintained their status with the Association

- a. Committee members who are Emeritus or Non voting members of the association shall be entitled to participate in any committee, however they shall not be entitled to vote on any decision or determination to be made by the committee.
2. are expected to commit to a minimum one (1) year term on the Committee unless otherwise specified in the “Committee Composition” below.
3. Must complete the Volunteer and Conflict of Interest forms.

CONDITIONS FOR TEMPORARY REMOVAL FROM VOLUNTEER POSITIONS

1. Volunteer Members from Standing Committees, task forces, or representatives of the Association to other groups, initiating in the following actions will be subject to temporary removal from their volunteer position until such time as all initiated actions have been resolved:
 - a. In litigation or has served notice of potential litigation against the Association;
 - b. In litigation or has served notice of potential litigation with/against another Member of the Association;
 - c. In litigation or has served notice of potential litigation with the CATA;
 - d. In litigation or has served notice of potential litigation with Association sponsors or consultants; and
 - e. Any other action perceived to be in conflict with the Association. All perceived conflicts must be reviewed by the Association’s Ombudsperson.
2. If, at the time that this policy is implemented, a Member is involved in an action and holds a position on a Standing Committee, Ad-hoc Committee, task force, or represents the Association to other groups, the Member may remain in their position until the end of term of their position. If upon the expiration of the term, the Member is still involved in an action, the Member will not be eligible to fill a voluntary vacancy until such time as the action is resolved.

Committee Meetings and Reports

COMMITTEE MEETINGS

For Standing Committees and subcommittees of Standing Committees:

1. Where practicable, meetings are to be scheduled for times and places that are convenient for Members and in a way to keep costs within the approved budget, and may utilize telephone or video conferencing.
2. Chairpersons are to send timely notice of agendas, reports, and other related meeting materials to all Committee and Board Liaison Members.
3. Board Liaisons are encouraged to attend meetings and permitted to participate in discussion.
4. Committees shall hold meetings at least quarterly, however the actual number of meetings may vary and is dependent on availability of funds.
5. Meetings are to be held formally, with a recorded agenda and minutes outlining the actions
 - a. Ensure that minutes are recorded for each Board of Director meeting, including timelines and individuals responsible for assigned actions.
 - b. Ensure that any motions voted by email are recorded in the minutes of the next meeting.
6. Maintain a file of previous year's minutes for reference.

COMMITTEE REPORTS

Definition

A Committee report is an official, written statement that is publicly available. It is formally adopted by a majority vote of the Committee and is presented to the Board of Directors in the name of the Committee.

Requirements

Committee Chairpersons must:

1. submit minutes for each Committee meeting to Board Liaisons no later than three (3) weeks after the meeting;
2. submit an Annual Report six (6) weeks prior to the Annual General Meetings (AGM).

Content, Formal, and Style

1. A Committee report contains:
 - a. a heading which includes the name of the Committee, the name of the Chairperson, and the date of the report.

- b. information obtained, actions taken, and recommendations made on behalf of the Committee. If a Committee is charged with a responsibility, the report should include information on how the Committee accomplished the assigned task, or if a Committee is charged with making a recommendation, the recommendation should be part of the report.
2. Committee reports should not contain inflammatory comments regarding interpersonal and/or inter-Committee conflicts.
3. Committee reports should be signed by the Chairperson indicating that the Committee approved the report and the Chair signed on the Committee's behalf. The designation "Chairperson" should follow the Chair's signature.

Committee Responsibilities

The following outlines general Committee responsibilities that apply to all Standing Committees, sub committees, the Committee Chairs, and all Committee Members.

COMMITTEE RESPONSIBILITIES

Committee Guideline Contract

Upon ratification of their names by the Board of Directors, new Committee Members and Chairpersons are representatives of the Association and must agree to maintain a higher standard of professional conduct when representing the Association.

Budget

Each Committee is responsible for submitting a proposed Committee budget with clearly defined goals and objectives to the Board of Directors by November 1st of each year and for operating within the approved budget.

Policies and Procedures

Each Committee is responsible to review and recommend updates to the Committee's policies and procedures annually. Recommended changes require Board of Director approval. (Also see "New and Revised Policies and Procedures" in *Manual Introduction, #1-1*)

Travel and Accommodation

Committee Members who travel on Association business are expected to adhere to the conditions outlined in *Travel and Expense Claims, #6-4*.

Temporary Chair

If a Committee Chair is unable to fulfill his/her duties, the Standing Committee is to appoint another Committee Member, ratified by the Board of Directors, to temporarily attend to the Chairperson's duties.

Legal Consultation

1. The Ethics Committee Chair and the Association Ombudsperson are usually the only ones with direct access to legal consultation. For fiscal accountability, and to minimize legal expenses:
 - a. A Committee that requires legal consultation should submit the request to the President of the Association in writing including specific questions the Committee wants answered by the lawyer and issues pertinent to the request.

- b. The legal response should be returned in writing. Face-to-face and telephone communication should be the exception and coordinated through the President.
2. Financial responsibility is as follows:
 - a. Committee requests for legal consultation pertinent to the *Alberta Athletic Therapists Association Policy and Procedure Manual* are the financial responsibility of the Association.

RESPONSIBILITIES OF COMMITTEE CHAIRS

All Standing Committee Chairs are responsible to:

1. Preside at all meetings of the Committee.
2. Coordinate and oversee the function of the Committee including:
 - a. setting and coordinating meetings dates;
 - b. setting up conference calls;
 - c. preparing agendas and arranging meeting details; and
 - d. disseminating pertinent documents to all Committee Members.
3. Attend meetings of the Board of Directors quarterly, and the AGM. In extenuating circumstances, and with Board of Director approval, the Chairperson may appoint a designate to attend a meeting in his/her place.
4. Liaise with the appointed Board of Director Liaison.
5. Communicate with Committee Members regarding Association and Committee activities.
6. Take minutes for Committee meetings or appoint a Member to record the minutes of each meeting.
 - a. Submit minutes to the Board Liaison no later than three (3) weeks following each meeting.
 - b. In a year when the Chair's position is changing, the outgoing Chair is responsible for the last meeting presided over.
7. Ensure corrections to the minutes are recorded and a copy of all approved minutes are circulated to Members of the Committee and the Board of Director liaison.
8. Submit Committee reports in keeping with "Committee Reports – Requirements" in *Committee Meetings and Reports, #6-2*.
9. Review and maintain the Committee's Policies and Procedures.
10. Submit recommended motions to the Board of Directors prior to each Board meeting.
11. Submit expense claim forms for reimbursement for expenses incurred in the course of completing Association responsibilities including preparing and distribution of minutes and materials prior to meetings.

12. Submit a proposed annual budget with clearly defined goals and objectives to the Board of Directors.
13. Submit the Volunteer and Conflict of Interest forms annually.
14. Fulfill all general responsibilities of committee members.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee Members are responsible to:

1. Attend all scheduled Committee meetings.
2. Carry out tasks assigned by the Committee Chair.
3. Take and distribute minutes of meetings if required.
4. Remain knowledgeable about Association and Committee activities by reading the minutes, Committee reports, and other applicable documentation.
5. Where a real or perceived conflict of interest occurs, declare the conflict of interest and ask to be excused from any discussion or final decision related to the issue in question. The Chair will delegate a replacement as necessary.
6. Other related duties as assigned to the committee by the Board of Directors.
7. Submit the Volunteer and Conflict of Interest forms annually.

Marketing Committee

The Marketing Committee is a Standing Committee that designs, develops, and facilitates marketing and sponsorship opportunities for the Association. Goals of the Marketing Committee are to:

Develop long-term and short-term strategic plans that will promote the Association, its Members, and the profession to potential sponsors, exhibitors, suppliers, consumers, general public.

1. Investigate and develop public relations and special events campaigns.
2. Develop relationships with major corporate charity events to increase awareness.
3. Investigate and develop advertising campaigns.
4. Work with the National Marketing Committee and other Regional Chapters to access sponsorship materials and contracts for use within the province of Alberta.
5. Seek out sponsorship dollars to finance marketing initiatives within the province of Alberta.
6. Continuously update the Association's website and ensure that the website and its contents are aligned with the goals, objectives, and strategic plans of the Association.
7. Promote the Association's mission and vision by implementing the Association's Strategic Plans;
8. Promote the Association and the profession of athletic therapy to potential sponsors;
9. Develop public relations campaigns to increase athletic therapy awareness to the general public;
10. Develop Association tag lines for easy understanding of the Association's profession;
11. Investigate and develop special events and projects to promote athletic therapy in Alberta;
12. Investigate advertising campaigns;
13. Monitor and update marketing information and materials made available on the Association website at www.aata.ca; and
14. Maintains and monitors information made available through social media marketing (*i.e.* Facebook, Twitter).

COMMITTEE STRUCTURE AND MEETINGS

For more information, see *Committee Structure, #6-1* and *Committee Meetings and Reports, #6-2*.

RESPONSIBILITIES

Chairperson

In addition to the roles and responsibilities listed in under *Committee Responsibilities, # 6-3*.the Marketing Chair must:

1. Work closely with the Board of Directors to create long-term and short-term strategic plans.
2. Actively recruit Committee Members and direct Members as to specific mandates within the committee.
3. Collect Member Project Proposal applications, and together with Members of the Marketing Committee, scrutinize applications.
4. Report to the Board of Directors at scheduled meetings including:
 - a. recommendations for successful Member Project Proposal applications (see the Member Project Proposal, #7-7), and projects.
5. Provide leadership to Committee Members and be a source of information, ideas, and contacts.
6. Serve as liaison between the Association and Board of Directors.
7. Recruit at least four (4) Members for the Marketing Committee.
8. Hold a minimum of four (4) Committee meetings a year, and:
9. Direct Committee Members as to specific mandates within the Committee;
10. Organize, plan, and chair marketing meetings; and
11. Submit minutes from all meetings to the Board of Directors.
12. Submit the budget of the committee to the Treasurer.
13. Oversee the projects and mandates of the Marketing Committee.
14. Seek opportunities with marketing consultants.
15. Attend the AGM, all combined meetings, and all Marketing Committee meetings.
16. Liaise with National Marketing, Sponsorship, and Insurance Chair in order to keep abreast of national marketing, sponsorship, and insurance initiatives.
17. In extenuating circumstances, and upon approval from the Board of Directors, the Chair may appoint a designate to attend a meeting in his/her place
18. Liaise with Secretary to create and monitor tweets on twitter account @ secretary@aata.ca (alias: @aata_therapy).
19. Maintain email account at marketingchair@aata.ca.

Members of the Marketing Committee

For more information, see *Committee Responsibilities, # 6-3*.

In addition, Members of the Marketing Committee must:

1. explore, develop, and support sponsorship opportunities for province-wide events;
2. inform Membership of new sponsorship contracts and marketing events and encourage their attendance and/or use of their service/product;
3. prepare marketing documents;
4. investigate cost of products to promote Alberta Athletic Therapists Association (AATA) amongst Members;
5. investigate, develop, and initiate special events and/or projects (may be stand alone or strategic partnerships with other organizations);
6. increase the exposure and reputation of the AATA to the general public and our Membership by organizing and coordinating special events;

7. investigate the AATA's presence at conferences as presenters or exhibitors;
8. use social media marketing to provide information about the AATA; information about the profession of athletic therapy to the general public;
9. use social media marketing to establish a presence, connect with others, and share information between Members of the Association; and
10. investigate professional marketing and advertising opportunities.

Education Committee

The Education Committee is a Standing Committee committed to the ongoing education of the Association Membership and of the public. It is dedicated to the promotion of an educational framework that serves to advance the profession, and promotes the exchange of information and research between its Members, the Members of other professional groups, and the general public.

COMMITTEE STRUCTURE AND MEETINGS

For more information, see *Committee Structure, #6-1* and *Committee Meetings and Reports, #6-2*.

RESPONSIBILITIES

Chairperson

In addition to the roles and responsibilities listed in *Committee Responsibilities, # 6-3* the Education Chair must:

1. Recruit at least three (3) Members for the Marketing Committee.
2. Hold a minimum of four (4) Committee meetings a year, and:
 - a. Direct Committee Members as to specific mandates within the Committee;
 - b. Organize, plan, and chair marketing meetings; and
 - c. Submit minutes from all meetings to the Board of Directors.
3. Report to the Board of Directors at scheduled meetings including:
 - a. recommendations for continuing education courses;
 - b. research and scholarship activities; and
 - c. projects.
4. Liaise with the CATA Continuing Education Committee to ensure that there is proper allotment of CEU's and that the content of courses reflects the needs and interests of AATA Membership.
5. Ensure that CATA approved courses for maximum CEU's are made available whenever possible;
6. Submit a proposed budget within six (6) weeks of registration for an upcoming course.
7. Ensure that the allotted budget made available by the Membership be used to the maximum benefit for the Membership.
8. Strive to host financially profitable courses that provide funding to further education and research initiatives and awards.
9. Maintain email account at educationchair@aata.ca.

Members of the Education Committee

See Committee Responsibilities in #6-3

STANDING TASKS OF THE EDUCATION COMMITTEE:

1. maintain and update the New Certified Members' Welcome Package;
2. develop and produce a continuing education course calendar which includes a description of available courses and their CEU values;
3. recruit new and informative continuing education courses;
4. oversee the educational content of the Annual General Meeting (AGM);
5. organize the AATA Student Research Day at the AGM;
6. liaise with marketing committee to distribute academic material and resources to the Membership via social media marketing, e-blasts, and the website.
7. Oversee and assist in the ongoing education of both Certified Members and Certification Candidates by:
 - a. Informing Members of the Association of available and upcoming courses;
 - b. seeking out new and interesting course programming pertinent to the continuing education of Members of the Association;
8. recruiting courses in subject areas that Members of the Association may be deficient;
9. Apply for continuing education units (CEUs) from the Education Committee of the Canadian Athletic Therapists Association.
10. Make available new courses based on requests submitted by Members of the Association.
11. Liaise with the Board of Directors to adopt Position Papers and Official Statements (see Position Paper and Official Statement Disclaimer, #7-6).
12. Attempt to run a minimum of two courses per year, including at least one BLS course.

ASSOCIATION PUBLICATIONS

The Association Newsletter is an informational and educational publication that is distributed electronically to the Association Membership four times a year. It is the Association's primary vehicle for communicating with the Membership.

Ad-hoc Committee

At different periods of time, the Board of Directors can, either of their own accord or by motion of the Membership, strike an Ad-hoc Committee for the purpose of investigating or pursuing a particular mandate. If formed, this Committee reports to the Board of Directors as would any other Committee. If in its investigation, the Committee uncovers information that would necessitate the formation of a Standing Committee, the Board of Directors will put this motion to the Membership. If the motion is passed, the Committee will function with all of the rights and responsibilities of a Standing Committee of the Association. The Committee will be dissolved once the mandate of the Committee has been fulfilled.

COMMITTEE STRUCTURE AND MEETINGS

For more information, see *Committee Structure, #6-1* and *Committee Meetings and Reports, #6-2*.

The Ad-hoc Committee will consist of as many Members as required. This number is determined by the Ad-hoc Chairperson. Members of the Ad-hoc Committee must be certified with status maintained by the Association.

RESPONSIBILITIES

Chairperson

In addition to those listed in *Committee Responsibilities, # 6-3* the Ad-hoc Chairperson will:

1. Oversee and assist in special projects as directed by the Board of Directors.
2. Report to the Board of Directors at scheduled meetings including matters of investigating or pursuing a particular mandate as directed by the Board of Directors.
3. Maintain email account at adhocchair@ata.ca.

Members of the Ad-hoc Committee

For more information, see *Committee Responsibilities, # 6-3*.

Leave of Absence

A leave of absence falls into categories:

Educational: An education leave of absence is a leave during which the Member will be attending a full-time post secondary educational institution. Education leave may be granted for a period of time that is required to complete the proposed course of study. Educational institution is defined, for the purposes of this document as a provincially (or equivalent) accredited post-secondary institution. An Entry level Athletic Therapy program of study is exempt from this application.

Maternity/Paternity/Long-Term Disability: The Association defines long-term disability as a period of time over six months. Maternity, paternity and long-term disability leaves may be allowed, if needed, for a period of up to five years.

Personal: A leave for personal reasons may be allowed for a period of up to one year. An extension will be considered by the Board of Directors upon receipt of a written request.

CONDITIONS

A leave of absence may be granted as follows:

1. for both Certification Candidates and Certified Members, the leave is granted at the discretion of the Board of Directors;
2. the leave of absence is granted for a term of one year; and
3. extensions beyond one year require annual re-application.

PROCESSES

To request a leave of absence, the Member must submit a written request to the Board of Directors.

1. The written request should describe the need for and nature of the leave of absence, as well as the expected start date and duration of the leave.
2. In order to qualify for a leave of absence, the applicant must have maintained status.
3. The Member will only be considered upon receipt of the application with full supporting documentation.
4. If the Member has status maintained, and the application is received by June 30, the Member will be reimbursed 50% of the current annual dues.
5. If the Member has status maintained, and the application is received on or after July 1, the Member will not be reimbursed any dues for the current fiscal year.

While on approved leave of absence:

1. Certification Candidates:

- a. are required to pay 50% of their annual provincial dues each fiscal year for educational or maternity/paternity/long-term disability leaves;
- b. are not released from any other responsibilities or obligations to the Association;

2. Certified Members:

- a. maintain all rights entitled to a Voting member of the Association
- b. are required to pay 50% of their annual provincial dues each fiscal year for educational or maternity/paternity/long-term disability leaves;
- c. are not released from any other responsibilities or obligations to the Association;
- d. may serve on any Association Committee;
- e. are able to reinstate their Membership to full active status prior to the end date of their full year leave. The balance of the year's annual dues to be paid, prior to reinstatement.

Personal Information and Electronic Document Protection

COLLECTION OF PERSONAL INFORMATION

Personal information collected from Association Members is used only to meet the purposes and obligations for which the information is intended and that are reasonable within the scope and function of the Association.

CONSENT TO COLLECT, USE AND DISCLOSE PERSONAL INFORMATION

Consent may be implied, express, or the Member may opt out.

Implied Consent – personal information (Membership information, demographic data) that is collected to carry out the business of the organization and for the purposes of Membership are considered implied and reasonable.

Express Consent – for specific areas of business within the organization a Member will provide consent in writing or verbally. The written consent may be given electronically (email) and a copy of that consent is recorded by the Association.

Opt-out Consent – for certain functions within the organization a Member will be provided with the choice of opting out of providing consent.

LIMITS

The Association limits its collection, use, and disclosure of personal information to what is necessary for carrying out the Association's obligations.

ACCURACY

To ensure that personal information is correct, complete and current information is collectively obtained from the individual directly and through the Canadian Athletic Therapists Association's Membership database.

SECURITY MEASURES

Association security measures include physical, administrative, and technical safeguards.

Physical safeguards include:

1. Shredding papers containing personal information (rather than discarding in a garbage can or recycling bin).

Administrative safeguards include:

1. restricting access to personal information to Board of Directors and Committee Chairpersons who need access.

Technical safeguards include:

1. using anti-virus programs on computers;
2. using password-protected computers; and
3. frequently changing passwords for email accounts of Officers of the Association.

INFORMATION RETENTION AND DESTRUCTION

The Association retention periods or schedules for information are based on financial, legal, audit, and operational requirements.

Safe business practices are followed and care is taken in disposing of or destroying personal information to prevent unauthorized parties from gaining access to information.

ACCESS REQUESTS

Access requests are received by the Board of Directors.

ENQUIRIES AND COMPLAINTS

Responses to enquiries and complaints are handled by the Board of Directors.

Email Etiquette

Board Members, Committee Members, and all Association Members conducting Association business are expected to use Association Email addresses. Internal and External email messages must be clear, professional, and technically correct.

CLEAR

1. Write single subject email messages in most cases.
2. Keep messages succinct. If a lengthy message is required, use subheadings within the message.
3. Use a structure that facilitated comprehension on a computer screen:
 - a. Keep paragraphs short.
 - b. Use blank lines between paragraphs.
 - c. Use bullets or numbers.
4. Avoid large distribution lists for highly focused topics.
5. Limit the list of recipients, and copy only those people directly involved with the subject.

PROFESSIONAL

1. Use clear and specific subject lines.
2. Use a signature line containing identification and contact information.
3. Do not send emotional, derogatory, insulting, or critical email messages.
4. Use a “high priority” subject line for time critical messages but avoid overusing this option.
5. Be prompt in responding to email. Acknowledge requests for action even if the work cannot be completed immediately.
6. Do not forward chain letters or spam.
7. Use auto response to notify correspondents when out of the office or unable to respond.

CORRECT

1. Use correct grammar, spelling, and punctuation.
2. Use formal language, complete sentences, and proper paragraph structure.
3. Re-read messages before sending.

OTHER MEDIA PREFERRED

Other forms of communication are preferable to email in the following situations:

1. Use prompt, two-way communication when negotiating.
2. Conflicts or contentious/emotional issues are best described in person.
3. Bad news or exceptionally good news should not be sent by email unless previously discussed in person.

Course Hosting Policy

COURSE CATEGORIES

Continuing education courses provided to Members of the Alberta Athletic Therapists Association (AATA) and held in Alberta will fall into one of three categories:

Sponsored Course: the AATA brings in an instructor/institution to teach a course and the AATA is responsible for organizing all components of the course. The AATA will be responsible for payment to the course instructor. Both parties will agree to and sign an AATA Course Hosting Agreement before any formal preparations for the course begin.

Shared Course: the AATA and instructor/institution will work closely to outline the specific requirements each will have in the organization of the course. The AATA Education Committee and the instructor/institution will remain in close conversation regarding the preparations throughout the organization of the course to ensure a successful course.

Independent Course: an instructor/institution is providing a course and solicits the help of the AATA for marketing reasons only. The AATA will hold no obligations to the hosting of such a course.

COURSE HOSTING STRUCTURE

The following terms and conditions for AATA Sponsored and Shared Courses are outlined below and must be determined prior to the course:

- 1. Course Hosting Contract:** The AATA Course Hosting Contract must be agreed upon and signed between both the AATA and the Course Instructor/Institution (see *Course Hosting Contract #8-1*).
- 2. Course Submission Deadline:** must be set at least two (2) months prior to course date.
- 3. Course Topics:** Course topics will include:
 - a. Certification Candidate exam preparation courses
 - b. Educational material relating to field topics
 - c. Educational material relating to clinical topics
 - d. Educational material relating to business and marketing topics
 - e. Topics of interest sought by the Membership
- 4. Course Advertisement:** The AATA will send e-blasts to the membership 2-3 months prior to the course date, along with posting the information on www.aata.ca.
- 5. Continuing Education Units (CEUs):** Application for CEUs for courses not already on the CATA pre-approved listing must be sent to the Continuing Education Committee of the

Canadian Athletic Therapists Association. Applications can be obtained from the CATA Education Committee Chair. Any associated costs may be covered in part, or in whole by the AATA for Sponsored or Shared courses only. Independent courses are not eligible for CEU application reimbursements.

6. **Course Location:** The AATA will help provide a course location based on the preference of the instructor. If the instructor has no preference as to what city the course will be hosted in, the AATA will choose a location based on course popularity, request, and demand. A fee for room rental will be charged to the course instructor.
7. **Instructor Payment:** The instructor will be paid at the completion of the course, as determined, in advance, in the AATA Course Hosting Contract.
8. **Course Cancellation:** If a course is cancelled due to unforeseen circumstances, or if minimum number of participants is not met two (2) weeks prior to the course, 100% of the registration fee will be refunded to the registrants.
9. **Participant Cancellation:** Cancellations more than two (2) weeks prior to the course will be refunded their money less a twenty percent (20%) administration fee. No refunds will be issued for cancellations two (2) weeks prior to the course date.

Alberta Education Initiative Information

In doing so, the AATA, along with Alberta Education, established a certificate to be awarded to students who apply for it, in completion of a practicum class consisting of 25 hours of observation with a Certified Member. The Alberta Education curriculum outlines the processes by which a student can take this class and how they would go about it. The onus is on the teacher and student to find a placement for the student – the AATA bears no responsibility in this area. Applications and criteria for the award can be found at www.aata.ca.

Applications will be processed once received by a Member of the Board of Directors. Following the receipt of applications and supporting documentation of students records, including student transcripts, certificates will be processed and mailed to the students. The applications and supporting documentation of the students will be shredded to ensure the continued privacy of their information.

This collaboration began in 2010 and the AATA continues to consult with Alberta Education to improve these classes.

Position Paper and Official Statement Disclaimer

The Alberta Athletic Therapists Association (AATA) publishes position papers and official statements as a service to promote the awareness within the profession. The information contained in a position paper or official statement is neither exhaustive nor exclusive to all circumstances or individuals. The relevance and implementation of these recommendations may be affected by institutional human resource guidelines, provincial or federal statutes, other rules or regulations, and regional environmental conditions. The AATA advises all Members to carefully and independently consider each recommendation prior to adoption and/or implementation. The position papers and official statements should not be relied upon as independent basis for care, but resources available to Members and the general public. The AATA takes great care in adopting position papers and official statements and reserves the right to rescind or modify its position papers and official statements at any time.

PROCESS FOR ADOPTION OF POSITION PAPERS AND OFFICIAL STATEMENTS

1. Any Member of the AATA or general public may initiate the process by approaching the Education Committee Chairperson. A copy of the position paper or official statement should be forwarded to the Education Committee Chairperson with a letter detailing the author of the paper or statement and the member or person putting forth the application (if different from the author).
2. The Education Committee Chairperson will consider the paper and if deemed acceptable will forward it to the Board of Directors. The Board of Directors will consider the paper or statement. If accepted by the Board of Directors, the paper or statement will be forwarded to the other Committee Chairs of the AATA for their opinions.
3. If accepted by the Board of Directors and Committee Chairs, the paper or statement will be forwarded to the Membership in the Annual General Meeting (AGM) package of the next year for consideration by the Membership. At the AGM, the Member or person who put forth the application may speak to the paper or statement before a vote to accept or rescind the paper or statement is conducted.
4. If the paper or statement is accepted by the Membership it will be made available to the entire Membership and the public on the AATA website. A paper or statement will be considered accepted by the Membership upon a majority vote.
5. In the event that the Board of Directors or Committee Chairs deem that legal advice regarding a paper or statement should be consulted prior to a final decision being made, this will be undertaken.
6. Only papers or statements that have had the approval of the Board of Directors, Committee Chairs, and legal counsel, if necessary, will be forwarded to the AATA Membership for their approval.

7. If at a future date, the AATA becomes aware that a paper or statement is in need of modification or rescinding, they will immediately remove it from the website and make further consultation on the paper or statement. It will only reappear on the website once it has been modified and approved by the Membership of the Association.
8. Any member wishing to have a paper or statement currently accepted by the AATA revisited for modification or rescinding, will make an application to the Board of Directors regarding the paper or statement and outline their issues for the application. All supporting documentation, at least in referenced format, must accompany the application.

Member Project Proposal

PROJECTS UNDER \$500

Subsidizations are awarded to a Member based on a formula in which the Association will provide up to \$500 toward a special project taken on by a Member, so long as the project will in some way directly benefit the AATA as a whole. All applications will be considered. Multiple applicants may be subsidized depending on the amount of funding requested by each applicant and the benefit of their project to the AATA.

APPLICATIONS

Applications are submitted by individual Members of the AATA and must:

1. Be submitted in writing to the AATA Board of Directors – Member Project Proposal Form;
2. Be received by the AATA Board of Directors by Nov 1. If no Member applies or is granted approval for their project proposal in April, a second application deadline of October 1 is available; and
3. Include all necessary documentation.

PROJECT CRITERIA

1. Must benefit the Association provincially.
2. Must offer a marketing opportunity for the AATA equal to or greater than the cost of the project.
3. Must be the best opportunity for exposure of the AATA in comparison to any other application.
4. Project applications are accepted throughout the year, with no applications for the current fiscal year being approved after November 15.

FOLLOW-UP REQUIREMENTS

Upon completion of the funded project, the successful applicant must submit a report to the AATA Board of Directors. The Member is required to return the contributed funds if:

1. the report is not submitted, or
2. the report is incomplete, or
3. the AATA Board of Directors is not satisfied with the report.

If the project requires more than one (1) year to complete, an annual status report must be submitted to the AATA Board of Directors.

Third Party Advertisements

Policy

1. Individuals and organizations are permitted to advertise their service or product to association members, through one or more of the AATA's publications (Association emails, website, or newsletters).

Application

1. Parties interested in advertising on Association controlled media are required to:
 - a. Apply for advertising by contacting the Executive liaison info@aata.ca
 - b. Pay Advertisement Fee
 - i. 1 month \$75.00
 - ii. 3 month \$180.00
 - iii. 6 month \$390.00
 - iv. Not for Profit Organizations are entitled to a 1 month Special rate of \$50.00 for the first month of advertising.
 - c. All fees are subject to GST
 - d. Postings will only be uploaded once payment is received in full.
2. Advertisement approvals expire 6 months after the date of initial approval. Advertisers who are interested in renewing their content shall be required to resubmit an application.

Definitions

"Advertising" and "advertisement" refer to the provision of space to promote products or services in exchange for payment or other consideration. Examples of online advertising include banners, logo postings, job postings, Request for Proposals, and any other type of promotional consideration, fixed or animated, with or without hyperlinks.

"Advertorials" refers to advertising where the client has sole editorial input.

"Editorial content" means content that is not advertising.

Eligibility and review process

1. AATA Board of Directors has sole discretion to determine the types of Advertising that will be accepted and displayed on its site.
2. AATA does not review or endorse any products or services that are advertised on its site. In no event shall AATA's acceptance of any Advertisement be considered an endorsement of the product or service advertised or for the company that manufactures, distributes, or promotes such product or service.
3. AATA will not accept Advertising that, in AATA's opinion, is not factually accurate. In addition, Advertising must not contain false or misleading claims, or offensive material,

- including material that misrepresents, ridicules, or attacks an individual or group on the basis of age, color, national origin, race, religion, sex, sexual orientation, or handicap.
4. AATA will not accept Advertising related to any of the following: alcohol, firearms, ammunition, fireworks, gambling, pornography, tobacco, or the simulation of news or an emergency event. Advertising also must not promote products that are illegal or whose distribution would violate the law, advocate a political, religious or controversial public position or candidate for public office.
 5. AATA maintains a distinct separation between Advertising and editorial content. All on AATA's site shall be clearly and unambiguously identified as such, and AATA will not accept any Advertising on its site that is not so identified.
 6. Clicking on the ad will link to an advertiser's site. AATA is not responsible for the content on the advertiser's site.
 7. AATA may wish to create special advertorial sections of its websites, consisting of content from its advertisers. Content that is created, provided or influenced by an advertiser on AATA's site is clearly and unambiguously identified as "From Our Sponsor" or "Provided By" the advertiser. Such advertiser content is not subject to editorial review by AATA. Any content in these areas that AATA provides is clearly marked.

Executive Liaison

Policy

1. AATA may contract a consultant to serve as the Executive Liaison of the AATA as outlined in the attached position description.

Procedure

1. Signed copies of the contract shall be stored on Association drives, both online and external.

POSITION SUMMARY:

The Executive Liaison is responsible for the overall coordination of the activities of the AATA delegated by the Board of Directors and Officers with regard to board liaison and support, community relations, marketing and communications and advocacy, financial performance. The Executive Liaison carries out his/her work in a manner consistent with the Association's Mission, Purpose and Goals and within the framework that emphasizes professional practices, fiscal responsibility and attention to risk management. The Executive Liaison carries out the responsibilities of the position under the direction of the President, the Vice-President, the Secretary and the Treasurer of the AATA. The AATA may designate persons who will be the primary contacts during the contract.

ACCOUNTABILITY:

The Executive Liaison is appointed by and reports to the Board of Directors on a monthly basis and as required keeping the Directors informed of emerging administrative issues related to the Association.

RESPONSIBLE FOR:

The overall coordination of the administrative activities of the Association; including but not limited to:

Board Liaison and Support

1. Attends all board meetings, and committee meetings as required.
2. Assists with the preparation of agenda and record minutes for meetings.
3. Organizing and maintaining all Association documents on our online drive, and external backup.
4. Participate with the Board to develop a vision and strategic plan to guide the Association.
5. Acts as a consultant to the Board and its Committees on all aspects of the Association's activities.
6. Identifies, assesses, and informs the Board of internal and external issues that affect the Association.

7. Participate in the recruitment, orientation and training of new Board Members and Committees.

Community Relations, Marketing and Communications, and Advocacy

1. Serves as the first point of contact of the Association to stakeholders, key audiences and media on issues related to the Mission of the Association.
2. Responds to inquiries from third parties (insurance companies) regarding association members' status.
3. Assists with public relations activities, interagency relations and attends meetings on behalf of the Association.
4. Assists with presentations about the Association, its goals and activities as requested.
5. Manages the weekly membership emails, and assists with monitoring Association social media accounts.
6. Responds positively and in a timely manner to media requests for interviews.
7. Establish good working relationships and collaborative relationships with community stakeholders, members, the general public, funders, politicians, and other Associations to keep them informed of the work of the Association, to identify changes in the community and to help achieve the goals of the Association.
8. Facilitates and provides consultation for event coordination promoting the mission of the Association.
9. Engages in other marketing and communications activities to promote, advocate, and create more awareness of the organization.
10. Organizes the distribution of the Association's marketing materials that are available to the membership for use at events or courses.

Financial Performance – Planning and Monitoring

1. Assist in preparing a yearly budget for Board approval.
2. Assist with annual membership registration and compliance.
3. Assists with administration of the funds of the Association according to the approved budget.
4. Monitors budget on a monthly basis ensuring sound bookkeeping and accounting procedures are followed.
5. Prepare the expense reports of the Association for the Board approval.
6. Provides the Board with comprehensive, regular reports on the financial status of the Association.
7. Ensures the Association complies with all relevant financial legislation and CRA requirements, as well as assisting with an internal audit when required.

Remuneration

Consultant shall be paid a fee for Services in connection with the Agreement. Consultant will try to minimize hours and will attempt to manage the project within the time frame allocated, a minimum of 35 hours and a maximum of 40 hours per month. If the maximum number of hours of 40 is to be exceeded an hourly rate will be billed, additional hours if required must be authorized by both parties. A monthly summary of hours and tasks completed must be provided with each invoice. Such amounts shall be paid on the last day of each month. These amounts shall be paid as described above. Consultant is responsible for declaring these amounts as business income, and all the appropriate dealings with CRA for tax purposes.

Expenses:

1. All expenses associated with the organization and management of the Association shall be over and above the cost associated with the management fee.
2. All expenses incurred on behalf of the Association will be billed at cost. Typical photocopying costs are \$0.10/page B&W, \$0.15/page colour.
3. Total expenses will not exceed \$2,000 unless authorized by both parties.
4. All expenses will be invoiced to the AATA within 30 days of being incurred.
5. GST (or applicable taxes) will be tracked as required.

Travel and Expense Claims

TRAVEL AND ACCOMMODATION

1. Board and Committee members who travel on Association business are expected to make every attempt to travel by the most economical method available.
2. Travel by a Board and Committee Members attending Association meetings and/or an Association required functions, the Association covers 100% of the cost of transportation for the individual.
3. Travel and accommodation expenses, and meal per diem, are paid by the Association as per the Association's expense guidelines.

EXPENSE GUIDELINES

To be reimbursed for expenses, Members will:

1. Obtain expense claim form through a Member of the Board of Directors.
2. Meal per diems are as follows:
 - a. Breakfast \$15.00
 - b. Lunch \$15.00
 - c. Dinner \$30.00
3. Vehicle expenses will be determined by the total kilometers travelled at the prescribed rate of:
 - a. \$0.50/km
 - b. This is inclusive of both fuel costs and vehicle wear
4. Complete the form and submit with original receipts to the Treasurer via email, or mail to Box 61115 Kensington RPO, Calgary Alberta, T2N 4S6.

Website Information

The AATA maintains a website at www.aata.ca

Purpose

The purpose of the AATA's website is to provide the public with accurate and accessible information concerning the AATA, provide athletic therapy related information to the public, as well as to serve as a vehicle for communication between the Association and its members.

In the fulfillment of this purpose the following protocols are established for the management of the website:

Content

The AATA website shall include:

1. Athletic Therapy information- concerning the scope of practice, education, certification and athletic therapy job opportunities within Alberta
2. Public Resources- information concerning member certification status, advertising within the Association, public education, and the Alberta Highschool CTS certificate.
3. Association information- becoming a member, and Association contact information
4. Members section- containing Fee Guidelines, Job & Volunteer Postings, Policy and Procedure Manual, Continuing Education, Marketing Items, Awards Of The AATA, AGM Info, Newsletter, Online Payments, Board Members contact information.

General Design/Layout

The Executive Liaison and the standing committees, working under the authority of the Board of Directors, are responsible for the design, layout and updating of the website.

Process

1. General – Except as noted below, the Executive Liaison is responsible for ensuring that information on the website is as accurate and current as possible. Persons proposing updates to the website should do so in writing to the Executive liaison.
2. Members section – The primary means of disseminating member specific information through the website is through the members section. These may include such items as job postings, continuing education courses, and Association governance. Such items, as well as notice of meetings, events, and external advertisements will be posted as they are received. Updates should be emailed to the Executive Liaison.

Exclusive use

The Association's website is maintained for the exclusive use and control of the Alberta Athletic Therapists Association in communicating matters of interest over the internet. The website is not a forum for others to provide information or express their views.

Accuracy

While the AATA attempts to keep its website accurate and timely, it neither warrants nor makes representations as to the accuracy, quality, content, or completeness of the content on the site. Content is subject to change without notice from the Association as a result of updates and corrections.

The Association is neither responsible nor liable for any viruses or contaminations of a web visitor's hardware, software, peripherals, or properties nor for any delays, inaccuracies, errors, or omissions resulting from the use of or with respect to the material contained on its website, including but not limited to, any material posted on (or linked to from) the AATA website. The Association is not responsible for any special, indirect, incidental, or consequential damages that may arise from the use of, or the inability to use, the site and/or the materials contained on the site whether the materials contained on the site are provided by the Association or a third party.

It is important for users of the Association's website to understand that messages transmitted via the Internet are not always reliable. Thus, although the Association will make every effort to maintain the reliability of communications via the association's website, we are unable to guarantee that any such communications will be received by the Association. Therefore, if you provide the Association with information for the website, we strongly recommend that you confirm the receipt of your communication. If you have any question as to the appropriate Association official to whom a communication should be addressed, please contact the Executive Liaison.

Privacy

Persons submitting email comments or questions via the Association website should be aware that the Association cannot guarantee privacy or confidentiality. All information received through the website, including any emails, are subject to disclosure under the Alberta Freedom of Information and Protection of Privacy Act

Alberta Athletic Therapists Association Course Hosting Contract

This Course Hosting Agreement is between the

“Course Instructor/Institution”

- and –

the **Alberta Athletic Therapists Association**,
an association incorporated under the
Alberta Societies Act, RSA 2000 c S-14, having its registered office in the City of Calgary, in the
Province of Alberta (“AATA”).

Whereas:

- A.**
- B.**
- C.**
- D.**
- E.**

Now therefore the “Course Instructor/Institution” and AATA (individually the “Party” and collective “Parties”) agree:

1. TERM

- 1.** This Agreement will commence on “*start date*” and end “*end date*” (the “Term”).

2. TERMINATION

- 1.** Either Party may terminate this Agreement, for any reason, upon providing thirty (30) days written notice to the other party.

3. AATA FUNDING AND SUPPORT

1. AATA agrees to provide support *to be determined by both Parties*, and included in this contract as Appendix 1.

4. RECOGNITION AS A SPONSOR

1. The Course Instructor/Institution will recognize the AATA as a sponsor of the course throughout the Term.
 - a) Include a verbal acknowledgement of AATA as a Sponsor at the beginning and end of the course.
 - b) Ensure that the AATA is acknowledged on online communications and/or social media.

5. INDEPENDENT CONTRACTOR

1. The Parties agree that they are independent contractors. Nothing in this Agreement is intended to create an employee/employer relationship, partnership, joint venture, or agency between the Parties.

6. LIABILITY

1. The Course Instructor/Institution shall be solely responsible for course instruction, including ensuring the safety and security of all Conference participants.
2. The Course Instructor/Institution shall be responsible for all damages that are a direct result of course instruction; and agrees to pay for repairs where damages are caused.
3. The Course Instructor/Institution forever releases and will indemnify and save the AATA, its board members and officers from and against any and all demands, actions, suits, damages, costs, expenses, liabilities, or fees whatsoever, including, without limitation, legal fees and disbursements on a solicitor and own client basis, that AATA, or any of them, or anyone else may incur, suffer, or allege that arises from any act of omission of the Course Instructor/Institution in hosting the course.

7. GENERAL

1. Sections 6.1, 6.2, 6.3, and 7.1 will survive expiry or termination of this Agreement.
2. This Agreement will enure to the benefit of the Parties and their respective heirs, executors, successors, administrators, and permitted assignees and will constitute a legal, valid, and binding obligation of them, enforceable against them in accordance with its terms.

- 3. This Agreement encompasses the entire agreement of the Parties with respect to its subject matter and supersedes all previous understandings and agreements between the Parties, whether oral or written.
- 4. No changes to this Agreement will be binding except those agreed to by the Parties in writing.

Signature

Signature

Printed Name

Printed Name

Date

Date

Volunteer Policy Acknowledgement

Following are three policies that volunteers are required to read and agree to prior to the start of each term, or as these policies are revised:

1. Conflict of Interest 1-4
2. Committee Roles & Responsibilities 6-3
3. Personal Information and Electronic Document Protection 7-2

Please print and complete the 'Certificate and Consent' form below indicating any conflicts of interest and that you've read and agree to the policies, then email to president@aata.ca.

If you do not have a conflict of interest at the time you sign, and you later encounter a conflict of interest, please advise AATA's Board of Directors immediately to disclose and sign a new COI form.

Confidentiality Policy

Preamble

It is in the best interest of the Alberta Athletic Therapists Association (the 'AATA') to encourage and foster open and candid discussions among its directors, officers, employees, committee members, volunteers, and other decision-makers (each a 'AATA Representative'). However, in order to protect the interests of the AATA, confidentiality should be maintained at all times by the AATA Representatives.

Purpose

1. The purpose of this Policy is to describe the confidentiality obligations imposed on AATA Representatives.

Description – Confidential Information

2. Confidential Information is:
 - a. all information, written or oral or produced by other means, provided by the AATA or the AATA Representatives, or otherwise learned or obtained by a AATA Representative, which may include, without limitation, literature, data, programs, client contact lists, personal information, sources of funding, prospects or projections, fundraising techniques, processes, formulas, research or experimental work, work in process, trade secrets, business opportunities or any other proprietary or confidential matter;
 - b. the content and all information relating to discussions at AATA Board meetings or meetings of any AATA committee or task force, including any and all materials, correspondence or reports prepared or circulated in connection therewith; and
 - c. all documents (whether in draft or final form, and in any medium), including all analyses, compilations, forecasts, studies or other documents prepared by the AATA or the AATA Representatives, to the extent that they contain or reflect the information described in (a) or (b) above, other than any such information that:

- i. is or becomes generally available to the public other than as a result of a disclosure by (or on behalf of) a AATA Representative in breach of this Policy;
or
- ii. is or becomes available to a AATA Representative from a source other than the AATA or another AATA Representative, other than as a result of a disclosure by (or on behalf of) a AATA Representative in breach of this Policy.

Confidentiality Procedures

3. Confidential Information must only be used by a AATA Representative in connection with his or her role as a AATA Representative, and for no other purpose.
4. Confidential Information cannot be disclosed by a AATA Representative to any third party or person (including family, relatives, or business or social relations), except with the prior written authorization of the AATA or as may be otherwise required by law. An AATA Representative shall not affirm or deny statements made by others, either directly or indirectly or through electronic means, if such affirmation or denial would result in the disclosure of Confidential Information.
5. Any individual interested in becoming an AATA Representative is required to read and sign the Acknowledgment, Agreement, and Declaration at the bottom of this Policy prior to the start of their term to acknowledge that he/she has read this Policy and agrees to abide by it.

Amendments

6. This Confidentiality Policy may be amended by the Board of Directors at any time and from time to time. Each AATA Representative will be required to sign the Acknowledgement, Agreement, and Declaration at the bottom of the revised Confidentiality Policy upon request by AATA.

Acknowledgment, Agreement, and Declaration

1. I acknowledge that during my term as a AATA Representative, I may have access to Confidential Information. I recognize and acknowledge that the Confidential Information constitutes a valuable, special and unique asset of the AATA which is and shall remain the exclusive property of the AATA.
2. I agree:
 - a. To hold all Confidential Information in trust and strict confidence, to use the Confidential Information only for the purposes required to fulfill my obligations and for no other purpose, to not directly or indirectly disclose the Confidential Information to any unauthorized third party, and to not permit any person to use, examine, and/or make copies of any documents, files, data or other information sources which contain or are derived from Confidential Information, whether prepared by the AATA or otherwise coming into my possession or control without the prior written permission of the AATA with the exception of any of the Confidential Information which I am obliged to disclose by law.
 - b. To keep any Confidential Information in my control or possession in a physically secure location to which only I and other persons who are bound by this Policy or another confidentiality agreement with the AATA have access.
 - c. To not remove any Confidential Information from the AATA's online or physical

- files, storage, or locations unless, and to the extent that, I obtain the AATA's written pre-authorization to do so. Whenever I am so pre-authorized, I agree to take all necessary steps to keep such Confidential Information secure and to protect such Confidential Information from unauthorized use, reproduction or disclosure.
- d. To comply with all privacy laws and regulations, which apply to the collection, use and disclosure of personal information.
 - e. To immediately notify the Ombudsperson of the AATA if I can reasonably conclude that, through any act or omission, a breach of my confidentiality obligations, or those of the AATA, has or may have occurred.
 - f. To cooperate with the gathering of evidence for the investigation of claims of breach of the AATA's confidentiality obligations.
 - g. At the conclusion of my volunteer term or employment with the AATA, or upon demand by management, to return all Confidential Information to the AATA that is in my possession or control, including all copies thereof, in any format.
3. I understand:
- a. that a breach of confidentiality or misuse of Confidential Information could result in disciplinary action, including termination of position;
 - b. that the disclosure of Confidential Information may give rise to irreparable injury to the AATA which may be inadequately compensated by monetary damages. Accordingly, I acknowledge and agree that if AATA reasonably believes that I have breached this Policy, and that such breach has the potential to injure AATA, AATA may seek a court order requiring me to stop further misuse of the Confidential Information. This relief shall be in addition to, and not in limitation of, any other legal remedies which may be available to the AATA, and that the covenants set out above are necessary for the protection of the AATA's legitimate business interests and are reasonable in scope and content;
 - c. that my obligations in this Agreement exist beyond the end of my relationship with the AATA; and
 - d. that I will be required at the beginning of my term, and at the request of AATA, and whenever this Confidentiality Policy is amended, to review and execute this Acknowledgment, Agreement, and Declaration.

Please print and complete the Certificate and Consent form below indicating any conflicts of interest and that you've read and agree to the policies, then email to president@aata.ca

CERTIFICATE AND CONSENT VOLUNTEERS

TO: **ALBERTA ATHLETIC THERAPISTS ASSOCIATION** (the “Corporation”).

I agree to serve as a volunteer of the Corporation, whether as a member of a Committee or in another capacity.

I confirm that I have read the following policies, which have been approved by the Board of Directors (collectively, the “Policies”):

1. Conflict of Interest Policy
2. Committee Roles and Responsibilities Policy
3. Confidentiality Policy

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the Alberta Athletic Therapists Association and your personal interests, financial or otherwise:

- I have no conflict of interest to report
- I have the following conflict of interest to report (Please specify conflicts you or an immediate family member may have that are associated with non-profit and/or for-profit Board memberships, any for-profit businesses for which you or an immediate family member are an officer, director, majority shareholder, or own; and, if a conflict, name your employer and any businesses you or a family member own):

1.

2.

3.

I agree to comply with the above Policies, the by-laws of the Corporation, and any other applicable documents, as they may be amended from time to time. I acknowledge that failure to comply may result in the cessation of my relationship with the Corporation, in whole or in part.

Full Name: _____ Member #: _____

Signature: _____ Date: _____

Committee: _____



EXPENSE CLAIM FORM

Name:		Purpose of Claim:
Phone Number:		
Address:		

Dates	Auto (km)	Type of Expense: transportation, honorarium, accommodations etc.	Breakfast	Lunch	Supper	Total
		EXTEND TOTAL KM @ <u>0.50</u> CENT PER KM TO LAST COLUMN				
		Meal per diem – breakfast \$15.00, lunch \$15.00, supper \$30.00	Total Expenses			
			GST			
			TOTAL			
*Receipts required for all expenses, excluding meals						

For Office Use ONLY:

Total:
Cheque #:

Signature of
Claimant
Date:

Approved By:
Date:

AATA
Box 61115 Kensington RPO
Calgary Alberta,
T2N 4S6
Email: treasurer@aata.ca
M. J. ...